

CITY COUNCIL WORKSHOP 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.

January 16, 2024 - 6:00 PM

WAYS TO PARTICIPATE:

In Person: The Mill, Sawyers Room, 1808 Main Street, Lake Stevens
OR Join Zoom Meeting: <https://lakestevenswa.zoom.us/j/82780522683>
or call in at (253) 215-8782 Meeting ID 82780522683

- 1. Call to Order**
- 2. Oath of Office**
 - A. Returning Councilmember Ryan Donoghue Brett Gailey
- 3. Guest Business**
 - A. Introduce Freddie Schwarzhans, new Parks Maintenance Worker Sarah Garceau
- 4. Joint Meetings**
 - A. Planning Commission and City Council Russ Wright
 - B. Parks Board and City Council Sarah Garceau
- 5. City Department Report**
 - A. 2023 Report from Community Development Russ Wright
 - B. Public Works Annual Report Aaron Halverson
- 6. 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 COUNCIL STAFF REPORT



Agenda Date: 1/16/2024

Subject: Planning Commission and City Council

Contact Person/Department: Russ Wright, Community Development

Budget Impact: Direct budget impacts may require project specific funding to be approved by the Council as needed. The council has approved budgets for consultants for some long-range projects in 2024.

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Review and discuss the 2024 Long-Range Planning Work Program.

SUMMARY/BACKGROUND:

Each year, staff develops a Long-Range Planning Work Program that is reviewed and approved by the City Council and includes items such as Comprehensive Plan amendments, development code amendments, annexations and other long-range planning projects. A year-end report is included under department reports as a separate item.

2024 WORK PROGRAM

The draft 2024 work program is made up primarily of the Planning Commission's and department's (PCD's) proposed long-range work plan (**Attachment 1**). The 2024 work program includes carryover items from the 2023 work program as well as new projects. Dates identified in the work program are subject to change, depending on feedback from the Planning Commission and City Council and any necessary research. Most of the 2024 work program will be devoted to completing the 2024 Periodic Comprehensive Plan Update and implementing regulations and any carryover items.

Code Amendments

The draft 2024 work plan contains the following carry-over and new code amendment projects:

- **Code Clean Up** (carryover) – This project is a comprehensive overview of the zoning code to identify inconsistencies and clarify any ambiguous sections. It addresses compliance with HB 1110 (duplexes/middle housing) and HB 1337 (ADUs) and has incorporated minor components of the Process Code Update discussed below. The Planning Commission public hearing is tentatively scheduled for January 17, 2024.
- **Review Process Code** (carryover) – The Process Code aims to streamline the processes identified in Chapter 14.16A and 14.16B. It is broken up into two phases, with the first phase focused on improving/consolidating existing code language and second phase addressing recent state legislation such as HB 1293 (design review) and SB 5290 (permitting processes).
- **Solicitor's License** (carryover) – Updates to simplify the process for reviewing licenses for canvassers and solicitors. These sections are found in Chapter 4.04 LSMC and thus do not require a public hearing or recommendation from the Planning Commission and should be completed in early 2024.
- **Building Code** (carryover) – The schedule for state adoption of the 2021 building code updates has been delayed until at least March 2024. The city will amend Chapter 14.80 once the Building Code Council adopts the updates.
- **Mixed-Use Regulations** (carryover/yet to start) – City staff would like to revise the city's mixed-use regulations both within subareas and the city's designated mixed-use zoning districts to provide more clarity on topics such as horizontal vs. vertical mixed-use components. Staff anticipates working on this concurrently with adoption of the Comprehensive Plan periodic update.

Comprehensive Plan Docket

The city will complete its state-mandated periodic Comprehensive Plan update, which must be completed by December 2024. Staff has identified several implementation projects that will occur concurrently with and immediately following the comprehensive plan update.

