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.

June 27, 2023 - 6:00 PM

HYBRID City Council Meeting

Two ways to participate: In Person at The Mill, Sawyers Room, 1808 Main Street, Lake Stevens

OR Join Zoom Meeting: https://us02web.zoom.us/j/87623882153

or call in at (253) 215-8782 Meeting ID 876 2388 2153

1.	**Call to Order**		
2.	**Pledge of Allegiance**		Mayor
3.	**Roll Call**		
4.	**Approval of Agenda**		Council President
5.	**Citizen Comments**		
6.	**Council Business**		Council President
7.	**Mayor's Business**		
8.	**City Department Report**		
	A.	2nd Quarter Planning Update	Russ Wright
9.	**Consent Agenda**		
	A.	2023 Vouchers	Barb Stevens
	B.	City Council Meeting Minutes of May 23, 2023	Kelly Chelin
	C.	City Council Meeting Minutes of June 6, 2023	Kelly Chelin
	D.	City Council Meeting Minutes of June 13, 2023	Kelly Chelin
	E.	2022 Budget Amendment #2 - Ordinance No. 1167	Barb Stevens
	F.	Resolution 2023-04 Establishing a Transportation Benefit Fund 120	Barb Stevens
	G.	Resolution 2023-09 Establishing a Road Capital Project Fund 311	Barb Stevens
	H.	Authorize the Mayor to sign the contract with Coast Construction Group for the construction of the Sunset Beach Park Improvements Project	Erik Mangold

I. Authorize the Mayor to sign the contract with Northend Excavating, Inc. for the construction of the ADA Improvements Project — Kim Klinkers

10. Action Items

A. Housing Action Plan — Russ Wright

11. 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: 6/27/2023

Contact Person/Department: Russ Wright, Community Development

Planning and Community Development provide the City Council with a quarterly report adressing significant items from the various divisions.

Long Range Update
Each year, staff develops a Long-Range Planning Work Program, reviewed by the Planning Commission and approved by the City Council. The work program includes comprehensive plan amendments, development code amendments, annexations and other special projects. The team has been working on multiple long-range planning activities over the last several months, including the 2023 Comprehensive Plan Update, preparation for the 2024 Comprehensive Plan Periodic Update, the Housing Action Plan, Shoreline User Guide, Lake Stevens Industrial Center Infrastructure and Market Analysis and the Climate Sustainability Plan, along with a few code amendments. A revised work program with status updates is attached for review (Attachment 1). Items with changed action dates are shown in underline mode.

Permitting
Overall permit numbers year to date and for the second quarter of 2023 have increased from those in 2022. However, valuations are down, which indicates smaller scale projects. See Attachment 2 for details. Some notable permits from Quarter 2 include Penncove Brewery, Target EV Station, Lakeview Flats and Creator Zone. The city has received 13 short-term rental applications in Quarter 2 - three have been approved. The permit team launched new permit application forms on the city's website. The building official has been collaborating with peers in Snohomish County to develop cross-jurisdictional handouts for the pending building code updates, as we share many of the same customers. The permit team continues to coordinate with other departments to improve process efficencies. The also continue to seek training opportunities to improve skills.

Code Enforcement
In Quarter 2, there were 44 new cases opened and 41 cases closed. Currently there are 22 cases related to short-term rentals being processed. Eight cases related to STRs have been closed. The code enforcement officer has removed 98 illegal signs and continues to coordinate with businesses in the industrial area and has hand-

delivered letters to all marijuana and sewage processing locations to ensure odor requirements are followed. The code enforcement officer continues to work with the PD to monitor and provide outreach to property owners when any graffiti is found on private property. The code enforcement officer continues to work with other staff to improve processes and develop informational handouts for the public.

Economic Development

Our marketing consultant attended the ICSC 2023 conference (Attachment 3) and represented the city through multiple meetings with national companies.

PCD staff received two planning grants to kickstart the infrastructure design in the Industrial Center. The new grant writer assisted the Police Department with a wellness grant.

One Community Around the Lake

Lake Stevens 2023 Long Range Work Program					
Amendments	**1st quarter**	**2nd quarter**	**3rd quarter**	**4th quarter**	**Status / Notes**
Zoning Code					
1. Short Term Rentals **Jill/Russ**	PC/CC				Complete
Status	**Complete – Council adopted revised regulations on April 11, 2023 per Ord. 1139**				
2. Park Impact Fee Update **Sarah/Russ**	PC	CC			Streamline Code Carryover – will work with Parks Dept to review the impact fees code and projects listed in adopted capital facilities plan.
Status	**Not started**				
3. Code Clean Up **Nico/Christi**		PC	CC		Carryover – underway
Status	**1st briefing with the Planning Commission scheduled for May 17, 2023. Next update with PC will occur in July. City Council intro TBD.**				
4. Review Process Code 14.16A and 14.16B **Melissa**			PC	CC	Streamline Code Carryover – tentative start August
5. Mixed-use Code Update – Review the city's mixed-use regulations both within subareas and the city's designated mixed-use zoning districts **Jill**			PC/CC	PC/CC	Streamline Code Carryover – tentative start August
6. Solicitors License – Chapter 4.04 City's solicitors license code is out of date and includes elements that cannot be practically administered. **Jill**		PC	CC		Streamline Code Coordinate with PD and city attorney's office. *PC briefing, no PC hearing required*
Status	**PCD and PD staff have coordinated on a first draft. Draft presented to the Planning Commission on May 3, 2023. City Council briefing will occur in July.**				

7. LS Industrial Center Update implementation of any actions identified in the LSIC analysis **Christi**			TBD – 12 to 18 months		Economic Development Potential zoning code updates to implement the LSIC analysis
Status	**The consultant has submitted a final report with development scenarios shared with PC and CC. Implementation tasks will occur with 2024 Comp Plan Update.**				
8. ICC Code Updates – Periodic updates to the International Building and Fire Codes **Carol/Tyler**			<u>PC</u>	<u>CC</u>	State Mandate: Periodic updates to the ICC codes *PC briefing, no PC hearing required*
Status	**Introduction to the Planning Commission on May 17, 2023. Schedule has shifted to 3rd quarter base on postponement by State Building Code Council – adoption in October 2023.**				
9. HAP implementation of actions, including refinements to the infill code, tiny houses, incentives and others identified in the plan **Russ/ Jill**			TBD – 12 to 18 months depending on HAP		State Mandate: Housing Options / Economic Development Implementation will occur in 2024
10. Streets and Sidewalk Code **Christi**			TBD – 12 to 18 months depending on CMP		Comp Plan Update: Public Facilities Carryover to 2023 – to be completed with periodic comprehensive plan update of the transportation element in 2024
Comprehensive Plan					
1. 2024 Periodic Update / Annual Docket (if needed) a. 2023 Docket (limited) **Russ** b. All Elements **PCD, PW and PR staff**	PC / CC	PC	PC	PC / CC	• Annual Update and Periodic Update • Limited 2023 Update • Start mandatory 2024 periodic update including scoping, public engagement, land use alternatives analysis and revised elements and maps

Status	**<u>2023 Docket</u>: The Planning Commission have been briefed on proposed docket items with public hearings scheduled, next briefing scheduled for June 26, 2023. Briefing to CC will follow. Hearings to occur in September.** **<u>2024 Docket</u>: Consultants on board. Compliance audit, transportation analysis and public engagement plan underway.**				
2. Hartford / Machias Infrastructure & Market Analysis **Christi**		PC / CC			Economic Development Complete
Status	**Complete – The consultant has submitted a final report with development scenarios shared with PC and CC.**				
3. Housing Action Plan **Russ/Jill**	PC	PC / CC			2024 Comp Plan Nearing completion. Due to Commerce in June 2023
Status	**Staff held workshops with the Planning Commission and City Council and has provided public outreach opportunities. Final briefing w/ PC and CC scheduled for last week of June.**				
4. SMP User Guide and Photographic Inventory **Jill/Zach (GIS)**	Work with Watershed Company on list of items for User Guide. Look for examples from other cities.				Nearing completion. Due to Ecology by June 30, 2023. Quarterly progress reports.
Status	**The consultant has submitted final drafts to city. Initial grant deliverables presented to DOE for reimbursement.**				
5. Minor SMP Update **Russ/New PM**	Dave working on ordinance and staff report for PC.				Complete
Status	**Done – Ordinance 1156**				
6. Transportation Analysis **Christi**				PC / CC	2024 Comp Plan Will carry over to 2023 as part of Periodic Comp Plan Update
7. Climate Mitigation Plan (CMP), implementation of actions identified in the CMP including tree retention and other items identified in the plan **Melissa**			TBD – 12 to 18 months depending on CMP		Comp Plan Update: Environment Plan Complete Implementation will occur in 3rd quarter of 2023 and 2024 w/ comp plan update

Status	**Climate Sustainability Plan adopted per Resolution 2023-08 on June 3, 2023. Staff held workshops with the Planning Commission and City Council and developed a community survey.**	
Annexations		
Northeastern Annexation **New PM**	TBD	Implement Annexation Plan
Petition Placeholder **PM/depends on location**	TBD	Process citizen-initiated annexations as requested
Other Items		
1. Micro Transit Options **Russ/Christi**	TBD – Regular check-ins with City Council	Coordinate w/ Community Transit on options for Micro-Transit as a pilot program
Status	**Underway – staff has worked with Community Transit's consultant to identify community outreach. Meeting 1 held 3/21. Meeting 2 held 6/20**	
2. Snohomish County Tomorrow / Alliance for Affordable Housing **Russ**	Continue participation in SCT, TAC and AHA – report out to PC and Council on actions. Community Development Director will continue to serve as Chair of the SCT Planning Advisory Committee in 2023.	
3. RUTA Analysis (Potential UGA Expansions) **Russ**	Ongoing – All application materials and fees have been submitted to Snohomish County and are being considered as part of their 2024 Comprehensive Plan Update. **Comments provided on draft EIS June 9.**	
4. Economic Development Marketing Materials **Russ**	Ongoing	

General Schedule – subject to change based on staff and funding availability.

1st Quarter January through March

2nd Quarter April through June

3rd Quarter July through September

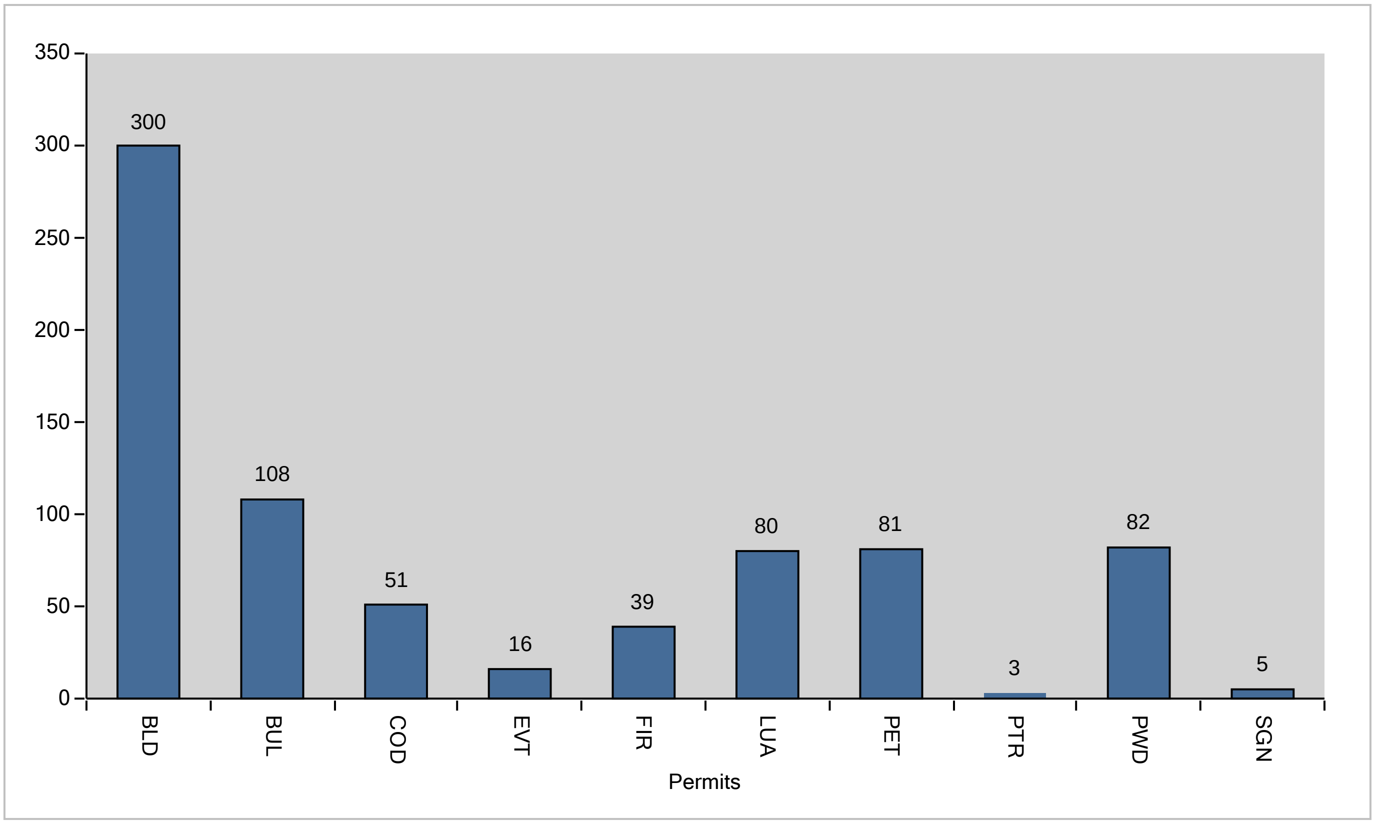
4th Quarter October through December

Attachment 2

Permit Summary

6/21/2023 9:43:08 AM

Permits from 03/15/2023 to 06/15/2023



Description	03/15/2023 - 06/15/2023	%	03/15/2022 - 06/15/2022
Total Permits:	765	24.1%	581
Total Valuation:	$34,288,265.61	-59.5%	$54,677,392.11
Total Fees:	$1,001,089.15	-56.7%	$1,568,414.44
Total Revenue:	$865,849.76	-73.8%	$1,504,982.44
Balance Due:	$555,854.56		$136,348.96
Review Comments:	1002 (685.57 hrs)	-25.2%	1255 (511.50 hrs)
Inspection Comments:	2040 (524.62 hrs)	0.6%	2027 (168.83 hrs)
Total Scheduled Inspections:	1712	0.3%	1707
Active Permits:	16351		

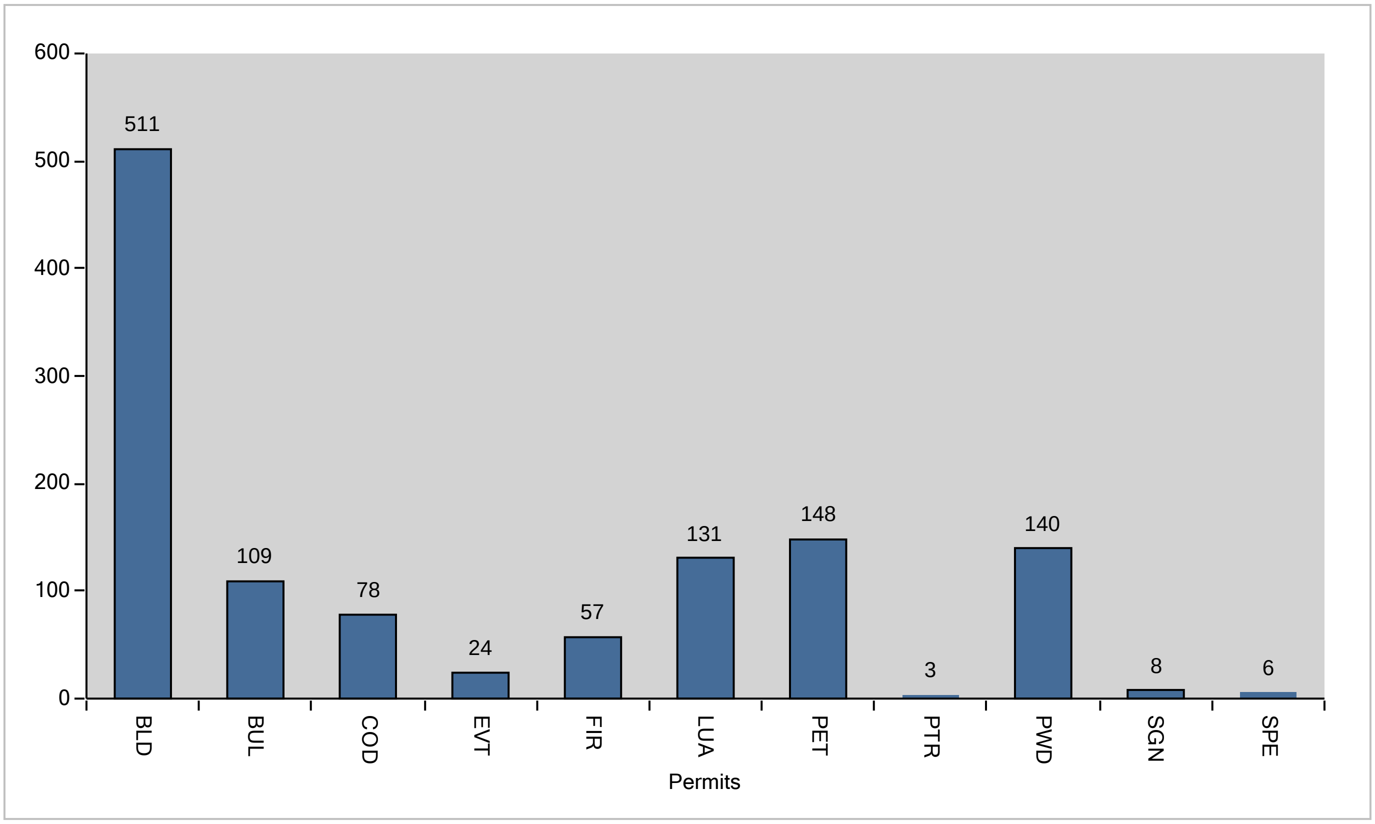
Projects applied for : Penncove Brewery, Target EV Charging Stations, Creator Zone, Lakeview Flats

Projects applied for : Chipotle (TI), Grade Road Storage, Village Townhomes

Permit Summary

6/21/2023 9:39:47 AM

Permits from 01/01/2023 to 06/15/2023

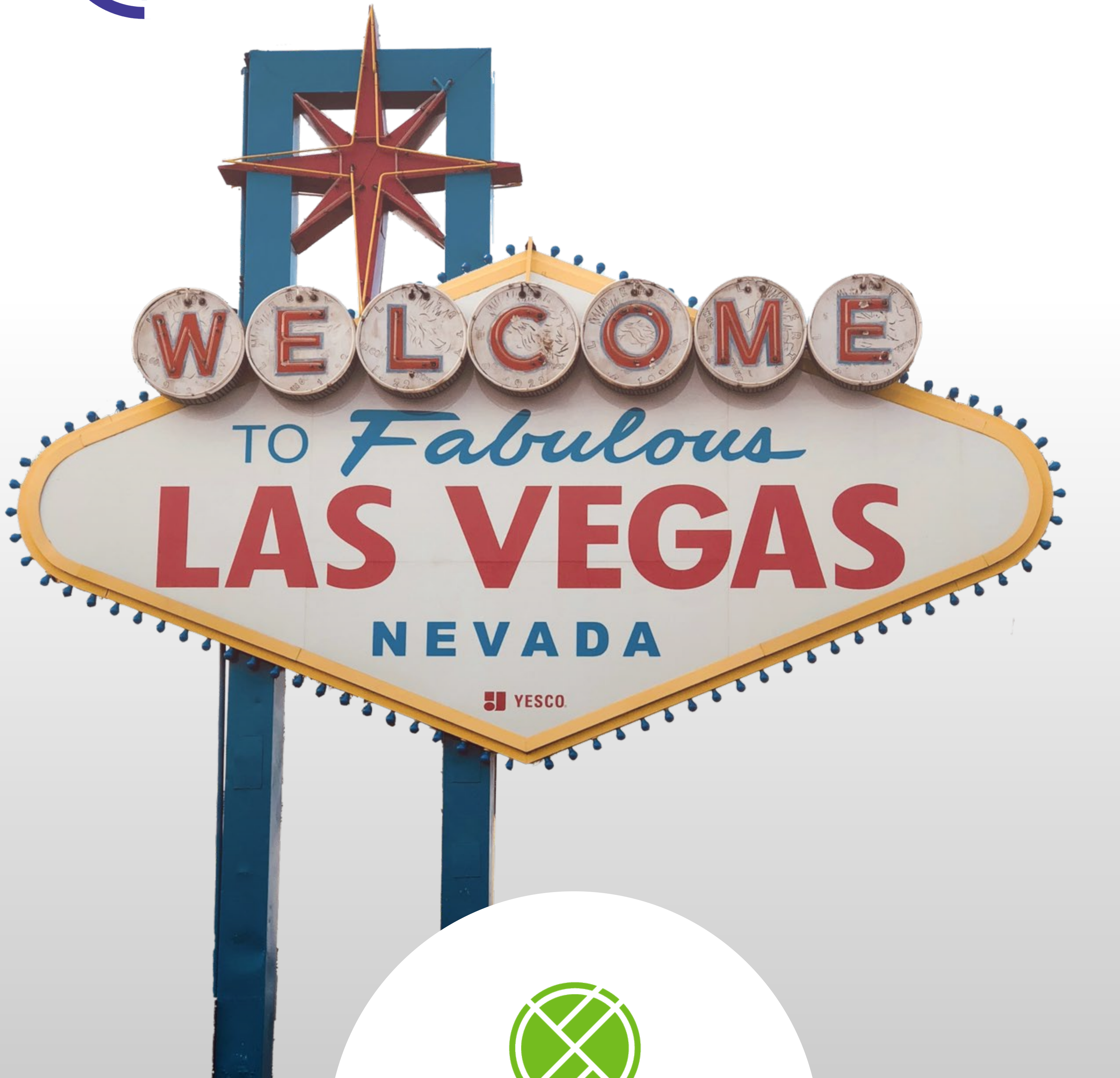


Description	01/01/2023 - 06/15/2023	%	01/01/2022 - 06/15/2022
Total Permits:	1215	22.4%	943
Total Valuation:	$64,544,010.05	-8.1%	$69,765,209.82
Total Fees:	$1,678,162.93	-25.9%	$2,113,352.76
Total Revenue:	$1,369,982.91	-47.0%	$2,013,916.84
Balance Due:	$717,655.67		$162,957.23
Review Comments:	1694 (1,180.07 hrs)	-18.4%	2006 (787.17 hrs)
Inspection Comments:	3499 (891.42 hrs)	11.4%	3099 (351.57 hrs)
Total Scheduled Inspections:	2945	11.1%	2619
Active Permits:	16351		

Projects applied for : Penncove Brewery, Target EV Charging Stations, Creator Zone, Lakeview Flats

Projects applied for : Chipotle, Starbucks, Grade road Storage, Village Townhomes

Lake Stevens, WA



Las Vegas, Nevada retail strategies May 21-24, 2023

Conference Report

Lacy Beasley
Retail Strategies **President**
ICSC Board of Trustees Member

ICSC LAS VEGAS brought together more than **24,000 industry professionals** for deal-making all focused on the **1,000 retail brands** in attendance.

The ability to access the decision maker for the specific conversation for one retailer, in one city, on one site, can be like finding a needle in a haystack. Fortunately, the seasoned professionals at Retail Strategies know how to navigate the conference to execute for our partner communities.

We began material preparation and scheduling meetings in February which is how we were able to have **356 meetings** with hundreds of retailers, developers, and other industry professionals.

Where data is a tool, it's people who do deals. Showing up and having the conversation is a critical investment to success. Years of commitment to thought leadership and retail real estate experience give our partners the advantage of access.

Retail Strategies team members led 2 of the 23 educational sessions offered at the show, "Reshaping Communities: Innovative Strategies for Transformative Future" and "Tips for Community Advancers".

The positive energy gave no sign of a looming recession. Retail brands remain extremely active building their 2024 pipeline for expansion now.

ICSC LAS VEGAS is an important 2 ½ day conference, but we understand it's the daily grind all year that leads to successful retail recruitment. Our team is committed to remaining focused on the goal of serving our municipal partners at the highest quality of service in the industry.

ICSC

3	24,000	1,000	820
DAYS	ATTENDEES	RETAILERS	EXHIBITORS

ICSC

retail strategies

Post Conference Report

Matt Jaeger

Retail Strategies Portfolio Director

Our team from Retail Strategies represented Lake Stevens at the conference and engaged in numerous meetings with retailers, developers, and industry professionals. Building relationships and engaging in candid conversations were key to our success.

National Macro-Economic Trends:

1. **Federal Reserve Rate Trend:** The Federal Reserve has been steadily raising interest rates since March 2022 to combat inflation. Based on the conversation from the show, there is a good chance we could experience a soft landing and avoid a recession.

2. **Retailers Building 2024 Pipelines:** Retails continue to actively seek sites in 2023 and are already building out their 2024 pipelines for new locations. Brands such as Ross, Ulta, Burlington, TJX, and Five Below are planning more than 100 locations each year.

3. **Consumer Sentiment Shifts**: General consumer sentiment is at a 10-year low due to high inflation, leading to a slowdown in consumer spending. Among the backdrop of rising inflation, consumer confidence has become relatively stable in the last 6 months, potentially aided by low unemployment of 3.4%.

4. **Residential Sales Volume Relationship to Retail:** Rising interest rates discourage homeowners from selling, leading to higher house prices. Retailers may face increased rent rates until new development catches up in high-growth markets. Secondary and tertiary markets have the attention of developers and retailers due to population migration shifts.

5. **Capital Markets Outlook:** The outlook for capital markets in the United States is uncertain, with bank failures and continued GDP growth. Retail real estate is viewed as a promising asset class for 2024 and beyond, with increased access to capital. Only 9% of the $4.4T in debt due by 2025 is in retail. Industrial is the most favored commercial real estate class.

icsc

185	1,000	23	637,000
NEW EXHIBITORS	UNIQUE COMPANIES	SPEAKING SESSIONS	SQ FEET OF SPACE

Post Conference Report CONTINUED

National Retail Trends:

1. **Tech Innovation & Integration**: Retailers are adopting new technologies to enhance sales, with a focus on omnichannel marketing that integrates online and in-person shopping experiences.

2. **Low-Density Market Expansion**: National retailers are exploring smaller markets with lower population densities, presenting opportunities for retail expansion in regions experiencing net population growth.

3. **Omnichannel Expansion:** The trend of omnichannel marketing is expected to continue in 2024, as retailers leverage technology to drive revenue and improve customer experiences.

Tech Trends:

1. **AI Integration into Everyday Life**: Artificial intelligence and Large Language Models (LLM) are being integrated into large data sets, providing value to retailers, brokers, and developers. The impact of AI on daily lives is viewed positively.

2. **Drone Delivery:** Walmart is beta-testing drone deliveries, challenging Amazon's dominance. The service has gained popularity, and efforts are underway to extend delivery range and increase load capacity.

What's Next?

Retail is an industry that can pivot and innovate quickly. Retailers adjust their business models to adapt to changing market conditions and prioritize providing top-notch experiences for consumers. The industry is constantly evolving, with competitors ready to offer better services and experiences.

ICSC Las Vegas is a significant conference, but our team remains focused on serving our municipal partners throughout the year. We are honored to partner with Lake Stevens and look forward to discussing updates on specific retailers and projects in your community. We are committed to providing the highest quality of service in the industry.

Please let us know if there is anything we can do for you.

Matt Jaeger
Retail Strategies Portfolio Director

Thought Leaders

Lacy Beasley, president and ICSC Board of Trustees member, moderated a panel to an audience of approximately 600 people on Sunday about innovation in community shaping.

Davon Barbour,
ICSC Trustee, President & CEO, City of New Orleans Downtown Development District
Michelle Buckley,
Principal, Buckley Commercial Real Estate
Angela Self,
AICP, Planning Administrator, Vice Chair of the Housing and Community Development Division, City of Garland, Texas, American Planning Association
Rita Williams,
Director, Economic Development, Kroger Co.

Elliott Cook, director of real estate for Downtown Strategies, spoke to an audience of approximately 200 people Monday on practical tips for community leaders.

ICSC

retail strategies

POST CONFERENCE REPORT

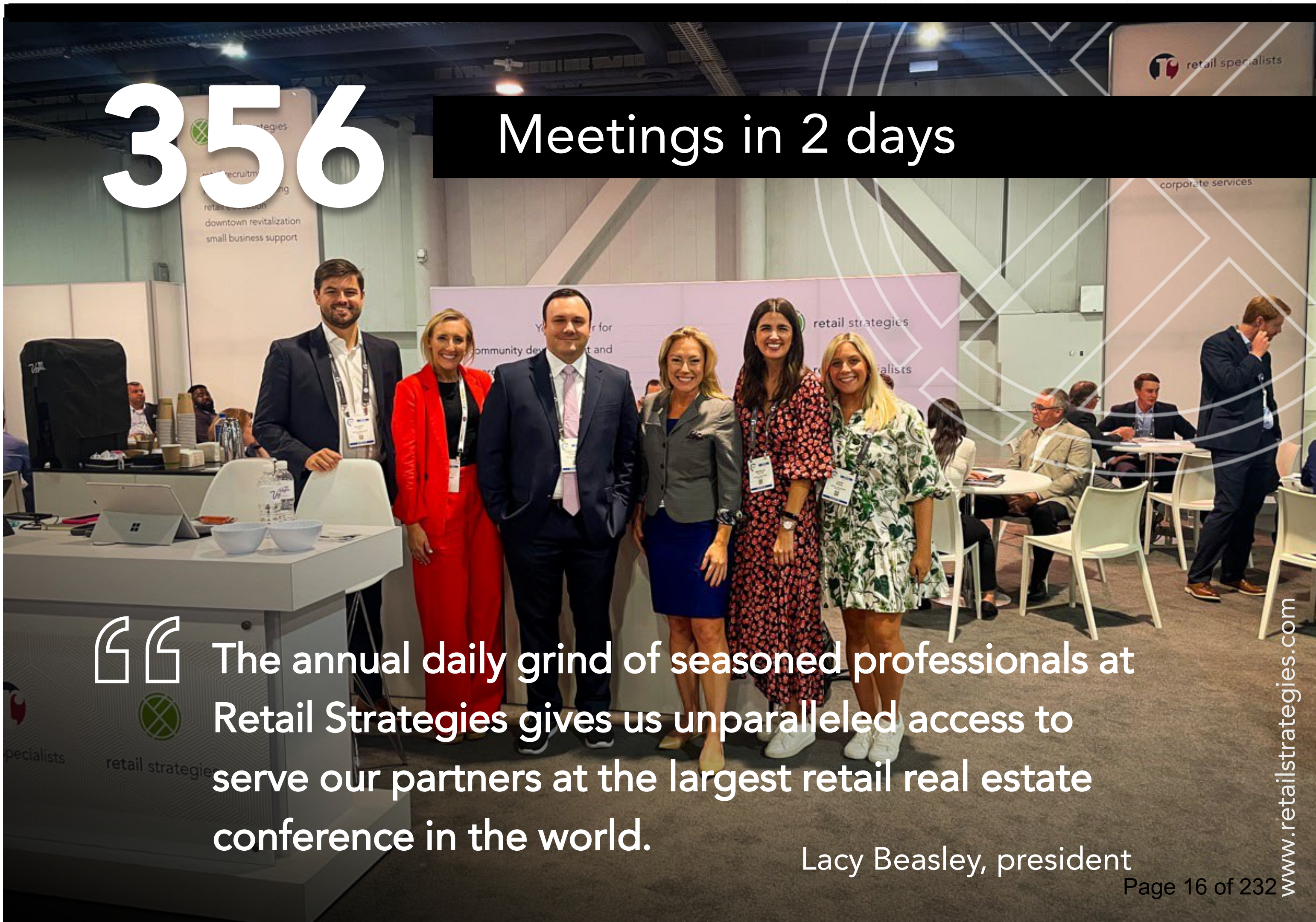
Team Activity

73 Retailer Meetings

89 Broker & Developer Meetings

23 Networking Events

356 Meetings in 2 days



“The annual daily grind of seasoned professionals at Retail Strategies gives us unparalleled access to serve our partners at the largest retail real estate conference in the world.

Lacy Beasley, president

Lake Stevens, WA

Las Vegas Retail Recap

POTENTIAL INTEREST

Primrose Schools: Donna Prada continues to pursue the Lake Stevens market, but she is still having difficulty finding an appropriate site.

The Remlinger Group: Drake Remlinger and Tej Asher are developers and brokers active throughout the region. We have connected with them.

Buffalo Wild Wings GO: Kenny Burdi, Director of Real Estate (West Region), said he has an active franchisee expanding in the Seattle region. He specifically mentioned Lake Stevens as a target market for Buffalo Wild Wings Go. For this concept, they need around 1,600 SQ FT. They are looking to open 65 new stores in 2023 and 100 new stores in 2024.

Choice Hotels: Gabe Borquez, Regional Vice President of Franchise Development for the Country Inn Brand, said he will look at any developable land site opportunities, and he believes there is an operator open to expansion in the region.

Denny's: Laura Grace covers the West Coast for Denny's. She said they are largely built-out in the region, but there is still potential for opportunities in certain areas. In the Seattle market, she said there is a relatively large amount of new development compared to the rest of the region, and she likes the Lake Stevens market. Overall, they are looking to open 22 stores in 2023 and 25 stores in 2024, and they currently require about 45k population within three miles.

Lake Stevens, WA

Las Vegas Retail Recap

POTENTIAL INTEREST

Wilco: In conversations with Michael Olson at 1st Western Properties, who represents Wilco in the region, he shared that they are still interested in the area but continue to struggle with finding a site suitable for development. We're continuing conversations with Michael as we continue pursuing sites and maintaining Wilco's interest in the market.

PASSIVE INTEREST

Marriott Hotels: In continued conversations with Rhine Cunningham to discuss potential developments within the market and how they could work together. Rhine said they are currently holding off on pursuing a location within Lake Stevens. However, we will continue to flag sites for when they decide to move forward with the market.

Goddard School: In a meeting with Michael McPhal regarding Goddard Schools, he said there was interest in Lake Stevens for a location, however, there is no current operator in the area.

Crunch Fitness: Heidi Oldridge mentioned how they struggle to find operators within the state of Washington, and they do not have one for the area as of now.

SVN: Taylor Gibbons is a broker that primarily focuses on retail and hospitality in WA, AZ, ID, and OR. He works for AutoZone, Café Rio, and various hotel groups in the state of Washington. Taylor said he had no client requirements within the Lake Stevens area at this time.

Lake Stevens, WA

Las Vegas Retail Recap

OTHER CONVERSATIONS

Alamo Draft House: A dine-in cinema concept, Alamo Draft House creates a unique movie experience from their interior design to their dining options. They require 6-acres, a minimum of 44,000 SQ FT for the gross building area, and 375 parking spaces. They look for 250,000 population within a 15-minute drive-time. They shared their target heat map across the U.S. and the city is currently not highlighted for expansion.

Flite Golf: Tyler Galbraith said they are unveiling Atomic Golf in November 2023, which will rival concepts like Top Golf and Big Shots. They are also creating an urban range concept that will require less SQ FT, around 6-acres (instead of the average 12-acre minimum), and they will have an indoor concept that requires around 20,000 SQ FT. They need to be a 30-minute drive-time away from competing concepts, and they seeking cities with group business areas (colleges, business centers). They are also open to any opportunity that involves a city-owned golf course.

WSS: Lizette Sifuentes shared that they are not currently interested in expanding into the state of Washington.

WHO WE MET WITH

Retailers

Alamo Drafthouse Cinema
Buffalo Wild Wings GO
Black Bear Diner
Choice Hotels
Circle K
Cobblestone Inn & Suites
Del Taco
Denny's
Flite Driving Golf Entertainment
Freddy's Frozen Custard & Steakburgers
IHG Hotels & Resorts
Inspire Brands
Jersey Mike's Subs Since 1956
Marriott
MN8
Noodles & Company
Pizza Hut
Primrose Schools
Qdoba Mexican Eats
Raising Cane's Chicken Fingers
Taco Bell
Wendy's
Wienerschnitzel
WSS Shoes. Style. Selection.
Yum!

WHO WE MET WITH

Brokers & Developers

BH PROPERTIES

CC CHASER CAPITAL

R COMMERCIAL RETAIL ASSOCIATES

CUSHMAN & WAKEFIELD

epsteen & associates

THE REMLINGER GROUP

OLIVIERI COMMERCIAL GROUP

BLANKET VOUCHER APPROVAL

2023

Payroll Direct Deposits	**6/25/2023**	**$348,206.37**
Payroll Checks	**58520**	**$2,020.78**
Electronic Funds Transfers	**ACH**	**$440,204.25**
Claims	**58521-58616**	**$1,143,034.57**
Void Checks	**57524**	**($250.00)**
Total Vouchers Approved:		**$1,933,215.97**

This 27th day of June 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

June 27, 2023

City expenditures by type for this voucher packet			
Personnel Costs	$	350,227	18%
Payroll Federal Taxes	$	134,918	7%
Retirement Benefits - Employer	$	77,561	4%
Medical Benefits - Employer	$	209,649	11%
Other Employer Paid Benefits	$	5,262	0%
Employee Paid Benefits	$	12,814	1%
Supplies	$	44,858	2%
Professional Services	$	204,774	11%
Refunds	$	1,896	0%
Capital *	$	83,647	4%
Debt Payments	$	807,859	42%
Void Checks	$	(250)	0%
Total	**$**	**1,933,216**	**100%**

Large Purchases *

* SR9/Lake Stevens Rd Roundabout $77,763

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 06/09/2023 - 06/22/2023

Total for Period
$1,583,238.82

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
911 Supply Inc	INV-2-29704	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear - Kolomyza	58521	$333.89
911 Supply Inc	INV-2-29740	001 008 521 20 31 01	LE-Fixed Minor Equipment	Uniform Gear - Ubert J	58521	$122.68
911 Supply Inc	INV-2-29834	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear - Kolomyza	58521	$27.33
911 Supply Inc	INV-2-29866	001 008 521 21 31 00	LE-Boating Minor Equipment	Marine Patrol Hat	58521	$51.09
911 Supply Inc	INV-2-29867	001 008 521 21 31 00	LE-Boating Minor Equipment	Marine Patrol Hat	58521	$31.68
911 Supply Inc	INV-2-29868	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear - Lanto	58521	$71.05
911 Supply Inc	INV-2-29994	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear - Kolomyza	58521	$1,231.79
911 Supply Inc	INV-2-30004	001 008 521 20 31 01	LE-Fixed Minor Equipment	Uniform Gear - LeBlanc	58521	$98.36
911 Supply Inc	INV-2-30123	001 008 521 21 31 00	LE-Boating Minor Equipment	Uniform Gear - Carter	58521	$77.88
					58521 Total	**$2,045.75**
Abdilkareem	060823 ABDILKAR	001 000 362 00 00 03	Davies Beach - Launch/Parking	Boat Launch Parking Refund	58522	$75.00
					58522 Total	**$75.00**
Ace Hardware	76730	001 008 521 50 30 01	LE-Facilities Minor Equipment	Wrench Tap	58523	$27.31
Ace Hardware	76830	001 012 575 51 31 00	CS- Grimm House - Operating	Primer	58523	$133.28
Ace Hardware	76841	101 016 544 90 31 02	ST-Operating Cost	Chain Coil	58523	$78.48
Ace Hardware	76849	001 012 575 51 31 00	CS- Grimm House - Operating	Paint Supplies	58523	$441.82
Ace Hardware	76859	001 013 518 20 31 00	GG-Operating Costs	Shovel/Trash Cans/Wire	58523	$146.78
Ace Hardware	76882	101 016 544 90 31 02	ST-Operating Cost	Wasp & Hornet Spray	58523	$17.47
Ace Hardware	76905	101 016 544 90 31 02	ST-Operating Cost	Keys	58523	$7.09
Ace Hardware	76905	410 016 531 10 31 02	SW - Operating Costs	Keys	58523	$7.08
Ace Hardware	76919	101 016 544 90 31 02	ST-Operating Cost	Gas Cans/Woodcutter Helmet/Mowing Head	58523	$203.24
Ace Hardware	76920	001 012 575 51 31 00	CS- Grimm House - Operating	Exterior Paint Base	58523	$550.74
Ace Hardware	76934	001 010 576 80 31 00	PK-Operating Costs	Adjustable Sprinkler	58523	$16.38
Ace Hardware	77001	101 016 544 90 31 02	ST-Operating Cost	Janitorial Supplies - PW	58523	$690.58
Ace Hardware	77021	410 016 531 10 31 02	SW - Operating Costs	Wire Rope Clips	58523	$7.17
Ace Hardware	77059	001 008 521 30 31 00	LE-Community Outreach Supplies	Potting Soil/Wade Pool/Seeds for Health & Safety Fair	58523	$44.59
					58523 Total	**$2,372.01**
AFLAC	800500	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Insurance Prem	0	$896.36
					0 Total	**$896.36**
All Battery Sales and Service	300-10116042	101 016 544 90 31 02	ST-Operating Cost	Retainer Assortments	58524	$158.69
All Battery Sales and Service	300-10116042	410 016 531 10 31 02	SW - Operating Costs	Retainer Assortments	58524	$158.69
All Battery Sales and Service	300-10116090	101 016 544 90 31 02	ST-Operating Cost	Battery Cable	58524	$110.19
All Battery Sales and Service	300-10116090	410 016 531 10 31 02	SW - Operating Costs	Battery Cable	58524	$110.19
					58524 Total	**$537.76**
Amazon Capital Services	1DLX-Q79W-3DP1	001 008 521 20 31 02	LE-Minor Equipment	Tactical Flashlights/Laptop Power Cord/Adhesive Tape	58525	$434.47
Amazon Capital Services	1K71-CRPT-D97N	001 008 521 20 31 05	LE-Equipment - New Officers	Tactical Womens Boots - C Kolomyza	58525	$158.49
					58525 Total	**$592.96**
Amazon Capital Services	114Y-MVC6-4RGL	001 010 576 80 31 00	PK-Operating Costs	Debris Grabbers	58526	$137.16
Amazon Capital Services	11VH-RXGR-XRYF	001 010 576 80 31 00	PK-Operating Costs	Sqwincher	58526	$28.33
Amazon Capital Services	11VH-RXGR-XRYF	101 016 544 90 31 02	ST-Operating Cost	Sqwincher	58526	$28.33
Amazon Capital Services	11VH-RXGR-XRYF	410 016 531 10 31 02	SW - Operating Costs	Sqwincher	58526	$28.33
Amazon Capital Services	13Q3-9WLC-Q4FM	001 010 576 80 31 00	PK-Operating Costs	Sqwincher	58526	$39.44
Amazon Capital Services	13Q3-9WLC-Q4FM	101 016 544 90 31 02	ST-Operating Cost	Sqwincher	58526	$39.43
Amazon Capital Services	13Q3-9WLC-Q4FM	410 016 531 10 31 02	SW - Operating Costs	Sqwincher	58526	$39.43

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Amazon Capital Services	141M-CMPV-1JND	001 013 518 20 31 00	GG-Operating Costs	Trash Bags/Copy Paper/Class Cleaner	58526	$112.00
Amazon Capital Services	14MC-Y7GJ-1TXJ	101 016 544 90 31 02	ST-Operating Cost	Crimping Tool/Pin Gauge Connector Kit	58526	$148.61
Amazon Capital Services	19LV-43FF-1YWW	101 016 544 90 31 02	ST-Operating Cost	Ractchet Tire Down Packs	58526	$81.60
Amazon Capital Services	19LV-43FF-1YWW	410 016 531 10 31 02	SW - Operating Costs	Ractchet Tire Down Packs	58526	$81.60
Amazon Capital Services	1F9N-RDQJ-3QCM	001 004 514 23 31 00	FI-Office Supplies	Headset	58526	$37.15
Amazon Capital Services	1FY7-WC3Q-CXTP	001 003 514 20 31 00	CC-Office Supply	Binders/Tab Dividers	58526	$34.88
Amazon Capital Services	1HPR-DRV1-37CP	001 010 576 80 31 00	PK-Operating Costs	Paint Supplies/Spray Paint	58526	$53.24
Amazon Capital Services	1K7Y-M474-77RJ	101 016 544 90 31 02	ST-Operating Cost	Microsoft ARC Mouse	58526	$31.15
Amazon Capital Services	1K7Y-M474-77RJ	410 016 531 10 31 02	SW - Operating Costs	Microsoft ARC Mouse	58526	$31.14
Amazon Capital Services	1KJY-DVF3-67QN	101 016 544 90 31 02	ST-Operating Cost	Truck Utility Racks (2)/Ratchet Tie Downs	58526	$422.98
Amazon Capital Services	1KJY-DVF3-67QN	410 016 531 10 31 02	SW - Operating Costs	Truck Utility Racks (2)/Ratchet Tie Downs	58526	$422.98
Amazon Capital Services	1KKT-C7WL-3G36	001 010 576 80 31 00	PK-Operating Costs	Restroom Closed for Cleaning Sign	58526	$83.04
Amazon Capital Services	1LQ7-V1HH-1GFV	101 016 544 90 31 02	ST-Operating Cost	Lenovo Laptop Charger - W Ojalehto	58526	$26.17
Amazon Capital Services	1LQ7-V1HH-1GFV	410 016 531 10 31 02	SW - Operating Costs	Lenovo Laptop Charger - W Ojalehto	58526	$26.17
					58526 Total	**$1,933.16**
Amazon Capital Services	1LWT-KC91-6CD4	001 004 514 23 31 00	FI-Office Supplies	Desk Mirror/File Organizer	58527	$27.96
Amazon Capital Services	1P6L-9Q4J-3M16	001 004 514 23 31 00	FI-Office Supplies	Power Strips	58527	$52.33
Amazon Capital Services	1Q4M-XQ13-36XV	001 010 576 80 31 00	PK-Operating Costs	Lenovo ThinkPad Charger	58527	$24.68
Amazon Capital Services	1QRV-9PNG-DG9T	410 016 531 10 31 01	SW - Office Supplies	Mesh Pen Holder	58527	$19.35
Amazon Capital Services	1QRV-9PNG-DG9T	101 016 544 90 31 02	ST-Operating Cost	Safety Sunglasses	58527	$10.38
Amazon Capital Services	1QRV-9PNG-DG9T	410 016 531 10 31 02	SW - Operating Costs	Safety Sunglasses	58527	$10.39
Amazon Capital Services	1QRV-9PNG-DG9T	001 010 576 80 31 00	PK-Operating Costs	Sunscreen Packets	58527	$34.25
Amazon Capital Services	1QRV-9PNG-DG9T	101 016 544 90 31 02	ST-Operating Cost	Sunscreen Packets	58527	$34.24
Amazon Capital Services	1QRV-9PNG-DG9T	410 016 531 10 31 02	SW - Operating Costs	Sunscreen Packets	58527	$34.24
Amazon Capital Services	1RPY-JRVW-6HNQ	001 010 576 80 31 00	PK-Operating Costs	Floor Scrubber Squeegees	58527	$63.38
Amazon Capital Services	1TTQ-D3PR-YT9Y	101 016 544 90 31 02	ST-Operating Cost	Truck Ladder Racks (2)	58527	$341.02
Amazon Capital Services	1TTQ-D3PR-YT9Y	410 016 531 10 31 02	SW - Operating Costs	Truck Ladder Racks (2)	58527	$341.02
Amazon Capital Services	1TV3-WQKM-1RQ6	101 016 544 90 31 02	ST-Operating Cost	Replacement Battery for Scanreco	58527	$117.02
Amazon Capital Services	1VDJ-PMYW-17HF	001 010 576 80 31 00	PK-Operating Costs	Key Tags	58527	$10.92
Amazon Capital Services	1VDJ-PMYW-17HF	101 016 544 90 31 02	ST-Operating Cost	Notebooks	58527	$8.28
Amazon Capital Services	1VDJ-PMYW-17HF	410 016 531 10 31 02	SW - Operating Costs	Notebooks	58527	$8.28
Amazon Capital Services	1VMP-6DL1-9MQ7	001 010 576 80 31 00	PK-Operating Costs	Dock Cleats/Hose Nozzle	58527	$50.12
Amazon Capital Services	1VWC-WCLM-6N6C	101 016 544 90 31 02	ST-Operating Cost	Digital Levels (2)	58527	$315.60
Amazon Capital Services	1VWC-WCLM-6N6C	410 016 531 10 31 02	SW - Operating Costs	Digital Levels (2)	58527	$315.60
Amazon Capital Services	1X4T-X3V6-4XJG	001 010 576 80 31 00	PK-Operating Costs	PC-Masonry Epoxy Adhesive Paste/Sikaflex	58527	$141.19
Amazon Capital Services	1XXC-4JX6-H9CT	001 010 576 80 31 00	PK-Operating Costs	Bluetooth Mouse/Messenger Bag/Headphones	58527	$160.60
Amazon Capital Services	1YT6-V7Y4-1VVV	001 004 514 23 31 00	FI-Office Supplies	Wireless Combo Mouse/Keyboard	58527	$43.71
					58527 Total	**$2,164.56**
Arcady Shteynberg	LSPD 0001	001 008 521 21 31 00	LE-Boating Minor Equipment	RESTUBE Automatic (7)	58528	$775.87
					58528 Total	**$775.87**
Assoc of Washington Cities EFT	44422	001 000 283 00 00 00	Payroll Liability Medical	Medical Insurance Premium	0	$206,208.52
					0 Total	**$206,208.52**
Barber	061223 BARBER	001 013 582 10 00 00	Refund of Deposit	LS23-Barber2_6-11 Mill Deposit Refund	58529	$150.00
					58529 Total	**$150.00**
Becerril	BECERRIL 06/16	001 000 322 30 00 00	Animal Licenses	PET2023-0148 Refund Duplicate Payment	58530	$20.00
Becerril	BECERRIL 06/16	510 000 341 81 00 00	Technology Fee	PET2023-0148 Refund Duplicate Payment	58530	$0.60
					58530 Total	**$20.60**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
BeyondTrust Corporation	IN0086850	510 006 518 80 49 25	LR - Bomgar Cloud Remote Admin	Remote Support Concurrent User Cloud	58531	$2,921.86
					58531 Total	**$2,921.86**
BMI	48277016	001 013 518 20 49 00	GG-Miscellaneous	Music Profile Fee 06/01/23 - 05/31/24	58532	$421.00
					58532 Total	**$421.00**
Builders Exchange of Washington Inc	1074738	101 016 542 30 41 02	ST-Professional Service	Sunset Beach Park Improvements Publication	58533	$73.12
Builders Exchange of Washington Inc	1074738	410 016 531 10 41 01	SW - Professional Services	Sunset Beach Park Improvements Publication	58533	$73.13
					58533 Total	**$146.25**
Business Card	GARCEAU 0623	001 010 576 80 43 00	PK-Travel & Meetings	AWC Labor Relations Hotel - Garceau	58534	$306.68
Business Card	GARCEAU 0623	112 012 594 73 63 00	Art - Public Art Acquisition	Concrete Disposal Fees for Art Tower	58534	$76.37
Business Card	GARCEAU 0623	112 012 594 73 63 00	Art - Public Art Acquisition	Concrete for Art Tower	58534	$998.27
Business Card	GARCEAU 0623	001 010 576 80 32 00	PK-Fuel Costs	Fuel for PW Suburban	58534	$115.12
Business Card	GARCEAU 0623	001 010 576 80 31 06	PK-Lake Safety	Life Ring Theft Stopper Alarm Horn	58534	$228.81
Business Card	GARCEAU 0623	001 010 576 80 31 05	PK-R&M Supplies	Light Switches for North Cove RR	58534	$246.89
Business Card	GARCEAU 0623	001 010 576 80 49 00	PK-Dues & Memberships	NRPA Membership	58534	$180.00
Business Card	GARCEAU 0623	001 010 576 80 49 00	PK-Dues & Memberships	NRPA Membership Credit	58534	($65.00)
Business Card	GARCEAU 0623	302 010 594 76 61 17	PM - Davies Low Profile Dock	Nuts/Washers/Bolts Row Dock Project	58534	$196.12
Business Card	GARCEAU 0623	001 012 575 50 31 00	CS- The Mill- Ops	Replacement Graphic for Barriers	58534	$91.75
Business Card	GARCEAU 0623	001 010 576 80 31 00	PK-Operating Costs	String Trimmer Line Spool	58534	$64.41
Business Card	GARCEAU 0623	001 010 576 80 43 00	PK-Travel & Meetings	WRPA Conf Hotel - D Green	58534	$546.72
Business Card	GARCEAU 0623	001 010 576 80 43 00	PK-Travel & Meetings	WRPA Conf Hotel - Garceau	58534	$546.72
Business Card	GARCEAU 0623	001 010 576 80 43 00	PK-Travel & Meetings	WRPA Conf Hotel - Goldson-Smith	58534	$628.47
Business Card	GARCEAU 0623	001 010 576 80 43 00	PK-Travel & Meetings	WRPA Conf Hotel - Meis	58534	$546.72
Business Card	HALVERSON 0623	101 016 543 30 43 00	ST-Travel & Meetings	AWC Labor Relations Hotel - Halverson	58534	$163.02
Business Card	HALVERSON 0623	410 016 531 10 43 00	SW - Travel & Meetings	AWC Labor Relations Hotel - Halverson	58534	$163.02
Business Card	HALVERSON 0623	101 016 542 30 41 02	ST-Professional Service	Builders Exchange of WA Set Up Fee	58534	$125.00
Business Card	HALVERSON 0623	410 016 531 10 41 01	SW - Professional Services	Builders Exchange of WA Set Up Fee	58534	$125.00
Business Card	HALVERSON 0623	001 010 576 80 43 00	PK-Travel & Meetings	Union Meeting Meal	58534	$32.18
Business Card	HALVERSON 0623	101 016 543 30 43 00	ST-Travel & Meetings	Union Meeting Meal	58534	$32.19
Business Card	HALVERSON 0623	410 016 531 10 43 00	SW - Travel & Meetings	Union Meeting Meal	58534	$32.19
Business Card	MACDONALD 0623	101 016 544 90 31 02	ST-Operating Cost	FlyWheel	58534	$354.03
Business Card	MACDONALD 0623	410 016 531 10 31 02	SW - Operating Costs	FlyWheel	58534	$354.02
Business Card	MACDONALD 0623	101 016 544 90 31 02	ST-Operating Cost	Premium Oil PW52	58534	$27.54
Business Card	MACDONALD 0623	410 016 531 10 31 02	SW - Operating Costs	Premium Oil PW52	58534	$27.54
					58534 Total	**$6,143.78**
Canon Financial Services Inc	30497221	001 010 576 80 48 00	PK-Repair & Maintenance	Copier Lease PW Upstairs	58535	$11.42
Canon Financial Services Inc	30497221	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Lease PW Upstairs	58535	$11.41
Canon Financial Services Inc	30497221	410 016 531 10 48 00	SW - Repairs & Maintenance	Copier Lease PW Upstairs	58535	$11.41
Canon Financial Services Inc	30632066	001 008 591 21 70 01	Lease Agreements	Copier Lease PD	58535	$252.95
Canon Financial Services Inc	30632066	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Copier Lease PD Tax	58535	$23.52
					58535 Total	**$310.71**
CDW Government Inc	DS94355	510 006 518 80 49 37	LR - Fortivoice	Fortinet Fortivoice	58536	$3,730.51
CDW Government Inc	SE2304801	001 006 518 80 41 00	IT-Professional Services	Microsoft SharePoint Deployment Services Project	58536	$4,935.00
					58536 Total	**$8,665.51**
Central Welding Supply Co Inc	EV315447	001 010 576 80 31 00	PK-Operating Costs	Propane	58537	$43.61
Central Welding Supply Co Inc	EV315447	101 016 544 90 31 02	ST-Operating Cost	Propane	58537	$43.62
Central Welding Supply Co Inc	EV315447	410 016 531 10 31 02	SW - Operating Costs	Propane	58537	$43.62
Central Welding Supply Co Inc	RN05231029	001 010 576 80 31 00	PK-Operating Costs	Argon Gas/Centrashield/Propane	58537	$23.69

