

CITY COUNCIL MEETING AGENDA



City of Lake Stevens Vision Statement

We are a thriving community that promotes a vibrant economy, preserves natural beauty, and supports an exceptional quality of life for all.

February 6, 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/89812274660>
or call in at (253) 215-8782 Meeting ID [89812274660](https://lakestevenswa.zoom.us/j/89812274660)

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. Parks and Recreation Department - 2023 Year End Report Sarah Garceau
9. **Consent Agenda**
 - A. Memorandum of Understanding with YMCA of Snohomish County Jill Meis
 - B. Approve Parks Grounds Maintenance and Operations Plan Sarah Garceau
10. **Action Items**
 - A. Parks and Facilities Naming Policy Jill Meis
 - B. Police Body Worn Camera (BWC) Grant Position Jeffrey Beazizo, Julie Ubert
11. **Discussion Items**
 - A. 2021 International Code Adoption Carol Manus, Russ Wright

12. Executive Session - Confidential Session of the Council

- A. Discussion of Property Acquisition (with potential action to follow) and Potential Litigation per RCW 42.30.110.

13. 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.

CITY DEPARTMENT REPORT



Agenda Date: 2/6/2024

Contact Person/Department: Sarah Garceau, Parks Department

Created a report, see attached.



2023 YEAR END REPORT

SUCCESSSES

- Created park maintenance plans
- Improved event management of internal events and produced event manuals
- Revised park ordinance and park rules
- Updated shelter reservations policy
- Revised The Mill policies and improved guest experience by creating a self-help binder for rentals
- Revamped the Parks website to meet the community's needs
- Created internal procedures and external information for the recreation lake safety program
- Created an application process for providing recreational classes, camps, and programs
- Increased playground safety and established routine inspections
- Increased training for all staff
- Improved communication between the Parks Department, and the front desk staff at City Hall
- Added a full-time dedicated administrative assistant (previously allocated FTE from other departments)
- Completed a walkthrough and inspection on every City-owned location designated for parks and recreation

WORK TRANSITIONED TO THE PARKS DEPARTMENT

- Clerking duties for Parks and Recreation Planning Board changed from Planning Department to Parks Admin
- Event management and permitting from Planning Department to Recreation Specialist
- Implemented a new Parks phone number to redirect public inquiries from City Hall to Parks Admin
- Fee stations monitoring at boat ramps changed from Finance to Parks Maintenance
- Recreational needs for the lake (such as buoys), jointly managed with Public Works, now under Parks Maintenance

PARKS AND RECREATION BY THE NUMBERS



NORTH COVE PARK

1. Art tower installation
2. Pop-up skate park/high school collab on skate park art
3. Boat launch repair with sheriff and state
4. Water fountain replacement
5. Game boards installed



DAVIES BEACH

1. Non-motorized dock installation



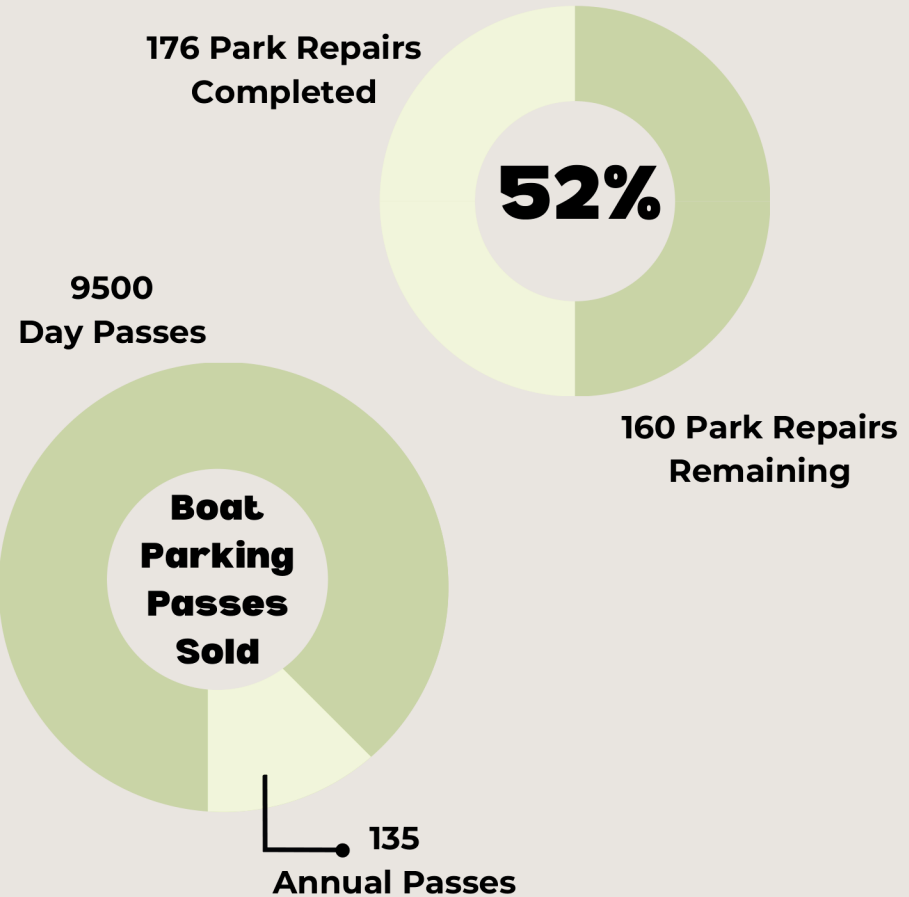
SUNSET BEACH PARK

1. Complete park renovation



FRONTIER HEIGHTS PARK

1. Game boards installed.
2. Added park benches



22

Locations



93

Acres Managed



29

Event Permits
(Internal and External)



300

People Served
Through Classes,
Camps and Programs



\$399,278

Purchases At The
Farmers Market



181

Mill Rentals



339

Shelter Rentals
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CITY COUNCIL STAFF REPORT



Agenda Date: 2/6/2024

Subject: Memorandum of Understanding with YMCA of Snohomish County

Contact Person/Department: Jill Meis, Parks Department

Budget Impact:

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

Approve Mayor to sign Memorandum of Understanding with YMCA of Snohomish County that was presented at the January 26, 2024, City Council meeting.

SUMMARY/BACKGROUND:

In early 2023, the city solicited a request for proposals from non-profit groups for a partnership to manage a community recreation center on the property known as Cedarwood. The YMCA of Snohomish County was selected for this partnership. At the staff presentation on October 24, 2023, staff presented a MOU as one of the next steps. Staff has included a draft MOU for City Council discussion and feedback. The YMCA has presented the draft MOU to their executive board, and it has been accepted pending any input from City Council.

This item was presented at the January 26, 2024, City Council meeting.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. CA Approved Draft MOU

Memorandum of Understanding (MOU)

This Memorandum of Understanding ("MOU") is made as of the ____ day of _____, 2024 by and between The YMCA of Snohomish County ("YMCA") and the City of Lake Stevens ("City").

RECITALS

- A. The City has a significant need for a community center which offers programs and classes for residents.
- B. The City owns the property on the corner of 5th Place SE and 101st Ave SE that is occupied by the now shuttered Cedarwood Clubhouse.
- C. This parcel is identified as a location for a future community center.
- D. The City issued a Request for Proposal (RFP) to receive submissions from non-profit agencies to operate and manage the future community center.
- E. The YMCA has interest in expanding services into the Lake Stevens area and submitted a successful proposal in 2023.

UNDERSTANDINGS

This MOU shall merely serve to help the Parties proceed on the following action items while negotiations are ongoing for the future lease and operations agreement. This agreement does not contemplate future lease elements.

- 1. The site location available is approximately 1.5 acres of property on the corner of 5th Place SE and 101st Ave SE. Parcel ID Number 00698100010200.
- 2. The City completed a Structural Analysis in May 2023 and a Wetlands Determination in February 2023.
- 3. The City and the YMCA agree to work together to define the potential funding sources and mix of the capital construction costs of the YMCA/Community Center, which is estimated to be around \$4.23 million.
- 4. The City and the YMCA will collaborate with fundraising and grant writing related to the YMCA/Community Center.
- 5. The City will have responsibility for the advertisement for and selection of an architect and or engineering services to design the YMCA/Community Center.
- 6. The City and the YMCA agree to work together to design the YMCA/Community Center which is anticipated to be between 8,000-10,000 sq ft and include a Welcome Center, Community Room, Wellness Studio, Office, Storage and Bathrooms. The City will be the final decision maker for design of the building but will including the YMCA in the process and ensure that building will meet the needs for operating a YMCA facility.
- 7. The City will retain ownership of the real property and building, but intends after funding and construction of the necessary improvements to enter into an operational lease with the YMCA for no less than a 5 year period with mutually agreed upon renewal options.

8. The YMCA intends to operate and manage the community center as a satellite YMCA, offering community programs and services designed to serve youth, adults and seniors.
9. The City and the YMCA agree to coordinate communication, progress, deadlines, approvals and other partnership or development dynamic in a manner that recognizes the realities of the meeting schedules of the governing bodies of the City, YMCA, Stakeholder Meetings and other ad hoc groups related to or arising out of this MOU.

Other Items

10. This MOU will take effect on the date of its last signature by the Participants and will remain valid for a period of five years earlier terminated as provided for below.
11. The Participants may amend or terminate this MOU at any time upon their mutual written consent.
12. A Participant may terminate this MOU without the other Participant's consent by giving a written notice of at least 90 days to the other Participant. Should this occur, the Participants will consult to determine how any outstanding matters should be addressed.
13. This document represents a framework of principles expressing the current understanding between both parties and does not constitute a legally binding agreement. The parties agree to utilize the principles expressed in this document as a framework for all subsequent legally binding documents between the City and YMCA.

SIGNATURES BELOW.

City of Lake Stevens

YMCA of Snohomish County

Greg Rubstello, City Attorney

CITY COUNCIL STAFF REPORT



Agenda Date: 2/6/2024

Subject: Approve Parks Grounds Maintenance and Operations Plan

Contact Person/Department: Sarah Garceau, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve the Parks Grounds Operations and Maintenance Standards

SUMMARY/BACKGROUND:

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Operations and Management Standards 2023

Grounds Operations and Maintenance Standards

CITY OF LAKE STEVENS

PARKS AND RECREATION DEPARTMENT



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Introduction

The City of Lake Stevens Parks and Recreation Department (“Department”) was officially established in August 2022. The city is centered around Lake Stevens, which is approximately one-thousand (1,000) acres in size. The city’s first park was established circa 1960, around the same time the city was incorporation, and was is known as North Lakeshore Swim Beach.

Today the Department maintains over twenty-two (22) parks and open spaces covering more than ninety-three (93) acres. The parks system consists of a wide assortment of properties including neighborhood, community, and regional parks, trails and boat launches, which all require unique and individualized care.

The park system receives use year-round, with a significant increase of usage during the peak season, Memorial Day through Labor Day. The waterfront parks are heavily used by residents and non-residents of all ages who enjoy picnicking, swimming, and playing. The various trails are explored daily by individuals who enjoy nature while walking, running and biking.

During the off season the parks have lighter usage across our system due to weather and shortened days. Dedicated walkers can be seen each morning and evening, but it is rare during this time of year to see a blanket on the turf. The playgrounds still see use by youth needing to climb and explore but their visits are usually shorter this time of year.

Levels of Maintenance

Four different maintenance levels have been established to determine maintenance priorities and procedures for the city parks and open spaces. The most important factor when determining what level of maintenance assigned to each location is how developed the location is and how it was designed to be used. Other consideration includes sun exposure, soil conditions, topography, pedestrian traffic, use patterns, and resources available.

