

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 27, 2024 - 6:00 PM

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

or Join Zoom Meeting: <https://lakestevenswa.zoom.us/j/82302505104>

or call in at (253) 215-8782 Meeting ID 823 0250 5104

- 1. Call to Order**
- 2. Pledge of Allegiance** Mayor
- 3. Roll Call**
- 4. Approval of Agenda** Council President
- 5. Guest Business**
 - A. Introduction of new Public Works Crew Members
Sawyer Luna and Anthony Villarreal Aaron Halverson
 - B. Volunteers of America - Lake Stevens Community
Resource Center Presentation Tina Mandella,
Lynsey Gagnon
 - C. Lake Stevens Water Quality Report Shannon
Farrant
- 6. Citizen Comments**
- 7. Council Business** Council President
- 8. Mayor's Business**
- 9. City Department Report**
- 10. Consent Agenda**
 - A. 2024 Vouchers Barb Stevens
 - B. City Council Meeting Minutes of January 16, 2024 Kelly Chelin
 - C. City Council Meeting Minutes of January 23, 2024 Kelly Chelin
 - D. City Council Meeting Minutes of February 6, 2024
- 11. Public Hearing**
 - A. Code Clean Up (LUA2022-0082) David Levitan

12. Action Items

- A. Agreement with Chevron WEX (fuel card) Program

Lori Erickson

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.



**VOAWW report to Mayor Gailey and
Lake Stevens City Council;
Councilmember Daughtry
Councilmember Petershagen
Councilmember Donoghue
Councilmember Shipman
Councilmember Jorstad
Councilmember Ewing
*Councilmember Tageant***

Lake Stevens
Community Resource Center

Tina Mandella, Site Director LSCRC
Lynsey Gagnon, Executive Director CRCs



What VOAWW does...

Mission: We empower people and strengthen communities in need.

Our **vision** is to build healthy, safe communities where all people enjoy self-sufficient, fulfilled lives.

We have 8 different areas of service:

- Community Resource Centers (Sultan, Lake Stevens, Arlington)
- Hunger Prevention
- Disability Services
- Behavioral Health
- Dispute Resolution Centers
- Early Childhood Education & Assistance Program (ECEAP)
- Senior Services
- Housing Services
- Community Resource Centers (Sultan, Lake Stevens, Arlington)

Community Resource Centers are...

- One-stop-shop hubs for families and individuals in crisis and/or struggling to meet basic needs
- Centers that provide a wide range of services and support:
 - Emergency food
 - Hygiene items, clothing
 - Diapers, wipes, formula
 - Case management
 - Assistance with employment opportunities, job referrals
 - Housing assistance – rental, utilities (*when funding available*)

Lake Stevens Community Resource Center

- Opened January 2021 at the Lake Church, moved to Holy Cross in 2022
- Now collocated at the newly built Lake Stevens Community Food Bank!
- Offers a safe place to seek help and resources during times of need
- Hours: Mondays through Thursdays, 9am-Noon & 1-4pm
 - **2021:** LSCRC served **3,055** individuals and **1,216** families
 - **2022:** LSCRC served **2,158** individuals and **801** families
 - **2023:** LSCRC served **1,993** individuals and **703** families

Upcoming Community Events for families at LSCRC!

- **Mother's Day Card Frenzy: May 4th from 10am-1pm**
Cards, Handprint, Seed Packets and a Flower
- **Back to School Celebration: August 10th, 11pm-2pm**
Backpacks, School Supplies & Community Resources
- **"Kreative Kiddos" August 29th, 12pm-4pm**
Paint, brushes, canvas, popsicle sticks, treats, aprons, markers
- **Birthday Program – year-round**
Gifts, birthday cake kit, decorations.
- **"Believe" Holiday Toy Drive: November 16th, 11am-2pm**
Gifts, Stockings, Wrapping Paper, Bows & Tape

These events take planning, partnerships and commitment from LSCRC, AND our volunteers and community members. We so appreciate your support!

Back to School Celebration 2023



We served **189 youth** during the day of our Back-to-School Event plus an additional **71** backpacks and school supplies were handed out afterwards, totaling **260 youth served**. This event brought together **26** different community resources for our