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Central Welding Supply Co Inc	RN05231029	101 016 544 90 31 02	ST-Operating Cost	Argon Gas/Centrashield/Propane	58537	$23.68
Central Welding Supply Co Inc	RN05231029	410 016 531 10 31 02	SW - Operating Costs	Argon Gas/Centrashield/Propane	58537	$23.68
					58537 Total	**$201.90**
Cintas Loc 460	4155952136	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	58538	$168.40
Cintas Loc 460	4155952136	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	58538	$168.40
Cintas Loc 460	4155952136	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	58538	$168.41
Cintas Loc 460	4156633305	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	58538	$168.40
Cintas Loc 460	4156633305	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	58538	$168.40
Cintas Loc 460	4156633305	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	58538	$168.41
Cintas Loc 460	4157340686	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	58538	$168.40
Cintas Loc 460	4157340686	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	58538	$168.40
Cintas Loc 460	4157340686	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	58538	$168.41
Cintas Loc 460	4158003712	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	58538	$168.40
Cintas Loc 460	4158003712	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	58538	$168.40
Cintas Loc 460	4158003712	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	58538	$168.41
					58538 Total	**$2,020.84**
City of Marysville	LKS23-005	001 013 512 52 40 00	GG-Municipal Court Fees 2022	Marysville Court Citations 05-2023	58539	$11,103.00
					58539 Total	**$11,103.00**
Cory De Jong and Sons Inc	O0344670	001 012 575 51 31 00	CS- Grimm House - Operating	DJ Soil Garden Mix	58540	$38.53
Cory De Jong and Sons Inc	O0344671	001 012 575 51 31 00	CS- Grimm House - Operating	Fertil Mulch	58540	$48.64
Cory De Jong and Sons Inc	O0344682	302 010 594 76 61 12	PM - North Cove Water Feature	All Purpose Soil	58540	$52.88
					58540 Total	**$140.05**
Criminal Justice Training Commission	201138062	001 008 521 40 49 01	LE-Registration Fees	IAT Assistant Instructor ReCert - J Kilroy	58541	$500.00
Criminal Justice Training Commission	201138125	001 008 521 40 49 01	LE-Registration Fees	Law Enforcement Records - K Putnam	58541	$100.00
					58541 Total	**$600.00**
Critical Insight Inc	2023-12910	510 006 518 80 49 40	LR - CI.Security (MDR)	Quarterly Subscription	58542	$3,788.43
					58542 Total	**$3,788.43**
Daily Journal of Commerce Inc	3389570	101 016 542 30 41 02	ST-Professional Service	Sunset Beach Park Improvements Publication	58543	$218.40
Daily Journal of Commerce Inc	3389570	410 016 531 10 41 01	SW - Professional Services	Sunset Beach Park Improvements Publication	58543	$218.40
					58543 Total	**$436.80**
Daughtry	062023 DAUGHTRY	001 001 511 60 43 00	Legislative - Travel & Mtgs	AWC Annual Conf Meal PerDiem	58544	$166.00
					58544 Total	**$166.00**
Department of Commerce	PWTF-181169	401 070 592 35 83 02	PWTF 2006 - Interest	PWTF Loan PW-06-962-020 Interest	58545	$8,190.79
Department of Commerce	PWTF-181169	401 070 591 35 71 02	PWTF 2006 - Principal	PWTF Loan PW-06-962-020 Principal	58545	$409,539.47
Department of Commerce	PWTF-330586	401 070 592 35 83 03	PWTF 2008 - Interest	PWTF Loan PC08-951-023 Interest	58545	$24,138.76
Department of Commerce	PWTF-330586	401 070 591 35 71 03	PWTF 2008 - Principal	PWTF Loan PC08-951-023 Principal	58545	$301,734.45
Department of Commerce	PWTF-98985	401 070 592 35 83 01	PWTF 2005 - Interest	PWTF Loan PW-05-691-PRE-137 Interest	58545	$3,157.89
Department of Commerce	PWTF-98985	401 070 591 35 71 01	PWTF 2005 - Principal	PWTF Loan PW-05-691-PRE-137 Principal	58545	$52,631.58
					58545 Total	**$799,392.94**
Department of Ecology	RS-000000655	410 016 531 10 41 01	SW - Professional Services	Stormwater Action Monitoring	58546	$14,845.00
					58546 Total	**$14,845.00**
Dept of Labor and Industries	316073	001 012 575 50 48 00	CS- The Mill - R & M	L&I Violation Penalties - Mill Elevator	58547	$457.00
					58547 Total	**$457.00**
Dept of Licensing	061023 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits	58548	$348.00
Dept of Licensing	061723 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 06/11/23 - 06/17/23	58548	$57.00
					58548 Total	**$405.00**
Dept of Retirement (Deferred Comp)	60923	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferre	0	$5,389.28
					0 Total	**$5,389.28**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Dept of Retirement PERS LEOFF	60923	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	0	$77,377.51
Dept of Retirement PERS LEOFF	60923	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions - State Contributions	0	$183.76
					0 Total	**$77,561.27**
Dept of Transportation	Re-313-ATB30417023	307 000 595 30 60 00	Project Construction Account	SR9/Lake Stevens Rd Roundabout	58549	$77,762.74
Dept of Transportation	RE-313-ATB30515023	307 000 595 30 60 00	Project Construction Account	SR9/Lake Stevens Rd Roundabout	58549	$2,367.92
Dept of Transportation	RE-313-ATB30515034	101 016 595 64 63 00	ST-Traffic Control-Capital	Foundation/Wall City Gateway	58549	$101.50
					58549 Total	**$80,232.16**
Dickinson	062023DICKINSON	001 001 511 60 43 00	Legislative - Travel & Mtgs	AWC Annual Conf Meal PerDiem	58550	$166.00
					58550 Total	**$166.00**
Dicks Towing Inc	18253805	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2023-09547	58551	$151.66
Dicks Towing Inc	18254297	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2023-09946	58551	$151.66
Dicks Towing Inc	E181883	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2023-09875	58551	$151.66
					58551 Total	**$454.98**
EFTPS	60923	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	0	$134,918.13
					0 Total	**$134,918.13**
Electronic Business Machines	AR251170	001 007 558 50 48 00	PL-Repairs & Maint.	Copier Copy Cost CH - 2YJ04075	58552	$270.92
Electronic Business Machines	AR251170	001 007 559 30 48 00	PB-Repair & Maintenance	Copier Copy Cost CH - 2YJ04075	58552	$270.91
Electronic Business Machines	AR251170	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Copy Cost CH - 2YJ04075	58552	$270.91
Electronic Business Machines	AR251203	001 010 576 80 48 00	PK-Repair & Maintenance	Copier Copy Cost PW - QNN08471	58552	$16.79
Electronic Business Machines	AR251203	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Copy Cost PW - QNN08471	58552	$16.79
Electronic Business Machines	AR251203	410 016 531 10 48 00	SW - Repairs & Maintenance	Copier Copy Cost PW - QNN08471	58552	$16.79
Electronic Business Machines	AR251683	001 010 576 80 48 00	PK-Repair & Maintenance	Copier Copy Cost PW - 2YJ14491	58552	$80.95
Electronic Business Machines	AR251683	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Copy Cost PW - 2YJ14491	58552	$80.94
Electronic Business Machines	AR251683	410 016 531 10 48 00	SW - Repairs & Maintenance	Copier Copy Cost PW - 2YJ14491	58552	$80.94
					58552 Total	**$1,105.94**
Engineering Business Systems Inc	140978	001 010 576 80 31 00	PK-Operating Costs	Plotter Ink & Paper	58553	$233.99
Engineering Business Systems Inc	140978	101 016 544 90 31 02	ST-Operating Cost	Plotter Ink & Paper	58553	$233.98
Engineering Business Systems Inc	140978	410 016 531 10 31 02	SW - Operating Costs	Plotter Ink & Paper	58553	$233.98
					58553 Total	**$701.95**
Enterprise FM Trust	FBN4762553	530 016 591 48 70 01	PW Lease Agreements	Vehicle Lease Fees	58554	$6,618.05
Enterprise FM Trust	FBN4762553	530 016 594 48 70 00	Capital Lease Principal	Vehicle Lease Taxes & Fees	58554	$1,595.34
					58554 Total	**$8,213.39**
Farmers Equipment Co	BUR-20034898	101 016 544 90 31 02	ST-Operating Cost	Master Cylinders PW45	58555	$754.50
					58555 Total	**$754.50**
Fastenal Company	WAARN165624	101 016 544 90 31 02	ST-Operating Cost	Anti-Seize Lubricant/Screws/Hooks	58556	$74.99
Fastenal Company	WAARN165624	410 016 531 10 31 02	SW - Operating Costs	Anti-Seize Lubricant/Screws/Hooks	58556	$74.99
Fastenal Company	WAARN165950	101 016 544 90 31 02	ST-Operating Cost	HexLag/Ractchet	58556	$103.55
Fastenal Company	WAARN165950	410 016 531 10 31 02	SW - Operating Costs	HexLag/Ractchet	58556	$103.56
Fastenal Company	WAARN166108	101 016 544 90 31 02	ST-Operating Cost	Gloves/Screws	58556	$34.74
Fastenal Company	WAARN166108	410 016 531 10 31 02	SW - Operating Costs	Gloves/Screws	58556	$34.73
Fastenal Company	WAARN166270	101 016 542 30 48 00	ST-Repair & Maintenance	Impact Driver Repairs	58556	$18.70
Fastenal Company	WAARN166270	410 016 531 10 48 00	SW - Repairs & Maintenance	Impact Driver Repairs	58556	$18.70
					58556 Total	**$463.96**
Gailey	062023 GAILEY	001 001 513 10 43 00	Executive - Travel & Mtgs	AWC Annual Conf Meal PerDiem	58557	$166.00
					58557 Total	**$166.00**
Galls LLC	24609005	111 008 521 20 31 01	Drug Seize - Canine Supplies	Embroiderable Blank Rectangle - D Dreher	58558	$14.18
					58558 Total	**$14.18**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Grainger	9736992968	410 016 531 10 31 02	SW - Operating Costs	Clear Flexible Tubing	58559	$47.96
					58559 Total	**$47.96**
Grange Supply Inc	526593/3	101 016 544 90 31 02	ST-Operating Cost	Wildflower Mix	58560	$31.85
Grange Supply Inc	526594/3	101 016 544 90 31 02	ST-Operating Cost	Wildflower Mix	58560	$26.68
Grange Supply Inc	622196/4	101 016 544 90 31 02	ST-Operating Cost	Propane	58560	$32.74
					58560 Total	**$91.27**
Greenshields Industrial Supply Inc	131139	410 016 531 10 31 02	SW - Operating Costs	Wire Rope/Thimble/Clamp/Eye Bolt/Turnbuckles	58561	$478.15
Greenshields Industrial Supply Inc	131995	410 016 531 10 31 02	SW - Operating Costs	Clamps	58561	$20.44
					58561 Total	**$498.59**
Griffen Law Office Inc	1A0151348	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services	58562	$300.00
Griffen Law Office Inc	1A0151350	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services	58562	$300.00
					58562 Total	**$600.00**
HM Pacific Northwest Inc	5908874	410 016 531 10 41 03	SW - Street Cleaning	Street Sweepings Disposal	58563	$1,421.90
					58563 Total	**$1,421.90**
Home Depot	1015074	001 010 576 80 31 00	PK-Operating Costs	Sheathing	58564	$347.02
Home Depot	1363550	001 010 576 80 31 00	PK-Operating Costs	Sponge Rubber Neoprene	58564	$35.11
Home Depot	2013429	112 012 594 73 63 00	Art - Public Art Acquisition	Lumber/Studs/Rebar/Chairs/Nails/Mason Line Reel	58564	$686.76
Home Depot	3013255	101 016 544 90 31 02	ST-Operating Cost	Toilet/Wall Mounted Sink/Bath Faucet	58564	$285.69
Home Depot	3517968	001 010 576 80 31 00	PK-Operating Costs	Cotter Less Hitch	58564	$13.07
Home Depot	4136038	001 010 576 80 31 03	PK- Equipment & Tools	Welded Bow Rake	58564	$56.75
Home Depot	7010518	101 016 544 90 31 02	ST-Operating Cost	Dewalt Comp Tool Combo Kit	58564	$261.23
Home Depot	8132756	101 016 544 90 31 02	ST-Operating Cost	Drywall Repair Panel/Pins/PVC Lattice	58564	$403.98
					58564 Total	**$2,089.61**
Honey Bucket	553500395	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - 8629 20th St SE	58565	$170.50
Honey Bucket	553509946	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Callow Rd	58565	$254.50
Honey Bucket	553509947	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Catherine Creek Park	58565	$156.75
Honey Bucket	553519489	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Community Garden	58565	$126.79
					58565 Total	**$708.54**
Industrial Bolt & Supply Inc	815738-2	101 016 544 90 31 02	ST-Operating Cost	Tie Wraps/Flat Jacketed Wire	58566	$3.98
Industrial Bolt & Supply Inc	815738-2	410 016 531 10 31 02	SW - Operating Costs	Tie Wraps/Flat Jacketed Wire	58566	$3.99
Industrial Bolt & Supply Inc	816824-1	101 016 544 90 31 02	ST-Operating Cost	Connectors/Fuses/Cables/Drill Bits	58566	$311.96
Industrial Bolt & Supply Inc	816824-1	410 016 531 10 31 02	SW - Operating Costs	Connectors/Fuses/Cables/Drill Bits	58566	$311.95
Industrial Bolt & Supply Inc	818015-1	101 016 544 90 31 02	ST-Operating Cost	Stud Lug/Loom Clamp/Washers/Cable Slugs	58566	$116.44
Industrial Bolt & Supply Inc	818015-1	410 016 531 10 31 02	SW - Operating Costs	Stud Lug/Loom Clamp/Washers/Cable Slugs	58566	$116.43
					58566 Total	**$864.75**
J Thayer Co Inc	1647127-0	001 010 576 80 31 02	PK-Office Supplies	Paper/Pens	58567	$64.70
J Thayer Co Inc	1647127-0	101 016 544 90 31 01	ST-Office Supplies	Paper/Pens	58567	$64.69
J Thayer Co Inc	1647127-0	410 016 531 10 31 01	SW - Office Supplies	Paper/Pens	58567	$64.69
J Thayer Co Inc	1649979-0	001 010 576 80 31 02	PK-Office Supplies	Office Supplies for PW	58567	$52.97
J Thayer Co Inc	1649979-0	101 016 544 90 31 01	ST-Office Supplies	Office Supplies for PW	58567	$52.98
J Thayer Co Inc	1649979-0	410 016 531 10 31 01	SW - Office Supplies	Office Supplies for PW	58567	$52.98
J Thayer Co Inc	1650478-0	001 010 576 80 31 02	PK-Office Supplies	Office Supplies for PW	58567	$38.06
J Thayer Co Inc	1650478-0	101 016 544 90 31 01	ST-Office Supplies	Office Supplies for PW	58567	$38.06
J Thayer Co Inc	1650478-0	410 016 531 10 31 01	SW - Office Supplies	Office Supplies for PW	58567	$38.06
J Thayer Co Inc	1650863-0	001 008 521 20 31 00	LE-Office Supplies	Office Supplies for PD	58567	$44.75
					58567 Total	**$511.94**
Jamie S Kim PS Inc	1A0391138	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services	58568	$247.50
Jamie S Kim PS Inc	3A0129081	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services	58568	$240.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
					58568 Total	**$487.50**
King County Directors Association Purchasing Dept	300722130	001 013 518 20 31 00	GG-Operating Costs	Furniture for CH	58569	$7,700.96
					58569 Total	**$7,700.96**
Kolomyza	KOLOMYZA MOVING	001 008 521 20 43 00	LE-Travel & Per Diem	Moving Expenses Reimbursment	58570	$5,000.00
					58570 Total	**$5,000.00**
Krusey	2023-LK5	001 008 521 20 41 01	LE-Professional Serv-Fixed	Domestic Violence Coordinator Hours 05-2023	58571	$3,932.50
					58571 Total	**$3,932.50**
Lake Stevens Sewer District	1195 0623	001 010 576 80 47 00	PK-Utilities	Sewer - Cedarwood Park Acct 1195-01	58572	$99.00
Lake Stevens Sewer District	12326 0623	001 010 576 80 47 00	PK-Utilities	Sewer - Boat Launch Restrooms Acct 12326-01	58572	$100.00
Lake Stevens Sewer District	13135 0623	101 016 543 50 47 00	ST-Utilities	Sewer - Decant Facility Acct 13135-01	58572	$49.50
Lake Stevens Sewer District	13135 0623	410 016 531 10 47 00	SW - Utilities	Sewer - Decant Facility Acct 13135-01	58572	$49.50
Lake Stevens Sewer District	2538 0623	001 010 576 80 47 00	PK-Utilities	Sewer - Lundeen Park Acct 2538-02	58572	$198.00
Lake Stevens Sewer District	3628 0623	001 010 576 80 47 00	PK-Utilities	Sewer - Davies Beach Acct 3628-02	58572	$99.00
Lake Stevens Sewer District	6294 0623	001 008 521 50 47 00	LE-Facility Utilities	Sewer - PD Evidence Bldg Acct 6294-04	58572	$99.00
Lake Stevens Sewer District	6296 0623	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Station Acct 6296-03	58572	$198.00
Lake Stevens Sewer District	6390 0623	001 013 518 20 47 02	GG-Utilities for Rentals	Sewer - Leased Comm Building Acct 6390-03	58572	$212.85
Lake Stevens Sewer District	6666 0623	001 012 575 30 47 00	CS- Museum - Utilities	Sewer - Museum Acct 6666-01	58572	$99.00
Lake Stevens Sewer District	6671 0623	001 013 518 20 47 00	GG-Utilities	Sewer - City Hall Acct 6671-01	58572	$99.00
Lake Stevens Sewer District	6810 0623	001 012 575 50 47 00	CS- The Mill- Utilities	Sewer - The Mill Acct 6810-01	58572	$198.00
Lake Stevens Sewer District	7002 0623	001 010 576 80 47 00	PK-Utilities	Sewer - North Cove Park Restroom 7002-01	58572	$99.00
Lake Stevens Sewer District	8710 0623	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Training Bldg Acct 8710-03	58572	$99.00
Lake Stevens Sewer District	9902 0623	001 012 572 20 47 00	CS- Library-Utilities	Sewer - Library Grade Rd Acct 9902-01	58572	$99.00
					58572 Total	**$1,797.85**
Lemay Mobile Shredding Inc	4797805S185	001 010 576 80 41 00	PK-Professional Services	Shredding Services PW	58573	$5.68
Lemay Mobile Shredding Inc	4797805S185	101 016 542 30 41 02	ST-Professional Service	Shredding Services PW	58573	$5.69
Lemay Mobile Shredding Inc	4797805S185	410 016 531 10 41 01	SW - Professional Services	Shredding Services PW	58573	$5.69
Lemay Mobile Shredding Inc	4798180S185	001 013 518 20 41 00	GG-Professional Service	Shredding Services CH	58573	$56.26
					58573 Total	**$73.32**
Les Schwab Tire Center	40200663763	101 016 542 30 48 00	ST-Repair & Maintenance	Tire Repair	58574	$109.18
					58574 Total	**$109.18**
Lowes Companies	911207	101 016 544 90 31 02	ST-Operating Cost	Hi Side Truck Box PW101	58575	$322.61
Lowes Companies	911207	410 016 531 10 31 02	SW - Operating Costs	Hi Side Truck Box PW101	58575	$322.61
Lowes Companies	920647	101 016 544 90 31 02	ST-Operating Cost	Door Handle	58575	$6.67
					58575 Total	**$651.89**
Marshall	061223 MARSHALL	001 013 582 10 00 00	Refund of Deposit	LS23-Marshall_6-9 Mill Deposit Refund	58576	$500.00
					58576 Total	**$500.00**
Mclaughlin	060323 MCLAUGHL	001 013 582 10 00 00	Refund of Deposit	LS23-McLaughlin_6-3 Mill Deposit Refund	58577	$500.00
					58577 Total	**$500.00**
Nationwide Retirement Solution	60923	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	0	$5,981.66
					0 Total	**$5,981.66**
Nelson Petroleum Inc	0835094-IN	001 007 559 30 32 00	PB-Fuel	Fuel	58578	$45.57
Nelson Petroleum Inc	0835094-IN	001 008 521 20 32 00	LE-Fuel	Fuel	58578	$5,737.01
Nelson Petroleum Inc	0835094-IN	001 010 576 80 32 00	PK-Fuel Costs	Fuel	58578	$993.67
Nelson Petroleum Inc	0835094-IN	101 016 542 30 32 00	ST-Fuel	Fuel	58578	$2,042.12
Nelson Petroleum Inc	0835094-IN	410 016 531 10 32 00	SW - Fuel	Fuel	58578	$2,042.12
Nelson Petroleum Inc	0835094-IN	001 007 558 50 31 02	PL-Permit Related Op. Costs	Fuel PW51	58578	$81.60
					58578 Total	**$10,942.09**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
New York Life EFT	May-23	001 001 511 60 20 00	Legislative - Benefits	Life/Disability Ins Premiums	0	$9.06
New York Life EFT	May-23	001 002 513 11 20 00	AD-Benefits	Life/Disability Ins Premiums	0	$66.52
New York Life EFT	May-23	001 003 514 20 20 00	CC-Benefits	Life/Disability Ins Premiums	0	$60.43
New York Life EFT	May-23	001 004 514 23 20 00	FI-Benefits	Life/Disability Ins Premiums	0	$224.57
New York Life EFT	May-23	001 005 518 10 20 00	HR-Benefits	Life/Disability Ins Premiums	0	$190.16
New York Life EFT	May-23	001 006 518 80 20 00	IT-Benefits	Life/Disability Ins Premiums	0	$154.68
New York Life EFT	May-23	001 007 558 50 20 00	PL-Benefits	Life/Disability Ins Premiums	0	$688.66
New York Life EFT	May-23	001 007 559 30 20 00	PB-Benefits	Life/Disability Ins Premiums	0	$261.03
New York Life EFT	May-23	001 008 521 20 20 00	LE-Benefits	Life/Disability Ins Premiums	0	$1,394.54
New York Life EFT	May-23	001 010 576 80 20 00	PK-Benefits	Life/Disability Ins Premiums	0	$526.55
New York Life EFT	May-23	001 013 518 30 20 00	GG-Benefits	Life/Disability Ins Premiums	0	$205.24
New York Life EFT	May-23	101 016 542 30 20 00	ST-Benefits	Life/Disability Ins Premiums	0	$543.39
New York Life EFT	May-23	410 016 531 10 20 00	SW-Benefits	Life/Disability Ins Premiums	0	$799.74
					0 Total	**$5,124.57**
NPR Commercial Construction Inc	6104	101 016 542 30 48 00	ST-Repair & Maintenance	Ohme Road Chain Link Repairs	58579	$833.96
NPR Commercial Construction Inc	6105	101 016 542 30 48 00	ST-Repair & Maintenance	Lundeen Chain Link Repairs	58579	$1,716.01
					58579 Total	**$2,549.97**
O Reilly Auto Parts	2960-397020	101 016 544 90 31 02	ST-Operating Cost	Water Pump/Micro V-Belt PW22	58580	$51.05
O Reilly Auto Parts	2960-397020	410 016 531 10 31 02	SW - Operating Costs	Water Pump/Micro V-Belt PW22	58580	$51.04
O Reilly Auto Parts	2960-400139	101 016 544 90 31 02	ST-Operating Cost	Dielectric/Fuses/Paper	58580	$19.25
O Reilly Auto Parts	2960-400139	410 016 531 10 31 02	SW - Operating Costs	Dielectric/Fuses/Paper	58580	$19.26
O Reilly Auto Parts	2960-400269	101 016 544 90 31 02	ST-Operating Cost	Retainer PW101	58580	$10.03
O Reilly Auto Parts	2960-400269	410 016 531 10 31 02	SW - Operating Costs	Retainer PW101	58580	$10.04
O Reilly Auto Parts	2960-400270	101 016 544 90 31 02	ST-Operating Cost	Retainers PW100	58580	$15.05
O Reilly Auto Parts	2960-400270	410 016 531 10 31 02	SW - Operating Costs	Retainers PW100	58580	$15.05
O Reilly Auto Parts	2960-400272	101 016 544 90 31 02	ST-Operating Cost	Fuel Treater	58580	$19.12
O Reilly Auto Parts	2960-400272	410 016 531 10 31 02	SW - Operating Costs	Fuel Treater	58580	$19.12
O Reilly Auto Parts	2960-401413	410 016 531 10 31 02	SW - Operating Costs	Battery/Marker Lights PW26	58580	$201.30
					58580 Total	**$430.31**
Owen Equipment Company	110931	410 016 531 10 31 02	SW - Operating Costs	Actuator-Linear PW65 Sweeper	58581	$2,550.41
Owen Equipment Company	110939	101 016 544 90 31 02	ST-Operating Cost	Motor-Hydr (2)	58581	$540.31
Owen Equipment Company	110939	410 016 531 10 31 02	SW - Operating Costs	Motor-Hydr (2)	58581	$540.30
Owen Equipment Company	110978	410 016 531 10 31 02	SW - Operating Costs	Motor-Hydr PW65 Sweeper	58581	$1,053.83
Owen Equipment Company	00110931 CREDIT	410 016 531 10 31 02	SW - Operating Costs	Actuator-Linear PW65 Sweeper Credit	58581	($2,550.41)
					58581 Total	**$2,134.44**
Pacific Power Batteries	11428382	101 016 544 90 31 02	ST-Operating Cost	Inverter MOD	58582	$154.48
Pacific Power Batteries	11428382	410 016 531 10 31 02	SW - Operating Costs	Inverter MOD	58582	$154.48
					58582 Total	**$308.96**
PODS Enterprises LLC	PODS004996619	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage 05-2023	58583	$130.07
					58583 Total	**$130.07**
Precision Turf Equipment LLC	12088-54670	001 010 576 80 31 03	PK- Equipment & Tools	FC 96 Edger Messer	58584	$545.49
					58584 Total	**$545.49**
Public Safety Testing Inc	2023-516	001 008 521 20 41 00	LE-Professional Services	PST Candidate Agency Test	58585	$220.00
					58585 Total	**$220.00**
Right On Heating and Sheet Metal Inc	30440	001 013 518 20 48 00	GG-Repair & Maintenance	AC Service Call for North Sound Physical Therapy	58586	$820.84
					58586 Total	**$820.84**
Sackman	061223 SACKMAN	001 013 582 10 00 00	Refund of Deposit	LS23-Sackman_6-10 Mill Deposit Refund	58587	$250.00
					58587 Total	**$250.00**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Safety-Kleen Systems Inc	91774384	001 010 576 80 31 00	PK-Operating Costs	30G Parts Washer Solvent	58588	$87.66
Safety-Kleen Systems Inc	91774384	101 016 544 90 31 02	ST-Operating Cost	30G Parts Washer Solvent	58588	$87.67
Safety-Kleen Systems Inc	91774384	410 016 531 10 31 02	SW - Operating Costs	30G Parts Washer Solvent	58588	$87.67
					58588 Total	**$263.00**
SCCFOA	06-2023 SCCFOA	001 004 514 23 43 00	FI-Travel & Meetings	SCCFOA Monthly Meeting - Crim	58589	$20.00
SCCFOA	06-2023 SCCFOA	001 004 514 23 43 00	FI-Travel & Meetings	SCCFOA Monthly Meeting - Heist	58589	$20.00
SCCFOA	06-2023 SCCFOA	001 004 514 23 43 00	FI-Travel & Meetings	SCCFOA Monthly Meeting - Rowe	58589	$20.00
SCCFOA	06-2023 SCCFOA	001 004 514 23 43 00	FI-Travel & Meetings	SCCFOA Monthly Meeting - Wells	58589	$25.00
					58589 Total	**$85.00**
Shelton	061223 SHELTON	001 013 582 10 00 00	Refund of Deposit	LS23-Shelton2_6-11 Mill Deposit Refund	58590	$150.00
					58590 Total	**$150.00**
Sherwin-Williams Co	6113-0	001 010 576 80 31 00	PK-Operating Costs	Paint	58591	$605.96
					58591 Total	**$605.96**
Six Robblees Inc	14P21826	101 016 544 90 31 02	ST-Operating Cost	6-Way Plug with Spring	58592	$8.72
Six Robblees Inc	14P21826	410 016 531 10 31 02	SW - Operating Costs	6-Way Plug with Spring	58592	$8.73
					58592 Total	**$17.45**
Snohomish County Dept of Emergency Mgmt	I000611790	001 013 525 10 41 00	GG-Emergency	Q3 2023 Emergency Mgmt Svcs	58593	$14,087.25
					58593 Total	**$14,087.25**
Snohomish County Public Works	I000611248	101 016 542 30 41 02	ST-Professional Service	Signal/Sign Repair & Maint 04-2023	58594	$1,174.08
					58594 Total	**$1,174.08**
Snohomish County PUD	106040932	001 010 576 80 47 00	PK-Utilities	202340527 Decant Yard	58595	$7.42
Snohomish County PUD	106040932	101 016 543 50 47 00	ST-Utilities	202340527 Decant Yard	58595	$7.42
Snohomish County PUD	106040932	410 016 531 10 47 00	SW - Utilities	202340527 Decant Yard	58595	$7.42
Snohomish County PUD	106047818	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal 9101 Market Pl	58595	$55.53
Snohomish County PUD	119216810	001 010 576 80 47 00	PK-Utilities	201487055 2424 Soper Hill Mobile Water/Electric	58595	$180.95
Snohomish County PUD	119216811	101 016 542 63 47 00	ST-Lighting - Utilities	201595113 Street Lights	58595	$172.81
Snohomish County PUD	125839702	001 012 575 30 47 00	CS- Museum - Utilities	200558690 Museum Electric/Water	58595	$56.94
Snohomish County PUD	125841651	101 016 542 63 47 00	ST-Lighting - Utilities	202624367 Street Lights	58595	$12,761.98
Snohomish County PUD	125841652	101 016 542 63 47 00	ST-Lighting - Utilities	202648101 Street Lights Soper Hill Annex	58595	$1,565.47
Snohomish County PUD	125841653	101 016 542 63 47 00	ST-Lighting - Utilities	202670725 Street Lights	58595	$1,306.76
Snohomish County PUD	135720553	101 016 542 63 47 00	ST-Lighting - Utilities	201973682 Street Lights	58595	$131.95
Snohomish County PUD	135723474	001 010 576 80 47 00	PK-Utilities	223477167 Mill Spur Electric	58595	$65.56
Snohomish County PUD	138928070	101 016 542 63 47 00	ST-Lighting - Utilities	203731153 Traffic Signals	58595	$140.24
Snohomish County PUD	142247127	101 016 542 63 47 00	ST-Lighting - Utilities	202013249 Traffic Signal 1933 79th Ave SE	58595	$101.70
Snohomish County PUD	142247127	101 016 542 64 47 00	ST-Traffic Control -Utility	202013249 Traffic Signal 7441 20th St SE	58595	$61.32
Snohomish County PUD	142252425	101 016 542 63 47 00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge Lights	58595	$29.51
Snohomish County PUD	145581388	101 016 542 63 47 00	ST-Lighting - Utilities	203728159 Traffic Signal	58595	$56.79
Snohomish County PUD	148873652	001 010 576 80 47 00	PK-Utilities	222947715 Hartford Industrial Electric/Water	58595	$129.31
Snohomish County PUD	148873652	101 016 543 50 47 00	ST-Utilities	222947715 Hartford Industrial Electric/Water	58595	$129.31
Snohomish County PUD	148873652	410 016 531 10 47 00	SW - Utilities	222947715 Hartford Industrial Electric/Water	58595	$129.30
Snohomish County PUD	148877699	101 016 542 63 47 00	ST-Lighting - Utilities	202988481 Street Lights	58595	$90.91
Snohomish County PUD	152162511	001 013 518 20 47 00	GG-Utilities	223034448 Old WWTP Area Lighting	58595	$8.41
Snohomish County PUD	155420971	001 010 576 80 47 00	PK-Utilities	203582010 Lundeen Restrooms Electric	58595	$132.90
Snohomish County PUD	155420971	001 010 576 80 47 00	PK-Utilities	203582010 Lundeen Restrooms Water	58595	$566.82
Snohomish County PUD	155420971	101 016 542 63 47 00	ST-Lighting - Utilities	203582010 Street Lights	58595	$27.38
Snohomish County PUD	155420971	001 012 557 30 40 01	CS- VIC Utilities	203582010 Visitor Information Center Electric	58595	$90.33
Snohomish County PUD	158608851	001 010 576 80 47 00	PK-Utilities	222191314 20th St Ballfield Water	58595	$57.94

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County PUD	164966295	001 010 576 80 47 00	PK-Utilities	222191298 North Cove Park Water	58595	$66.18
Snohomish County PUD	168143348	001 013 518 20 47 00	GG-Utilities	222931883 Row Club Wtr/Electric 12308 17th Pl NE	58595	$97.05
Snohomish County PUD	168143349	001 010 576 80 47 00	PK-Utilities	222942633 North Cove BBQ Shelter Electric	58595	$146.23
					58595 Total	**$18,381.84**
Snohomish County Sheriffs Office	2023-7822	001 008 523 60 41 00	LE-Jail	Jail Services 05-2023	58596	$38,054.10
					58596 Total	**$38,054.10**
Snohomish County SWM	I000611986	410 016 531 10 41 07	SW - Billing Fees	ILA Surface Water Mgmt Annual Fee	58597	$42,143.08
					58597 Total	**$42,143.08**
Sound Publishing Inc	EDH977687	101 016 542 30 41 02	ST-Professional Service	RFB Sunset Beach Park Improvements	58598	$75.68
Sound Publishing Inc	EDH977687	410 016 531 10 41 01	SW - Professional Services	RFB Sunset Beach Park Improvements	58598	$75.68
Sound Publishing Inc	EDH977967	001 007 558 50 41 04	Permit Related Professional Sr	Festival St Plan Action	58598	$75.80
Sound Publishing Inc	EDH977991	001 007 558 50 41 04	Permit Related Professional Sr	LUA2022-0029 Stillwater Rezone	58598	$80.96
Sound Publishing Inc	EDH978177	001 013 518 30 41 01	GG-Advertising	Veterans Commission Mtg Cancelled	58598	$19.04
					58598 Total	**$327.16**
Sound Security Inc	1094135	001 010 576 80 41 00	PK-Professional Services	Access Monitoring Lundeen Park	58599	$22.28
Sound Security Inc	1094135	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring CH	58599	$561.28
Sound Security Inc	1094135	001 012 575 50 47 00	CS- The Mill- Utilities	Fire & Security Monitoring The Mill	58599	$390.28
Sound Security Inc	1094135	001 010 576 80 41 00	PK-Professional Services	Fire Monitoring/Confidence Testing PW Shop	58599	$291.42
Sound Security Inc	1094135	101 016 542 30 41 02	ST-Professional Service	Fire Monitoring/Confidence Testing PW Shop	58599	$291.43
Sound Security Inc	1094135	410 016 531 10 41 01	SW - Professional Services	Fire Monitoring/Confidence Testing PW Shop	58599	$291.43
					58599 Total	**$1,848.12**
Sprague Pest Solutions	5102544	001 013 518 20 41 00	GG-Professional Service	Pest Control - Grimm House	58600	$95.64
Sprague Pest Solutions	5102545	101 016 542 30 41 02	ST-Professional Service	Pest Control - PW Shop	58600	$84.71
Sprague Pest Solutions	5102545	410 016 531 10 41 01	SW - Professional Services	Pest Control - PW Shop	58600	$84.71
Sprague Pest Solutions	5102546	001 013 518 20 41 00	GG-Professional Service	Pest Control - Ch	58600	$103.84
					58600 Total	**$368.90**
Stericycle Inc	3006496883	001 008 521 20 41 01	LE-Professional Serv-Fixed	Hazardous Water Disposal PD	58601	$10.36
					58601 Total	**$10.36**
StreetScan Inc	11052	101 016 542 30 41 02	ST-Professional Service	Asset Management Software License/Data Mgmt	58602	$8,500.00
					58602 Total	**$8,500.00**
SWARCO McCain Inc	INV0273302	101 016 542 70 31 00	ST-Roadside - Supply	Push Button Extensions	58603	$158.49
					58603 Total	**$158.49**
Tacoma Screw Products Inc	180068233-00	101 016 544 90 31 02	ST-Operating Cost	Flat Head Grinder/Gloves	58604	$183.63
Tacoma Screw Products Inc	180068233-00	410 016 531 10 31 02	SW - Operating Costs	Flat Head Grinder/Gloves	58604	$183.63
					58604 Total	**$367.26**
Teamsters Welfare Trust Dental EFT	May-23	001 000 282 00 00 00	Payroll Liability Retirement	Teamsters Dental Premium	0	$3,440.00
Teamsters Welfare Trust Dental EFT	May-23	001 010 576 80 20 00	PK-Benefits	Teamsters Dental Premium - Blanc	0	$137.60
					0 Total	**$3,577.60**
Technological Services Inc	25719	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services 2020 Ford Transit Warranty Credit	58605	($779.37)
Technological Services Inc	26633	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services PT-16-60	58605	$348.28
Technological Services Inc	26643	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Services K9-18-85	58605	$468.12
					58605 Total	**$37.03**
Transpo Group USA Inc	30442	304 016 595 30 60 05	R2 - Main Street	LS Main Street Design	58606	$1,404.52
					58606 Total	**$1,404.52**
Trevor Justin Government Relations LLC	7	001 013 511 70 40 00	Lobbying Services	Lobbying Services 05-2023	58607	$4,624.45
					58607 Total	**$4,624.45**

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
ULINE	163452505	001 010 576 80 31 00	PK-Operating Costs	Trash Cans/Toilet Paper/Mop Heads/Totes	58608	$1,773.35
ULINE	163452505	101 016 544 90 31 02	ST-Operating Cost	Waste Containers	58608	$204.85
ULINE	163452505	001 010 576 80 31 00	PK-Operating Costs	Wiper Dispenser/Gloves/Caution Tape	58608	$157.28
ULINE	163452505	101 016 544 90 31 02	ST-Operating Cost	Wiper Dispenser/Gloves/Caution Tape	58608	$157.29
ULINE	163452505	410 016 531 10 31 02	SW - Operating Costs	Wiper Dispenser/Gloves/Caution Tape	58608	$157.29
ULINE	163512435	101 016 544 90 31 02	ST-Operating Cost	Cooling Towel Ranger Hats	58608	$225.68
ULINE	163922404	001 010 576 80 31 00	PK-Operating Costs	Gloves/Plastic Clipboards	58608	$99.66
ULINE	163922404	101 016 544 90 31 02	ST-Operating Cost	Gloves/Plastic Clipboards	58608	$99.65
ULINE	163922404	410 016 531 10 31 02	SW - Operating Costs	Gloves/Plastic Clipboards	58608	$99.65
ULINE	163922404	001 010 576 80 31 00	PK-Operating Costs	Stake Flags/Garden Hose	58608	$87.96
					58608 Total	**$3,062.66**
UPS	0000074Y42223	001 008 521 20 42 00	LE-Communication	Evidence Shipping	58609	$11.54
UPS	0000074Y42233	001 008 521 20 42 00	LE-Communication	Evidence Shipping	58609	$27.85
					58609 Total	**$39.39**
Verizon Northwest	9936218181	001 001 511 60 42 00	Legislative - Communication	Wireless Phone Service	58610	$294.63
Verizon Northwest	9936218181	001 001 513 10 42 00	Executive - Communication	Wireless Phone Service	58610	$42.09
Verizon Northwest	9936218181	001 002 513 11 42 00	AD-Communications	Wireless Phone Service	58610	$47.09
Verizon Northwest	9936218181	001 003 514 20 42 00	CC-Communications	Wireless Phone Service	58610	$89.18
Verizon Northwest	9936218181	001 004 514 23 42 00	FI-Communications	Wireless Phone Service	58610	$104.82
Verizon Northwest	9936218181	001 005 518 10 42 00	HR-Communications	Wireless Phone Service	58610	$178.36
Verizon Northwest	9936218181	001 006 518 80 42 00	IT-Communications	Wireless Phone Service	58610	$300.47
Verizon Northwest	9936218181	001 007 558 50 42 00	PL-Communication	Wireless Phone Service	58610	$531.36
Verizon Northwest	9936218181	001 007 559 30 42 00	PB-Communication	Wireless Phone Service	58610	$241.99
Verizon Northwest	9936218181	001 010 576 80 42 00	PK-Communication	Wireless Phone Service	58610	$218.08
Verizon Northwest	9936218181	101 016 543 30 42 00	ST-Communications	Wireless Phone Service	58610	$1,014.51
Verizon Northwest	9936218181	410 016 531 10 42 00	SW - Communications	Wireless Phone Service	58610	$1,014.51
					58610 Total	**$4,077.09**
Washington Assoc of Sheriffs and Police Chiefs	INV031241	001 008 521 40 49 01	LE-Registration Fees	WASPC Conf Registration - J Beazizo	58611	$750.00
					58611 Total	**$750.00**
Washington Finance Officers Assoc	E1166	001 004 514 23 49 01	FI-Staff Development	WFOA Conf Registration - M Heist	58612	$670.00
					58612 Total	**$670.00**
Washington State Dept of Enterprise Svcs	731124328	001 008 521 20 31 00	LE-Office Supplies	Business Cards - Ryan/Lanto/Kolomyza	58613	$133.73
					58613 Total	**$133.73**
Washington State Support Registry	60923	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	0	$546.86
					0 Total	**$546.86**
West Coast Pet Memorial Services	WA70314-I-0054	001 010 576 80 41 00	PK-Professional Services	Animal Cremation Services 05-2023	58614	$39.34
West Coast Pet Memorial Services	WA70314-I-0054	101 016 542 30 41 02	ST-Professional Service	Animal Cremation Services 05-2023	58614	$39.33
West Coast Pet Memorial Services	WA70314-I-0054	410 016 531 10 41 01	SW - Professional Services	Animal Cremation Services 05-2023	58614	$39.33
					58614 Total	**$118.00**
Ziply Fiber	06-2023 ZIPLY	001 012 575 30 47 00	CS- Museum - Utilities	Telephone Services Museum	58615	$229.92
Ziply Fiber	06-2023 ZIPLY	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Control Modem	58615	$69.00
					58615 Total	**$298.92**
Ziply Fiber	012623 ZIPLY	001 013 582 10 00 00	Refund of Deposit	Reissue Ck #57524 LS22-Harvey_1-26-23 Mill Deposit Refund	58616	$250.00
					58616 Total	**$250.00**

CITY OF LAKE STEVENS
CITY COUNCIL REGULAR MEETING MINUTES
Tuesday, May 23, 2023, at 6:00 p.m.
By Remote Participation via Zoom and In Person at The Mill, 1808 Main Street, Lake Stevens.

CALL TO ORDER:	6:00 p.m. by Mayor Gailey
ELECTED OFFICIALS PRESENT:	Mayor Brett Gailey, Councilmembers Kim Daughtry, Gary Petershagen, Ryan Donoghue, Mary Dickinson, Anji Jorstad, Marcus Tageant and Steve Ewing.

Call to Order
Mayor Gailey called the meeting to order at 6:00 p.m.

Pledge of Allegiance
Mayor Gailey led the Pledge of Allegiance.

Roll Call
All Councilmembers were present.

Approval of the Agenda
MOTION. Councilmember Tageant made a motion, seconded by Councilmember Daughtry, to approve the agenda as written. The motion passed 7-0-0-0.

Guest Business
New Police Records Specialist Britney Ryan

2023 Legislative Session Report

Citizen Comments
Aric Turner, Lake Stevens. Aric spoke about the Sparman Rezone Proposal.
Janice Huxford, Lake Stevens. Janice spoke about concerns on Hartford.

Council Business
Councilmember Donoghue attended the Planning Commission meeting.
Councilmember Tageant attended the Economic Alliance of Snohomish County (EASC) conference in Washington D.C.
Councilmembers Ewing, Petershagen and Jorstad also attended the EASC Conference.
Councilmember Dickinson attended the Arts and Parks Foundation meeting.

Mayor Business
Mayor Gailey attended the EASC Conference. He reported on the Blake decision and also discussed the voting delegates for the upcoming AWC Conference in June. Mayor Gailey and Councilmembers Daughtry and Dickinson will be the delegates on behalf of the City.

Consent Agenda
MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Tageant, to approve the consent agenda. The motion passed 7-0-0-0.

The consent agenda included the following:

- 2023 Vouchers
- City Council Meeting Minutes of May 9, 2023
- Memorandums of Understanding with LS Police Guild - Juneteenth

Discussion Items
Lake Stevens Industrial Center Infrastructure and Market Analysis Final Report Overview

Planner Schmidt explained that the purpose of this presentation is to provide the Council with the results and conclusions of the final report for the Lake Steven Industrial Center Infrastructure and Marketing Analysis. The purpose of this report is to assess existing infrastructure conditions within the Lake Stevens Industrial Center (LSIC) boundaries, such as sanitary sewer, stormwater, the road network, and availability of high-speed internet capability, along with encumbrances like critical areas, and then recommend improvements to support future uses. An economic analysis has been prepared to identify the highest and best uses, and potential funding sources. An evaluation of the existing zoning development standards and allowed uses was also conducted, including a review of three zoning scenarios. Taken as a whole, this analysis will give the City of Lake Stevens the information necessary to determine the appropriate next steps to diversify the LSIC as a local employment center and make capital improvement decisions.

Council engaged in a discussion with Brett Conway and Chris Blakney from Mackenzie (the City's consultants).

Draft Climate Sustainability Plan
Planner Place explained that Councilmembers are asked to review and provide input on the Draft Climate Sustainability Plan and Draft Equity Assessment Report. Staff anticipates providing the City Council with the draft cost benefit assessment and draft implementation plan/ matrix for review at their June 6, 2023, meeting. Also, the Planning Commission will be provided with the same at their June 5, 2023, meeting.
Staff also anticipates providing the City Council with the entire draft plan at the June 13, 2023, meeting for review and consideration of final adoption.

Council and staff engaged in a discussion.

Adjourn
MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Jorstad, to adjourn the meeting. The motion passed 7-0-0-0.

The meeting was adjourned at 7:31 p.m.

Brett Gailey, Mayor	Kelly M. Chelin, City Clerk

CITY OF LAKE STEVENS
CITY COUNCIL WORKSHOP MEETING MINUTES
June 6, 2023, at 6:00 p.m.
By Remote Participation via Zoom and In Person at The Mill, 1808 Main Street, Lake Stevens.

CALL TO ORDER:	6:00 p.m. by Mayor Gailey
ELECTED OFFICIALS PRESENT:	Mayor Brett Gailey, Councilmembers Kim Daughtry, Gary Petershagen, Mary Dickinson and Ryan Donoghue
ELECTED OFFICIALS ABSENT:	Councilmembers Ewing and Tageant

Call to Order
Mayor Gailey called the meeting to order at 6:00 p.m.

Discussion Items
Climate Sustainability Plan: Cost Assessment and Implementation Plan
Planner Place explained that Councilmembers were asked to review and provide input on the Cost Assessment and Implementation Plan. Council and staff engaged in a discussion. Staff will provide the City Council with the entire draft plan at the June 13, 2023, for review and consideration of a date for final adoption. Final adoption must occur before the end of June 2023 to be in compliance with the grant for the project.

Council Training
WCIA's Respecting the Roles of Policy Makers and Administrators Training
W. Scott Synder from Ogden Murphy Wallace led the training with the Council.

Adjournment
The meeting adjourned at 7:20 p.m.

Brett Gailey, Mayor	Kelly M. Chelin, City Clerk

CITY OF LAKE STEVENS
CITY COUNCIL REGULAR MEETING MINUTES
Tuesday, June 13, 2023, at 6:00 p.m.
By Remote Participation via Zoom and In Person at The Mill, 1808 Main Street, Lake Stevens.

CALL TO ORDER:	6:00 p.m. by Council President Jorstad
ELECTED OFFICIALS PRESENT:	Councilmembers Kim Daughtry, Gary Petershagen, Ryan Donoghue, Mary Dickinson, Anji Jorstad, Marcus Tageant and Steve Ewing

---

Call to Order
Mayor Gailey called the meeting to order at 6:00 p.m.

Pledge of Allegiance
Mayor Gailey led the Pledge of Allegiance.

Roll Call
All Councilmembers were present.

Approval of the Agenda
MOTION. Councilmember Ewing made a motion, seconded by Councilmember Petershagen, to approve the agenda as written.

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Dickinson, to add a Pride Proclamation to the agenda after Item 7. The motion failed 2-5-0-0 with Councilmember Jorstad and Councilmember Dickinson voting yes.

ORIGNIAL MOTION VOTE. The motion was approved 7-0-0-0.

Guest Business
Staff Introductions- Mary Wells (Accountant Payroll), Crystal Kolomyza (Police Officer), Olivia Baumgardner (Media and Communications Specialist)

Citizen Comments
Councilmember Jorstad stated that anyone that had signed up to speak regarding the Sparman property rezone, should wait until this item is on the agenda which could be late summer/early fall.

Terry Bockovich, Lake Stevens. Terry spoke in favor of the Pride Proclamation.
Kevin Quigley, Lake Stevens. Kevin spoke about the Industrial District Subarea Plan.
Jessica Wadhams, Lake Stevens. Jessica spoke in favor of the Pride Proclamation.
Cynthia Tamly, Lake Stevens. Cynthia spoke in favor of the Pride Proclamation.
John Davidson, Lake Stevens. John spoke about residential noise regulations in the municipal code.

Tyler Platts, Lake Stevens. Tyler spoke about traffic concerns around the Police Department building.
Tosha Edwards, Lake Stevens. Tosha spoke in favor of the Pride Proclamation.

Council Business
Councilmember Ewing spoke about the food bank opening.
Councilmember Dickinson spoke about the food bank, farmers market and the School Board meeting she attended.
Councilmember Donoghue spoke about the Penn Cove ribbon cutting.
Councilmember Petershagen thanked Mayor Gailey for the Opioid meeting at Cavalero.
Councilmember Daughtry also attended the meetings mentioned. He gave an update on Community Transit.

City Department Report
Public Works Monthly Report

Consent Agenda
MOTION. Councilmember Tageant made a motion, seconded by Councilmember Daughtry, to approve the consent agenda. The motion passed 7-0-0-0. The consent agenda included the following:

2023 Vouchers

Teamsters Juneteenth and Seasonal Pay Memorandum of Understanding

Ordinance 1165 Blake Fix

Closed Record Hearing
Ordinance No. 1166 - Stillwater Rezone

City Attorney Rubstello read the procedure into the record for closed record hearings and conducted the Appearance of Fairness questions with the Council.

Planner Place explained that tonight's hearing is to present Ordinance No. 1166, amending the zoning for two parcels totaling 3.67 acres as part of the Stillwater Rezone (City File No. LUA2022-0029) located at 524 S. Davies Rd, Lake Stevens, WA 98258 and changing the zoning on the subject parcel from R4 to R8-12.

Councilmember Jorstad opened the hearing at 7:03 p.m. for the applicant or any interested parties of record to speak.
There were no comments.
Councilmember Jorstad closed the hearing at 7:04 p.m.

MOTION. Councilmember Ewing made a motion, seconded by Councilmember Daughtry, to approve Ordinance 1166. The motion passed 7-0-0-0.

Action Items

Parks Position Reclassification - Administrative Assistant

Director Garceau explained that the Parks and Recreation and Public Works Departments are requesting to reclassify the existing Office Assistant for Public Works to a full-time Parks and Recreation Administrative Assistant.

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Tageant, to reclass the existing Office Assistant for Public Works to the full-time Parks and Recreation Administrative Assistant. The motion passed 7-0-0-0.

Climate Sustainability Plan Adoption

Planner Place presented Resolution 2023-08, adopting the Climate Sustainability Plan for the City of Lake Stevens. She explained that staff will continue to work on the plan over the next few years.

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Dickinson, to approve Resolution 2023-08 adopting the Climate Sustainability Plan for the City of Lake Stevens. The motion passed 6-1-0-0 with Councilmember Petershagen opposed.

Discussion Items

Draft agenda for the Council Workshop of June 20, 2023

Executive Session

The meeting recessed at 7:21 p.m. to discuss Potential Litigation or Litigation per RCW 42.30.110 1 (i) for approximately 15 minutes. There is no action expected.

At 7:36 p.m., the executive session was extended to 7:41 p.m.

Reconvene to Regular Session

The meeting reconvened to regular session at 7:41 p.m.

MOTION. Councilmember Tageant made a motion, seconded by Councilmember Jorstad, to authorize City Staff to negotiate two easements with the food bank for some fencing, (fenced area), and placing bollards in the City's access easement area. The motion passed 7-0-0-0.

Adjourn

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Donoghue, to adjourn the meeting. The motion passed 7-0-0-0.

The meeting was adjourned at 7:43 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

CITY COUNCIL STAFF REPORT

Agenda Date: 6/27/2023

Subject: 2022 Budget Amendment #2 - Ordinance No. 1167

Contact Person/Department: Barb Stevens, Finance

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

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:
APPROVE: Ordinance No. 1167 Amending Budget Ordinances 1150 and 1162 and including changes to the Organizational Chart.

SUMMARY/BACKGROUND:
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.

Proposed amendments are based on changes in estimates, or other obligations related to grants, previously approved projects or new requests.

NO CHANGES HAVE BEEN MADE SINCE PRESENTED ON JUNE 20TH.

Summary of Ordinance 1167 - Amendment #2 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	$3,674,845
Budget Amendment #2	$0	$2,156,469	$2,554,734	($398,265)
Totals	**$62,109,618**	**$46,028,089**	**$61,241,554**	**$46,896,153**

Summary of Ordinance 1167 - Amendment #2 to 2023 Budget by FUND

Fund #	Fund Name	Change in Beginning Balance	Change in Resources	Change in Expenditures	Change in Ending Balance
001	General	$0	$0	$59,308	($59,308)
101	Street	$0	$70,769	$43,769	$27,000
120	Transportation Benefit Fund	$0	$750,000	$590,769	$159,231
302	Park Mitigation	$0	$15,000	$60,000	($45,000)
304	Cap. Improvements	$0	$0	$237,855	($237,855)
306	Facility Capital Project	$0	$258,000	$258,000	$0
309	Sidewalk Capital Project	$0	$1,062,700	$1,218,387	($155,687)
410	Storm and Surface Water	$0	$0	($1,154)	$1,154
411	Storm Water Capital	$0	$0	$70,000	($70,000)
510	Equipment Fund - Computers	$0	$0	$17,800	($17,800)
	Total	**$0**	**$2,156,469**	**$2,554,734**	**($398,265)**

Staffing

The following amendments have been made to the 2023 Organizational Chart throughout the year (as previously brought before the Council):

Reclassification/Reallocation within Public Works and Park & Recreation Departments

- Eliminate: PW Office Assistant position (previously shared with Parks)
- Add: Park & Recreation Administrative Assistant

Add: Senior Civil Engineer position whose main focus and the majority of wages will be allocated to the transportation benefit program.

APPLICABLE CITY POLICIES:

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

ATTACHMENTS:

1. Ordinance 1167 - Budget Amendment No. 2
2. 2023 Budget Amendment 2 Org Chart

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON
ORDINANCE NO. 1167

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, AMENDING THE 2023 BUDGET AS SET FORTH IN ORDINANCE NO. 1150 AND AS AMENDED IN ORDINANCE NO. 1162 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 and as amended in Ordinance 1162, is hereby amended as follows:

Fund	***Description***	***Current Budget***	***Amended Budget***	***Amount of Inc/(Dec)***	***ExpRev***
001 - General	Expenditures	$26,436,464	$26,495,772	$59,308	Exp.
001 - General	Ending Fund Balance	$19,388,661	$19,329,353	($59,308)	EndBal.
101 - Street	Revenues	$3,239,853	$3,310,622	$70,769	Rev.
101 - Street	Expenditures	$3,660,536	$3,704,305	$43,769	Exp.
101 - Street	Ending Fund Balance	$2,098,315	$2,125,315	$27,000	EndBal.
120 - Transportation Benefit	Revenues	$0	$750,000	$750,000	Rev.
120 - Transportation Benefit	Expenditures	$0	$590,769	$590,769	Exp.
120 - Transportation Benefit	Ending Fund Balance	$0	$159,231	$159,231	EndBal.
302 - Park Mitigation	Revenues	$1,326,245	$1,341,245	$15,000	Rev.
302 - Park Mitigation	Expenditures	$2,001,903	$2,061,903	$60,000	Exp.
302 - Park Mitigation	Ending Fund Balance	$1,234,829	$1,189,829	($45,000)	EndBal.
304 - Cap. Imp. - REET II	Expenditures	$3,987,570	$4,225,425	$237,855	Exp.
304 - Cap. Imp. - REET II	Ending Fund Balance	$4,886,095	$4,648,240	($237,855)	EndBal.
306 - Facility Capital Project	Revenues	$0	$258,000	$258,000	Rev.
306 - Facility Capital Project	Expenditures	$0	$258,000	$258,000	Exp.
309 - Sidewalk Capital Projects	Revenues	$10,000	$1,072,700	$1,062,700	Rev.
309 - Sidewalk Capital Projects	Expenditures	$350,000	$1,568,387	$1,218,387	Exp.
309 - Sidewalk Capital Projects	Ending Fund Balance	$380,865	$225,178	($155,687)	EndBal.
410 - Storm & Surface Water	Expenditures	$5,734,046	$5,732,892	($1,154)	Exp.
410 - Storm & Surface Water	Ending Fund Balance	$1,561,778	$1,562,932	$1,154	EndBal.
411 - Storm Water Capital	Expenditures	$562,034	$632,034	$70,000	Exp.
411 - Storm Water Capital	Ending Fund Balance	$4,009,417	$3,939,417	($70,000)	EndBal.
510 - Equip Fund - Computer	Expenditures	$658,954	$676,754	$17,800	Exp.
510 - Equip Fund - Computer	Ending Fund Balance	$192,948	$175,148	($17,800)	EndBal.

SECTION 2. Except as set forth above, all other provisions of Ordinance 1150 and as amended in Ordinance 1162 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 27th day of June, 2023.

____
Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

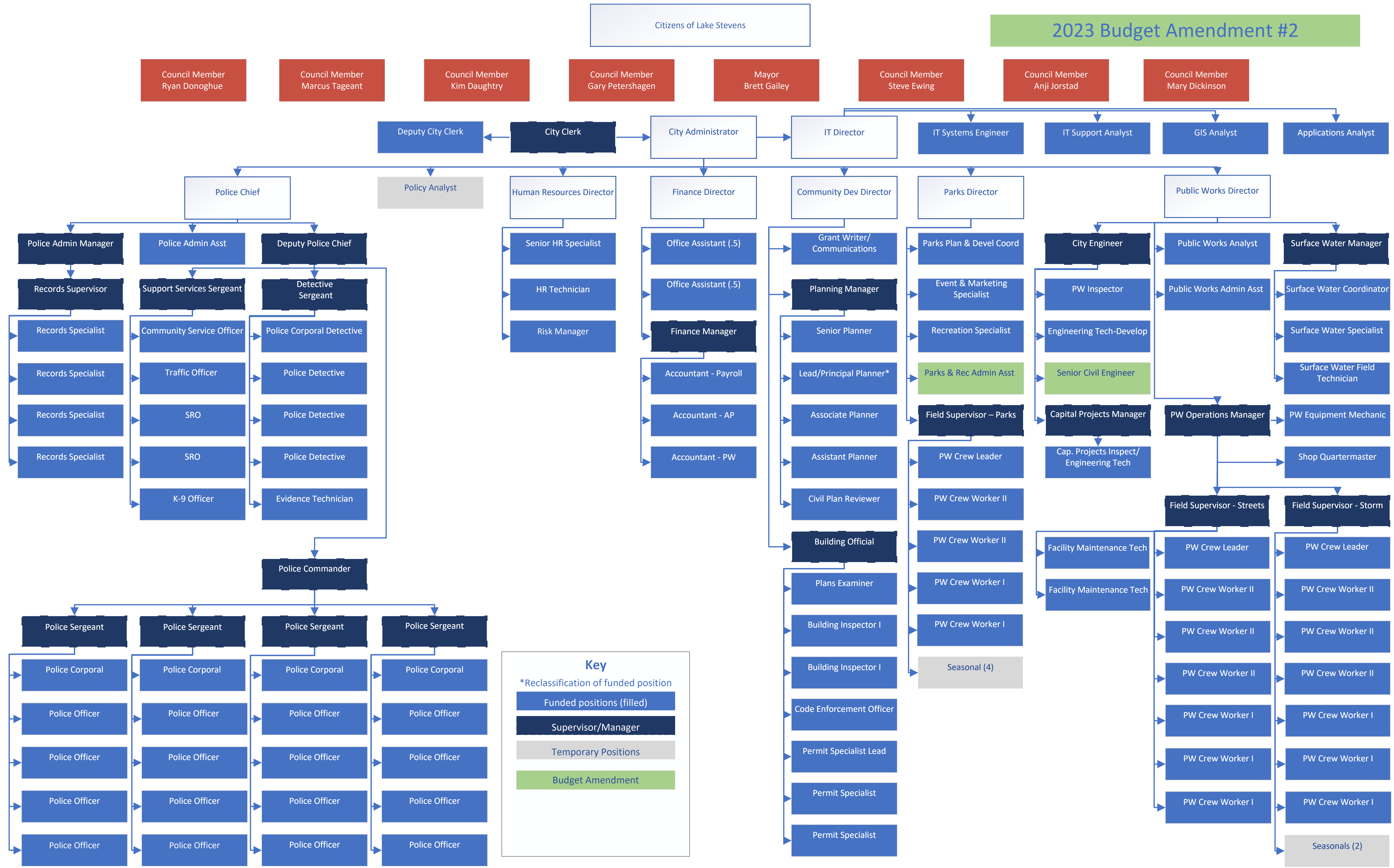
____
Kelly Chelin, City Clerk

APPROVED AS TO FORM:

____
Greg Rubstello, City Attorney

Presented: June 20, 2023
Final Reading: June 27, 2023

Published:
Effective:


2023 Budget Amendment #2
Citizens of Lake Stevens
Council Member Ryan Donoghue
Council Member Marcus Tageant
Council Member Kim Daughtry
Council Member Gary Petershagen
Mayor Brett Gailey
Council Member Steve Ewing
Council Member Anji Jorstad
Council Member Mary Dickinson
Deputy City Clerk
City Clerk
City Administrator
IT Director
IT Systems Engineer
IT Support Analyst
GIS Analyst
Applications Analyst
Police Chief
Policy Analyst
Human Resources Director
Finance Director
Community Dev Director
Parks Director
Public Works Director
Police Admin Manager
Police Admin Asst
Deputy Police Chief
Records Supervisor
Records Specialist
Records Specialist
Records Specialist
Records Specialist
Support Services Sergeant
Community Service Officer
Traffic Officer
SRO
SRO
K-9 Officer
Detective Sergeant
Police Corporal Detective
Police Detective
Police Detective
Police Detective
Evidence Technician
Police Commander
Police Sergeant
Police Corporal
Police Officer
Police Officer
Police Officer
Police Officer
Police Sergeant
Police Corporal
Police Officer
Police Officer
Police Officer
Police Officer
Police Sergeant
Police Corporal
Police Officer
Police Officer
Police Officer
Police Officer
Police Sergeant
Police Corporal
Police Officer
Police Officer
Police Officer
Police Officer
Senior HR Specialist
HR Technician
Risk Manager
Office Assistant (.5)
Office Assistant (.5)
Finance Manager
Accountant - Payroll
Accountant - AP
Accountant - PW
Grant Writer/ Communications
Planning Manager
Senior Planner
Lead/Principal Planner*
Associate Planner
Assistant Planner
Civil Plan Reviewer
Building Official
Plans Examiner
Building Inspector I
Building Inspector I
Code Enforcement Officer
Permit Specialist Lead
Permit Specialist
Permit Specialist
Parks Plan & Devel Coord
Event & Marketing Specialist
Recreation Specialist
Parks & Rec Admin Asst
Field Supervisor – Parks
PW Crew Leader
PW Crew Worker II
PW Crew Worker II
PW Crew Worker I
PW Crew Worker I
Seasonal (4)
City Engineer
PW Inspector
Engineering Tech-Develop
Senior Civil Engineer
Capital Projects Manager
Cap. Projects Inspect/ Engineering Tech
Facility Maintenance Tech
Facility Maintenance Tech
Public Works Analyst
Public Works Admin Asst
PW Operations Manager
Field Supervisor - Streets
PW Crew Leader
PW Crew Worker II
PW Crew Worker II
PW Crew Worker II
PW Crew Worker I
PW Crew Worker I
PW Crew Worker I
Surface Water Manager
Surface Water Coordinator
Surface Water Specialist
Surface Water Field Technician
PW Equipment Mechanic
Shop Quartermaster
Field Supervisor - Storm
PW Crew Leader
PW Crew Worker II
PW Crew Worker II
PW Crew Worker II
PW Crew Worker I
PW Crew Worker I
PW Crew Worker I
Seasonals (2)
Key
*Reclassification of funded position
Funded positions (filled)
Supervisor/Manager
Temporary Positions
Budget Amendment

CITY COUNCIL STAFF REPORT

Agenda Date: 6/27/2023

Subject: Resolution 2023-04 Establishing a Transportation Benefit Fund 120

Contact Person/Department: Barb Stevens, Finance

Budget Impact: None

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

Approve Resolution 2023-04, establishing a special revenue fund as the Transportation Benefit Fund 120.

SUMMARY/BACKGROUND:

Voters approved the imposition of a sales and use tax in the amount of two-tenths of one percent (0.2%) for the purpose of providing revenue necessary to finance the cost of transportation improvements, including streets, sidewalks and trails as listed in the City's Capital Improvement Plan ("CIP") and to finance the city's annual street preservation program.

It is necessary to keep an itemized account of all transactions, and issue an annual transportation improvement report detailing the transportation benefit revenues, expenditures and status of all projects, including costs and construction schedules.

For reporting purposes, local governments should use special revenue funds to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes.

This fund will account for the sales tax receipts and some expenditures, but mostly interfund transfers out to the other funds that will account for the capital projects and pavement preservation.

The establishment of Fund 120 as the Transportation Benefit Fund is pursuant to the recommendations outlined by the BARS manual for entities reporting on a cash basis.

APPLICABLE CITY POLICIES:
The Washington State Auditor's Office prescribes the accounting and reporting of local governments in the State of Washington, under RCW 43.09.200, using Budgetary, Accounting, and Reporting System (BARS) manuals and financial reporting packages

---

ATTACHMENTS:
1. 2023-04 Establishing the Transportation Benefit Fund 120

CITY OF LAKE STEVENS
Lake Stevens, Washington

RESOLUTION NO. 2023-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON, ESTABLISHING A FUND TO BE DESIGNATED AS THE TRANSPORTATION BENEFIT FUND 120

WHEREAS, the Washington State Auditor's Office prescribes the accounting and reporting of local governments in the State of Washington, under RCW 43.09.200, using Budgetary, Accounting, and Reporting System (BARS) manuals and financial reporting packages; and

WHEREAS, for reporting purposes, local governments should use special revenue funds to account for the proceeds of specific revenue sources that are restricted, committed, or assigned for expenditures other than debt service or capital outlays; and

WHEREAS, voters approved the imposition of a sales and use tax in the amount of two-tenths of one percent (0.2%) pursuant to RCW 36.73.040(3)(a), 36.73.065(1) and 82.14.0455 for the purpose of providing revenue necessary to finance the cost of transportation improvements, including streets, sidewalks and trails as listed in the City's Capital Improvement Plan ("CIP") and to finance the city's annual street preservation program; and

WHEREAS, the cost of all necessary design, engineering, financial, legal, and other consulting services, inspection and testing, administrative and relocation expenses, and other costs incurred in connection with the specific projects have been deemed a part of the project cost and eligible under the program; and

WHEREAS, it is necessary to keep an itemized account of all transactions, and issue an annual transportation improvement report detailing the transportation benefit revenues, expenditures and status of all projects, including costs and construction schedules.

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

Section 1. The City of Lake Stevens hereby establishes Fund 120 as the Transportation Benefit Fund.

Section 2. The fund will be used to account for the accumulation of specific resources that are restricted, committed, or assigned for expenditures for the Transportation Benefit program.

Section 3. The Finance Director may at any time, transfer from the Transportation Benefit Fund to any other fund, monies deemed necessary to pay for, or reimburse, eligible budgeted expenditures related to the projects listed in the Transportation Benefit program.

PASSED by the City Council and **APPROVED** by the Mayor of the City of Lake Stevens this 27th day of June, 2023.

____

Brett Gailey, Mayor

ATTEST:

____

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

____

Greg Rubstello, City Attorney

CITY COUNCIL STAFF REPORT

Agenda Date: 6/27/2023

Subject: Resolution 2023-09 Establishing a Road Capital Project Fund 311

Contact Person/Department: Barb Stevens, Finance

Budget Impact: None

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:
Approve Resolution 2023-09, establishing a capital project fund to be designated as the Road Capital Project Fund 311.

SUMMARY/BACKGROUND:
For reporting purposes, local governments should use capital project funds to account for the accumulation of resources that are restricted, committed, or assigned for expenditure for capital outlays.

The establishment of Fund 311 as the Road Capital Project Fund is pursuant to the recommendations outlined by the BARS manual for entities reporting on a cash basis.

This fund will be used to account for not only transportation benefit projects but also other citywide projects. This will better allow for the use of monies from multiple funds on a single project.

APPLICABLE CITY POLICIES:
The Washington State Auditor's Office prescribes the accounting and reporting of local governments in the State of Washington, under RCW 43.09.200, using Budgetary, Accounting, and Reporting System (BARS) manuals and financial reporting packages.

ATTACHMENTS:

1. 2023-09 Establishing a Fund to be Designated as the Road Capital Projects Fund 311

CITY OF LAKE STEVENS
Lake Stevens, Washington

RESOLUTION NO. 2023-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON, ESTABLISHING A FUND TO BE DESIGNATED AS THE ROAD CAPITAL PROJECTS FUND 311

WHEREAS, the Washington State Auditor's Office prescribes the accounting and reporting of local governments in the State of Washington, under RCW 43.09.200, using Budgetary, Accounting, and Reporting System (BARS) manuals and financial reporting packages; and

WHEREAS, for reporting purposes, local governments should use capital project funds to account for the accumulation of resources that are restricted, committed, or assigned for expenditure for capital outlays.

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

Section. 1. The City of Lake Stevens hereby establishes Fund 311 as the Road Capital Projects Fund.

Section 2. The fund will be used to account for the accumulation of resources that are restricted, committed, or assigned for expenditure for road capital outlays.

PASSED by the City Council and **APPROVED** by the Mayor of the City of Lake Stevens this 27th day of June, 2023.

____
Brett Gailey, Mayor

ATTEST:

____
Kelly Chelin, City Clerk

APPROVED AS TO FORM:

____
Greg Rubstello, City Attorney

CITY COUNCIL STAFF REPORT

Agenda Date: 6/27/2023

Subject: Authorize the Mayor to sign the contract with Coast Construction Group for the construction of the Sunset Beach Park Improvements Project

Contact Person/Department: Erik Mangold, Public Works

Budget Impact: Budget for Sunset Park Improvements is $609,855, this contract is in accordance with the budget amendment on tonight's meeting agenda.