These established levels of maintenance are considered baseline guidelines, not rules, as adjustments must and should be made to accommodate the interests and needs of the community in addition to available resources and unpredictable factors. (See section ‘Inventory of Parks’ locations and designated level of maintenance.)

LEVEL 4

Passive parks and undeveloped locations, including wetlands and Native Growth Protection Areas. This level will often be applied to a specific area inside of a park that has a different overall level of service.

- Turf Care – Not mowed. Weed control only if legally required.
- Fertilizer – Not fertilized.
- Irrigation – No artificial irrigation.
- Litter Control – On demand or complaint basis.
- Trash Receptacles – Not provided, “Pack it in, Pack it out.”

- Control of Vandalism – On demand or complaint basis and in high profile areas (entries, etc.).
- Pruning – No pruning unless trees and shrubs present a safety hazard.
- Disease and Insect Control – No control except to prevent disease or if it prevents a safety hazard.
- Weed Control – Limited to requirements for noxious weed control in relevant areas.
- Repairs – Only done when safety or function is in question.
- Inspections – Once per year at a minimum.
- Decorative Plantings – None.

LEVEL 3

Areas left mostly in their natural state but open for active recreation.

- Turf Care – Low frequency mowing only if the grass area is intended for public use. Low growing grasses may not be mowed. High grasses may receive mowing or weed eating at a frequency of every seven to thirty (7-30) days.
- Fertilizer – Not fertilized.
- Irrigation – No artificial irrigation.
- Trash Receptacles – One receptacle may be provided at the entry point if park usage requires it, otherwise “Pack it in, Pack it out” will apply.
- Litter Control – On demand or complaint basis.
- Control of Vandalism – On demand or complaint basis and in high profile areas (entries, etc.).
- Pruning – No pruning unless trees and shrubs present a safety hazard.
- Disease and Insect Control – No control except to prevent disease or if it prevents a safety hazard.
- Weed Control – Limited to requirements for noxious weed control in relevant areas.
- Repairs – Only done when safety concerns are present, or if necessary for public use.
- Inspections – Once per year at a minimum.
- Decorative Plantings – None, natural species identified for relevant areas.

LEVEL 2

Park or open space areas which are developed for light recreational use.

- Turf Care – Mowing frequency will occur every seven to fifteen (7-15) days and based on relevant species and intended use of area. Normally not aerated unless turf quality indicates a need or in anticipation of fertilization. Reseeding or resodding limited high traffic areas if bare spots appear.
- Fertilizer – Applied only when turf vigor seems to be low. Low-level application once per year.
- Irrigation – Dependent on weather conditions and nature of relevant areas. Automatic system is recommended to allow a pre-programmed sensor-based schedule.
- Litter Control – Once per week. High use may dictate higher levels in peak season.
- Trash Receptacles – A limited number will be placed strategically for public used and checked minimally once a week.
- Control of Vandalism – Location of regular vandalism should be noted and staff performing litter control duties should remove graffiti and repair vandalism.

- Pruning – When required for health or reasonable appearance. With most tree and shrub species, pruning would be performed once every two or three years when plantings mature.
- Disease and Insect Control – Control measures may be put into effect when the health or survival of the plant materials or turf is threatened or when public comfort/health is an issue.
- Weed Control – Normally used when fifty percent (50%) of small areas are weed infested or when fifteen percent (15%) of the general turf is infested with weeds. Pre-emergent may be used in select areas.
- Repairs – Only done when safety concerns are present, or if necessary for public use.
- Inspections – Twice per year at a minimum.

LEVEL 1

Well-developed park areas with heavy recreational use.

- Turf Care – Mowing will occur on a frequency of every five to ten (5-10) days during growing season. Aeration as required but not less than once per year. Reseeding or sodding once per year in early spring, other than in high traffic areas or high-profile areas if bare spots appear. Reseeding during aeration.
- Fertilizer – Adequate fertilizer level to ensure that all plant materials are healthy and growing vigorously. Amount and type of fertilizer depends on species, length of growing season, soils and rainfall. Rates should correspond to minimum requirements at least. Distribution should ensure an even supply of nutrients for the entire year. Nitrogen and potassium percentages should follow local recommendations. Trees, shrubs and flowers should receive fertilizer levels to ensure optimum growth. Do not over fertilize.
- Irrigation – Dependent on weather conditions and nature of relevant areas. Automatic system is recommended to allow a pre-programmed sensor-based schedule.
- Litter Control – Minimum of once per day, seven days per week in peak seasons, less often during low season. Trash receptacles may be placed at locations best determined for public need.
- Trash Receptacles – A number sufficient for park usage will be placed strategically for public use and checked minimally once a day during the peak-season and twice a week during the shoulder and off-season.
- Control of Vandalism – Locations of regular vandalism should be noted and staff performing litter control duties should remove graffiti and other signs of vandalism.
- Pruning – Usually done at least once per season unless species planted dictate more frequent attention. High growth species or favorable weather conditions may dictate more frequent requirements than most trees and shrubs in natural areas.
- Disease and Insect Control – Usually performed when disease or insects are inflicting noticeable damage, are reducing vigor of plant material or could be considered a bother to the public. Preventive measures may be preferable such as systemic chemical treatments. Cultural (planting methods, materials selection) prevention of disease can reduce time spent in this category. Some minor problems may be tolerated at this level and all care should be taken to use substances that will not endanger wildlife or predator insect populations.
- Weed Control – Weed control practiced when weeds present a visible problem or when weeds represent five percent of the turf surface. Pre-emergent products may be used.

- Repairs – Regularly performed for safety concerns, public usability and a well-maintained appearance.
- Inspections – Twice per year at a minimum, full park walkthroughs will be performed. Staff will regularly report any needs that arise.
- Decorative Plantings – Maintenance, usually at least once per week, but watering may be more frequent. Health and vigor dictate cycle of fertilization and disease control. Beds kept weed free.

Maintenance Guidelines

TURF MANAGEMENT

MOWING AND EDGING

Lawns should not have more than forty percent (40%) of the lawn reach a height of five (5) inches. Lawns should not have more than two-thirds of the height mowed and will never be cut lower than two (2) inches. At the time of mowing, the sidewalks, borders, fences, and other appropriate areas may be edged. All loose grass will be blown back into the lawn. Grass clippings will be mulched and left on the turf and removed only if it will impact the health of the lawn.

WATERING

Regular watering schedules are established based off historical weather patterns, needs of species, and park user patterns. Watering should be avoided during the hottest part of the day. Employee will monitor irrigated and landscaped areas to make sure that water does not overflow onto sidewalks or streets. Special care is taken to prevent excessive runoff and erosion caused by watering. Level 3 and 4 areas would not be expected to receive regular watering unless required for a specific reason (i.e., during the establishment of a Native Growth Protection Area).

REPAIR AND RENOVATION

Turf repair and renovation will be performed to improve the aesthetics, usability, and or the health of the site. Preference on the type of grass seed will be given to species already on site and native species (i.e., blue grass, ryegrass/fescue seed mix, etc.). Regular maintenance such as aeration, dethatching, leveling of bumps, fertilization, and removal of invasive species will be performed based on the park's service level to reduce the number of renovations and repairs needed. Resodding will occur when the turf needs it due to health or damage and not on a regularly scheduled timeline.

TREE CARE

Each tree has a life cycle and eventually declines as they age. All trees have the potential to be affected by diseases, physical damage, insect infestation and drought conditions. Any one of these factors, alone or in combination, can contribute to the decline of a healthy tree.

Trees are pruned to the height of seven (7) feet over sidewalks and sixteen (16) feet over roadways. At department discretion, Level 1 and 2 locations will receive mulching around the tree base, extending out at least six (6) inches from the base of the tree. If it is determined that a line of sight throughout property is needed to increase park user safety, trees may be pruned up to six (6) feet above the ground.

TREE REMOVAL

Trees and hazardous limbs are removed if they are determined to be a hazard to neighboring homes, park infrastructure or are likely to fall in an area used heavily by pedestrians. Signs of a potentially hazardous trees include but are not limited to:

- Excessive leaning over structures or areas used by pedestrians or vehicles
- Storm damage
- Exposed root system
- Signs of fungal or pest infestation
- Large areas of rot

Some signs of declining or dead trees that should be looked for may include:

- Broken or split tops
- Excessive dieback of foliage
- Large vertical cracks or areas without bark are present
- Growth of mushrooms or fungi on the trunk
- Shifting of a tree resulting in it leaning
- Cavities have decaying wood or black around them
- Root system that is heaving, especially during windy periods
- Multiple codominant leaders

Due to the economic, environmental and social benefits of trees, their removal must be well thought out and documented. At times, trees may be removed for new construction, access, or other issues not related to tree viability. Unstable trees will be removed by following the requirements in the Lake Stevens Municipal Code (LSMC) 9.60.180. Trees located within a Native Growth Protection Area will follow direction provided by the LSMC 14.88.295.

Quick removal of trees can help minimize the potential spread of disease and reduces the possibility of human injury or property damage. When a tree is either dead or visibly declining, City staff or a professional arborist will evaluate the tree to determine if removal is warranted or necessary. Not all declining or dead trees will be removed, particularly if the tree doesn't present a danger to the public or to property. Where appropriate, trees will be left as wildlife snags in natural areas and new trees should be planted as a replacement.

Occasionally, healthy trees, without any known or apparent defects, will be removed from park property. If a tree is blocking roadway sight lines, disrupting underground utilities, interfering with overhead utilities, damaging hard surfaces, or presenting a risk to the public, it may be considered for removal. If tree pruning can address the sight line issues, pruning will be considered as a first option before removal. Some urban trees are problematic based on species. Cottonwood (*Populus trichocarpa*), red alder (*Alnus rubra*) and big leaf maple (*Acer macrophyllum*) are all prone to limb failure, short life span and disease. These tree species may be removed based on consideration of future growth characteristics and issues associated with their location.

HAZARD TREES

- Tree risk assessments shall be performed by qualified personnel and assessed to the standards established by the International Society of Arboriculture.
- High risk trees that cannot be made safe or functional by appropriate mitigation shall be candidates for removal.

PLANTING AND TRANSPLANTING

As part of beautifying parks and to protect the environment, the Department will continually plant and maintain vegetation. This will include planting and transplanting various shrubs, flowers, plants and trees.

Whenever possible, plants should be sowed according to the directions on their label. In general, trees and shrubs should be planted when they are dormant. For deciduous trees, early spring (before new growth begins) and fall (after leaves drop) are the best time to plant. For coniferous trees planting in the fall, prior to first frost, is preferred.

Prior to transplanting a tree, it should be properly prepared for the move by heavily watering with one (1) or more extra gallons of water a day, for at least a fortnight prior to being removed from the ground. Upon planting a tree, it should continue to receive additional water daily for one week following transplanting. After one (1) week the additional water can slowly be scaled back to twice a week for the next two (2) months.

The size of the root ball needed to successfully transplant a tree or shrub depends on the diameter and spread of the tree. The chart below has guidelines for size of hole needed.

- Bare Root Trees – Soak roots for two to three (2-3) hours prior to planting. Dig root hole twice as large as root area. Ensure root flair is a few inches above ground level. Tightly backfill tree in place and water.
- Balled and Burlapped Trees – Dig a hole twice as large as root ball. Insert root ball in hole, root balls are heavy and may require equipment. Ensure root flair is a few inches above ground. Remove the top third to half of the sack and tightly backfill tree in place and water.
- Mechanical (Tree Spade) – When considering transplanting large trees caliper three or higher contracting the work should be considered.