- **Comprehensive Plan Update** (carryover) – Staff will continue public outreach, technical analysis, and policy development in advance of the adoption of the Comprehensive Plan along with its consultants and reviewing agencies.
- **Transportation Analysis** – As part of the Comprehensive Plan Update, the city is addressing requirements for a multi-modal transportation analysis and will evaluate its current traffic impact fees.
- **Streets and Sidewalk Code** – Following the update to the Comprehensive Plan, staff will work with the Public Works Department to update Chapter

14.56 LSMC and other sections, as well as update the city's Engineering Development and Design Standards (EDDS).

- **Lake Stevens Industrial Center Implementation** – Staff has identified several potential updates to various sections of the code to implement the analysis completed in 2023 for the Lake Stevens Industrial Center (LSIC).
- **Design Review** – The City must update its process code within six months of its periodic update to comply with HB 1293, which requires that cities only have “clear and objective” standards related to design review.
- **Housing Action Plan Implementation** – In addition to ongoing code work on middle housing and ADUs (covered in the Code Clean Up), design review (described above), and permitting process improvements (covered in Phase II of the Process Code Update), the city must update its code to comply with updates to the Growth Management Act. This includes topics such as permanently supportive housing and emergency housing, including temporary encampment regulations found in Chapter 14.44 LSMC.
- **Park Impact Fee Review** – Following adoption of the Comprehensive Plan, staff will work with the Parks Department to update Chapter 14.120, which governs how impacts and park mitigation fees are calculated.
- **Utilities Element/Sewer Plan Update** – The Utilities and Public Services Element of the Comprehensive Plan will need to be updated upon the successful merger with the Lake Stevens Sewer District. Additional code implementation is also likely.

Annexations and Miscellaneous Projects

- **Annexations** – The city will continue to review and process annexation petitions from individual property owners, and work with the City Council to identify a strategy and timeline for annexing the remaining areas of its UGA.
- **Other Miscellaneous Items** – Staff will continue to participate in regional planning efforts such as Snohomish County Tomorrow (SCT) and the Alliance for Housing Affordability (AHA), as well as undertake economic development efforts.

Staff is ready to discuss any of the work plan items. It should be noted, the work plan is subject to change and addition, as the city receives citizen-initiated code amendments that the City Council may want to consider, or other code changes initiated by the city in response to case law or legislative changes.

APPLICABLE CITY POLICIES:

Comprehensive Plan and LSMC

ATTACHMENTS:

1. Attachment 1 - Draft 2024 Long Range Work Program



Attachment 1

Lake Stevens 2024 Long Range Work Program					
Amendment/Project	1 st quarter	2 nd quarter	3 rd quarter	4 th quarter	Status / Notes
<i>General Zoning Code</i>					
1. Code Clean Up (Various Sections)	PC/CC				Carryover Minor code updates plus HB 1110 (middle housing) and HB 1337 (ADUs) changes. Public hearings in January (PC) and February (CC).
2. Process Code Update Phase I (14.16A and 14.16B)	PC	CC			Carryover Consolidate processes in 14.16A and 14.16B for topics such as noticing, project review, and appeals. Minor components included in Code Clean Up.
3. Solicitor's License (4.04)	CC				Carryover Complete the updates to the city's solicitor's license code to comply with State Patrol requirements.
4. Building Code Update (14.80)	CC				Carryover Complete the updates to the city's building code to comply with state requirements. Waiting on Code Council direction.
5. Mixed-Use Code Update (14.36 and others)		PC/CC	PC/CC		Carryover Review the city's mixed-use regulations, both within subareas and designated mixed-use zoning districts.
<i>Comprehensive Plan Zoning Code Implementation</i>					
6. Streets and Sidewalk Code (14.56 and others)			PC/CC	PC/CC	Update streets code to reflect transportation analysis, including multi-modal uses following the Comprehensive Plan. Concurrently, the city will update its EDDS.
7. LS Industrial Center Code Implementation (Various Sections)		PC/CC	PC/CC		Code updates to implement Lake Stevens Industrial Center Analysis.