Holiday Toy Drive 2023



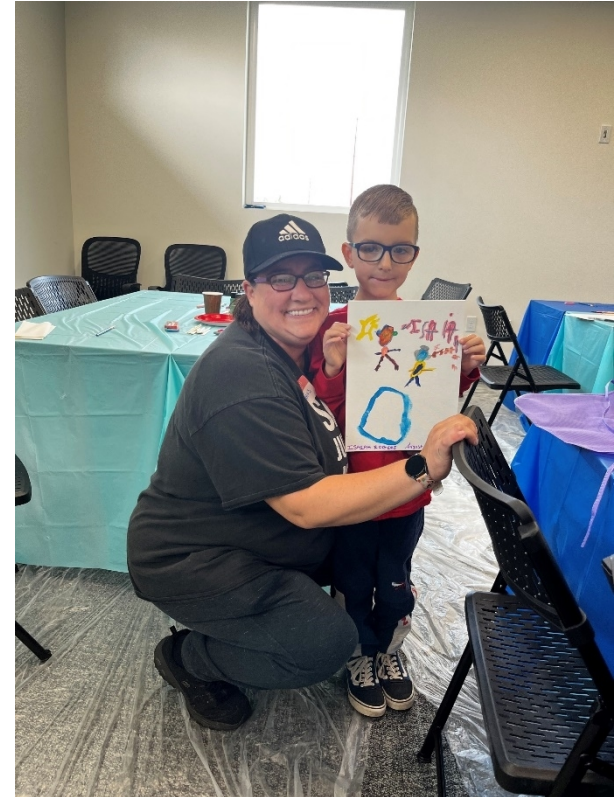
Thanks to our partnerships with Lake Stevens Food Bank, LSPD, Snohomish Regional Fire & Rescue, Lake Stevens Sewer District, Molina and Lake Stevens Lions Club.

*LSCRC served **337** children this holiday season!*



Kreative Kiddos and Mother's Day

Youth visited the LSCRC to celebrate their moms for Mother's Day. We provided cards to add handprints/footprints, carnations, teddy bears and gardening kits.



“Kreative Kiddos” gave 10 families (totaling 26 children) an opportunity to socialize, and increase their social, nonverbal, fine motor, listening, and speech skills in a safe, comfortable, and supportive environment.

Our Partners – it takes a village!

- City of Lake Stevens
- Community Health Plan of WA
- Taylors Plumbing Solutions
- Friends of the Library
- Hungry Hearts Fdn
- Lake Stevens Automotive
- Lake Stevens Lions Club
- Lake Stevens Food Bank
- Ball Park Reality
- Lake Stevens School District
- Lake Stevens Police Dept.
- Molina Health Care
- Sherwood Community Services
- Sno-Isle Libraries
- Snohomish Regional Fire & Rescue
- Soroptimist International of Marysville
- Dave & Tracy Delorm
- United Healthcare
- YMCA of Snohomish
- Windermere Real Estate
- Roof Works Northwest
- *And countless Lake Stevens community members!*

These partnerships help us reach 2,000+ in 2023, we couldn't do it without you!

Lake Stevens Community Resource Center

- We are seeing a growing number of families and individuals reach out to us that report never having used social services before. The affects of COVID continue to be felt amongst the Lake Stevens community.
- While housing costs (including other expenses) continue to rise, average incomes have remained relatively stagnant. It's getting harder to get by.
- For every \$1 spent on CRCs, there is a savings of \$4.93 (*National Family Support Network*).
- Your Lake Stevens CRC continues to grow in order to respond to the needs. We've tripled our staff, expanded our reach to vulnerable households, and have stepped in to support the community's largest social service events.

The Need at LSCRC.

- Support from the City of Lake Stevens has been integral to our growth in the community. We are serving more people and families because of this partnership.
- With this partnership, we've been able to open new doors to further our sustainability.
- Investing in our services means helping families NOW and in the FUTURE! We're helping people in crisis and building their resiliency.
- Our ask for support for 2024 is \$65,000. This supports critical staffing, operations costs, as well as unrestricted emergency assistance for families with children.

How to reach us...

Lake Stevens Community Resource Center

Site Director - Tina Mandella

425-405-2252; tmandella@voaww.org

Executive Director, Community Resource
Centers

Lynsey Gagnon

360-793-2400 ext 1408; lgagnon@voaww.org

THANK YOU!

CITY COUNCIL STAFF REPORT



Agenda Date: 2/27/2024

Subject: Lake Stevens Water Quality Report

Contact Person/Department: Shannon Farrant, Public Works

Budget Impact: N/A

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

None

SUMMARY/BACKGROUND:

Staff from Snohomish County Lake Management and City staff will present the health of Lake Stevens and lake management strategies. The City has partnered with Snohomish County Lake Management to carry out routine water quality monitoring on the lake and recommend management strategies. The County rates lakes in Snohomish County on a 4-scale rating, from poor to excellent. This rating is relative to other lakes in the County and considers the water quality monitoring parameters. Lake Stevens is currently at an excellent health rating compared to other lakes. A long history of water quality monitoring, lake management strategies, and watershed changes has led to the excellent health rating the Lake receives today.