Trunk caliper (inches)	Minimum ball diameter on field grown shade trees (inches)	Minimum root ball diameter on fabric container grown trees (inches)	Minimum container size (gallons)	Minimum tree height on standard trees (feet)	Minimum tree height on slower grown trees (feet)	Maximum tree height (feet)
1	16	12	5	6	5	10
2	24	18	20	10	8	14
3	32	20	45	12	9.5	16
4	42	30	95	14	10.5	18
5	54	36	95	-	-	-

IRRIGATION SYSTEM

All new irrigation systems and renovations shall be designed and installed to comply with all regulations and codes. All backflow preventatives will be installed per manufacturer specifications and in the orientation specified by the approval agency. All double-checks shall be inspected annually by a license technician. Standardized materials and products should be used to increase the ease of maintenance and care. Irrigation systems should:

- Operate remotely, rather than manually
- Accurately time irrigation to specific needs of soils, slopes, plants, and conditions
- Reduce impacts to park use and water loss due to evaporation

Irrigation systems should be winterized before the first freeze, typically in October, and should be de-winterized before temperatures reach seventy (70) degrees Fahrenheit, typically in March. Systems will be winterized by blowing out all lines with air. They will be de-winterized by turning on each zone individually, repairing broken sprinkler heads or water line leaks, adjusting sprays, and setting the watering schedule.

GRAFFITI AND VANDALISM

Graffiti will be covered or removed within three (3) business days unless it contains vulgar language or racial slurs, in which case it shall be removed immediately. Any graffiti of significant size including threats to people or property will be reported to law enforcement immediately. Removal of graffiti may be performed by using chemical remover products, painting, or replacing graffitied item.

Vandalism will be assessed and repaired immediately whenever possible. Buildings and assets may be closed to the public while awaiting repairs if the damaged items are vulnerable to additional vandalism or are unsafe for public use.

To help protect the Departments assets, anti-graffiti materials are evaluated and considered when ordering signs or any other infrastructure materials.

RESTROOMS

Permanent restrooms will be regularly cleaned once per day when they are open for public use and staffing levels allow. In the peak-season and during times of high usage, they will be spot checked for additional cleaning needs and restocking of paper supplies throughout the day. In the event that a permanent restroom is vandalized or damaged staff will make the necessary repairs as needed. If continual vandalism occurs, restrooms may be closed for extended periods of time, as directed by the Parks Director.

Portable restrooms shall be checked and spot cleaned daily by Parks staff. The portable restroom provider is scheduled to fully service toilets on a routine basis. If additional services or vandalism is found the provider will be contacted to resolve the issue.

The Department will determine the need for providing access to restrooms at each location using a variety of criteria including but not limited to:

- Cost

- Intended use of property
- Current and future projected resources
- The Level of Service identified for the park

PICNIC SHELTERS

Shelters will have staples and tacks removed two times per year. They shall be pressured washed a minimum of twice a year, with spot cleaning of the floors and tables at least once a week during peak season. Shelters will be painted every two (2) to three (3) years, when paint is visibly peeling or cracking. Charcoal disposal containers will be provided at parks that have permanent charcoal grills. The grills and charcoal disposal containers will be checked regularly for disposal.

Shelter reservation signs will be continuously updated as needed at reservable locations. They will be provided by the Administrative Assistant to the Field Supervisor or Lead to be distributed to the shelters. When the week's reservations are updated, the former sign will be removed from the shelter.

PLAYGROUND INSPECTION, REPAIR, AND REPLACEMENT

Playgrounds will be inspected as depicted in the Playground Inspection Matrix. The inspection types, High Frequency (frequent and routine) and Low Frequency (occasional and thorough that cover wear, tear, and mechanical issues), are determined based on the age of the structure, type of material, and the amount of use. Inspections shall be reviewed by a supervisor. Playground repairs will be completed by following the latest ASTM and CPSC guidelines.

Repairs and preventative maintenance shall occur as soon as practical after the need is discovered. If a repair cannot happen immediately and poses a safety concern, the component will be closed to the public until repairs can be made. Signage will be posted when a play component is closed for repairs. Additionally public notification will be made if it will be closed for more than seven days.

TRAILS

Trails surfacing material will vary and may consist of compact dirt, gravel, asphalt, cement, or other materials. The surfacing type will be determined based on the intended use, location, and cost of installation and maintenance. Trails are regularly maintained to remove loose debris and keep vegetation cut back. They are inspected once per year and receive additional inspections after major storm events or when public concerns are received. When trees fall across approved trails the trail will be cleared regardless of park level. All new and redeveloped trails will follow accessibility guidelines to the greatest extent practicable.

PLANT/TREE DISEASE AND PEST CONTROL

The use of chemicals, such as pre-emergent, may be used as a preventive measure to reduce the number of pests in turf and landscaped areas. When disease or pests are identified in lawn, landscaped, and wooded areas a control program may be initiated. Best known practices to control the spread of the disease or pests shall be enacted. Controls may include mechanical removal or the use of chemicals.

Regular preventive care will be scheduled based on the location's assigned Level of Maintenance, history of disease and pest concerns, and any other factors staff identify as needed. The area will be monitored for no less than six (6) months following the successful use of controls to assure reinfestation does not reoccur.

All employees using chemicals are trained in the proper use of the chemicals and are licensed or certified as required by Washington State. Employees using chemicals to control disease or pest will follow all state and federal laws and guidelines. All directions on chemical labels will be followed.

PARKING LOTS

Parking lots shall be patrolled for litter regularly. Gates will be washed and cleaned a minimum of once a year. If a parking lot has painted lines, they will be inspected annually and repainted when lines appear to be faded. Any surface damage is be assessed and repaired as needed. Parking lots will have debris blown off throughout the year to prevent debris from piling up.

There may be occasions where public parking areas will need to be closed for events. In these cases, the event organizer must request this in their event application. For closure of parking lots, the Department will follow closure procedures.

FENCES

Fences are used for various areas and purposes. Although other options are available, the fence types listed below are generally preferred.

- Two (2) rail hand split cedar split rail fencing for areas where a decorative barrier is needed to keep park users out of areas, such as flower beds and NGPAs.
- Six-foot (6') high black chain-link fencing for areas generally not open to the public, such as detention ponds or separating a walkway from a hillside.
- 10-foot (10') high chain-link fencing is preferred to secure areas that need higher security, such as equipment storage, work zones, City vehicle lots, etc.

All fence posts shall be installed in a concrete footing. Wood fences should be stained once per year. NGPA fences will not use pressure treated posts or rails.

TRASH MANAGEMENT AND RECYCLING

When individual trash cans are provided in the park, they will have lids to help keep rainwater and wildlife out. Larger trash dumpsters will not be placed permanently in every park, but when they are they will be placed behind enclosures. For parks without dumpsters, trash bags will be removed and transported to central locations for final disposal.

Recycling will occur in locations where practical. Rentable facilities, such as The Mill, as well as the Department's main shop, will have a recycling bin which is separate from the trash dumpster. Recycling will be encouraged at events by placing easy to identifiable receptacles for recycling collection.

BENCHES AND TABLES

A variety of benches and tables are used throughout the park system. A variety of tables and chairs should be used to accommodate park users with different abilities, including benches with backs and no backs, arms and no arms. When new tables and benches are added to parks, the guidelines listed below should be followed.

- For areas with power lines, natural areas, pocket parks and trails, pressure treated wood with metal legs and braces are preferred.
- For parks categorized as a Level 1 or 2, there are two preferences for table types.
 - Metal tables coated with thermoplastic, black in color.
 - A mix of wood with metal support material.
- Full concrete pads should be used under tables and chairs when placed on grass. Concrete pads help create an accessible environment, as well as reduce time with routine groundskeeping.
- When tables and benches are placed on top of a surface and are not permanently installed, they should be chained to a tree, a permanent ground stake, or another item to prevent them from moving too far from the intended use area.

BEACHES AND SWIM AREAS

Swim areas will be marked with buoy lines to create a visual line that swimmers should not pass. Motorized and non-motorized boats are not allowed in swim areas. Additional buoys will be placed 100 feet from the swim lines to designate a vessel restricted area.

Public beach areas will be combed for debris at least one time per week in the low season, and daily during the peak season. After significant weather events beaches will be assessed for erosion and beach wrack.

Public beach and swim areas have a life ring installed for emergency use. It is posted that these areas are not monitored by lifeguards and use is at one's own personal risk. Rules signs are posted at all public beaches, some signs may include pictographs of restricted activities.

SIGNAGE

An entry sign displaying the park name, as well as a standard park rule sign, will be installed near the entry of all Level 1 and some Level 2 and 3 park locations. The entry sign will be designed as depicted in the City's Beautification Plan. Rule signs will be on a blue background and be made of reflective material so it can be viewed at all hours of the day. All signposts will be set into concrete, and wooden posts will be pressure treated, to prevent rotting. Signs will be replaced if they have outdated information, become hard to read, or are damaged.

Inventory of Parks

The park inventory includes developed parks, natural areas and trails that are both owned and/or maintained by the City of Lake Stevens Parks and Recreation Department.

The following locations are managed by the Parks and Recreation Department.

Park Name	Address	Level 1	Level 2	Level 3	Level 4
20th Street Ballfields	8629 20th St SE		X		
Catherine Creek	12708 20th St NE			X	
Catherine Drive (Trail)	124 th Ave NE & 125 th Ave NE Through Neighborhood			X	
Cedarwood	10116 5th Pl SE			X	
Centennial Woods	Next to 1803 131 Dr NE				X
Crossings at Catherine Creek	Across 2902 127th Ave NE		X		
Davies Beach	20 S. Davies Rd.	X			
Eagle Ridge	2420 Soper Hill Rd.			X	
Frontier Heights	8801 Frontier Circle	X			
Lake Pointe	Near 12103 9th Pl NE				X
Lundeen Park	10020 Lundeen Pkwy	X			
Mandolin Court	Next to 3104 Mandolin Ct		X		
North Lakeshore Swim Beach	11909 N. Shore Dr		X		
North Cove Boat Launch	17th Pl NE and 124th Ave NE	X			
North Cove Park	1806 Main St	X			
Oak Hill	10300 33rd St NE	X			
South Lake Stevens Rd	S. Lake Stevens Rd & Machias Cutoff to S. Lake Stevens Rd & 20th St SE			X	
Sunset Beach	410 E. Lake Stevens Rd		X		
The Reserve (Trails)	Between 4th St NE & 14 th St NE			X	
Timberlake	Across 13027 12th Pl NE		X		
Valor Path	Behind Highschool, 116th Ave NE			X	

The following locations are owned by the city and are properties that are open to the public but managed by other organizations. These locations are periodically on checked by the Department and any concerns submitted by the public will be responded to. The Department is not responsible for landscaping or providing trash cans but does perform routine playground safety inspections and will work with HOA's on playground safety.

Park Name	Address	Level 1	Level 2	Level 3	Level 4
Baker Vista	Across from 3315 116th Ave NE		X		
Bonneville Field	1530 N. Machias Rd	X			
Bryce Park	Next to 3403 Bryce Dr		X		
Cedar Road	Next to 10827 29th St NE			X	
Greenwood Village 1	Next to 502 125th Ave NE		X		
Greenwood Village 2	Next to 12305 4th St NE		X		
Lake View Park	Next to 10548 Meridian Pl NE		X		
Summer Hill Estates	Next to 11318 36th St NE		X		
The Reserve 2	Next to 12425 10th St NE		X		
The Reserve 3	Next to 603 125th Ave NE		X		
Woodland Hills	Next to 8202 16th St SE		X		

CITY COUNCIL STAFF REPORT



Agenda Date: 2/6/2024

Subject: Parks and Facilities Naming Policy

Contact Person/Department: Jill Meis, Parks Department

Budget Impact: n/a

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve revisions to policy P-3-90 for naming city parks and facilities.

SUMMARY/BACKGROUND:

In 1990, the city adopted a naming policy to guide efforts to name parks and facilities. This policy outlines requirements for public input and adoption. The procedure requires City Council to initiate the process and then forward it to the Parks and Recreation Planning Board (Parks Board) to solicit names from the public and hold a public hearing. The Parks Board then forwards a recommendation to the City Council where it is considered for adoption.