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Authorize the Mayor to sign the contract with Coast Construction Group for the construction of the Sunset Beach Park Improvements Project

SUMMARY/BACKGROUND:

The Public Works Department solicited bids for the Sunset Park Beach Improvement Project on May 26, 2023. A bid opening was performed on the morning of June 15, 2023. The City received seven bids. Coast Construction Group was the apparent low bidder, with a bid of $385,030.96. Responsible bidder criteria was confirmed, and now the Administration seeks authorization from City Council to award the contract to Coast Construction Group.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. 22024_Posted BID Tabulation_230616

Lake Stevens
Sunset Beach Park Improvements
Bid - Construction Cost Esimate

*apparent low bidder

May 22 2023

Item No.	Spec. Section	Description	Unit	Quantity	Coast Construction Group		A-1 Landscaping & Construction, Inc.		Langsholt Contracting, inc		Diverse Earthworks		Always Active Services		Karnak CC, LLC		Gregco Excavating	
					unit price	total	unit price	total	unit price	total	unit price	total	unit price	total	unit price	total	unit price	total
A1	1-04	Minor Change	EST	1	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00
A2	1-05	Construction Surveying	LS	1	$ 5,750.00	$ 5,750.00	$ 7,200.00	$ 7,200.00	$ 6,800.00	$ 6,800.00	$ 6,250.00	$ 6,250.00	$ 7,625.00	$ 7,625.00	$ 8,131.00	$ 8,131.00	$ 13,000.00	$ 13,000.00
A3	1-05	Record Drawings	LS	1	$ 230.00	$ 230.00	$ 1,200.00	$ 1,200.00	$ 1,400.00	$ 1,400.00	$ 2,500.00	$ 2,500.00	$ 1,500.00	$ 1,500.00	$ 1,848.00	$ 1,848.00	$ 3,500.00	$ 3,500.00
A4	1-07	SPCC Plan	LS	1	$ 483.00	$ 483.00	$ 3,800.00	$ 3,800.00	$ 250.00	$ 250.00	$ 1,200.00	$ 1,200.00	$ 500.00	$ 500.00	$ 2,060.00	$ 2,060.00	$ 1,500.00	$ 1,500.00
A5	1-09	Mobilization	LS	1	$ 55,834.28	$ 55,834.28	$ 45,000.00	$ 45,000.00	$ 45,000.00	$ 45,000.00	$ 43,485.00	$ 43,485.00	$ 15,000.00	$ 15,000.00	$ 57,618.00	$ 57,618.00	$ 32,000.00	$ 32,000.00
A6	1-10	Project Temporary Traffic Control	LS	1	$ 7,130.00	$ 7,130.00	$ 4,500.00	$ 4,500.00	$ 1,846.00	$ 1,846.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 17,180.00	$ 17,180.00	$ 450.00	$ 450.00
A7	2-01	Clearing and Grubbing	LS	1	$ 10,844.50	$ 10,844.50	$ 26,700.00	$ 26,700.00	$ 14,154.00	$ 14,154.00	$ 29,729.79	$ 29,729.79	$ 7,500.00	$ 7,500.00	$ 6,708.00	$ 6,708.00	$ 12,000.00	$ 12,000.00
A8	2-01	Stump and Tree Removal	EA	3	$ 1,341.67	$ 4,025.0	$ 1,800.00	$ 5,400.00	$ 715.00	$ 2,145.00	$ 975.00	$ 2,925.00	$ 1,000.00	$ 3,000.00	$ 660.00	$ 1,980.00	$ 2,000.00	$ 6,000.00
A9	2-02	Removal of Structures and Obstructions	LS	1	$ 3,478.75	$ 3,478.75	$ 8,800.00	$ 8,800.00	$ 11,486.00	$ 11,486.00	$ 4,451.98	$ 4,451.98	$ 10,000.00	$ 10,000.00	$ 7,601.00	$ 7,601.00	$ 13,500.00	$ 13,500.00
A10	2-03	Roadway Exacation Incl Haul	CY	180	$ 94.68	$ 17,042.40	$ 76.00	$ 13,680.00	$ 54.00	$ 9,720.00	$ 87.35	$ 15,723.00	$ 75.00	$ 13,500.00	$ 28.00	$ 5,040.00	$ 104.00	$ 18,720.00
A11	2-03	Unsuitable Foundation Excavation Incl Haul	CY	5	$ 564.65	$ 2,823.25	$ 95.00	$ 475.00	$ 94.10	$ 470.50	$ 28.30	$ 141.50	$ 75.00	$ 375.00	$ 66.00	$ 330.00	$ 100.00	$ 500.00
A12	2-03	Gravel Borrow Incl Haul	CY	20	$ 362.83	$ 7,256.60	$ 55.00	$ 1,100.00	$ 74.85	$ 1,497.00	$ 85.07	$ 1,701.40	$ 60.00	$ 1,200.00	$ 47.45	$ 949.00	$ 100.00	$ 2,000.00
A13	2-12	Construction Geotextile for Ditch Lining	SY	55	$ 81.96	$ 4,507.80	$ 12.00	$ 660.00	$ 18.00	$ 990.00	$ 39.66	$ 2,181.30	$ 20.00	$ 1,100.00	$ 6.48	$ 356.40	$ 19.00	$ 1,045.00
A14	4-04	Crushed Surfacing Top Course	TON	125	$ 32.94	$ 4,117.50	$ 65.00	$ 8,125.00	$ 52.90	$ 6,612.50	$ 88.45	$ 11,056.25	$ 75.00	$ 9,375.00	$ 55.57	$ 6,946.25	$ 146.00	$ 18,250.00
A15	4-04	Streambed Cobbles	CY	3	$ 1,189.87	$ 3,569.61	$ 120.00	$ 360.00	$ 854.00	$ 2,562.00	$ 273.83	$ 821.49	$ 500.00	$ 1,500.00	$ 350.00	$ 1,050.00	$ 134.00	$ 402.00
A16	5-04	HMA Cl 1/2'' PG58H-22	TON	60	$ 164.64	$ 9,878.40	$ 210.00	$ 12,600.00	$ 229.00	$ 13,740.00	$ 225.00	$ 13,500.00	$ 243.00	$ 14,580.00	$ 252.00	$ 15,120.00	$ 100.00	$ 6,000.00
A17	7-01	Drain Pipe 6 In. Diam.	LF	20	$ 35.65	$ 713.00	$ 88.00	$ 1,760.00	$ 84.00	$ 1,680.00	$ 122.47	$ 2,449.40	$ 30.00	$ 600.00	$ 15.00	$ 300.00	$ 100.00	$ 2,000.00
A18	7-01	Underdrain Pipe 6 In. Diam.	LF	20	$ 59.80	$ 1,196.00	$ 88.00	$ 1,760.00	$ 123.15	$ 2,463.00	$ 167.97	$ 3,359.40	$ 80.00	$ 1,600.00	$ 15.00	$ 300.00	$ 150.00	$ 3,000.00
A19	7-05	Catch Basin Type 1	EA	1	$ 2,691.00	$ 2,691.00	$ 4,100.00	$ 4,100.00	$ 1,554.00	$ 1,554.00	$ 2,750.00	$ 2,750.00	$ 2,500.00	$ 2,500.00	$ 1,646.00	$ 1,646.00	$ 2,200.00	$ 2,200.00
A20	7-10	Rock Channel with Weir	LS	1	$ 8,050.00	$ 8,050.00	$ 24,500.00	$ 24,500.00	$ 6,840.00	$ 6,840.00	$ 22,997.26	$ 22,997.26	$ 15,000.00	$ 15,000.00	$ 4,411.00	$ 4,411.00	$ 20,000.00	$ 20,000.00
A21	8-01	Erosion Control and Water Pollution Prevention	LS	1	$ 483.00	$ 483.00	$ 9,800.00	$ 9,800.00	$ 2,654.00	$ 2,654.00	$ 2,500.00	$ 2,500.00	$ 1,000.00	$ 1,000.00	$ 3,236.00	$ 3,236.00	$ 5,500.00	$ 5,500.00
A22	8-01	Stormwater Pollution Prevention Plan (SWPPP, TESC)	LS	1	$ 483.00	$ 483.00	$ 3,800.00	$ 3,800.00	$ 954.00	$ 954.00	$ 2,000.00	$ 2,000.00	$ 1,000.00	$ 1,000.00	$ 3,561.00	$ 3,561.00	$ 4,000.00	$ 4,000.00
A23	8-01	Silt Fence	LF	110	$ 34.32	$ 3,775.20	$ 18.00	$ 1,980.00	$ 6.47	$ 711.70	$ 6.10	$ 671.00	$ 10.00	$ 1,100.00	$ 6.04	$ 664.40	$ 1.00	$ 110.00
A24	8-01	Compost Socks	LF	130	$ 12.21	$ 1,587.30	$ 19.00	$ 2,470.00	$ 24.50	$ 3,185.00	$ 16.75	$ 2,177.50	$ 5.00	$ 650.00	$ 9.71	$ 1,262.30	$ 24.00	$ 3,120.00
A25	8-01	Erosion Control Blanket	SY	65	$ 114.82	$ 7,463.30	$ 9.00	$ 585.00	$ 8.94	$ 581.10	$ 27.25	$ 1,771.25	$ 50.00	$ 3,250.00	$ 13.00	$ 845.00	$ 22.00	$ 1,430.00
A26	8-02	Landscape Restoration	LS	1	$ 42,817.95	$ 42,817.95	$ 68,000.00	$ 68,000.00	$ 51,254.00	$ 51,254.00	$ 56,176.00	$ 56,176.00	$ 20,000.00	$ 20,000.00	$ 105,504.00	$ 105,504.00	$ 91,000.00	$ 91,000.00
A27	8-02	Streambed Boulders	TON	*75*	$ 421.97	$ 31,647.75	$ 120.00	$ 9,000.00	$ 416.00	$ 31,200.00	$ 276.81	$ 20,760.75	$ 150.00	$ 11,250.00	$ 130.00	$ 9,750.00	$ 190.00	$ 14,250.00
A28	8-02	Stone Steps	LS	*1*	$ 27,600.00	$ 27,600.00	$ 16,600.00	$ 16,600.00	$ 18,540.00	$ 18,540.00	$ 38,610.00	$ 38,610.00	$ 5,000.00	$ 5,000.00	$ 4,220.00	$ 4,220.00	$ 33,000.00	$ 33,000.00
A29	8-07	Precast Dual Faced Sloped Mountable Curb	LF	54	$ 39.82	$ 2,150.28	$ 70.00	$ 3,780.00	$ 29.00	$ 1,566.00	$ 50.00	$ 2,700.00	$ 25.00	$ 1,350.00	$ 40.00	$ 2,160.00	$ 55.00	$ 2,970.00
A30	8-12	Temporary and Tree Protection Fencing	LF	150	$ 7.94	$ 1,191.00	$ 18.00	$ 2,700.00	$ 8.00	$ 1,200.00	$ 32.71	$ 4,906.50	$ 10.00	$ 1,500.00	$ 13.60	$ 2,040.00	$ 1.00	$ 150.00
A31	8-14	Cement Conc. Sidewalk	SY	290	$ 103.76	$ 30,090.40	$ 89.00	$ 25,810.00	$ 188.54	$ 54,676.60	$ 110.00	$ 31,900.00	$ 200.00	$ 58,000.00	$ 179.00	$ 51,910.00	$ 217.00	$ 62,930.00
A32	8-21	Permanent Signing	EA	2	$ 626.75	$ 1,253.50	$ 450.00	$ 900.00	$ 477.00	$ 954.00	$ 400.00	$ 800.00	$ 300.00	$ 600.00	$ 1,304.00	$ 2,608.00	$ 400.00	$ 800.00
A33	8-22	Paint Line	LF	325	$ 4.88	$ 1,586.00	$ 5.00	$ 1,625.00	$ 9.14	$ 2,970.50	$ 1.25	$ 406.25	$ 3.00	$ 975.00	$ 1.50	$ 487.50	$ 10.00	$ 3,250.00
A34	8-22	Painted Access Parking Space Symbol	EA	1	$ 644.00	$ 644.00	$ 500.00	$ 500.00	$ 695.00	$ 695.00	$ 100.00	$ 100.00	$ 500.00	$ 500.00	$ 195.00	$ 195.00	$ 100.00	$ 100.00
A35	8-22	Painted Traffic Letter	EA	7	$ 92.00	$ 644.00	$ 500.00	$ 3,500.00	$ 104.00	$ 728.00	$ 65.00	$ 455.00	$ 250.00	$ 1,750.00	$ 90.00	$ 630.00	$ 50.00	$ 350.00
A36	8-26	Park Site Elements	LS	1	$ 10,376.46	$ 10,376.46	$ 28,700.00	$ 28,700.00	$ 18,992.00	$ 18,992.00	$ 11,846.00	$ 11,846.00	$ 155,000.00	$ 155,000.00	$ 22,585.92	$ 22,585.92	$ 20,000.00	$ 20,000.00
A37	8-27	Structures	LS	1	$ 13,857.14	$ 13,857.14	$ 96,800.00	$ 96,800.00	$ 12,850.00	$ 12,850.00	$ 14,400.00	$ 14,400.00	$ 11,000.00	$ 11,000.00	$ 62,160.00	$ 62,160.00	$ 29,000.00	$ 29,000.00
				Subtotal	Subtotal	$ 352,271.38	Subtotal	$ 473,270.00	Subtotal	$ 359,921.90	Subtotal	$ 389,403.02	Subtotal	$ 410,380.00	Subtotal	$ 438,393.77	Subtotal	$ 453,027.00
				Sales Tax (9.3%)	Sales Tax 9.3%	$ 32,761.24	Sales Tax 9.3%	$ 44,014.11	Sales Tax 9.3%	$ 33,472.74	Sales Tax 9.3%	$ 36,214.48	Sales Tax 9.3%	$ 38,165.34	Sales Tax 9.3%	$ 40,770.62	Sales Tax 9.3%	$ 42,131.51
				Construction Total	Total	$ 385,032.62	Total	$ 517,284.11	Total	$ 393,394.64	Total	$ 425,617.50	Total	$ 448,545.34	Total	$ 479,164.39	Total	$ 495,158.51

CITY COUNCIL STAFF REPORT

Agenda Date: 6/27/2023

Subject: Authorize the Mayor to sign the contract with Northend Excavating, Inc. for the construction of the ADA Improvements Project

Contact Person/Department: Kim Klinkers, Public Works

Budget Impact: $560,693

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:
Authorize the Mayor to sign the contract with Northend Excavating, Inc. for the construction of the ADA Improvements Project

SUMMARY/BACKGROUND:
The Public Works Department solicited bids for the ADA improvements Project on June 6, 2023. A bid opening was held on the morning of June 21, 2023. The city received six bids. Northend Excavating, Inc. was the apparent low bidder, with a bid of $560,693.00. Responsible bidder criteria was confirmed and now the Administration seeks authorization from City Council to award the contract to Northend Excavating, Inc.

APPLICABLE CITY POLICIES:

ATTACHMENTS:
1. 230621_Bid_Tabulation_Project_21006

Bid Tabulation for Project #21006 - ADA Improvements

Date: 6/21/2023

Bid Item #	Spec Section	Item Description	Qty	Unit	GregCo Excavating LLC		Granite Construction, Inc		Northend Excavating, Inc.		Interwest Construction Inc		Always Active Services LLC		Kamins Construction	
					Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	1-04	Minor Change	1	FA	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	25,000.00	$ 25,000.00	25,000.00	$ 25,000.00	25,000.00	$ 25,000.00
2	1-05	ADA Features Surveying	1	LS	$ 19,000.00	$ 19,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00	28,000.00	$ 28,000.00	13,000.00	$ 13,000.00	14,400.00	$ 14,400.00
3	1-07	Pedestrian Control and Protection	1	LS	$ 3,000.00	$ 3,000.00	$ 2,000.00	$ 2,000.00	$ 5,000.00	$ 5,000.00	3,000.00	$ 3,000.00	20,000.00	$ 20,000.00	6,000.00	$ 6,000.00
4	1-09	Mobilization	1	LS	$ 75,000.00	$ 75,000.00	$ 81,000.00	$ 81,000.00	$ 94,000.00	$ 94,000.00	60,000.00	$ 60,000.00	30,000.00	$ 30,000.00	36,846.00	$ 36,846.00
5	1-10	Project Temporary Traffic Control	1	LS	$ 60,000.00	$ 60,000.00	$ 130,000.00	$ 130,000.00	$ 15,000.00	$ 15,000.00	100,000.00	$ 100,000.00	20,000.00	$ 20,000.00	66,960.00	$ 66,960.00
6	2-01	Clearing and Grubbing	1	LS	$ 5,600.00	$ 5,600.00	$ 15,000.00	$ 15,000.00	$ 6,000.00	$ 6,000.00	6,300.00	$ 6,300.00	10,000.00	$ 10,000.00	4,032.00	$ 4,032.00
7	2-01	Roadside Cleanup	1	FA	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	10,000.00	$ 10,000.00	10,000.00	$ 10,000.00	10,000.00	$ 10,000.00
8	2-02	Removal of Structures and Obstructions	1	LS	$ 5,000.00	$ 5,000.00	$ 19,000.00	$ 19,000.00	$ 17,000.00	$ 17,000.00	6,000.00	$ 6,000.00	20,000.00	$ 20,000.00	19,680.00	$ 19,680.00
9	2-02	Removing Cement Concrete Sidewalk	608	SY	$ 54.00	$ 32,832.00	$ 125.00	$ 76,000.00	$ 36.00	$ 21,888.00	30.00	$ 18,240.00	45.00	$ 27,360.00	29.80	$ 18,118.40
10	2-02	Removing Cement Conc. Curb and Gutter	906	LF	$ 10.00	$ 9,060.00	$ 60.00	$ 54,360.00	$ 5.00	$ 4,530.00	17.00	$ 15,402.00	45.00	$ 40,770.00	19.50	$ 17,667.00
11	2-02	Removing Asphalt Conc. Pavement	332	SY	$ 66.00	$ 21,912.00	$ 100.00	$ 33,200.00	$ 20.00	$ 6,640.00	77.00	$ 25,564.00	20.00	$ 6,640.00	25.27	$ 8,389.64
12	4-04	Crushed Surfacing Top Course	172	TON	$ 85.00	$ 14,620.00	$ 25.00	$ 4,300.00	$ 75.00	$ 12,900.00	43.00	$ 7,396.00	60.00	$ 10,320.00	86.97	$ 14,958.84
13	5-04	HMA CL. 1/2IN. PG 58-22"	115	TON	$ 405.00	$ 46,575.00	$ 400.00	$ 46,000.00	$ 300.00	$ 34,500.00	550.00	$ 63,250.00	250.00	$ 28,750.00	295.57	$ 33,990.55
14	7-05	Adjust Water Valve Box	5	EA	$ 450.00	$ 2,250.00	$ 700.00	$ 3,500.00	$ 200.00	$ 1,000.00	200.00	$ 1,000.00	250.00	$ 1,250.00	840.00	$ 4,200.00
15	7-05	Adjust Catch Basin	3	EA	$ 1,600.00	$ 4,800.00	$ 700.00	$ 2,100.00	$ 250.00	$ 750.00	420.00	$ 1,260.00	250.00	$ 750.00	600.00	$ 1,800.00
16	8-01	Erosion Control and Water Pollution Prevention	1	LS	$ 1,500.00	$ 1,500.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	5,000.00	$ 5,000.00	5,000.00	$ 5,000.00	2,400.00	$ 2,400.00
17	8-01	Inlet Protection	16	EA	$ 55.00	$ 880.00	$ 125.00	$ 2,000.00	$ 55.00	$ 880.00	100.00	$ 1,600.00	60.00	$ 960.00	96.00	$ 1,536.00
18	8-02	Topsoil Type A	187	SY	$ 26.00	$ 4,862.00	$ 40.00	$ 7,480.00	$ 13.00	$ 2,431.00	50.00	$ 9,350.00	75.00	$ 14,025.00	21.60	$ 4,039.20
19	8-02	Wood Chip Mulch	187	SY	$ 28.00	$ 5,236.00	$ 40.00	$ 7,480.00	$ 13.00	$ 2,431.00	50.00	$ 9,350.00	75.00	$ 14,025.00	21.60	$ 4,039.20
20	8-04	Cement Conc. Traffic Curb and Gutter	906	LF	$ 58.00	$ 52,548.00	$ 65.00	$ 58,890.00	$ 35.00	$ 31,710.00	55.00	$ 49,830.00	61.00	$ 55,266.00	75.38	$ 68,294.28
21	8-04	Cement Conc. Pedestrian Curb	484	LF	$ 55.00	$ 26,620.00	$ 30.00	$ 14,520.00	$ 36.00	$ 17,424.00	63.00	$ 30,492.00	61.00	$ 29,524.00	46.41	$ 22,462.44
22	8-10	Plastic Curb with Flexible Guide Post	34	EA	$ 495.00	$ 16,830.00	$ 450.00	$ 15,300.00	$ 300.00	$ 10,200.00	525.00	$ 17,850.00	480.00	$ 16,320.00	540.00	$ 18,360.00
23	8-14	Cement Conc. Sidewalk	683	SY	$ 182.00	$ 124,306.00	$ 175.00	$ 119,525.00	$ 175.00	$ 119,525.00	105.00	$ 71,715.00	110.00	$ 75,130.00	144.61	$ 98,768.63
24	8-14	Detectable Warning Surface	500	SF	$ 44.00	$ 22,000.00	$ 65.00	$ 32,500.00	$ 90.00	$ 45,000.00	80.00	$ 40,000.00	72.00	$ 36,000.00	54.00	$ 27,000.00
25	8-21	Permanent Signing	1	LS	$ 20,000.00	$ 20,000.00	$ 30,000.00	$ 30,000.00	$ 35,200.00	$ 35,200.00	57,000.00	$ 57,000.00	40,000.00	$ 40,000.00	30,840.00	$ 30,840.00
26	8-22	Plastic Stop Line	142	LF	$ 27.00	$ 3,834.00	$ 25.00	$ 3,550.00	$ 30.00	$ 4,260.00	29.00	$ 4,118.00	12.00	$ 1,704.00	20.40	$ 2,896.80
27	8-22	Plastic Line	179	LF	$ 9.00	$ 1,611.00	$ 10.00	$ 1,790.00	$ 10.00	$ 1,790.00	10.00	$ 1,790.00	6.00	$ 1,074.00	25.80	$ 4,618.20
28	8-22	Plastic Crosswalk Line	1694	SF	$ 10.00	$ 16,940.00	$ 9.00	$ 15,246.00	$ 11.00	$ 18,634.00	10.00	$ 16,940.00	12.00	$ 20,328.00	18.60	$ 31,508.40
TOTAL BID PROJECT ESTIMATE						**$ 631,816.00**		**$ 826,741.00**		**$ 560,693.00**		**$ 685,447.00**		**$ 573,196.00**		**$ 598,805.58**

*apparent low bidder

CITY COUNCIL STAFF REPORT

Agenda Date: 6/27/2023

Subject: Housing Action Plan

Contact Person/Department: Russ Wright, Community Development

Budget Impact: NA

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:
Motion to approve Resolutions No. 2023-10 to Adopt the Lake Stevens Housing Action Plan

SUMMARY/BACKGROUND:
The city received a $100,000 grant from the Washington State Department of Commerce to develop a Housing Action Plan (HAP). The city hired Berk Consulting to prepare the HAP. Over the last year, staff and the consultant have briefed the Planning Commission and City Council at project milestones. As part of the process, Berk developed a robust public outreach program to solicit input from diverse stakeholders - this included targeted meetings, an open house, surveys and outreach on the city's website as well as at Aquafest. Berk also prepared an audit of the current housing element in preparation of the 2024 Comprehensive Plan Periodic Update.

Berk has prepared four distinct reports:

- Needs Assessment
- A Public Engagement Plan
- Public Engagement Summary
- Housing Action Plan

The key findings and recommendations from these reports are discussed in specific sections of the HAP. The Needs Assessment and Summary of Public Engagement are embedded in the HAP as appendices. The HAP also includes a significant amount of demographic data, development statistics and correlations to the county and region.

The Executive Summary (Exhibt A of Attachment 1) provides a concise overview of the plan.

- In general, the city of Lake Stevens is in good shape and is prepared to meet its housing needs in relations to House Bills 1220 and 1110 with the progressive actions to update the zoning code between 2018 and 2020.
- The city will need to refine its Comprehensive Plan goals and policies along with its development standards to ensure the Lake Stevens can address new state requirements, meet countywide population and housing targets and provide housing for all residents of Lake Stevens.
- Future efforts will need to consider the housing needs of lower income individuals or other marginalized groups.
- The city will need to propose targeted upzoning to increase multifamily and "missing middle" housing options as it updates the Comprehensive Plan in 2024, especially considering the city's remaining land supply. The city will also need to capitalize on current subareas, areas near transit and areas near retail and services as it considers appropriate locations to increase housing supply.

Berk prepared a series of ranked policy recommendations to consider for implementation over the next several years, including measures to increase local housing capacity (Executive Summary, page iii); address state requirements (Executive Summary, page iv); and develop new strategies to achieve housing goals (Executive Summary, page V). These recommendations are discussed in detail in the Policy Recommendations Section (Attachment 1 Exhibit A, page 34). Specific implementation recommendations start on page 62 of Exhibit A of Attachment 1.

The Planning Commission reviewed and discussed the Housing Action Plan at its June 26, 2023 meeting.

Next Steps: Council approves Resolution 2023-10 adopting the Lake Stevens Housing Action Plan. Staff wil develop a schedule for implementaion tasks. Specific tasks will be considered as part of the 2024 Comprehensive Plan Periodic Update and as part of future annual work plans.

APPLICABLE CITY POLICIES:
Comprehensive Plan

ATTACHMENTS:
1. Attachment 1_Resolution No. 2023-10

RESOLUTION NO. 2023-10

A RESOLUTION OF THE CITY OF LAKE STEVENS ADOPTING THE LAKE STEVENS HOUSING ACTION PLAN.

WHEREAS, the city of Lake Stevens applied for and received a grant from the State Department of Commerce in October 2021, to prepare a Housing Action Plan and identify gaps in its Housing Element of the Comprehensive Plan and its development regulations that may contribute to housing barriers to all residents; and

WHEREAS, the city hired Berk Consulting to prepare its Housing Action Plan starting with a needs assessment and audit of the current Housing Element in preparation of the 2024 Comprehensive Plan Periodic Update; and

WHEREAS, Berk developed a robust public outreach program to solicit input from diverse stakeholders - this included targeted meetings, an open house, surveys and outreach on the city's website as well as at Aquafest; and

WHEREAS, staff and the consultant have briefed the Planning Commission and City Council at project milestones over the last year; and

WHEREAS, the city's Housing Action Plan is a framework plan that includes demographic data, development statistics and correlations to the county and region related to housing needs; and

WHEREAS, the Housing Action Plan provides recommendations for the integration of revised housing policies including measures to increase local housing capacity, reduce financial barriers and address state requirements related to housing needs and capacity; and

WHEREAS, in taking the actions set forth in this resolution, the city will need to refine its Comprehensive Plan goals and policies along with its development standards to ensure Lake Stevens can address new state requirements, meet countywide population and housing targets and reduce housing barriers for all residents of Lake Stevens.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON AS FOLLOWS:

Section 1. Adoption. Consistent with the Growth Management Act of Washington, the Lake Stevens City Council hereby adopts the Lake Stevens Housing Action Plan in its entirety.

Section 2. Adoption. The Lake Stevens Housing Action Plan is attached hereto as Exhibit "A" and is incorporated herein by this reference.

Section 3 Severability. If any section, sentence, clause or phrase of this resolution should be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 4. Effective Date. This resolution shall take effect immediately upon passage by the Lake Stevens City Council.

PASSED by the City Council of the City of Lake Stevens this 27th day of June 2023.

____
Brett Gailey, Mayor

ATTEST:

By:__________________________________
Kelly Chelin, City Clerk

Exhibit A

City of Lake Stevens

HOUSING ACTION PLAN

June 2023 DRAFT

Executive Summary

The City of Lake Stevens has developed this Housing Action Plan (HAP) to ensure it can provide housing that meets the needs for all its residents, both in the present and the future. The HAP builds on work the city has already done by incorporating input from the community and providing ideas for new regulations and programs.

The HAP informs and guides the city's next phase of work to improve housing options and availability in Lake Stevens. The HAP includes strategies and implementing actions to promote greater housing opportunities for residents and workers across all economic segments of the community. The HAP will be incorporated into the upcoming updates to the Housing Element of the Comprehensive Plan.

This document includes the following sections:

- A description of the **housing needs in Lake Stevens** provides a summary of the Housing Needs Assessment and provides supporting information for policy development.
- A **summary of public engagement** is provided to outline the outreach events and activities conducted as part of this project, and to summarize the feedback received from these events.
- **Policy recommendations** are provided, based on a review of current city policies and identified needs. Note that these recommendations are attached after this summary.
- **Recommendations for implementation** provide a general timeline for implementation by city staff, partners, and supporting consultants as needed.

This document also contains three appendices:

- **Appendix A** provides a glossary of common terms used in this report for reference.
- **Appendix B** includes the full Housing Needs Assessment as of December 2022.
- **Appendix C** includes a more detailed summary of public engagement activities.

Major findings from this report include the following:

- **State mandates for accommodating low-income housing will require the city to broaden its strategies with respect to affordable housing.** New requirements under HB 1220 that mandate housing targets allocated by household income will result in a significant shift in focus for housing policy. Higher targets at low incomes, combined with limited buildable lands capacity, will mean that a greater proportion of the city will need to be developed as multifamily projects.
- **Considerations of racially disparate impacts in Lake Stevens are important and will need to take a regional approach.** There is evidence of racial disparities with respect to cost burden and housing affordability, both locally and in the region. Additionally, regional market pressures may result in people being priced out of their homes in the city, or not being able to access affordable options in the community.

- **Infill and redevelopment will be necessary to meet Lake Stevens' obligation to accommodate its share of the expected regional population and housing growth.** As Lake Stevens' development capacity for new housing consists of sites that support infill or redevelopment projects, future policies will need to consider the particular challenges in achieving sustained housing yields on these types of building sites.
- **Previous actions by the city have already addressed changes in requirements for the housing element.** Actions taken by the city since 2018 have already worked to address some of the considerations included in HB 1110. As these requirements may demonstrate substantive compliance, the city may be able to fulfill them through consideration from the state Department of Commerce.
- **While the general amount of developable land should be sufficient to support future growth, upzoning will be needed.** Although there is likely to be sufficient land area to meet overall housing needs, the focus of housing targets on lower-income households and the need to accommodate these households with smaller, less expensive units suggests that there will need to be a significant shift towards more multifamily development in the community.
- **Overall, residents recognize how affordable housing is a challenge.** At every event, people have said that housing problems in the region are a major concern. Even people that already own their own homes know that it can be hard for other households to find a place to live.
- **Focusing on developing high-quality, high-amenity neighborhoods to meet perceived housing needs will be essential to address concerns with the impacts of growth.** A major sentiment expressed in engagement was the idea that Lake Stevens is a community with strong local amenities and a "small-town feel". However, despite concerns expressed about perceived challenges to local character, many respondents indicated the importance of a sustainable and welcoming community that can be accessible to seniors and new homebuyers. Supporting these types of neighborhoods and their supporting amenities. will be essential to consider in future policy development and implementation.

Policy Recommendations

1. Addressing Needs for Local Capacity

1.1. Revise plans for the city's subareas. Given the need for higher-density housing in Lake Stevens, in addition to concerns about impacts of growth, the city's subarea plans should be updated to accommodate additional mixed-use and residential development.

1.1.1 Coordinate an update to the Downtown subarea plan.
1.1.2 Update the 20th St SE Corridor subarea plan.
1.1.3 Provide updates to the Lake Stevens Center subarea plan.
1.1.4. Identify additional areas for subarea planning.

1.2. Implement strategic upzoning to address housing capacity needs. While subarea planning will be essential, the city should also look to pursue separate efforts to upzone across the city, especially in strategic areas that should be denser over time.

1.2.1 Provide short-term upzoning in key locations.
1.2.2 Approve initial criteria for long-term residential upzoning.
1.2.3 Update zoning regularly to maintain necessary capacity.
1.2.4 Coordinate upzoning with affordable housing opportunities.

1.3. Encourage different housing types. Recent changes to state statutes have placed more of a focus on middle housing and accessory dwelling units (ADU). The city should work to encourage these housing types and provide a broader set of housing options to meet local needs.

1.3.1 Update the Municipal Code to address changes in requirements for ADUs on a site.
1.3.2 Allow additional middle housing types in residential zones.
1.3.3 Provide standardized, preapproved ADU plans for use.

1.4. Ensure that previous efforts are considered under new state requirements. Previous efforts in revising zoning regulations and designations in the city will put Lake Stevens in compliance with recent changes to the Growth Management Act. The city should pursue options that will allow these changes to be treated as "substantially similar".

1.4.1 Coordinate documentation for substantial compliance with HB 1110.
1.4.2 Monitor requirements for title review.

1.5. Coordinate ongoing monitoring and review to ensure compliance with housing targets. With changes in planning requirements providing more of a focus on housing targets, the city should work to provide more detailed information on a regular basis regarding housing yields and remaining development capacity.

1.5.1 Manage internal data sources to monitor housing development yield and capacity.
1.5.2 Provide regular internal reporting and review on housing targets.

2. Meeting Additional State Requirements

2.1. Integrate considerations of special needs housing into the Code. Changes to requirements for zoning made by the state have mandated that certain uses such as emergency shelters and transitional housing be allowed in areas consistent with those uses, and supportive housing cannot be treated differently than comparable family housing.

2.1.1 Reorganize land use requirements for "Health and Social Service Facilities".

2.1.2 Align outdoor emergency shelter regulations with state mandates.

2.2. Clarify impact fees for emergency housing and ADUs. Recent statutory changes require that the city's policies regarding impact fees for specific housing types be adjusted to align with requirements.

2.2.1 Adjust impact fees for ADUs.

2.2.2 Specify that emergency housing is exempt from impact fees.

2.3. Implement anti-displacement policies to increase housing stability. Given increasing pressures on housing costs and the availability of suitable affordable housing options, many households are facing greater housing instability and the potential that they will be "priced out" of the community. This trend is often faced even more strongly by different groups that have experienced structural racism. These policies work to address specific issues with potential displacement from the community.

2.3.1 Coordinate strategies for mobile home preservation.

2.3.2 Provide emergency homeowner assistance programs.

2.3.3 Support low-income homeownership programs.

2.3.4 Expand local tenant protections.

3. Additional Strategies to Achieve Housing Goals

3.1. Refine the Multifamily Housing Property Tax Exemption (MFTE). The MFTE program is an important incentive that can provide a partial exemption from property taxes in exchange for public goods, including affordable housing. These recommendations highlight potential changes to the program in Lake Stevens to allow it to better meet city housing goals.

3.1.1. Expand definitions of "multifamily housing" to accommodate more housing types.

3.1.2. Provide resale restrictions in 12-year owner-occupied MFTE units.

3.1.3. Add a 20-year owner-occupied MFTE option to the program.

3.1.4. Add an option for a 12-year MFTE extension.

3.1.5. Consider future adjustments to required household incomes and restricted rent levels.

3.1.6. Include provisions in the code that maintain housing stability with increased income.

3.2. Revise the provisions for Planned Residential Developments (PRDs). PRDs are developments that can be afforded flexibility with development and platting requirements in exchange for commitments of public benefits. Changes to this section of the Code can also explicitly reinforce that it can be used to support affordable housing as well.

3.2.1 Incorporate provisions for multifamily housing in PRD requirements.

3.2.2 Revise density bonusing provisions for PRDs.

3.2.3 Consider affordable housing under PRD provisions.

3.3. Provide additional incentives to encourage affordable housing development. In addition to PRDs and MFTE, communities can also provide incentives for affordable housing through impact fee waivers and inclusionary zoning. While some bonus height is permitted in exchange for affordable housing in the mixed-use subareas, allowing broader incentives could provide additional incentives for affordable units.

3.3.1 Explore impact fee waivers or reductions to provide an incentive for affordable units.

3.3.2 Widen voluntary inclusionary zoning provisions.

3.3.3 Coordinate long-term review and monitoring of affordable units.

3.4. Explore the local use of community land trusts (CLTs) and comparable models. New models of property ownership can provide more affordable options for housing, such CLTs, which remove the value of land from the cost of housing. This may be a future option to encourage more affordable housing options.

3.4.1 Explore partnerships with CLTs in the region.

3.4.2 Encourage other alternate ownership models for affordability where possible.

3.5. Cooperate with area organizations for affordable and emergency housing. Affordable housing in the region includes a significant number of organizations, including housing authorities, nonprofit and religious affordable housing providers, and other jurisdictions. Providing effective solutions to manage affordable housing needs can be more efficient if the city can coordinate its efforts with these organizations.

3.5.1 Recruit nonprofit housing partners to develop affordable housing in the city.

3.5.2 Coordinate with service providers to secure emergency housing options.

3.5.3 Continue to coordinate with partners on affordable housing issues.

3.6. Use surplus properties for affordable housing. Vacant and underutilized properties owned by nonprofits and public agencies pose an opportunity for affordable housing. Coordinating with other organizations to develop a consistent approach to manage these properties can help them to be put into use for affordable housing options.

3.6.1 Provide updated policies for surplus property.

3.6.2 Identify and facilitate opportunities for housing development with partners on surplus properties.

3.7. Coordinate the permitting and approvals process. While the permit approval process in Lake Stevens is seen as efficient, approvals from other jurisdictions such as utility districts may pose delays and obstacles to housing development. The city should work to evaluate whether these delays can be addressed to improve the responsiveness of the process.

3.7.1 Coordinate ongoing oversight of permitting timelines.

3.7.2 Coordinate with other agencies to determine approaches for reducing approval times.

3.8. Secure additional funding for programs to support housing affordability and stability. The city will not have sufficient funding to provide all the subsidies necessary to address the lower-income housing targets in the community. While coordinating with partners has potential to provide some investment, the city should work to pursue additional grant funding from supporting agencies.

3.8.1 Identify and secure potential sources of funding.

3.8.2 Consider long-term options for more reliable internal funding.

3.9. Distribute information about local housing development options. Providing information to developers working in the community about changes in development regulations and incentives will be essential in ensuring that both developers become motivated to develop housing in Lake Stevens, and that incentives and other programs are used in the most efficient and effective ways possible.

3.9.1 Maintain a guidebook for local housing programs.

3.9.2 Provide regular communication with the development community.

Table of Contents

Table of Exhibits

Introduction

Overview

The city of Lake Stevens has grown rapidly over the past two decades through a series of annexations and increased residential development. Under the Countywide Planning Policies in Snohomish County, the city's population is expected to grow by almost 25% by 2044. While the city has taken steps to increase building capacity, there is a need for a more comprehensive approach to ensure housing opportunities are available for all in the community.

The city developed this Housing Action Plan (HAP) to ensure it can provide housing that meets the needs of all its residents, both in the present and the future. The HAP builds on work the city has already done by incorporating input from the community and providing ideas for new regulations and programs.

The HAP informs and guides the city's next phase of work to improve housing options and availability in Lake Stevens. The HAP includes strategies and implementing actions to promote greater housing opportunities for residents and workers across all economic segments of the community. The HAP will be incorporated into the upcoming updates to the Housing Element of the Comprehensive Plan.

The Housing Action Plan is intended to include the following elements:

- An assessment of **local and regional population and employment trends** to understand changes in housing demand in the community.
- A review of the **current supply of housing** and the **adequacy of existing stock** to meet current and future demands, including both broad needs for housing units and specific needs for different populations.
- An evaluation of **community perspectives** on housing needs and goals.
- An assessment of **existing and recently amended policies, programs, ordinances**.
- **Housing strategies and policies** necessary to address current and future needs.
- **Anti-displacement policies** to ensure that current and future members of the community are not excluded from Lake Stevens by a lack of accessible or appropriate housing.
- **Recommendations for implementation** that consider the timing of specific actions to carry out housing strategies, including consideration of city staff capacity.

Development of the HAP was supported by a Washington Department of Commerce grant designed to increase housing options in Washington's communities.

Outline of the Plan

This Plan is organized into several sections:

- **Housing Needs in Lake Stevens.** This section provides a summary of the material from the Housing Needs Assessment to highlight the major needs for housing in Lake Stevens, both today and over the next 20 years. This includes a discussion of recent housing targets updated by Snohomish County to fulfill state requirements under HB 1220.
- **Summary of Public Engagement.** In this section, an outline of major engagement activities conducted for this project is provided, based on the Engagement Summary provided in Appendix C. This also includes the major takeaways regarding public and stakeholder perspectives on growth and housing development that would be relevant for policy.
- **Policy Recommendations.** This component of the Housing Action Plan provides a broad set of recommendations for city housing policy based on the findings of the Housing Needs Assessment, public engagement, and a review of short- and long-term policy options. These are included under three categories relevant to implementation:
    - Addressing needs for housing capacity to meet new state and county targets.
    - Meeting other new housing policy requirements.
    - Additional strategies to achieve local housing goals.
- **Recommendations for Implementation.** From the policy recommendations provided, this section reviews the steps that the city could take, to implement the recommendations, over the short-term (within the next 2–3 years), moderate-term (3–5 years), and long-term (6 years or more). This includes not only actions for the city to take, but also areas of cooperation with other organizations and jurisdictions that could help to meet local housing goals.
- **Appendices.** There are three appendices included with this plan:
    - **Appendix A** provides a glossary of common terms used in this report for reference.
    - **Appendix B** includes the full Housing Needs Assessment as of December 2022.
    - **Appendix C** includes a more detailed summary of public engagement activities.

Housing Needs in Lake Stevens

Introduction

This section highlights key elements regarding housing in Lake Stevens across five major categories:

- **Overall demographics**, including basic characteristics of the population and households across the city.
- **Housing stock and production** in the city, detailing both existing housing and trends in new housing that has been developed recently in Lake Stevens.
- **Residential real estate markets**, including trends with rents, home sale prices, and other market indicators.
- **Housing affordability** considerations, including discussions of housing burdens.
- An assessment of **equity** in housing to highlight issues of access.

This assessment addresses the housing market and inventory found within the boundaries of the city of Lake Stevens, as shown in Exhibit 1. This map also highlights the three major mixed-use subareas in the city: Downtown, Lake Stevens Center, and the 20th St. SE Corridor.

Note that this represents a summary of the full Housing Needs Assessment report, which is included in Appendix B.

Policy Context

Zoning

Current zoning is provided in Exhibit 2, with a table showing the total areas in each zoning district in Exhibit 3. Note that residential development is technically permitted as of right in all districts except the Business District (BD) and Public / Semi-Public (P/SP) zoning districts, although commercial and mixed-use areas aside from the Planned Business District only allow apartments built mostly over permitted nonresidential uses.[1]

Across the city, the largest zoning districts include the R4, R6, and R8-12 districts, which comprise much of the low- to moderate-density residential development in the city. These districts allow cottage developments and up to fourplexes as of right. The R8-12 district permits townhomes and rowhouses. The Waterfront Residential (WR) zone, which includes much of the land directly abutting the lake, allows for cottages and duplexes, but duplexes can only be accommodated on parcels that are 25% larger than the minimum lot size permitted (12,000 square feet, versus 9,600 square feet for single-family homes).[2]

[1] See Table 14.40-I, LSMC 14.40.070. Also note that under LSMC 14.44.065, there are constraints to accessory apartments allowed in industrial districts.

[2] See "Duplexes in Single-Family Zones", LSMC 14.48.020.

Exhibit 1. Overview, Lake Stevens and Surrounding Areas.

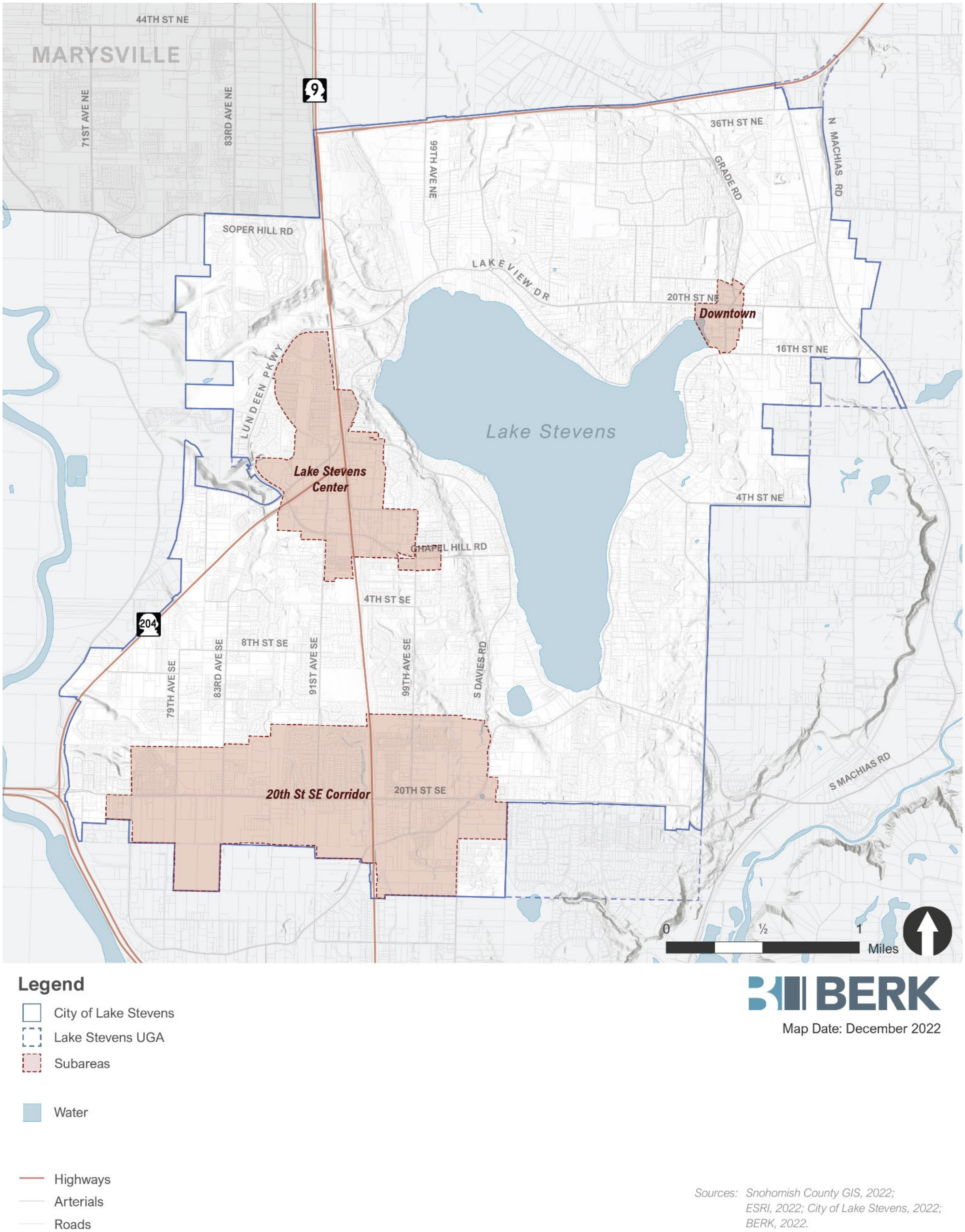


Exhibit 2. Zoning, Lake Stevens.

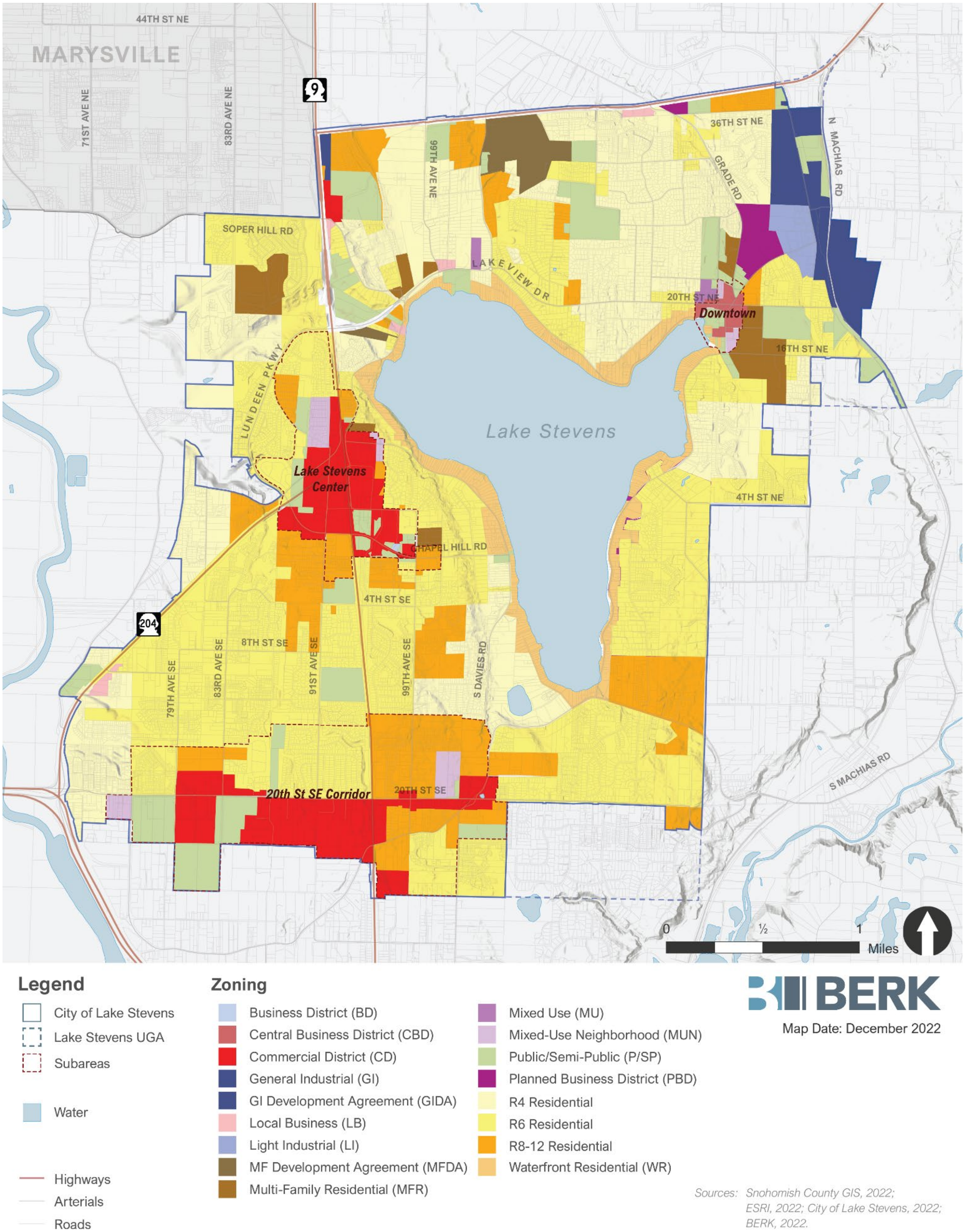


Exhibit 3. Total Area by Zoning District, Lake Stevens.

	Zoning District	Area (acres)	% of Total
BD	Business District	0.9	0.02%
CBD	Central Business District	16.3	0.3%
CD	Commercial District	327.3	5.6%
GI	General Industrial	148.0	2.5%
GIDA	GI Development Agreement	7.0	0.1%
LB	Local Business	17.3	0.3%
LI	Light Industrial	35.4	0.6%
MFDA	MF Development Agreement	64.0	1.1%
MFR	Multi-Family Residential	124.5	2.1%
MU	Mixed Use	10.7	0.2%
MUN	Mixed-Use Neighborhood	49.3	0.8%
P/SP	Public / Semi-Public	448.0	7.7%
PBD	Planned Business District	41.4	0.7%
R4	R4 Residential	1,282.5	21.9%
R6	R6 Residential	2,319.5	39.6%
R8-12	R8-12 Residential	642.2	11.0%
WR	Waterfront Residential	316.3	5.4%

Source: City of Lake Stevens, 2022.

Recent City Policy Actions

The city has made several recent changes relevant to housing development in Lake Stevens:

- Ordinance 1030 in 2018 provided new regulations for Accessory Dwelling Units (ADU), included in the code under LSMC 14.44.045. This was presented to comply with RCW 43.63A.215, which required cities with populations greater than 20,000 to allow ADUs within the community, and amended the previous code which managed these uses similar to duplexes.
- Ordinance 1068 (2019) eliminated the volunteer Design Review Board and shifted these responsibilities to city staff to streamline the development process.

- Ordinances 1080 and 1081 in 2020 provided for several changes resulting from consultation with an advisory committee. These included:
  - Overall adjustments to zoning district designations.
  - Reduced minimum lot sizes.
  - Provisions for lot size averaging (LSMC 14.48.085).
  - Additional defined housing types and revisions to existing definitions.
  - Expanded housing types allowed in residential districts.
  - Expanded infill regulations under Part III of Chapter 14.46 LSMC.
- Ordinance 1082 in 2020 allowed for the receipt of the sales and use tax credit permitted under RCW 82.14.540 for affordable housing.
- Ordinance 1103 (2020) created a Multifamily Housing Tax Exemption (MFTE) program under Chapter 3.27 LSMC for the city as per Chapter 84.14 RCW, This provides 12 years of exemption from property taxes on the value of residential improvement on a site in exchange for 20% of housing units being reserved for low- or moderate-income households (up to 80% of AMI for Snohomish County). Eligible "residential targeted areas" are designated as per Resolution 2020-23.
- Ordinance 1118 (2020) increased thresholds for projects receiving categorical exemptions as minor new construction to up to 30 single-family housing units and 60 units in multifamily residential projects.

Several of these changes have been instituted per state legislative amendments under HB 1923 in 2019, which provided cities with exemptions from review under the State Environmental Policy Act (SEPA) for key actions related to promoting moderate-density, "missing middle" housing types.

Local Housing Assessment

Overview

As part of the assessment of the Lake Stevens context relevant to current and future housing needs, this section provides an evaluation of key statistics in several areas:

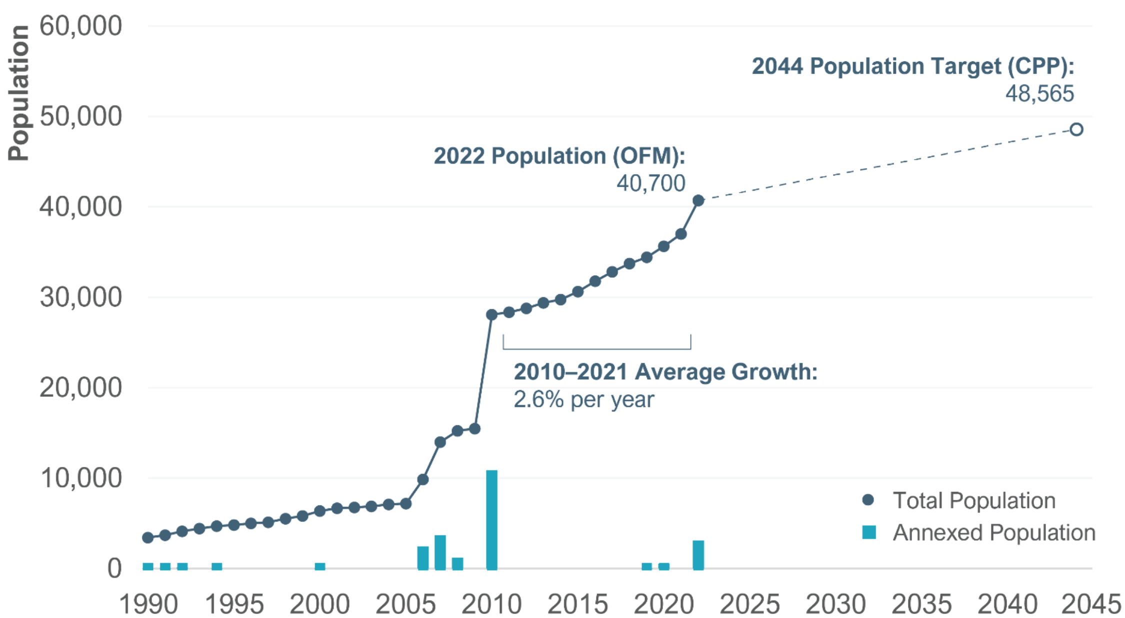
- City demographics of population and households
- Housing stock and production in the city
- Residential real estate market statistics
- Housing affordability
- Equity in housing

Through an evaluation of these indicators, this assessment will highlight important considerations that should be made going forward with respect to the policies and actions included in the Housing Action Plan.

Demographics

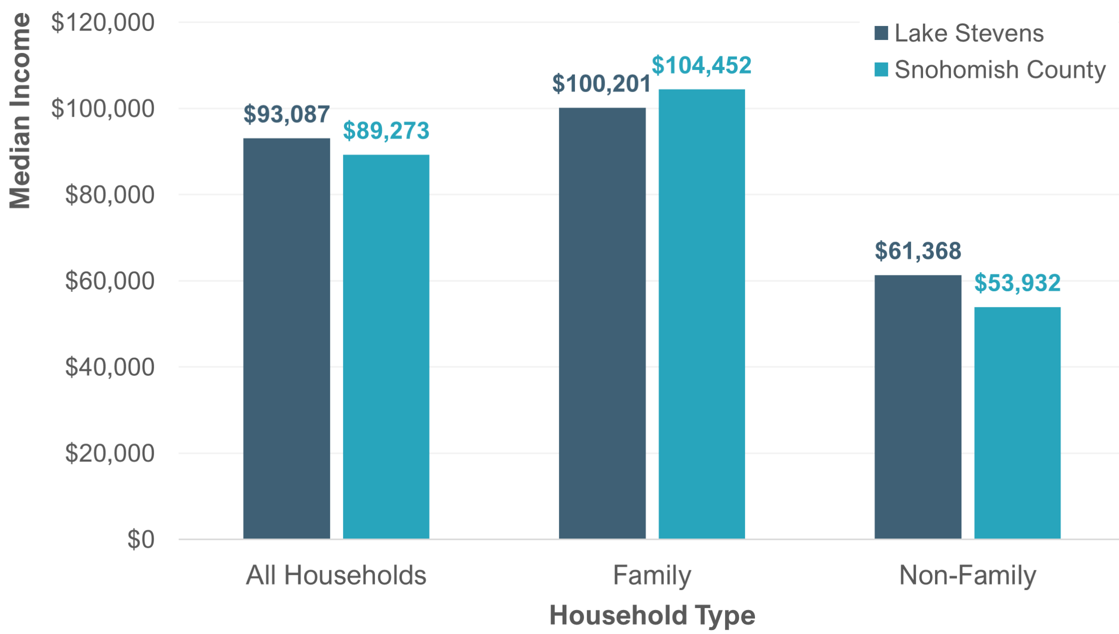
- **Lake Stevens has experienced significant growth over the past several years.** Due to new development and annexation, Lake Stevens has grown significantly, from 28,342 people in 2011 to 40,700 in 2022 (Exhibit 4). This represents a growth rate of 3.2% per year, double the Snohomish County average of 1.6% per year. Expected targets for the city under the Countywide Planning Policies project more modest growth over the long term, increasing to 48,565 people for the city by 2044.
- **Local incomes are generally around the county average and have a narrower distribution.** Overall, Lake Stevens households had a median income of $93,087 in 2020, higher than the County median of $89,273 (Exhibit 5). Compared to the County, family households are slightly lower, while non-family (typically people living alone) have slightly higher incomes. Lake Stevens also has a narrower distribution of household incomes (see Exhibit 5), with higher proportions of households with incomes between $75,000 and $200,000 than the County.
- **People of color represent a smaller proportion of the population than in the County.** In Lake Stevens, there are a greater proportion of white individuals than people of color than in the County. This is shown in the breakdown in Exhibit 6. Only 15% of residents identify as people of color, with 9% identifying as Hispanic/Latino. In contrast, 27% of the County population identifies as a person of color.

Exhibit 4. Historical Population, Annexations, and Future Targets, Lake Stevens, 2000–2044.



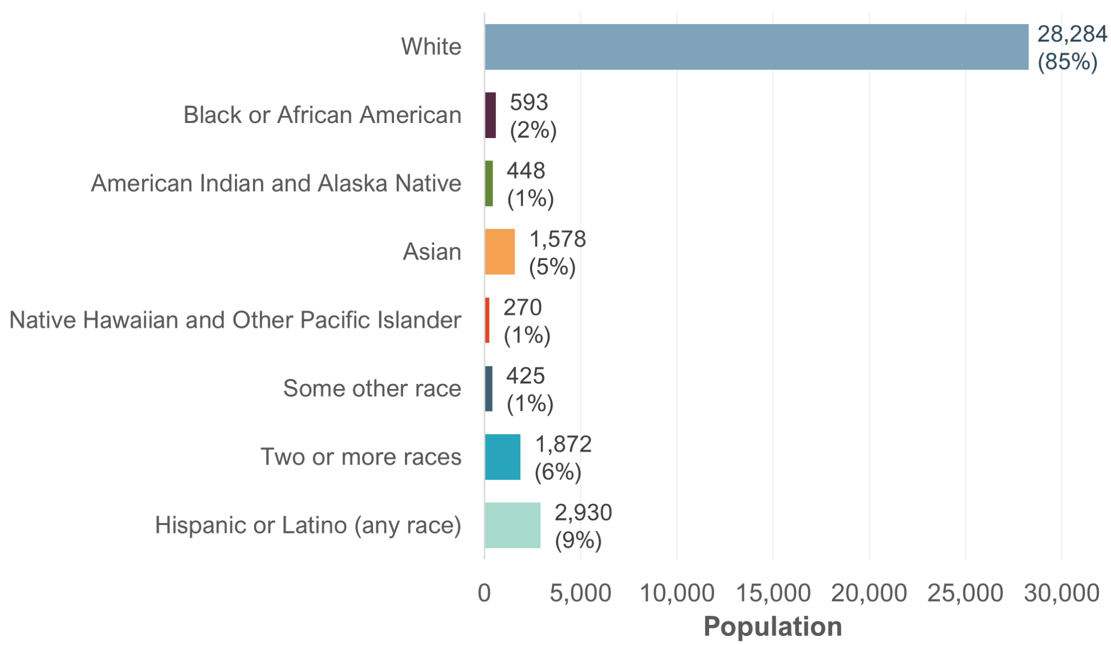
Sources: WA Office of Financial Management, 2022; Snohomish County, 2022.

Exhibit 5. Median Income of Household Types, Lake Stevens and Snohomish County, 2020.



Source: US Census Bureau, 2016-2020 American Community Survey 5-Year Estimates.

Exhibit 6. Distribution of Population by Race/Ethnicity, Lake Stevens, 2020.

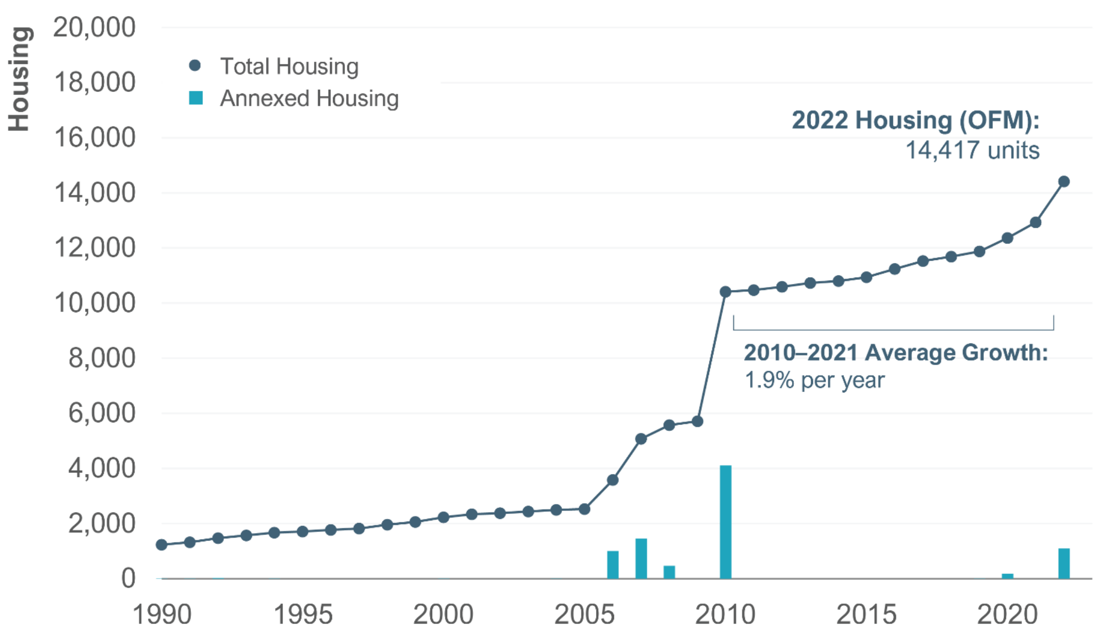


Source: US Census Bureau, 2016-2020 American Community Survey 5-Year Estimates.

Housing Stock and Production

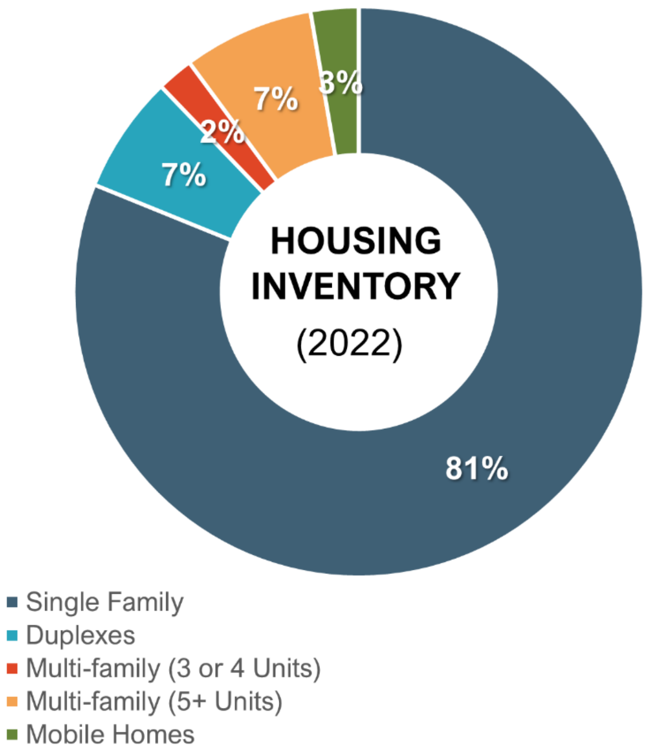
- **Single-family housing dominates Lake Stevens' housing stock and recent production.** As of April 2022, Lake Stevens had 14,417 housing units (Exhibit 7). About 81% of housing in Lake Stevens is single-family detached housing, with an additional 3% being manufactured or mobile homes (Exhibit 8). Since 2012, single-family homes have dominated housing production, outpacing production of all other types (Exhibit 9). This housing composition is common for a community lacking transit options and urban centers but is notably different than other communities in the county.
- **Recent housing production favored larger multifamily projects.** In recent development, multifamily development has been skewed more toward larger multifamily projects with five or more units (Exhibits 9 and 10). This represented about 16% of total production between 2012 and 2022, with most of this stock coming online in 2021 and 2022.
- **Future development will need to be accommodated re-developable and infill sites.** Estimates of future growth capacity in Lake Stevens suggest that long-term growth can be accommodated within the UGA, with the [2021 Buildable Lands Report] indicating that up to 4,311 housing units can be accommodated in the city and UGA, about 2,080 units of which is in pending projects within the development pipeline. However, only 8% of this capacity consists of vacant lands, meaning that a large proportion of the remaining capacity is in re-developable (28%) and infill (17%) sites, as shown in Exhibit 11.

Exhibit 7. Total Housing Units and Annexed Housing, Lake Stevens, 1990–2022.



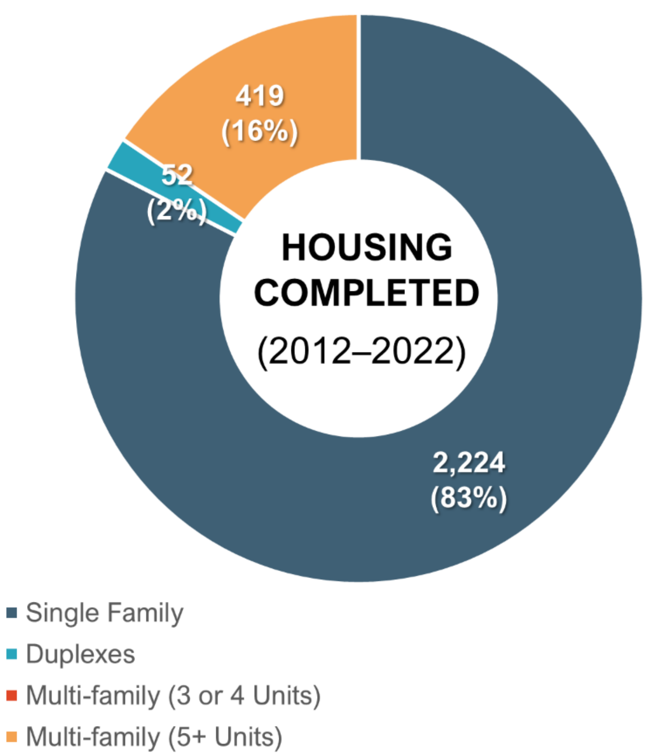
Source: Washington Office of Financial Management, 2022.

Exhibit 8. Housing Inventory, Lake Stevens, 2022.



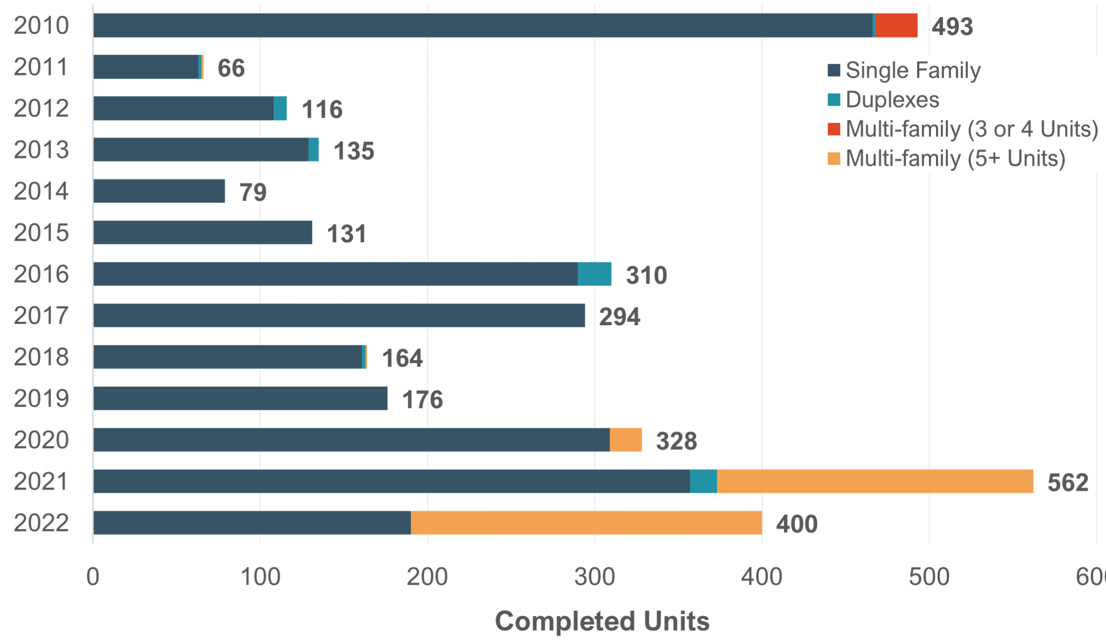
Source: Washington Office of Financial Management, 2022.

Exhibit 9. Total Housing Completed by Type, Lake Stevens, 2010–2022.



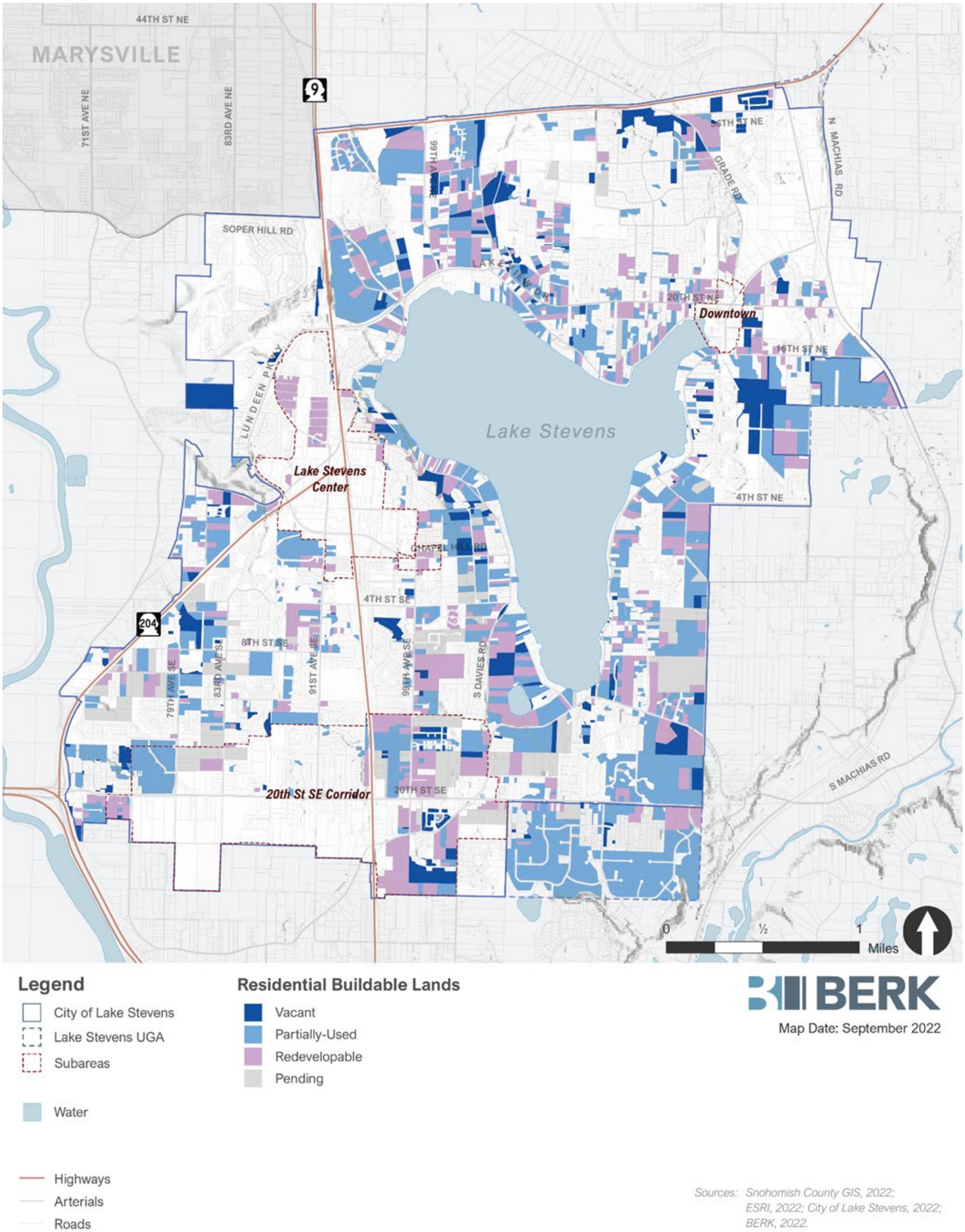
Source: Washington Office of Financial Management, 2022.