This presentation will include an introduction to the water quality parameters measured, lake management strategies, and watershed changes that can improve the health of Lake Stevens. A brief history of the health of the Lake will also be shared in the context of the effectiveness of best management practices.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. 2024_Stevens_Council

Lake Stevens Water Quality Update

Marisa Burghdoff & Shannon Farrant

March 2024



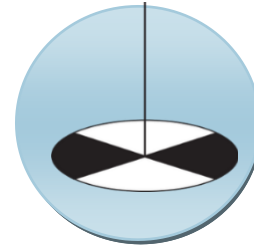
Surface Water
Management

Agenda

- History of Lake Health & Lake Management Strategies
- Current Lake Health
- Next Lake Management Steps
- Actions the Community Can Take to Protect Lake Stevens



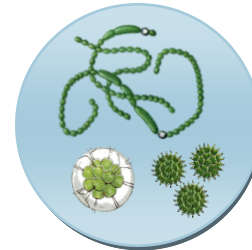
How do we assess lake health?



WATER
CLARITY



PHOSPHORUS

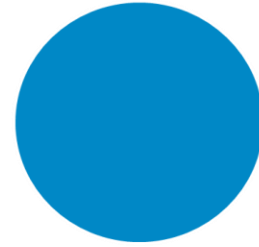


ALGAE



SHORELINE

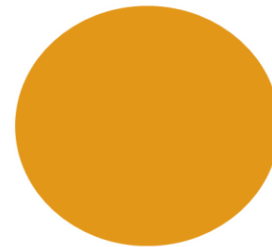
How do we
rate health?



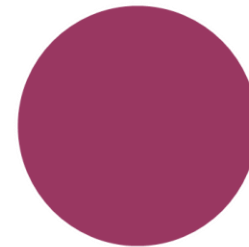
EXCELLENT



GOOD



FAIR



POOR

Lakes vary naturally



Problem if changing too fast



EXCELLENT



GOOD



FAIR



POOR



● Excellent Health . . with a lot of work

Water Quality Conditions in the 1970s and 1980s



Toxin-Producing Cyanobacteria (Blue-green)

Toxin Group	Primary Target Organ in Mammals	Blue-green Algae Genera Known to Produce Toxin
Microcystins	Liver	<i>Microcystis</i> , <i>Anabaena</i> , <i>Planktothrix</i> (<i>Oscillatoria</i>), <i>Nostoc</i> , <i>Hapalosiphon</i> , <i>Anabaenopsis</i>
Anatoxin-a	Nerve synapse	<i>Anabaena</i> , <i>Planktothrix</i> (<i>Oscillatoria</i>), <i>Aphanizomenon</i>
Cylindrospermopsins	Liver	<i>Cylindrospermopsis</i> , <i>Aphanizomenon</i> , <i>Umezakia</i>
Saxitoxins	Nerve axons	<i>Anabaena</i> , <i>Aphanizomenon</i> , <i>Lyngbya</i> , <i>Cylindrospermopsis</i>

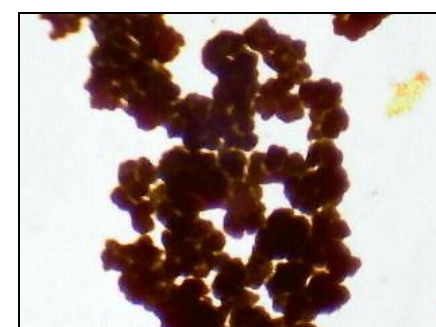
Anabaena



Aphanizomenon



Microcystis



Toxins can affect human and pet health

Health symptoms include:

- Skin irritation or hives
- Headache/fever
- Diarrhea
- Labored breathing
- Nausea or vomiting
- Muscle paralysis
- Eye, ear, and throat irritation
- Death (extreme cases – mostly pets and wildlife)

Seek immediate medical attention from doctor or vet if symptoms occur after exposure.

WARNING 

TOXIC ALGAE PRESENT
Lake unsafe for people and pets

ADVERTENCIA - HAY ALGAS TÓXICAS EN EL LAGO - El lago es peligroso para personas y mascotas

- **Do not swim or water ski.**
No nade ni practique esquí acuático.
- **Clean fish well, discard guts.**
Limpie bien el pescado y deseché las tripas.
- **Do not drink lake water.**
No beba agua del lago.
- **Avoid areas of scum when boating.**
Evite las zonas con verdín al navegar.
- **Keep pets and livestock away.**
Mantenga a las mascotas y al ganado alejados.