The proposed changes would allow for staff to initiate the process either on its own or upon a request from the public. This will be a more efficient process as staff can incorporate this into the planning and development of a new park or facility. If this change is implemented, the solicitation would begin after the Park Board decides if this is timely. The public outreach and solicitation remains unchanged. The City Council would continue to have authority over the final name by resolution.

The criteria have been updated to reflect modern language and a staff review to avoid duplication, confusing similarity or inappropriateness.

APPLICABLE CITY POLICIES:

Policy P-3-90

ATTACHMENTS:

1. Redlined Formatted Naming Policy P-3-90



CRITERIA FOR NAMING CITY PARKS AND FACILITIES

City Policy No.: P-3-90

Effective: October 9, 1990

The following criteria for naming ~~C~~city ~~p~~Parks and facilities is adopted as a procedural guideline:

- ~~1. Upon receiving a request from an organization, or upon its own initiative the City Council will determine whether it is timely to consider naming a certain park or recreation facility. Upon receiving a request from an individual or group, the Parks and Recreation Director will decide if the request is timely. City Council or staff may also initiate this process if a new park or facility is built or if an existing park or facility name needs to be reconsidered. If the request is timely, the director will refer the matter to the Park Board.~~
- ~~2.1. If the City Council determines such consideration is timely, the request will be referred to the Park Board. Park Board agrees it is timely, the board will solicit public comment for a period of not less than two weeks, by posting in the local newspaper, city website and other outlets.~~
- ~~3. Upon receiving the request, the Park Board will solicit through the local newspaper additional recommendations which will be held in an active file for a period of not less than two weeks, after which time the Park Board shall hold a public hearing to solicit public input and additional recommendations. After closing public testimony, the Park Board shall then proceed to adopt by a majority vote a recommendation which shall be forwarded to the City Council for final action within six weeks. The Park Board will hold a public hearing where all proposed names will be presented. The public hearing will also hold public comment where additional names can be brought forward. The Park Board will adopt by a majority vote on the preferred name. The preferred name and a recommendation will be forwarded to the City Council.~~
- ~~4.2. The City Council will consider the recommendation submitted by the Park Board, together with all recommendations submitted to the Park Board. The final decision on the name for a city facility will be made by a resolution of the Council.~~

Recognizing that the naming or renaming of a park or facility should be approached cautiously with forethought and deliberation, the following ~~C~~criteria shall be used by both the Park Board and City Council in determining the name of a city park ~~and recreation or~~ facility ~~shall be as follows:~~

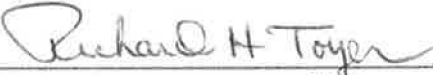
1. City facilities should bear a name which meets one of the following criteria:
 - a. The name should represent the unique historical significance of the site; or,
 - b. The name should reflect some unique natural quality or feature of the area; or,
 - c. The name may identify a national or internationally recognized person who has had a positive influence on the world; or,
 - d. The name may honor a group of people or event ~~from our of~~ local or ~~national heritage~~historical significance; or,



- e. The name may recognize a local ~~citizen~~individual or group who has contributed to the betterment of the City, or, who has played an important role in the development of the community.
2. When proposing to name a city facility in honor of a local ~~citizen~~individual or group, or other person of distinction, the following criteria shall be utilized:
 - a. Individuals will be considered who have made an outstanding contribution to the facility either by providing the initial idea for the project, or by contributing time or material resources to the project.
 - b. Individual will be considered who have played an important role in the community in such areas as civic or youth work, business, recreation programs, cultural development, or athletic activities.
 - c. Individuals will be considered whose name and some historical significance which will serve to enrich the background of the community.
 - ~~e.d.~~Proposals shall be reviewed by staff to avoid duplication, confusing similarity or inappropriateness.

PASSED THIS 8th day of ~~October~~October 1990

AMENDED THIS


Richard H. Toyer, Mayor

CITY COUNCIL STAFF REPORT



Agenda Date: 2/6/2024

Subject: Police Body Worn Camera (BWC) Grant Position

Contact Person/Department: Jeffrey Beazizo, Julie Ubert, Police Department

Budget Impact:

- \$81,798.25 - salary and benefits, estimated at step C from March-December 2024. We will receive grant reimbursement for salaries and benefits from March-June 2024.
- 2025 wages and beyond are planned as determined by the collective bargaining agreement and the budget process.

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

1. Request Council accept the awarded WASPC BWC Grant and authorize the mayor to sign the grant agreement (attachment 1) which outlines fund allocations.
2. Approve budget funds for a full-time employee (FTE), allocated to the police records. (a formal budget amendment will follow).

SUMMARY/BACKGROUND:

The police department was awarded a WASPC grant in the amount of \$52,214 to go towards an additional full-time police records specialist dedicated to our Body Worn Camera Program. Grant initiatives include:

- Create a faster response time for public disclosure requests for all digital media;
 - Ensure guidelines for retention are followed;
 - Identify areas of training for the entire department;
-

- Evaluate and update processes to ensure we are staying current with best practices;
- Provide more quality control to ensure accuracy and adherence to laws and policy;

Per our BWC fee study, the Lake Stevens Police Department averages two minutes per one minute of full screen video reactions, and four minutes per one minute of targeted audio and video redaction. We are currently housing over 32,000 pieces of digital records and average 56 BWC video per day for the Records Unit to manage, redact, and disseminate. The police department is currently experiencing the highest number of records requests to-date, at 129 in December and jumping to 144 in January. Requests for BWC and other digital evidence files are at a record-breaking high as well, averaging 18 per month, taking between 14 and 30 days to complete review and redaction. The complexity of requests and number of videos per case has increased the total staff time needed from 36 hours, in August (for all requests with BWC associated) to 100 hours, in October.

The police department is excited about this grant funding opportunity and will continue to seek additional grants to reduce or off-set costs. We are asking for the Council's approval to not only to accept the grant funds, but to ensure funding is provided for the position beyond the grant period (January to June 2024).

APPLICABLE CITY POLICIES:

None

ATTACHMENTS:

1. BWC Grant Agreement_Lake_Steven

**WASHINGTON ASSOCIATION OF SHERIFFS AND POLICE CHIEFS
INTERAGENCY AGREEMENT—SPECIFIC TERMS AND CONDITIONS**

BODY-WORN CAMERA GRANT PROGRAM FY 2024

OVERVIEW:

The Washington State Legislature, via budget proviso in the 2023 Legislative Session (see [ESSB 5187](#)), allocated \$1,600,000 to the Washington Association of Sheriffs and Police Chiefs (WASPC) for 2023-2025 biennium, for a body-worn camera grant program in order to assist law enforcement agencies to establish and expand body-worn camera programs. The funds are to be distributed to local law enforcement agencies to fund the following:

- the initial purchase, maintenance, and replacement of body-worn cameras;
- ongoing costs related to the maintenance and storage of data recorded by body-worn cameras;
- costs associated with public records requests for body-worn camera footage; and/or
- hiring of personnel necessary to operate a body-worn camera program.

AGREEMENT:

This AGREEMENT is entered into by and between the **WASHINGTON ASSOCIATION OF SHERIFFS AND POLICE CHIEFS** (hereinafter referred to as WASPC) and the **LAKE STEVENS POLICE DEPARTMENT** (hereinafter referred to as the RECIPIENT).

Award Recipient Name and Address: Lake Stevens Police Department 1825 S Lake Stevens Rd Lake Stevens, WA 98258	Agency Contact: Title: Julie Ubert Email: jubert@lakestevenswa.gov Phone: (425) 622-9371
Project Title: Body-Worn Camera Grant Program 2024	Funding Cycle: January 1, 2024—June 30, 2024
Agreement No: BWC-24-16	Funding Authority: WA Association of Sheriffs and Police Chiefs
Grant Award: \$52,214.00	Service Area: City of Lake Stevens

The WASPC point of contact for the Body-Worn Camera Grant Program is Sydney Hansen, Program Coordinator, 360-486-2402 or shansen@waspc.org.

FUNDING SOURCE:

Funding for this AGREEMENT is provided to WASPC through the Criminal Justice Training Commission from the State of Washington. These are state funds allocated by the Washington State Legislature. Funding awarded the RECIPIENT shall not exceed the amount shown above.

SCOPE OF WORK:

Grant recipient shall:

- Use agency procurement procedures for up to \$47,664.00 for the total salary and benefits of one records professional FTE, to manage the agency’s body-worn camera records requests from January 1, 2024-June 30, 2024.
- Use agency procurement procedure for up to \$4,550.00 for the cost of equipment necessary for a new employee limited to:
 - Laptop and Monitors
 - Desk Scanner
 - Desk Phone
 - Headphones
 - Redaction License

DATA COLLECTION AND REPORTING:

The Body-Worn Camera Grant Report form (link below) shall be completed by July 15, 2024.

https://waspc.formstack.com/forms/2023_waspc_bwc_grant_application_report

INVOICES FOR REIMBURSEMENT:

Requests for reimbursement shall be submitted included in the BWC Grant Report and must include a completed and signed [A-19](#) and any applicable receipts. Requests for reimbursement shall be submitted by July 15, 2024.

SIGNATURE:

IN WITNESS WHEREOF, WASPC and RECIPIENT acknowledge and accept the terms of this AGREEMENT and attachments hereto, and in witness whereof have executed this AGREEMENT as of the date and year written below. The rights and obligations of both parties to this AGREEMENT are governed by the information on this Award Sheet and Letter and other documents incorporated herein.

For WASPC Name: Kim Goodman Title: Chief of Staff Agency: Washington Association of Sheriffs & Police Chiefs Date: 1/30/2024	For RECIPIENT Name: Title: Agency: City of Lake Stevens Date:
Signature: DocuSigned by: Kim Goodman 268100CCD4184E5...	Signature:

CITY COUNCIL STAFF REPORT



Agenda Date: 2/6/2024

Subject: 2021 International Code Adoption

Contact Person/Department: Carol Manus, Russ Wright, Community Development

Budget Impact: None

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Overview of 2021 International Codes with final adoption of Ordinance 1160 at the February 20, 2024 Council meeting.

SUMMARY/BACKGROUND:

The International Code Council publishes new and/or updated construction codes every three years. The State Building Code Council subsequently adopts these codes, often with amendments, and requires jurisdictions to adopt these codes. The State Building Code Council adopted the 2021 Editions of the International Code Group effective July 1, 2023, and has delayed the implementation of these code to March 15, 2024. Each jurisdiction may adopt the codes as adopted by the state or make other more restrictive amendments to the Building and Fire Codes.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Staff Report Council 2-6-24
2. Attachment 1 - 2023 LSMC 14.80
3. Attachment 2 - 2023 LSMC 14.84



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: February 6, 2024

Subject: Council Workshop – Building & Construction and Fire Code Amendments

Contact Person/Department: Carol Manus, Building Official
Mike Messer, Fire Marshall

Budget Impact: None

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Overview of 2021 International Codes and request City Council to set a date to hold the first and final adoption of ordinance 1160.

BACKGROUND/DISCUSSION:

The International Code Council publishes new and/or updated construction codes every three years. The State Building Code Council subsequently adopts these codes, often with amendments and requires jurisdictions to adopt these codes. The State Building Code Council adopted the 2021 Editions of the International Code Group effective July 1, 2023, and has delayed the implementation of these code to March 15, 2024. Each jurisdiction may adopt the codes as adopted by the state or make other more restrictive amendments to the Building and Fire Codes.

The Lake Stevens Municipal Code has two chapters related to the model codes: Chapter 14.80: Building & Construction and Chapter 14.84: Fire Code. In addition to the state adopted amendments, minor local amendments are proposed to both chapters. Pursuant to the WAC 197-11-800 (19) this code amendment is exempt from SEPA but is subject to review from the Department of Commerce per RCW 36.70A.106(3)(b).

