

PLANNING COMMISSION MEETING AGENDA



City of Lake Stevens Vision Statement

*By 2030, we are a sustainable community around the lake with a vibrant economy,
unsurpassed infrastructure and exceptional quality of life.*

August 7, 2023 - 6:00 PM

HYBRID at The Mill's Sawyers room, 1808 Main Street or Via Zoom

<https://us02web.zoom.us/j/88507281625>

or call in at: 253-215-8782 Meeting ID: 885 0728 1625

1. **Call to Order**
2. **Roll Call**
3. **Guest Business**
4. **Action Items**
 - A. Minutes for June 5th, 2023 Jennie Fenrich
5. **Discussion Items**
 - A. 2024 Comprehensive Plan Russ Wright
 - B. 91st Streetscape Revitalization Russ Wright
6. **Commissioner Report**
7. **Planning Director's Report**
 - A. Future Agenda Items Russ Wright
8. **Adjourn**

THE PUBLIC IS INVITED TO ATTEND

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

PLANNING COMMISSION STAFF REPORT



Agenda Date: 8/7/2023

Subject: Minutes for June 5th, 2023

Contact Person/Department: Jennie Fenrich, Community Development

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

Due to software complications, minutes will be provided at the next Planning Commission Meeting.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

PLANNING COMMISSION STAFF REPORT



Agenda Date: 8/7/2023

Subject: 2024 Comprehensive Plan

Contact Person/Department: Russ Wright, Community Development

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Discussion item

SUMMARY/BACKGROUND:

Comprehensive plans are critical to define a community's priorities in consideration of regional and state legislative priorities. The last major update to the Comprehensive Plan was completed in 2015. A city's comprehensive plan is updated periodically to comply with changes in state law. The plan should respond to the significant changes Lake Stevens has experienced over the past decade; anticipate issues affecting the city over the next 5, 10 or 20 years and adopt specific growth targets for population, housing and employment. In addition, the plan must consider infrastructure needs and public amenities that support a growing population and businesses.

The city received a grant from the WA Department of Commerce and has hired SBN Planning and the Transpo Group to help with the city's update. In 2023, the city staff and its consultants completed audits of all mandatory checklist items to identify needed changes, developed a public engagement plan and started collecting data. During Aquafest, the city launched a public webpage and [a public survey](#) to solicit public input and provide information on the pending update. Over the next year, the city will hold public workshops over plan elements, propose land use and map changes in response to new targets, issue an environmental determination and revise plan chapters.

During the update process, staff will keep the Planning Commission and City Council apprised with frequent briefings.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Att.1 Public Participation Plan
2. Att.2 Comp. Plan Board



Public Participation Plan

2023-2024 Engagement Strategy
Lake Stevens Comprehensive Plan Update

Prepared by SBN Planning LLC





Vision

The plan aims to foster a transparent, inclusive, and collaborative approach that allows community members to provide input and feedback, ensuring their concerns and aspirations are considered in developing the updated comprehensive plan.

Goals

- Provide meaningful opportunities for external stakeholders to engage and develop ownership in the Lake Stevens comprehensive plan update.
- Develop a shared understanding and common language on the current mandates and constraints Lake Stevens must use while planning.
- Communicate the specific issues facing Lake Stevens, its region, and how the City can address them.
- Remain flexible and adaptable to address the particular needs and characteristics of the community as they arise throughout the process.
- Create opportunities for engagement with external stakeholders through Key Partner communication and the broader Lake Stevens community.



Audiences

Internal Stakeholders

The consultant team and city staff currently engage the Planning Commission and stakeholders within the city of Lake Stevens to develop a schedule of regular working sessions. All communication with internal stakeholders will occur within the same timeline as external audiences. Additional reports currently being drafted will directly inform engagement material's next steps.

External Stakeholders

The target audience of this strategy is external stakeholders. SBN Planning will support external events when relevant, share findings and collaborate with city of Lake Stevens staff, and communicate data analysis from the comprehensive plan update to inform public participation materials throughout the process. The engagement strategy contains tactics separated by audiences, with a two-prong approach for external community engagement: Key Partners and Citywide Audiences.

Key Partners

The Key Partners audience comprises community members already active in addressing neighborhood and/or citywide concerns and is integral to the comprehensive plan update process.

- Lake Stevens Community Advisory Council
- Lake Stevens Youth Advisory Council
- Chamber of Commerce
- Master Builders
- Alliance for Affordable Housing
- State Agencies
- Special Purpose Districts
- External service organizations were previously active in the comprehensive plan updates.

Citywide Audience

The broader community of Lake Stevens has gone through significant changes since the previous comprehensive plan update. This process is an opportunity for relationship-building with community members who still need to be connected with Lake Stevens governing or planning goals. Any tactics associated with this audience must be accessible with low-barrier participation.



Strategy Overview

Early Communications

- **Webpage:** A dedicated central hub for the comprehensive plan update information hosted on the city of Lake Stevens website. Includes project updates, meeting schedules, documents, and a feedback mechanism.
- **Social media presence:** Leverage popular social media platforms of the city and community partners to reach a wider audience. Regularly post updates, survey links, and relevant information on internal and Key Partner's Facebook, Twitter, and Instagram.