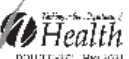
ВНИМАНИЕ
ТОКСИЧЕСКИЕ ВОДОРОСЛИ В ОЗЕРЕ
Озеро небезопасно для людей и домашних животных

УВАГА
ТОКСИЧНІ ВОДОРОСЛІ В ОЗЕРІ
Озеро небезпечно для людей та домашніх тварин

CẢNH BÁO
TRONG HỒ CÓ TẢO ĐỘC
Hồ không an toàn cho người và thú nuôi

Call your doctor or veterinarian if you or your animals have sudden or unexplained sickness or signs of poisoning.

For more information or to report a bloom:
nwtoxicalgae.org | 360-407-6000

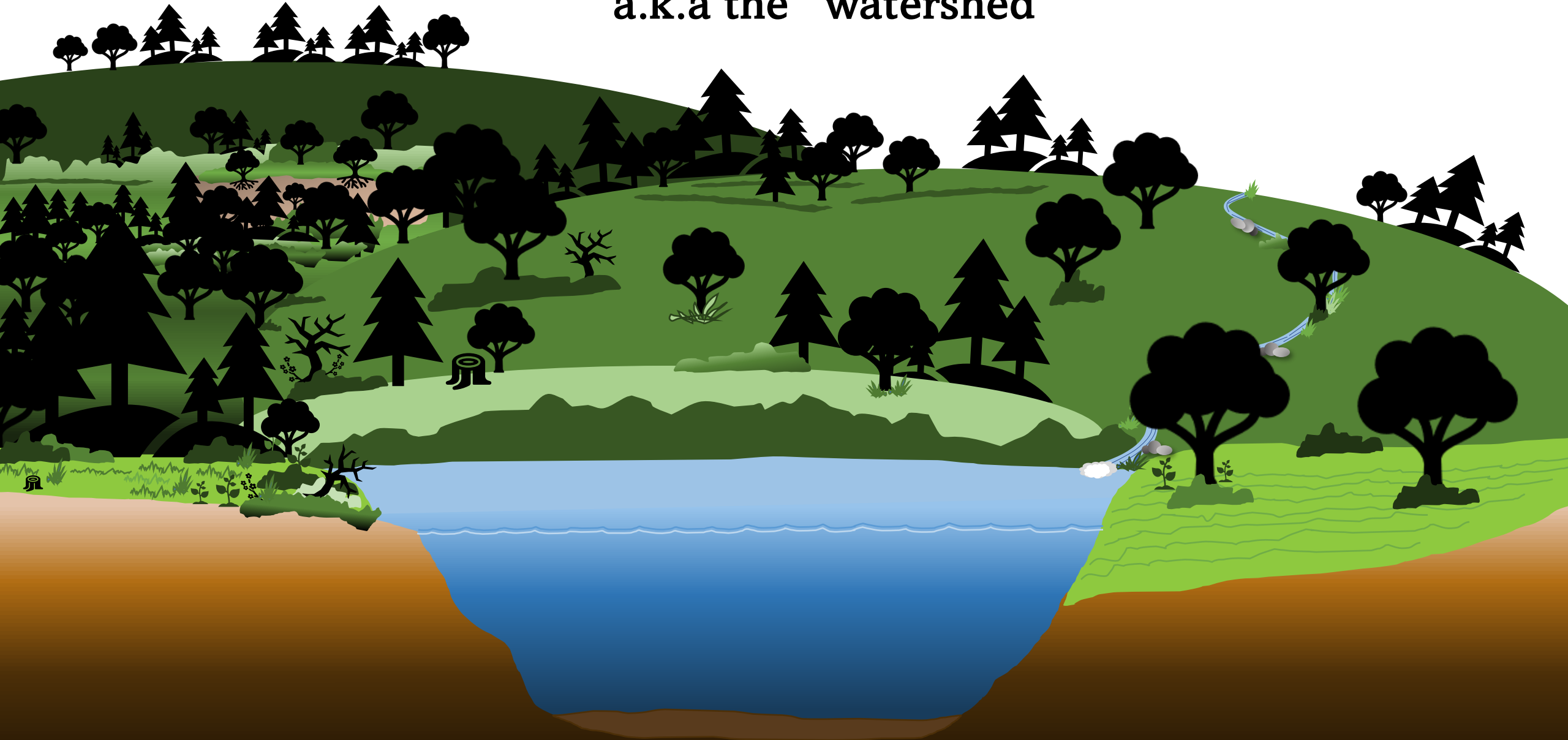
  To report a bloom, call 360-407-6000 or visit nwtoxicalgae.org. For more information, visit nwtoxicalgae.org.