Exhibit 10. Housing Completed by Year and Type, Lake Stevens, 2010–2022.



Source: Washington Office of Financial Management, 2022.

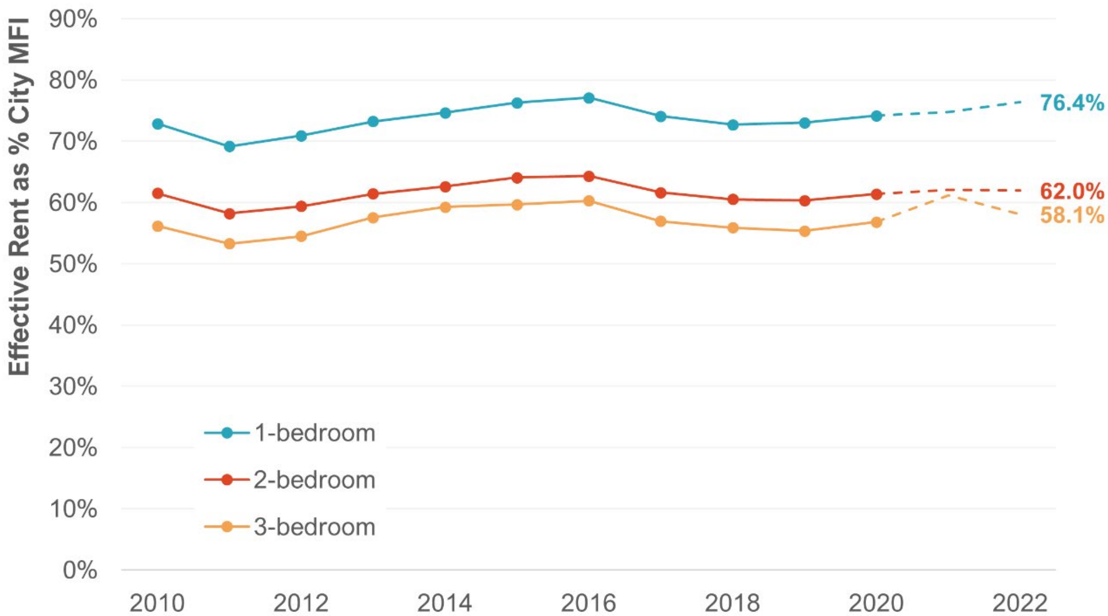
Exhibit 11. Buildable Lands Inventory, Lake Stevens, 2021.



Residential Real Estate Markets

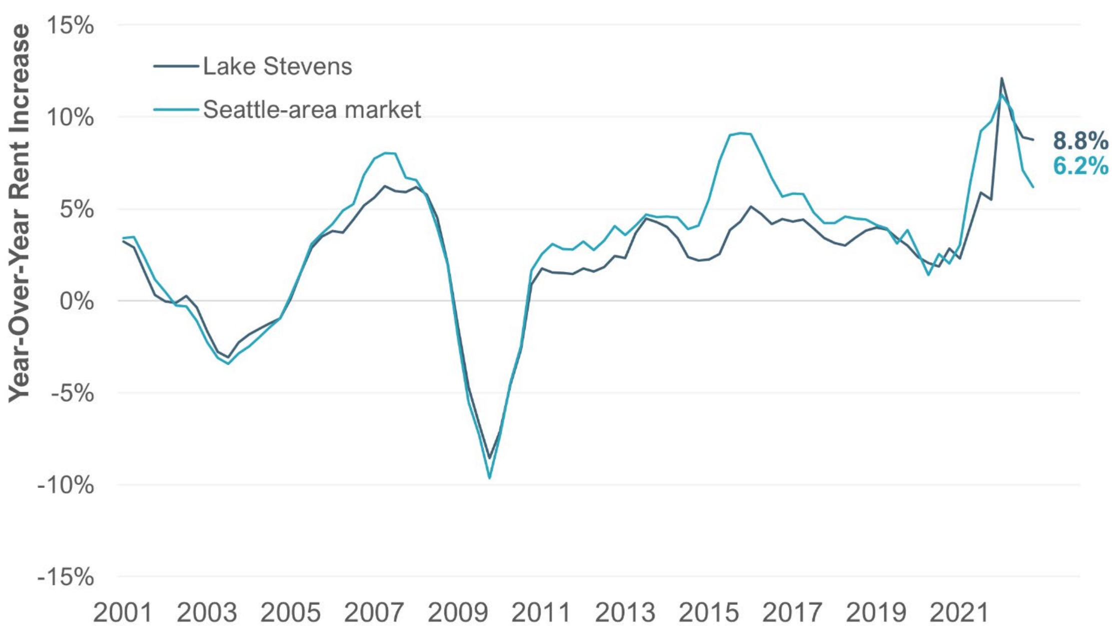
- **Rents for Lake Stevens have largely kept pace with local incomes.** Although rents in Lake Stevens have increased steadily since 2010, this has grown at a rate comparable to local median incomes (Exhibit 12). One-bedroom apartments are projected to be affordable to households at around 76% of the city's median family income. Two- and three-bedroom apartments are affordable at 62% and 58% of the median income, respectively. This has not experienced drastic changes recently; note that all these values peaked in 2016.
- **However, recent rent growth suggests that affordability could become more of an issue.** Current rents as of October 2022 have increased by 8.8% from Q4 2021 (Exhibit 13). This represents a significant post-pandemic increase in rents and outpaced the increases in Snohomish County for Q4 (6.2% YOY). Higher short-term increases may reflect additional short-term challenges with affordability that would not be reflected in the affordability measures discussed previously.
- **Owner-occupied housing has experienced significant increases in sales prices.** Unlike rental housing in Lake Stevens, which has been stable in comparison to median family income, owner-occupied housing prices have been increasing notably faster than incomes, a trend also reflected in regional and national markets. Housing prices have increased from about 2.86 times median income to an estimated 6.23 times income (Exhibit 14) since 2012. While a correction has been noted in the most recent data available, it is not likely to result in significant increases in affordability given increases in mortgage interest rates.

Exhibit 12. Affordability of Effective Rent in % Local Median Income, Lake Stevens, 2010–2022.



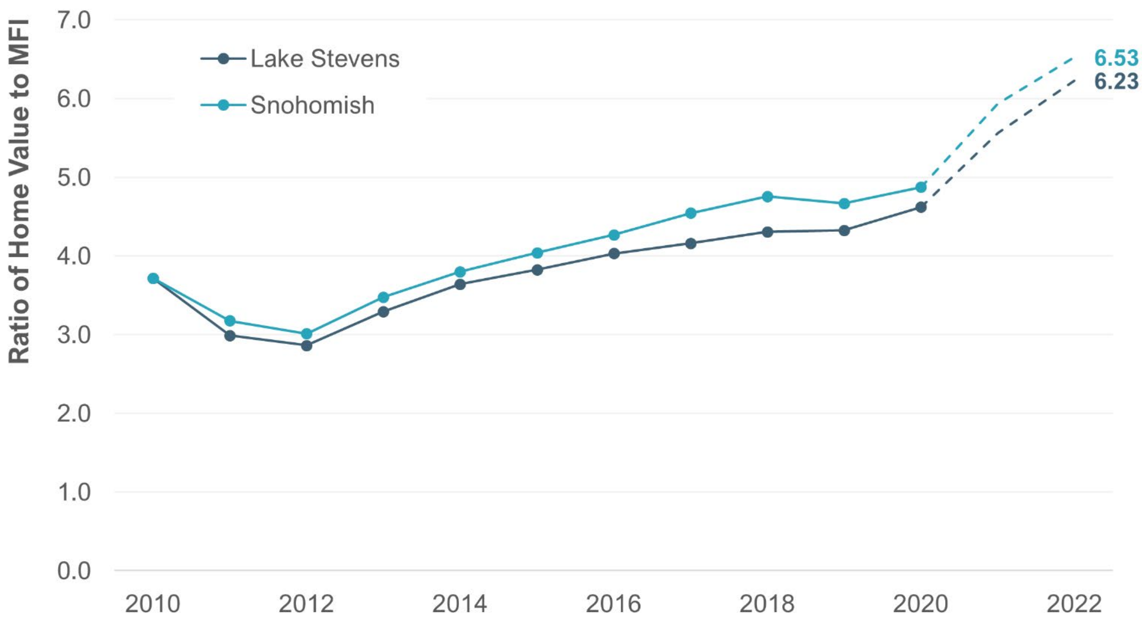
Source: US Census Bureau, American Community Survey 5-Year Estimates, 2010–2020.

Exhibit 13. Year-Over-Year Rent Changes, Lake Stevens and Seattle Metro Area, 2001–2022.



Source: CoStar, 2022.

Exhibit 14. Ratio of Housing Price Index to Median Family Income, Lake Stevens, 2010–2022.

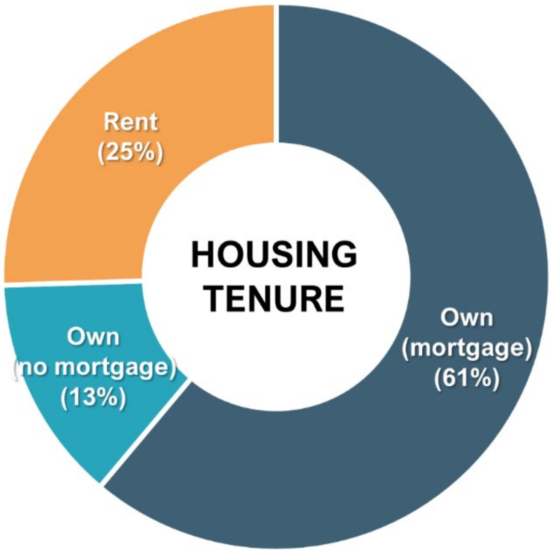


Source: Zillow, 2022; US Census Bureau, American Community Survey 5-Year Estimates, 2010–2020.

Housing Affordability

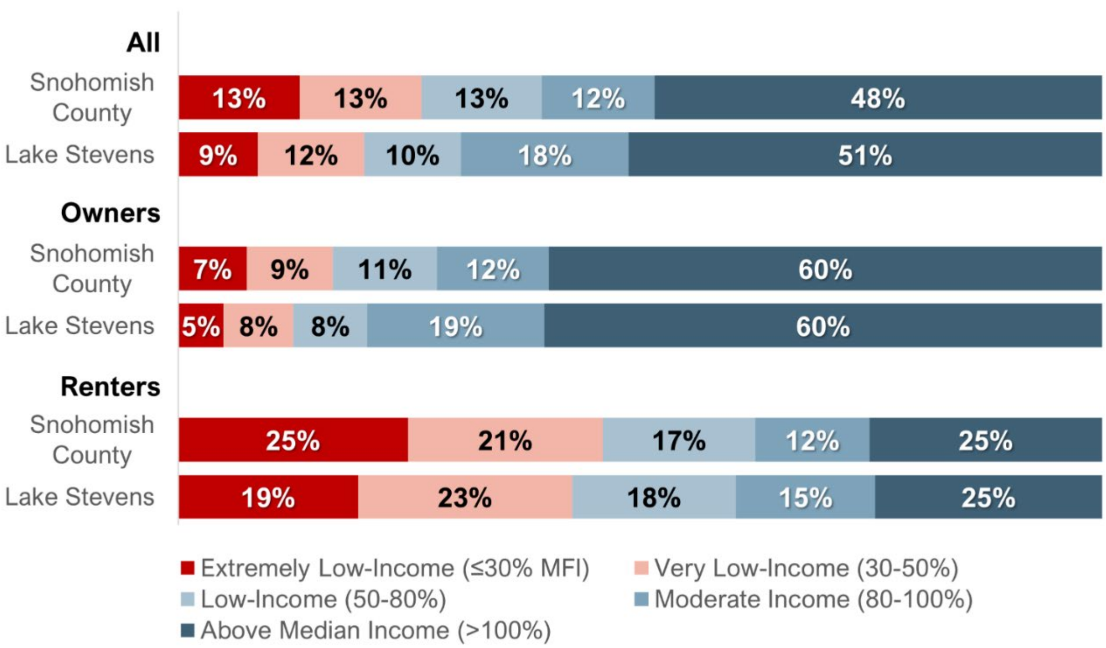
- **About three-quarters of households in Lake Stevens own their homes.** For Lake Stevens, about 61% of households own their home and have a mortgage, while 13% own their home with no mortgage (Exhibit 15). Compared to the County overall, a smaller proportion rent (33% in the county versus 25% in Lake Stevens) and a smaller proportion own their home outright (17% versus 13%).
- **A greater proportion of renters have lower household income.** In 2019, about 31% of Lake Stevens households could be considered to have low income (less than 80% of the area median income), as shown in Exhibit 16. This is a lower average than the County. However, renters form a disproportionate amount of these households, with 60% of households as low-income or lower.
- **This means a greater proportion of renters face increased housing burdens.** For Lake Stevens, over half of renters face some type of cost burden, with 36% considered "cost burdened" in 2019 and paying 30 to 50% of their income on housing, and 16% "severely cost burdened" and paying over half their income on housing (Exhibit 17). Overall, about 53% of local renters are face cost burdens of some kind, which is higher than the county average of 45%. Most cost burdened households make 80% of area median income or less.
- **There are shortfalls in the availability of affordable rental units at both the high and low ends of the market.** When comparing household incomes with the affordability of local rents, there are gaps at the market's high and low ends. While 19% of households are extremely low income, only about 10% of available units are affordable at this income range, meaning that many will need to "uprent" and spend a greater proportion of their income on housing (Exhibit 18). On the other end of the distribution, while 40% of households are making greater than area median income, only 19% of units have comparable rents. This means that at the higher end of the distribution, some wealthier households may be "downrenting," and occupying housing that would otherwise be affordable for lower-income households.

Exhibit 15. Housing Tenure, Lake Stevens, 2019.



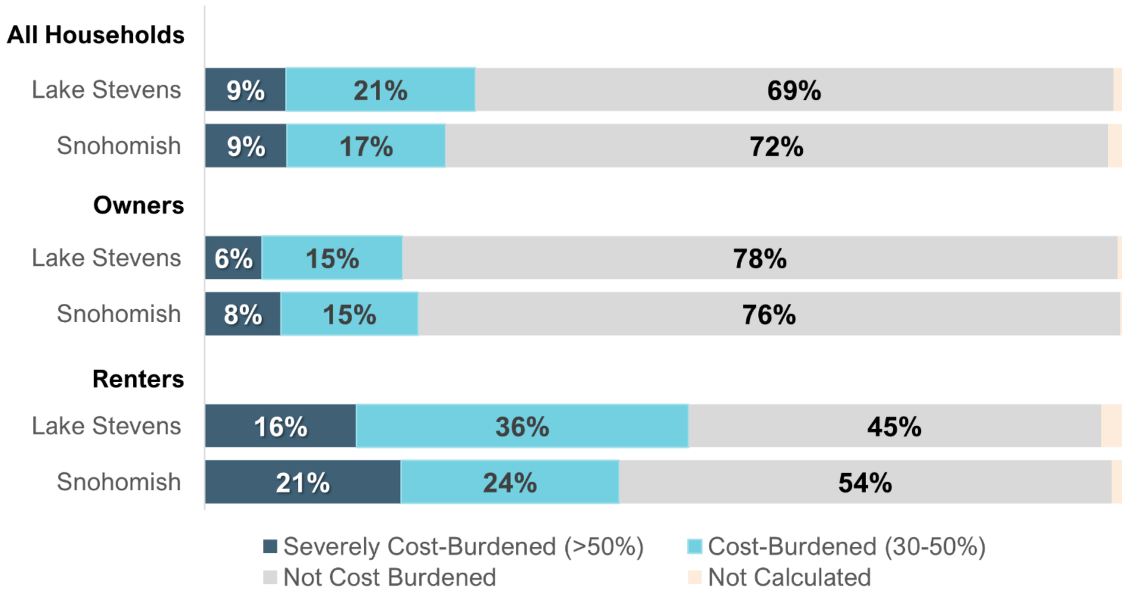
Source: US HUD Comprehensive Housing Affordability Strategy (CHAS) data, 2015–2019.

Exhibit 16. Proportion of Households, Tenure & Income, Lake Stevens and Snohomish Co, 2019.



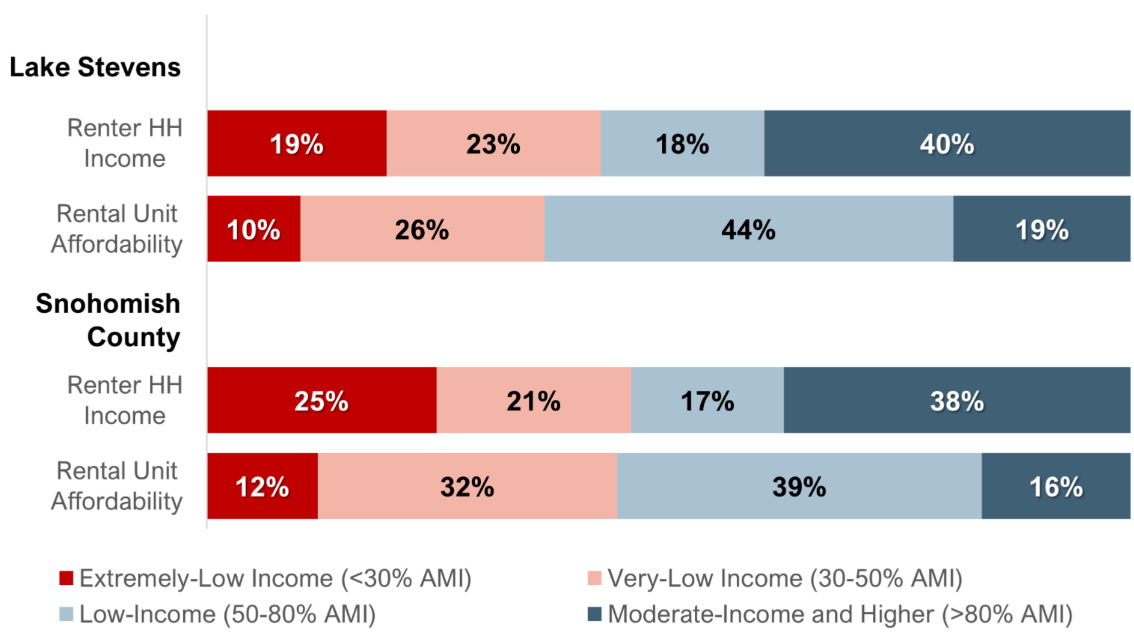
Source: US HUD Comprehensive Housing Affordability Strategy (CHAS) data, 2015–2019.

Exhibit 17. Prop. of HHs by Tenure & Housing Burden, Lake Stevens & Snohomish Co, 2019.



Source: US HUD Comprehensive Housing Affordability Strategy (CHAS) data, 2015–2019.

Exhibit 18. Proportion of Households, Tenure and Affordability, Lake Stevens and County, 2019.



Source: US HUD Comprehensive Housing Affordability Strategy (CHAS) data, 2015–2019.

Housing Equity

One final element of this assessment is to determine whether differences in housing cost burdens are faced by various groups in the community. This focuses on issues related to race and ethnicity and housing access, but this section also includes a discussion of how certain disabilities may also need to be considered as part of this type of equity assessment. This work can help to support the new requirements in the *Growth Management Act* to address racially disparate impacts in housing.

Because of the size of the community, it can be difficult to access information that provides fine-grained estimates of specific neighborhoods or locations where traditionally disadvantaged groups may be located. In this circumstance it is important to reinforce the idea that Lake Stevens still has a role to support housing equity across the region and can help address broader issues of access to housing.

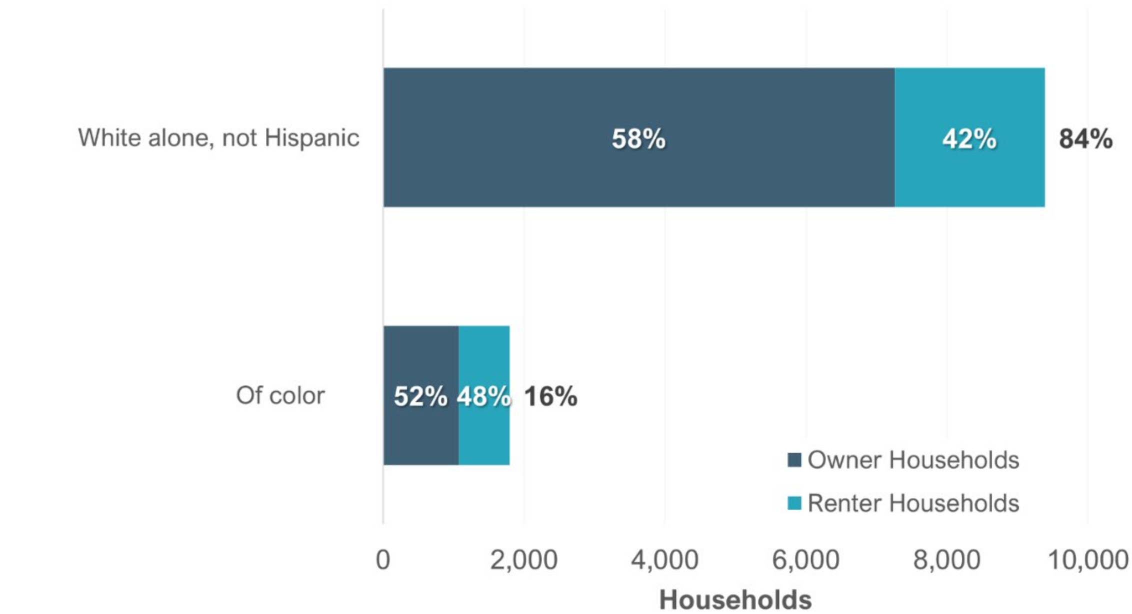
Exhibits 19 through 21 provide relevant information, including the following:

- Exhibit 19 highlights the differences between the tenure of households with householders (the person who owns the housing unit or holds the rental contract) that identify as white or persons of color.
- Exhibit 20 provides the distribution of household incomes by race and ethnicity and compares the proportional income distribution for households, aggregated to broad categories of race/ethnicity.
- Exhibit 21 presents rental cost burdens by household race/ethnicity and highlights proportional differences in rental cost burdens, aggregated to broad categories of race/ethnicity.
- Exhibit 22 provides distributions of renters that include at least one member living with a disability, with a focus on disabilities that relate to limitations to self-care or independent living.

This information provides the following findings:

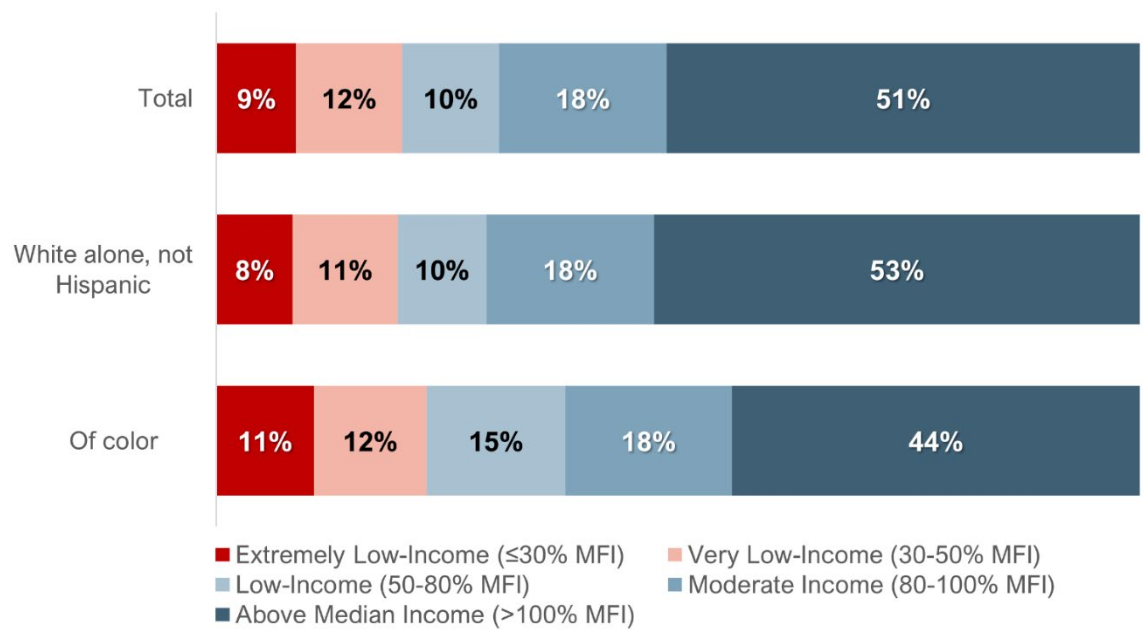
- **Households of color represent a higher proportion of renters and lower-income households in Lake Stevens.** In Lake Stevens, an estimated 16% of households have a householder that identifies as a person of color (including Hispanic/Latino households), as shown in Exhibit 19. However, these households represent a slightly higher proportion of renters, with 48% renting in Lake Stevens versus 42% of white households. Additionally, the data shows 38% of households of color have low income or lower incomes (less than 80% of the area median income) versus 29% of white households.
- **Households of color do face higher cost burdens as renters in the community.** With respect to potential disparities, a greater proportion of households of color also face housing cost burdens. While about 53% of renters are facing cost burdens in Lake Stevens, this number is higher for renters of color, where about 64% are facing some type of housing cost burden (Exhibit 20).

Exhibit 19. Households by Race/Ethnicity and Tenure, Lake Stevens, 2019.



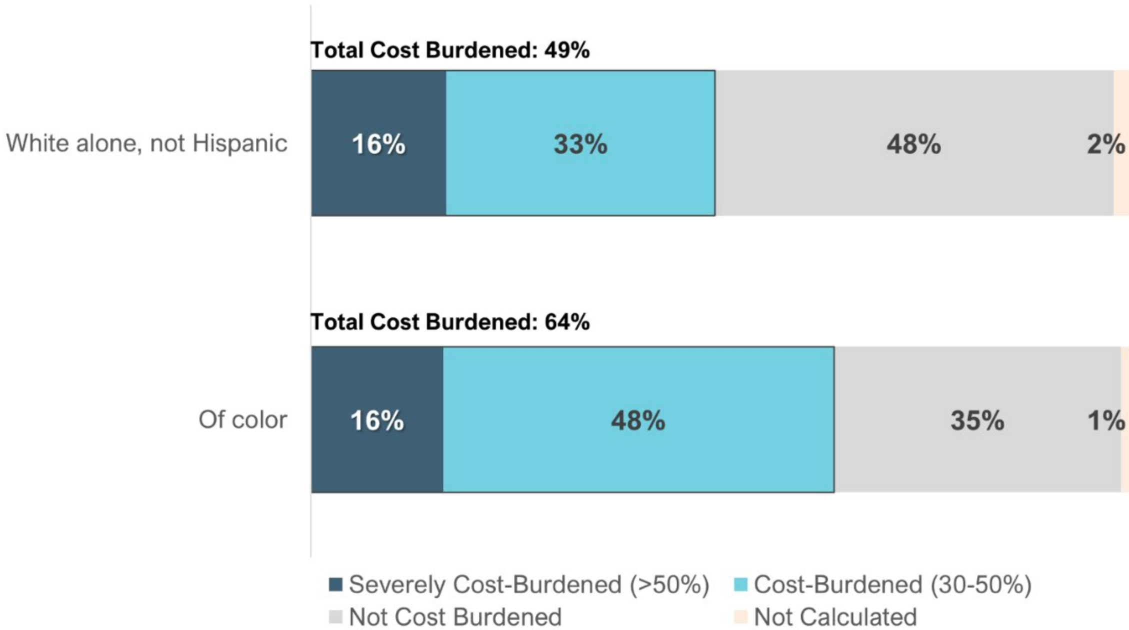
Source: US HUD Comprehensive Housing Affordability Strategy (CHAS) data, 2015–2019.

Exhibit 20. Proportion of Households by Race/Ethnicity and Income, Lake Stevens, 2019.



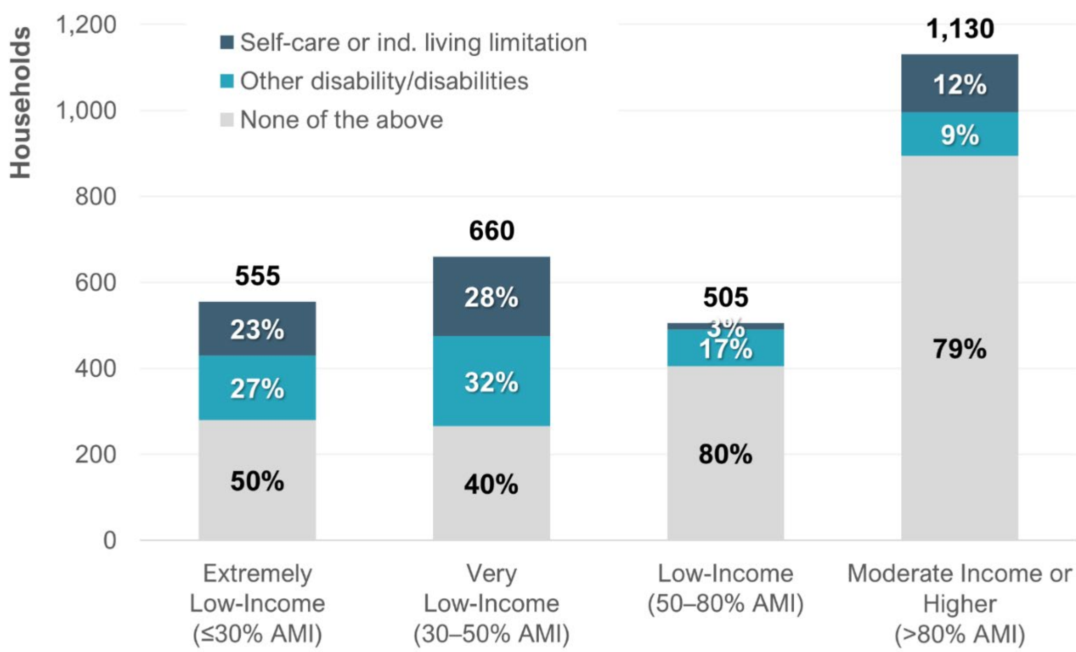
Source: US HUD Comprehensive Housing Affordability Strategy (CHAS) data, 2015–2019.

Exhibit 21. Proportion of Households by Race/Ethnicity and Cost Burden, Lake Stevens, 2019.



Source: US HUD Comprehensive Housing Affordability Strategy (CHAS) data, 2015–2019.

Exhibit 22 Households by Household Income and Disability, Lake Stevens, 2019.



Source: US HUD Comprehensive Housing Affordability Strategy (CHAS) data, 2015–2019.

Revised Housing Targets Under HB 1220

One of the major recent changes in housing policy in Washington State has been HB 1220, which has included new requirements under the Growth Management Act that counties must plan to meet the housing goals set by the Washington State Department of Commerce and the Office of Financial Management. In addition to these goals providing the overall counts of housing units necessary to meet needs by 2044. This update also requires cities to identify sufficient capacity and plan to accommodate specific targets for:

- Units for **moderate** (80–100% AMI), **low** (50–80% AMI), **very low** (30–50% AMI), and **extremely low-income** (0–30% AMI) households.
- **Emergency housing**, **emergency shelters**, and **permanent supportive housing**.

Based on the requirements from the Department of Commerce, Snohomish County Tomorrow (SCT) has provided revised HO-5 targets for all cities in the county.[3] For Lake Stevens, these targets indicate **4,915 housing units** will need to be built between 2020 and 2044, targeted to the following income categories (as shown in Exhibit 23):

- **1,168 units** for households at 0–30% of AMI, including **456 units** of permanent supportive housing.
- **820 units** of very low-income housing affordable at 30–50% AMI.
- **549 units** of low-income housing affordable at 50–80% AMI.
- **458 units** affordable to moderate income households at 80–100% AMI.
- **1,920 additional units** at market rate (affordable at 120% AMI or more)[4]

The city will also need to coordinate **304 units of emergency housing** by 2044, which may include shelters, temporary housing, and other types of accommodations for the unhoused.

These targets are based on a percent of median family income (MFI) or area median income (AMI) measure, as per state definitions.

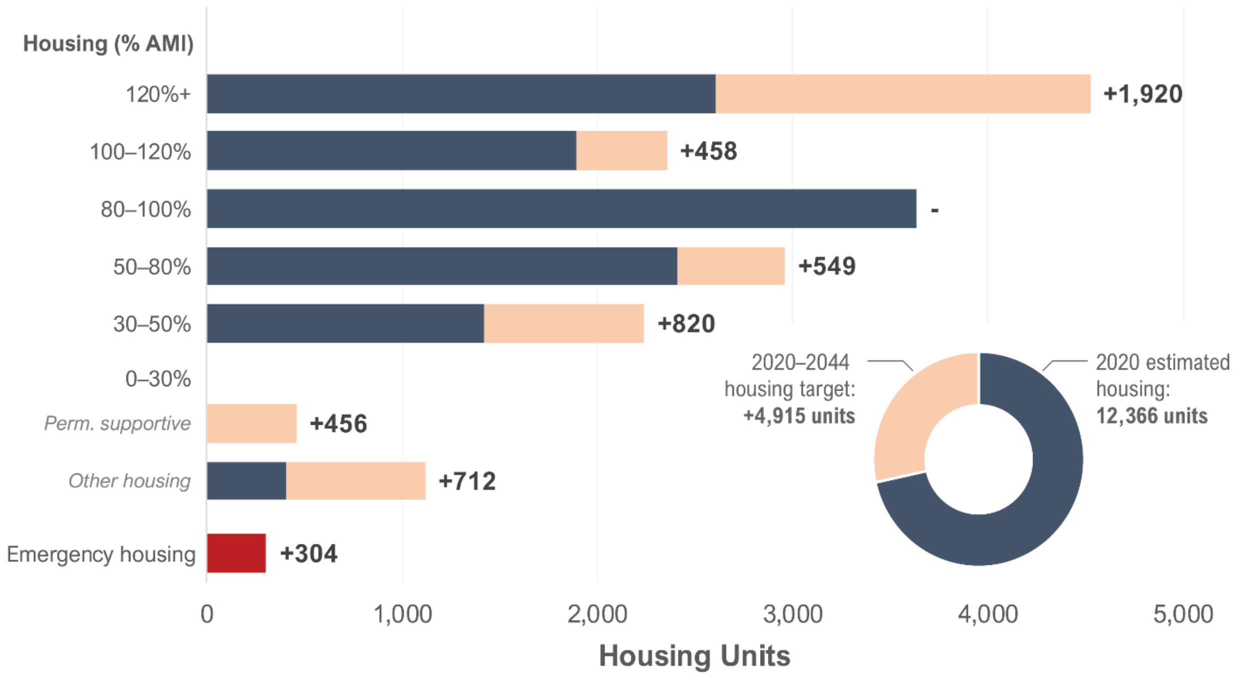
For comparison, Exhibit 24 provides a comparison between the housing targets by type (e.g., single-family, multi-family) and the 2019 buildable capacity provided in the 2021 Snohomish County Buildable Lands Report. This highlights that the total capacity available in 2019 provides enough capacity to accommodate expected 20-year housing needs.[5]

[3] See Snohomish County Tomorrow 2023 HO-5 Report and Appendix G.

[4] Note that while targets are provided for 120% AMI and above, the policy consensus is that any market-rate housing can fulfill this requirement since there are no provisions for including targets at this income level under 100% AMI. For Lake Stevens, there are also no provisions for housing at the 100–120% AMI level.

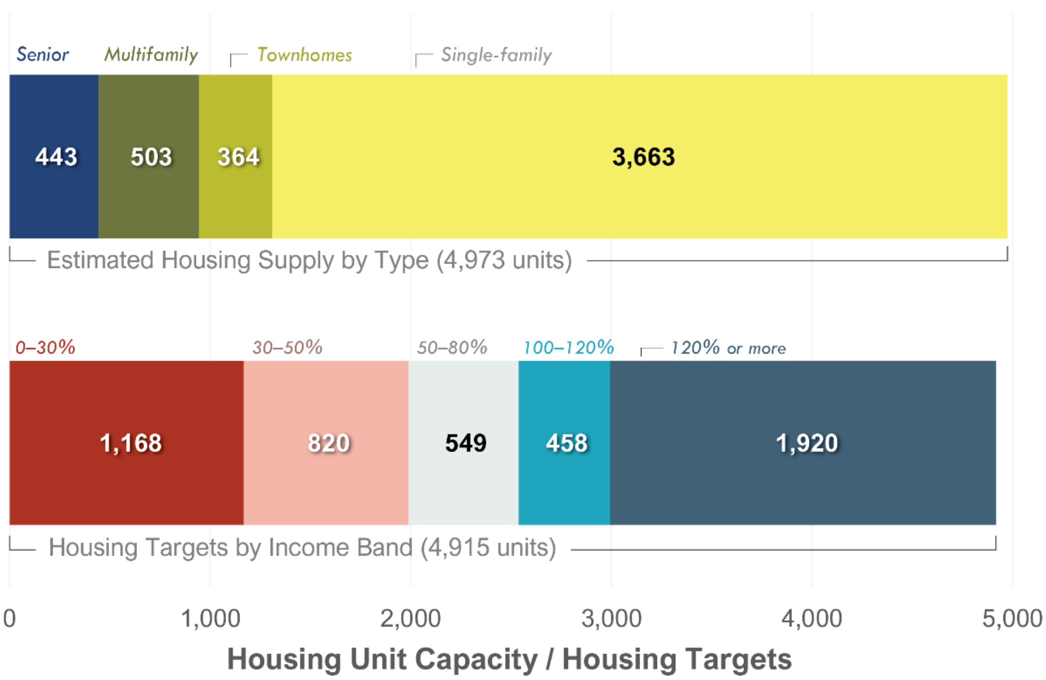
[5] Note that this estimate of capacity does not include considerations of ADUs, which may present additional effective capacity beyond what is discussed here.

Exhibit 23. Revised 2020–2044 Lake Stevens Housing Targets, HO-5.



Source: Snohomish County Tomorrow, 2023.

Exhibit 24. Comparison of 2019 BLR Capacity to 2020–2044 Lake Stevens Housing Targets.



Source: Snohomish County, 2021; Snohomish County Tomorrow, 2023.

However, this also indicates that the housing types assumed in this calculation heavily favor "single-family residential" type. When examining the breakdown of available capacity, only 867 units are attached or multifamily units, which are more likely to be the types necessary to meet the needs of lower-income households in the community. This imbalance will be the most likely need for adjustment in capacity in the community to meet the 20-year targets.

Translating these figures into meaningful targets in real-world terms can be complicated to consider. When examining the actual housing costs that would be expected under each category, three main calculation steps are required:

- **Household incomes** at each level based on King and Snohomish County MFI and adjusted for household size are provided in Exhibit 25. This assumes that median family income is for a household of four people, with adjustments made by household size.[6]
- Exhibit 26 provides **gross affordable housing payments**, which represent the total amount that a household should be able to pay for all household expenditures. This is assumed to be 30% of household income. When aligning households with the size of the unit (by number of bedrooms) to get expected rents, it is typically assumed that each bedroom can accommodate 1.5 household members (with studios accommodating one person per unit).
- **Net affordable housing payments** are also provided in Exhibit 27, which accounts for utility costs that would also be considered in the cost of housing. For Lake Stevens, these values are drawn from general utility estimates for affordable housing from the Everett Housing Authority's Utility Allowance Schedule.[7]

The net housing payments shown in Exhibit 27 indicate that current and future market-rate housing, especially newly constructed or refurbished units, will not be able to meet all of these price points without additional action. Achieving these targets requires significant effort to coordinate incentives and funding options, as well as revisions to current development regulations to ensure that more affordable types of housing can be accommodated in the community.

[6] Note that these calculations are based specifically on median family income projected to 2023 by the US Department of Housing and Urban Development. HUD and affordable housing agencies may also use other measures that adjusted to account for fair market rent (FMR) and year-to-year price changes.

[7] Note that this assumes all heating in these housing units is electric, and that tenants are responsible for all utilities. Actual rents may vary in practice.

Exhibit 22. Household Income Thresholds by %MFI / Household Size, Snohomish County, 2023.

	% of Median Family Income				
Household Size	30%	50%	80%	100%	120%
1	$28,250	$47,100	$75,400	$94,200	$113,050
2	$32,300	$53,850	$86,150	$107,700	$129,200
3	$36,350	$60,550	$96,900	$121,150	$145,350
4	$40,400	$67,300	$107,700	$134,600	$161,500
5	$43,600	$72,700	$116,300	$145,350	$174,450
6	$46,850	$78,050	$124,900	$156,150	$187,350

Source: US HUD Office of Policy Development and Research, 2023.

Exhibit 23. Gross Housing Payments by %MFI / Unit Size, Snohomish County, 2023.

	Affordable to % of Median Family Income				
Housing Unit Size	30%	50%	80%	100%	120%
Studio	$706	$1,178	$1,885	$2,355	$2,826
1-bedroom	$757	$1,262	$2,019	$2,524	$3,028
2-bedroom	$909	$1,514	$2,423	$3,029	$3,634
3-bedroom	$1,050	$1,750	$2,800	$3,499	$4,199
4-bedroom	$1,171	$1,951	$3,123	$3,904	$4,684

Source: US HUD Office of Policy Development and Research, 2023.

Exhibit 27. Estimated Net Housing Payments by %MFI / Unit Size, Snohomish County, 2023.

	Affordable to % of Median Family Income				
Housing Unit Size	30%	50%	80%	100%	120%
Studio	$526	$998	$1,705	$2,175	$2,646
1-bedroom	$568	$1,073	$1,830	$2,335	$2,839
2-bedroom	$688	$1,293	$2,202	$2,808	$3,413
3-bedroom	$797	$1,497	$2,547	$3,246	$3,946
4-bedroom	$887	$1,667	$2,839	$3,620	$4,400

Sources: US HUD Office of Policy Development and Research, 2023; Everett Housing Authority, 2023.

Conclusions

Based on the information reviewed as part of this Housing Needs Assessment, the following points should be considered as the Housing Action Plan is being developed:

- **State mandates for accommodating low-income housing will likely require the city to broaden its strategies with respect to affordable housing.** Under the new housing targets mandated by recent amendments to the *Growth Management Act*, Lake Stevens will need to promote new housing policies to accommodate more affordable to lower-income households. While the exact housing targets by income band are still pending negotiations within Snohomish County, these obligations will need further policy attention to identify and leverage available resources to meet these needs.
- **Considerations of racially disparate impacts in Lake Stevens are important and will need to take a regional approach.** In addition to changes regarding housing accessible at a range of incomes, the revised GMA also mandates that cities identify and address local policies and regulations that result in racially disparate impacts. There is evidence of racial disparities with respect to cost burden and housing affordability but given the size and demographic composition of the city, these considerations require a regional approach as well as a local one.
- **Previous actions by the city have already addressed changes in requirements for the housing element.** Actions taken by the city since 2018 have addressed some of the considerations included in the revisions to the GMA under HB 1110. Recent adjustments that permit small multi-plex development, widely across the residential areas of the city, have effectively addressed many of the "missing middle" goals identified. Changes to the ADU ordinances provide a system that supports the use of ADUs to help meet housing needs. While revisions to the policies in the Housing Element may be necessary to clarify policy goals and intentions, the city's current framework already largely meets these needs.
- **Small families with two to four members form the largest group of households in the city, and these households will need to be accommodated in future development.** Ensuring that Lake Stevens remains sustainable over the longer term and can maintain its role as a community affordable to younger families will require encouraging housing access and expanding rental options with larger units. This is reinforced by the findings that suggest that the largest proportion of downrenting and uprenting households are larger families. Addressing these housing needs across the range of household incomes will be critical in supporting overall demand.
- **Infill and redevelopment will be necessary to meet Lake Stevens' obligation to accommodate its share of the expected regional population and housing growth.** Lake Stevens' development capacity for new housing consists largely of sites that support infill or redevelopment projects. Ensuring that city regulations support such projects will be an important component of the Housing Action Plan and the upcoming Housing Element update, especially with respect to accommodating housing accessible to lower-income households.

- **While the general amount of developable land should be sufficient to support future growth, upzoning will be needed.** Although there is likely to be sufficient land area to meet overall housing needs, the focus of housing targets on lower-income households and the need to accommodate these households with smaller, less expensive units suggests that there will need to be a significant shift towards more multifamily development in the community. This would involve targeted upzoning to allow for more effective density in certain areas.

Summary of Public Engagement

Introduction

As part of the Housing Action Plan process, the city of Lake Stevens supported by BERK Consulting conducted a community engagement program. The specific engagement goals for this effort were to:

1. **Engage a broad range of stakeholders** that represent the community's housing needs (renters, single-family homeowners, first-time owners, younger people establishing new households, retirees, households from across the household income spectrum, the local workforce, employers).
2. Identify unmet housing needs and disparate impacts related to housing in the community.
   - Who is experiencing the need?
   - What are the barriers or obstacles to meeting those needs?
3. **Build a collective** understanding of community housing needs using narratives, charts, graphics, and maps.
4. **Increase the community awareness and understanding** of the city's recent efforts to increase housing options and housing choice including recent regulation updates and changes in the housing types allowed in certain areas.

To meet these goals, the city and BERK coordinated a public engagement plan with a clear set of engagement and outreach activities. Outcomes from this engagement were considered as part of the overall development of policies for the Housing Action Plan and recommendations for future Comprehensive Plan updates due in 2024.

Overview of Engagement Activities

City staff and BERK provided the following activities and opportunities for community members:

Lake Stevens Aquafest 2002

Aquafest in Lake Stevens is billed as one of the largest summer festivals in the Pacific Northwest, with attendance between 20,000–30,000 per year. As part of the regular activities at the festival, city staff typically maintain a booth for information about current city programs and initiatives and remain on hand to answer any questions necessary.

For this project, we provided display boards (see Exhibit 28 for an example of the content) intended to introduce the project to the public, provide some high-level statistics on housing , and give members of the public an opportunity to discuss any concerns with staff. Additionally, a handout provided a link to the project page for ongoing project information.

Exhibit 28. Aquafest Engagement Board.

ONE COMMUNITY AROUND THE LAKE
CITY OF LAKE STEVENS

Lake Stevens Housing Action Plan

What is the Housing Action Plan?

The Housing Action Plan is a strategic work plan that reviews the city's housing policies, programs and regulations and identifies additional strategies and actions to help meet current and future housing needs. It is being funded by a grant from the Washington State Department of Commerce and will inform the 2024 update to the Comprehensive Plan, the city's primary land use planning document.

The Housing Action Plan will:

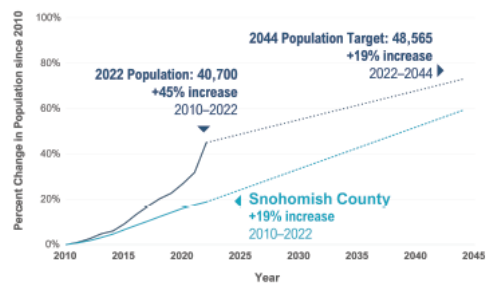
- Assess today's housing needs.
- Estimate future housing demand.
- Evaluate local supply and recent development patterns.
- Identify strategies to best ensure housing options meet Lake Stevens' future needs.

Our Community Today

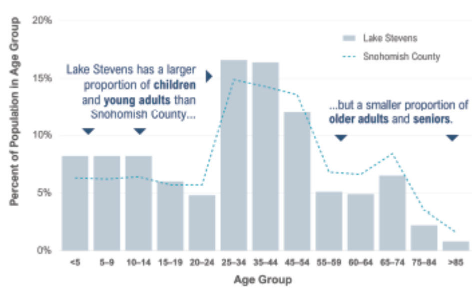
Lake Stevens has grown quickly.

The population of Lake Stevens has **grown 45% between 2010 to 2022**. This is faster than Snohomish County, and included an annexation in 2021. Regional population growth is driving strong demand for housing.

Lake Stevens is expected to continue to grow. The city must plan for a potential population of **48,565 residents by 2044**, a 19% increase from 2022. This is a higher rate of growth than many other Snohomish County communities.



Lake Stevens and Snohomish County Population, 2010–2044.



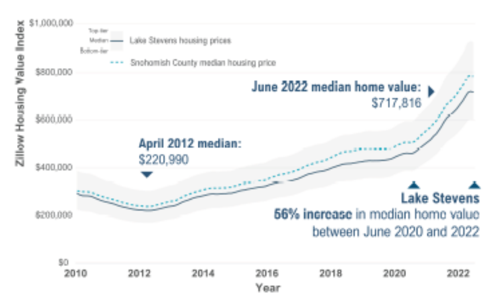
2016–2020 Age Cohorts, Lake Stevens and Snohomish County

Lake Stevens has a larger share of young families than Snohomish County as a whole.

Compared to the rest of the county, Lake Stevens has a population that is younger, with **more residents under 15 years old** and **between 25 to 44 years old** than the county average.

Housing prices are increasing quickly, making housing unaffordable to many.

For many years, Lake Stevens offered affordable housing options for a variety of households. Recent price increases are making housing less accessible to a greater proportion of the community. The City is working to increase housing options for community members in all phases of life and and across a variety of different income levels.



Zillow Housing Value Index, All Housing, 2010–2022

? How are housing needs changing in Lake Stevens?

Lake Stevens Housing Action Plan

http://www.lakestevenswa.gov/housing

Community Story Map and Housing Survey

As part of an initial effort to compile community feedback on housing issues, we created a story map with an embedded survey. The story map included several key statistics about housing in the city and highlighted the needs for the Housing Action Plan. I

We collected 357 responses from this survey between October 23 and December 19, 2022 and publicized the availability of the survey through the city newsletter and meetings attended.

Community Advisory Council Presentation

The Lake Stevens Community Advisory Council works to identify issues, prioritize support, and ensure varied perspectives of the community are represented in decision-making processes regarding diversity and inclusion. Committee members reflect the racial, ethnic, and socioeconomic diversity of the Lake Stevens area.

At a regular meeting of the Council, staff from BERK Consulting provided a handout about the housing needs in Lake Stevens and moderated a discussion about several housing-related questions. Major points from the discussion included the following:

- How are housing needs changing?
- What housing options does Lake Stevens need more of?
- Where should new housing go?

Community Workshop with the Lake Stevens Planning Commission

At a regular meeting of the Lake Stevens Planning Commission on November 29, 2022, BERK staff provided a short presentation about housing needs and coordinated a table mapping exercise. As part of this exercise, participants were asked to provide feedback on a large map of the city and identify considerations about growth and where they believed new housing in the community could be included.

Group Interview

To provide insight from local and regional experts and representatives of organizations working in the area, we coordinated a focus group meeting to discuss major considerations for housing policy in Lake Stevens.

As part of initial outreach, we provided an RSVP to participants that included a priming question to prepare for the meeting: "*What is the one issue with housing in Lake Stevens that is the most important to cover as part of a citywide housing strategy?*"

The group interview was held on March 20, 2023, with four representatives from local development interests, the chamber of commerce, and nonprofit housing development.

Discussion with Community Transit

Given the importance of transit to the potential for intensification in Lake Stevens, we worked with Community Transit staff to understand their long-term strategy regarding different transportation options in Lake Stevens.

As part of this meeting (conducted on March 21, 2023), we discussed resource constraints to system expansion, expected planning for new lines, new service delivery models, and future options for revisiting levels of service with increases in local demand.

Other Activities

In addition to these activities, other information was provided through city staff as part of regular city newsletters, discussions at City Council and Planning Commission, and informal discussions with community members and other stakeholders.

Findings

Based on the information received from the different engagement activities, there are several key lessons to consider as part of future housing policy in Lake Stevens, summarized below.

- **At different events, people have talked about how affordable housing is a problem in the region and how more homes are needed.** At every event, people have suggested housing problems in the region are a major concern. Even current homeowners know it can be hard for other households to find a place to live. This highlights that many people understand the general need for more housing, although there can be some strong differences about how to address the problem locally.
- **Concerns have been raised about the form and types of recent development which could affect future city housing initiatives.** Based on the results of the survey, it seems that some residents have been concerned about issues related to growth in the community. Some of the effects, like "overcrowding," could simply be related to any new development that might occur. However, comments about sidewalks, green space, and infrastructure suggest that people are feeling local systems may not be keeping up with development. Some of these problems are being managed by the city through investment in new sidewalks and other initiatives, but this may be an ongoing concern raised with future housing initiatives.
- **The local focus on owner-occupied housing will need to shift to address state-mandated housing targets.** The focus on owner-occupied housing in the community has been clear from the comments and feedback, and new housing development should consider a range of options for housing available for purchase. However, owner-occupied housing alone will not meet the income-based housing goals for future growth. The city will need to keep engaging with the community as policies to implement these requirements are developed.
- **Addressing transportation issues will be a necessary component to accommodating new growth.** Lake Stevens residents are concerned about traffic, and many people have said that new, denser development should be supported by transit in part as a response to these concerns. Efforts to build multi-unit housing to accommodate new growth should be coordinated with plans for future transit and walkable communities to reduce car trips.
- **Focusing on high-quality, high-amenity neighborhoods to meet perceived housing needs will be essential for policy.** A major sentiment expressed in engagement was the idea that Lake Stevens is a community with strong local amenities and a "small-town feel".

Despite concerns expressed about perceived challenges to local character, many respondents indicated the importance of a sustainable and welcoming community that can be accessible to seniors and new homebuyers. Encouraging housing solutions that can consider and support local amenities and be seen as assets to the community at large will be more favored by residents.

Policy Recommendations

Overview

This section recommends how the city can meet its housing goals. These include a wide range of actions that the city could take in the short term as part of the upcoming update to the Comprehensive Plan for 2024, as well as longer-term housing initiatives that can help build the homes needed to meet local needs over the next 20 years.

To this end, a clear strategy to achieve the city's housing targets requires:

- Ensuring **sufficient developable land** that can be feasibly developed to provide the types of necessary housing.
- Providing **regulatory changes** to reduce costs and encourage additional housing development of needed types.
- Implementing **incentive programs** that promote housing development, especially for lower-income housing.
- Coordinating **direct funding** for affordable housing options for lower-income households, especially those that would require significant subsidies.

To meet these considerations, the strategic recommendations in this section can be divided into three categories, based on the nature of these changes:

1. **Addressing needs for housing capacity.** While the most recent Buildable Lands Assessment shows the city can meet long-term housing growth with its current supply of land; however, the city still needs to consider available capacity for specific housing types. Recent state-level changes require the city to make clear plans to accommodate housing for people with lower incomes. These housing options will require appropriately zoned capacity for new construction.
2. **Meeting additional state requirements.** Since the last time the Comprehensive Plan was updated, there have been many changes at the state level related to how cities must plan for housing. This section lists recommended changes to the Comprehensive Plan and Municipal Code, to help the city meet these new and revised requirements.
3. **Additional strategies to achieve housing goals.** Aside from the above categories, there are other things the city can do to help meet its short- and long-term housing needs. These strategies can help the city achieve these housing goals in a way that is tailored to the needs of the community.

Note anti-displacement strategies are incorporated across all three of these elements. For each category, clear action items are provided for the city and its partners described in the following Recommendations for Implementation section at the end of this Plan.

When developing these recommendations, there were also several considerations drawn from the assessment of the context and consultation with the public:

- **Funding options for affordable housing.** Even though meeting goals for affordable housing in the city will be hard in general, it may be especially challenging to find new local funding. While several cities have explored the use of an additional sales tax or a special property tax levy to support new affordable projects, the recent narrow margin of success (52.1% yes/47.9% no) for Proposition 1 in the 2022 General Election[8] suggests that in the short term a housing levy would be a challenging proposition. Alternative opportunities are highlighted to support new affordable housing.

- **Role of transit in housing development.** Transit can help meet some future transportation needs in Lake Stevens, mostly for regular commutes during peak hours. Community Transit is also looking into other ways of getting around with transit services that could help local transportation needs. However, denser, transit-oriented housing with less parking will not be as practical until more regular transit service is available.
- **Previous efforts to address housing needs.** Lake Stevens pursued significant changes to housing policy between 2018 and 2020, which provided substantial rewrites to residential zoning in the Municipal Code. These amendments resulted from considerable local deliberation. Recent state action through HB 1110 and HB 1337 have presented additional mandatory changes to development regulations. Because of this context, it would likely be very difficult to make considerable additional changes in local zoning regulations. Efforts to encourage more dense development will need to focus on targeted, “right-sized” options.
- **Incorporating amenities into growth planning.** As noted from the review of engagement activities, many respondents expressed concern about the pressures that additional growth would place on local amenities. This included impacts on traffic, open space and recreation facilities, and the natural environment. While for some residents any new growth would be undesirable, there may be opportunities where additional housing can also support local amenities and healthy businesses in neighborhood centers.

[8] Official Results: Nov. 8, 2022 General Election, Snohomish County.

1. Addressing Needs for Local Capacity

Introduction

As indicated in the Housing Needs section of the report, housing targets approved by the County will require that Lake Stevens accommodate the following additional housing by 2044:

- **1,168 units** for households at 0–30% of AMI, which includes **456 units** of permanent supportive housing.
- **820 units** of very low-income housing affordable at 30–50% AMI.
- **549 units** of low-income housing affordable at 50–80% AMI.
- **458 units** affordable to moderate income households at 80–100% AMI.
- **1,920 additional units** at market rate (affordable at 120% AMI or more)
- **304 units** of emergency housing (e.g., shelters and other temporary housing options)

While the overall housing targets are achievable with respect to developable land, per the Snohomish County Buildable Lands Report, there are concerns about achieving these housing targets:

- **Single- versus multifamily housing capacity.** Overall capacity calculated by the Buildable Lands Report could address the total required housing counts. However, the report also indicates that the capacity estimated in 2020 for the city and UGA can only accommodate 707 total units in townhomes and multifamily buildings. For housing affordable to low-, very low-, and extremely low-income households, these housing types are also going to be needed, especially as affordable alternatives to single-family units.
- **Mixed-income neighborhoods as a policy goal.** While capacity for an additional 1,830 multifamily and townhome units will be necessary simply to meet the requirements listed above, it can also be important to support a mix of incomes within projects and neighborhoods. Additional townhome and multifamily capacity should be provided to support higher-income households and promote a mix of incomes in multifamily neighborhoods.
- **A future focus on redevelopment in growth management.** In addition to concerns about the lack of capacity in multifamily housing, much of the development capacity of the city includes sites where infill or redevelopment will be required, instead of new subdivisions on undeveloped land. These projects may be more complicated than new developments on vacant sites, especially as many would occur in existing neighborhoods.
- **Accommodating emergency housing in the city.** There are limitations to siting emergency shelters and other comparable housing types in the code that do not align with current state requirements and complicate meeting defined targets.

In this section, there are four overall recommendations to address compliance with these goals with respect to securing appropriate capacity:

1.1. Revise plans for the city’s subareas.

1.2. Implement strategic upzoning to address housing capacity needs.

1.3. Encourage different housing types.
1.4. Ensure that previous efforts are considered under new state requirements.
1.5. Coordinate ongoing monitoring and review to ensure compliance with housing targets.

1.1. Revise plans for the city's subareas

Rationale

There is a clear need for housing across the region, and the city has agreed to allocations of the County's 20-year growth targets to help address expected demand. However, there is also local concern regarding the impacts of future growth on local quality of life, community amenities, and transportation access.

Ensuring that community concerns about the costs and impacts of growth are heard and considered in planning is an essential component going forward. Highlighting more detailed, neighborhood level visions for how growth can be accommodated can help to address many of these questions and involve the community in more detailed planning about how this growth should occur.

The city's three mixed-use subareas are natural locations to accommodate more density, especially given their transportation and transit accessibility, proximity to retail and services, and existing intensity of development. Providing upzoning in these areas, especially in the shorter term, will be essential to achieve the city's housing targets. While they may have different roles to play in accommodating growth, these locations are likely to be important nodes for more intensive residential development in the near term.

Recommended Actions

1.1.1 Coordinate an update to the downtown subarea plan. Between the three subareas of particular interest for future development of housing, the downtown presents the most important opportunities for intensification. Aside from the availability of sites for more intensive future development, this area has pedestrian access to local parks, restaurants, and shopping that can support a walkable neighborhood. Revisions should focus on expanding the designated area of the downtown and considering upzones in these expanded areas, with continued and improved access to downtown amenities.[9]

1.1.2 Update the 20th St SE Corridor subarea plan. Second to the downtown, the 20th St SE Corridor subarea presents the strongest opportunities to support additional housing development, especially given the presence of available land for development. While site conditions may limit the ability for certain parts of the subarea to be developed, there may be sufficient areas that can be used for a cohesive multifamily and mixed-use neighborhoods.[10]

1.1.3 Provide updates to the Lake Stevens Center subarea plan. The Lake Stevens Center subarea presents the strongest connections with regional transit, given the location of the Transit Center close to 4th St NE and Highway 9. The dominance of highway-oriented retail in this neighborhood makes walkability a greater challenge, but the presence of higher-density residential development and the potential for long-term

[9] See the Lake Stevens Downtown Subarea Plan (2018).

[10] See the Lake Stevens 20th Street SE Corridor Subarea Plan (2012).

redevelopment of some parts of the subarea could support longer-term efforts to meet the city’s housing targets.

1.1.4. Identify additional areas for subarea planning. Over the longer term, as redevelopment of other areas into higher density, higher amenity mixed-use centers will become more feasible as a prospect, the city may look to expand neighborhood-level planning to locations such as Soper Hill and the Lundeen area. Other areas, particularly those anchored by existing retail and service nodes, may also be of interest.

1.2. Implement strategic upzoning to address housing capacity needs

Rationale

While comprehensive, neighborhood-scale planning will be essential in coordinating the housing growth envisioned while supporting local amenities and quality of life, the city should also look to pursue separate efforts to upzone, including immediate efforts in the short term. This can be important for different reasons:

- Given the lead time necessary with development and the need to achieve a higher yearly yield for multifamily housing, providing more immediate opportunities for development can be essential.
- While building up housing opportunities in key centers will be important, mixed-income housing development should be dispersed where possible to prevent overconcentration in specific areas.
- Achieving significant multifamily housing development overall, especially with the reliance on infill and redevelopment projects, will require more developable land than would be available only in the centers without considerable local upzoning.

To this end, the city should pursue additional actions to upzone areas outside of subarea planning. With respect to short-term upzoning, providing capacity for at least 500 to 1,000 new units should provide the additional opportunities necessary for reaching future housing targets.

Recommended Actions

1.2.1 Provide short-term upzoning in key locations. To ensure that short-term opportunities in the city’s mixed-use subareas can be used in the most effective way, the city should upzone developable areas in these subareas that could be developed before revised subarea plans are developed. Priority areas for upzoning should include sites that have:

  - Depreciated improvements and/or vacant areas with significant potential capacity that could be developed in a shorter timeframe.
  - The ability to be serviced without additional infrastructure investment.
  - High local walkability, including connected sidewalks (or the potential for sidewalk improvements).
  - Proximity to retail and service opportunities.
  - A location within ½ mile of a transit stop.

- A location within ½ mile of public amenities, such as schools, parks, or public lake access.

As noted, short-term upzoning should work to increase local capacity by 500–1,000 housing units, preferably before the completion of (but consistent with) the Comprehensive Plan in 2024.

1.2.2 Approve initial criteria for long-term residential upzoning. In addition to short-term upzoning to ensure that development opportunities are not lost in the subareas, the city should also establish a set of comparable criteria for upzoning residential areas outside of the subareas. These criteria would be comparable to the list provided above, which would be used to target guided upzones across the city.

1.2.3 Update zoning regularly to maintain necessary capacity. Over time, new development may take up building capacity in ways that may not help the city achieve its housing goals, either by overall count or meeting needs at different income levels. In conjunction with ongoing monitoring (see 1.5 below), the city should review and reapply these criteria on a regular basis (e.g., every 3–5 years) to adjust available supplies of developable land and help reach the identified targets.

1.2.4 Coordinate upzoning with affordable housing opportunities. Where possible, the city should also provide a general policy to explore increases in developable capacity for sites that include affordable housing. While this may be covered in part under development incentives (see 3.3 below), coordinating with nonprofit organizations and other housing providers can also help to increase the density of affordable projects sited in the community.[11]

1.3. Encourage different housing types

Rationale

The changes provided as part of HB 1110 and HB 1337 mandate additional housing types that can be used by cities to achieve their housing goals. While many of these considerations were explored by the city as part of earlier housing work between 2018 and 2020, the new requirements go further in certain cases.

Aside from mandated changes, however, there are other considerations that can be included in city strategies to help different housing types become more feasible options for development. For example, efforts in other cities to provide standardized, pre-approved plans for ADUs can help promote the construction of these units as another housing option to meet community needs.

Recommended Actions

1.3.1 Update the Municipal Code to address changes in requirements for ADUs on a site. Under the requirements provided in HB 1337, there are several elements of the city's

[11] Note that this may also be coordinated with surplus land policies, noted below in 3.6.

current ADU ordinance (LSMC 14.44.045) that must be addressed, including the following under Section 3(6):

- Two ADUs in any configuration (attached or detached) must be allowed on any site with a primary residence, if the minimum lot size of the primary residence and other development requirements are met ((b)(2) and (5)).
- ADUs may be allowed in any detached structure, not only detached garages ((b)(1)).
- The maximum size of an ADU can be no less than 1,000 square feet ((b)(3)).
- Impact fees must be limited to half of the fees that would be charged to the primary residence ((b)(11)).
- The individual ADUs can be conveyed separately as condominium units ((b)(6)).

Note that these requirements for ADUs are mandated, with the only exception for critical areas.[12]

1.3.2 Allow additional middle housing types in residential zones. Under the requirements of HB 1110, cities are required to allow at least six of the following nine types of attached or multifamily housing on all residential lots:

- duplexes
- triplexes
- four-plexes
- five-plexes
- six-plexes
- townhouses
- stacked flats
- courtyard apartments
- cottage housing

At present, Lake Stevens allows for duplexes, triplexes, four-plexes, and cottage housing across residential lots.[13] While strict compliance may not be required for these requirements (see 1.4 below), the city may look to allow for stacked flats and townhouses more widely to comply with these requirements and provide additional flexibility with respect to residential development.

1.3.3 Provide standardized, preapproved ADU plans for use. One approach that cities have used to facilitate the development of ADUs has been with the creation of pre-

[12] See HB 1337 Sec.3(4).