Public Meetings and Workshops

Audience: Citywide and relevant Internal Stakeholders

A virtual option will be offered for all meetings where possible. When in-person meetings are required, materials will be available for download on the comprehensive plan website. Any venues for public meetings and workshops will be ADA-compliant and easily accessible for individuals with disabilities, and necessary accommodations will be provided. Public engagement activities will be evaluated midway and adjusted based on community feedback and participation levels.

Kickoff Event

An initial public meeting will be held to introduce the comprehensive plan update process, its goals, and the importance of community involvement. As an in-person event, this is an opportunity for community members to see how previous engagement events during the Housing Action Plan and Climate Sustainability Plan integrate into larger planning goals.

This kick-off meeting will introduce each comprehensive plan element and describe its function at individual stations by topic. The team will provide visual and interactive materials, such as boards describing current conditions, clear overlay maps to help visualize different land use scenarios and sensory experiences where possible. On-site planners and other professionals will be available to answer community questions, particularly around the Industrial Area and Housing stations.

- **Note:** The last comprehensive plan update included a greater visioning effort due to the required significant changes. Due to this plan's fewer required changes, this kick-off meeting will replace that event.
- Internal Stakeholders will be invited alongside the citywide audience.



StoryMap

Launched at the same time as the kickoff event, a story map will be published on the Lake Stevens comprehensive plan update webpage. The StoryMap will be a visual journey from the current conditions and issues facing Lake Stevens, an introduction to areas that have been identified for consideration of rezoning, and identification of areas and associated proposals which require more analysis based on the map amendments identified in previous deliverables. The map will end on an interactive mapping tool where users can zoom in on these study areas and see different proposals or possibilities in these areas, based on previous work from the city, other consultants, and Comprehensive Plan work.

Topic-specific Webinars

Based on findings or data gaps in the update process, two to four webinars will focus on specific aspects of the comprehensive plan. Relevant experts will present information on the planning update and what it means for Lake Stevens. Community members will share their ideas, concerns, and suggestions. This strategy is ideal for remote facilitation.

- Note: If needed, topics can be combined by themes such as land use and environment. Survey results and Key Partner feedback will inform the choice of topics and workshop materials.

Housing

- Present the current housing conditions, building constraints, and population needs in Lake Stevens.
- Integrate high-level findings from the Housing Action Plan and what they could look like in practice.
- End with question and answer to prime the conversation for Open House activities.

Industrial Area

- High-level presentation of current conditions of industrial utilization, zones, and market analysis.
- Introduction to the Economic Development element of the comprehensive plan with clear, straightforward visuals of what is possible with proposed Industrial Area zoning changes.
- End with question and answer to prime the conversation for Open House activities.

Transportation and Capital Projects

- Transpo Group will present their findings and recommendations for the Transportation Master Plan.
- SBN and City staff will discuss how these updates integrate with broader land use and housing goals and policies.
- End with question and answer to prime the conversation for Open House activities.

Environment

- The current conditions and environmental issues facing Lake Stevens and contextualizing future thoughts and policies.
- A high-level presentation of the Climate Sustainability Plan and how it will be integrated into the comprehensive plan update and future city endeavors.
- End with question and answer to prime the conversation for Open House activities.



Open House

This event differs from the kick-off meeting by displaying conclusions from the update process and how Lake Stevens will utilize the updated policies and parameters of new legislation in practice. While the data displayed on the new boards will be mostly finalized for the final comprehensive plan, additional feedback will be collected. If it isn't feasible to integrate the input for this current update, it will be added to the final engagement report's ending recommendations and suggestions section.

- Note: This strategy occurs later in the process after consultants and Lake Stevens staff have identified subjects requiring community feedback and updated data is ready to be shared.
- Ideally, the Open House will have a display in partnership with the Lake Stevens Youth Advisory Council developed through the Key Partner meetings based on their interest areas.

Targeted External Partner Engagement

Audience: Key Partners and relevant Internal Stakeholders

The consultant team will collaborate with Lake Stevens staff to connect with Key Partners for targeted engagement conversations on comprehensive plan updates topics. Meeting community members where they are and respecting their established meeting schedules is vital to our outreach strategy. Key Partners will also be asked to give feedback on topics for deeper citywide engagement and promote the Community Survey throughout their established community networks.

Relevant city staff working closely with Key Partner groups will be looped into discussions to continue relationship-building across departments and the community.

Kickoff Meeting

Initial meeting with each identified Key Partner group to present the timeline and request for specific asks at different stages of the comprehensive plan update process. If the Key Partner group is interested in participating in the process, consultants will schedule and assist in material creation for meetings.

Mid-process update meeting

Give updated information on the update process and request feedback on previous engagement events.

Findings Meeting

Final meeting with Key Partners to share the completed findings, request feedback for the next comprehensive plan update, and document in final deliverables.

Community Survey

A digital community survey is being drafted for community-wide accessibility. This survey will utilize the last comprehensive plan update's survey questions to track changes in community opinions over time. In addition to previous survey questions, new questions on contemporary topics will be added based on findings from concurrent consulting projects.

The community survey will be hosted on the comprehensive plan update webpage and promoted through Key Partner networks and public postings. The survey will be translated into up to three additional languages based on evaluating language accessibility needs with Key Partners and City staff.



Evaluation and Final Reporting

Final Report

Summary of the public engagement process, highlight of key findings, community input, and how it influenced the updated comprehensive plan. This report will be shared with the community stakeholders and hosted on the comprehensive plan update webpage.