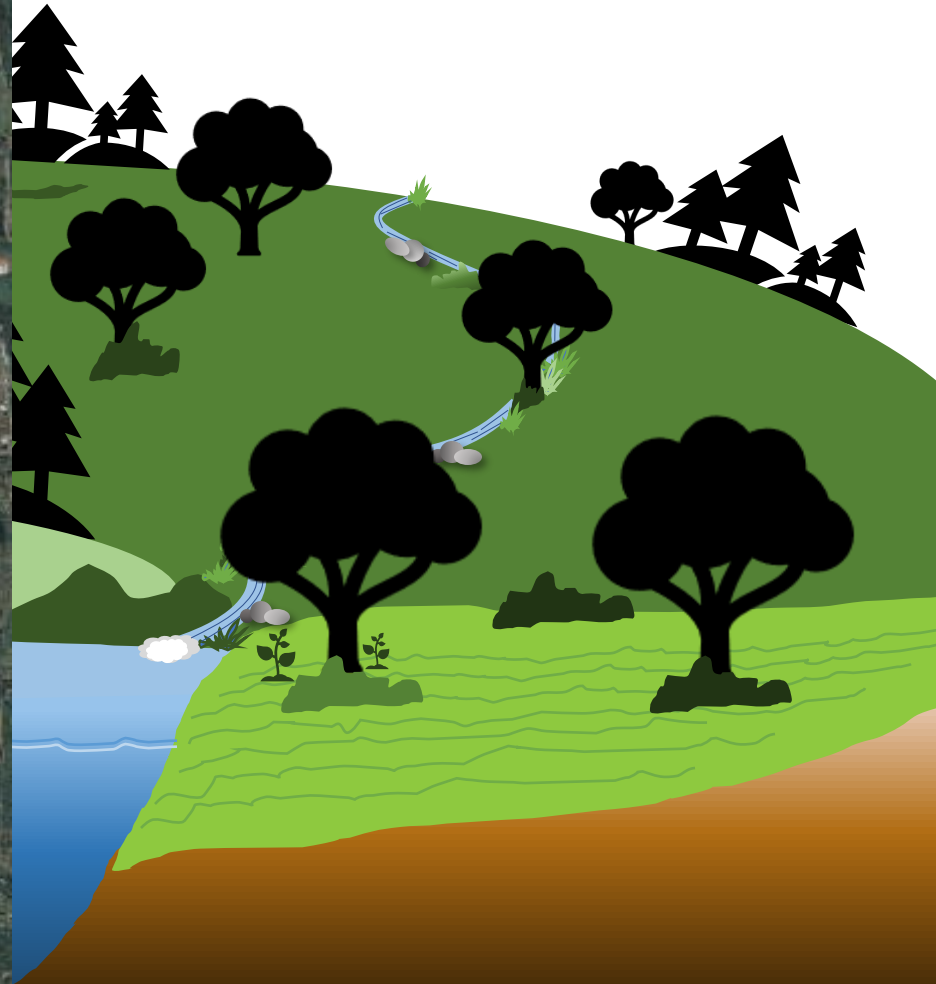
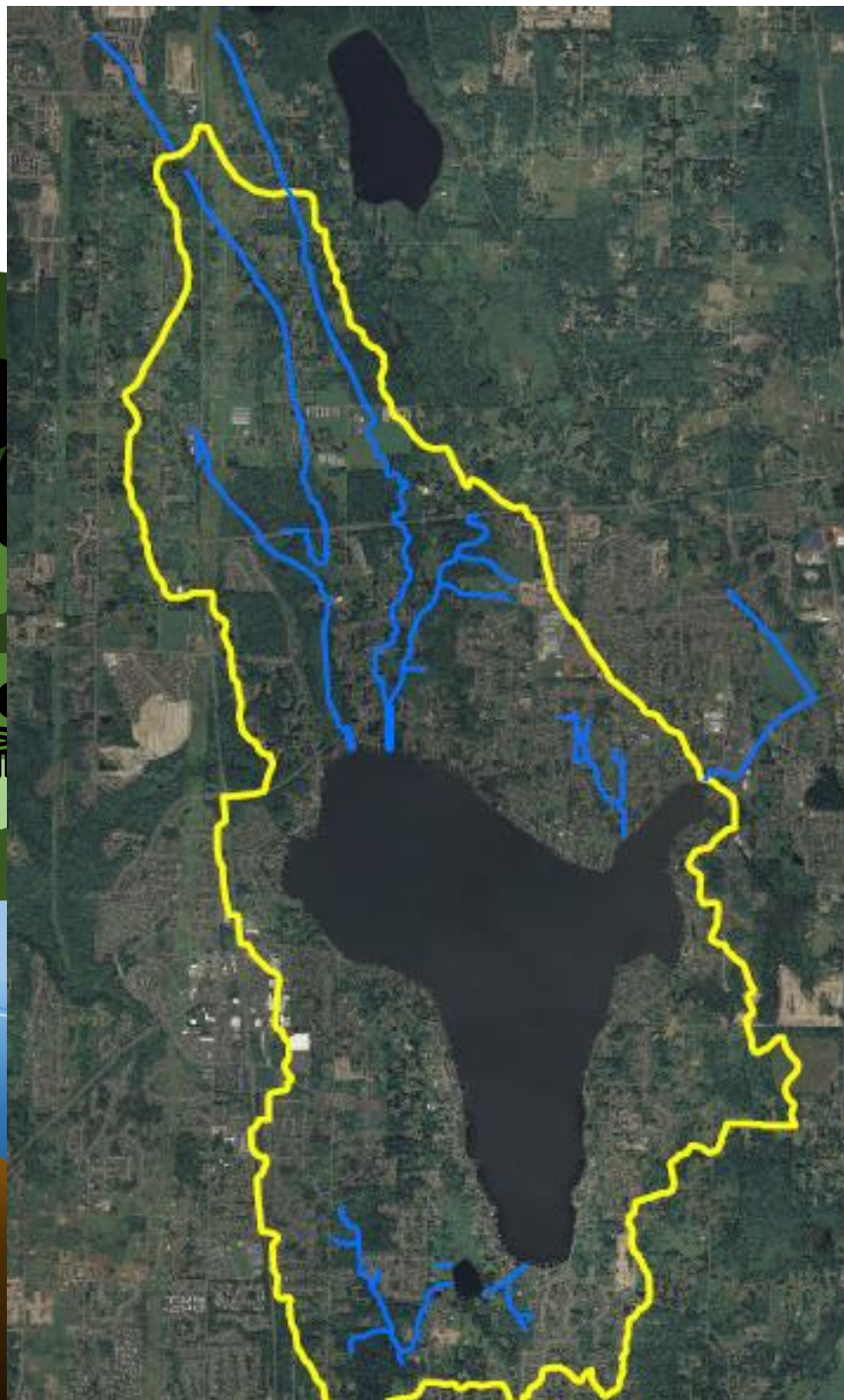
What Causes Algae Blooms?