[13] Excepting Waterfront Residential lots, which should be addressed as per 1.4.

approved plans for detached units.[14] By providing base plans for ADUs and requiring only a nominal review process and fee to receive a permit for construction, the cost and time required to design and permit these units can be reduced.[15]

1.4. Ensure that previous efforts are considered under new state requirements

Rationale

Although this HAP provides recommendations for action with respect to Lake Stevens housing policy, this has been an ongoing effort by the city. In particular, Ordinances 1080 and 1081 provided several changes resulting from consultation with an advisory committee. These included:

- Overall adjustments to zoning district designations.
- Reduced minimum lot sizes.
- Provisions for lot size averaging (LSMC 14.48.085).
- Additional defined housing types and revisions to existing definitions.
- Expanded housing types allowed in residential districts.
- Expanded infill regulations under Part III of Chapter 14.46 LSMC.

While the requirements under HB 1110 have mandated sweeping changes to zoning in other communities, this earlier effort largely matches or exceeds the requirements under these state-level changes. Notable differences include:

- Waterfront Residential zoning only allowing up to duplexes, with up to four units allowed in other formerly single-family zones (LSMC Table 14.40-I). However, this may be justified based on the location of the lake as a critical area with special restrictions through the Shoreline Management Program.
- As fourplexes are allowed as of right, requirements for affordable units are not possible as per HB 1110.
- Under duplex regulations (LSMC 14.48.020) and infill requirements (Chapter 14.46, Part III LSMC), minimum lot sizes are between 125% and 175% of the base for the zone if multiple units are included on the site, with some additional design requirements.

As the city is largely compliant under the requirements of HB 1110, it may be eligible to demonstrate that elements of the current Comprehensive Plan and development regulations

[14] See, for example, the City of Seattle's The ABCs of ADUs, or the City of Renton Permit Ready ADU (PRADU) Program.

[15] It is also an important consideration in implementation to make sure that these units are inexpensive for homeowners to construct. This should be managed as part of the plan development process.

are substantially similar to these requirements.[16] This can minimize the challenges that would be associated with community outreach for broad zoning changes soon after previosu amendments, and can allow the city to focus efforts on the other initiatives in this HAP and the upcoming Comprehensive Plan.

Recommended Actions

1.4.1 Coordinate documentation for substantial compliance with HB 1110. As per HB 1110 Sec.4(3), previous actions coordinated by the city should be presented for alternate compliance with the conditions of HB 1110. Documentation should be presented to the Department of Commerce as per future processes issued under the statute to provide evidence of compliance.[17]

1.4.2 Monitor requirements for title review. As per HB 1110 Sec.3(4), communities that seek to exempt some of their residential lots from consideration under the HB 1110 requirements need to demonstrate that any areas excluded from consideration cannot have been "historically covered by a covenant or deed restriction excluding racial minorities from owning property or living in the area". The city should review future guidance from the Department of Commerce on this topic and processes to confirm alternate compliance to ensure that additional changes will not be required under HB 1110.

1.5. Coordinate ongoing monitoring and review to ensure compliance with housing targets

Rationale

Under provisions of the Growth Management Act, cities with a population of at least 6,000 are required to submit an implementation progress report to the Department of Commerce detailing the progress they have achieved in implementing their Comprehensive Plan five years after a full review of the Plan.[18] This is, in part, intended to review compliance with housing target requirements by income level allocated to Lake Stevens.

Addressing the requirements for these reports will need ongoing data collection by the city. The progress report will require information regarding affordable, transitional, and emergency housing yields, available development capacity, and local housing costs. This should be coordinated with regular work conducted by Snohomish County Tomorrow with evaluating buildable lands, and it should provide regular internal processes for data collection and reporting.

---

[16] This is permitted under HB 1110 Sec.4(3).

[17] Under HB 1110 Sec.4(3)(b) and (c), this would involve demonstrating that housing yields would be at least 75% of what would be obtained without the required changes. As fourplex development allowed in the city would exceed the net density allowed as of right under HB 1110 by 14%, and duplex development is allowed as of right in WR zones while exempted under HB 1110 requirements, maximum zoned capacity will be higher than what is required by the state.

[18] RCW 36.70A.130(9)(a)

Recommended Actions

1.5.1 Manage internal data sources to monitor housing development yield and capacity. The city should work to maintain sources of information to monitor housing development. On a regular schedule, the city should compile records of subdivision and development permits to amend buildable lands data and evaluate:

- Remaining development capacity by general housing type.
- Recent housing yields by type and affordability.
- Achieved residential densities by zone.
- Income-restricted housing developed.
- Progress towards housing goals.

In addition to fulfilling requirements for progress reports, this information can be used to support future County buildable lands work and other efforts that may require demonstrating compliance with housing goals.

1.5.2 Provide regular internal reporting and review on housing targets. In addition to relying on compiled development information to meet external requirements, the city should also develop regular reporting for internal use. Efforts such as strategic upzoning (1.2) and housing incentives (3.1, 3.2, and 3.3) can be readjusted as needed, with supporting information provided to internal stakeholders to provide guidance on changes to help meet housing goals.

2. Meeting Additional State Requirements

Introduction

In addition to the mandated changes to the city's housing targets provided by the Department of Commerce and Snohomish County noted in Section 1, other changes are necessary based on recent statutory changes from the State legislature. As noted previously, these are related to the following topics:

- Racially disparate impacts, displacement, and exclusion in the housing market
- Permanent supportive housing and transitional housing
- Emergency shelters and emergency housing.
- Supportive housing and group care for children.
- Outdoor encampments, safe parking efforts, indoor overnight shelters and temporary small houses.

Although many of these elements can help the city to achieve the goals identified in the previous category, others set additional requirements that will also need to be updated accordingly. The city may have some leeway in meeting these requirements and this section provides some guidance to maximize these benefits where possible, but many of these requirements are specific mandates from the state.

Under this category, there are several areas of focus for recommended actions:

2.1. Integrate considerations of special needs housing into the Code.

2.2. Clarify impact fees for emergency housing and ADUs.

2.3. Implement anti-displacement policies to increase housing stability.

2.1. Integrate considerations of special needs housing into the Code

Rationale

As indicated previously, the city has targets not only for market-rate and affordable housing, but also emergency housing options. Additionally, other recent amendments have provided new requirements about how special types of housing can be managed by the city.

- **Emergency housing locations.** Under changes from HB 1220, indoor emergency shelters and emergency housing must be allowed where hotels are permitted.[19]
- **Permanent supportive and transitional housing locations.** Permanent supportive housing or transitional housing must also be allowed where residences and hotels are permitted in the city.[20]
- **Supportive housing regulation.** Supportive housing for people with disabilities or group care for children must be regulated in the same way as other residential structures. No additional requirements can be provided beyond what would be imposed on a comparable dwelling.[21]
- **Shelters and encampments on religious property.** The state has provided new requirements as of 2020 that regulate the management of outdoor encampments, safe parking efforts, indoor overnight shelters and temporary small houses on property owned or controlled by a religious organization.[22]

Recommended Actions

2.1.1 Reorganize land use requirements for "Health and Social Service Facilities". Under LSMC 14.08.010, several types of uses covered under special needs housing are included as "Health and Social Service Facilities" (HSSF). This includes uses such as assisted living facilities, group homes for disabled people, and homeless and transient shelters. These uses should be reorganized to consider Tables 14.40-I and 14.40-II and the requirements noted above, with new categories as follows:

- All Level I HSSF uses, plus assisted living facilities, private adult treatment homes, veterans' homes, residential alcohol treatment facilities, and comparable residential uses in Level II should be allowed in all areas where residential uses are permitted and managed accordingly.
- Permanent supportive and transitional housing, including uses in HSSF Levels I and II, should also be allowed where residences and hotels are permitted (BD zones, plus P/SP zones as an administrative conditional use).

---

[19] See RCW 36.70A.390.

[20] See RCW 35A.21.430.

[21] See RCW 36.70A.410

[22] See RCW 35A.21.360

- Homeless and transient shelters under HSSF Level III should be allowed where hotels are permitted.

Remaining facilities in the HSSF category should consist of medical facilities, residential schools, and comparable uses. Note that residential treatment facilities for illegal drugs are not covered under the requirements above and can remain in the HSSF category. Additionally, correctional facilities and secure community transitional facilities are not impacted by these requirements.

2.1.2 Align outdoor emergency shelter regulations with state mandates. As per RCW 35A.21.360, regulations in LSMC 14.44.038 regarding outdoor encampments, safe parking efforts, indoor overnight shelters and temporary small houses on property owned by religious organizations should be adjusted as follows:

- The length of operation must be extended from 90 to 120 consecutive days at one time, and no fewer than 180 days per year with a 90-day separation.
- The restriction on only one temporary encampment in the city at one time must be removed if it conflicts with the previous provision regarding timing. However, a separation distance of at least 1,000 feet between temporary encampments can be provided in the Code.
- Any property owned by a religious organization in any zone must be allowed to provide shelter, meaning that the permitted uses defined by zone in Table 14.40-I cannot restrict "temporary encampments" and comparable uses in areas where religious organizations own property suitable for encampments.
- Additional requirements permitting small homes and safe parking facilities may need to be included. Note that as per RCW 35A.21.360(3)(a), the city may determine that these additional uses should be managed through a memorandum of understanding with the religious organization.

2.2. Clarify impact fees for emergency housing and ADUs

Rationale

Although cities can waive or reduce impact fees and other charges as an incentive to promote affordable housing options (see 3.3), statutory requirements have mandated changes to how impact fees are charged. These adjustments are intended to broadly incentivize certain housing options across the state.

Recommended Actions

2.2.1 Adjust impact fees for ADUs. As per HB 1337 Sec. 4(1)(a), impact fees on ADUs cannot be more than 50% of the total impact fees that would be levied on the primary residence. This provision should be incorporated into LSMC 14.44.045(b)(11), which currently sets impact fees for ADUs as an apartment unit.

2.2.2 Specify that emergency housing is exempt from impact fees. As per RCW 82.02.090(1)(b), development activity for the purpose of impact fees does not include "buildings or structures constructed as shelters that provide emergency housing for people experiencing homelessness, or emergency shelters for victims of domestic violence." While this is covered under the definition for park impact fees under LSMC 14.120.040(a)(1), this is not explicitly discussed under the definition of "development activity" for school impact fees (LSMC 14.100.030), as well as the process for traffic impact mitigation fees under Chapter 14.112 LSMC. This should be explicitly included as a requirement to ensure that this statutory requirement is met.

2.3. Implement anti-displacement policies to increase housing stability

Rationale

Increases in housing costs and growth in housing demands across the regional market have had widespread impacts on housing stability and security. There can be broad impacts on current and potential residents of Lake Stevens, such as:

- Renters being priced out of the local market because of increasing housing costs and limited alternatives.
- For first-time homebuyers, a lack of access to starter homes in the community excluding them from moving to Lake Stevens.
- With homebuyers that have limited incomes (e.g., retirees), falling behind with property taxes and maintenance and being forced to leave their homes.

Affordable options may exist in other communities, but there are challenges faced when people cannot access local housing options. People that work in Lake Stevens, such as teachers or local retail workers, may be forced to commute longer distances to find affordable housing, which can hamper employee retention efforts. Families interested in moving closer to friends or relatives to be part of the community are kept away, and others that are priced out may lose community social connections.

This concept is especially important with respect to acknowledging impacts that are disparate across different categories, such as racial, ethnic, or religious groups. While there may be differences with larger cities in the area, Lake Stevens is part of a region with a diverse population, and the impacts of housing policy in the city can contribute to these impacts.

Under the revisions to the Growth Management Act under HB 1220, several provisions were added to accommodate concerns about displacement. This includes requirements under RCW 36.70A.070(2) to provide anti-displacement policies and address racially disparate impacts, displacement, and exclusion in housing.[23]

Although the policies outlined in other parts of the Housing Action Plan present broad options to manage housing affordability and access, these actions are specifically intended to manage the more specific and immediate effects of displacement.

---

[23] For more details about racially disparate impacts and policy considerations in housing, see the Department of Commerce Guidance to Address Racially Disparate Impacts: Updating Your Housing Element to Address New Requirements (2023).

Recommended Actions

2.3.1 Coordinate strategies for mobile home preservation. Mobile homes, including those provided in mobile home parks can be cheaper options for housing, especially for households that prefer detached housing (such as seniors). However, these units can be extremely vulnerable to redevelopment and displacement of existing residents. Providing city policies to mitigate displacement from these sites can be important, including:

- Notification requirements to tenants regarding sale and closure/conversion to another use.
- Increased relocation assistance, potentially through site development incentives.[24]
- Support for residents to purchase their mobile home park and operate it as a cooperative.[25]

2.3.2 Provide emergency homeowner assistance programs. Rehabilitation assistance and emergency housing aid can grant income-eligible owners funding to repair, renovate, or rebuild their homes. This need-based funding can provide opportunities to manage deferred maintenance on a home or provide upgrades for accessibility or energy efficiency. This can help keep people in their homes, especially those that may have limited income or other household financial instability. Implementation may depend on securing outside sources of funding (see 3.8).

2.3.3 Support low-income homeownership programs. There are several financial hurdles that community members can face when trying to access homeownership opportunities. Connecting potential low-income homeowners with support can be essential, and organizations such as the Washington State Housing Finance Commission[26] provides resources such as:

- Low-rate mortgage loan programs
- Mortgage Tax Credit Certificates
- Downpayment assistance
- Homebuyer education

Although the city will not likely have the budget resources available to coordinate broad homeowner assistance, connecting eligible households with these programs can help to address local affordability challenges.

2.3.4 Expand local tenant protections. As efforts to accommodate more housing accessible to lower-income households continue, there will be a rise in the rental housing available

---

[24] See for example, the lot coverage bonuses provided by the City of SeaTac in exchange for mobile home relocation assistance under SMC 15.515.100(H)(6). This would be provided beyond what would be available from the state Manufactured/Mobile Home Relocation Assistance Program under Chapter 59.21 RCW.

[25] This may include support from the city and funders such as the Washington State Housing Finance Commission Manufactured Home Community Investment Fund.

[26] See Washington State Housing Finance Commission Homeownership website for more information.

in the community. Addressing potential challenges that tenants may face in the local rental market can help to prevent instability in housing that can put households at risk of displacement. Expanding tenant protections can include:

- Extending the lead time for notices of rent increases, demolition, or condo conversion beyond the requirements provided in RCW 59.18.200.
- Requiring “just cause” for landlords ending a rental agreement.
- Maintaining a rental unit registration program with inspections provided to confirm compliance of the unit with health and safety requirements .[27]

[27] See for example the City of Renton’s Residential Rental Registration and Inspection Program (RMC 4-5-125).

3. Additional Strategies to Achieve Housing Goals

Introduction

In the previous sections, changes have been focused on meeting expanded requirements provided by the state under the Growth Management Act. However, while these policy and code adjustments will be necessary to meet these new requirements, there are other actions that the city can also take to help achieve more housing production, both generally and for the affordable housing targets in the community.

These recommendations incorporate certain broad types of strategies:

- **Housing incentives.** While the city may be limited in the direct financial support it can provide directly to support housing development, there are development and indirect financial incentives that it can provide in exchange for public benefits such as affordable housing.
- **Policy and process improvements.** Adjustments to housing development policy and associated programs can help to facilitate streamlined processes that are less expensive and time-consuming for developers to navigate.
- **Information distribution.** The city is in an important position to distribute information that can help to promote development in Lake Stevens. This can range from marketing materials to guidance about how local housing programs and policies will impact the development process, and these can be a crucial component in facilitating new housing construction.
- **Partnerships.** Local government is not the only stakeholder involved with the city's housing goals and coordinating with other organizations such as affordable housing providers can be effective in meeting common goals.

The specific strategies discussed in this section include:

3.1. Refine the Multifamily Housing Property Tax Exemption.

3.2. Revise the provisions for Planned Residential Developments.

3.3. Provide additional incentives to encourage affordable housing development.

3.4. Explore the local use of community land trusts.

3.5. Cooperate with area organizations for affordable and emergency housing.

3.6. Use surplus properties for affordable housing.

3.7. Coordinate the permitting and approvals process.

3.8. Secure additional funding for programs to support housing affordability and stability.

3.9. Distribute information about local housing development options.

3.1. Refine the Multifamily Housing Property Tax Exemption

Rationale

The city has implemented an MFTE program under Chapter 3.27 LSMC. This program applies to five targeted areas, including Downtown, Lake Stevens Center, 20th Street, Lundeen, and Soper Hill. It offers 12-year exemptions for owner-occupied and rental housing, which require that at least 20% of units are affordable at 80% of current median family income. This has been implemented recently as a new program through Ordinance 1103 in 2020.

As implemented, this provision of the Code is a strong basis for providing incentives for new affordable housing in the community. However, there are several elements that should be considered as part of future updates:

- **Affordability targets and feasibility.** Although providing a property tax deduction can be a significant incentive for property owners, setting the rent thresholds can be challenging in practice. While current market rents are close to the current 80% AMI threshold under LSMC 3.27.050(f)(1), it can be challenging to build denser affordable housing with smaller units even with the tax exemption given parking requirements and increasing land costs.
- **Housing stability for tenants.** Having a threshold of 80% AMI for rent-restricted units is important to ensure these units meet affordable housing needs. However, for some households, there can be a risk of losing access to affordable housing if they experience mild increases in income compared to changes in the broader market. In certain jurisdictions, MFTE programs allow for households to have their incomes increase beyond this threshold by some amount to ensure that they will not be penalized for success.
- **Provisions for other housing formats.** While the intent of the exemption is to support "multifamily housing", revised definitions under RCW 84.14.010(10) for "multiple unit housing" indicate that MFTE may apply to "a building or *a group of buildings* having four or more dwelling units" (emphasis added). This means that MFTE may apply to other, smaller formats of housing, such as townhomes and duplexes/triplexes.
- **Management of affordable owner-occupied units.** The 12-year MFTE option allows for MFTE units to be sold, but owner-occupied units may only represent available affordable housing for a single sale. While these units need to stay as permanent residential use, they can be resold at market-rate even within the period of the exemption under the regulations with appropriate protections.
- **Opportunities for longer-term affordability.** Provisions in the MFTE statute include two additional options that can provide options for affordability over a longer period. First, extensions allowed under RCW 84.14.021 allow the city to grant a 20-year exemption in exchange for permanently affordable housing that must be managed by a separate nonprofit or government organization. Second, extensions to the 12-year exemption are allowed under RCW 84.14.020(6) to be extended for an additional 12 years.

Recommended Actions

Based on this rationale, there are several components that can be addressed:

3.1.1. Expand definitions of "multifamily housing" to accommodate more housing types. As per the changes to the statutory definition under RCW 84.14.010(10), adjust the definition of "multifamily housing" to include "a building or a group of buildings", and allow developments with duplexes, triplexes, townhomes, and cottage housing to be accommodated under the program as well. Note that this should be highlighted as an option for infill as well as new development.

3.1.2. Provide resale restrictions in 12-year owner-occupied MFTE units. The city should ensure that 12-year affordable MFTE units are not resold at market rate during the term of the tax exemption. This should be included as a provision in the Municipal Code, although it could be managed through development agreements or the MFTE contract as well.

3.1.3. Add a 20-year owner-occupied MFTE option to the program. Based on the provisions from RCW 84.14.021, the city should add a new 20-year option that can provide for permanently affordable owner-occupied housing. This would need to be coordinated in partnership with nonprofit housing agencies, but would present an opportunity to provide long-term options for affordable homeownership. (Note that this will require any area under this option to be zoned to at least 25 units per acre.)

3.1.4. Add an option for a 12-year MFTE extension. As with the 20-year option for owner-occupied housing, the city should also provide the option for a 12-year MFTE extension for rental properties only. (Owner-occupied housing should not be included.) This can help to provide longer-term options for maintaining affordable rental housing through the program.

3.1.5. Consider future adjustments to required household incomes and restricted rent levels. To date there has not been uptake of the MFTE incentive with new development. While other options may make the incentive more attractive to developers and property owners, the city may need to explore different levels of affordability to promote the use of the program. This could include two different situations:

- If the exemption is not taken over the next few years, the city should increase allowable rents over a portion of the set aside, up to the amount allowed under the statute, to promote the use of the exemption. (For example, 10% of the units affordable to 80% AMI, 10% of the units affordable to 115% AMI).
- If the exemption becomes more popular and is regularly taken by developers, the city should lower the maximum rents allowed to qualify to ensure that the exemption is used the most efficiently. (For example, reduce the household income threshold from 80% AMI to 70% AMI for the 20% of affordable units under the exemption.)

3.1.6. Include provisions in the code that maintain housing stability with increased income. To ensure that households in MFTE units can retain their housing even if their income increases by a nominal amount, provide an additional requirement to supplement the income restriction that allows existing low-income tenants to remain in their units even if their income reaches 90% AMI.

3.1.7. Consider expanding residential targeted areas. Given that state-mandated zoning changes will result in almost all residential areas to be permitted four housing units per lot, this tax exemption can be provided for a much broader range of sites. The city should examine whether the MFTE program could be expanded to other areas close to the existing targeted areas, especially in cases where infill or new development would be likely to occur, and in cases where upzoning would be pursued (as described under category 1 above).

3.2. Revise the provisions for Planned Residential Developments

Rationale

Under LSMC 14.18.300, "planned residential developments" (PRDs) are allowed as options for property owners to provide a higher-quality neighborhood with additional amenities in exchange for flexibility in meeting development regulations. Under the Code, a developer receives the following bonuses for a development on a site of one acre or higher:

- A 20% increase in density over the allowable density on the underlying lot.
- Flexibility with dimensional requirements, including lot sizes, widths, and setbacks.
- Aggregate calculations of maximum impervious surface areas.

In exchange, the city provides some additional requirements:

- At least 60% of the housing on the site must be single-family detached units.
- The project must meet the city's design guidelines and shall be subject to a design review.
- At least 10% of the site must be improved with usable open space and amenities, landscaped entries to the project, or protection of unique natural site amenities (such as stands of trees or water features).

PRDs are not often used under the Code and there will be a growing focus on infill development that may not be appropriate under this provision. However, there are two main reasons to update this section:

- Provisions in the current version focus on use for single-family detached housing and density bonuses, but new requirements from HB 1110 will change how these provisions are implemented. While relaxations to dimensional requirements may still be applicable, these other components will need to be re-evaluated.
- Although the amenities listed under LSMC 14.18.300(h) may have public value, affordable housing could also be considered as a public amenity that could be supported under this structure. This has been applied to comparable programs in other cities.[28] The flexibility with site design in combination with other incentives could help to make market-rate projects with affordable housing more feasible to develop.

---

[28] See, for example, provisions by the City of Kirkland to include bonus density for affordable housing under KZC 125.30.

Recommended Actions

3.2.1 Incorporate provisions for multifamily housing in PRD requirements. Under the requirements for a PRD under LSMC 14.18.300(c) and (d), the city should make allowances for a wider range of housing types. Larger individual building sizes should be permitted (six-unit buildings or more), and requirements for at least 60% single-family detached housing under (d)(1) should be reduced or eliminated.

3.2.2 Revise density bonusing provisions for PRDs. The 20% bonus density allowed under LSMC 14.18.300(b) will need to be revised to account for changes provided by HB 1110 allowing more units on individual lots. This may be accommodated solely by providing changes to possible lot size reductions or permitting additional units on an individual lot.

3.2.3 Consider affordable housing under PRD provisions. LSMC 14.18.300(h) outlines a very specific set of amenities that can provide public benefits in exchange for regulatory flexibility. The city should examine the best way of incorporating some consideration for PRDs that accommodate affordable housing, either through tying density bonuses or lot size reductions to housing affordability, or by allowing affordable housing with a specific set aside (25% of units at 60–80% AMI) to fulfill the amenity requirement.

3.3. Provide additional incentives to encourage affordable housing development

Rationale

While the MFTE program represents one of the most significant financial incentives that cities can provide to developers, and PRDs present significant flexibility for new development projects, there are additional incentives available to communities that can help to support desirable types of affordable housing. The primary tools available for use would include:

- **Impact fee waivers** (RCW 82.02.060(4)) that provide waivers from payment or some or all of the transportation mitigation and park impact fees to support affordable housing.
- **Inclusionary zoning** (RCW 36.70A.540), which provides other bonuses and flexibility with development requirements in exchange for a commitment of affordable housing in a project.

In practice, the value of these incentives will be somewhat lower than the property tax exemption under the MFTE program. However, layering these incentives, especially at income levels that align with identified housing needs, can help to build a package of incentives that can make affordable and even mixed-income projects more feasible.

Recommended Actions

3.3.1 Explore impact fee waivers to provide an incentive for affordable units. Impact fee waivers for affordable housing provide an incentive specifically for low-income units. Recommended conditions for this incentive include the following:

  - The waiver should cover park (Chapter 14.120 LSMC) and transportation (Chapter 14.112 LSMC) impact fees only, as school impact fees (Chapter 14.100 LSMC) would require approval of the local school boards.

- A partial exemption of only 80% should be provided, as this would not trigger the "backfill" requirements under RCW 82.02.060(4) that would require 20% of the impact fee to be paid from the General Fund.
- There is an option to set a maximum total exemption amount each year, with waivers received on a "first come, first serve" basis (or prioritized as necessary). This can limit the total impact on the respective funds from year to year.
- While affordable housing provided through waivers can be set as affordable at up to 80% of median income, this incentive should be targeted specifically at 50–60% of median income to be consistent with housing goals and other incentives in the long term.
- Affordability requirements should be mandated through a covenant for 50 years.

3.3.2 **Widen voluntary inclusionary zoning provisions.** Currently, the city does provide some nominal incentives for including affordable housing, with an additional 10 feet of height provided in exchange for 15% of housing units set aside as affordable.[29] Because the affordability incentive for additional units under HB 1110 will not be used in Lake Stevens, providing an alternate incentive could help to reach housing goals. Ideally, this incentive would include:

- Requirements should be consistent with promoting deeper levels of affordability consistent with the base requirements in RCW 36.70A.540(2)(b). This would require around 20% of units to be reserved as affordable for 50 years. Rental units would be affordable at 50% of median family income in the county, while owner-occupied units would be required to be affordable at 80% of median income, with these provisions managed through a covenant.
- As development intensity is not managed through maximum densities and there is limited opportunity for parking reductions, providing affordable units should be matched with broader increases to maximum heights, decreases in setbacks, and increases in allowable impervious area.
- The primary focus for these incentives should be on apartment and mixed-use buildings, as there may be more potential for bonus height to be useful as an incentive for these developments.

3.3.3 **Coordinate long-term review and monitoring of affordable units.** The city should ensure that property owners that have received these incentives are following standard practices to identify qualified tenants or buyers of any income-restricted housing. This may involve expanding the required review and oversight processes used for the MFTE program (see 3.1) to include other types of affordable housing.

[29] See LSMC 14.38.040, Note 8. These affordable units must remain affordable for 30 years and must either be sold at 80% of "average median sales price" or rented as affordable to households at 100% of median income. Note that these requirements are not aligned with requirements under RCW 36.70A.540(2)(b), however.

3.4. Explore the local use of community land trusts and comparable models

Rationale

Although standard homeownership models can work for many households, there are challenges with affordability that restrict others from the market and limit their ability to access these opportunities. While providing more affordable options can be related to changing the housing product and providing cost-savings to developers, another option is to change the ownership model.

One alternative is the community land trust (CLT) model.[30] Under this approach, a homebuyer purchases a house, but the land is only leased to the buyer. Ownership of the land is kept by the CLT, and a condition in the sale agreement restricts the price of the later resale of the property to keep it affordable. Overall, the CLT is managed as a nonprofit, with residents typically represented in management decisions.

Other alternatives also exist, such as housing cooperative models or rent-to-own systems. At present, however, CLTs have wide representation in the region, with several larger scale working models to emulate.

Recommended Actions

3.4.1 Explore partnerships with CLTs in the region. The city should work to reach out to trusts working in the region to determine their potential interest for projects in Lake Stevens, and potential local opportunities for new projects. Note that this may include provisions for surplus properties covered in 3.6, as well as other considerations for support, including:

- connecting local low-income homebuyers with local CLTs
- streamlining city regulations to make CLTs more feasible as an option
- working with CLTs on relevant housing policies and incentive programs

3.4.2 Encourage other alternate ownership models for affordability where possible. Over the long term, the city should work to identify other potential models that can address affordability concerns with homeownership and support local pilots where possible. Given the broad need for affordable housing in the community, all tools should be explored.

[30] See Ground Solutions Network Community Land Trust Technical Manual (2011) for more information.

3.5. Cooperate with area organizations for affordable and emergency housing

Rationale

Coordinating with affordable housing providers and comparable organizations can help the city fulfill its housing goals. Organizations such as the Housing Authority of Snohomish County (HASCO), the Housing Consortium of Everett and Snohomish County, nonprofit and religious organizations, private developers, and other jurisdictions are all involved with coordinating housing solutions. Partnerships with these organizations in activities such as developing affordable projects in Lake Stevens, coordinating policy and advocacy work, and exchanging information and expertise in the field can help to facilitate the city's housing goals.

One area for partnerships is meeting local needs for very low- and extremely low-income housing. For housing affordable at 50% of median income or below, significant subsidies are required, especially in cases where additional wraparound services would be provided through permanent supportive housing. This may also be true for emergency housing options, which would require a social services provider to operate in the community.

Recommended Actions

3.5.1 Recruit nonprofit housing partners to develop affordable housing in the city. The city should work with local affordable housing providers to determine potential approaches to develop and operate housing for very low- and extremely low-income households that would not likely be served by private housing investment (even with city incentives) These activities may involve coordinating development locations (see 3.6), supporting applications for funding, providing technical support, and otherwise facilitating the development process.

3.5.2 Coordinate with service providers to secure emergency housing options. Aside from the need for housing at extreme levels of affordability, the provisions of HB 1220 also require that emergency housing needs be addressed in the city. To achieve the goal of securing an additional 304 emergency housing units, the city should also actively work to find partners to support these services and coordinate approaches to deliver these services in the community.

3.5.3 Continue to coordinate with partners on affordable housing issues. The city should continue working to achieve local affordable housing in partnership with other jurisdictions, nonprofits, developers, social service providers, and other stakeholders. Participation in collaborative projects, advocacy, and policy development can ensure that key housing policies in Lake Stevens can complement the work done by other organizations.

3.6. Use surplus properties for affordable housing

Rationale

Residential land is expensive. This has led to ongoing challenges not only to identify locations for housing, but also to manage the costs of securing developable sites. One potential approach to reduce costs for affordable housing is to address the costs of land inputs, which can help to minimize overall project costs and required rents for project feasibility.

Typically, the city does not hold onto developable lands to “bank” them for later development. However, in limited cases, it may have possession of property that could be useful as affordable housing, and policies should be put in place to support its development.

Other organizations that have an interest in affordable housing may also control properties that could be developed. This would include other levels of government, religious organizations, and even school districts. The city can coordinate with these agencies to help facilitate the development of these sites for affordable housing.

Recommended Actions

3.6.1 Provide updated policies for surplus property. Per the provisions of RCW 39.33.015, public property can be sold by a jurisdiction for affordable housing at lower than market rate, as long as it provides public benefits. As such, the city should provide amendments to Chapter 2.98 LSMC that clearly outline that city property can be sold as surplus for affordable housing under specific conditions determined by city policy.

3.6.2 Identify and facilitate opportunities for housing development with partners on surplus properties. The city should play an active role to facilitate the development of surplus lands owned by other organizations as affordable housing. This may involve upzoning available parcels (see 1.2), participating in efforts to raise project funding, and supporting the development process.

3.7. Coordinate the permitting and approvals process

Rationale

A consistent focus for developers, both market-rate and affordable, is the permitting process. Long delays in the process, including time required to address design changes, can increase the costs associated with holding the site and potentially risk available sources of external funding.

While discussions with developers indicated that the permitting process in Lake Stevens has been effective in meeting their needs, one particular comment suggested that there are still issues involved with receiving permits from utility companies for new development. While this is outside of the direct control of the city, evaluating potential bottlenecks and determining short- and long-term options for streamlining the broader project permitting process can be important to promote effective growth.

3.7.1 Coordinate ongoing oversight of permitting timelines. As mentioned, the permitting system in place in the city appears to be efficient in providing timely approvals for development projects. The city should continue to monitor its own permitting process, and also determine the necessary approval times for permits from other approval agencies to identify whether there are any ongoing bottlenecks that the city could look to address.

3.7.2 Coordinate with other agencies to determine approaches for reducing approval times. Based on the information from 3.7.1, the city should reach out and work with partner agencies to find ways to reduce overall project wait times. This may include solutions such as targeted technical and administrative support, or even just clearer obligations for providing responses to permit applications.

3.8. Secure additional funding for programs to support housing affordability and stability

Rationale

Providing the resources to incentivize the necessary amounts of housing at different levels of affordability under the new targets is challenging. The city can rely on partners for support and can leverage incentives such as MFTE that may not have a significant fiscal impact in practice, However, there will be additional gaps that will need to be addressed through new funding sources.

Available resources can be divided between two general sources of support:

- Internal funding, either provided through the General Fund or new sources of revenue such as sales taxes earmarked for housing (RCW 82.14.530) or special levies to support affordable housing (RCW 84.52.105).
- External funding through grant programs and other government transfers, ranging from Low-Income Housing Tax Credits (LIHTC) to direct funding for affordable housing options.

As noted previously, securing additional internal sources of funding in Lake Stevens would be extremely challenging. While the city passed the sales tax credit under Chapter 3.30 LSMC, this represents money received from the state's sales tax proceeds. Additional levies or sales taxes would require voter approval, and general voter sentiment from recent elections suggests that additional taxes would be challenging to pass.

Because of this, the city's main focus, especially in the short term, should be on identifying and securing additional sources of external funding for use. Where relevant, this should be done in conjunction with partners that would be involved with projects potentially supported with this funding.

Recommended Actions

3.8.1 Identify and secure potential sources of funding. As noted, a major focus of the city should be on identifying and acquiring sources of funding that can help Lake Stevens reach its community housing goals. As needed, especially in cases where funding would support construction of affordable units, partners should be engaged in this process.

3.8.2 Consider long-term options for more reliable internal funding. While passing new taxes may not be as feasible an option in the short-term, there may be the potential for relying on sources like these in the future. Over the longer term, the city should explore the potential for a housing levy to meet some of the identified funding gaps.

3.9. Distribute information about local housing development options

Rationale

The elements included in the Housing Action Plan and future efforts to be coordinated as part of the Comprehensive Plan process and later may help to provide additional support for housing production. However, these changes are only effective in a private real estate market as long as there is sufficient information available that can help developers, property owners, tenants, and other stakeholders make decisions.

As with other aspects of the housing market, the city is best positioned to provide information about development activity, regulations for construction, opportunities for incentives, affordable rental opportunities, and other aspects of local real estate development.

Recommended Actions

3.9.1 Maintain a guidebook for local housing programs. As the city works to implement more solutions to achieve its housing target, it should provide a common public resource describing the available programs in Lake Stevens. This source, preferably available in both hardcopy and electronic formats, would outline applications requirements for interested groups, provide all necessary forms, and outline the expected approvals process. Note that this could include a range of programs, from the MFTE incentive program described in 3.1 to the infill regulations under Chapter 14.46 Part III.

3.9.2 Provide regular communication with the development community. The city should also coordinate regular outreach to the development community about regulatory and incentive changes in addition to providing guidance for local programs as per 3.9.1. This outreach should work to inform developers working in the city about potential changes that could impact them but may also be combined with efforts under 3.5 to engage with developers about broader housing market trends and needs, and how incentives and development regulations are performing in the market.

Recommendations for Implementation

Overview

As part of the Housing Action Plan, it is important to know how to put the recommendations discussed in this document into action. These recommendations are meant to help city departments budget and plan their work, communicate with partners, and coordinate clear action steps to address housing goals.

The actions identified in this section for implementation are divided between three different recommended timeframes:

- **Short-term actions** are generally expected to be accomplished as part of the expected regular update to the Comprehensive Plan.
- **Medium-term actions** include actions to be accomplished over the next three to four years, including implementation steps for the Comprehensive Plan coordinated as part of the regular update cycle.
- **Long-term and ongoing actions** are actions expected to occur five or more years in the future. These may be related to ongoing monitoring and review, as well as efforts that may require more coordination steps after the Comprehensive Plan.

The descriptions of key implementation steps include:

- A summary of the **action** to be taken.
- References to the **recommended strategy**.
- Potential **partners** with respect to the implementation of the action.
- The expected **priority** of the action, where:
    - **Very high** priority actions are essential in achieving the housing goals identified in this Plan and should be a commitment by the city under the Plan.
    - **High** priority actions are important for achieving the goals of this Plan and should be strongly considered during Plan implementation.
    - **Moderate** priority actions are important for long-term implementation of the Plan but are not identified as part of the critical path in achieving identified goals.
- The expected **investment** required, where:
    - **Very high** investment would require significant budget allocations by the city, including significant capital expenditures and external support.
    - **High** investment would require specific budget allocations by the city, including the use of existing sources of support specifically targeted to housing-related actions.
    - **Moderate** investment would require a significant focus of staff time and resources from involved city departments, potentially including the use of external consultants.
    - **Low** investment would be expected to involve staff time and resources as allocated to regular tasks, potentially with changes to identified priorities.

Key Implementation Actions

Short-Term Implementation

1. Addressing Needs for Local Capacity

Action	Implementation Steps	Partners	Priority	Investment
1.1. Revise plans for the city's subareas	▪ Incorporate considerations of future subarea planning into the development of the Comprehensive Plan.	▪ Comp Plan consultant	Moderate	Low
1.2. Implement strategic upzoning to address housing capacity needs	▪ Identify immediate options for upzoning within the subareas in coordination with Comprehensive Plan development.	▪ Comp Plan consultant	Moderate/High	Moderate/High
1.3. Encourage different housing types	▪ Provide Code changes to implement ADU requirements from HB 1337.	(none)	High	Low
1.4. Ensure that previous efforts are considered under new state requirements	▪ Upon release of guidance from the Department of Commerce, provide documentation about substantial compliance with the requirements of HB 1110. ▪ Review guidance on the identification of properties ineligible for exclusion from HB 1110 requirements, in case Commerce does not find current zoning as substantially similar to state requirements, as per HB 1110 Sec.4(3).	▪ Department of Commerce	Very High	Moderate

Action	Implementation Steps	Partners	Priority	Investment
1.5. Coordinate ongoing monitoring and review to ensure compliance with housing targets	▪ Coordinate with Snohomish County BLR staff to develop a process to monitor and maintain records on buildable land inventory and housing yields. ▪ Develop internal reporting framework for tracking progress towards housing goals.	▪ Snohomish County Tomorrow	Moderate	High

2. Meeting Additional State Requirements

Action	Implementation Steps	Partners	Priority	Investment
2.1. Integrate considerations of special needs housing into the Code	▪ Provide Code changes to adjust the consideration of special needs housing.	(none)	Very High	Moderate
2.2. Clarify impact fees for emergency housing and ADUs	▪ Provide Code changes to clarify state requirements for impact fees with emergency housing and ADUs.	(none)	High	Low
2.3. Implement anti-displacement policies to increase housing stability	▪ Review conditions of existing mobile home parks to determine potential strategies for preservation/anti-displacement. ▪ Review needs for housing support and tenant protections as part of the development of the Housing Element of the Comprehensive Plan.	▪ Local residents ▪ Local affordable housing organizations	Moderate	High

3. Additional Strategies to Achieve Housing Goals

Action	Implementation Steps	Partners	Priority	Investment
3.1. Refine the Multifamily Housing Property Tax Exemption	▪ Provide updates to the Code as specified, including revisions for clarity, addition of a 20-year option and 12-year extension, and resale restrictions.	▪ Department of Commerce	High	Moderate
3.2. Revise the provisions for Planned Residential Developments	▪ Provide revisions to the Code that allow affordable housing to count as a public benefit for allowing a PRD. ▪ Review options for benefits under the PRD to provide a clear incentive for participation.	(none)	High	Low
3.3. Provide additional incentives to encourage affordable housing development	▪ Consider options for affordable housing incentives as part of the development of the Comprehensive Plan.	▪ Local developers	Moderate	Low
3.4. Explore the local use of community land trusts and comparable models	▪ Coordinate outreach to CLTs to ascertain options for a local CLT pilot program.	▪ Regional CLTs	Moderate	Low
3.5. Cooperate with area organizations for affordable and emergency housing	▪ Coordinate outreach to major affordable housing providers to determine future options for projects. ▪ Continue to participate in regional organizations.	▪ Affordable / emergency housing developers ▪ Emergency housing providers ▪ Housing organizations	Moderate	Low
3.6. Use surplus properties for affordable housing	▪ Provide revisions to the Code that can allow municipal property to be sold at below market rates for affordable housing. ▪ Coordinate with other organizations and agencies in the city to determine potential surplus sites for affordable housing development.	▪ Other jurisdictions (including school districts) ▪ Religious organizations ▪ Other nonprofits ▪ Affordable housing developers	Moderate	Low

Action	Implementation Steps	Partners	Priority	Investment
3.7. Coordinate the permitting and approvals process	▪ Review data on approvals timelines to determine if approval processes in other jurisdictions will impact development timelines in the city. ▪ Reach out to utility districts to determine any challenges with development approvals.	▪ Local utility districts	Moderate	Moderate
3.8. Secure additional funding for programs to support housing affordability and stability	▪ Review options for funding targeted affordable housing projects in partnership with affordable housing providers.	▪ Affordable housing developers/providers ▪ Funding agencies	Moderate	Low
3.9. Distribute information about local housing development options	▪ Develop a guidebook for local housing programs to provide information about approval and monitoring processes.	▪ Local developers / property owners	Moderate	Moderate

Medium-Term Implementation

1. Addressing Needs for Local Capacity

Action	Implementation Steps	Partners	Priority	Investment
1.1. Revise plans for the city's subareas	▪ Coordinate updates to the Downtown subarea plan ▪ Coordinate updates to the 20th Ave SE Corridor subarea plan	▪ Consultant support	High	High
1.2. Implement strategic upzoning to address housing capacity needs	▪ Develop approaches to identify neighborhood opportunities for upzoning.	(none)	High	Moderate
1.3. Encourage different housing types	▪ Coordinate the development of standardized, preapproved ADU plans.	▪ Consultant support	Moderate	High
1.4. Ensure that previous efforts are considered under new state requirements	▪ Review for compliance with state requirements.	(none)	Moderate	Low
1.5. Coordinate ongoing monitoring and review to ensure compliance with housing targets	▪ Create a process for regular collection and management of development data. ▪ Provide internal reporting on progress towards housing goals.	▪ Snohomish County Tomorrow	Moderate	Moderate

2. Meeting Additional State Requirements

Action	Implementation Steps	Partners	Priority	Investment
2.1. Integrate considerations of special needs housing into the Code	▪ Review for compliance with state requirements.	(none)	Moderate	Low
2.2. Clarify impact fees for emergency housing and ADUs	▪ Review for compliance with state requirements.	(none)	Moderate	Low

2.3. Implement anti-displacement policies to increase housing stability	▪ Develop policies for minimizing displacement from mobile home parks. ▪ Develop tenant protection ordinance. ▪ Review options for expanding homeowner and tenant assistance.	▪ Local residents ▪ Local affordable housing organizations ▪ Local developers	High	High

3. Additional Strategies to Achieve Housing Goals

Action	Implementation Steps	Partners	Priority	Investment
3.1. Refine the Multifamily Housing Property Tax Exemption	▪ Provide ongoing monitoring of the application of the tax exemptions. ▪ Review the potential for increasing affordability requirements and expanding the targeted areas.	▪ Department of Commerce	Moderate	Moderate
3.2. Revise the provisions for Planned Residential Developments	▪ Coordinate to pilot the use of the PRD to provide affordable housing as part of a development	▪ Housing developers	Moderate	High
3.3. Provide additional incentives to encourage affordable housing development	▪ Develop ordinances to implement partial impact fee waivers and bonusing to promote affordable housing.	▪ Local developers ▪ Affordable housing developers	High	Moderate
3.4. Explore the local use of community land trusts and comparable models	▪ Coordinate a pilot CLT program in the city, potentially in conjunction with other projects planned.	▪ Regional CLTs	Moderate	Moderate/High
3.5. Cooperate with area organizations for affordable and emergency housing	▪ Continue outreach to major affordable housing providers to determine future options for projects. ▪ Continue to participate in regional organizations.	▪ Affordable / emergency housing developers ▪ Emergency housing providers ▪ Housing organizations	Moderate	Low

Action		Implementation Steps	Partners	Priority	Investment
3.6.	Use surplus properties for affordable housing	▪ Determine options for using available surplus lands for development projects.	▪ Other jurisdictions (including school districts) ▪ Religious organizations ▪ Other nonprofits ▪ Affordable housing developers	Moderate	Moderate
3.7.	Coordinate the permitting and approvals process	▪ Continue monitoring development processes to determine bottlenecks with approvals. ▪ Coordinate with utility districts on options to streamline approvals for housing.	▪ Local utility districts	Moderate	Low
3.8.	Secure additional funding for programs to support housing affordability and stability	▪ Work with partner to secure funding for local affordable housing project.	▪ Affordable housing developers/providers ▪ Funding agencies	Moderate	Moderate/High
3.9.	Distribute information about local housing development options	▪ Maintain guidebook on development incentives. ▪ Provide outreach for the implications of Comprehensive Plan changes on development in the community.	▪ Local developers / property owners	High	Moderate

Long-Term Implementation

1. Addressing Needs for Local Capacity

Action	Implementation Steps	Partners	Priority	Investment
1.1. Revise plans for the city's subareas	▪ Coordinate updates to the Lake Stevens Center subarea plan ▪ Identify additional potential locations for subarea planning	▪ Consultant support	High	High
1.2. Implement strategic upzoning to address housing capacity needs	▪ Continue coordinating neighborhood-level upzoning.	(none)	High	Moderate
1.3. Encourage different housing types	▪ Coordinate the development of standardized, preapproved ADU plans.	▪ Consultant support	Moderate	Low
1.4. Ensure that previous efforts are considered under new state requirements	▪ Review for compliance with state requirements.	(none)	Moderate	Low
1.5. Coordinate ongoing monitoring and review to ensure compliance with housing targets	▪ Continue to provide internal reporting on progress towards housing goals. ▪ Apply data as part of Comprehensive Plan progress reports	▪ Snohomish County Tomorrow	High	Moderate

2. Meeting Additional State Requirements

Action	Implementation Steps	Partners	Priority	Investment
2.1. Integrate considerations of special needs housing into the Code	▪ Review for compliance with state requirements.	(none)	Moderate	Low
2.2. Clarify impact fees for emergency housing and ADUs	▪ Review for compliance with state requirements.	(none)	Moderate	Low

2.3. Implement anti-displacement policies to increase housing stability	▪ Review policies for minimizing displacement from mobile home parks. ▪ Review tenant protection ordinance. ▪ Develop pilot for expanded homeowner and tenant assistance.	▪ Local residents ▪ Local affordable housing organizations ▪ Local developers ▪ Property owners	High	High

3. Additional Strategies to Achieve Housing Goals

Action	Implementation Steps	Partners	Priority	Investment
3.1. Refine the Multifamily Housing Property Tax Exemption	▪ Provide ongoing monitoring of the application of the tax exemptions. ▪ Review the potential for increasing affordability requirements. ▪ Review the use of MFTE in the city and determine additional changes necessary for the program.	▪ Department of Commerce ▪ Consultant support	Moderate	Moderate/High
3.2. Revise the provisions for Planned Residential Developments	▪ Review applications of PRDs and determine additional changes.	▪ Housing developers	Moderate	Moderate
3.3. Provide additional incentives to encourage affordable housing development	▪ Review the application of the partial impact fee waivers and bonusing to determine the effectiveness of the programs.	▪ Local developers ▪ Affordable housing developers	High	Moderate
3.4. Explore the local use of community land trusts and comparable models	▪ Review CLT pilot (if applicable) and review potential barriers to future projects	▪ Regional CLTs	Moderate	Moderate
3.5. Cooperate with area organizations for affordable and emergency housing	▪ Continue outreach to major affordable housing providers to determine future options for projects. ▪ Continue to participate in regional organizations.	▪ Affordable / emergency housing developers ▪ Emergency housing providers ▪ Housing organizations	Moderate	Low

Action	Implementation Steps	Partners	Priority	Investment
3.6. Use surplus properties for affordable housing	▪ Determine options for using available surplus lands for additional development projects. ▪ Review progress with the use of surplus lands.	▪ Other jurisdictions (including school districts) ▪ Religious organizations ▪ Other nonprofits ▪ Affordable housing developers	Moderate	Moderate
3.7. Coordinate the permitting and approvals process	▪ Continue monitoring development processes to determine bottlenecks with approvals. ▪ Coordinate with utility districts on options to streamline approvals for housing.	▪ Local utility districts	Moderate	Low
3.8. Secure additional funding for programs to support housing affordability and stability	▪ Work with partner to secure funding for local affordable housing projects and housing support.	▪ Affordable housing developers/providers ▪ Funding agencies	Moderate	Moderate/High
3.9. Distribute information about local housing development options	▪ Maintain guidebook on development incentives. ▪ Provide outreach for the implications of Comprehensive Plan changes on development in the community.	▪ Local developers / property owners	High	Moderate

Integration with the Comprehensive Plan Update

Given the timing of the Housing Action Plan with respect to the Comprehensive Plan update cycle, there are several considerations to make when reviewing and updating relevant elements of the Plan:

- **Subarea planning.** Future updates to the subarea plans may be noted as part of the Comprehensive Plan update process, as well as high-level statements on the role of these areas in accommodating additional density. However, more detailed neighborhood planning should be pursued to ensure that planning for more dense centers can be coordinated with the maintenance and expansion of local amenities and support for local quality of life.
- **Strategic upzoning.** Upzoning can be incorporated into the development of the Future Land Use Map for the city. If desired by the city, the map may classify specific locations for upzoning to accommodate additional development.
- **Anti-displacement policies.** As there are specific requirements in the Growth Management Act for antidisplacement policies to be included in the Housing Element of the Plan,[31] these policies should be reviewed and adjusted as necessary to be incorporated into the final version of the Element.

In addition, the Department of Commerce Comprehensive Plan checklist included in Appendix B should be referenced to understand what changes may need to be made as part of the update to keep compliance with current statutory requirements.

[31] See RCW 36.70A.070(2)(h)

Appendix A: Glossary

The following are housing terms used in this report:

Accessory Dwelling Units. According to state law, an accessory dwelling unit is a dwelling unit located on the same lot as a single-family housing unit, duplex, triplex, townhome, or other housing unit. These can be "attached", or located within or attached to the housing unit, or "detached", consisting partly or completely of a separate building.

Affordable Housing. The United States Department of Housing and Urban Development (HUD) considers housing to be affordable if the household is spending no more than 30 percent of its income on housing costs, which is also the definition provided in state law. Under the Washington State *Growth Management Act*, this is defined as not exceeding 30 percent of monthly income for households at 60 percent of median household income for rental housing, 80 percent median household income for owned-occupied housing.

The term "affordable housing" is often used to describe income-restricted housing available only to qualifying low-income households. It can also include "naturally occurring" market-rate housing that is affordable at this income level.

American Community Survey (ACS). This is an ongoing nationwide survey conducted by the U.S. Census Bureau that is designed to provide communities with current data about how they are changing. The ACS collects information such as age, race, income, commute time to work, home value, veteran status, and other important data from U.S. households. ACS data is commonly used for the Community Profile section of a housing needs assessment.

Note that the availability of data depends on the size of the jurisdiction. Currently, the most precise and detailed data is only available for smaller jurisdictions through 5-year estimates, based on data collected and averaged over a five-year period.

Area Median Income (AMI). This is a term that commonly refers to the area-wide median family income (MFI) calculation provided by the US Department of Housing and Urban Development (HUD) for a county or metropolitan region. Income limits to qualify for affordable housing are often set relative to AMI or MFI. In this report, unless otherwise indicated, both AMI and MFI refer to the HUD Area Median Family Income (HAMFI).

Note that for federal, state, and local policies, Lake Stevens relies on the AMI calculated for King and Snohomish Counties.

Cost Burdened. When a household pays more than 30 percent of their gross income on housing, including all utilities except telephone, they are "cost burdened." When a household pays more than 50 percent of their gross income on housing, including utilities, they are "severely cost-burdened."

Household. A household is a group of people living within the same housing unit. The people can be related, such as family. A person living alone in a housing unit, or a group of unrelated people sharing a housing unit, is also counted as a household. Group quarters population, such as those living in a college dormitory, military barrack, or nursing home, are not considered to be living in households.

Household, Family. According to the US Census Bureau, a family is a group of two people or more (one of whom is the householder) related by birth, marriage, or adoption and residing together; all such people are considered as members of one family.

Household, Nonfamily. According to the US Census Bureau, a nonfamily household consists of a householder living alone (a one-person household) or where the householder shares the home exclusively with people to whom they are not related.

Household Income. The census defines household income as the sum of the income of all people 15 years and older living together in a household.

Income-Restricted Housing. This term refers to housing units that are only available to households with incomes at or below a set income limit and are offered for rent or sale at below-market rates. Income-restricted housing can be in public, nonprofit, or for-profit housing developments. It can also include households using vouchers to help pay for market-rate housing.

Note that for privately-owned properties, the owners typically receive a subsidy in the form of a tax credit or property tax exemption. As a condition of this subsidy, these owners must offer a set percentage of all units as income-restricted and affordable to household at a designated income level.

Low-Income. Families that are designated as low-income may qualify for income-subsidized housing units. HUD categorizes families as low-income, very low-income, or extremely low-income relative to area median family incomes (MFI), with consideration for family size. These levels are set in the state *Growth Management Act* as follows:

- Moderate income: 80–100% AMI
- Low-income: 50–80% AMI
- Very low-income: 30–50% AMI
- Extremely low-income: 0–30% AMI

Median Family Income (MFI). The median income (the amount which divides the income distribution into two equal groups, half having incomes above the median, half having incomes below the median) of all family households in the metropolitan region or county. Analyses of housing affordability typically group all households by income level relative to area median family income. The median income of non-family households is typically lower than for family households. In this report, both MFI and AMI refer to the U.S. Department of Housing and Urban Development Area Median Family Income (HAMFI).

Note that for federal, state, and local policies, Lake Stevens relies on the MFI calculated for King and Snohomish Counties.

Middle Housing. Middle (or "missing middle") housing refers to housing that falls between single-family detached housing and mid-rise apartment buildings or condos in size. This can include duplexes, triplexes, and fourplexes; townhouses; courtyard apartments or cottages; and stacked flats, among others. These housing types, while common in older housing, have not been developed at the same volume as other types of housing in recent years.

Permanent Supportive Housing. Under state law, permanent supportive housing is subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors.

Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the resident's health status, and connect the resident of the housing with community-based health care, treatment, or employment services.

Surplus Land. Surplus land is property that is owned by cities, town, or counties that is no longer needed to fulfill their needs and can be transferred or sold. The authority for cities to manage surplus property is granted by RCW 35.22.280(3).

Tenure. Tenure references the ownership of a housing unit in relation to the household occupying the unit. According to the US Census Bureau, a housing unit is "owned" if the owner or co-owner lives in the unit, even if it is mortgaged or not fully paid for. A cooperative or condominium unit is "owned" only if the owner or co-owner lives in it. All other occupied units are classified as "rented," including units rented for cash rent and those occupied without payment of cash rent.

Appendix B: Housing Needs Assessment

Introduction

Overview

This Housing Needs Assessment (HNA) provides information on key elements of Lake Stevens' housing supply and demand to support the development of the Lake Stevens Housing Action Plan (HAP). The purpose is to identify housing gaps to be addressed through the HAP and potentially updates to the Comprehensive Plan Housing Element in 2024.

This assessment highlights key elements regarding housing in Lake Stevens across five major categories:

- **Overall demographics**, including basic characteristics of the population and households across the city.
- **Housing stock and production** in the city, detailing both existing housing and trends in new housing that has been developed recently in Lake Stevens.
- **Residential real estate markets**, including trends with rents, home sale prices, and other market indicators.
- **Housing affordability** considerations, including discussions of housing burdens.
- An assessment of **equity** in housing to highlight issues of access.

In addition, this document also provides an evaluation of the current housing policies in the city's Comprehensive Plan and provides insights into the changes that will likely be necessary as part of the upcoming 2024 update to the Plan.

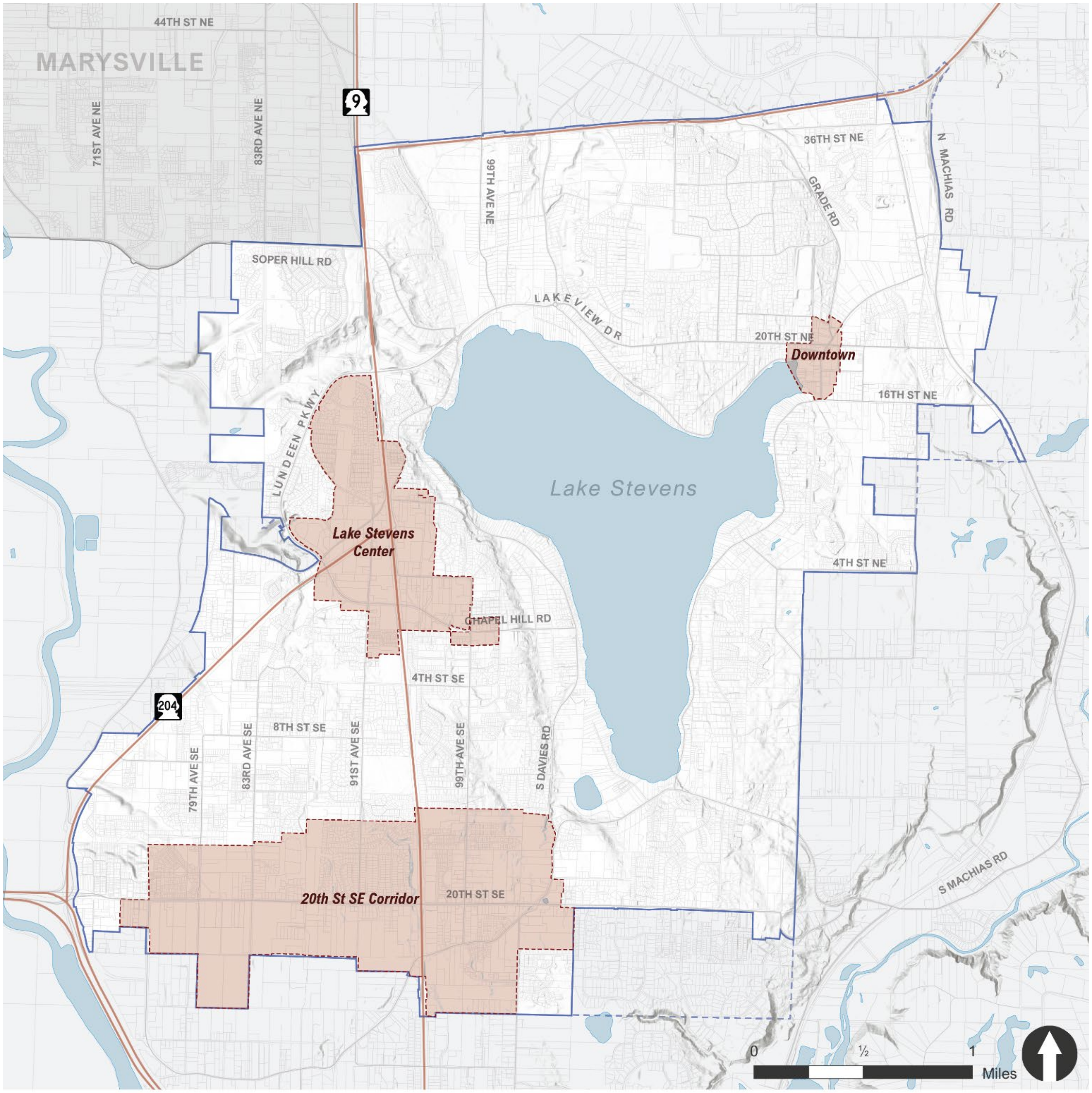
This document provides a foundation for additional steps in developing the full Housing Action Plan. This Plan will include details regarding public engagement and policy development and provide clear guidance on ongoing steps that can be taken by the city to meet future housing goals.

Study Area

This assessment addresses the housing market and inventory found within the boundaries of the city of Lake Stevens, as shown in Exhibit 29. This includes several smaller Urban Growth Areas which will likely be the focus of future annexations but are not currently part of the city proper.

The annexation history of the city is included in Exhibit 30, which highlights how the community has grown from the original town incorporated in November 1960 to the current boundaries surrounding Lake Stevens. The extension of the city around the entire lake was completed as of 2021 through an interlocal agreement with Snohomish County.

Exhibit 24. Overview, Lake Stevens and Surrounding Areas.



Legend

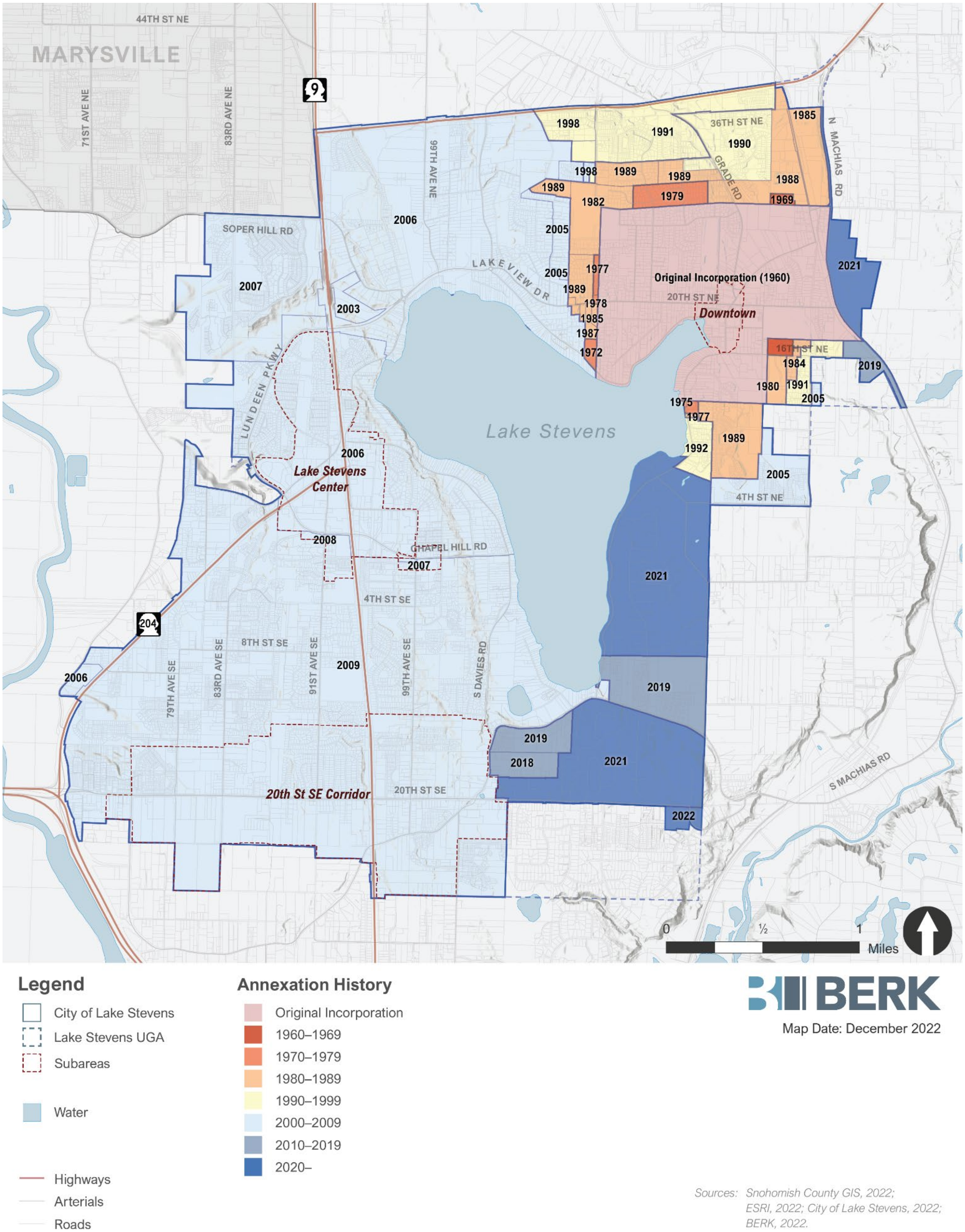
- City of Lake Stevens
- Lake Stevens UGA
- Subareas
- Water
- Highways
- Arterials
- Roads

BERK

Map Date: December 2022

Sources: Snohomish County GIS, 2022; ESRI, 2022; City of Lake Stevens, 2022; BERK, 2022.

Exhibit 30. Annexation History, Lake Stevens.



Data Sources

The evaluation of housing, households, and population relies on several data sources:

- **Washington State Office of Financial Management (OFM).** The OFM provides official data on population and housing counts for communities across the state, with regular post-censal estimations provided between official counts from the US Decennial Census. Additionally, OFM compiles current and historical data from individual communities on housing units built by type.
- **American Community Survey (ACS).** The US Census Bureau provides regular yearly surveys to track a range of demographic information, both to provide regular updates to information collected as part of the US Decennial Census, and to compile more detailed information on a variety of topics, such as household incomes, housing costs, education, and other characteristics. For the purposes of this assessment, the 2020 5-year dataset is used for key household and demographic characteristics.
- **Community Housing Affordability Survey (CHAS).** Although the ACS provides detailed information about demographics at a local level, this data set does not include information comparing many of these statistics to information about local housing costs. The US Department of Housing and Urban Development (HUD) uses the source data from the ACS and combines this with available information on housing costs to provide tables that are primarily used to evaluate housing cost burdens, as well as crosstab information useful for housing policies. The most recent dataset relies on 2019 5-year ACS data.
- **Private residential market data providers.** Companies such as Zillow and CoStar compile sources of information related to residential market conditions that can be useful in highlighting current housing costs and other relevant statistics, and do not have the delays associated with the ACS and CHAS data described above. These sources are used in the document as relevant to provide an understanding of current conditions.
- **City and County data sources.** Datasets from the City of Lake Stevens and Snohomish County have also been incorporated into these assessments. The major geographic datasets used to develop the maps in this report are sourced from the city and county, and there are some assessments of property characteristics that rely on data available from the Snohomish County Assessor. Additionally, population targets are derived from Snohomish County's Countywide Planning Policies.[32]

[32] See the Snohomish County Countywide Planning Policies webpage for more information.

Policy Context

Overview

This section highlights the current policy context for housing with the City of Lake Stevens. This provides an overall summary of three major components relevant to new housing yields in the city:

- A summary of **current zoning** and the types of residential development allowed in these areas.
- Recent **city actions** taken since 2018 that are relevant to increasing the production of housing, including both market-rate and affordable housing options.
- **Statutory changes to planning requirements** that will impact the upcoming revisions to the housing element of the city's Comprehensive Plan. These are primarily focused on the changes resulting from HB 1220 which was passed in 2021 to amend the provisions of the *Growth Management Act* (GMA).
- A **policy audit** based on Department of Commerce guidance highlighting changes that will be necessary to be compliant with new requirements.