The last adoption of model codes was in 2021 with adoption of the 2018 Editions of the International Code Group. The adoption in 2023 is of the 2021 Editions of the International Code Group, which were adopted by the State Building Code Council in 2022 and the effective date was adjusted from July 1, 2023, to October 29, 2023, and adjusted again on September 15, 2023, to March 15, 2024. The regulations are instrumental in protecting personal property, health, and safety of the general public.

The City is adopting the following 2021 editions consistent with the State adoption:

- International Building Code, including ICC A117.1 – (ADA Accessible Standards)
- International Existing Building Code
- International Residential Code
- Uniform Plumbing Code
- International Mechanical Code
- International Fuel Gas Code
- Washington State Energy Code
- International Swimming Pool and Spa Code
- International Property Maintenance Code
- International Wildland-Urban Interface Code

- International Fire Code (including all adoptable Appendices, except “A”, “J”, and “L”)

Pursuant to LSMC 14.16C.075(e)(2) and (3), amendments to Chapters 14.80 and 14.84 LSMC are not required to be reviewed before the Planning Commission. Stakeholders such as the Snohomish County Master Builders Association have had the opportunity to review the proposed amendments to the building and fire codes as part of the State Building Code Council public meeting process.

A few minor edits as adopted by the State are proposed in the Building & Construction Codes and Fire Codes. The City does not have the authority to change or diminish the State amendments. In addition, minor local amendments are proposed for consistency with the fire code, remove conflicts with LSMC, complete the climatic table as required by the IRC, and clarify adoption language of other codes. Additional language has been added to Section 14.80.010 to indicate the effective date of the code is mandated by the State.

RECOMMENDATION: Recommend the City Council to set a date to approve the edits to Chapters 14.80 and 14.84 LSMC, which will adopt the 2021 Editions of the International Code Group.

APPLICABLE CITY POLICIES: Chapter 14.80 Building and Construction. Chapter 14.84 Fire Code.

BUDGET IMPACT: No budget impact.

Attachment 1 – 2024 LSMC 14.80.docx
Attachment 2 – 2024 LSMC 14.84.docx

Attachment 1

Chapter 14.80 BUILDING AND CONSTRUCTION

Sections:

Part I. Washington State Building Codes Adopted

14.80.010 Washington State Building Codes Adopted

- (a) International Building Code and International Existing Building Code
- (b) International Residential Code
- (c) Uniform Plumbing Code
- (d) International Mechanical Code and International Fuel Gas Code
- (e) Washington State Energy Code
- (f) International Property Maintenance Code
- (g) International Swimming Pool and Spa Code
- (h) [International Wildfire-Urban Interface Code](#)

Part II. Building Official

14.80.020 Building Official

Part III. Building Code

14.80.030 Building Permits

14.80.040 Fees

14.80.050 Building Sewer Permits

14.80.060 Construction and Use

14.80.070 Repealed

14.80.080 Repealed

14.80.090 Signs

14.80.100 Repairs and Maintenance

14.80.110 Certificate of Occupancy

14.80.120 Inspection of Improvements

14.80.150 *Repealed*

14.80.160 *Repealed*

14.80.170 *Repealed*

14.80.180 *Repealed*

Part I. Washington State Building Codes Adopted

14.80.010 Washington State Building Codes Adopted.

The below-listed model codes, as approved, adopted and amended by the State Building Code Council (SBCC) are hereby adopted by this reference. These codes shall apply to all new construction, remodeling, or repairs. Copies of the codes are on file in the office of the Building Official.

- (a) The ~~2018~~ 2021 Edition of the International Building Code (IBC) including Appendix E, and the adoption of ICC/ANSI A117.1-~~2009~~ 2017, Requirements for Accessible and Useable Buildings and Facilities, as adopted and amended by the State Building Code Council in Chapter 51-50 WAC, as published by the International Code Council with the following amendments and additions. The ~~2018~~ 2021 International Existing Building Code (IEBC) is included in the adoption of the International Building Code as provided by IBC Section 101.4.7 as adopted and amended by the State Building Code Council, in ~~WAC 51-50-480000~~

(1) IBC Section 501.2 Amended – General Building Heights and Areas, General, Address Identification. Section 501.2 of the International Building Code is hereby amended to read as follows:

In addition to the requirements of IBC 501.2, address identification shall comply with Section 14.84.190 of the Lake Stevens Municipal Code.

Exception. Group R-3 occupancies, townhomes, and one & two family dwellings

(2) IBC Section 903 Addition. In addition to the requirements of IBC Section 903, automatic systems shall also comply with Section 14.84.150 of the Lake Stevens Municipal.

- (b) The ~~2018~~ 2021 edition of the International Residential Code as published by the International Code Council with the following additions, deletions, and exceptions: Provided that chapters 11 and 25 through 43 of this code are not adopted. Energy Code is regulated by chapter 51-11R WAC; Plumbing Code is regulated by chapter 51-56 WAC; Electrical Code is regulated by chapter 296-46B WAC or Electrical Code as adopted by the local jurisdiction. Appendix F, Radon Control Methods, and Appendix Q, Tiny Homes, are included in adoption of the International Residential Code. The following additions are included in adoption of the International Residential Code.

(1) IRC Section R105.2 Addition. In addition to the requirements of IRC Section R105.2, add exemption item 11. Light weight roof or reroof covering. Light weight roof covering includes composition, or metal roof covering and similar materials where the installed unit is less than 4 pounds per square foot.

(2) IRC Section R105.2 Addition. In addition to the requirement of IRC Section R105.2, add exemption item 12. Removal and replacement of exterior windows in existing window openings. The size of opening may not be altered, and operable opening size may not be decreased.

(4)-(3) IRC Table R301.2(1) Amended. International Residential Code Table R301.2(1) is hereby amended to read as follows:

TABLE R301.2(1)
CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

Ground SNOW LOAD ^a (psf)	WIND DESIGN				SEISMIC DESIGN CATEGORY ^f	SUBJECT TO DAMAGE FROM			OUTDOOR DESIGN TEMP ^a (F) Heat/Cool	ICE BARRIER UNDERLAYMENT REQUIRED ^h	FLOOD HAZARD ^g	AIR FREEZING INDEX ⁱ	MEAN ANNUAL TEMP ^j
	Speed ^a (mph)	Topographic effects ^k	Special wind region ^l	Windborne debris zone ^m		Weathering ^a	Frost line depth ^b	Termite ^c					
25	110	No	No	No	D2	Moderate	12"	Slight to Moderate	23/79	No	Per LSMC	175	50.5
MANUAL J DESIGN CRITERIA ⁿ													
Elevation		Latitude		Winter heating	Summer cooling	Altitude correction factor		Indoor design temperature	Design temperature cooling		Heating temperature difference		
217		47°00'54"		72°F max	75°F min	0.99		72°F	75°F		56°F		
Cooling temperature difference		Wind velocity heating		Wind velocity cooling	Coincident wet bulb	Daily range		Winter humidity	Summer humidity				
8°F		N.A.		N.A.	66	Medium		75%	68%				

For SI: 1 pound per square foot = 0.0479 kN/m², 1 mile = 1.609 km/h.

- Weathering may require a higher strength concrete or grade of masonry than necessary to satisfy the structural requirements of this code. The weathering column shall be filled in with the weathering index (i.e., "negligible," "moderate" or "severe") for concrete as determined from the Weathering Probability Map [Figure R301.2(3)]. The grade of masonry units shall be determined from ASTM C 34, C 55, C 62, C 73, C 90, C 129, C 145, C 216 or C 652.
- The frost line depth may require deeper footings than indicated in Figure R403.1(1). The city shall fill in the frost line depth column with the minimum depth of footing below finish grade.
- The city shall fill in this part of the table to indicate the need for protection depending on whether there has been a history of local subterranean termite damage.
- The city shall fill in this part of the table with the wind speed from the basic wind speed map [Figure R301.2(5)A]. Wind exposure category shall be determined on site-specific basis in accordance with Section R301.2.1.4.
- The outdoor design temperature shall be selected from the Washington State Energy Code, Appendix C. Deviations from the Appendix C temperatures shall be permitted to reflect local climates or local weather experience as determined by the building official.
- The city shall fill in this part of the table with the Seismic Design Category determined from Section R301.2.2.1.
- The city shall fill in this part of the table with (a) the date of the city's entry into the National Flood Insurance Program (date of adoption of the first code or ordinance for management of flood hazard areas), (b) the date(s) of the currently effective FIRM and FBFM, or other flood hazard map adopted by the community, as may be amended.
- In accordance with Sections R905.2.7.1, R905.4.3.1, R905.5.3.1, R905.6.3.1, R905.7.3.1 and R905.8.3.1, where there has been a history of local damage from the effects of ice damming, the city shall fill in this part of the table with "YES." Otherwise, the city shall fill in this part of the table with "NO."
- The city shall fill in this part of the table with the 100-year return period air freezing index (BF-days) from Figure R403.3(2) or from the 100-year (99%) value on the National Climatic Data Center data table "Air Freezing Index-USA Method (Base 32° Fahrenheit)" at <http://www.ncdc.noaa.gov/oa/fpsf/AFI-pubreturn.pdf>.
- The city shall fill in this part of the table with the mean annual temperature from the National Climatic Data Center data table "Air Freezing Index-USA Method (Base 32° Fahrenheit)" at <http://www.ncdc.noaa.gov/oa/fpsf/AFI-pubreturn.pdf>.
- In accordance with Section R301.2.1.5, where there is local historic data documenting structural damage to buildings due to topographic wind speed-up effects, the city shall fill in this part of the table with "YES." Otherwise, the city shall indicate "NO" in this part of the table.
- In accordance with Figure R301.2(4)A, where there is no local historical data documenting unusual wind conditions, the jurisdiction shall fill in this part of the table with "YES" and identify any specific requirements. Otherwise, the jurisdiction shall

indicate "NO" in this part of the table.

m. In accordance with Section R301.2.1.2.1, the jurisdiction shall indicate the wind-borne debris wind zone(s). Otherwise, the jurisdiction shall indicate "NO" in this part of the table.

n. The jurisdiction shall fill in these sections of the table to establish the design criteria using Table 1a or 1b from ACCA Manual J or established criteria determined by the jurisdiction

o. The jurisdiction shall fill in this section of the table using the Ground Snow Load in Figure R301.1(6)

(c) 2018 [2021](#) Edition of the Uniform Plumbing Code, including Appendices A, B and I, published by the International Association of Plumbing and Mechanical Officials, with additions, deletions and exceptions noted in Chapter 51-56 WAC; provided, that Chapters 12 and 15 of this code are not adopted; provided further, that those requirements relating to venting and combustion air of fuel-fired appliances as found in Chapter 5 and portions of the code addressing building sewers are not adopted (WAC 51-56-003).

(d) 2018 [2021](#) Edition of the International Mechanical Code published by the International Code Council, including 2018 [2021](#) International Fuel Gas Code, ~~2017~~ [2020](#) National Fire Protection Association (NFPA) 58 (Liquefied Petroleum Gas Code) and 2018 [2021](#) NFPA 54 (National Fuel Gas Code) with exceptions noted in WAC 51-52-003.

(e) 2018 [2021](#) International Energy Conservation Code of the State of Washington regulated by Chapters 51-11C and 51-11R WAC.

(f) The 2018 [2021](#) Edition of the International Property Maintenance Code (IPMC), including Sections 107.4 & 107.6 (IPMC) as published by the International Code Council is adopted by reference with the following deletions, exceptions, and amendments. Provided, Sections 103.5, 106, 111, and 112 are not adopted. References in the IPMC to other codes not adopted by LSMC 14.80.010 shall be deemed to refer to the most closely corresponding adopted codes and sections.