- **Phosphorus** is key nutrient
- A little goes a long way
- 1 tsp = 30 lbs of algae
- BUT where does it come from??



Phosphorus comes from around the lake –
a.k.a the “watershed”

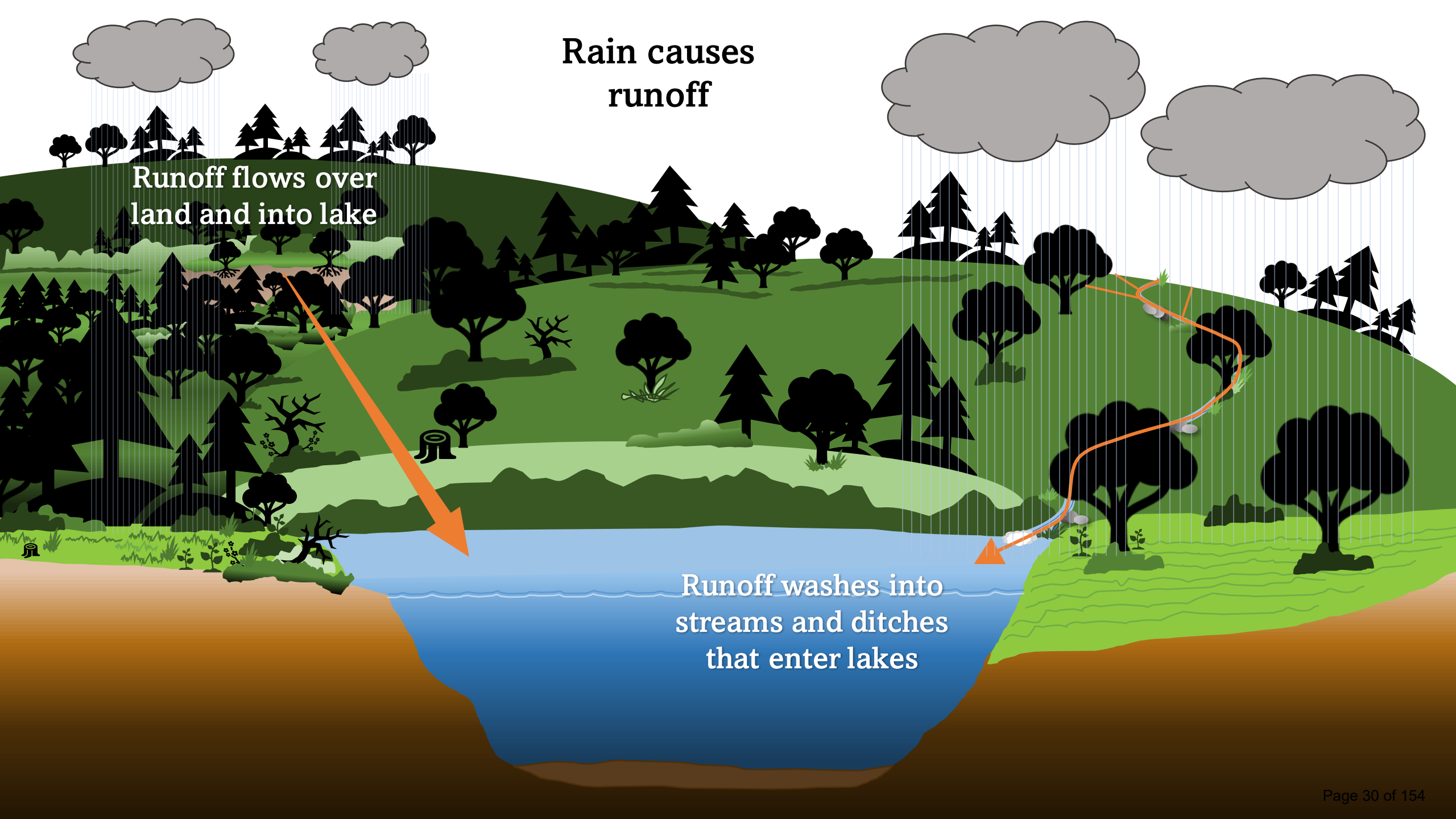




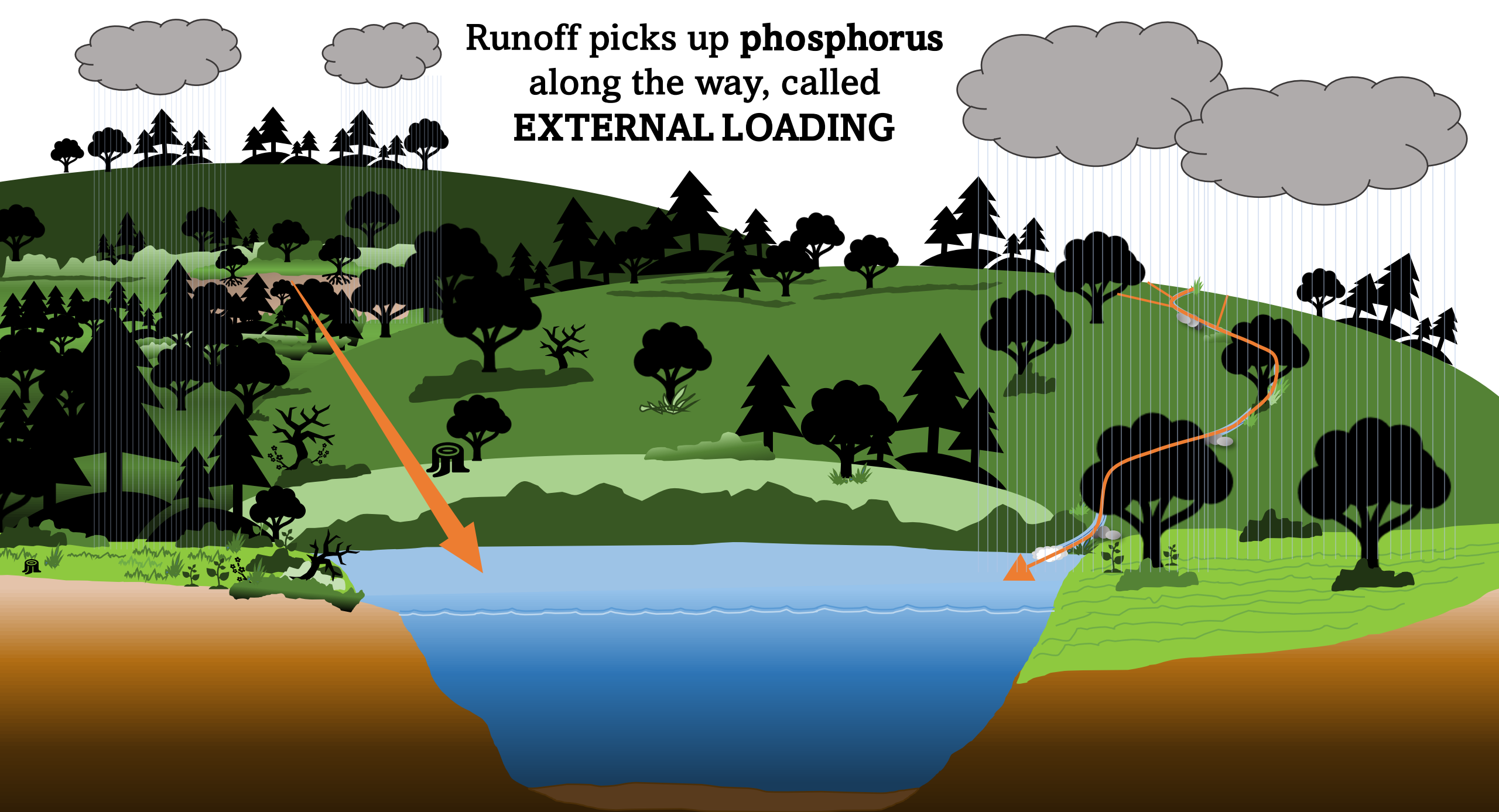
Rain causes runoff

Runoff flows over land and into lake