Key Partner Findings Meetings

An important step to close the loop with Key Partner engagement, meetings will include a report on updated elements, the final comprehensive plan, and an opportunity for feedback on engagement tactics and suggestions for plan updates. The final report will include these recommendations in a section for future planning initiatives.

Takeaways Infographics

Final infographics for ease of understanding high-level takeaways of plan elements posted on the comprehensive plan update webpage and distributed to our Key Partners and Internal Stakeholders. Visual, colorful, and a balance between comprehensive plan updates and community engagement impact, with pull quotes and future next steps.

Tactic Timeline

Q3 2023

- Key Partner Kick-Off Meetings
- Community Survey Opens
- Outreach materials for in-person events completed
- Comprehensive plan update webpage published

Q4 2023

- Kick-off meeting for Citywide audience
- StoryMap launch
- Community Survey closes
- Topic-specific webinars identified and scheduled

Q1 2024

- Key Partner mid-process update meetings
- Community Survey results published
- Topic-specific webinars/workshops completed

Q2 2024

- Open House event to share findings and a draft of the comprehensive plan update.
- Key Partner findings meetings
- Final Report of the engagement process and results published alongside comprehensive plan update documents.



LAKE STEVENS COMPREHENSIVE PLAN UPDATE

As the city contemplates the next 20 years, it must embrace its position as a unified growing city.

The Lake Stevens Comprehensive Plan considers issues affecting the city over the next 5, 10 or 20 years and adopts specific growth targets for population, housing and employment. The last major update to the Comprehensive Plan was completed in 2015. Throughout the next year we will develop new updates for completion at the end of 2024.

A city's comprehensive plan must be updated every 10 years to comply with state law. The plan should also respond to the significant changes Lake Stevens has gone through over the past decade.

Elements of the Comprehensive Plan

Land Use

The city's Land Use Element considers land use forecasts and growth targets for the next 20 years for population, housing and employment. This is a crucial part of this year's plan update.

Housing

The Housing Element is used to describe current population and housing trends in the city utilizing the recently completed Housing Action Plan.

Environment and Natural Resources

The new Climate Sustainability Plan, and coordination with other state and regional agencies, will work to improve air quality and address climate change.

Parks

The Parks Element includes an inventory of parks, recreation and open spaces, and how they meet the community's needs.

Economic Development

Specific strategies supporting job diversification, retail and personal services and industry growth.

Capital Facilities

Goals and Policies were updated to reflect the city's desire to be a sustainable community around the Lake with unsurpassed infrastructure supporting an exceptional quality of life.

Transportation

A new Transportation Master Plan will directly impact the updated transportation analysis in this section.

Public Services and Utilities

This inter-agency section features local service providers such as the Lake Stevens Sewer District, Lake Stevens Fire, and the Lake Stevens School District to ensure service continuity as the community grows.