Amendment/Project	1 st quarter	2 nd quarter	3 rd quarter	4 th quarter	Status / Notes
8. Design Review (Various Sections)			PC/CC	CC	Update design review code language to include only “clear and objective standards”, as required by HB 1293. Must be completed by June 2025.
9. Process Code Update Phase II (14.16A and 14.16B)		PC/CC	CC		Code updates to the city’s review process to improve and streamline permit review in accordance with new state law timelines as well as HB 1293 and SB 5290.
10. Housing Action Plan Implementation (Various Sections)		PC	PC/CC	PC/CC	Update infill code and address HB 1220 requirements for permanently supportive housing (PSH) and emergency housing. Update temporary encampment regulations.
11. Parks Impact Fees (14.120)	TBD following Comp Plan adoption. Will coordinate with Parks Dept.				Carryover. Update Parks Impact Fees, including methodology and exemptions
Comprehensive Plan					
1. 2024 Periodic Update a. Citizen-Initiated Docket Requests b. Update remainder of Comprehensive Plan	PC/CC	PC/CC	PC/CC		Carryover. Complete public engagement, land use alternatives analysis, goal/policy development, and revised elements and maps. Adoption due by December 2024. Incorporate any 2024 docket requests. Anticipated adoption in Q3.
2. Transportation Analysis	PC/CC	PC/CC	PC/CC		Carryover. Complete multi-modal transportation analysis and update of the Comprehensive Plan Transportation Element as part of 2024 Periodic Update. Anticipated adoption in Q3.



Amendment/Project	1 st quarter	2 nd quarter	3 rd quarter	4 th quarter	Status / Notes
3. Utilities Element/Sewer Plan Update	TBD. Timeline likely 12-18 months, carrying forward into 2025.				Implementation task for merger with sewer district.
Annexations					
1. Explore annexation of remaining portions of UGA	TBD				There are three remaining areas of UGA (Hwy 92, 12 th St NE, and south of 20 th St SE) which the city may consider for annexation.
2. Annexation Petitions	TBD				Process citizen-initiated annexation as requested.
Miscellaneous					
1. Snohomish County Tomorrow / Alliance for Affordable Housing	Continue participation in SCT, TAC and AHA – report out to PC and Council on actions				
2. Economic Development Marketing Materials	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

CITY COUNCIL STAFF REPORT



Agenda Date: 1/16/2024

Subject: Parks Board and City Council

Contact Person/Department: Sarah Garceau, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Review and discuss the 2023 Work Program, which will then need to be approved, with or without modifications.

SUMMARY/BACKGROUND:

The Parks and Recreation Planning Board reviewed the 2024 Park Board Work Program at their January meeting and has forwarded it for City Council consideration and feedback.

Some accomplishments for 2023 are:

- Held open house for Eagle Ridge Park development and reviewed comments
- Reviewed the new Application developed for Recreation Programs and Classes
- Prioritized projects
- Revised the rules of procedure
- Approved playground replacement recommendations and review public surveys
- Reviewed and made recommendations for the Bayview trail connection
- Reviewed 2024 Comprehensive Plan Update

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. DRAFT 2024 PB Work Program

Parks and Recreation Planning Board 2024 Work Program

Action Item	Description	Anticipated Date
Rename "20 th Ball Field" Trailhead/Park	Name the property at 8629 20 th Street SE that will be developed as a trailhead, athletic fields and playground	1 st quarter
Name the trail from 20 th Ball Field to Marysville	Informally called the Powerline Trail or Westside Trail	2 nd quarter
Eagle Ridge Plan Reviews	1. Review 30% engineering plans for site layout and elements. 2. Attend public meeting for playground design. 3. Provide feedback for direction.	2 nd quarter
Cedarwood Community Center	Review 30% Architectural and Engineering	3 rd quarter
North Cove Boat Launch Dock	Review concept plans and design	4 th quarter
Visit all City Parks in 2024	Visit and provide feedback. Are there repairs needed? Do you have thoughts on future park needs?	On-going

2024 Schedule will be every-other month unless additional meetings are required and requested with advance notice.

- 1st Quarter January through March
- 2nd Quarter April through June
- 3rd Quarter July through September
- 4th Quarter October through December

Park Board Encouraged Yearly Participation

- Volunteer at Special Events and Park beautification days
- Outreach and coordination with community groups

CITY DEPARTMENT REPORT



Agenda Date: 1/16/2024

Contact Person/Department: Russ Wright, Community Development

The annual Planning and Community Development Department report is attached for the Council's review (Attachment 1). This report highlights departmental accomplishments, permit statistics, long-range projects, process improvements, special projects, department training and other topics.