(1) IPMC Section 102.3 is hereby amended as follows:

Repairs, additions, or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the *International Building Code*, *International Existing Building Code*, *Washington State Energy Code*, *International Fire Code*, *International Fuel Gas Code*, *International Mechanical Code*, *International Residential Code*, *Uniform Plumbing Code*, and *NFPA 70*. Nothing in this code shall be construed to cancel, modify, or set aside any provision of the *International Zoning Code*.

(2) IPMC Section 103.5 Fees. This section is not adopted. Fees for civil code violations shall be assessed per LSMC Section 17.20.040(b) or resolution set by City Council

(3) IPMC Section 106 Violations. This section is not adopted. Violations and penalties shall be as set forth in LSMC Title 17.20

(4) IMPC Section 107. Notices and Orders. This section shall only retain the provisions of Section 107.4 Unauthorized Tampering and Section 107.6 Transfer of Ownership. Any other

sections of 107 are not adopted. Violations and penalties shall be as set forth in LSMC Title 17.20

(5) IPMC Section 111 Means of Appeal. This section is not adopted. Appeals shall be per LSMC 17.20

(6) IPMC Section 112 Stop Work Orders. This section is not adopted. Stop work orders shall be per LSMC 17.20.040

(g) The 2018 [2021](#) International Swimming Pool and Spa Code (ISPSC) is included in the adoption of the International Building Code as provided by IBC Section 3109.1 and amended in WAC 51-50-3109, and as provided by IRC Section R328 and amended in WAC 51-51-0328.

(h) [The 2021 International Wildland-Urban Interface Code \(WUIC\) as published by the International Code Council adopted and amended by the State Building Code Council in Chapter 51-55 WAC; provided, that it includes adoption of Appendix B as chapter 7, Appendix C as chapter 8, Appendix D as chapter 9 and re-numbers referenced standard as chapter 10.](#)

Part II. Building Official

14.80.020 Building Official.

It shall be the duty of the Building Official to administer and enforce the code. If the Building Official shall find that any of the provisions of this code are being violated, the person responsible for such violations shall be notified in writing indicating the nature of the violation and ordering the action necessary to correct it. The Building Official shall order discontinuance of illegal use of buildings or structures; removal of illegal buildings or structures or of additions, alterations or structural changes thereto; discontinuance of any illegal work being done; or shall take any other action authorized by this code to ensure compliance with or to prevent violations of its provisions. (Ord. 972, Sec. 2 (Exh. A), 2017; Ord. 897, Sec. 2 (Exh. A), 2013; Ord. 833, Sec. 2 (Exh. A), 2010; Ord. 778, Sec. 2, 2008)

Part III. Building Code

14.80.030 Building Permits.

(a) No building or other structure shall be constructed, enlarged, altered, moved, demolished or change occupancy without a permit issued by the Building Official. No building permit shall be issued except in conformity with the provisions of this code.

(b) All applications for building permits shall be accompanied by plans ~~in duplicate~~, drawn to scale, showing the actual dimensions and shape of the lot to be built upon; the exact sizes and locations of

existing buildings on the lot, if any; and the location and dimensions of the proposed building or alteration. The application shall include such other information as lawfully may be required by the Building Official, including existing or proposed building or alteration; existing or proposed uses of the building and land; the number of units, or rental units, the building is designed to accommodate; conditions existing on the lot; and such other matters as may be necessary to determine conformance with, and provide for the enforcement of, this code. ~~One copy of~~ The plans shall be returned to the applicant by the Building Official after marking such copy approved or disapproved and attesting to same by having signed such copy. ~~The second copy of~~ The plans shall be retained by the Building Official for 180 days.

(c) If work described in any building permit has not begun within 180 days from the date of issuance thereof, said permit shall expire. It may be cancelled by the Building Official, and written notice shall be given to the applicant.

(d) The applicant may request in writing an extension of the building permit from the Building Official. The Building Official may approve one or more 180-day extensions if justifiable cause is demonstrated pursuant to IBC Chapter 1, Section 105.

(e) In place of the Board of Appeals per the IBC, appeals of orders, decisions or determinations made by the Building Official have an administrative appeal to the Hearing Examiner as set forth in the following procedures:

(1) Appellant. The project applicant may appeal the decision.

(2) Form of Appeal. The applicant appealing a building permit decision must submit a completed appeal form which sets forth:

(i) A claim that the true intent of the building and construction code or the rules legally adopted thereunder have been incorrectly interpreted;

(ii) The provisions of the building and construction code do not fully apply; or

(iii) An equally good or better form of construction is proposed.

(3) Time to Appeal. The written appeal and the appeal fee, if any, must be received by the Department of Planning and Community Development no later than 4:00 p.m. on the fourteenth day following the date of the notice of decision.

(4) Notice of Appeal. If a building permit decision is appealed, a hearing before the Hearing Examiner shall be set and notice of the hearing shall be mailed or emailed to the

appellant/applicant by the Building Official. Notice shall be mailed or emailed no less than 10 days prior to the appeal hearing.

(i) Public Hearing. The Hearing Examiner shall conduct an open record hearing on a building permit decision appeal. The appellant/applicant and the City shall be designated parties to the appeal. Each party may participate in the appeal hearing by presenting testimony or calling witnesses to present testimony.

(ii) Decision on Appeal.

a. Within 14 days after the close of the record for the appeal of orders, decisions or determinations made by the Building Official, the Hearing Examiner shall issue a written decision to grant, grant with modifications, or deny the appeal. The Hearing Examiner may grant the appeal or grant the appeal with modification if:

1. The appellant/applicant has carried the burden of proof for meeting subsection (e)(2) of this section; and

2. The Examiner finds that the building permit decision is not supported by a preponderance of the evidence.

b. The Hearing Examiner shall accord substantial weight to the decision of the Building Official.

(5) Time Period to Complete Appeal Process. In all cases, except where the parties to an appeal have agreed to an extended time period, the administrative appeal process generally shall be completed within 90 days from the date the original administrative appeal period closed. The administrative appeal process shall be deemed complete on the date of issuance of the Hearing Examiner's decision.

(6) Appeal of Hearing Examiner Decision. An appeal from the Hearing Examiner's decision shall be brought before the Superior Court of Snohomish County in accordance with the Land Use Petition Act, Chapter [36.70C](#) RCW, as amended. (Ord. 972, Sec. 2 (Exh. A), 2017; Ord. 903, Sec. 50, 2013; Ord. 897, Sec. 2 (Exh. A), 2013; Ord. 833, Sec. 2 (Exh. A), 2010; Ord. 778, Sec. 2, 2008; Ord. 746, Sec. 8, 2007)

14.80.040 Fees.

The City shall collect fees for all services rendered and activities performed in reviewing and issuing building permits. Said fees shall be set by resolution. (Ord. 972, Sec. 2 (Exh. A), 2017; Ord. 897, Sec. 2 (Exh. A), 2013; Ord. 833, Sec. 2 (Exh. A), 2010; Ord. 778, Sec. 2, 2008)

14.80.050 Building Sewer Permits.

No building permits for primary use structures shall be issued without the applicant having first secured a sewage disposal permit per Chapter [14.60](#) (Utilities). (Ord. 972, Sec. 2 (Exh. A), 2017; Ord. 897, Sec. 2 (Exh. A), 2013; Ord. 833, Sec. 2 (Exh. A), 2010; Ord. 778, Sec. 2, 2008)

14.80.060 Construction and Use.

Building permits issued on the basis of plans and applications approved by the Building Official authorize only the construction set forth in such approved plans and applications and no other construction. Nor does the issuance of building plans authorize use or arrangement of structures or property. Authorization of use of property or arrangement of structures is authorized by the issuance of required land use approvals pursuant to Section [14.16A.215](#) (Land Use Permits Required). Construction different than that authorized shall be deemed a violation of this code and punishable as provided by Chapter [14.28](#) (Enforcement and Review). (Ord. 972, Sec. 2 (Exh. A), 2017; Ord. 897, Sec. 2 (Exh. A), 2013; Ord. 833, Sec. 2 (Exh. A), 2010; Ord. 811, Sec. 70, 2010; Ord. 778, Sec. 2, 2008)

14.80.070 Accessory Buildings.

Accessory buildings shall not be constructed prior to the commencement of construction of the main building and shall comply with Chapter [14.48](#) (Density and Dimensional Regulations). (Ord. 972, Sec. 2 (Exh. A), 2017; Ord. 897, Sec. 2 (Exh. A), 2013; Ord. 833, Sec. 2 (Exh. A), 2010; Ord. 778, Sec. 2, 2008)

14.80.080 Docks and Over-Water Structures.

Building permits shall be required for all docks, bridges or other over-water structures and shall comply with the regulations of this title. (Ord. 972, Sec. 2 (Exh. A), 2017; Ord. 897, Sec. 2 (Exh. A), 2013; Ord. 833, Sec. 2 (Exh. A), 2010; Ord. 778, Sec. 2, 2008)

14.80.090 Signs.

Building permits shall be required for sign installations and shall comply with the regulations of Chapter [14.68](#) (Signs). (Ord. 1063, Sec. 2 (Exh. B), 2019; Ord. 972, Sec. 2 (Exh. A), 2017; Ord. 897, Sec. 2 (Exh. A), 2013; Ord. 833, Sec. 2 (Exh. A), 2010; Ord. 778, Sec. 2, 2008. Formerly 14.80.110)

14.80.100 Repairs and Maintenance.

Nothing in this code shall be deemed to prevent the strengthening or restoring to a safe condition of any building or part thereof declared to be unsafe by any official charged with protecting public safety, upon order of such official, nor to prevent the improvement of a single-family house without expanding its

exterior dimensions. (Ord. 1063, Sec. 2 (Exh. B), 2019; Ord. 972, Sec. 2 (Exh. A), 2017; Ord. 897, Sec. 2 (Exh. A), 2013; Ord. 833, Sec. 2 (Exh. A), 2010; Ord. 778, Sec. 2, 2008. Formerly 14.80.120)

14.80.110 Certificate of Occupancy.

No building or structure shall be used or occupied until the Building Official has issued a certificate of occupancy except for accessory structures. Prior to the issuance of a certificate of occupancy all completed projects shall be accepted by the Planning and Public Works Departments. No certificate of occupancy may be issued for any dwelling units in a subdivision until all improvements required by a permit or this title have been completed, even where a completion security has been posted. (Ord. 1063, Sec. 2 (Exh. B), 2019; Ord. 972, Sec. 2 (Exh. A), 2017; Ord. 897, Sec. 2 (Exh. A), 2013; Ord. 833, Sec. 2 (Exh. A), 2010; Ord. 778, Sec. 2, 2008; Ord. 746, Sec. 13, 2007. Formerly 14.80.130)

14.80.120 Inspection of Improvements.

Prior to signing off the final inspection, the Building Official shall inspect all improvements on or adjacent to the site installed as a requirement of this title or as a condition of a permit. Any improvements found to be damaged by the builder shall be repaired prior to receiving final inspection sign-off. (Ord. 1063, Sec. 2 (Exh. B), 2019; Ord. 972, Sec. 2 (Exh. A), 2017; Ord. 897, Sec. 2 (Exh. A), 2013; Ord. 833, Sec. 2 (Exh. A), 2010; Ord. 778, Sec. 2, 2008. Formerly 14.80.140)

14.80.150 Fire-Extinguishing Systems.

Repealed by Ord. 778.

14.80.160 Automatic Fire-Extinguishing Systems Required.

Repealed by Ord. 778.

14.80.170 Installation.

Repealed by Ord. 778.