Plan Update Engagement Timeline

July - September 2023

- Community Survey Opens

October - December 2023

- Public Kick-off Meeting
- StoryMap launch
- Community Survey closes

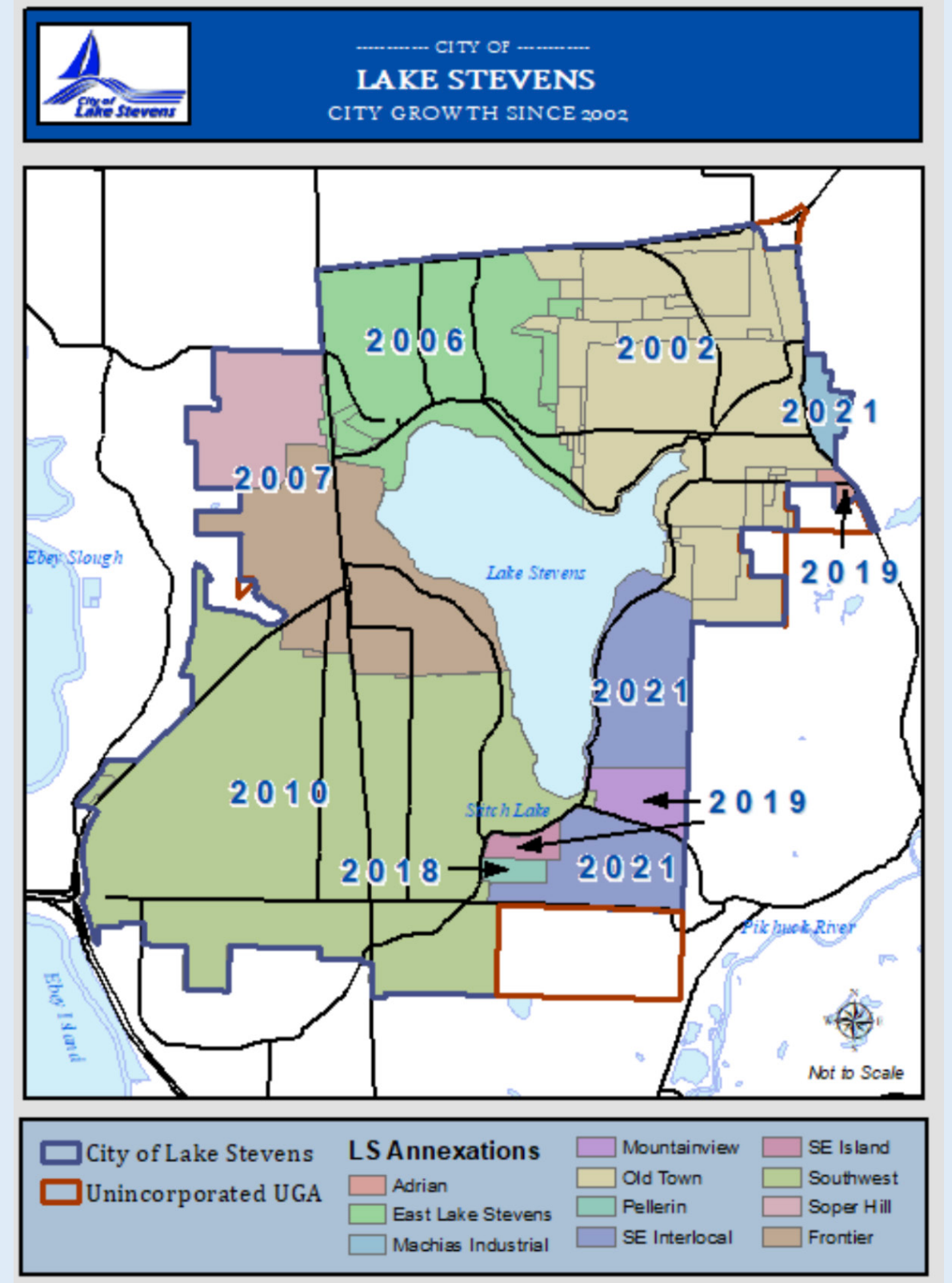
January - March 2024

- Community Survey results published
- Topic-specific webinars on elements of the plan, such as Housing, Industrial Lands planning, Transportation, and Capital Projects.

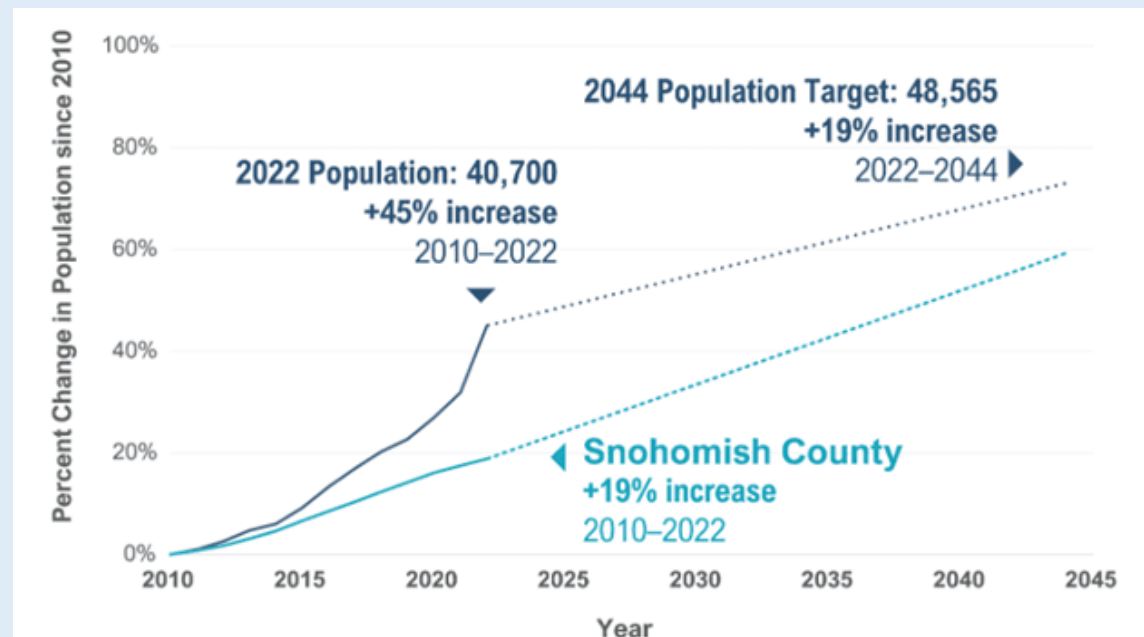
April - June 2024

- Open House event to share findings and a draft of the comprehensive plan update.
- Final Report of the engagement process results published as part of the final comprehensive plan update.

Lake Stevens Annexations and Land Use



In addition to a growing population, we've added almost 600 acres of land to the city boundaries through the 2021 annexation alone, and adopted four specific plans covering the city's growth centers.



Community in Action

Above: Eagle Ridge Community Garden
Top Right: Diwali 2022
Bottom Right: LSPD Polar Bear Plunge



To learn more about recent efforts and proposed updates, please visit the city's Comprehensive Plan webpage.

PLANNING COMMISSION STAFF REPORT



Agenda Date: 8/7/2023

Subject: 91st Streetscape Revitalization

Contact Person/Department: Russ Wright, Community Development

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Discussion

SUMMARY/BACKGROUND:

With new interchanges completed along Highways 9 and 204, the city is soliciting input on proposed street improvements to 91st Ave NE and Frontier Circle East. This project is one of the implementing elements of the Lake Stevens Center subarea plan, is a City Council priority and becomes the first step to help kickstart the economic revitalization of this key shopping corridor as a “second main street.” The city has partnered with KPG Psomas to present design options for this corridor with the intent of enhancing accessibility for pedestrians, cyclists and cars. Once complete, this project will improve the appearance of this area for business owners, residents and visitors.