ATTACHMENT 1

PLANNING & COMMUNITY DEVELOPMENT

2023 YEAR END REPORT

Planning and Community Development (PCD) remained busy throughout 2023, with an approximate 11% decrease in total building permits compared to 2022 (an all-time high) but an almost 22% increase in land use permits. Residential development was strong with new neighborhoods, townhomes, duplexes, and apartments being designed or built despite a tightening economy. The team focused on completing several long-range planning projects and process improvements.

Arco, Starbucks, and Chipotle were constructed at Lake Stevens Landing. The long-needed Lake Stevens Food Bank opened its doors. Panda Express, Sno-Isle Library and Village Concepts Assisted Living Facility are under review. In downtown Lake Stevens, the Lakeview Flats project is under final construction permit review and will hopefully be constructed in 2024. The following businesses have moved into the Lake Stevens Market Place: Royal Biryani House, Planet Fitness who will be open January 2024, and North Sound Physical Therapy (under review).

The team remains strong and continues to grow in their roles. There were two internal promotions in 2023: Christi Schmidt was promoted to Planning Manager and Melissa Place was promoted to Principal Planner rounding out the department leadership. The PCD team welcomed Olivia Baumgardner as the city's first dedicated communications and grants specialist; she provides citywide support in this role. Olivia will move to the new Municipal Service Division in 2024. In addition, PCD filled the senior planner position, welcoming back David Levitan. We are fully staffed and ready to tackle the 2024 Work Program.



2023 ACCOMPLISHMENTS

PROCESS IMPROVEMENTS

PCD continues to focus on process improvements, resulting in the implementation of several items.

- **Standard Operating Procedures (SOP)** – Staff created 16 new SOPs and updated eight existing.
- **Forms** – Improved forms and processes for customers and internal staff (ongoing).
- **Public Outreach/Education** – To reduce shoreline violations and stop work orders, the city initiated public outreach on its website encouraging shoreline property owners to apply for shoreline permits early to ensure work can be completed during the “fish construction window.”
- **Inspections Efficiency** – To improve inspection response times, staff combined related inspections, deleted redundant ones and added a new Washington State Energy Code inspection for weather barriers.



One Community Around the Lake

- **Event Permits** – PCD and Parks staff completed the event permit process, which resulted in an updated process, new webpage, online application process and handouts/application forms as well as internal training for staff.
- **Business Licenses** – Staff started coordination with the Department of Revenue and other stakeholders to refine the business license process in 2022. This project was completed in 2023 resulting in a revised process for commercial and home occupation licenses, staff training, new online application forms and handouts along with an updated webpage.
- **Permit Fee Audits** – Staff worked with its permit software provider to review and test all fees to ensure they were applied correctly.
- **Online Fire Permits** – Customers can now submit fire permit applications online like other permit types, reducing delays and errors in processing.
- **Bond Management** – PCD completed the bond management project to ensure continuity throughout different phases of development, provide better public access at City Hall and clarify bond acceptance and release criteria after review by appropriate staff.
- **Software Testing** – With many updates to our permitting software this year, here is a list of major changes: new online event application process, project notification of expiring permits, added online construction permit inspections, automation of code enforcement documents and revised building permit inspections.
- **Records Management** – Staff conducted three internal file clean-up afternoons. Phase 1 was focused on individual cubicles/offices and areas visible to the public. Phase 2 focused on building department plans and Phase 3 was for land use files. This project will continue into 2024, every Friday in January and until all applicable records are archived with the State.
- The PCD Management Team continues to pair senior and junior staff to provide guidance and consistency for reviews, processes, training, support and clarifications. The Principal Planner and Permit Lead work together to distribute workloads appropriately. This helps managers reduce spans of control and empowers a collaborative work environment.