Zoning

Current zoning is provided in Exhibit 31, with a table showing the total areas in each zoning district in Exhibit 32. Note that residential development is technically permitted as of right in all districts except the Business District (BD) and Public / Semi-Public (P/SP) zoning districts, although commercial and mixed-use areas aside from the Planned Business District only allow apartments built over permitted nonresidential uses.[33]

Across the city, the largest zoning districts include the R4, R6, and R8-12 districts, which comprise much of the low- to moderate-density residential development in the city. These districts allow cottage developments and up to fourplexes as of right, and the R8-12 district permits townhomes and rowhouses. The Waterfront Residential (WR) zone, which includes much of the land directly abutting the lake, allows for cottages and duplexes, but duplexes can only be accommodated on parcels that are 25% larger than the smallest single-family lots permitted (12,000 square feet, versus 9,600 square feet for single-family homes).[34]

[33] See Table 14.40-I, LSMC 14.40.070. Also note that under LSMC 14.44.065, there are constraints to accessory apartments allowed in industrial districts.

[34] See "Duplexes in Single-Family Zones", LSMC 14.48.020.

Exhibit 25. Zoning, Lake Stevens.

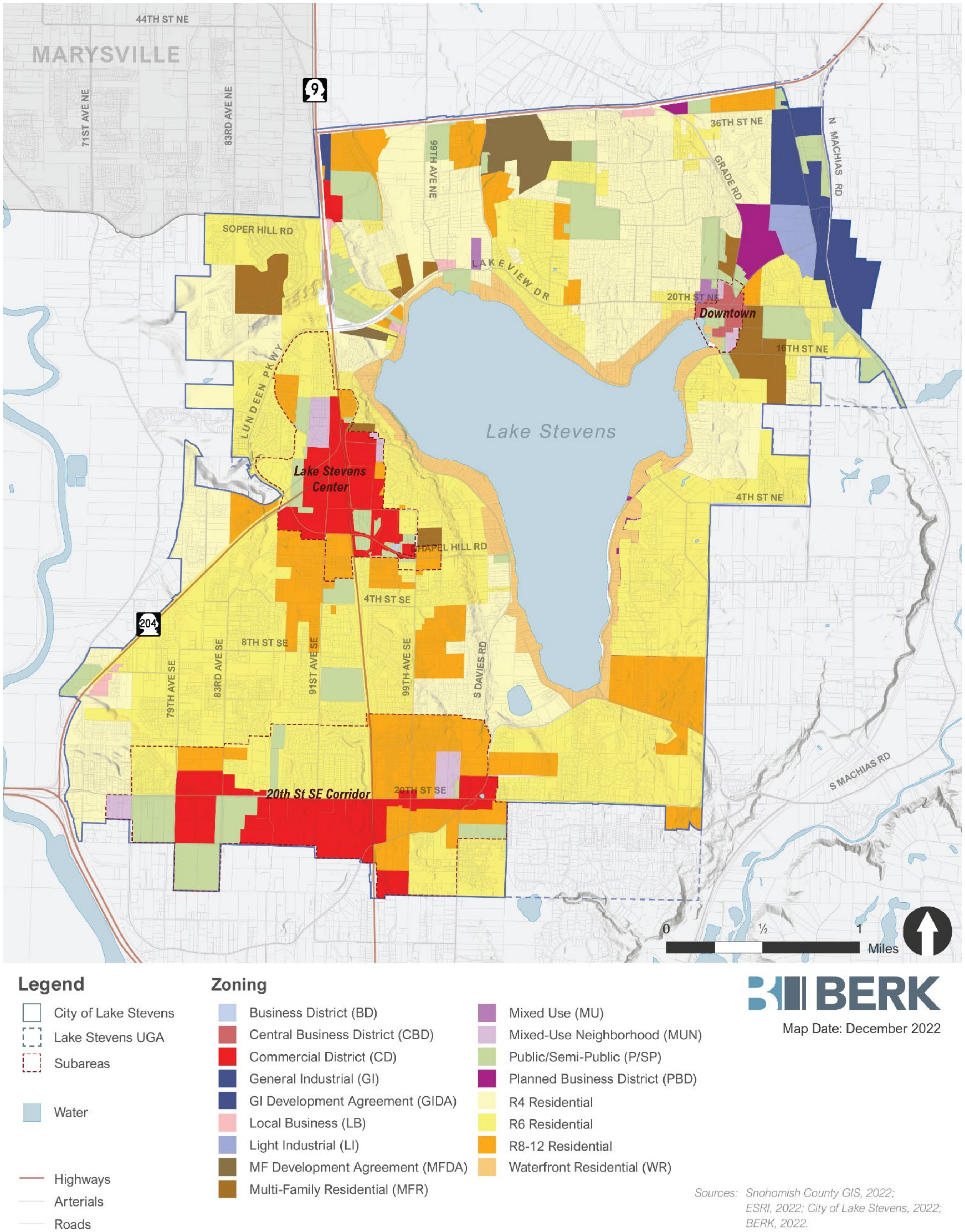


Exhibit 32. Total Area by Zoning District, Lake Stevens.

	Zoning District	Area (acres)	% of Total
BD	Business District	0.9	0.02%
CBD	Central Business District	16.3	0.3%
CD	Commercial District	327.3	5.6%
GI	General Industrial	148.0	2.5%
GIDA	GI Development Agreement	7.0	0.1%
LB	Local Business	17.3	0.3%
LI	Light Industrial	35.4	0.6%
MFDA	MF Development Agreement	64.0	1.1%
MFR	Multi-Family Residential	124.5	2.1%
MU	Mixed Use	10.7	0.2%
MUN	Mixed-Use Neighborhood	49.3	0.8%
P/SP	Public / Semi-Public	448.0	7.7%
PBD	Planned Business District	41.4	0.7%
R4	R4 Residential	1,282.5	21.9%
R6	R6 Residential	2,319.5	39.6%
R8-12	R8-12 Residential	642.2	11.0%
WR	Waterfront Residential	316.3	5.4%

Source: City of Lake Stevens, 2022.

Recent City Actions

The city has made several recent changes relevant to housing development in Lake Stevens:

- Ordinance 1030 in 2018 provided new regulations for Accessory Dwelling Units (ADU), included in the code under LSMC 14.44.045. This was presented to comply with RCW 43.63A.215, which required cities with populations greater than 20,000 to allow ADUs within the community, and amended the previous code which managed these uses similar to duplexes.
- Ordinance 1068 (2019) eliminated the volunteer Design Review Board and shifted these responsibilities to city staff to streamline the development process.

- Ordinances 1080 and 1081 in 2020 provided for several changes resulting from consultation with an advisory committee. These included:
    - Overall adjustments to zoning district designations.
    - Reduced minimum lot sizes.
    - Provisions for lot size averaging (LSMC 14.48.085).
    - Additional defined housing types and revisions to existing definitions.
    - Expanded housing types allowed in residential districts.
    - Expanded infill regulations under Part III of Chapter 14.46 LSMC.
- Ordinance 1082 in 2020 allowed for the receipt of the sales and use tax credit permitted under RCW 82.14.540 for affordable housing.
- Ordinance 1103 (2020) created a Multifamily Housing Tax Exemption (MFTE) program under Chapter 3.27 LSMC for the city as per Chapter 84.14 RCW, This provides 12 years of exemption from property taxes on the value of residential improvement on a site in exchange for 20% of housing units being reserved for low- or moderate-income households (up to 80% of AMI for Snohomish County). Eligible “residential targeted areas” are designated as per Resolution 2020-23.
- Ordinance 1118 (2020) increased thresholds for projects receiving categorical exemptions as minor new construction to up to 30 single-family housing units and 60 units in multifamily residential projects.

Several of these changes have been instituted as per state legislative amendments under HB 1923 in 2019, which provided cities with exemptions from review under the State Environmental Policy Act (SEPA) for key actions related to promoting moderate-density, “missing middle” housing types.

Statutory Changes to Planning Requirements

At the state level, HB 1220 in 2021 amended the requirements of the *Growth Management Act* (Chapter 36.70A RCW) to address several housing issues in the state through local Comprehensive Plans. Under changes to the stated goals of the GMA, communities are now obligated to “plan for and accommodate housing affordable to all economic segments of the population of this state” (RCW 36.70A.020(4)). This provides clear direction from the state that all cities must accommodate a range of different housing types that can accommodate a variety of incomes.

In addition to the broad changes to housing-related goals under the GMA, there are several key changes that will be required to the city’s Comprehensive Plan to align with new requirements. Most of these elements are included under changes to the requirements for housing elements under RCW 36.70A.070(2), and will impact the required updates to the city’s Comprehensive Plan Housing Element. These include the following:

- **Accommodate moderate density housing options.** Under (2)(b), the housing element must now include statements about goals, policies, and objectives related to “moderate density housing options including, but not limited to, duplexes, triplexes, and townhomes”.

Additionally, (2)(c) states that land capacities must consider "consideration of duplexes, triplexes, and townhomes". These changes make explicit mention to consider these housing types in the housing element.

- **Identify sufficient capacities for providing housing across income categories.** According to (2)(a), the housing element must include projected housing needs that are provided by the Washington Department of Commerce. These projected needs incorporate estimates for housing needs for moderate (80–120% of Area Median Income, or AMI), low (50–80% AMI), very low (30–50% AMI), and extremely low-income (0–30% AMI) households. The requirements under (2)(c) also require that sufficient amounts of land are allocated for these households in communities, and (2)(d) reinforces that adequate provisions must be made to help meet these needs.
- **Provide capacity for emergency housing, emergency shelters, and permanent supportive housing.** In addition to the projections of housing needs under (2)(a), estimates of needs for emergency housing, emergency shelters, and permanent supportive housing will be provided by the Department of Commerce to counties for inclusion in city housing elements, and (2)(c) requires that sufficient land capacity is coordinated by the city for these uses.
- **Consider other provisions to meet existing and projected housing needs.** Aside from the broad statement of needs under these revisions, requirements under (2)(d) highlight that the housing element should document the actions needed to address housing availability, including increased funding, changes in development regulations, matching housing locations with employment, and considering accessory dwelling units to help meet housing needs.
- **Consider and address racially disparate impacts in housing.** Housing elements must now make explicit considerations of current and historical policies and regulations that result in "racially disparate impacts, displacement, and exclusion in housing" under (2)(e). This can include discriminatory zoning, disinvestment in communities, and availability of infrastructure. Requirements under (2)(f) also mandate that communities work to implement policies and regulations that work to undo these impacts.
- **Establish anti-displacement policies.** Finally, the requirements under (2)(g) and (h) highlight that areas that may be at higher risk of displacement due to changes in zoning development regulations and capital investment should be identified. These areas should be supported with anti-displacement policies that would preserve historical and cultural communities and ensure that households of all incomes can remain within the community. These policies can include such efforts as equitable development initiatives, inclusionary zoning, community planning requirement, tenant protections, and land disposition policies.

Policy Audit

To support efforts by communities to comply with new requirements under the *Growth Management Act*, the state Department of Commerce has compiled a set of checklists to ensure that updates to local Comprehensive Plans will align with state law. For the upcoming Comprehensive Plan update cycle, major checklists are presented to highlight changes necessary to the Comprehensive Plan, critical areas ordinance, and other elements of city code.

Although a full evaluation of the entire checklist would not be relevant for the Housing Action Plan, this report does include sections from the Plan and development regulations checklists to highlight areas where the city may not be compliant with current state requirements. Relevant excerpts from that checklist include:

- Housing (Exhibit 33)
- Zoning (Exhibit 34)
- Impact fees (Exhibit 35)

Exhibit 26. Department of Commerce Checklist for Comprehensive Plan Updates (Section I / Housing).

Requirement	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
a. Goals, policies, and objectives for the preservation, improvement, and development of housing. RCW 36.70A.070(2)(b) and WAC 365-196-410(2)(a)	**Yes.** Chapter 3 of the Comprehensive Plan includes goals regarding housing preservation, improvement, and development. Policy 3.14 in the Comprehensive Plan specifically promotes moderate density housing options.	**No.**	Note Goal 3.6 (page H-20) and associated policies in particular for housing preservation and improvement, especially related to community revitalization and maintenance of existing affordable housing. While changes to these goals, policies, and objectives will occur as part of this update, this is currently in compliance with these statutory/regulatory requirements.
b. Within an urban growth area boundary, consideration of duplexes, triplexes, and townhomes. RCW 36.70A.070(2)(c) amended in 2021, WAC 365-196-300	**Yes.** Policy 3.14 in the Comprehensive Plan specifically promotes small multifamily housing, and duplexes, triplexes, and townhomes are included in LSMC Table 14.40-I.	**No.**	Note that revisions to the code may be required under new provisions from HB 1110 to include more middle housing options and expand the provision of townhomes. See E2SHB 1110.PL Sec. 3(5).
c. Consideration of housing locations in relation to employment locations and the role of ADUs. RCW 36.70A.070(2)(d) amended in 2021	**Yes.** Policy 3.1.1 and 3.1.4 encourage housing that is “equitably and rationally” distributed, and Policies 2.14.1 and 3.5.1 consider higher densities, mixes of land uses, and pedestrian access to employment to address distances between home and work locations. Policy 3.1.6 allows for ADUs in all residential zones with certain considerations of neighborhood quality.	**No.**	Given the auto-oriented nature of the community and low jobs-to-residents ratio, considering locations of housing versus employment may be more challenging than in other communities. However, this may be strengthened with additional policies regarding a focus on transit-supported residential development.

Requirement	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
d. An inventory and analysis of existing and projected housing needs over the planning period, by income band, consistent with the jurisdiction's share of housing need, as provided by Commerce. RCW 36.70A.070(2)(a) amended in 2021, WAC 365-196-410(2)(b) and (c)	**Yes.** Housing needs for extremely low-, very low-, and low-income households are provided in Table 3.5. Goal 3.1 specifically indicates the need to provide housing at all income levels, and Goal 3.2 provides for special needs and affordable housing.	**Yes.**	This section needs to be updated to consider the specific targets determined by Snohomish County Tomorrow to consider updates to general targets, targets by income band, and needs for emergency and permanent supportive housing.
e. Identification of capacity of land for housing including, but not limited to, government-assisted housing, housing for moderate, low, very low, and extremely low-income households, manufactured housing, multifamily housing, group homes, foster care facilities, emergency housing, emergency shelters, permanent supportive housing. RCW 36.70A.070(2)(c) amended in 2021, WAC 365-196-410(e) and (f)	**Yes.** Buildable lands estimates are included in the Comprehensive Plan in Chapter 2 (Land Use), which includes a summary of residential land capacity available to reach these targets.	**Yes.**	The current Comprehensive Plan includes discussions of land capacity, but this needs to be updated to consider both changes in buildable land capacity in the city and targeted capacity for housing targets by income band / type established by Snohomish County Tomorrow.
f. Adequate provisions for existing and projected housing needs for all economic segments of the community. RCW 36.70A.070(2)(d) amended in 2021, WAC 365-196-010(g)(ii), WAC 365-196-300(f), WAC 365-196-410 and see Commerce's Housing Action Plan (HAP) guidance: Guidance for Developing a Housing Action Plan	**Yes.** Housing needs across the communities are provided in Table 3.4 of the Comprehensive Plan, while needs for extremely low-, very low-, and low-income households are provided in Table 3.5. Goal 3.1 specifically indicates the need to provide housing at all income levels, and Goal 3.2 provides for special needs and affordable housing.	**Yes.**	The current Comprehensive Plan needs to be updated to consider housing targets by income band / type established by Snohomish County Tomorrow in projected housing needs. Additionally, specific considerations of special needs housing, including emergency and permanent transitional housing options, need to be included in the Comprehensive Plan.

Requirement	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
g. Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including: ▪ Zoning that may have a discriminatory effect; ▪ Disinvestment; and ▪ Infrastructure availability RCW 36.70A.070(e) new in 2021	**No.**	**Yes.**	A new section regarding racially disparate impacts and anti-displacement policies needs to be included in the Comprehensive Plan. Note elements included in the Housing Action Plan that discussion racially disparate impacts and exclusion.
h. Establish policies and regulations to address and begin to undo racially disparate impacts, displacement, and exclusion in housing caused by local policies, plans, and actions. RCW 36.70A.070(2)(f) new in 2021	**No.**	**Yes.**	A new section regarding racially disparate impacts and anti-displacement policies needs to be included in the Comprehensive Plan.
i. Identification of areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations and capital investments. RCW 36.70A.070(2)(g) new in 2021	**No.**	**Yes.**	A new section regarding racially disparate impacts and anti-displacement policies needs to be included in the Comprehensive Plan. Note elements included in the Housing Action Plan that discussion racially disparate impacts and exclusion.

Requirement	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
j. Establish anti-displacement policies, with consideration given to the preservation of historical and cultural communities as well as investments in low, very low, extremely low, and moderate-income housing; equitable development initiatives; inclusionary zoning; community planning requirements; tenant protections; land disposition policies; and consideration of land that may be used for affordable housing. RCW 36.70A.070(2)(h) new in 2021	**No.**	**Yes.**	A new section regarding racially disparate impacts and anti-displacement policies needs to be included in the Comprehensive Plan.

Exhibit 27. Department of Commerce Checklist for Comprehensive Plan Updates (Section II / Zoning).

Requirement	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
a. Zoning designations are consistent and implement land use designations that accommodate future housing needs by income bracket as allocated through the countywide planning process (RCW 36.70A.070(2)(c) - Amended in 2021 with HB 1220)	**No.** While previous future housing needs identified through the Comprehensive Plan included some targets by income level, current zoning and land use designations have not been clearly linked to achieving these targets.	**Yes.**	Note that under the provisions of RCW 36.70A.070(2)(c), the allocation of building capacity by zones is required to permit housing to meet these needs to be built. However, these designations themselves cannot mandate the actual construction of these projects, which must be promoted through other means.
b. Permanent supportive housing or transitional housing must be allowed where residences and hotels are allowed. RCW 36.70A.390 New in 2021, (HB 1220 sections 3-5) "permanent supportive housing" is defined in RCW 36.70A.030; "transitional housing" is defined in RCW 84.36.043(2)(c)	**No.** Permanent supportive housing and transitional housing as defined under statute may be managed under LSMC 14.08.010 as Level I to III Health and Social Service Facilities. These designations are not permitted in all areas where residences are allowed, as per LSMC Table 14.40-I.	**Yes.**	Note that requirements for mixed-use development/apartments above permitted nonresidential uses in the LB, CBD, CD, LI, and GI zones under LSMC Table 14.40-I may be applied to these housing types as well.

Requirement	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
c. Indoor emergency shelters and indoor emergency housing shall be allowed in any zones in which hotels are allowed, except in cities that have adopted an ordinance authorizing indoor emergency shelters and indoor emergency housing in a majority of zones within one mile of transit. Indoor emergency housing must be allowed in areas with hotels. RCW 35A.21.430 amended in 2021, RCW 35.21.683, amended in 2021, (HB 1220 sections 3-5) "emergency housing" is defined in RCW 84.36.043(2)(b)	**Yes.** Provisions for Level III Health and Social Service Facilities include emergency shelter under this definition. These uses are allowed in all zones where hotels and motels are allowed. See LSMC Table 14.40-II for more information.	**No.**	Note that definitions under LSMC 14.08.010 should be adjusted to use the nomenclature provided in state statute to avoid confusion.
d. The number of unrelated persons that occupy a household or dwelling unit except as provided in state law, for short term rentals, or occupant load per square foot shall not be regulated or limited by cities. (HB 5235), RCW 35.21.682 new in 2021, RCW 35A.21.314 new in 2022, RCW 36.01.227 new in 2021	**No.** There are no clear considerations in the Code regarding unrelated persons.	**No.**	Note that this only applies in cases where long-term leases (at least month-to-month) are in place. Short-term rentals and hotels/motels can still be regulated accordingly.
e. Limitations on the amount of parking local governments can require for low-income, senior, disabled and market-rate housing units located near high-quality transit service. RCW 36.70A.620 amended in 2020 and RCW 36.70A.600 amended in 2019	**Yes.** With respect to the requirements under (1) through (3), the city is not currently served by transit routes with sufficient frequency to be considered "high-quality" and subject to these requirements	**No.**	Note that future changes in transit service could justify changes to the parking requirements, but this is not likely in the short term.

Requirement	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
f. Family day care providers are allowed in all residential dwellings located in areas zoned for residential or commercial RCW 36.70A.450. Review RCW 43.216.010 for definition of family day care provider and WAC 365-196-865 for more information.	**No.** Provisions for in-home family day care uses are managed under home occupations as per LSMC 14.44.015(k), and are permitted in R4, WR, R6, R8-12, MFR, MU, and PBD zones as per LSMC Table 14.40-I. However, family day care providers are excluded from other zones where residential dwellings are allowed (including locations that only permit apartments above permitted nonresidential uses).	**Yes.**	As per WAC 365-196-865(1), note that these uses may be regulated as conditional in the Code. While this cannot preclude the accommodation of these uses as per RCW 36.70A.450(4), they can provide for conditions to manage potential impacts of this use.
g. Manufactured housing is regulated the same as site-built housing. RCW 35.21.684 amended in 2019, RCW 35.63.160, RCW 35A.21.312 amended in 2019 and RCW 36.01.225 amended in 2019. A local government may require that manufactured homes: (1) are new, (2) are set on a permanent foundation, and (3) comply with local design standards applicable to other homes in the neighborhood but may not discriminate against consumer choice in housing. See: National Manufactured Housing Construction and Safety Standards Act of 1974	**Yes.** The definitions of manufactured housing provided in LSMC 14.08.010 do not preclude their definition as a single-family detached unit as long as they can be defined as a "structure". Note that manufactured/mobile home parks are regulated separately as per LSMC Table 14.40-I, and allowed only as an administrative conditional use in many residential zones. However, individual units are permitted separately.	**Yes.**	It may be useful to provide clarity in the Code that manufactured homes are regulated the same as site-built housing, provided the conditions under RCW 35.21.684(1), as this is not explicit.

Requirement	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
h. Accessory dwelling units: cities (and counties) must adopt or amend by ordinance, and incorporate into their development regulations, zoning regulations and other official controls the requirements of RCW 36.70A.698 amended in 2021. Review RCW 36.70A.696 amended in 2021 through 699 and RCW 43.63A.215(3) Watch for new guidance from Commerce on the Planning for Housing webpage.	**N/A.** Note that these provisions under RCW 36.70A.698 do not apply in Lake Stevens, given that there are no "major transit stops" in the city as per RCW 36.70A.696(7).	**N/A.**	
i. Residential structures occupied by persons with handicaps, and group care for children that meets the definition of "familial status" are regulated the same as a similar residential structure occupied by a family or other unrelated individuals. No city or county planning under the GMA may enact or maintain ordinances, development regulations, or administrative practices which treat a residential structure occupied by persons with handicaps differently than a similar residential structure occupied by a family or other unrelated individuals. RCW 36.70A.410, RCW 70.128.140 and 150, RCW 49.60.222-225 and WAC 365-196-860	**No.** Uses such as child residential mental health care, private adult treatment homes, and residential facilities for the disabled may be managed under LSMC 14.08.010 as Level I or II Health and Social Service Facilities. These designations are not permitted in all areas where potentially comparable residential structures are allowed, as per LSMC Table 14.40-I. This includes areas where apartments are allowed	**Yes.**	Also see RCW 35A.63.240. Note that under 42 U.S.C. Sec. 3602(h), these provisions do not cover illegal drug addiction. Note that the provisions of RCW 36.70A.410 may apply differently depending on the design and scale of the development.

Requirement	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
j. Affordable housing programs enacted or expanded under RCW 36.70A.540 amended in 2022 comply with the requirements of this section. Examples of such programs may include density bonuses within urban growth areas, height and bulk bonuses, fee waivers or exemptions, parking reductions, expedited permitting conditioned on provision of low-income housing units, or mixed-use projects. WAC 365-196-300. See also RCW 36.70A.545 and WAC 365-196-410(2)(e)(i) "affordable housing" is defined in RCW 84.14.010 Review RCW 36.70A.620 amended in 2020 for minimum residential parking requirements	**N/A.** Note that provisions that allow additional height under LSMC 14.38.050 in exchange for public benefits (including affordable housing) are not covered under this provision.	**No.**	Note that the provisions in LSMC 14.38.050(7) need to be significantly revised, as the definitions of rental and owner-occupied housing affordability are not correct. The city may also investigate the potential of including additional height, bulk, and density incentives under RCW 36.70A.540. Also note that provisions in RCW 35A.63.300 regarding density bonuses for affordable housing on property owned by religious organizations need to be incorporated into the Code. This would apply to housing affordable to households at 80% of median family income.
k. Limitations on regulating: outdoor encampments, safe parking efforts, indoor overnight shelters and temporary small houses on property owned or controlled by a religious organization. RCW 36.01.290 amended in 2020	**No.** Note that provisions for timing under LSMC 14.44.038(b) for outdoor encampments do not comply with restrictions under RCW 35A.21.360(2)(d) regarding the period, frequency, and number of encampments allowed. Also note that zoning restrictions on temporary encampments may not be allowed as per LSMC Table 14.40-I if they contravene RCW 35A.21.360(2)(a) by not allowing encampments altogether on sites owned by religious organizations.	**Yes.**	Note that the reference provided in the checklist is specifically for counties. RCW 35A.21.360 is the specific reference for code cities. Separation requirements of 1,000 feet are allowed under RCW 35A.21.360(2)(f) for multiple encampments. Also note that RCW 35A.21.360 includes provisions for safe parking, indoor overnight shelters, and temporary small houses which may need to be considered. Although the lack of such ordinances may not be out of compliance with statute, these uses may also need to be included in the Code (potentially as part of a memorandum of understanding).

Exhibit 28. Department of Commerce Checklist for Comprehensive Plan Updates (Section II / Impact Fees).

Requirement	In Current Regs? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes
a. If adopted, impact fees are applied consistent with RCW 82.02.050 amended in 2016, .060 amended in 2021, .070, .080, .090 amended in 2018 and .100. WAC 365-196-850 provides guidance on how impact fees should be implemented and spent.	**Yes.** Provisions of Chapters 14.100 (school), 14.112 (traffic), and 14.120 (parks) LSMC are generally consistent with requirements under the statute.	**No.**	Note that capital facilities planning needs to be updated in the Comprehensive Plan to be consistent with the use of funds under LSMC 14.120.130(b).
b. Jurisdictions collecting impact fees must adopt and maintain a system for the deferred collection of impact fees for single-family detached and attached residential construction, consistent with RCW 82.02.050(3) amended in 2016	**Yes.** See Chapter 14.124 LSMC.	**No.**	
c. If adopted, limitations on impact fees for early learning facilities. RCW 82.02.060 amended in 2021	**Yes.** Note that park and school impact fees are calculated for residential uses only, and traffic mitigation impact fees are specifically calculated based on peak hourly trips (with adjustments based on pass-through/pass-by trips) as per LSMC 14.120.080. This fulfills the requirement under RCW 82.02.060(3).	**No.**	Note that the Code does not include optional reductions in impact fees for early learning facilities as per RCW 82.02.060(2) and (4).
d. If adopted, exemption of impact fees for low-income and emergency housing development RCW 82.02.060 amended in 2021. See also definition change in RCW 82.02.090(1)(b) amended in 2018	**No.** While an exemption for low-income housing is not currently in place, the Code should explicitly state that emergency housing is not subject to impact fees as per RCW 82.02.090(1)(b).	**Yes.**	Also note that the City should explore the use of 80% impact fee waivers under RCW 82.02.060(4) for affordable housing.

Local Housing Assessment

Overview

As part of the assessment of the Lake Stevens context relevant to current and future housing needs, this report provides an evaluation of key statistics in several areas:

- City demographics of population and households
- Housing stock and production in the city
- Residential real estate market statistics
- Housing affordability
- Equity in housing

Through an evaluation of these indicators, this assessment will highlight important considerations that should be made going forward with respect to the policies and actions included in the Housing Action Plan.

Demographics

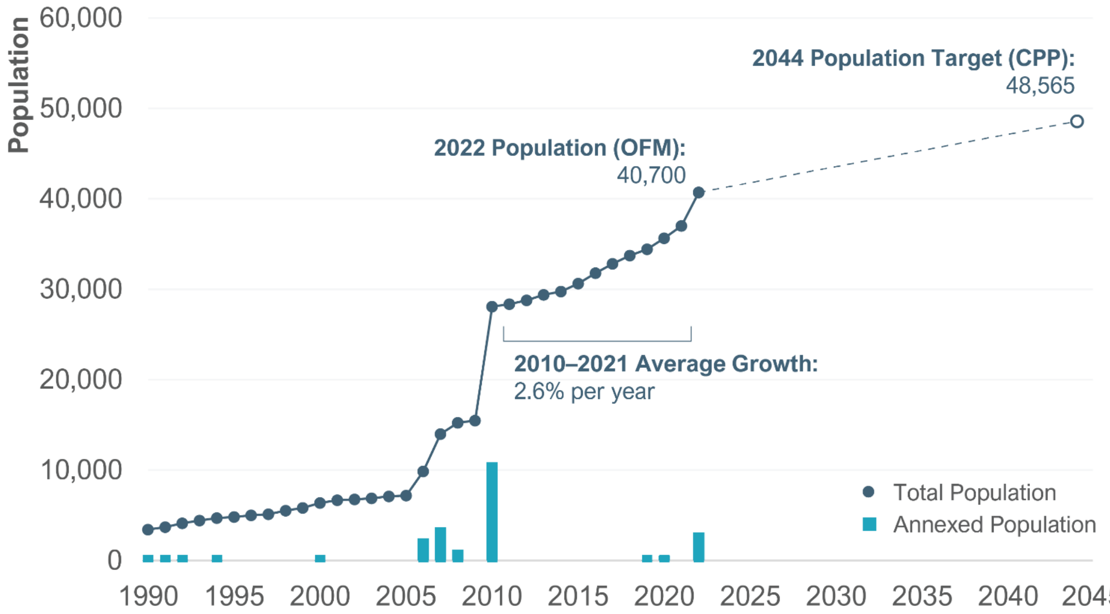
Exhibits 36 to 43 include data on the demographics of the current population of Lake Stevens. This includes the following:

- Exhibit 36 includes historical population totals and annexed population from 1990 to 2020, as well as prospective future population targets for 2044 under the current Countywide Planning Policies.
- Exhibit 37 presents a profile of the current population by age cohorts for Lake Stevens in 2020, compared with the corresponding Snohomish County age profile.
- Exhibit 38 provides the 2020 median incomes for all households as well as family and non-family households and compares these values between Lake Stevens and Snohomish County.
- Exhibit 39 gives a distribution of household by income intervals for Lake Stevens, with Snohomish County data provided for comparison.
- Exhibit 40 presents the distribution of households by the size of the household and their tenure (e.g., whether they rent or own their home).
- Exhibit 41 includes a distribution of households by their general household type and tenure.
- Exhibit 42 provides the distribution of the population of Lake Stevens by race and ethnicity for 2020.
- Exhibit 43 presents a comparison of the distribution of population by race for Lake Stevens and Snohomish County in 2020.

From these figures, the following conclusions can be reached:

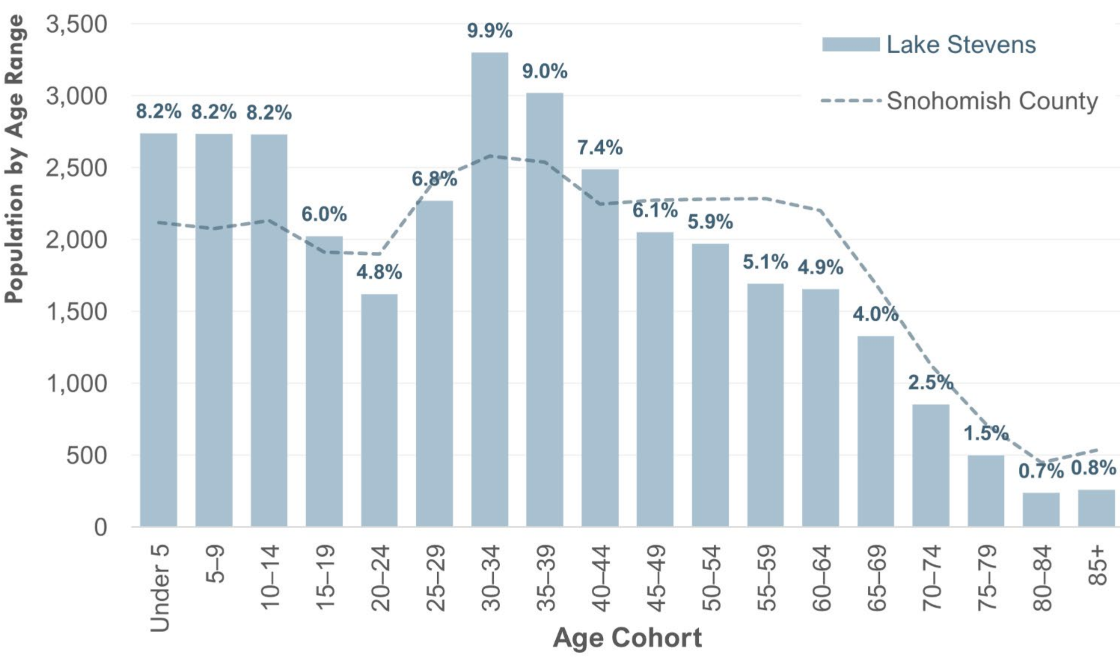
- **Lake Stevens has experienced significant growth over the past several years.** Due to new development and annexation, Lake Stevens has grown significantly, from 28,342 people in 2011 to 40,700 in 2022. This represents a growth rate of 3.2% per year, double the Snohomish County average of 1.6% per year. Expected targets for the city under the Countywide Planning Policies project more modest growth over the long term, increasing to 48,565 people for the city by 2044.
- **The community in Lake Stevens is young, but the proportion of senior households is increasing.** Compared with Snohomish County, Lake Stevens has a higher proportion of children up to 14 years old and adults ages 30 to 44. This is also reflected in the high local proportion of small families with 2 to 4 members, which form over half of the local households. However, from 2015 to 2020, households of senior couples increased the most, expanding by about 46%.
- **Local incomes are generally around the county average and have a narrower distribution.** Overall, Lake Stevens households had a median income of $93,087 in 2020, higher than the County median of $89,273. Compared to the County, family households are slightly lower, while non-family (typically people living alone) have slightly higher incomes. Lake Stevens also has a narrower distribution of household incomes (see Exhibit 38), with higher proportions of households with incomes between $75,000 and $200,000 than the County.
- **People of color represent a smaller proportion of the population than in the County.** In Lake Stevens, there are a greater proportion of white individuals than people of color than in the County. This is shown in the breakdown in Exhibit 41. Only 15% of local residents identify as people of color, with 9% identifying as Hispanic/Latino. In contrast, 27% of the County population identifies as a person of color.

Exhibit 29. Historical Population, Annexations, and Future Targets, Lake Stevens, 2000–2044.



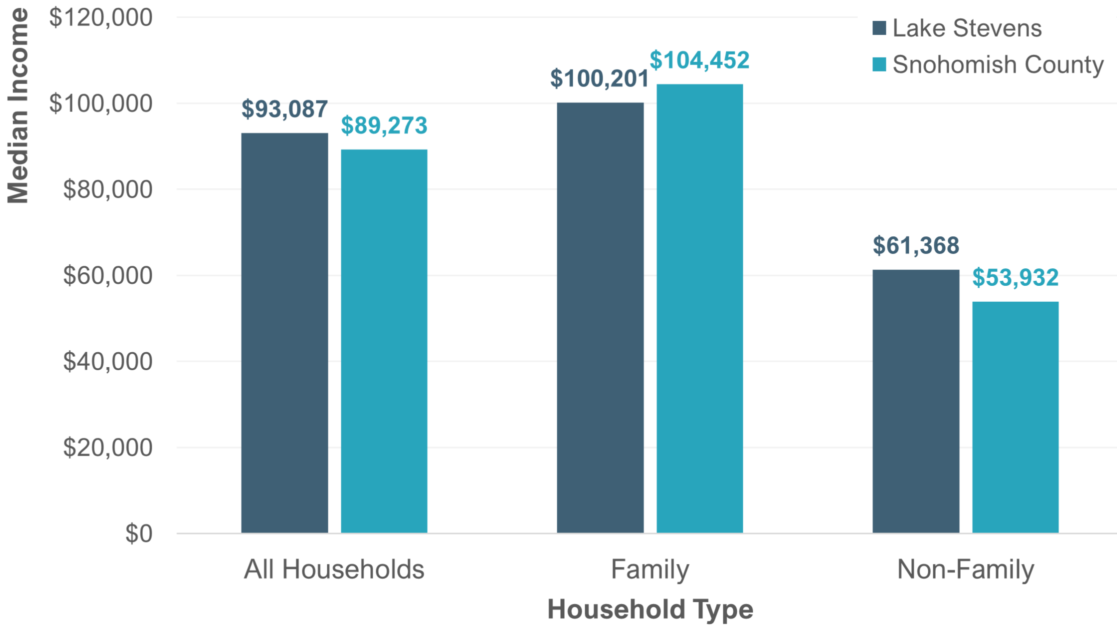
Sources: WA Office of Financial Management, 2022; Snohomish County, 2022.

Exhibit 30. Population Age Profile, Lake Stevens and Snohomish County, 2020.



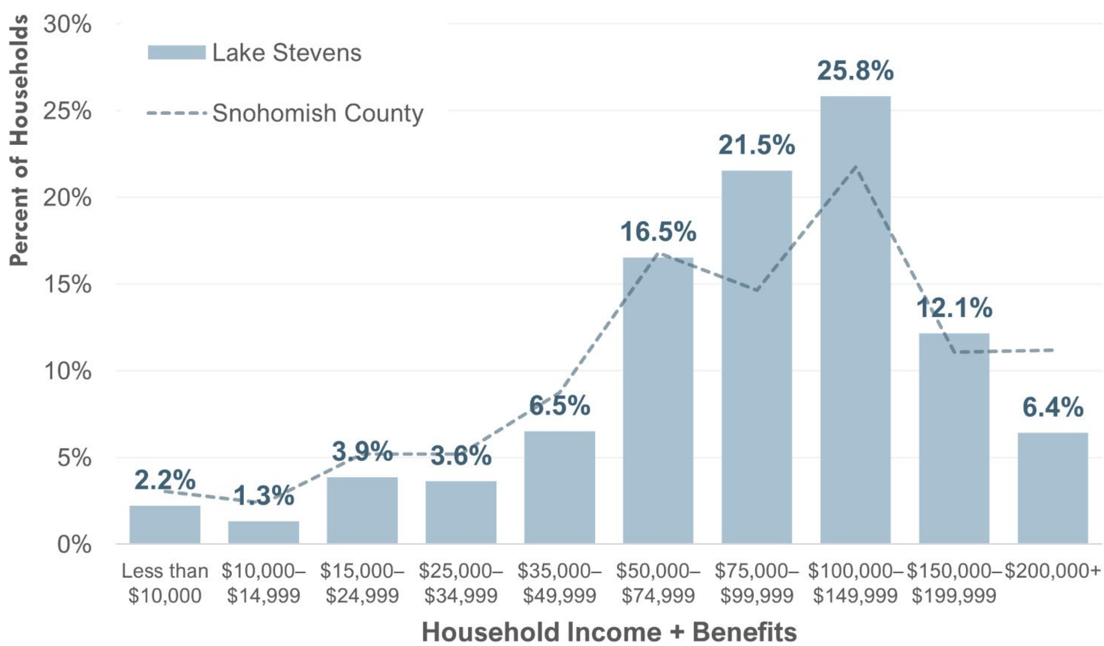
Source: US Census Bureau, 2016-2020 American Community Survey 5-Year Estimates.

Exhibit 31. Median Income of Household Types, Lake Stevens and Snohomish County, 2020.



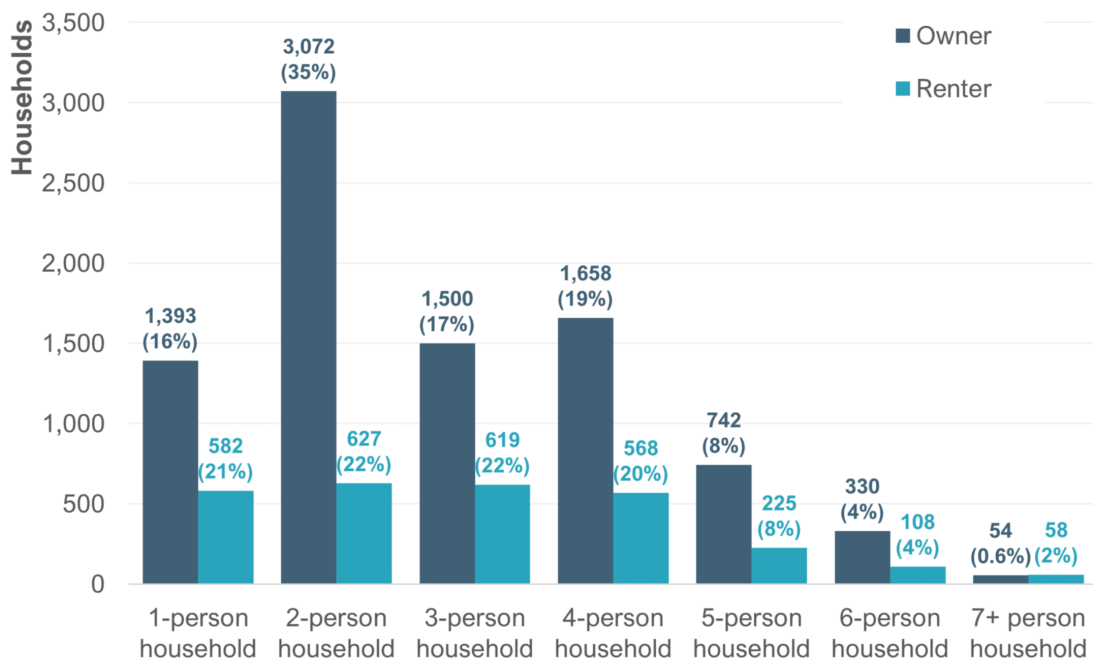
Source: US Census Bureau, 2016-2020 American Community Survey 5-Year Estimates.

Exhibit 32. Distribution of Household Income, Lake Stevens, 2020.



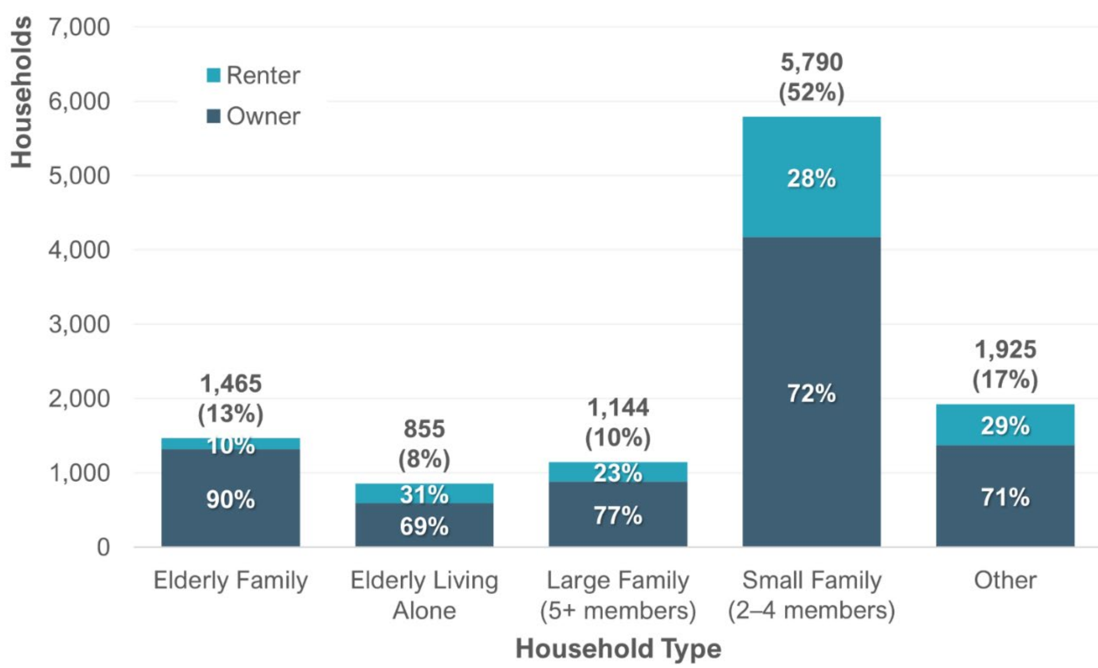
Source: US Census Bureau, 2016-2020 American Community Survey 5-Year Estimates.

Exhibit 40. Distribution of Households by Size and Tenure, Lake Stevens, 2020.



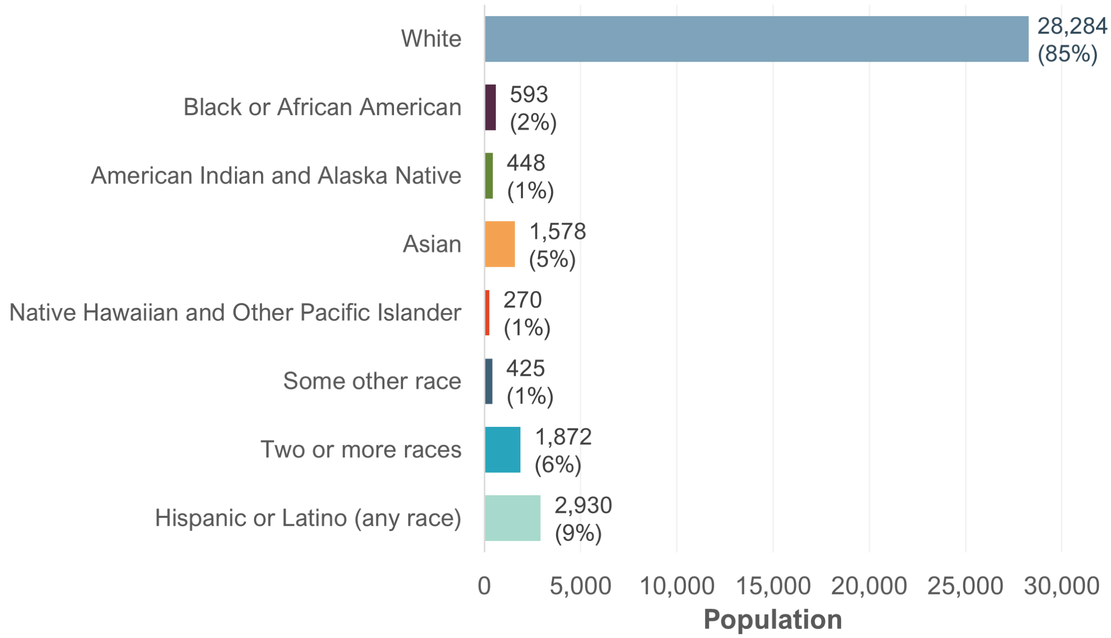
Source: US Census Bureau, 2016-2020 American Community Survey 5-Year Estimates.

Exhibit 33. Distribution of Households by Type and Tenure, Lake Stevens, 2020.



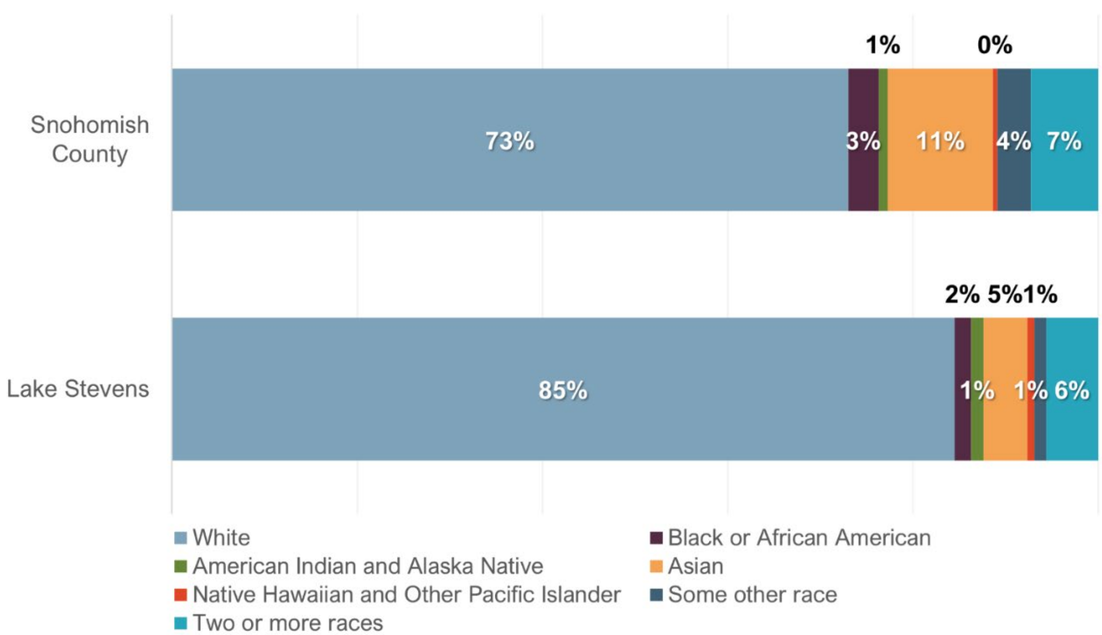
Source: US Census Bureau, 2016-2020 American Community Survey 5-Year Estimates.

Exhibit 34. Distribution of Population by Race/Ethnicity, Lake Stevens, 2020.



Source: US Census Bureau, 2016-2020 American Community Survey 5-Year Estimates.

Exhibit 35. Comparison of Population Distribution by Race. Lake Stevens and Snohomish County, 2020.



Source: US Census Bureau, 2016-2020 American Community Survey 5-Year Estimates.

Housing Stock and Production

Exhibits 44 to 50 provide information about the current housing stock and historical housing production in Lake Stevens to highlight trends and potential gaps in available supplies. This information includes the following:

- Exhibit 44 provides the housing units found in the city from 1990 to 2022, as well as the housing units annexed during that time. (Note that the current Snohomish Countywide Planning Policies provide growth targets by population and not housing.)
- Exhibit 45 gives the breakdown of the current housing inventory in 2022 according to the type of units (e.g., single-family homes, apartments, mobile homes, etc.).
- Exhibit 46 indicates the total frame housing completed over the past 10 years, from 2012 to 2022. Note that mobile homes are not included in this figure, but do not account for a substantial amount of new housing over this period.
- Exhibit 47 provides an evaluate of the housing units developed by year between 2010 and 2022, as well as a breakdown of the housing types developed.
- Exhibit 48 compares housing production in Lake Stevens for 2012–2022 with surrounding communities in Snohomish County.
- Exhibit 49 presents the total number of ADUs developed from 2010 to 2022 based on OFM data.
- Exhibit 50 shows the buildable lands inventory conducted as part of the 2021 Buildable Lands Report. This information highlights vacant, underutilized, or partially-used sites that would be able to accommodate additional growth.

One important note with these statistics is that information on housing production is based on the fiscal year basis used by OFM in reporting. This means that production for each listed year represents the last three quarters of the previous year and the first quarter of the year provided.

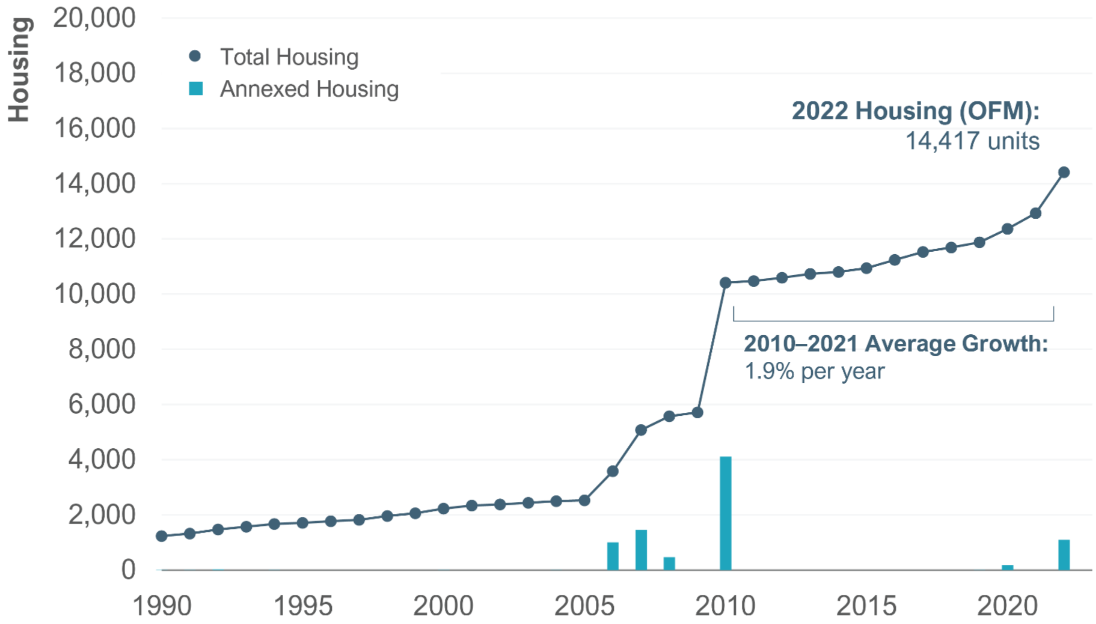
The following conclusions can be drawn from this information:

- **Single-family housing dominates Lake Stevens' housing stock and recent production.** As of April 2022, Lake Stevens had 14,417 housing units. About 81% of housing in Lake Stevens is single-family detached housing, with an additional 3% being manufactured or mobile homes. Since 2012, single-family homes have also dominated housing production, outpacing production of all other types. This housing composition is not uncommon for a community lacking transit options and urban centers but is notably different than other communities in the county.
- **Recent housing production favored larger multifamily projects.** In recent developments, multifamily development has been skewed more toward larger multifamily projects with five or more units. This represented about 16% of total production between 2012 and 2022, with most of this stock coming online in 2021 and 2022.
- **Recently ADU production has been limited but is growing.** When examining permit records on ADU production, only about 11 units have been produced since 2019.

However, six of those units were produced between April 2021 and 2022, reflecting a notable (but slight) increase in the uptake of the program.

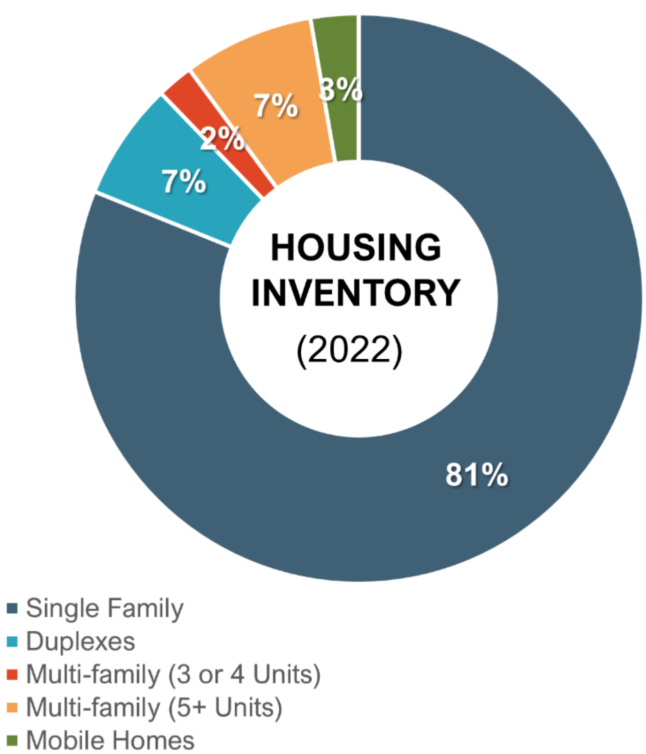
- **Future development will need to be accommodated re-developable and infill sites.** Estimates of future growth capacity in Lake Stevens suggest that long-term growth can be accommodated within the UGA, with the 2021 Buildable Lands Report indicating that up to 4,311 housing units can be accommodated in the city and UGA, about 2,080 units of which is in pending projects within the development pipeline. However, only 8% of this capacity consists of vacant lands, meaning that a large proportion of the remaining capacity is in redevelopable (28%) and infill (17%) sites.

Exhibit 36. Total Housing Units and Annexed Housing, Lake Stevens, 1990–2022.



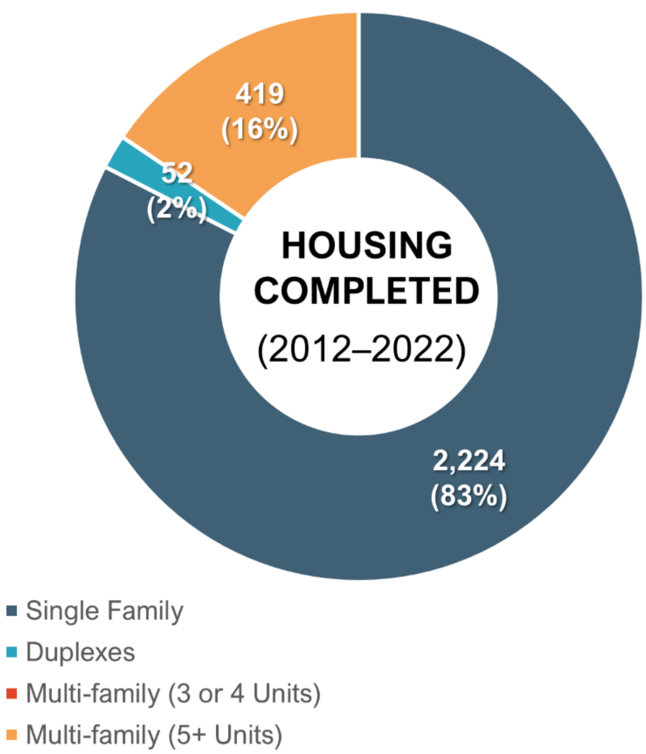
Source: Washington Office of Financial Management, 2022.

Exhibit 37. Housing Inventory, Lake Stevens, 2022.



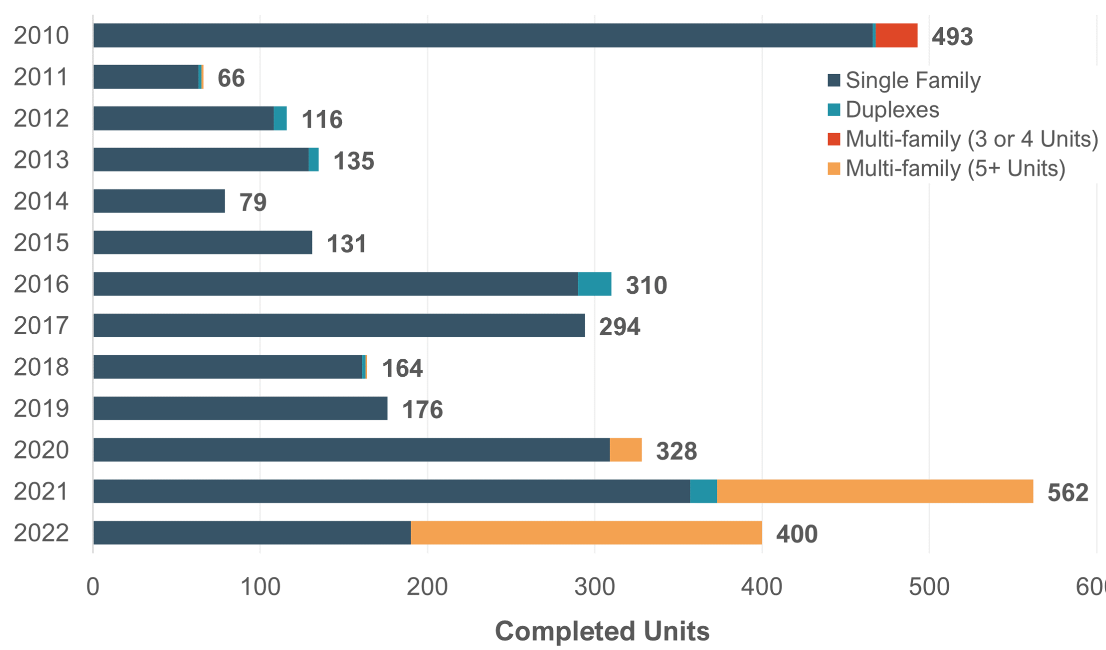
Source: Washington Office of Financial Management, 2022.

Exhibit 38. Total Housing Completed by Type, Lake Stevens, 2010–2022.



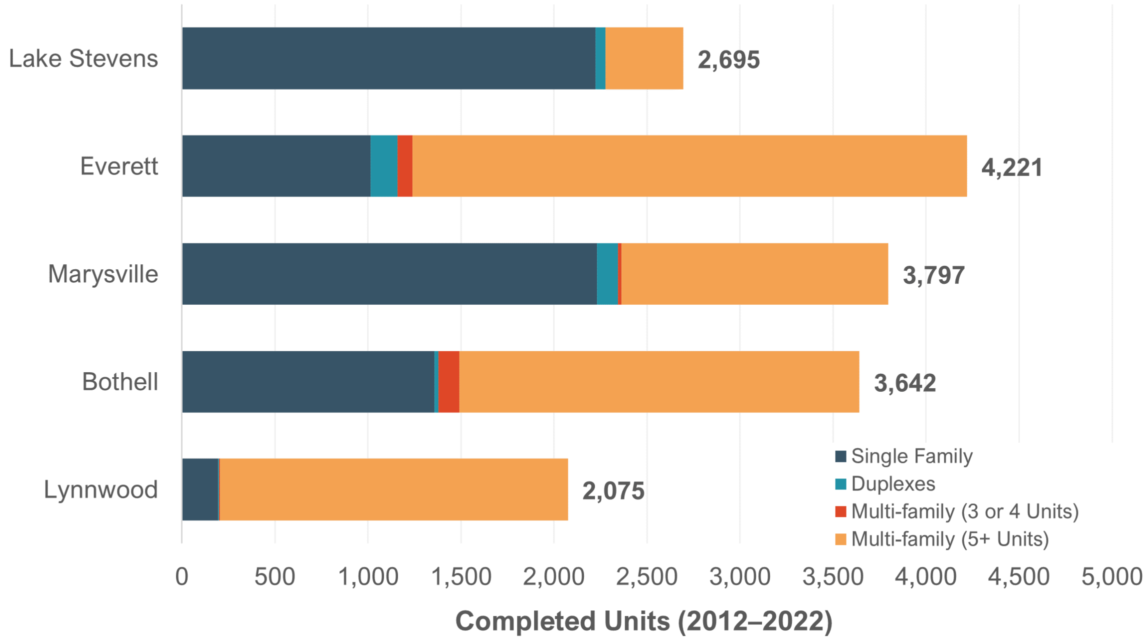
Source: Washington Office of Financial Management, 2022.

Exhibit 39. Housing Completed by Year and Type, Lake Stevens, 2010–2022.



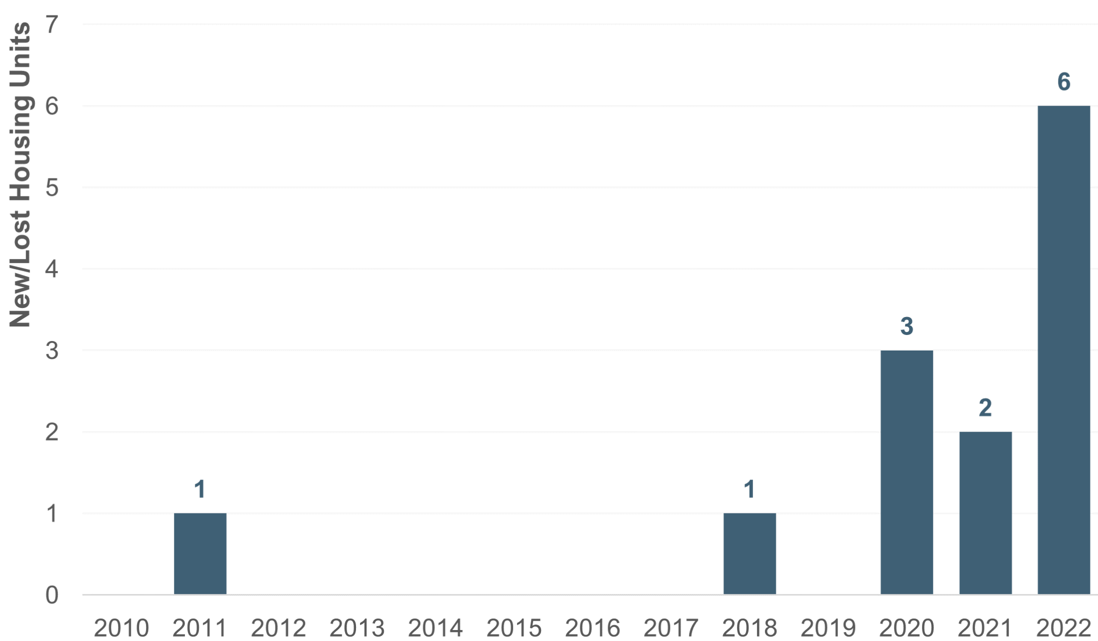
Source: Washington Office of Financial Management, 2022.

Exhibit 40. Comparisons of Housing Units Completed by City, 2012–2022.



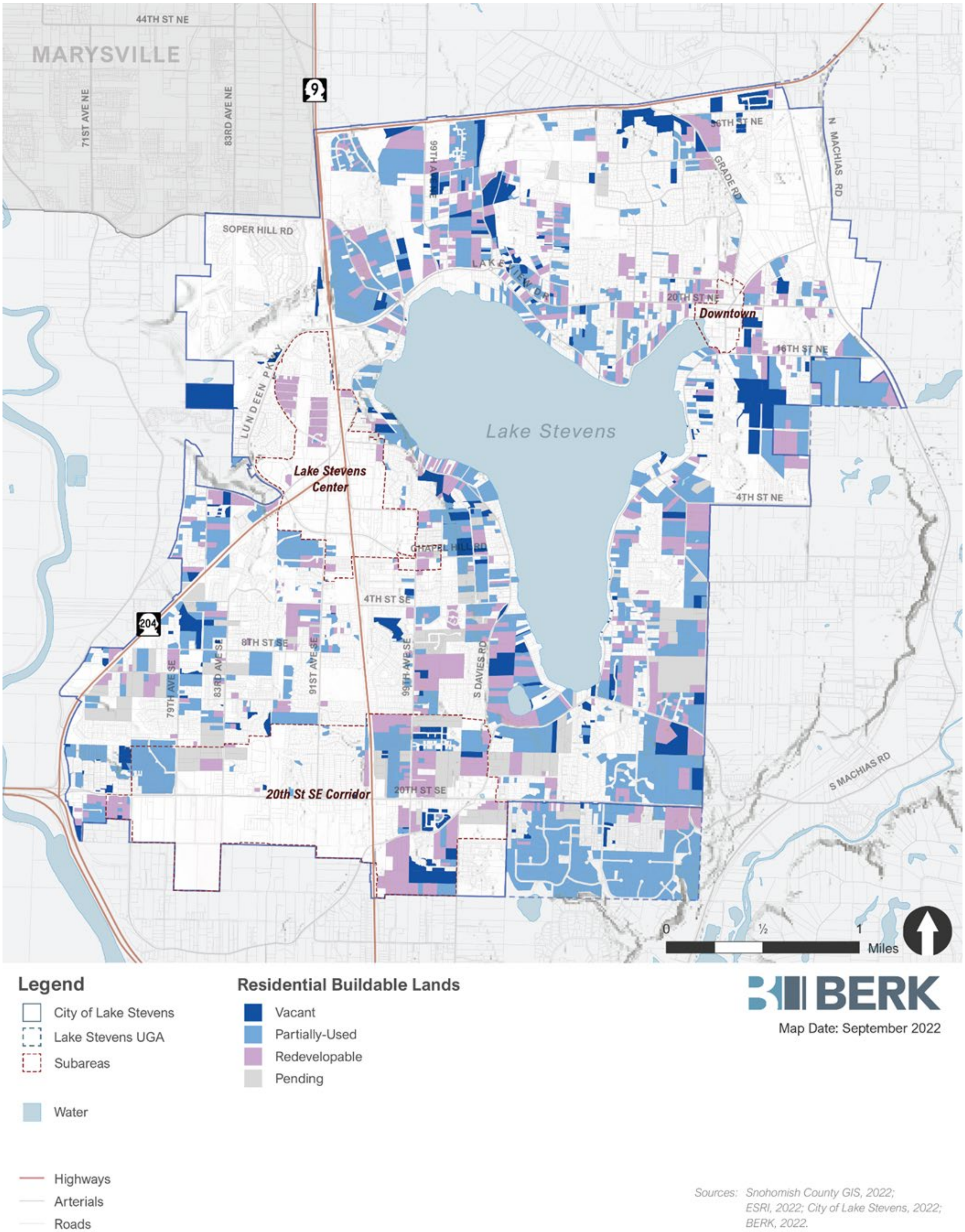
Source: Washington Office of Financial Management, 2022.