14.80.180 Sprinkler System Monitoring and Alarms.

Repealed by Ord. 778. (Ord. 694, Sec. 1, 2004; Ord. 657, Sec. 2, 2001; Ord. 501, 1995; Ord. 468, 1995)

Attachment 2

Chapter 14.84 FIRE CODE

Sections:

- 14.84.010 Definitions
- 14.84.020 Washington State Fire Code 2018 [2021](#) Edition Adopted
- 14.84.030 Applicability
- 14.84.040 [Office of the](#) Fire Marshal ~~Approval~~
- 14.84.050 Hydrants to Be Served by Recognized Water Purveyor
- 14.84.060 Hydrant Standards
- 14.84.070 Piping and Flow Standards
- 14.84.080 Plan Approval Required
- 14.84.090 Plan Submittal Review
- 14.84.100 Modification
- 14.84.110 Obstruction Prohibited - Declared Nuisance - Abatement
- 14.84.120 Authority of Water Purveyor
- 14.84.130 Repealed
- 14.84.140 Key Box System
- 14.84.150 Automatic Sprinkler Systems
- 14.84.160 Repealed
- 14.84.170 Fire Alarm and Detection Systems
- 14.84.180 Fire Apparatus Access Roads
- 14.84.190 Address Identification

14.84.010 Definitions.

Chapter 14.08 contains definitions of terms and abbreviations used in this chapter if more specific than those in the Washington State Fire Code. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

14.84.020 Washington State Fire Code 2018 [2021](#) Edition Adopted.

(a) Except for those portions specified in this chapter, the Washington State Fire Code 2018 [2021](#) Edition is hereby adopted in its entirety as adopted by the State of Washington [in accordance with WAC 51-54A](#) for the purpose of ~~describing regulations governing conditions hazardous to life and property, fire or explosion.~~ [providing a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions in new and existing buildings, structures and premises, and to provide a reasonable level of safety to fire fighters and emergency responders during emergency operations.](#) Henceforth, the ~~International~~ [Washington State](#) Fire Code 2018 [2021](#) Edition shall be referred to as the ~~IFC~~ [WSFC](#) and shall [be the Fire Code of the City of Lake Stevens.](#)

(b) ~~The IFC is changed in the following respects:~~

(1) All adoptable appendices to the IFC [WSFC](#), except Appendices A, J, and L ~~L~~ [M](#) are hereby adopted, incorporated by reference, and made a part hereof as if fully set forth in ~~this section~~ [the WSFC](#). Where conflicts occur between the adopted appendices and the Lake Stevens Municipal Code, the provisions of the Lake Stevens Municipal Code shall apply. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

14.84.030 Applicability.

The provisions of this chapter shall be in addition to the IFC [WSFC](#) 2018 [2021](#) Edition or current edition as adopted by the City of Lake Stevens pursuant to Section 14.84.020, and shall apply to all buildings, structures, conditions and operations in accordance with section 102 of the IFC [WSFC](#) constructed or developed within the City limits, wherein the same shall be served by water mains and fire hydrants capable of delivering the required fire flow and installed as required by this chapter unless specifically exempted thereby, or unless waived or modified by the Fire Marshal pursuant to Section 14.84.100 (Modification). Decisions of the Fire Marshal are deemed to be made in the best interest, and with the concurrence, of the affected Fire District in the absence of any credible evidence to the contrary. ~~A final determination of any dispute relating to an aforementioned Fire Marshal decision shall be made by an Appeals Board established by the City Council.~~ [All appeals of orders, decisions, interpretations or determinations made by the Fire Marshal relative to the application and interpretation of the WSFC shall be to the City of Lake Stevens Hearing Examiner in accordance with LSMC 14.16A.265. The Hearing Examiner shall have no authority to waive requirements of this code.](#) (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

14.84.040 [Office of the Fire Marshal Approval.](#)

[The Snohomish Regional Fire and Rescue Office of the Fire Marshal is hereby created and the official in charge thereof shall be known as the Fire Marshal. The function of the agency shall be the implementation, administration, and enforcement of the provision of this code.](#)

No ~~matters project~~ subject to this chapter [or the WSFC](#) shall have final approval until the Fire Marshal has verified that the provisions of this chapter [and the WSFC](#) ~~is-are~~ satisfied. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

14.84.050 Hydrants to Be Served by Recognized Water Purveyor.

All water mains and fire hydrants required here under shall be served by a recognized water purveyor or, in the absence of such, by alternate method(s) as approved by the Fire Marshal, except residential accessory buildings classified under the Washington State Building Code as U with a lot size of 20,000 square feet or greater, whether platted or un-platted, provided there is no conflict with the requirements of the recognized water purveyor serving the building site. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

14.84.060 Hydrant Standards.

(a) Every development (subdivided or un-subdivided) that is served by a public water system shall include a system of fire hydrants sufficient to provide adequate fire protection for the buildings located or intended to be located within such development.

(b) The presumption established by this chapter is that to satisfy the standards set forth in subsection (c) of this section.

(c) The following hydrant standards shall apply as set forth herein unless waived or modified pursuant to Section 14.84.100 (Modification).

(1) Type. Any new hydrant installations under this chapter shall have not less than a five-inch main valve opening, two hose outlets having nominal diameters of two and one-half inches National Standard Thread (NST), and one engine port outlet having a nominal diameter of four and one-half inches NST fitted with a four-inch Storz coupling. All hydrant threads shall be National Standard Threads with seven and one-half threads per inch for two-and-one-half-inch hose outlets and four threads per inch for four-and-one-half-inch engine port outlets. Water lines that serve hydrants shall be at least six-inch lines, and, unless no other practicable alternative is available, no such lines shall be dead-end lines. If the hydrant is connected to a dead-end main line, the dead-end lines shall be a minimum of eight inches to the hydrant tee, or larger if necessary to provide required fire flows and be approved by the local water purveyor and the Fire Marshal.

(2) Spacing.

(i) Within areas exclusively developed or being developed for one-and two-family dwellings, ~~and U occupancy,~~ the maximum distance from a fire hydrant to a dwelling unit shall be 300 feet ~~along a roadway.~~ as measured from the hydrant to the nearest point of construction along a roadway accessible by fire apparatus. The maximum distance between hydrants in these areas shall be no greater than 600 feet.

(ii) For all other occupancy types, the maximum distance from a fire hydrant to a structure shall be 150 feet ~~along a roadway~~ as measured from the hydrant to the nearest point of construction along a roadway accessible by fire apparatus. The maximum distance between hydrants in these areas shall be no greater than 300 feet.

(iii) Where a measurement to a hydrant from a structure bifurcates a roadway where any of the following are present, the hydrant shall be deemed inaccessible for use:

1. Where roads are provided with center medians, dividers, and/or turn lanes.
2. Where traffic counts average greater than 5,000 trips per day.
3. When the roadway is identified as any type of collector or greater.

4. When the roadway is greater than 28 feet in width.

(iii) (iiii) When any portion of a commercial structure to be protected is in excess of 150 feet from a hydrant on a public street and when required by the Fire Marshal, there shall be provided on-site fire hydrants and mains capable of supplying the required fire flow. Water supply may consist of reservoirs, pressure tanks, elevator tanks, water mains or other fixed systems capable of supplying the required fire flow as approved by the Fire Marshal and the recognized water purveyor having jurisdiction over said project.

(3) Location.

(i) Hydrants shall be located at street intersections; provided, that when such location results in spacing distances greater than allowed by this section, additional hydrants may be required between intersections; provided further, that when the required fire flow is greater than 2,000 gallons per minute (GPM), the number and location of hydrants shall be approved by the Fire Marshal.

(ii) For commercial buildings:

a. The minimum number of public and private hydrants required shall be determined by Table C102.1 of the ~~IFC~~ WSFC.

b. Hydrants shall be located no less than 40 feet from the building to be protected. Where hydrants cannot be located in accordance with this section, hydrant placement to include the use of wall hydrants shall be coordinated with the Fire Marshal.

c. A hydrant shall be located not more than 25 feet from a fire department connection (FDC).

(iii) All hydrants shall be accessible to Fire District apparatus by roadways meeting the requirements of Appendix D of the ~~IFC~~ WSFC and LSMC 14.84.180.

(iv) When fire protection facilities are to be installed by the developer or permittee, such facilities shall be installed prior to any combustible construction being installed on site. Water mains and fire hydrants shall be capable of delivering the required fire flow to the site and shall remain the responsibility of the developer until accepted by the recognized water purveyors. When alternate provisions for protection are provided pursuant to Section 14.84.100 (Modification) the above requirements may be modified.

(v) When locating hydrants, consideration shall be given to:

- a. Hazardous operations and the practicality of sound fire service practices (fences, roadways, barriers to operation, etc.);
- b. The recommended location preferred by the water purveyor;
- c. The required ~~five~~ fifteen-foot vehicle clear zone on each side of each hydrant per RCW 46.61.570.

(4) Installation. Hydrants shall stand plumb and be set to the finished grade. The bottom of the lowest outlet of the hydrant shall be no less than 18 inches or more than 36 inches above the grade. There shall be a 36-inch radius of clear area about the hydrant for the operation of hydrant wrench on the outlets and the control valve. The engine port shall face the street or, where the street cannot be clearly identified, shall face the most likely location of a fire truck while pumping, as determined by the Fire Marshal.

(d) Fire hydrants shall be protected from damage. Internal maintenance of public fire hydrants shall be the responsibility of the recognized water purveyor. Private hydrants shall be protected and maintained in accordance with NFPA 25. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

14.84.070 Piping and Flow Standards.

The following standards relating to water mains, hydrant branches, and fire flow shall apply, unless modified pursuant to Section [14.84.100](#) and approved by the Fire Marshal:

- (a) Hydrant Branches. Hydrant branches shall not have a domestic supply outlet and shall meet the design standards of the Snohomish County Public Utilities District No. 1.
- (b) Service Main. New or replaced water mains serving fire hydrants shall meet the design standards of the Snohomish County Public Utilities District No. 1.
- (c) Flow Requirements. Service mains supplying hydrants shall be designed to provide not less than 500 GPM at 20 pounds per square inch residual pressure over and above the computed maximum daily domestic consumption for the period of time specified in the Washington Survey and Rating Bureau's Grading Schedule, Table 4. In addition, service mains supplying hydrants shall provide the fire flow required to each building covered thereby at the number of GPM specified in ~~IFC~~ WSFC, Appendix B. The Fire Marshal may require data or design standards from a registered professional engineer, and construction in accordance therewith, in order to assure that the fire flow required will be achieved. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

14.84.080 Plan Approval Required.

- (a) Prior to the installation of any new hydrants or mains serving hydrants, the developer shall provide plans for review to the recognized water purveyor and Fire Marshal.
- (b) ~~Upon completed installation, and acceptance by the recognized water purveyor and the Fire Marshal, the Fire Marshall shall be provided with two copies of the accurate and identifiable as-built drawings or plans showing the location of all mains, hydrant branches, valves and fire hydrants installed.~~ No work shall commence until plans are approved by the water purveyor and fire marshal, and such permits are issued.

(Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

14.84.090 Plan Submittal Review.

The Fire Marshal, prior to the issuance of a construction permit for any new or ~~altered commercial permit, plat development or residential complex~~ improved land use, building, or fire protection system, shall certify that the plans have been reviewed for fire code compliance. If the plans are found to be in compliance with this chapter, ~~IFC~~ WSFC and applicable standards, a notice of approval for issuance of a ~~building~~ construction permit shall be forwarded to the ~~Building Official~~ permit technician. Such approval shall be based on the provisions of this chapter being satisfied ~~either~~ both:

- (a) Prior to start of any construction; and
- (b) Prior to the issuance of the certificate of occupancy for the building.
- (c) All applications for construction permits referenced in ~~IFC~~ WSFC Section 105.7 shall include the following:
 - (1) Completed City of Lake Stevens and/or Snohomish Regional Fire & Rescue Permit application.
 - (2) Cut sheets for all devices to be altered or installed
 - (3) Shop drawings, floor plans and working plans with all notes, legends and calculations per applicable NFPA standard as referenced in Chapter 9 of the ~~IFC~~ WSFC.
 - (4) Evidence of contractor/system designer qualification.
 - (i) Sprinkler system: System designer, installer, and ITM personnel qualifications shall be in compliance with WAC 12-80 and RCW 18.160.
 - (ii) Fire alarm system: System designer, installer and ITM personnel qualifications shall be in compliance with section 907.11 of the ~~IFC~~ WSFC.