COORDINATION

- PCD focused on coordination with other departments and agencies.
 - **Coordination with Public Works** – The Building Official, Planning Manager and Civil Plans Reviewer worked closely with Public Works staff to improve communication and understanding on various topics where there is overlap between the departments. Important outcomes included refocusing the Technical Staff Review (TSR) to emphasize project-specific issues, clarify responsibilities for development review and pre-applications, coordinate inspector's roles for construction permits.
 - The Community Development Director continues to serve as the **co-chair of Snohomish County Tomorrow (SCT)** Planning Advisory Committee and representative to the Puget Sound Regional Council and continues to be the staff liaison to the Alliance for Housing Affordability and to the Technical Assistance Committee. He also remains active in reviewing and commenting on state legislation affecting housing and land use.
 - The Planning Manager has participated on a **Community Transit Subcommittees** related to alternative transit options in Lake Stevens. This pilot project will be completed in 2024.



One Community Around the Lake

- The Building Official is an **active member of the local Washington Building Officials (WABO) group** and meets monthly with Monroe, Snohomish, Gold Bar, Duvall, Arlington and Stanwood. The goal of this group is to ensure the building code is administered consistently among jurisdictions within the same market. They have produced joint educational materials for the upcoming building code update.
- The Code Enforcement officer is **meeting with a newly formed group of code enforcement professionals** from Monroe, Sultan, Snohomish, and Duvall.
- Department heads and other staff have worked collaboratively this year to evaluate and consolidate workspaces at City Hall to accommodate employee growth until the new City Hall is available. This group has begun implementing small changes to the current City Hall, in response to a satisfaction survey, designed to improve employee comfort in a tight office.
- Several department heads continue to work directly with the Mayor, City Administrator and Lake Stevens Sewer District on a transition plan to merge the two agencies.
- Continued coordination with the Lake Stevens Sewer District, Public Utility District Water/Electrical, Snohomish Regional Fire and Rescue, and the Lake Stevens and Snohomish School Districts on various topics.

GOALS FOR 2024

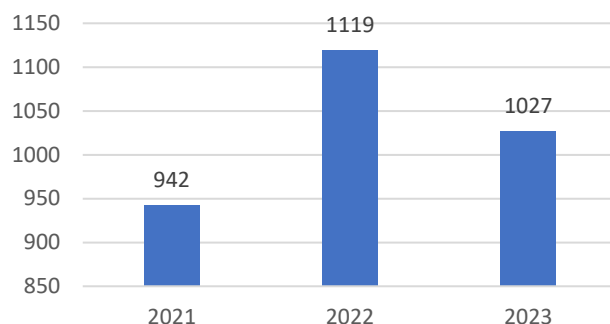
- Complete regular updates to the city website and social media for customer outreach and education.
- Start the 2024 Long-Range Planning Work Program; some items will extend into 2025.
- Complete the 2024 Lake Stevens Comprehensive Plan periodic update.
- Continue working on records management (retention, archival in paper, and electronic formats).
- Continue to refine the use of PermitTrax (permitting software) to its full functionality.
- Adopt the new International Building Codes.
- Continue focusing on training and implementation of process improvement using LEAN.
- Facility Planning for the new Municipal Services Campus and other high-priority capital projects.

BUILDING DIVISION

PERMIT DATA

- 1,027 building permits received
 - 91 commercial permits applied
 - 171 new single-family homes issued
- 11 new neighborhoods are currently under construction
- 4,531 building inspections (18 per day)

Building Permits 2021-2023





CODE ENFORCEMENT

- Code Enforcement focused on short-term rentals and construction without permits; remained proactive on sign code enforcement and education; and continued to monitor odor issues in the industrial area.
- 45 active code enforcement cases.
- 183 cases were closed in 2023.

COMMERCIAL PROJECTS

- Certificate of Occupancies
 - Creator Zone
 - Prime Fades
 - Lake Stevens Community Food Bank
 - Chipotle
 - Starbucks
 - Arco/ AMPM
 - Buddies Brand
 - Penn Cove Brewery
 - Lake Stevens High School
 - Lake Stevens HS Pool
 - Vaporland
 - Royal Biryani House

ECONOMIC DEVELOPMENT

PROJECTS

Economic Development continues to progress with a focus on public investment in the community.