Exhibit 49. ADUs Completed by Year, Lake Stevens, 2010–2022.



Source: Washington Office of Financial Management, 2022.

Exhibit 50. Buildable Lands Inventory, Lake Stevens, 2021.



Residential Real Estate Markets

Residential real estate data can provide current insights on housing prices and trends as of October 2022. This information is drawn primarily from CoStar for rental housing statistics and from Zillow for information on owner-occupied housing.

The exhibits included below (Exhibits 51 to 57) provide the following information:

- Exhibit 51 presents data on effective rents (calculated as asking rents less concessions) for rental units in Lake Stevens by unit size (number of bedrooms) between 2000 and 2022.
- Exhibit 52 uses the data provided in Exhibit 51 and calculates these rents as a percentage of median family income from the ACS.[35]
- Exhibit 53 gives the year-over-year changes in rent between 2001 and 2022 for Lake Stevens and the broader Seattle metro area.
- Exhibit 54 provides stabilized vacancy rates for 2000–2022 for Lake Stevens and the broader Seattle metro area.
- Exhibit 55 shows the sales volume and sale price per unit for purchases of multifamily housing in Lake Stevens from 2000 to 2022.
- Exhibit 56 provides the "Zillow Housing Value Index" (ZHVI) from 2004 to 2022, which is a constant-quality index that provides a general measure of the sale price of a home in Lake Stevens. This main ZHVI value provided gives estimates based on the middle third of the housing stock in the city by house value, while the "high" and "low" values on the chart represent the top third and bottom third by value. For comparison, the Snohomish County and Seattle metro mid-range values are also provided.
- Exhibit 57 presents the ratio of the ZHVI with median family income for Lake Stevens, determined similarly to the values provided for Exhibit 52. While this does not indicate the monthly housing costs for homeowners in the city, it can highlight the differences between household incomes and housing prices over time.

This information highlights the following:

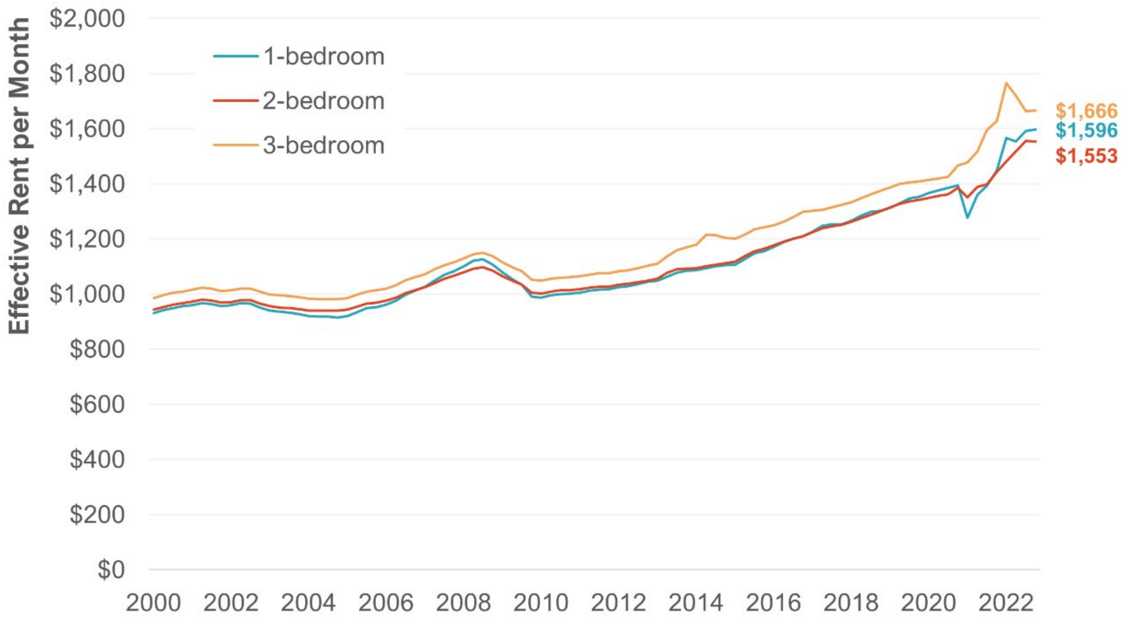
- **Rents for Lake Stevens have largely kept pace with local incomes.** Although rents in Lake Stevens have increased steadily since 2010, this has grown at a rate comparable to local median incomes. One-bedroom apartments are projected to be affordable to households at around 76% of the city's median family income. Two- and three-bedroom apartments are affordable at 62% and 58% of the median income, respectively. This has not experienced drastic changes recently; note that all of these values peaked in 2016.
- **However, recent rent growth suggests that affordability could become more of an issue.** Current rents as of October 2022 have increased by 8.8% from Q4 2021. This represents a significant post-pandemic increase in rents and outpaced the increases in Snohomish County for Q4 (6.2% YOY). Higher short-term increases may reflect additional

[35] Note that for 2021 and 2022, median incomes are projected using methods comparable to those used by HUD in calculating current Area Median Income statistics.

short-term challenges with affordability that would not be reflected in the affordability measures discussed previously.

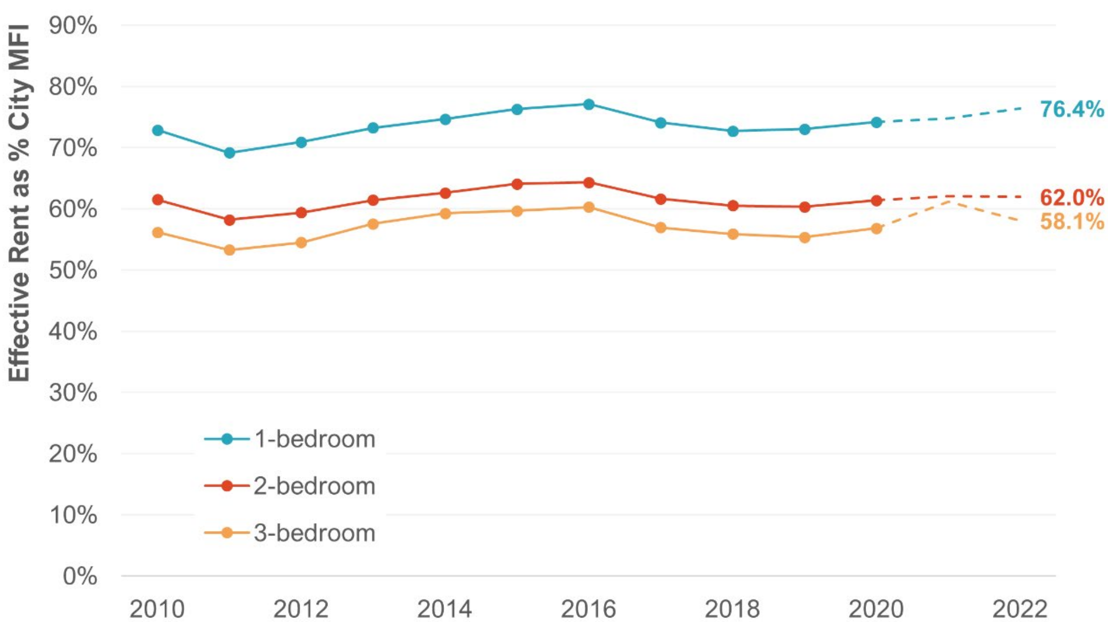
- **Vacancy rates have been low in Lake Stevens.** Stabilized vacancy rates available from CoStar highlight that the rental market in Lake Stevens may be tighter than in Snohomish County as a whole, with 3.0% vacancy rates in October versus 4.2% for the rest of the county. Generally, vacancy rates for Lake Stevens have been lower than the county over time.
- **Recent sales have suggested more private market activity with multifamily residential real estate.** Although the Lake Stevens market has been characterized by relatively low sales volume for multifamily real estate over the past 20 years, recent activity and sharper increases in estimated sales prices per unit indicate more private equity demand for multifamily development.
- **Owner-occupied housing has experienced significant increases in sales prices, but the market is poised for a correction.** Unlike rental housing in Lake Stevens, which has been relatively stable in comparison to median family income, owner-occupied housing prices have been increasing notably faster than incomes, a trend also reflected in regional and national markets. After the trough in prices experienced in 2012, housing prices have increased from about 2.86 times median income to an estimated 6.23 times income. While a correction has been noted in the most recent data available, it is not likely to result in significant increases in affordability given increases in mortgage interest rates.

Exhibit 41. Effective Rent by Unit Size, Lake Stevens, 2000–2022.



Source: CoStar, 2022.

Exhibit 42. Affordability of Effective Rent in % Local Median Income, Lake Stevens, 2010–2022.

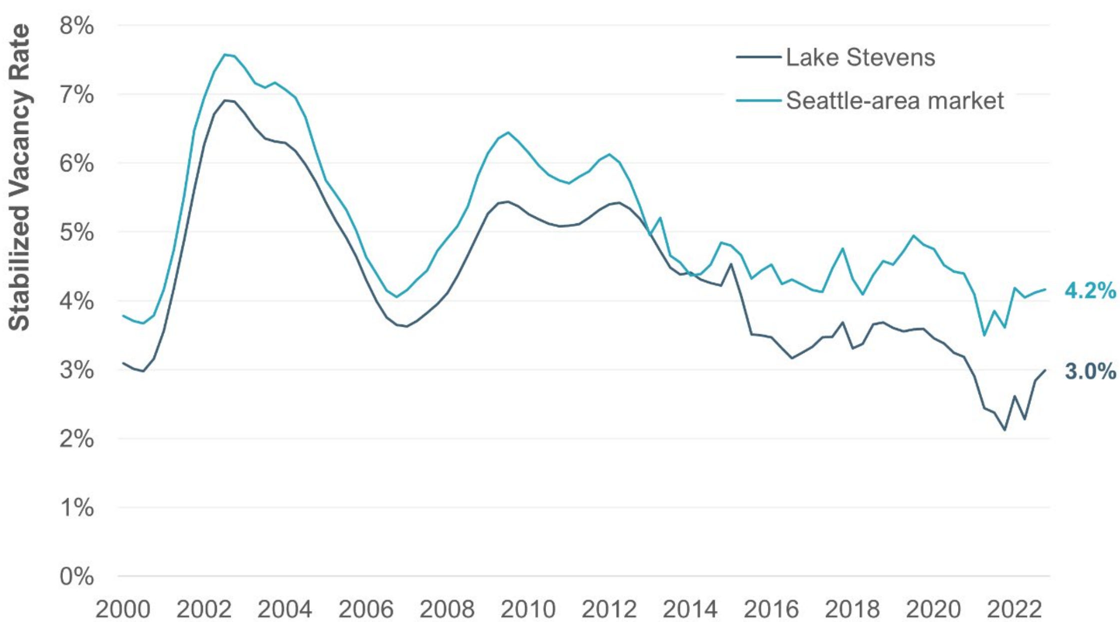


Source: US Census Bureau, American Community Survey 5-Year Estimates, 2010–2020.

Exhibit 43. Year-Over-Year Rent Changes, Lake Stevens and Seattle Metro Area, 2001–2022.

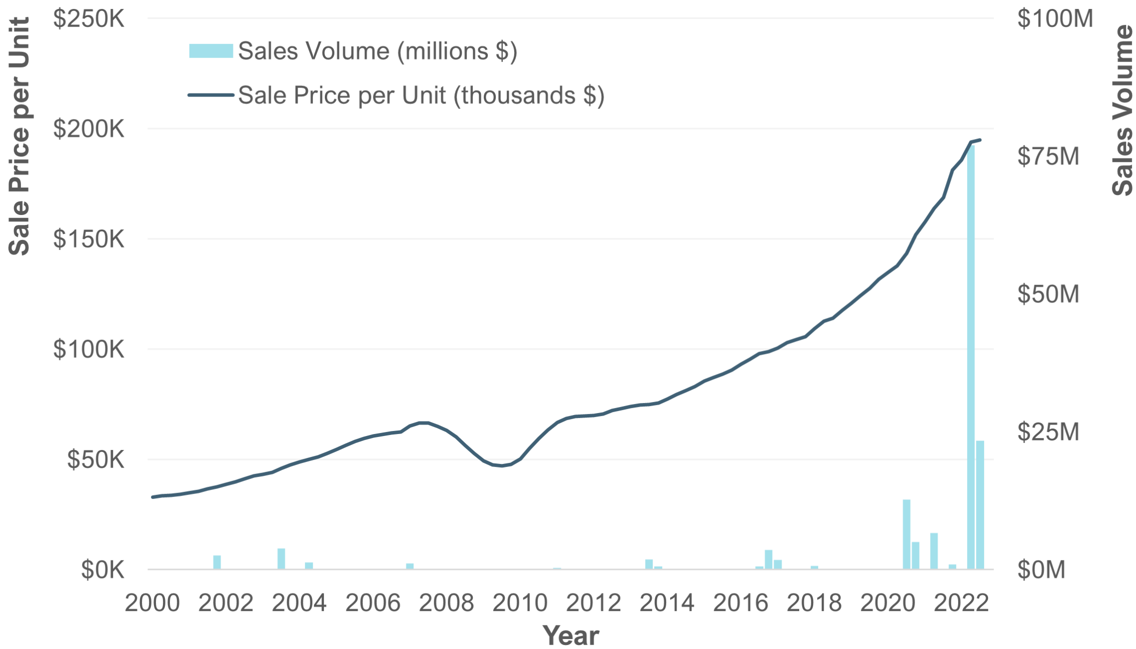
Source: CoStar, 2022.

Exhibit 44. Stabilized Vacancy Rates, Lake Stevens and Seattle Metro Area, 2010–2022.



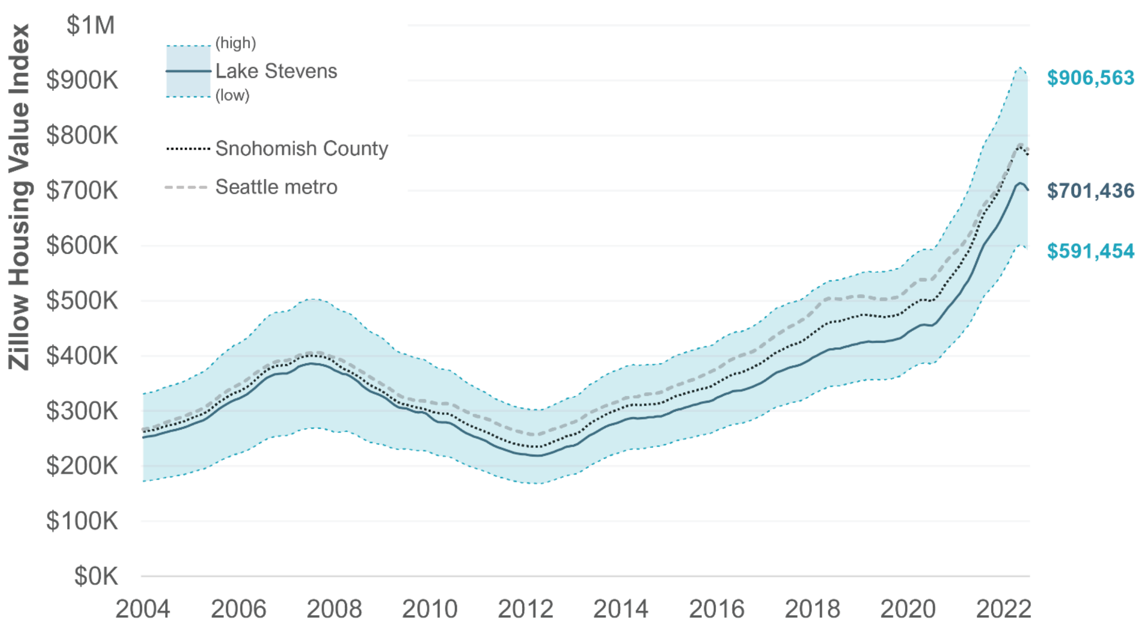
Source: CoStar, 2022.

Exhibit 45. Sales Volume and Average Sale Price per Unit, Lake Stevens, 2000–2022.



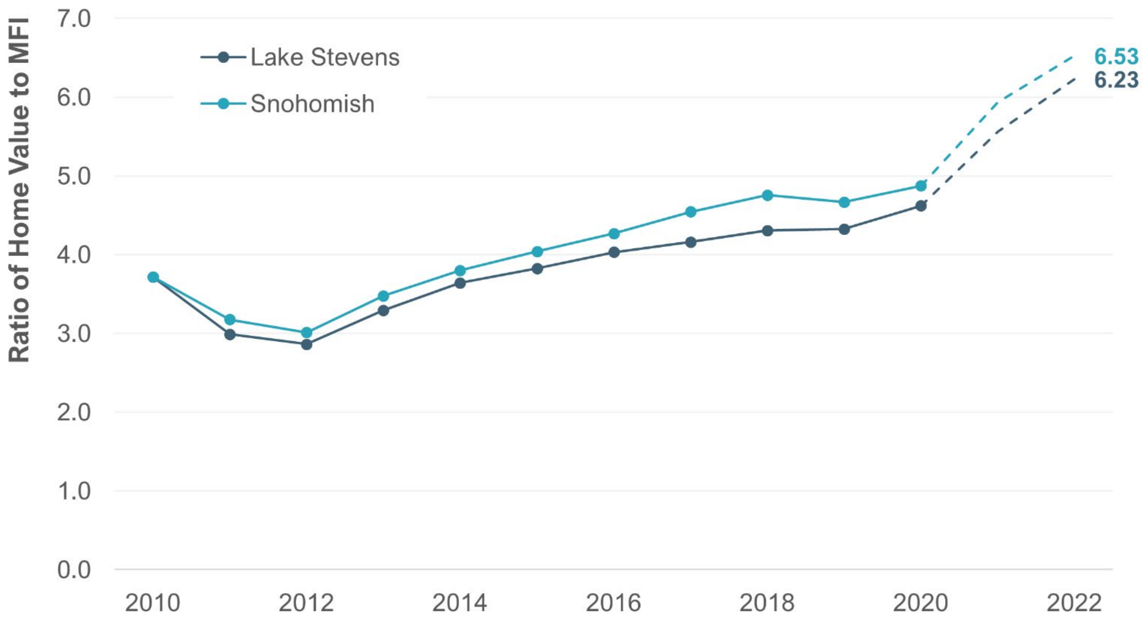
Source: CoStar, 2022.

Exhibit 46. Zillow Housing Value Index, Lake Stevens, 2004–2022.



Source: Zillow, 2022.

Exhibit 47. Ratio of Housing Price Index to Median Family Income, Lake Stevens, 2010–2022.



Source: Zillow, 2022; US Census Bureau, American Community Survey 5-Year Estimates, 2010–2020.

Housing Affordability

The characteristics of supply and demand presented above lead into discussions of housing affordability for households in the community. Exhibits 58 to 63 summarize major statistics, largely from the 2019 CHAS dataset, which highlight potential mismatches and housing burdens faced by Lake Stevens households. This information includes the following:

- Exhibit 58 gives the tenure of households in Lake Stevens, divided between households that rent their housing, those that own their homes and have a mortgage, and those that own and have no mortgage.
- Exhibit 59 compares this tenure information with other surrounding communities and with Snohomish County overall.
- Exhibit 60 provides the proportion of households by both tenure and income categories for Lake Stevens and Snohomish County.
- Exhibit 61 gives the proportion of households that are facing housing cost challenges. This includes households that are cost burdened and paying between 30 and 50% of their household income on housing costs, and severely cost burdened households paying over half of their income on housing.
- Exhibit 62 compares the proportion of households by income in Lake Stevens and Snohomish County with the availability of affordable rental units where they will not be cost burdened and paying more than 30% of their income on housing costs.
- Exhibit 63 provides an assessment of uprenting and downrenting. This figure indicates the households in each category by the income category of the household and the size of units they occupy. Each of these categories is further divided based on the household housing costs to denote:
    - "Uprenting" households that are occupying a unit affordable to a higher-income category (shown in red), which suggests that the household is paying more than 30% of their rent on housing costs.
    - "Downrenting" households that are occupying units affordable to lower-income categories (shown in blue), which indicates households that are occupying units affordable to lower-income households and potentially taking up supplies of housing needed by other households.

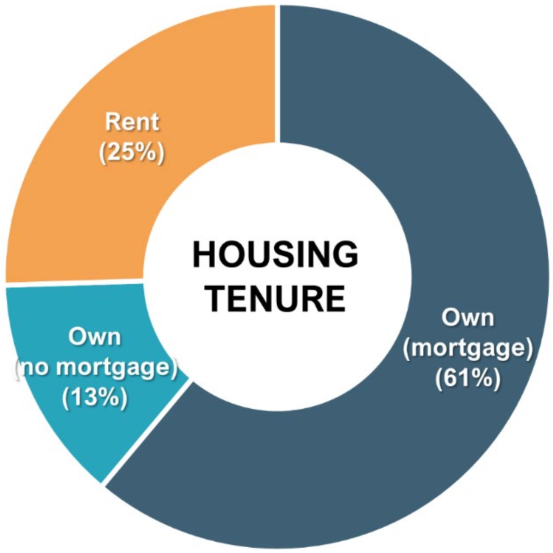
Based on these figures, the following conclusions can be reached:

- **About three-quarters of households in Lake Stevens own their homes.** For Lake Stevens, about 61% of households own their home and have a mortgage, while 13% own their home with no mortgage. Compared to the County overall, a smaller proportion rent (33% in the county versus 25% in Lake Stevens) and a smaller proportion own their home outright (17% versus 13%).
- **A greater proportion of renters have lower household income.** In 2019, about 31% of Lake Stevens households could be considered to have low income (less than 80% of the area median income). As noted previously, this is a lower average than the County.

However, renters form a disproportionate amount of these households, with 60% of households as low-income or lower.

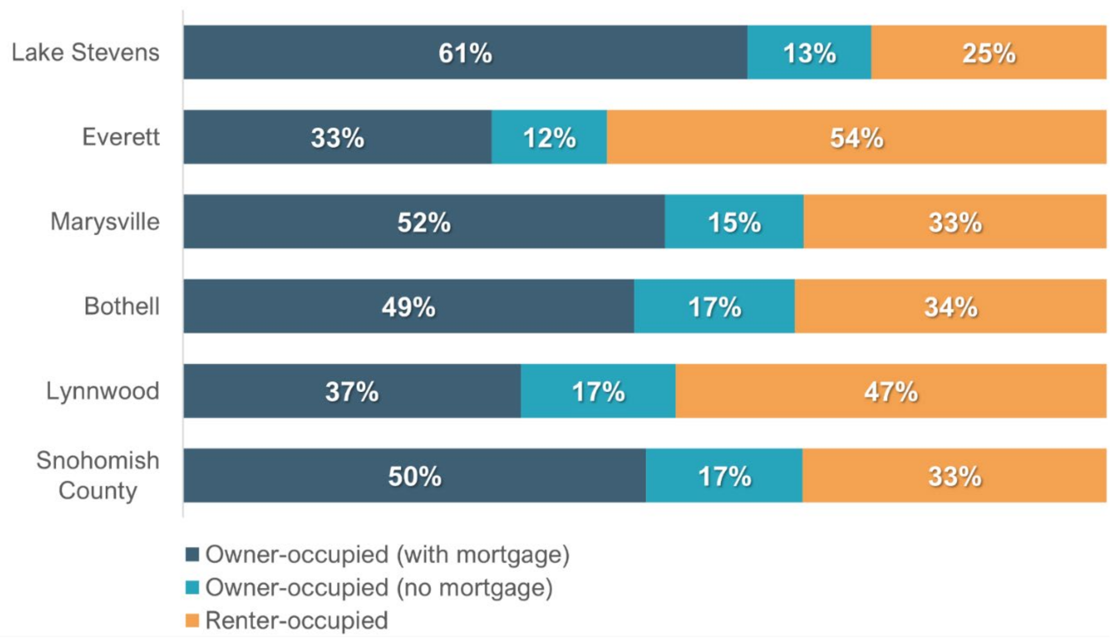
- **This also means that a greater proportion of renters are facing increased housing burdens.** For Lake Stevens, over half of renters are facing some type of cost burden, with 36% considered "cost burdened" in 2019 and paying 30 to 50% of their income on housing, and 16% "severely cost burdened" and paying over half their income on housing. Overall, about 53% of local renters are facing cost burdens of some kind, which is higher than the county average of 45%. Most of the cost burdened households are making 80% of area median income or less.
- **There are shortfalls in the availability of affordable rental units at both the high and low ends of the market.** When comparing household incomes with the affordability of local rents, there are gaps at the market's high and low ends. While 19% of households are extremely low income, only about 10% of available units are affordable at this income range, meaning that many will need to "uprent" and spend a greater proportion of their income on housing. On the other end of the distribution, while 40% of households are making greater than area median income, only 19% of units have comparable rents. This means that at the higher end of the distribution, some wealthier households may be "downrenting," and occupying housing that would otherwise be affordable for lower-income households.
- **The greatest magnitude of need appears to be with family-sized housing.** For both uprenting and downrenting, the largest need appears to be with family-sized housing with three bedrooms or more. For higher-end rental housing, this reflects the greatest number of downrenting households, while for households that are very low- and extremely low-income (50% of area median income or less), the greatest magnitude of need would appear to be with those larger units.

Exhibit 48. Housing Tenure, Lake Stevens, 2019.



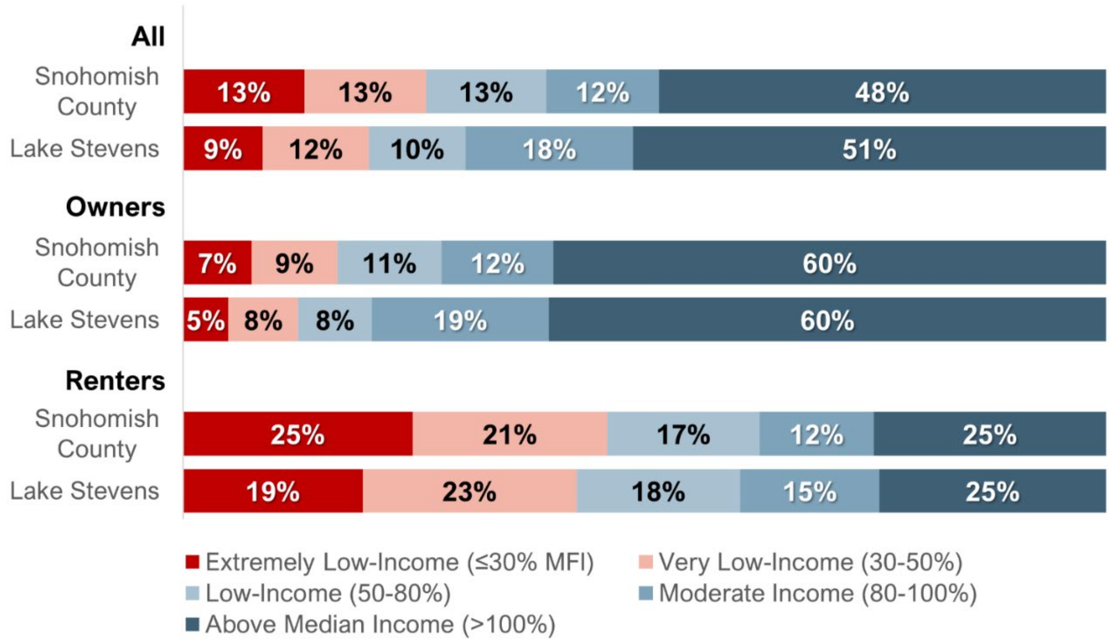
Source: US HUD Comprehensive Housing Affordability Strategy (CHAS) data, 2015–2019.

Exhibit 59. Housing Tenure, Lake Stevens and Area Communities, 2019.



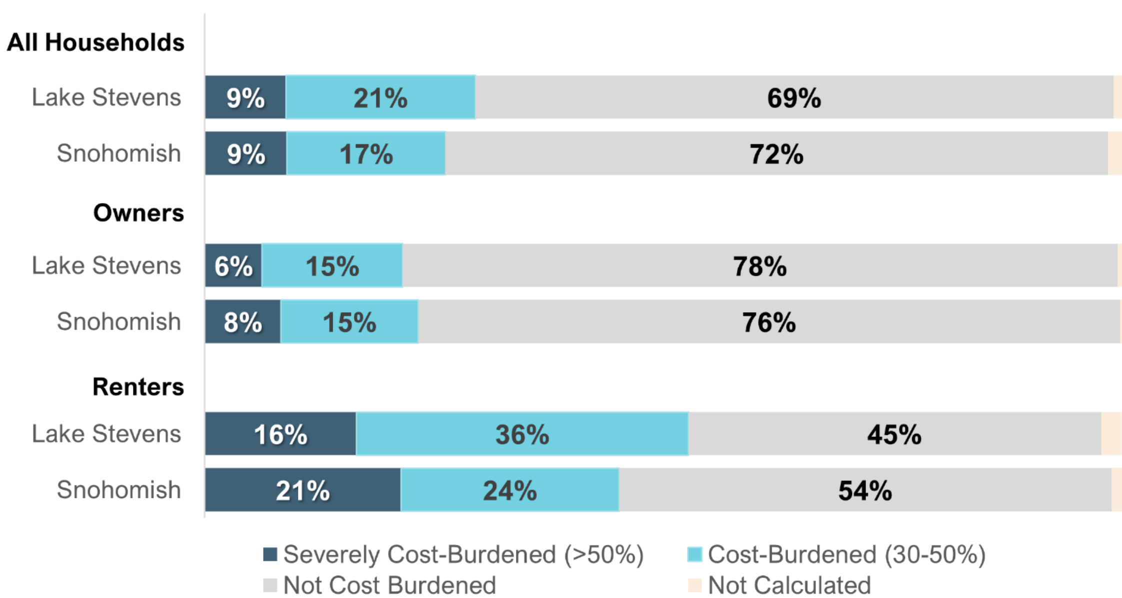
Source: US HUD Comprehensive Housing Affordability Strategy (CHAS) data, 2015–2019.

Exhibit 60. Proportion of Households, Tenure & Income, Lake Stevens and Snohomish Co, 2019.



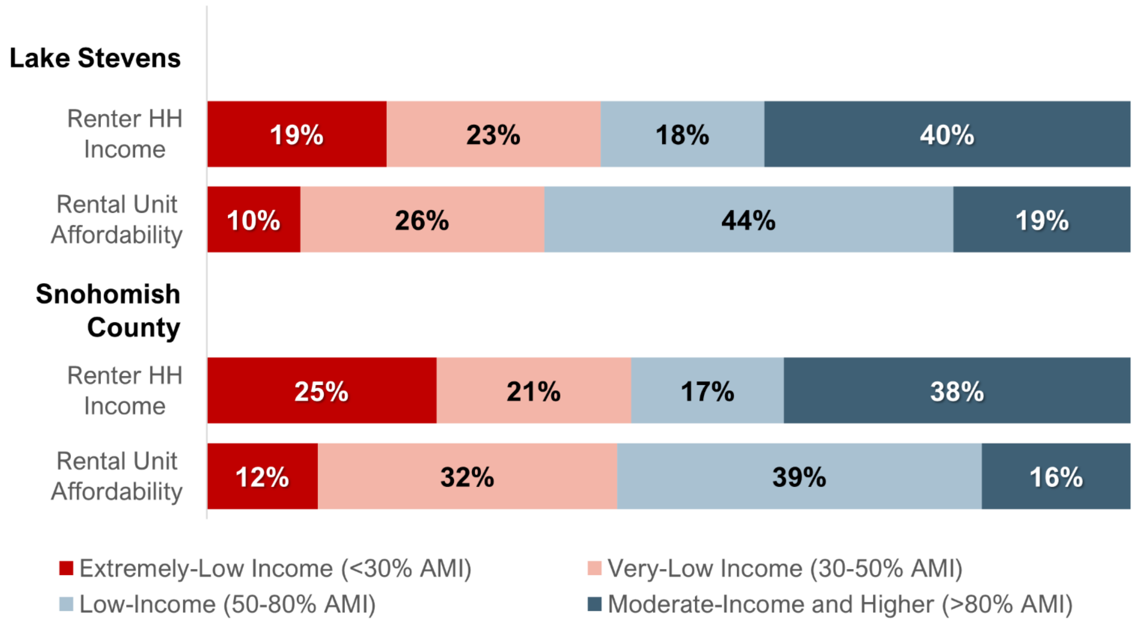
Source: US HUD Comprehensive Housing Affordability Strategy (CHAS) data, 2015–2019.

Exhibit 49. Prop. of HHs by Tenure & Housing Burden, Lake Stevens & Snohomish Co, 2019.



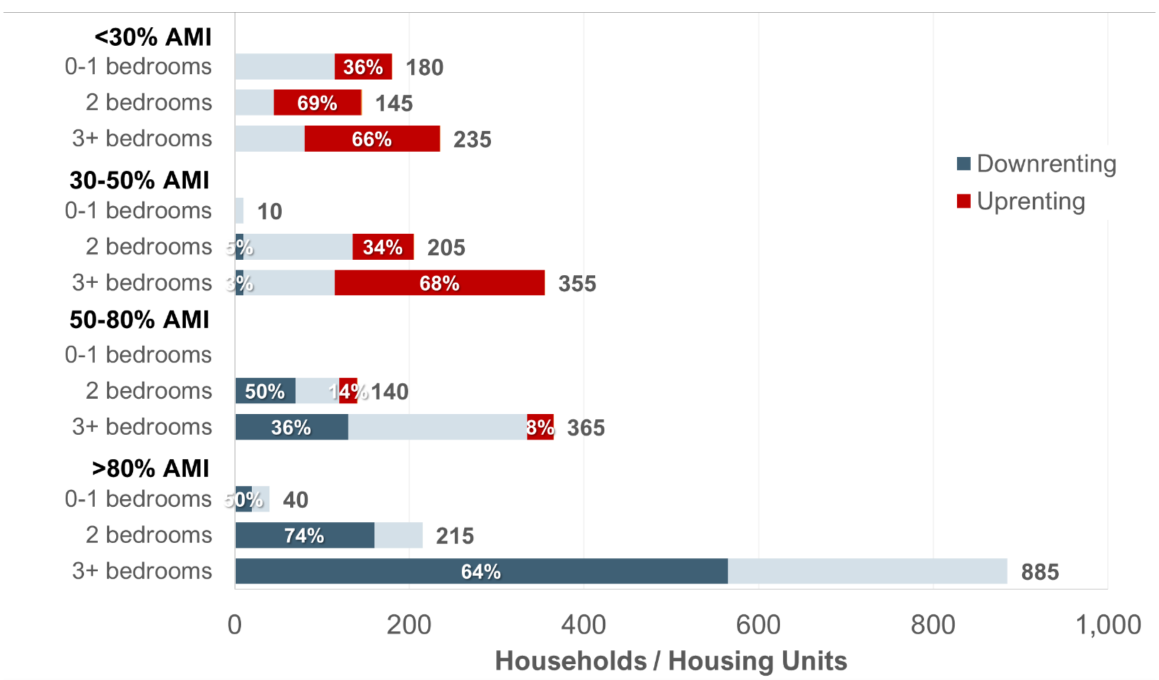
Source: US HUD Comprehensive Housing Affordability Strategy (CHAS) data, 2015–2019.

Exhibit 50. Proportion of Households, Tenure and Affordability, Lake Stevens and County, 2019.



Source: US HUD Comprehensive Housing Affordability Strategy (CHAS) data, 2015–2019.

Exhibit 51. Renting Households by Uprenting/Downrenting, 2019.



Source: US HUD Comprehensive Housing Affordability Strategy (CHAS) data, 2015–2019.

Housing Equity

One final element of this assessment is to determine whether differences in housing cost burdens are faced by various groups in the community. This focuses on issues related to race and ethnicity and housing access, but this section also includes a discussion of how certain disabilities may also need to be considered as part of this type of equity assessment. This work can help to support the new requirements in the *Growth Management Act* to address racially disparate impacts in housing.

It should be noted for this assessment that because of the size of the community, it can be difficult to access information that can provide fine-grained estimates of specific neighborhoods or locations where traditionally disadvantaged groups may be located. In this circumstance it is important to reinforce that Lake Stevens still has a role in supporting housing equity across the region and can help to address broader issues of access to housing.

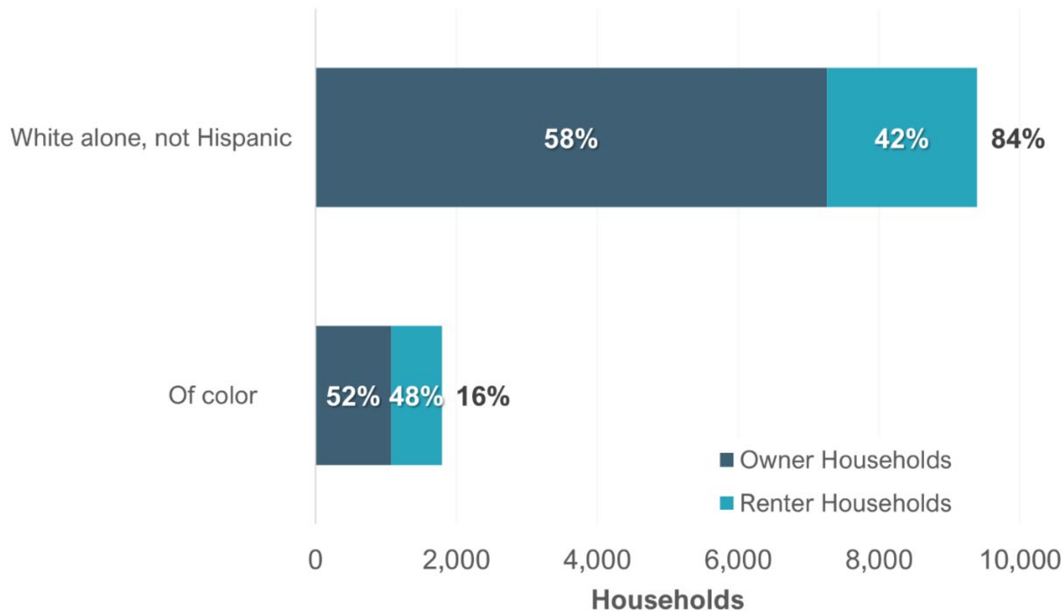
Exhibits 64 through 69 provide relevant information, including the following:

- Exhibit 64 highlights the differences between the tenure of households with householders (the person who owns the housing unit or holds the rental contract) that identify as white or persons of color.
- Exhibit 65 provides the distribution of household incomes by race and ethnicity.
- Exhibit 66 compares the proportional income distribution for households, aggregated to broad categories of race/ethnicity.
- Exhibit 67 presents rental cost burdens by household race/ethnicity.
- Exhibit 68 highlights proportional differences in rental cost burdens, aggregated to broad categories of race/ethnicity.
- Exhibit 69 provides distributions of renters that include at least one member living with a disability, with a focus on disabilities that relate to limitations to self-care or independent living.

This information provides the following findings:

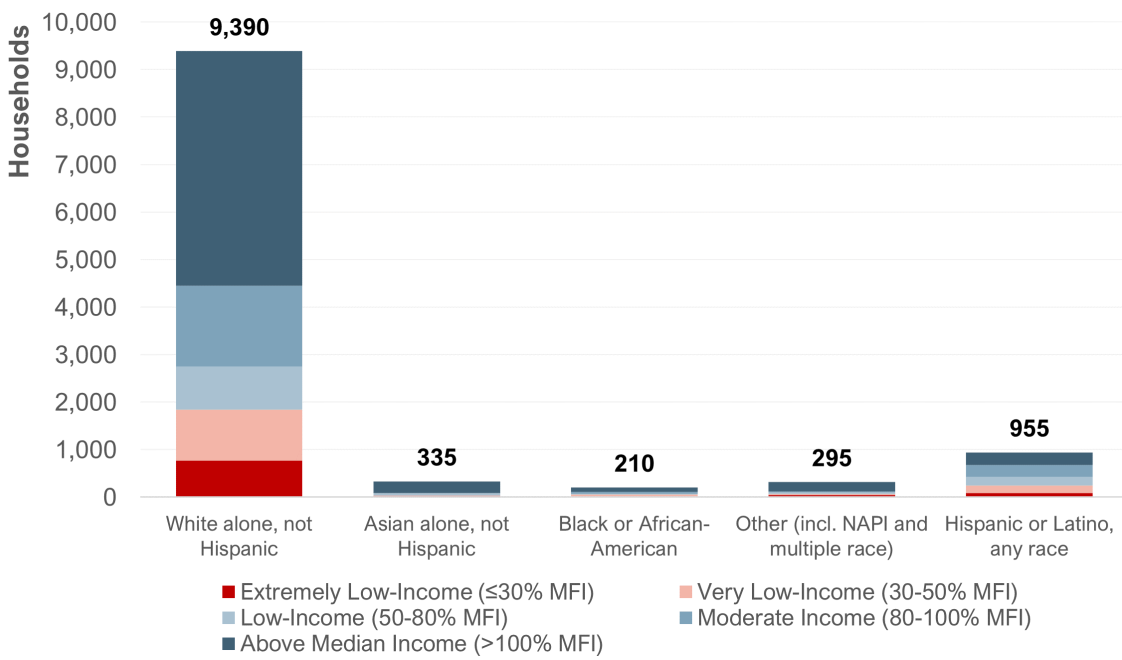
- **Households of color represent a higher proportion of renters and lower-income households in Lake Stevens.** In Lake Stevens, an estimated 16% of households have a householder that identifies as a person of color (including Hispanic/Latino households). However, these households represent a slightly higher proportion of renters, with 48% renting in Lake Stevens versus 42% of white households. Additionally, The data show that 38% of households of color have low income or lower incomes (less than 80% of the area median income) versus 29% of white households.
- **Households of color do face higher cost burdens as renters in the community.** With respect to potential disparities, a greater proportion of households of color also face housing cost burdens. While about 53% of renters are facing cost burdens in Lake Stevens, this number is higher for renters of color, where about 64% are facing some type of housing cost burden.

Exhibit 52. Households by Race/Ethnicity and Tenure, Lake Stevens, 2019.



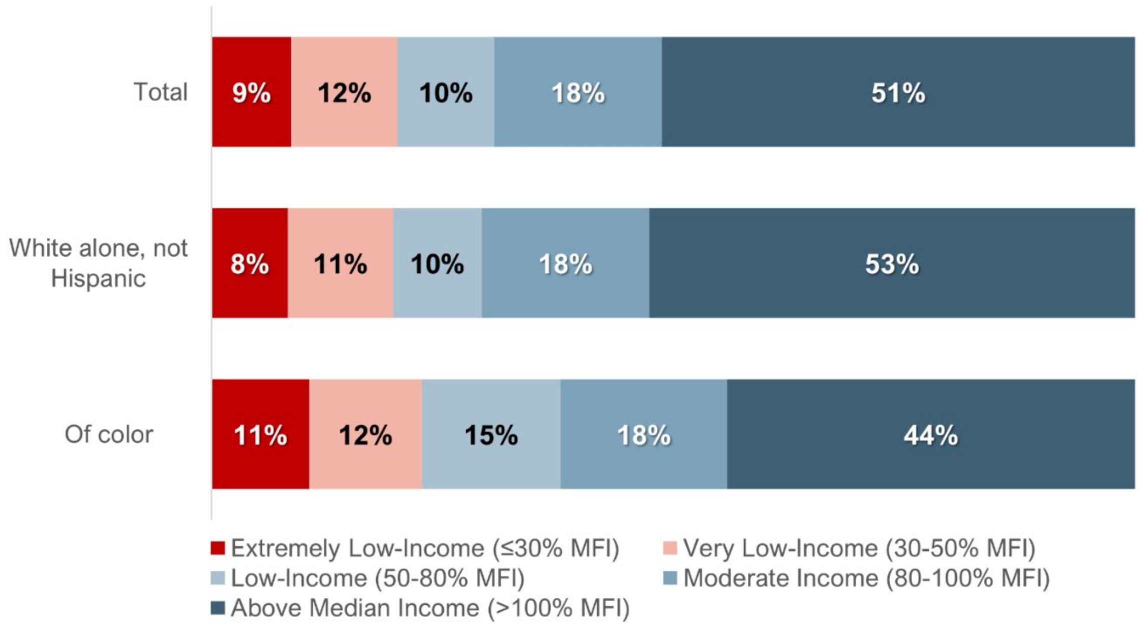
Source: US HUD Comprehensive Housing Affordability Strategy (CHAS) data, 2015–2019.

Exhibit 53. Households by Race/Ethnicity and Income, Lake Stevens, 2019.



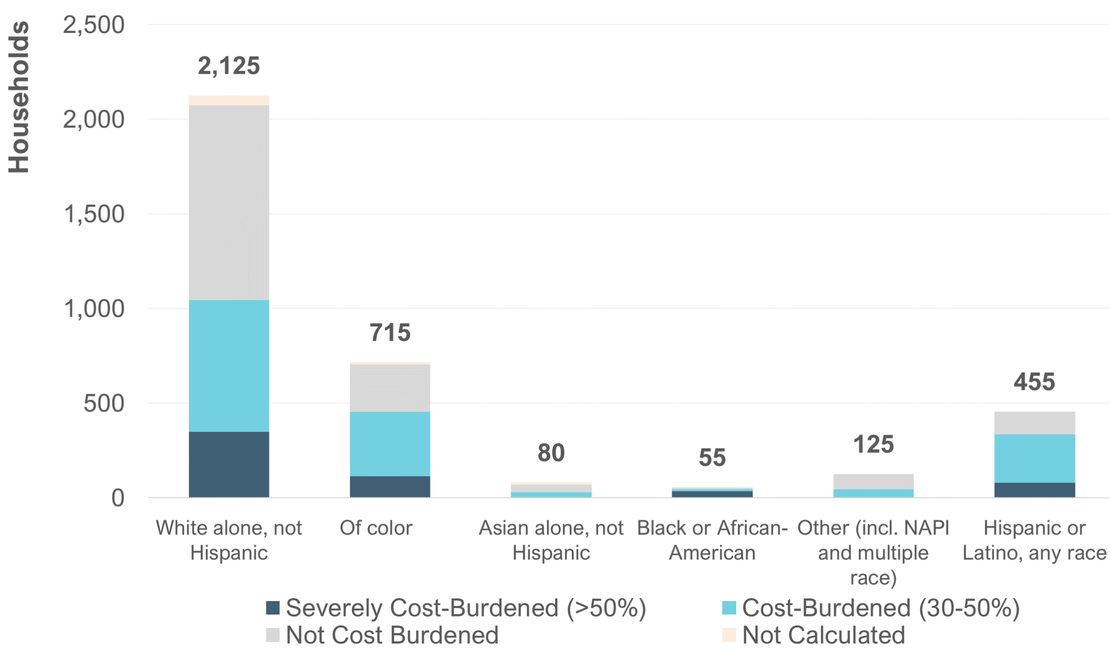
Source: US HUD Comprehensive Housing Affordability Strategy (CHAS) data, 2015–2019.

Exhibit 54. Proportion of Households by Race/Ethnicity and Income, Lake Stevens, 2019.



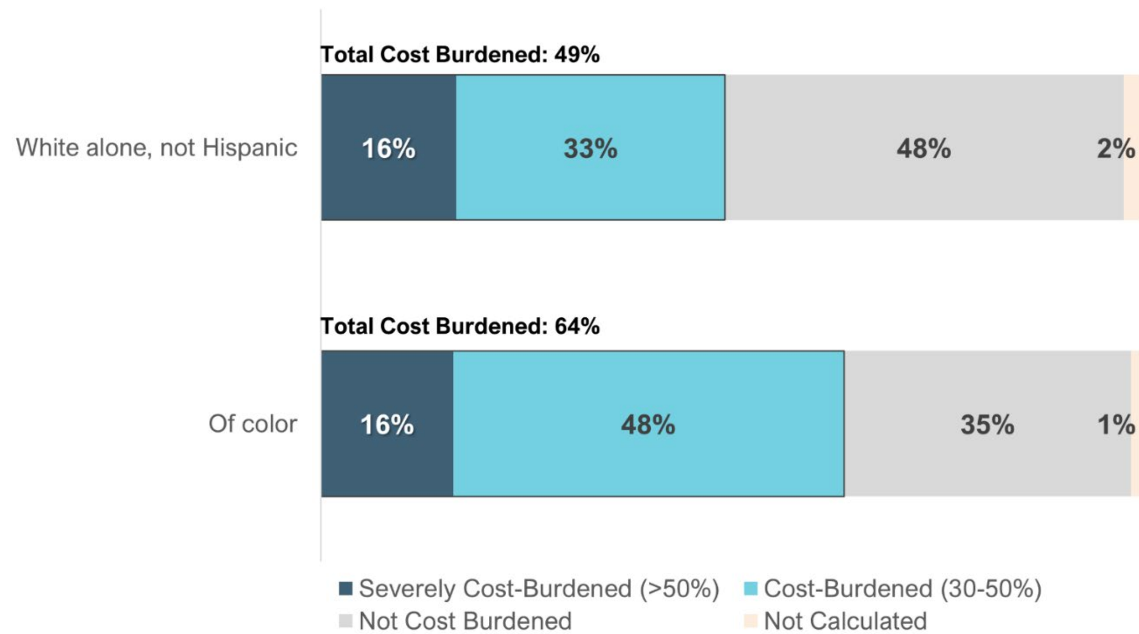
Source: US HUD Comprehensive Housing Affordability Strategy (CHAS) data, 2015–2019.

Exhibit 55. Number of Renter Households by Race/Ethnicity and Cost Burden, Lake Stevens, 2019.



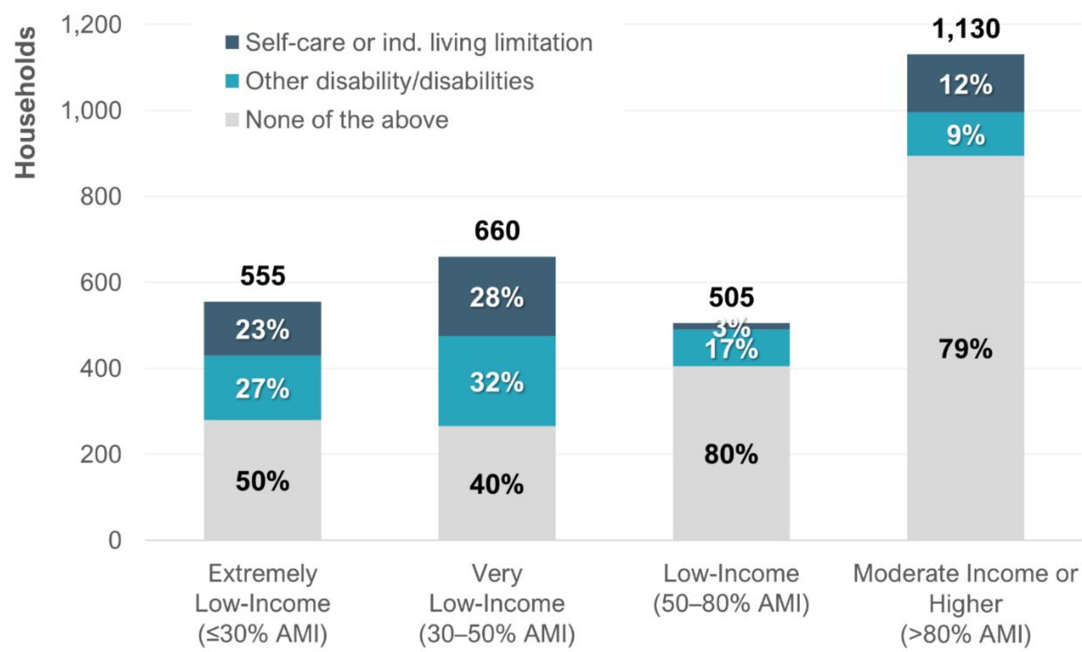
Source: US HUD Comprehensive Housing Affordability Strategy (CHAS) data, 2015–2019.

Exhibit 56. Proportion of Households by Race/Ethnicity and Cost Burden, Lake Stevens, 2019.



Source: US HUD Comprehensive Housing Affordability Strategy (CHAS) data, 2015–2019.

Exhibit 57. Households by Household Income and Disability, Lake Stevens, 2019.



Source: US HUD Comprehensive Housing Affordability Strategy (CHAS) data, 2015–2019.

- **A greater proportion of lower-income households have members with disabilities.** Many residents live with some type of disability, and there are many cases where a person's disability can impact the need for housing and housing stability. For renters, about 60% of very low-income households (30–50% of area median income) and 50% of extremely low-income households live with disabilities, with 28% of very low-income and 23% of extremely low-income households experiencing disabilities that impact self-care or independent living. Housing needs related to disabilities should be considered when planning for lower-income housing options in the community.

Conclusions

Based on the information reviewed as part of this Housing Needs Assessment, the following points should be considered as the Housing Action Plan is being developed:

- **State mandates for accommodating low-income housing will likely require the city to broaden its strategies with respect to affordable housing.** Under the new housing targets mandated by recent amendments to the *Growth Management Act*, Lake Stevens will need to extend its policies to promote new housing that is affordable to lower-income households. While the exact housing targets by income band are still pending negotiations within Snohomish County, these obligations will need further policy attention to identify and leverage available resources to meet these needs.
- **Considerations of racially disparate impacts in Lake Stevens are important and will need to take a regional approach.** In addition to changes regarding housing accessible at a range of incomes, the revised GMA also mandates that cities identify and address local policies and regulations that result in racially disparate impacts. There is evidence of racial disparities with respect to cost burden and housing affordability but given the size and demographic composition of the city, these considerations may require a regional approach as well as a local one.
- **Previous actions by the city have already addressed changes in requirements for the housing element.** Actions taken by the city since 2018 have already addressed some of the considerations included in the revisions to the GMA under HB 1220. In particular, recent adjustments that have permitted small multi-plex development widely across the residential areas of the city have effectively addressed many of the "missing middle" goals identified. Changes to the ADU ordinances have also provided a system that supports the use of ADUs to help meet housing needs. While revisions to the policies in the Housing Element may be necessary to clarify policy goals and intentions, the city's current framework already largely meets these needs.
- **Small families with two to four members form the largest group of households in the city, and these households will need to be accommodated in future development.** Ensuring that Lake Stevens remains sustainable over the longer term and can maintain its role as a community affordable to younger families will require encouraging housing access and expanding rental options with larger units. This is reinforced by the findings that suggest that the largest proportion of downrenting and uprenting households are larger families. Addressing these housing needs across the range of household incomes will be critical in supporting overall demand.

- **Despite the relatively young population, seniors will be a growing demographic over the next 20 years.** While Lake Stevens is characterized by its relatively younger population, the next 20 to 30 years will likely see an increase in the number of senior households (both couples and individuals living alone). While this may be at a lower rate than the countywide average, it suggests a need for increases in supportive housing and policies that encourage a built environment conducive to aging-in-place.
- **Infill and redevelopment will be necessary to meet Lake Stevens' obligation to accommodate its share of the expected regional population and housing growth.** Lake Stevens' development capacity for new housing consists largely of sites that support infill or redevelopment projects. Ensuring that city regulations support such projects will be an important component of the Housing Action Plan and the upcoming Housing Element update, especially with respect to accommodating housing accessible to lower-income households.

Appendix C: Engagement Summary

Introduction

As part of the Housing Action Plan process, the city of Lake Stevens supported by BERK Consulting conducted a program of community engagement. The specific engagement goals follow.

1. **Engage a broad range of stakeholders** that represent of all the community's housing needs (renters, single-family homeowners, first-time owners, younger people establishing new households, retirees, households from across the household income spectrum, the local workforce, employers).
2. Identify unmet housing needs and disparate impacts related to housing in the community.
   - Who is experiencing the need?
   - What are the barriers or obstacles to meeting those needs?
3. **Build a collective** understanding of community housing needs using narratives, charts, graphics, and maps.
4. **Increase the community awareness and understanding** of the city's recent efforts to increase housing options and housing choice including recent regulation updates and changes in the housing types allowed in certain areas.

To meet these goals, the city and BERK coordinated a public engagement plan to provide a clear set of engagement and outreach activities. This plan has been incorporated into the overall development of policies for the Housing Action Plan and recommendations for future action for the Comprehensive Plan update due in 2024.

This report outlines the implementation and results of those activities, and includes:

- A **review of all engagement activities** conducted, including the major findings derived from each of these sessions.
- **Major findings** from the feedback and comments received from these events, including key considerations for the Housing Action Plan.

Engagement Activities

Introduction

To meet the objectives of the engagement strategy for this project, city staff and BERK provided the following activities and opportunities for community members:

- Tabling with project information at Lake Stevens Aquafest 2002 (July 29–31, 2022)
- A web-hosted Community Story Map and Housing Survey (October 23–December 19, 2022)
- Community Advisory Council presentation (October 27, 2022)
- Community Workshop 1 with the Lake Stevens Planning Commission (November 29, 2022)
- Group interview of developers and real estate market representatives
- Interview with Community Transit

In addition to these activities, other information was provided through city staff as part of regular city newsletters, discussions at City Council and Planning Commission, and informal discussions with community members and other stakeholders.

Aquafest 2022

Aquafest in Lake Stevens is billed as one of the largest summer festivals in the Pacific Northwest, with attendance between 20,000–30,000 per year. As part of the regular activities at the festival, city staff typically maintain a booth for information about current city programs and initiatives and remain on hand to answer any questions necessary.

For this project, we provided two boards for display, shown in Exhibits 70 and 71. These were intended to introduce the project to the public, provide some high-level statistics on housing to the public attending the fair, and give members of the public an opportunity to discuss any concerns with staff. Additionally, a handout also provided a link to the project page for ongoing project information.

Exhibit 70. Aquafest Engagement Board 1.

ONE COMMUNITY AROUND THE LAKE

CITY OF LAKE STEVENS

Lake Stevens Housing Action Plan

What is the Housing Action Plan?

The Housing Action Plan is a strategic work plan that reviews the city's housing policies, programs and regulations and identifies additional strategies and actions to help meet current and future housing needs. It is being funded by a grant from the Washington State Department of Commerce and will inform the 2024 update to the Comprehensive Plan, the city's primary land use planning document.

The Housing Action Plan will:

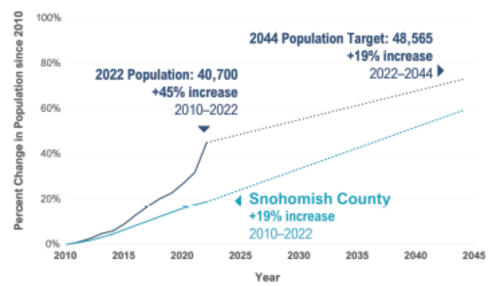
- Assess today's housing needs.
- Estimate future housing demand.
- Evaluate local supply and recent development patterns.
- Identify strategies to best ensure housing options meet Lake Stevens' future needs.

Our Community Today

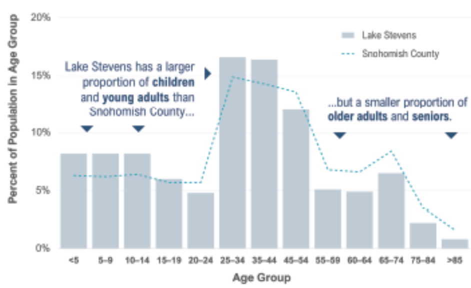
Lake Stevens has grown quickly.

The population of Lake Stevens has **grown 45% between 2010 to 2022**. This is faster than Snohomish County, and included an annexation in 2021. Regional population growth is driving strong demand for housing.

Lake Stevens is expected to continue to grow. The city must plan for a potential population of **48,565 residents by 2044**, a 19% increase from 2022. This is a higher rate of growth than many other Snohomish County communities.



Lake Stevens and Snohomish County Population, 2010–2044.



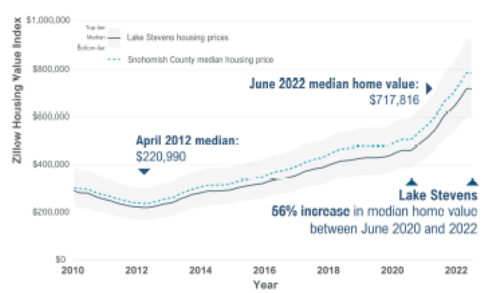
2016–2020 Age Cohorts, Lake Stevens and Snohomish County

Lake Stevens has a larger share of young families than Snohomish County as a whole.

Compared to the rest of the county, Lake Stevens has a population that is younger, with **more residents under 15 years old** and **between 25 to 44 years old** than the county average.

Housing prices are increasing quickly, making housing unaffordable to many.

For many years, Lake Stevens offered affordable housing options for a variety of households. Recent price increases are making housing less accessible to a greater proportion of the community. The City is working to increase housing options for community members in all phases of life and and across a variety of different income levels.



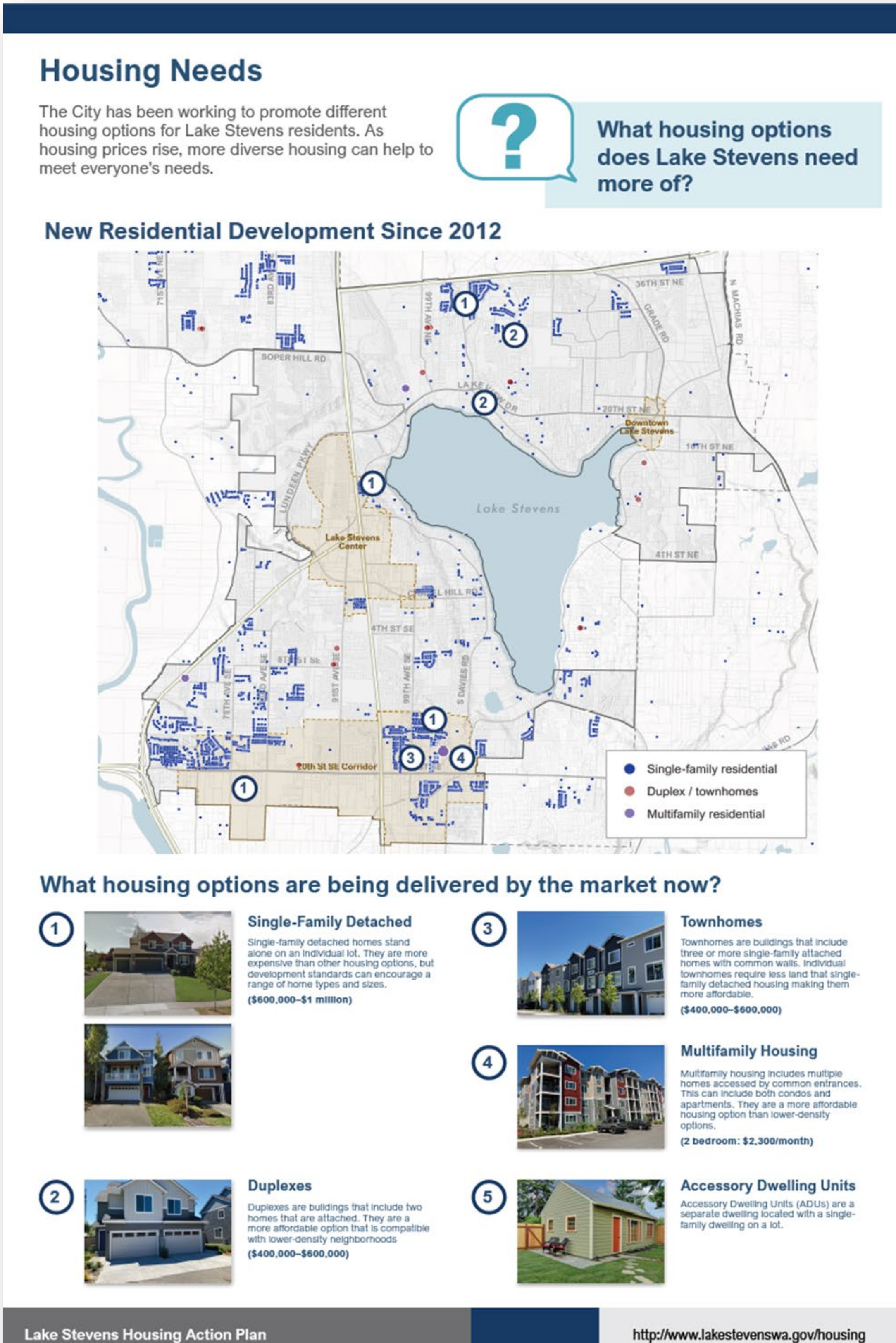
Zillow Housing Value Index, All Housing, 2010–2022

How are housing needs changing in Lake Stevens?

Lake Stevens Housing Action Plan

http://www.lakestevenswa.gov/housing

Exhibit 58. Aquafest Engagement Board 2.



Community Story Map and Survey

As part of an initial effort to compile community feedback on housing issues, we created a story map with an embedded survey. The story map included several key statistics for discussion about housing in the city and highlighted the needs for the Housing Action Plan. Screenshots of two of the pages from the Story Map are provided in Exhibits 72 and 73, highlighting current housing supplies and ongoing initiatives, respectively.

In addition to this background information and voluntary responses regarding contact information, a survey of visitors to the story map included the following questions as part of a SurveyMonkey survey:

- Where do you live?
- When did you arrive in Lake Stevens?
- Have you moved in the last 5 years?
  - If yes, why did you move?
- Does your current housing meet the needs of your household?
- What neighborhood characteristics are most important to you? (top three)
- What housing challenges are people in Lake Stevens facing?
- What three words would you use to describe Lake Stevens today?
- What three words describe your hopes for Lake Stevens' future?
- How much do you agree or disagree with each statement? (Lake Stevens needs more......)
- What housing goals do you think Lake Stevens should prioritize?
- What growth strategies do you think would be best for Lake Stevens?

We collected 357 responses from this survey between October 23 and December 19, 2022, and publicized the availability of the survey through the city newsletter and meetings attended. The results from the assessment are provided below.