(iii) Hood suppression system: System designer, installer and ITM personnel shall be trained and certified by the manufacturer of the system for which design, installation, or maintenance work is to be performed, and in compliance with WSFC 904.1.1.

14.84.100 Modification.

(a) Where there are practical difficulties involved in carrying out the provisions of this code or provisions of the ~~IFC~~-WSFC, the Fire Marshal shall have the authority to grant modifications for individual cases, provided the Fire Marshal shall first find that special individual reason makes the strict letter of this code or provisions of the ~~IFC~~-WSFC impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements. The details of action granting modifications shall be recorded and entered in the files of the office of the fire marshal. The Fire Marshal does not have the authority to grant waivers to or variances of this chapter or the WSFC.

(b) Modification requests shall be in writing, state the reasons therefore, and be provided to the Fire Marshal for review. A completed fire code modification application is required to be submitted as notice of written request. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

14.84.110 Obstruction Prohibited - Declared Nuisance - Abatement.

Obstructing the view, by any means, of a fire hydrant for a distance of 75 feet from any direction of vehicular approach is prohibited. Any violation of this section is declared a public nuisance, subject to immediate abatement and application of the civil penalty provided for herein. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

14.84.120 Authority of Water Purveyor.

Nothing in this chapter, nor any rules and regulations as may be adopted by the Fire Marshal pursuant to this chapter, shall be construed to prohibit water purveyors from imposing more stringent requirements for the construction of water mains and fire hydrants. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

14.84.130 Repealed.

14.84.140 Key Box System.

(a) An approved key box system shall be required on all new and existing commercial buildings and shall meet the following requirements in addition to section 506 of the ~~IFC~~-WSFC.

(1) The type and model key box system required *shall* be The Knox Company and based on the criteria listed below:

(i) Buildings with less than five stories: Model 3200 series with side hinge.

(ii) Hazardous Materials Facilities with site specific plans per Snohomish County LEPC: Data Storage Cabinet.

(iii) Buildings of five or more stories: Data Storage Cabinet.

The Fire Marshal *may* approve other data storage boxes and Hazardous Material Data Cabinets which are equivalent to those listed herein.

(iv) Keys to the riser room, main entrance, fire alarm control panel, pull stations, elevator and other building electrical, mechanical, and equipment rooms are to be locked inside the key box.

(v) Whenever the main entrance is located more than 100 feet away from the riser room key box, a second key box shall be installed at the main entrance.

(vi) Key boxes shall be mounted within 5 feet of the door to be served and at a height no more than 5 feet off of the finished floor or as approved by the fire marshal.

14.84.150 Automatic Sprinkler Systems.

(1) In addition to the requirements of section 903 of the ~~IFC~~ WSFC, approved automatic sprinkler systems shall be provided when any of the following conditions are met:

(1) All new commercial buildings ~~in excess of~~ greater than 10,000 square feet ~~shall be provided with an automatic sprinkler system.~~

(2) Any existing building that is modified to increase the square footage of the building shall be provided with an approved sprinkler system if the total square footage of the new and existing areas exceeds 10,000 square feet for commercial buildings.

(b) Fire department connections and fire sprinkler riser rooms shall comply with the following:

(1) The Fire Department Connections shall not be attached to an exterior wall of the protected structure. The location of the Fire Department Connections shall be approved by the Fire Marshal.

(2) Rooms housing the control valves and sprinkler riser(s) shall be located in such a manner as to allow the door to exit directly to the outside of the structure and be a separate and distinct room. The room shall not be used for the storage of any material. This standard is not required in R-3, R-4 or one- and two-family dwelling occupancies.

14.84.160 Repealed.

14.84.170 Fire Alarm and Detection System.

(a) Systems. All new fire alarm systems shall be addressable systems. When an existing fire alarm control panel is replaced, it shall be replaced with an addressable fire alarm system. Only one fire alarm control panel per building, a fire wall or other means of separation for this purpose does not constitute two separate spaces requiring individual panels, unless approved by the Fire Marshal. Combination alarms shall not be allowed within the City Limits. For purpose of this section, combination alarms shall include devices combining burglary and fire alarms, devices combining burglary and hold-up alarms, and devices combining burglary and trouble alarms. There must be a distinct separation in the transmittal of any specific alarm activation. Fire alarm control panels shall be installed in the sprinkler riser room and an annunciator panel shall be installed at the main entrance. For non-sprinklered buildings, the FACP location shall be in the electrical room or approved by the Fire Marshal.

(b) Repealed by Ord. 1109

(c) Signals. Alarm, supervisory and trouble signals shall be distinctly different and shall be automatically transmitted to a UL listed central station, ~~remote supervising station~~ or proprietary supervising station as defined in NFPA 72.

Exceptions:

(1) Underground key or hub valves in roadway boxes provided by the City of Lake Stevens or public utility are not required to be monitored.

(2) Backflow prevention device test valves, located in limited area sprinkler system supply piping, shall be locked in the open position. In occupancies required to be equipped with a fire alarm system, the backflow preventer valves shall be electrically supervised by a tamper switch installed in accordance with NFPA 72 and separately annunciated.

(d) Occupant Notification. Where a fire alarm control panel is installed for the purpose of sprinkler water flow or alternative automatic fire-extinguishing system monitoring, the protected premise shall be provided with occupant notification in accordance with NFPA 72.

14.84.180 Fire Apparatus Access Roads.

(a) Where Required. Fire apparatus access roads shall be provided and maintained in accordance with Sections (a)(1) through (a)(3).

(1) Buildings and facilities. Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions of the

facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility. For the purpose of this section, residential private drives and residential shared access drives shall not constitute as an approved fire apparatus access road.

Exceptions:

1. The Fire Marshal is authorized to increase the dimension of 150 feet (45,720 mm) where any of the following conditions occur:

1.1. The building is equipped throughout with an approved automatic sprinkler system installed in accordance with LSMC 14.84.150

1.2. Fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades or other similar conditions, and an *approved* alternative means of fire protection is provided.

2. Where approved by the Fire Marshal, fire apparatus access roads shall be permitted to be exempted or modified for solar photovoltaic power generation facilities.

(2) Additional access. The Fire Marshal is authorized to require more than one fire apparatus access road based on the potential for impairment of a single road by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access.

(3) High-piled storage. Fire department vehicle access to buildings used for high-piled combustible storage shall comply with the applicable provisions of Chapter 32 of the ~~IFC 2018 Edition~~ [WSFC](#).

(b) Specifications. Fire apparatus access roads shall be installed and arranged in accordance with Sections (b)(1) through (b)(8).

(1) Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6,096mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6 of the WAFC 2018 Edition, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4,115 mm).

(2) Authority. The Fire Marshal shall have the authority to require or permit modifications to the required access widths where they are inadequate for fire or rescue operations or where necessary to meet the public safety objectives of the jurisdiction.

(3) Surface. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.

- (4) Turning radius. The required turning radius of a fire apparatus access road shall be determined by the Fire Marshal.
 - (5) Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an approved area for turning around fire apparatus.
 - (6) Bridges and elevated surfaces. Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with AASHTO HB-17. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges where required by the Fire Marshal. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces that are not designed for such use, approved barriers, approved signs or both shall be installed and maintained where required by the Fire Marshal.
 - (7) Grade. The grade of the fire apparatus access road shall be within the limits established by the Fire Marshal based on the fire department's apparatus.
 - (8) Angles of approach and departure. The angles of approach and departure for fire apparatus access roads shall be within the limits established by the Fire Marshal based on the fire department's apparatus.
- (c) Marking. Fire lanes shall be marked with painting/outlining or signage or a combination thereof as outlined below. Requirements for fire lanes to be marked using both paint and signs in conjunction shall be determined by the Fire Marshal. Said specifications shall include, but are not limited to the following:
- (1) Signs shall measure 12 inches by 18 inches and have red letters on a white reflective background.
 - (2) Signs shall be metal construction only. Plastic or wooden signs are not acceptable.
 - (3) Signs shall be mounted at a minimum height of four (4) feet to the maximum of seven (7) feet.
 - (4) Signs shall be placed along the fire lane at intervals not to exceed one hundred (100) feet and as designated by the Fire Marshal.
 - (5) Signs and striping shall be required on both sides of a fire lane when the fire lane is less than twenty-six (26) feet in width.
 - (6) Outlining or painting the fire lane and hydrant zone on the roadway surfaces shall be done as follows:

(i) Curb top ~~and~~or side shall be painted red and the words, “NO PARKING-FIRE LANE” shall be stenciled in reflective white on the top and side of all red curbs at a maximum interval of 50 feet. Letters shall be a minimum of three inches (3”) in height with a minimum $\frac{3}{4}$ inch stroke.

(ii) Alternatively, if the roadway has no curbing, a 6 inch wide red stripe with the words “NO PARKING-FIRE LANE” in reflective white may be painted along the curb and parallel with the roadway. The lettering shall be a minimum 3 inches high with a $\frac{3}{4}$ inch stroke.

NO PARKING-FIRE LANE

(7) Existing fire lanes shall continue in effect as installed until such time as they need re-stripping due to wear or re-paving. Responsibility for properly maintaining the fire lanes and signs shall be that of the owner of the property or owner’s designee.

(d) Obstruction of fire apparatus access roads. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Sections (b)(1) and (b)(2) shall be maintained at all times.

(1) Traffic calming devices. Traffic calming devices shall be prohibited unless approved by the Fire Marshal.

(e) Required gates or barricades. The Fire Marshal is authorized to require the installation and maintenance of gates or other approved barricades across fire apparatus access roads, trails or other accessways, not including public streets, alleys or highways. Electric gate operators, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed, and installed to comply with the requirements of ASTM F2200.

(1) Secured gates and barricades. Where required, gates and barricades shall be secured in an approved manner. Roads, trails and other accessways that have been closed and obstructed in the manner prescribed by Section 503.5 shall not be trespassed on or used unless authorized by the owner and the Fire Marshal.

Exception: The restriction on use shall not apply to public officers acting within the scope of duty.

(f) Security gates. The installation of security gates across a fire apparatus access road shall be approved by the Fire Marshal. Where security gates are installed, they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times. Electric gate operators, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F2200.

(g) All new, and when modified or replaced, existing electric gates that cross a fire apparatus access road shall be provided with an Opticom (or compatible) receiver and a Knox model 3502 gate and key switch override for emergency operation.

14.84.190 Address Identification.

(a) In addition to the requirements of section 505 of the WSFC, new and existing buildings shall be provided with approved address numbers or letters. The size of each character shall be as specified in Table 14.84.190.1. They shall be installed on a contrasting background and be plainly visible from the street or road fronting the property. When required by the code official, address numbers shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building address cannot be viewed from the public way, a monument, pole or other approved sign or means shall be used to identify the structure. Address numbers shall be maintained.

Table 14.84.190.1 Address Numbering Size

DISTANCE FROM STREET OR ROAD	MINIMUM SIZE
0 – 50 feet	6" H x 3/4" Stroke Width
51 – 150 feet	8" H x 1" Stroke Width
151 – 200 feet	10" H x 1 1/4" Stroke Width
201 feet and farther	12" H x 1 1/2" Stroke Width