The city staff and its consultants have identified existing conditions, developed a project slideshow, created design boards, launched a public webpage and a [public survey](#) to solicit public input and provide information on the project. Next steps will include holding an open house with residents and business owners in the area, summarizing survey data, reporting to the City Council who will pick a preferred option or hybrid option, and preparing a cost analysis. After that, the city will prepare formal construction plans and identify funding sources for this project.

Staff will request the Planning Commission take the survey and be prepared to discuss the design options.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Att.1 91st Streetscape Design Boards



91ST AVE NE STREETSCAPE REVITALIZATION PROJECT

Attachment 1



SCAN QR CODE ABOVE
TO VISIT OUR WEBSITE
AND TAKE A BRIEF SURVEY.

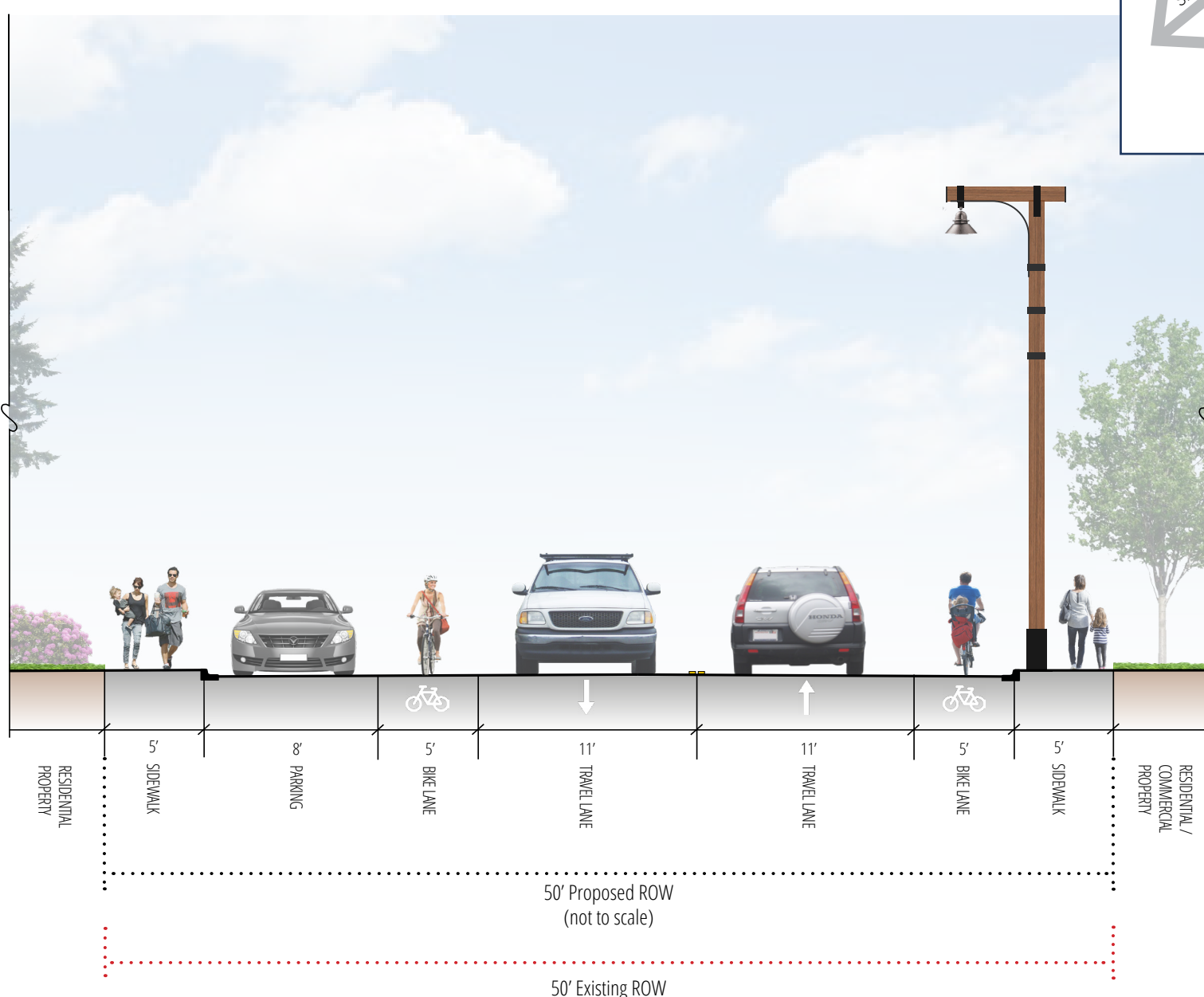
The goals of the **91st Ave NE Streetscape Revitalization Project** are to:

- Create an inviting "main street" shopping district along 91st Avenue NE that better connects the retail core with the surrounding residential areas
- Develop a more pedestrian-oriented streetscape with amenities such as wider sidewalks, seating, improved lighting, wayfinding, and public art
- Safely accommodate bikes and vehicles moving through the corridor

We want to hear from you!