Exhibit 59 Community Story Map: Housing Supply.

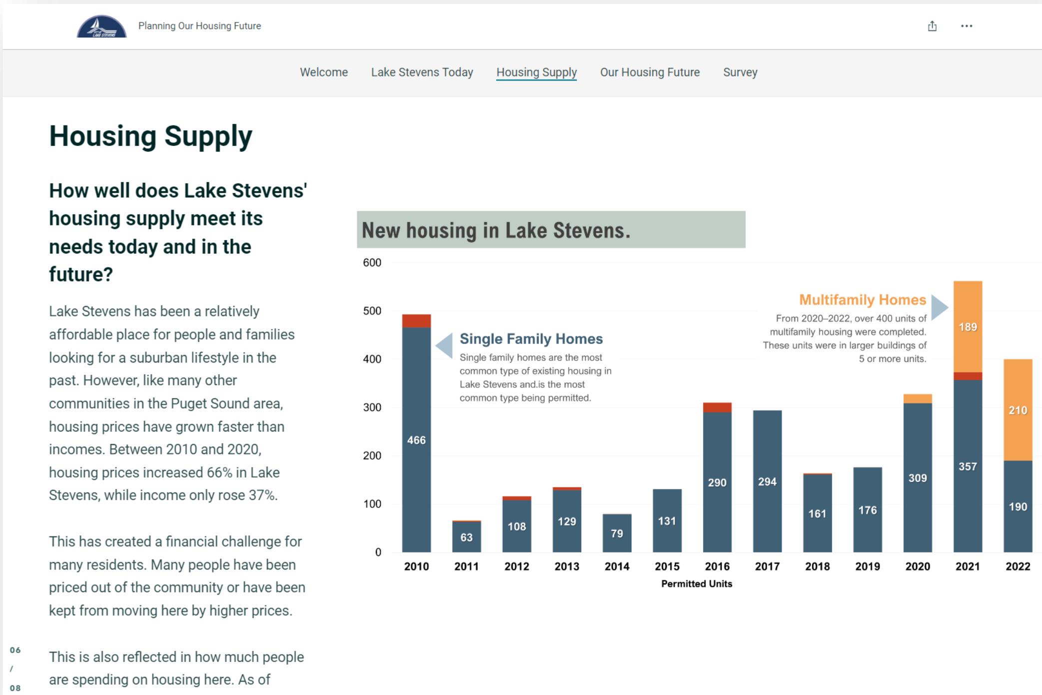
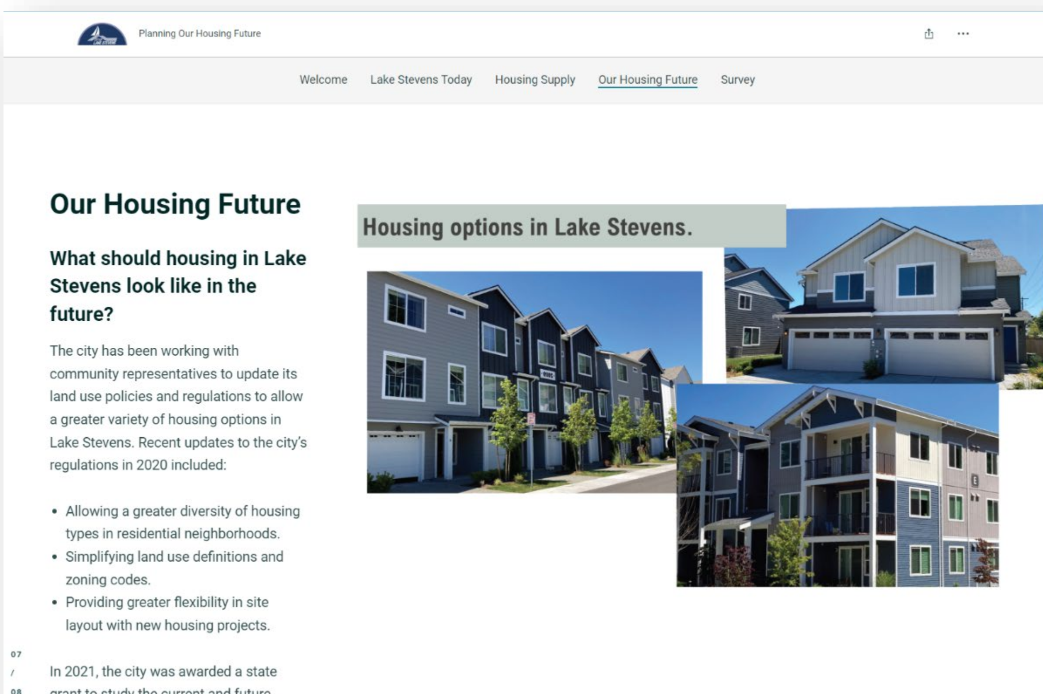


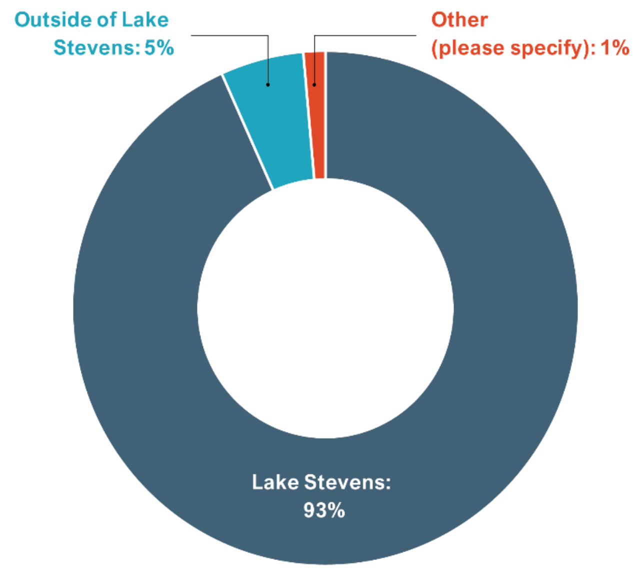
Exhibit 60. Community Story Map: Our Housing Future.



Q1. Where do you live?

Of the respondents to the survey, most (93%) live in the city of Lake Stevens. For those that noted “other”, these are residents of Machias or unincorporated Snohomish County that live in the area. Some of them have children that belong to the Lake Stevens School District.

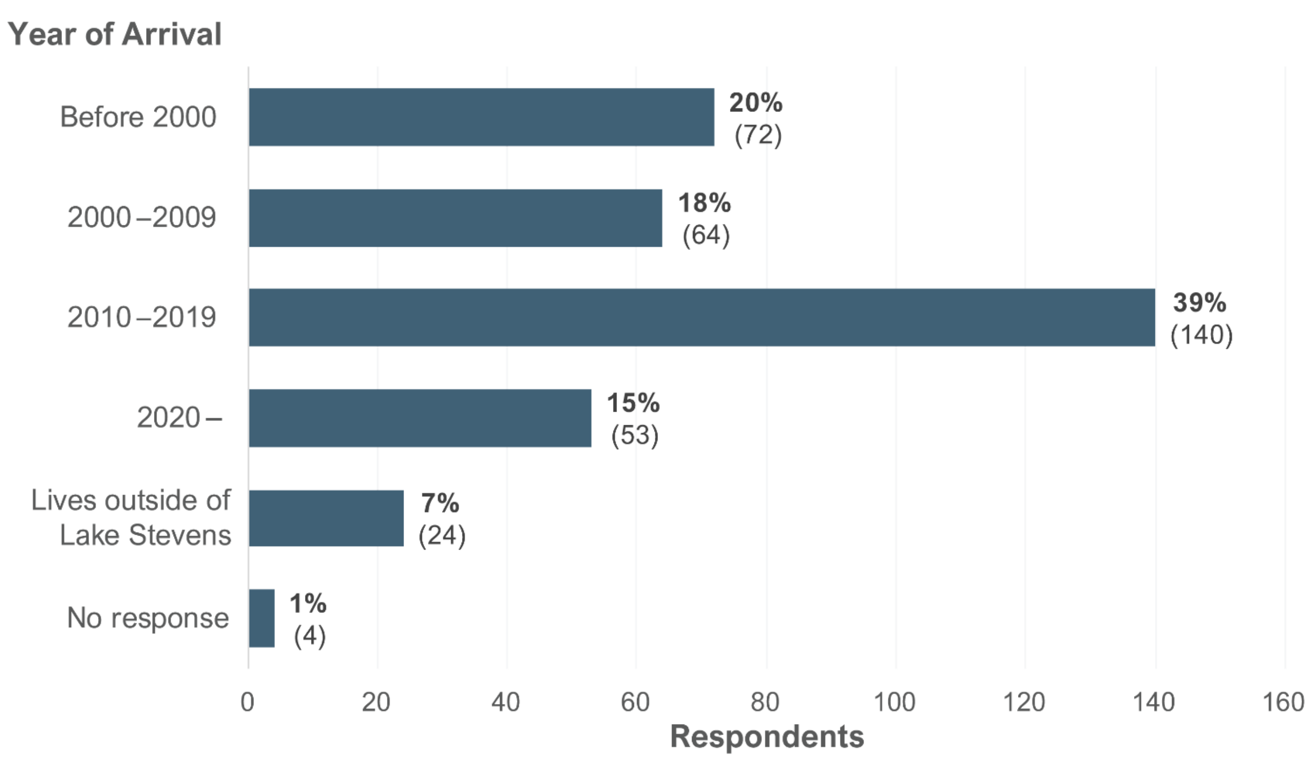
Exhibit 74. Q1: Where do you live?



Q2. When did you arrive in Lake Stevens?

About 20% of respondents reported that they have lived in Lake Stevens since before 2000, but a slight majority (54%) indicated that they had arrived in the city since 2010. This highlights that many of the residents responding to the survey are more recent entrants to the city.

Exhibit 61. Q2: When did you arrive in Lake Stevens?



Q3: Have you moved in the last 5 years? If yes, why?

Summaries of the responses to the questions about whether a respondent has moved within the past five years is provided in Exhibits 76 and 77 respectively. From these responses, about 38% of respondents have moved within the past five years. It is important to note, about one-quarter of the respondents that did move were already in the community, which suggests they moved between different homes in the city.

With respect to the reasons why respondents moved, they reported most often that they were upgrading a home or moving from being renters to homeowners. The reasons reported under the “Other” response included comparable reasons, most commonly to buy larger homes with more amenities.

Exhibit 62. Q3: Have you moved in the last five years?

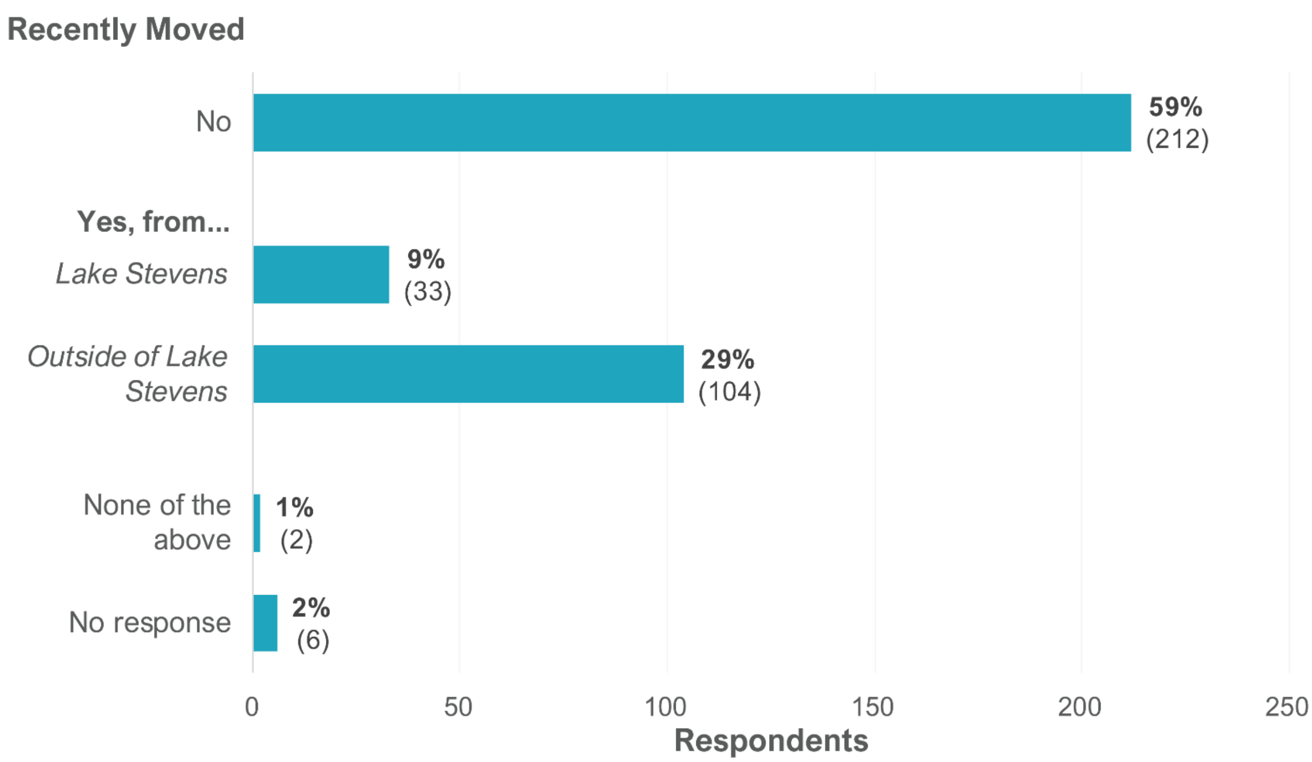
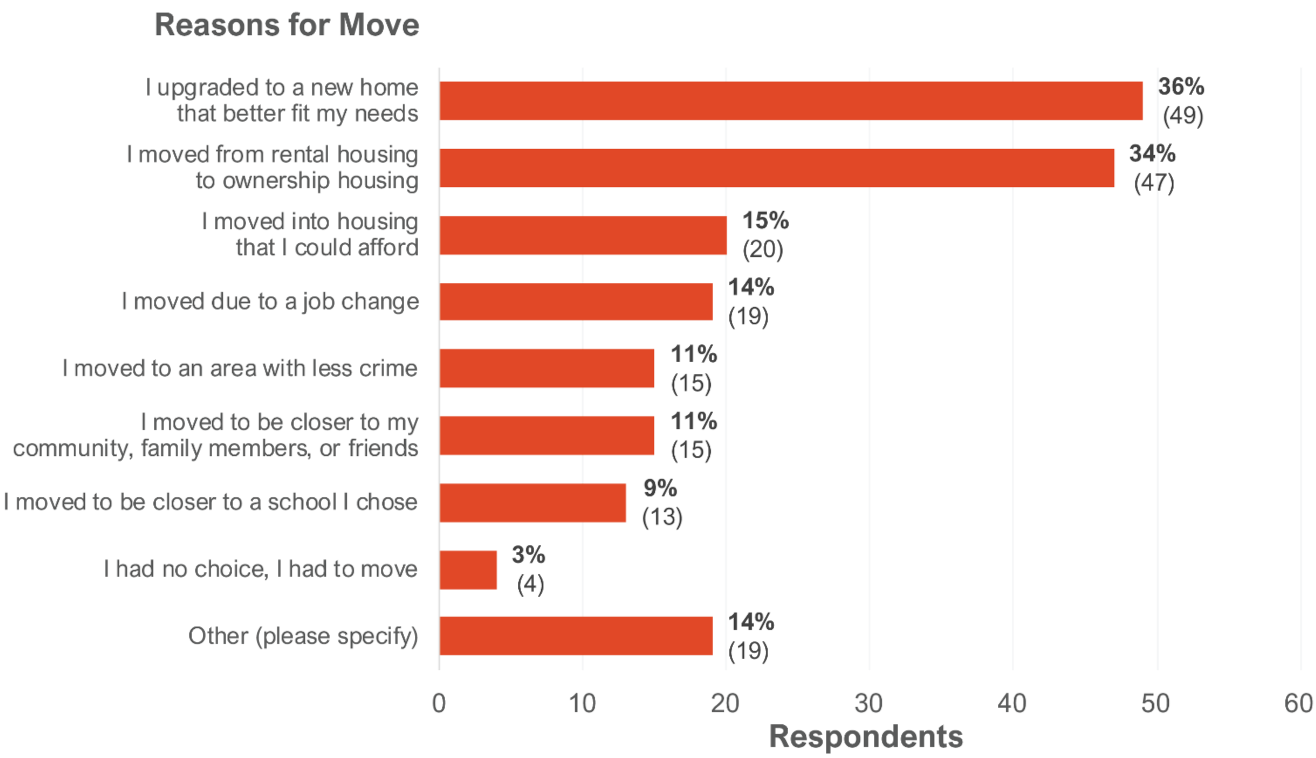


Exhibit 63. Q3A: If yes, why did you move?

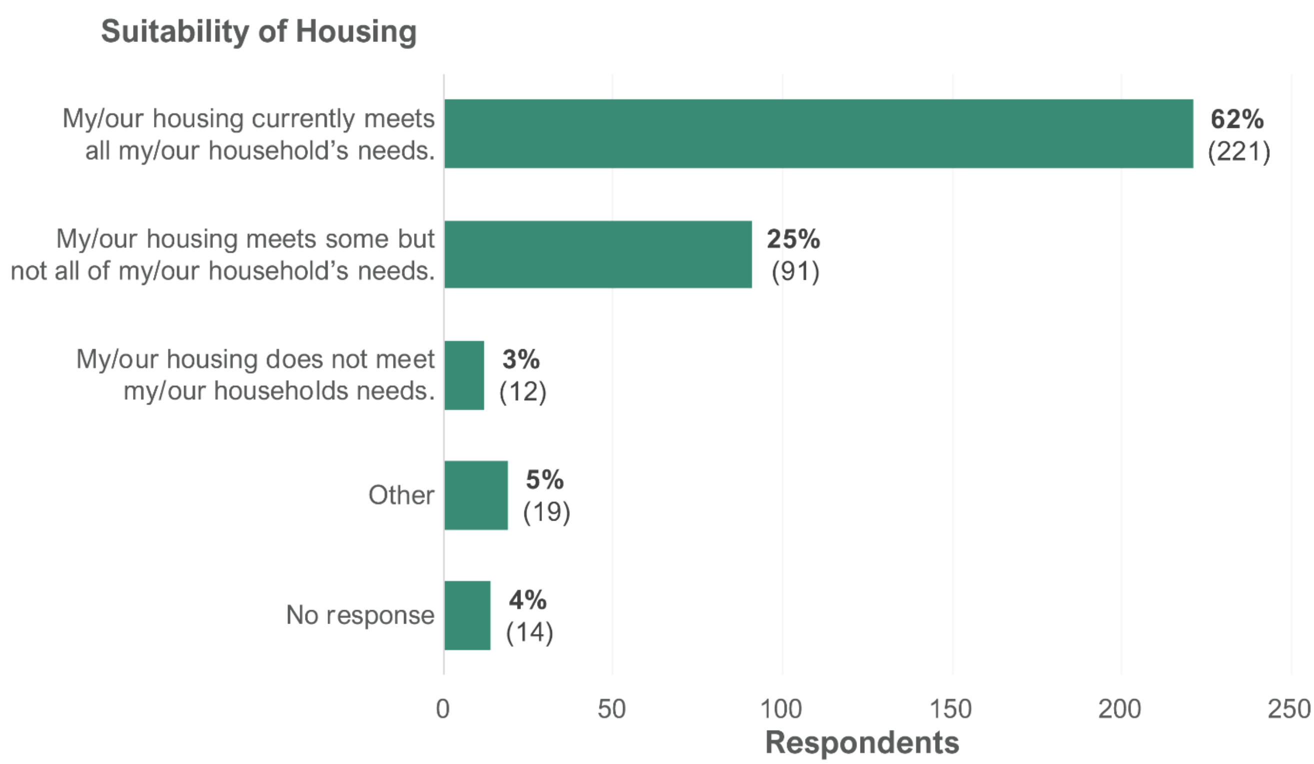


Q4: Does your current housing meet the needs of your household?

From the responses shown in Exhibit 78, a significant majority of respondents (87%) reported their housing met some or all their needs, with a majority (62%) indicating that their current situation met all of their needs. The “other” responses noted certain special situations, including:

- Challenges with affordability for people related to the respondent, such as adult children currently living with them.
- Issues with maintenance.
- Houses that are too small for the household, where larger homes would just be unaffordable.
- Frustrations with growth and lot sizes.

Exhibit 64. Q4: Does your current housing meet the needs of your household?



Q5: What neighborhood characteristics are most important to you?

Exhibit 79 provides the frequency of the responses regarding the neighborhood characteristics most important to respondents. By far the most important characteristic reported by 73% of all respondents is "safety", with almost three-quarters of those completing the survey noting this priority. Other major characteristics include **affordability** (36%), **quality/proximity to schools** (32%), and **recreational opportunities** (30%). Neighborhood services (7%) and service organizations (3%) ranked low in this list.

With respect to the "Other" responses, the word cloud provided in Exhibit 79 summarizes the overall content. Generally, people reported the following:

- Sidewalks and infrastructure for walking and biking
- Road quality and design
- Quiet/peaceful environment
- Sense of community
- Larger lots and lower density
- The natural environment and old growth trees
- Access to small, unique businesses
- Low taxes.

In several cases, these responses noted certain characteristics that the respondents believed should be improved in the city. Most notably, respondents were critical of traffic, insufficient sidewalks and other infrastructure, and the small lots and density associated with new development.

Exhibit 65. Q5: What neighborhood characteristics are most important to you?

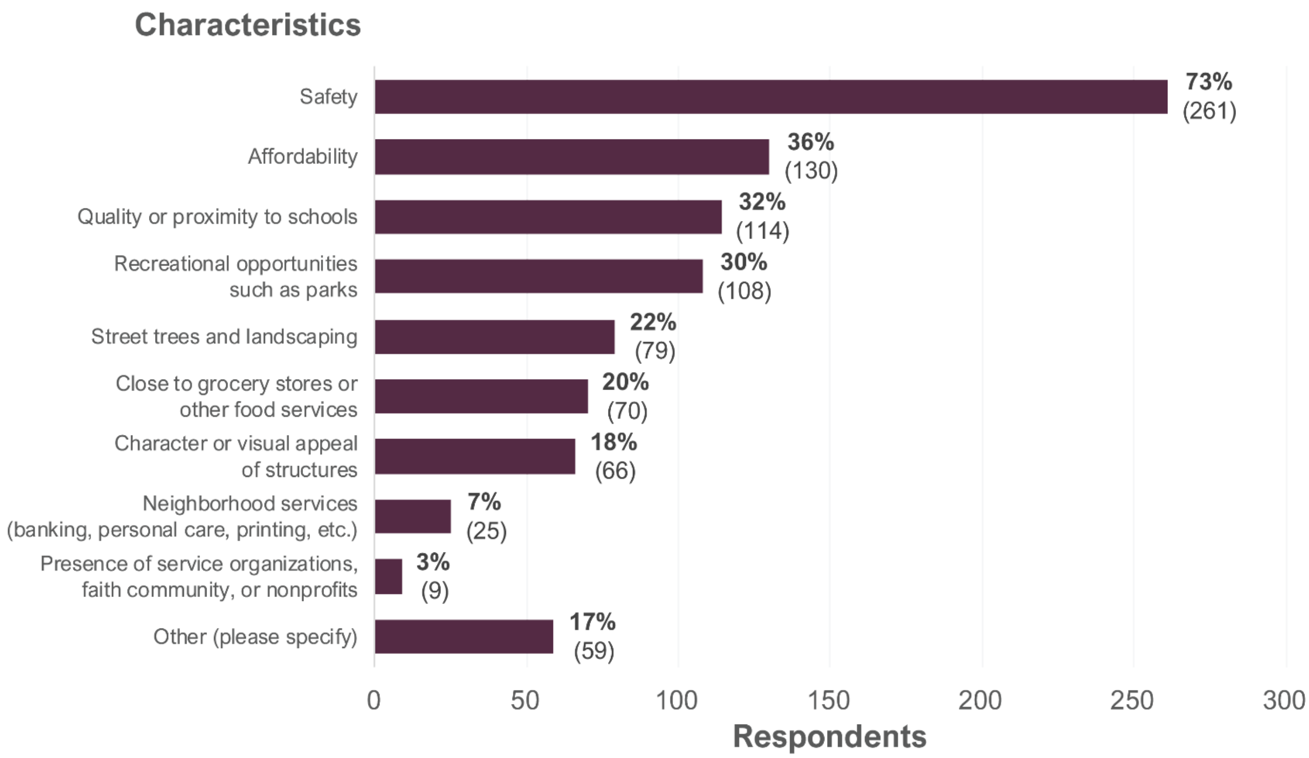
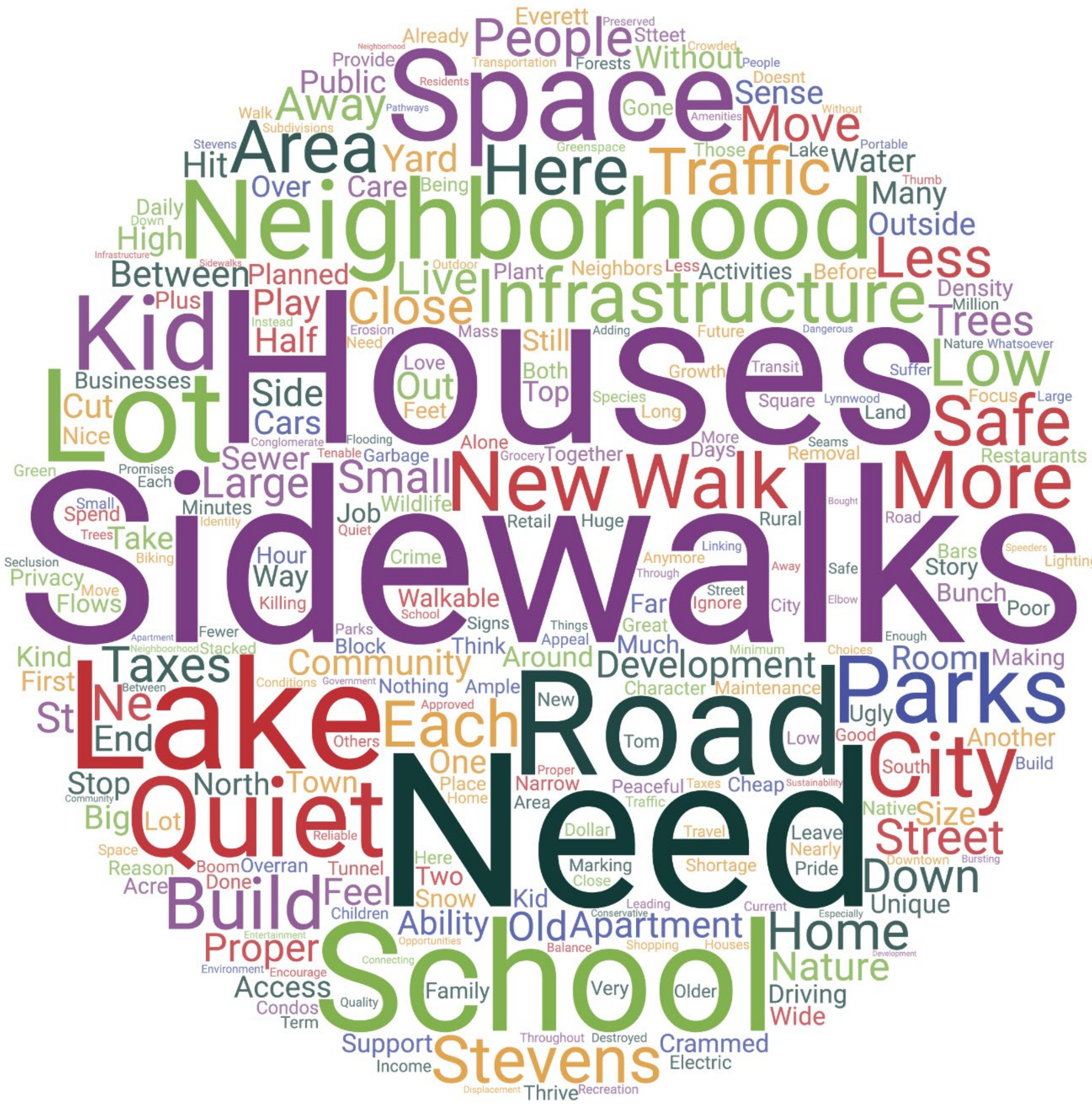


Exhibit 80. Q5: What neighborhood characteristics are most important to you? ("Other" answers)



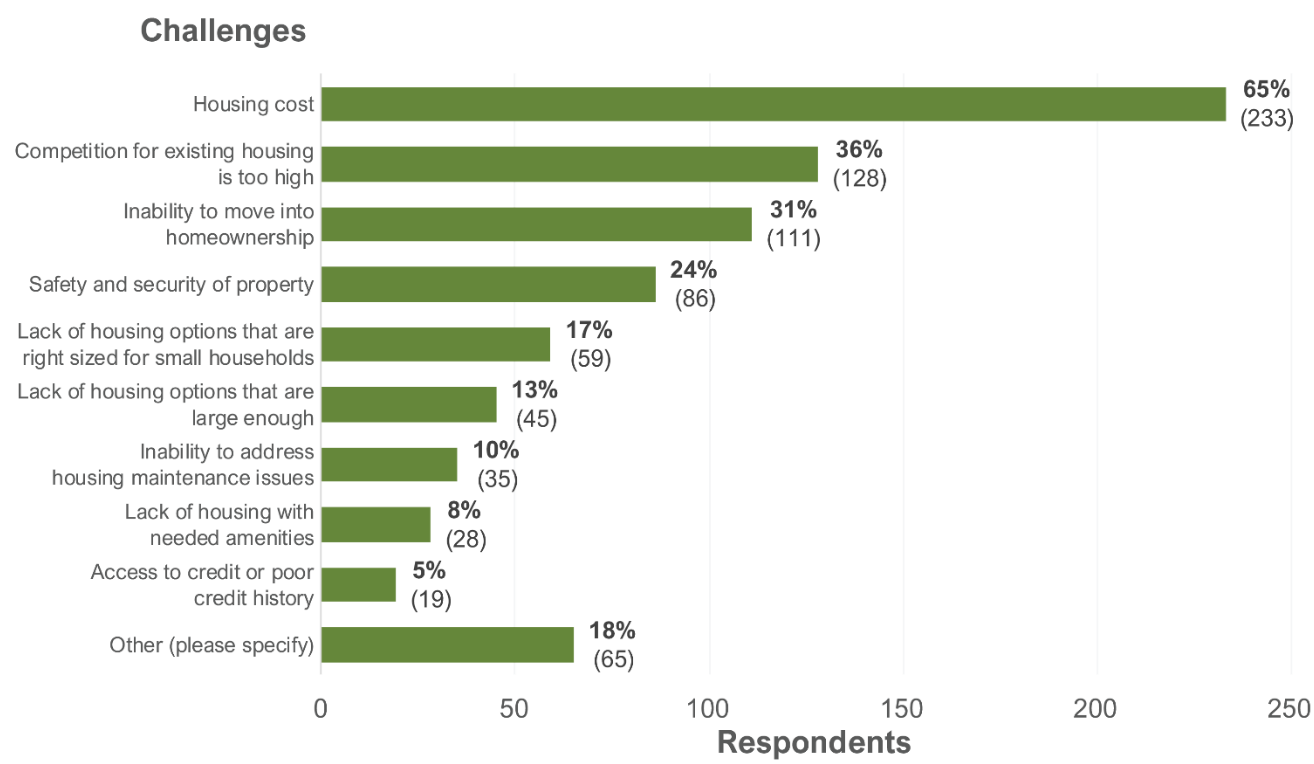
Q6: What housing challenges are people in Lake Stevens facing?

The results reported in Exhibit 81 indicate that the challenges that respondents felt that people were facing Lake Stevens. The most common challenges included **housing costs** (65%), **competition for existing housing** (36%), and **inability to move into homeownership** (31%), suggesting that many of these issues are more related to how people can buy homes in the community, and why some households cannot. Issues related to credit access, low amenities, and needs to address maintenance which would be associated with lower-income households or more marginal housing are given less consideration.

The ”Other” responses included several concerns, including:

- Concerns about the impacts of growth and future capacity to accommodate additional housing.
- General concerns about new development, including “overcrowding” and perceptions about the lower quality and higher densities of new subdivisions.
- Lack of housing types and rental options that can accommodate seniors, service workers, and residents that cannot afford more expensive housing.
- Parking issues related to housing.
- The need to preserve natural surroundings.
- Higher taxes.

Exhibit 66. Q6: What housing challenges are people in Lake Stevens facing?



Q7: What three words would you use to describe Lake Stevens today?

To give a broader understanding about the way that respondents saw Lake Stevens today, the survey asked for three words that described their impressions of the community. A word cloud of the responses is provided in Exhibit 82. This highlights several main concepts related to housing and development:

- The most common terms were related to growth or impacts of growth, such as **“crowded”** (52), **“growing”** (46), **“traffic”** (36), **“overcrowded”** (26), and **“congested”** (18).
- The appeal of certain community characteristics was also referenced: **“safe”** (31), **“beauty”** (31), **“lake”** (6).
- There were also several respondents that noted the positive social aspects of the city: **“community”** (24), **“friendly”** (21), **“family”** (14), and **“home”** (11).

(Note that a word stemmer was used for this assessment to combine similar terms, such as “safe” with “safety”, “park” and “parks”, etc.)

The responses highlighted strong positive feelings about local amenities and the importance of the “small town” feel in the community and expressed concerns . about future housing growth and coordination of development in the community,

Q8: What three words describe your hopes for Lake Stevens’ future?

A second question asking for three free word answers in the survey provided insight into the respondents’ hopes for the future of Lake Stevens as well. A word cloud for these responses is provided in Exhibit 83. The main themes from these responses include the following:

- “**Safe**” was the top response (55), mentioned by even more respondents than in their current perceptions of Lake Stevens. This is likely a significant and ongoing interest for the community.
- Social considerations were dominant in this list: “**community**” (38), “**friendly**” (20), “**diverse**” (19), “**family**” (10), and “**welcoming**” (9). This again highlights how the respondents appeared to have an interest in preserving the closer-knit social atmosphere in the city.
- “**Affordable**” (32) was also noted as a key consideration for the future of the city.
- Community amenities, largely related to quality of life, were also mentioned: “**school**” (20), “**clean**” (15), “**walkable**” (15), “**sidewalk**” (15), “**infrastructure**” (14), and “**beauty**” (9).

Again, this highlights the importance of local character and quality of life in the future vision of many respondents and may be related to responses to what would be important to change about the current types of development in the community.

Exhibit 67. Q7: What three words would you use to describe Lake Stevens today?

Exhibit 68. Q8: What three words describe your hopes for Lake Stevens' future?

Q9: How much do you agree or disagree with each statement?

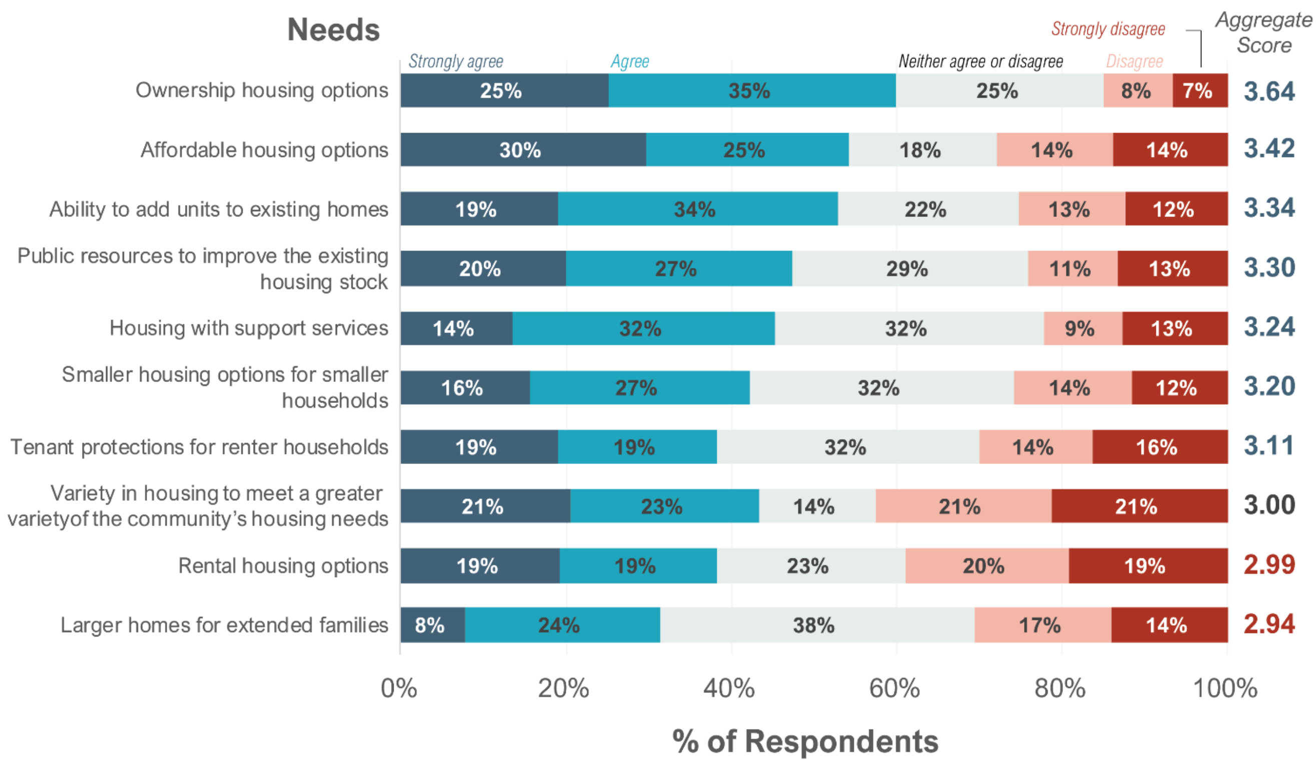
To understand the priorities of different housing issues, the survey included a panel question that listed several options for what Lake Stevens may need and allowed respondents to rank their agreement on a five-point spectrum from “Strongly agree” to “Strongly disagree”. This included:

- Variety in housing to meet a greater variety of the community’s housing needs
- Affordable housing options
- Rental housing options
- Ownership housing options
- Tenant protections for renter households
- Smaller housing options for smaller households
- Larger homes for extended families
- Ability to add units to existing homes
- Housing with support services
- Public resources to improve the existing housing stock

The results are provided in Exhibit 84, ordered by an aggregate score of the responses. Overall, this indicated the following:

- Most respondents agreed or strongly agreed that Lake Stevens needed more **ownership housing** (60%) and **affordable housing** (55%), and current owners needed the **ability of add units**, such as accessory dwelling units (53%) **to existing homes**. This indicates that the respondents were focused on what city policies could do with respect to traditional types of owner-occupied housing.
- While no point in the survey did most people disagree with the sentiments expressed, certain elements related to diversity of housing received neutral or more negative than positive sentiment in aggregate. This included: **variety in housing to meet community needs** (3.00 aggregate score), **rental housing options** (2.99), and **larger homes for extended families** (2.94). Although these results do not point to complete opposition to housing choice, it does indicate there is less agreement locally on the importance.

Exhibit 69. Q9: How much do you agree or disagree with each statement?



Q10: What housing goals do you think Lake Stevens should prioritize?

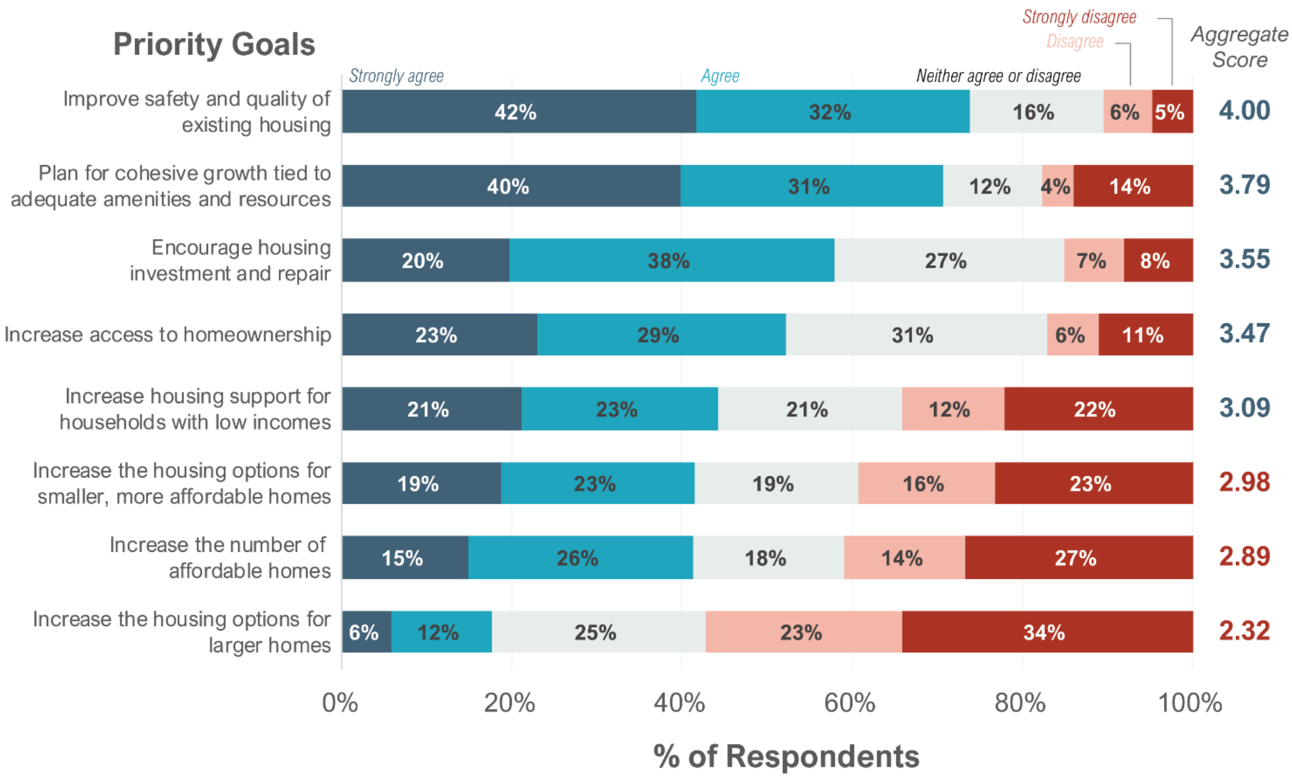
Respondents were also asked to rank whether they agree or disagree (on a five-point scale as above) with prioritizing the following housing goals in the Housing Action Plan:

- Plan for cohesive growth tied to adequate amenities and resources.
- Increase the number of affordable homes
- Increase the housing options for smaller, more affordable homes
- Increase the housing options for larger homes
- Encourage housing investment and repair
- Increase access to homeownership
- Increase housing support for households with low incomes
- Improve safety and quality of existing housing

The results provided in Exhibit 85 highlight the following:

- A clear majority of respondents agree on two priorities**: improving the safety and quality of existing housing** (74%) and **planning for cohesive growth tied to adequate amenities and resources** (72%). This is aligned with the previous responses that highlight the importance of examining the impacts of growth on the community.
- A majority of respondents also agreed that **encouraging home repair** (58%) and **increasing access to homeownership** (52%) should be priorities in local housing policy.
- Conversely, about 57% of respondents noted that local housing policy **should not increase the housing options for larger homes**. This suggests that while smaller lots are seen as being a sign of overcrowding, policy itself should not be focused on encouraging larger homes in the community.
- Although there was no majority opposition, there was slightly negative sentiment regarding **smaller homes** (2.98) and **affordable housing options** (2.89). In these cases, positive responses were more likely only to agree, while negative responses were more towards strong disagreement.

Exhibit 70. Q10: What housing goals do you think Lake Stevens should prioritize?



Q11: What growth strategies do you think would be best for Lake Stevens?

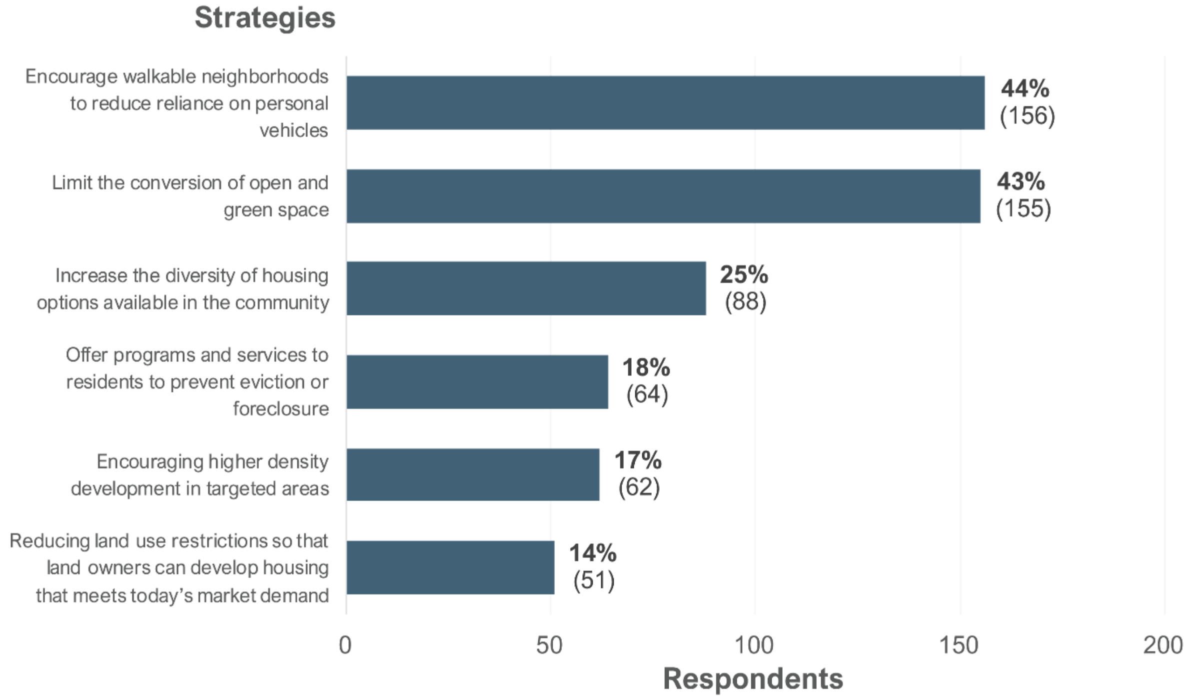
The final question provided an opportunity for respondents to highlight their preferences for growth strategies in Lake Stevens, with the understanding that the state has mandated the city meet certain growth targets. These strategies include:

- Encouraging higher density development in targeted areas.
- Reducing land use restrictions so that landowners can develop housing that meets today's market demand.
- Limit the conversion of open and green space.
- Encourage walkable neighborhoods to reduce reliance on personal vehicles.
- Increase the diversity of housing options available in the community.
- Offer programs and services to residents to prevent eviction or foreclosure.

The results, provided in Exhibit 86, indicate that no strategy was noted by a majority of respondents. However, they do indicate several points to consider in policy development:

- The most popular responses were related to maintaining local quality of life, including **encouraging walkable neighborhoods** (44%) and **limiting the conversion of open and green space** (43%). This is related to concerns expressed previously about sidewalks and future growth impacts.
- The least popular responses related to supporting pro-tenant policies (18%), encouraging higher densities (17%), and reducing land use restrictions to encourage more housing (14%). This suggests some resistance to efforts that would encourage more growth in the community.

Exhibit 71. Q11: What growth strategies do you think would be best for Lake Stevens?



Community Advisory Council

The Lake Stevens Community Advisory Council works to identify issues, prioritize support, and ensure that the diverse character of the community is represented in decision-making processes regarding diversity and inclusion. Committee members reflect the racial, ethnic, and socioeconomic diversity of the Lake Stevens area, and the mission of the Council includes:

- Advising the city on diversity, equality, inclusion, and accessing strategies and policies that improve outcomes for all.
- Assisting the city in strengthening the relationship with diverse community groups.
- Leading the community in thought-provoking discussions which support cultural understanding, mutual respect, and inclusivity.

At a regular meeting of the Council, staff from BERK Consulting provided a handout about the housing needs in Lake Stevens and moderated a discussion about several housing-related questions. Major points from the discussion included the following:

How are housing needs changing?

- Lake Stevens has a good school system; it will remain appealing to households with children.
- There are lots of people struggling, and it's likely that there will be a lot of foreclosures in the future.
- Rents are rising to unaffordable levels; it's hitting everyone.
- Lots of families are leaving Lake Stevens because the landlords are increasing rents.

- People are losing jobs, or their jobs are being downgraded.

What housing options does Lake Stevens need more of?

- There is too limited of a supply of housing affordable to people with low incomes. Additional apartments would be very helpful.
- Townhomes could also help, but there are too few to make a difference.
- The city needs family-sized apartments with 2 to 3 bedrooms.
- Housing options that mix housing types can help keep neighborhoods integrated by age.
- More income-restricted housing is needed.
- Homeownership options affordable to younger households:
- College-age students want to come back to Lake Stevens but are not able to buy a starter home. There is no room for young families here.
- Smaller homes start at $600–800K, which is out of reach for most.
- One person shared that his son left the Marine Corps and couldn’t find anything affordable in the city for him and his wife.
- There are no condo options so that young people can start building equity as a place to start.
- Rent-to-own options would be helpful.

Where should new housing go?

- One person noted that some increases in density will be necessary to achieve more affordable housing.
- One person suggested adding apartments over the grocery store. There was some agreement that that would be okay.
- Between the water main and powerlines, there are significant constraints on where new housing can be developed in Lake Stevens.
- One person said that the city needs more transit-oriented development near areas where bus lines are available.
- Someone rebutted that there will be limited transit options in Lake Stevens. People can arrange private carpools to the future light rail stations or transit, but the trestle is constrained.
- A person expressed a concern that bringing in condos near the downtown will create too much traffic and create a need for more parking. Someone suggested that condos be located next to the freeway.

Community Workshop 1

At a regular meeting of the Lake Stevens Planning Commission on November 29, 2022, BERK staff provided a short presentation about housing needs and coordinated a table mapping exercise. As part of this exercise, participants were asked to provide feedback on a large map of the city and identify considerations about growth and where they believed new housing in the community could be included.

To facilitate this, we provided toy blocks as a means of representing different types of housing to be accommodated in the community. This included:

- 2x2 grey blocks representing ADUs and infill housing in existing neighborhoods.
- 2x4 purple blocks representing new duplex, triplex, 4-plex, and townhome “missing middle” style residential development.
- 2x6 white blocks representing new multi-unit housing, up to “five over one” mixed-use development.

Exhibits 87, 88, and 89 include the maps from the session, which were presented by the smaller tables to the entire group at the end of the discussion. Major elements discussed included the following:

- **Higher-density development should be sited close to planned centers.** Generally, the participants noted that denser multi-unit housing should be accommodated within existing centers, such as Lake Stevens Center, Downtown, and the 20th St SE Corridor. This housing was envisioned as one component of a mix of uses in these areas, with other retail and services supporting this density. Access to transit would be more reliable in these areas, especially at the park-and-ride serving Lake Stevens Center.
- **Individual neighborhood sites were more ideal for middle housing options.** Sites identified for middle housing across all maps were largely targeted locations distributed throughout the community. These sites were based more on local knowledge about locations where more density would be appropriate both for the site and the neighborhood.
- **Opportunities identified for infill and ADUs were vaguer and broader.** Participants were more challenged in this exercise to find locations where infill and ADUs should be targeted. One table in fact dropped all blocks onto the map and clarified that this represented broad, even distribution throughout the city (and not a flotilla of houseboats). However, they did note a number of large-lot single-family houses in the city that would be perfect for intensification.
- **Transit was seen as the major limiting factor for density.** From this discussion, one of the major considerations for increasing density was good transit access, especially with respect to commuting options. One group identified additional transit routes that would be effective in supporting many of their goals with growth.[36]

[36] As noted in an interview with Community Transit (described in more detail below), current transit service in Lake Stevens is limited and largely associated with supporting commuters (30-minute peak service). Expanding this

- **Industrial areas for residential uses.** One group noted they would be open to the development of some residential uses in the Lake Stevens Industrial Center, potentially aligned with types of industrial development that would be compatible.

service in the future would be constrained by resource availability and may not be at the level to support more intensive forms of transit-oriented development (TOD).

Exhibit 72. Community Workshop Table Map 1.

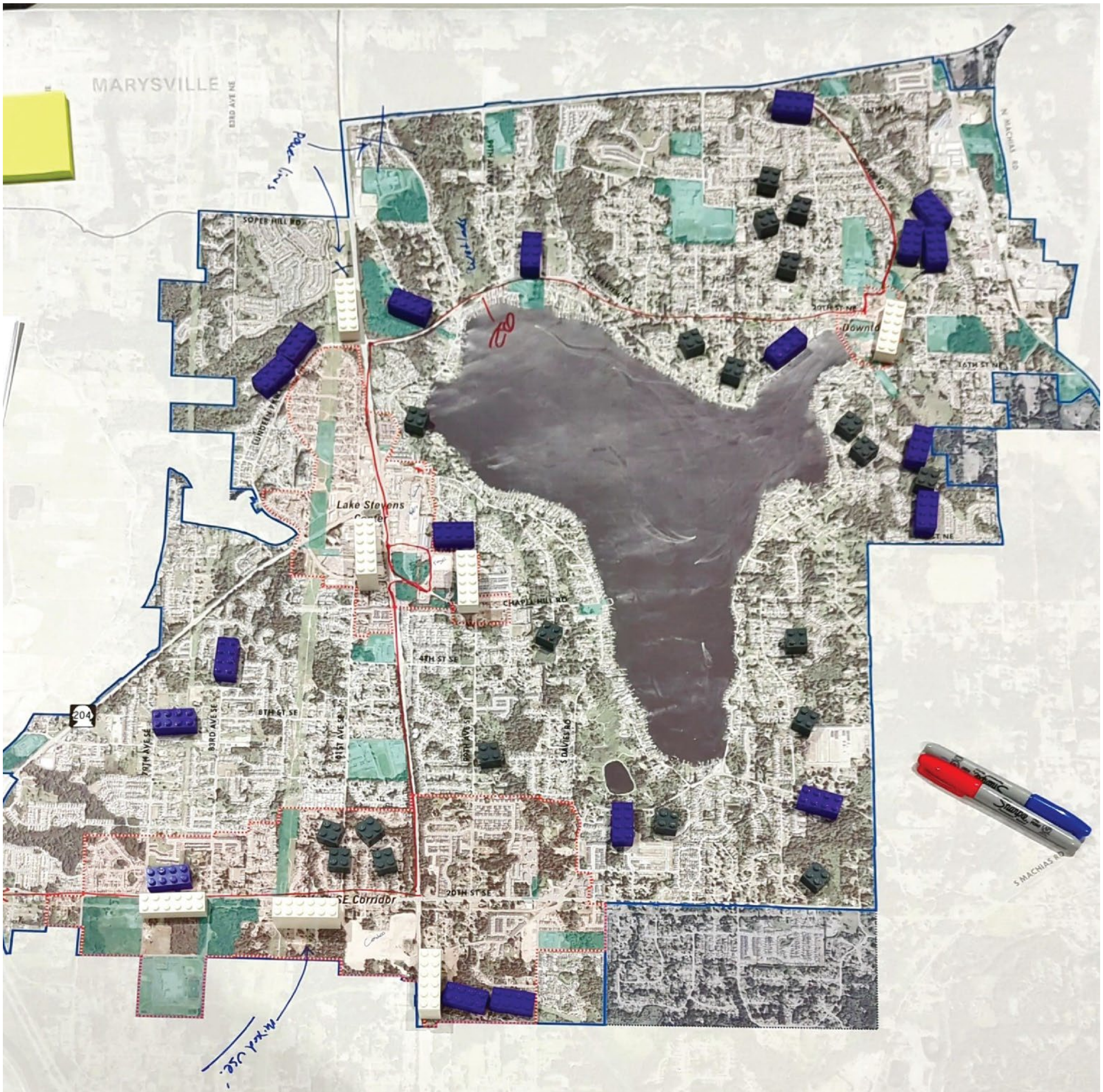
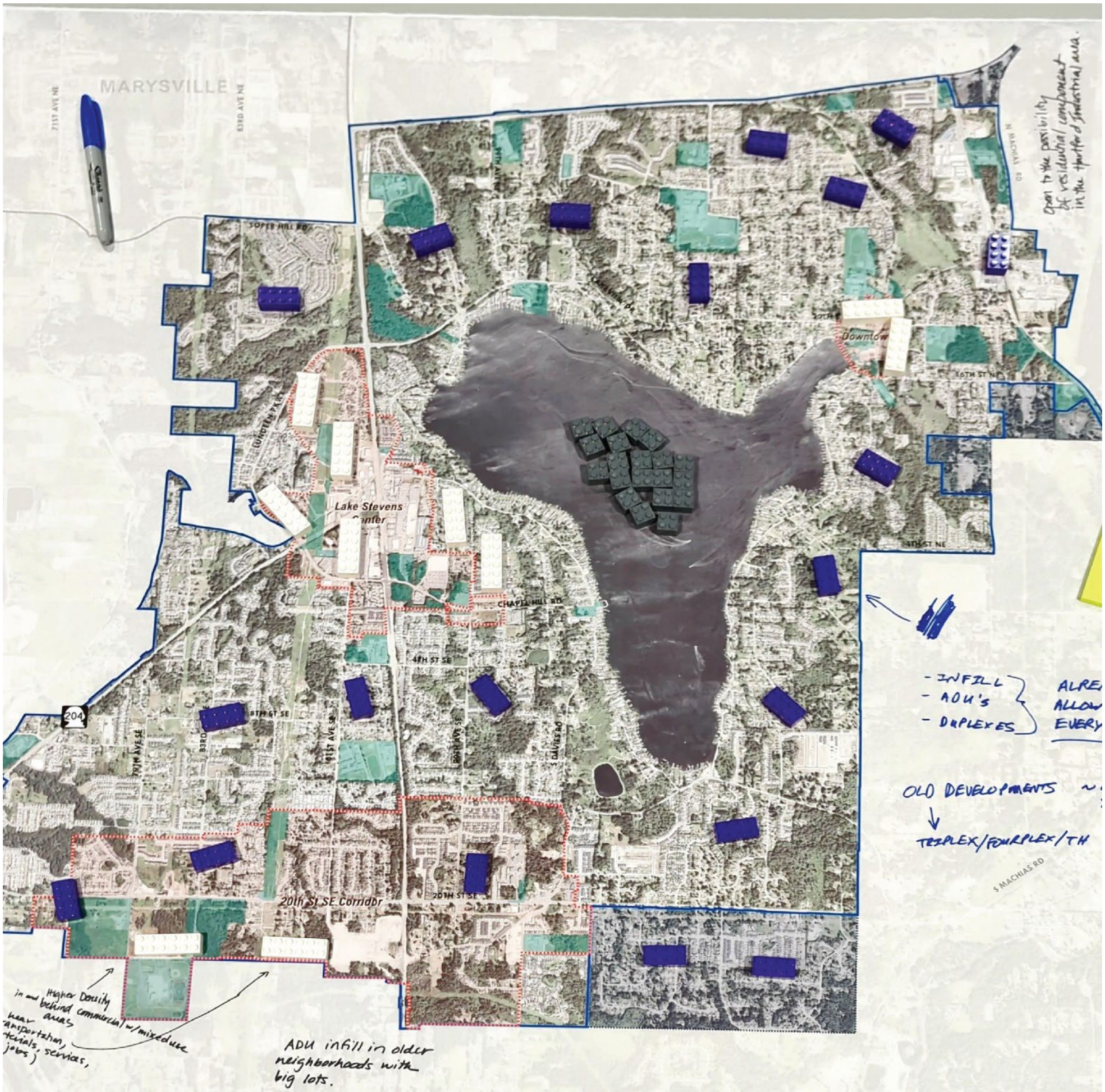


Exhibit 73. Community Workshop Table Map 2.

Exhibit 74. Community Workshop Table Map 3.



Group Interview

To provide insight from local and regional experts and representatives of organizations working in the area, we coordinated a focus group meeting to discuss major considerations for housing policy in Lake Stevens. Originally, this was intended to be split into two distinct groups, with local nonprofits and community organizations in a separate group, but given a lack of response from identified organizations, a combined meeting was seen as being most effective.

As part of initial outreach, we provided an RSVP to participants that included a priming question to prepare for the meeting: "*What is the one issue with housing in Lake Stevens that is the most important to cover as part of a citywide housing strategy?*" The responses included the following:

- A balanced supply of housing. Make sure a percentage of your housing supply is for homeownership and not just meet the GMA requirement by stacking multifamily in high-traffic areas. Balance of housing product types will serve your citizens best.
- Where to build the new homes.
- A variety of different housing ownership options in the city.
- Encouraging a diversity of housing stock.
- Remaining buildable lands and how to develop based on population targets.
- Working to find space for multi-use housing/commercial/retail and encourage developers to build these types of developments.

The group interview was held on March 20, 2023, with four representatives from local development interests, the city's chamber of commerce, and nonprofit housing development. Major themes explored during this discussion included the following:

- **Support for affordable housing is not sufficient to build the types of affordable housing needed.** This can be challenging for cities trying to meet certain identified targets for low-, very low-, and extremely low-income housing, as the resources are not available, and the city does not have the resources to incentivize this type of construction. This is especially important given the new state and county-level housing targets provided by household income category.
- **More intensive housing options will be shifted to arterials and centers.** Given the targets for housing and limits on land capacity, new growth will have to be accommodated through multi-unit development and infill projects. This will mean that projects may be targeted for areas that will not impact existing residential neighborhoods, which may place the focus of more intensive development along Highway 9.
- **Homeownership options are important.** Although the focus of affordable housing is on rental properties, it can be important to encourage homeownership of smaller and more affordable units as well. This can help to build household wealth and encourage households to move into more appropriate housing later in their life cycle when they might need more space. This could be accommodated through condos and unit lot subdivisions, among other tools.

- **Accommodating local workers can be essential.** One of the challenges in the local community is that while the city is not a major job center, there are some government, retail, and service jobs in Lake Stevens. For many of these employees, it may not be possible to find living arrangements close to where they work. For people such as teachers, this can be considered a significant issue to not be able to live in the community that they teach in. Finding affordable housing solutions that can help welcome these folks into the community as residents can be important and may even help with the competitiveness of local businesses that rely on this type of labor.
- **Regional strategies are looking at surplus lands owned by religious organizations and schools.** Providing stable housing can be essential for lower-income households that are facing housing insecurity. Accommodating affordable housing options in places like Lake Stevens can be challenging, however, especially given the availability of affordable land for development. Some nonprofits and other affordable housing partners have worked with religious organizations (such as churches) and schools to use the surplus lands they had set aside for expansion for targeted low-income affordable housing options instead.
- **Revisions to previous data will be essential in planning future housing capacity.** An attendee noted that changes in local conditions and specific site-level knowledge will be necessary to make sure the information on housing development capacity is accurate. Many of the sites identified through the County Buildable Lands Report may be less developable due to site conditions not examined through that previous process. This will be essential to get right, as expansion of urban growth areas will not likely be allowed in the foreseeable future.
- **Development conditions are difficult.** Although regional housing production has been a challenge in general due to approvals, available land for development, construction costs, etc., recent increases in interest rates have had a significant impact both on developers and homebuyers.
- **Despite the city's work, development approvals can still have some local roadblocks.** While the attendees were complimentary of the city's approach to streamlining development approvals and receiving permits in a timely fashion, they also indicated that one of the biggest challenges was now with approvals from other districts. These approvals can also tend to slow down their projects and provide additional delays to construction.

Interview with Community Transit

Given the importance of transit to the potential for intensification in Lake Stevens, we held a discussion with Community Transit staff to understand their long-term strategy regarding different transportation options in Lake Stevens.

As part of this meeting (conducted on March 21, 2023), we discussed the following:

- **Resource constraints limit future expansion planning.** After disruptions to ridership after the COVID-19 pandemic, Community Transit and other transit authorities have been impacted by reductions in fare revenue, perceptions of a lower demand for transit, and challenges with maintaining workforce levels. As such, this could impact future expansion of transit in Lake Stevens, especially without demonstrated potential for demand first.

- **Linkages with light rail.** Over time as Sound Transit light rail expands service into Snohomish County, a major focus for service will be on feeder lines to light rail stations. This may impact the focus and alignment of transit service to and from Lake Stevens, especially for commuters to downtown Seattle.
- **Exploration of different service models.** Given the challenges with available resources, Community Transit and other agencies are working to provide alternative approaches for service delivery that can address these limitations. For example, Lake Stevens will be serving as a pilot for a micro-transit service coordinated by Community Transit. This would involve relying on smaller vehicles for on-demand trips as opposed to larger buses. While this may not replace the utility of fixed bus routes, it could allow for more households to accommodate trips through alternate options and support less total car use in the community.
- **Revisiting service routes with potential increases in demand.** Although there are no immediate plans to increase service in Lake Stevens, this may be dependent on changes in development and potential customers for transit. If the city experiences significant development that is more dense and better able to be served by transit, Community Transit may elect to revisit planning and potentially increase service in areas which could support more ridership.

Major Findings

Based on the information received from the different engagement activities, there are several key lessons for consideration as part of future housing policy in Lake Stevens. This includes the following:

- **At different events, people have talked about how affordable housing is a problem in the region and how more homes are needed.** At every event, people have said that housing problems in the region are a major concern. Even people that already own their own homes know that it can be hard for other households to find a place to live. This highlights that many people do understand the general need for more housing, although there can be some strong differences about how to address the problem locally.
- **Concerns have been raised about the form and types of recent development which could affect future city housing initiatives.** Based on the results of the survey, it seems that some residents have been concerned about issues related to growth in the community. Some of the effects, like "overcrowding," could simply be related to any new development that might occur. However, comments about sidewalks, green space, and infrastructure suggest that people are feeling that local systems may be challenged in dealing with the effects of more development. Some of these problems are being managed by the city through investment in new sidewalks and other initiatives, but this may be an ongoing concern raised with future housing initiatives.
- **The local focus on owner-occupied housing will need to shift to address state-mandated housing targets.** The focus on owner-occupied housing in the community has been clear from the comments and feedback, and new housing development should consider a range of options for housing available for purchase. However, owner-occupied housing alone will not meet the income-based housing goals for future growth. The city will need to keep engaging with the community as policies to implement these requirements are developed.
- **Addressing transportation issues will be a necessary component to accommodating new growth.** Lake Stevens residents are concerned about traffic, and many people have said that new, denser development should be supported by transit in part as a response to these concerns. Efforts to build multi-unit housing to accommodate new growth should be coordinated with plans for future transit and walkable communities that can reduce car trips.
- **Focusing on high-quality, high-amenity neighborhoods to meet perceived housing needs will be essential for policy.** A major sentiment expressed in engagement was the idea that Lake Stevens is a community with strong local amenities and a “small-town feel”. However, despite concerns expressed about perceived challenges to local character, many respondents indicated the importance of a sustainable and welcoming community that can be accessible to seniors and new homebuyers. Encouraging housing solutions that can consider and support local amenities and be seen as assets to the community at large will be more favored by residents.