- North Cove Park was completed in 2022. Staff continued to coordinate with Administration and the Historical Society on a new museum building design that will include a retail space to ensure an active downtown Lake Stevens. This project will go to final design and potential construction in 2024.
- Staff launched a public review of the streetscape for 91st Ave NE as the first step to help revitalize the area – a preferred alternative will be completed in early 2024. This included a public survey, open house and check-ins with the Planning Commission and City Council.
- The Lake Stevens Farmers' Market had another successful year with almost \$400,000 in revenue while averaging 80 vendors a week.
- Capital projects: Land use reviews for Sunset Beach and Davies Beach were completed. These projects were successfully installed. PCD staff worked with other departments on the design and review of other capital projects including the Water Tower sculpture, Frontier Heights Park, 20th Street Ballfields and Trail, Cedarwood Clubhouse, Main Street improvements, 20th Street / Main Street roundabout, and extension of sewer and stormwater in the Industrial Area.
- Beautification – In coordination with Public Works new gateway signs were installed along SR-9 at South Lake Stevens and at SR-204. Additional gateway signs will be installed in 2024.

The Community Development Director continues to coordinate the marketing and sale of city properties and facilitate conversations between property owners and prospective businesses.

- Retail Strategies has represented the city at national trade shows, prepared updated demographics and marketing materials and helped promote properties in the city focusing on 20th Street SE, Lake Stevens Center and Downtown.



- Staff is nearing completion on the sale of the Chapel Hill property with an accompanying development agreement.
- The focus on revitalization of 91st Ave NE will continue in 2024.

The Community Development Director presented a draft Interlocal Agreement to the city of Everett after agreeing to terms of use across the waterline. An agreement should be to Council in the new year for consideration to improve the economic development potential of 20th Street SE.

The Community Development Director along with the City Administrator and Finance Director worked on the acquisition of property for a new City Hall. The sale will be complete in early 2024 with phased development occurring over the next 18 months.

GRANTS AND COMMUNICATIONS

PCD continued to identify funding opportunities to support planning and capital projects, with the additions of a grant writer, we were able to expand grant support to other departments, including wellness and records initiatives in coordination with the Police Department and property acquisition with the Surface Water Division.

- In 2023, **the city secured \$933,920 in grant funds, \$1.23 million in state support** for the Cedarwood Clubhouse, and **\$2.5 million in federal support** to complete the Main Street and 20th Street intersection. Funds received help with streets, property acquisition for water conservation, park equipment, industrial infrastructure, and police wellness:
 - Industrial Infrastructure Feasibility Planning – \$50,000
 - Industrial Area Sewer – \$208,000
 - 2024 Periodic Comprehensive Plan Update – \$62,000
 - Water Conservation Land Acquisition - \$513,875
 - Frontier Heights Park Field & Equipment – \$45,000
 - Police Officer Wellness – \$100,000
 - Police BWC Records Specialist – \$54,878 (pending, not included in total)
 - Cedarwood Clubhouse – \$1.23 million
 - 20th Street NE / Main Street improvements – \$2.5 million
 - Staff used grant funds in 2023 for planning projects with funds received in 2022. Some of these will continue into 2024.

COMMUNICATIONS

Keeping citizens and staff informed of city business is an important part of government transparency. Throughout 2023, the city provided information through multiple channels including social media, city website, press releases, newsletters, and public notices. This year, the city published six newsletters and seven press releases. Each week the city sends out a Week's Wrap Up including important information sent to all city staff and posted on social media.

PLANNING DIVISION

CURRENT PLANNING¹ – The city received 237 land use permits applications in 2023, which was an all-time high and nearly 22% increase from 2022.

- 3 Rezones
- 10 Preliminary Subdivisions and 4 Final Subdivisions
- 2 Binding Site Plans
- 3 Boundary Line Adjustments
- 9 Construction Plan Reviews
- 5 Administrative Design Reviews
- 8 Administrative Modifications
- 1 Developmental Agreement
- 2 Design Reviews
- 13 Deviations
- 8 Minor and 4 Major Land Disturbance Permits
- 34 Pre-Application Meetings
- 2 Binding Site Plan
- 28 Shoreline Exemptions
- 2 Temporary Uses
- 10 Shoreline Substantial Developments
- 2 Floodplain Permits
- 2 Site Plan Reviews