Residential Segment - Option A: Parking on One Side + Bike Lanes

Frontier Circle E from Frontier Circle to 13th St NE
(Looking North)



Pros:

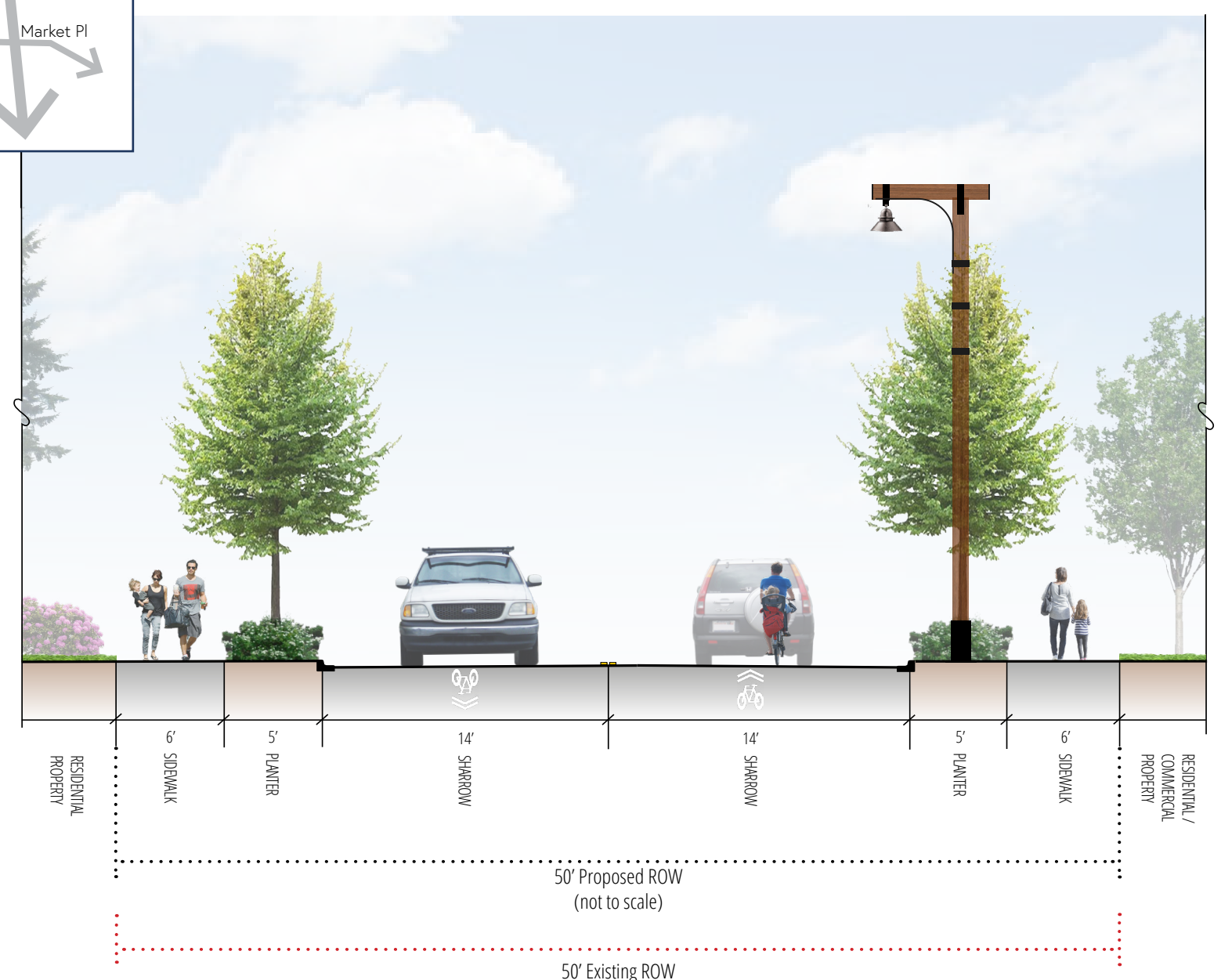
- New sidewalks along both sides of corridor
- Designated bike lanes through corridor
- Added street lighting

Cons:

- Bike lanes not buffered from traffic
- No buffer between sidewalks and street
- No street trees

Residential Segment - Option B: Planters + Sharrows

Frontier Circle E from Frontier Circle to 13th St NE
(Looking North)

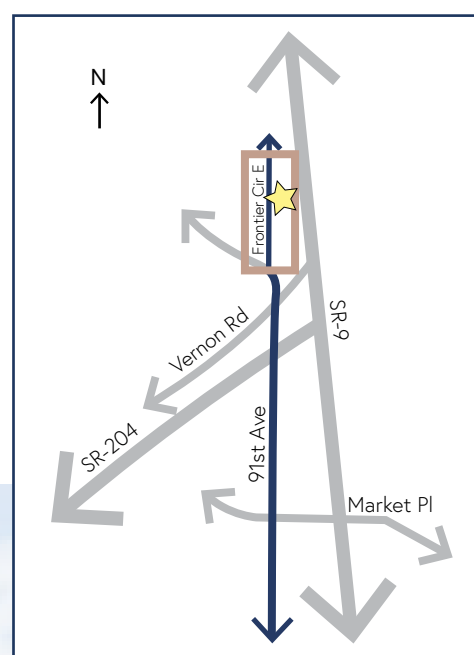


Pros:

- New, wide sidewalks along both sides of corridor
- Sidewalks buffered from street with new planter areas
- Added street lighting
- Wider shared roadway ("sharrow")