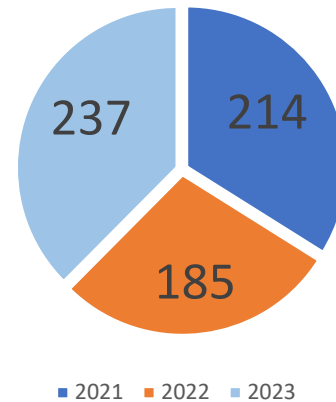
Other Permits

- 289 Business Licenses (Home Occupations)
- 17 Sign Permits

LONG RANGE PLANNING

- Planning efforts for the Hartford and Machias industrial areas were completed, which is a major step for the city toward completing its economic development strategy.
- Staff completed the following long-range planning projects with extensive public engagement:
 - Lake Stevens Industrial Center Infrastructure Analysis
 - Housing Action Plan
 - Climate Mitigation Plan
 - Shoreline Master Program and User Guide updates.

Annual Land Use Permits



- 4 Administrative Conditional Use Permits
- 10 Miscellaneous
- 3 Changes of Use
- 21 Short Term Rentals
- 2 Lot Statuses
- 3 Variances
- 3 Comprehensive Plan Amendments
- 2 Land Use Code Amendments
- 3 Fire Works Stands
- Capital Projects Permitting

¹ Individual permit statistics valid through December 29, 2023 and represent applications submitted.

- [*Code Amendments Completed/Underway*](#)
 - Short Term Rentals (completed)
 - Building Code Update (adoption postponed until Spring 2024)
 - Streets and Sidewalk Code (underway)
 - Solicitors License (nearing completion)
 - Code Clean Up (nearing completion)
 - Phase 1 Process Code Update (underway)
- [*Annual Comprehensive Plan Docket*](#)
 - The 2023 docket was adopted on September 26, 2023 via [Ordinance 1169](#) and included text amendments to the Land Use Element, three map amendments and associated rezones.
- [*2024 Comprehensive Plan Periodic Update*](#)
 - Staff and its consultant teams completed a background analysis and undertook community outreach for the 2024 Periodic Update, including attendance at the Aquafest, the Harvest Market and two open houses. Adoption of the updated comprehensive plan is scheduled for Summer 2024.

DEPARTMENT TRAINING and CONFERENCES

BUILDING DIVISION

- Significant staff training in the International Building Code resulting in the following certifications.
 - Residential Building Inspector Training
 - Residential Plan Review Training
- Training and testing for International Code Council certifications focusing on the International Residential Code (IRC).
- WABO – Advanced Hands-on Plan Review, Navigating the 2021 WSEC Commercial Provisions
- Washington Association of Building Officials (WABO)
- ICC Residential Inspector and Plans Examiner Certification

PERMIT SPECIALISTS

- Washington Association of Permit Technicians Spring Conference – Growing your Career
- LEAN Green Belt Certification for process improvement
- Washington State Energy Code
- Department of Revenue Security Clearance and Training for Business License Services
- WABO – Permit Technician Leadership, What it takes to become a Professional Inspector
- Short Course-Planning



CODE ENFORCEMENT

- WACE spring training conference
- ICC International Property Maintenance Certification
- New hire for Code Enforcement

PLANNERS

- APA Puget Sound Case Law Update Webinar
- Spring and Fall 2023 NW Planners Forums
- 2023 PAW Annual Conference – Zero to Sixty: 60 Years of Accelerating Planning Education
- 2023 Washington APA Planning Conference - Leading the Change: Ideas from Around the State
- PermitTrax Annual User's Conference
- AICP certification and maintenance for four planners
- LEAN Green Belt Certification
- The Grants and Communication specialist attended the AWC IACC Conference
- The Director attended the 2023 ICMA Conference

CITY DEPARTMENT REPORT



Agenda Date: 1/16/2024

Contact Person/Department: Aaron Halverson, Public Works

Public Works has created an Annual Report for 2023, including project highlights, achievements, and data summaries. This document is intended to be shared both internally with City Staff, City Council, and the Mayor, and externally as a public-facing document. The final document will be handed out at the meeting with a brief presentation by staff.