Cons:

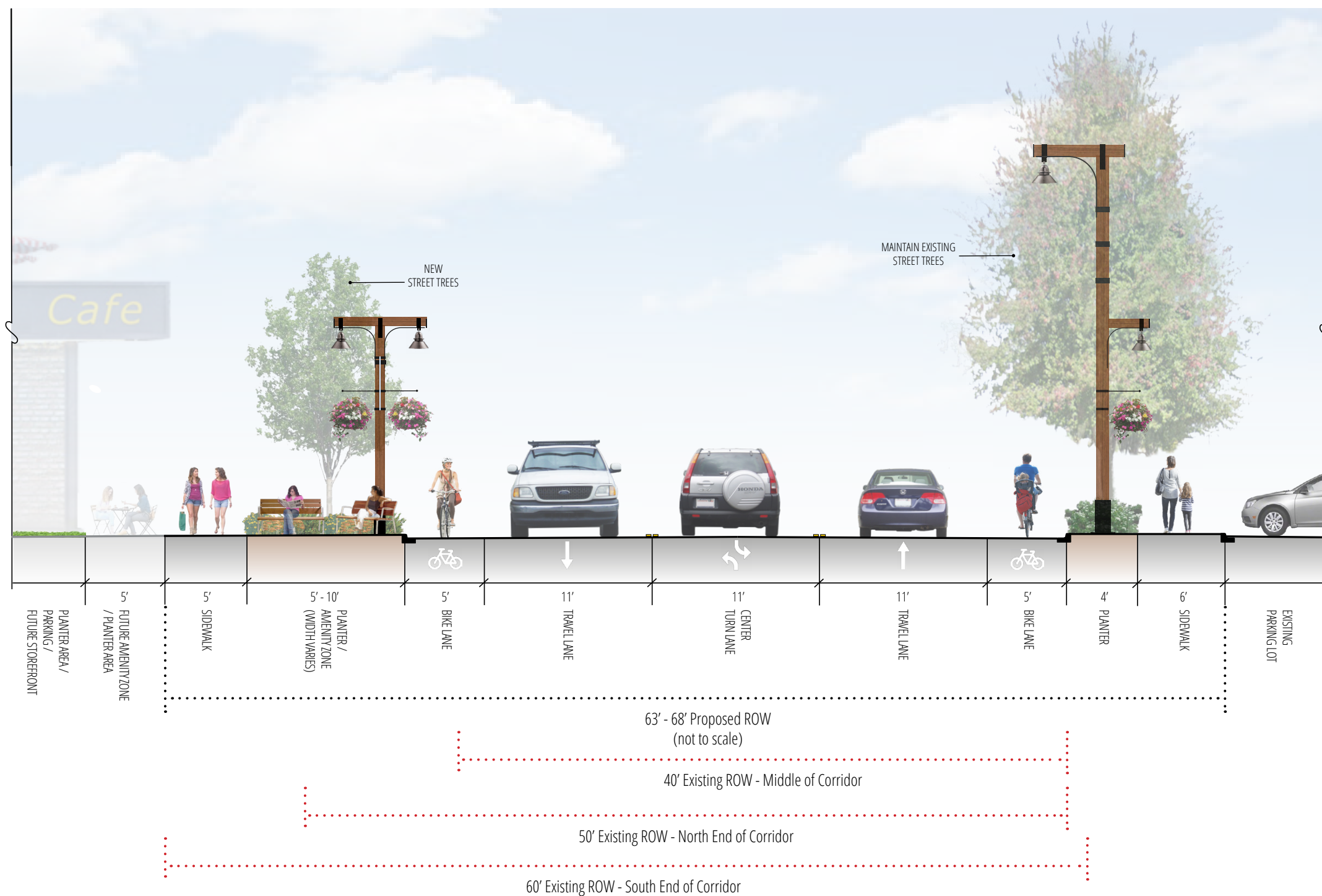
- Cyclists on road with traffic
- No street parking



91ST AVE NE STREETSCAPE REVITALIZATION PROJECT

91st Ave NE "Main Street" Segment - Option A: On-Street Bike Lanes

91st Ave NE from Market Place to Hwy 204
(Looking North)

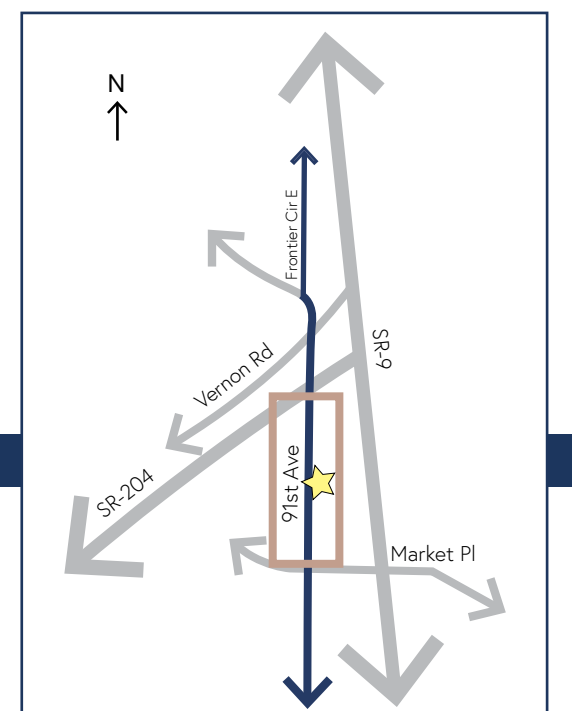


Pros:

- New buffered sidewalks along length of corridor
- New pedestrian lighting + public seating /amenity areas
- Designated bike lanes
- Retention of existing large canopy trees on east side of corridor

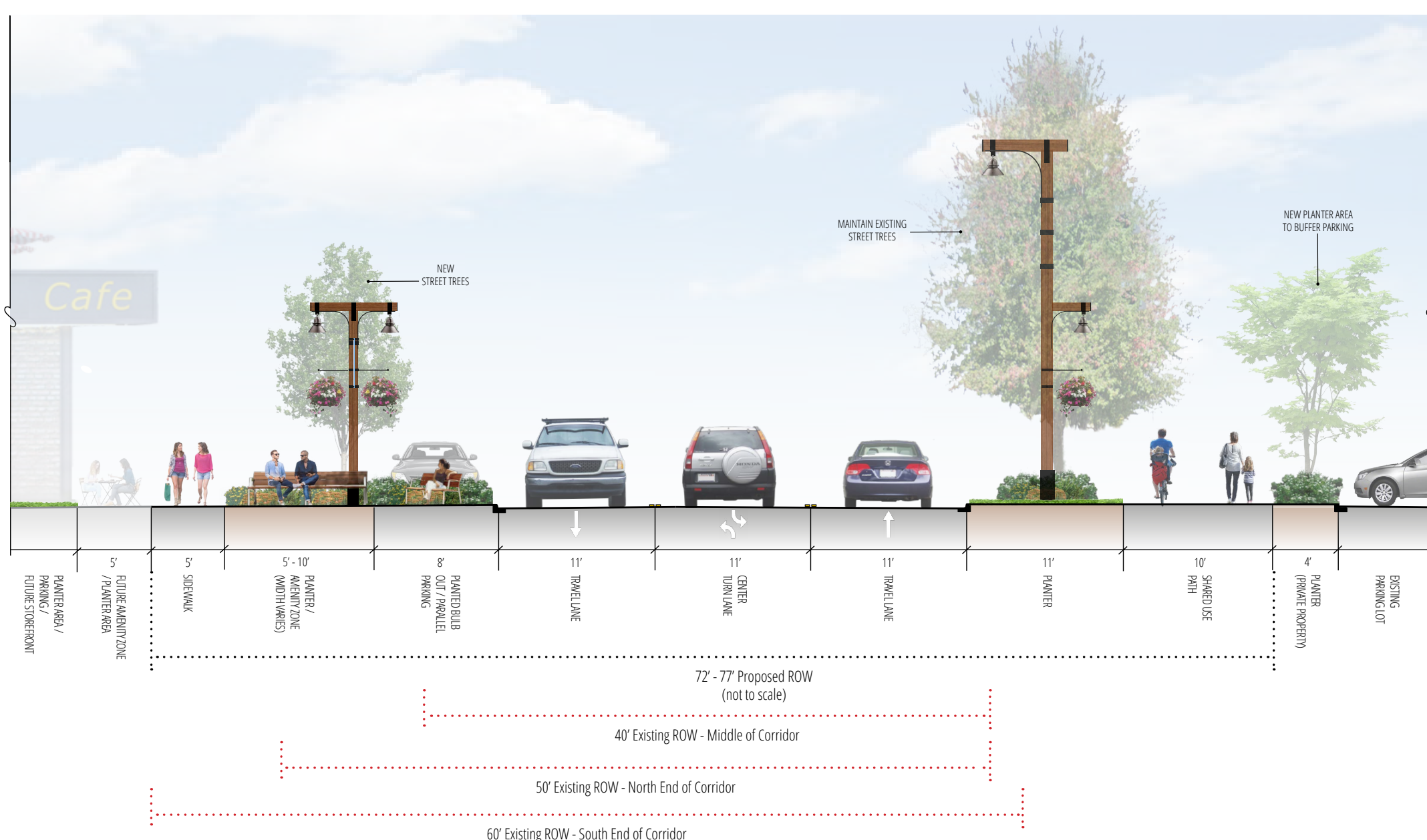
Cons:

- Bike lanes not buffered from traffic
- Narrower sidewalks than Option B
- Narrow planter buffer compared to Option B



91st Ave NE "Main Street" Segment - Option B: Shared Use Path

91st Ave NE from Market Place to Hwy 204
(Looking North)



Pros:

- Sidewalks buffered from street along length of corridor
- New pedestrian lighting + larger public seating / amenity areas
- Cyclists on shared use path buffered from traffic
- Planter buffer between parking lot and sidewalk
- Street parking along west side
- Retention of existing large canopy trees on east side of corridor

Cons:

- Cyclists limited to travel on one side of street section, shared space with pedestrians
- More expensive option
- More ROW acquisition required

PLANNING COMMISSION STAFF REPORT



Agenda Date: 8/7/2023

Subject: Future Agenda Items

Contact Person/Department: Russ Wright, Community Development

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

None

SUMMARY/BACKGROUND:

Code Cleanup - August and September
2024 Comprehensive Plan Progress - September
2023 Comprehensive Plan Public Hearing

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None