Runoff washes into streams and ditches that enter lakes



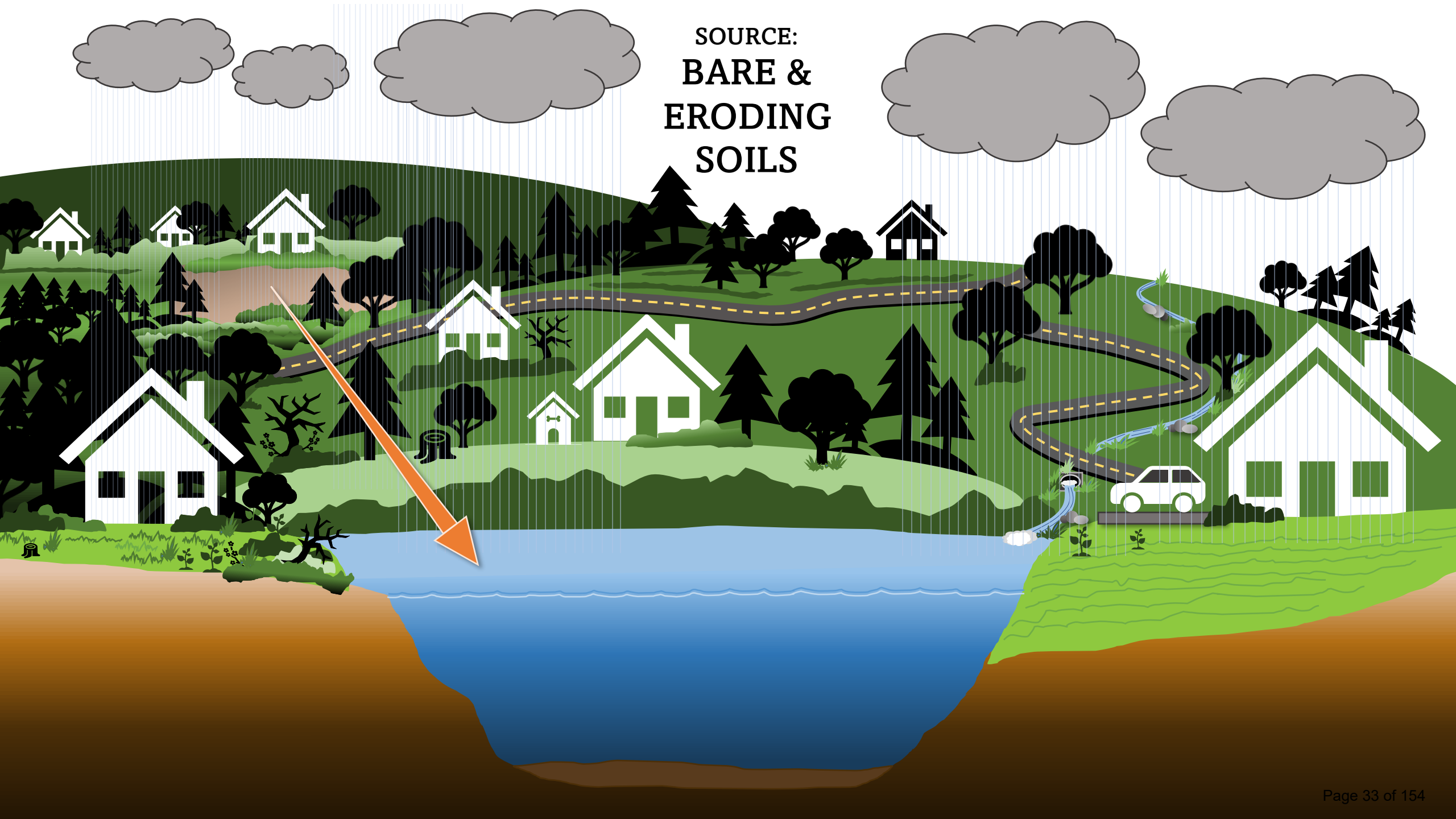
Runoff picks up phosphorus
along the way, called
EXTERNAL LOADING



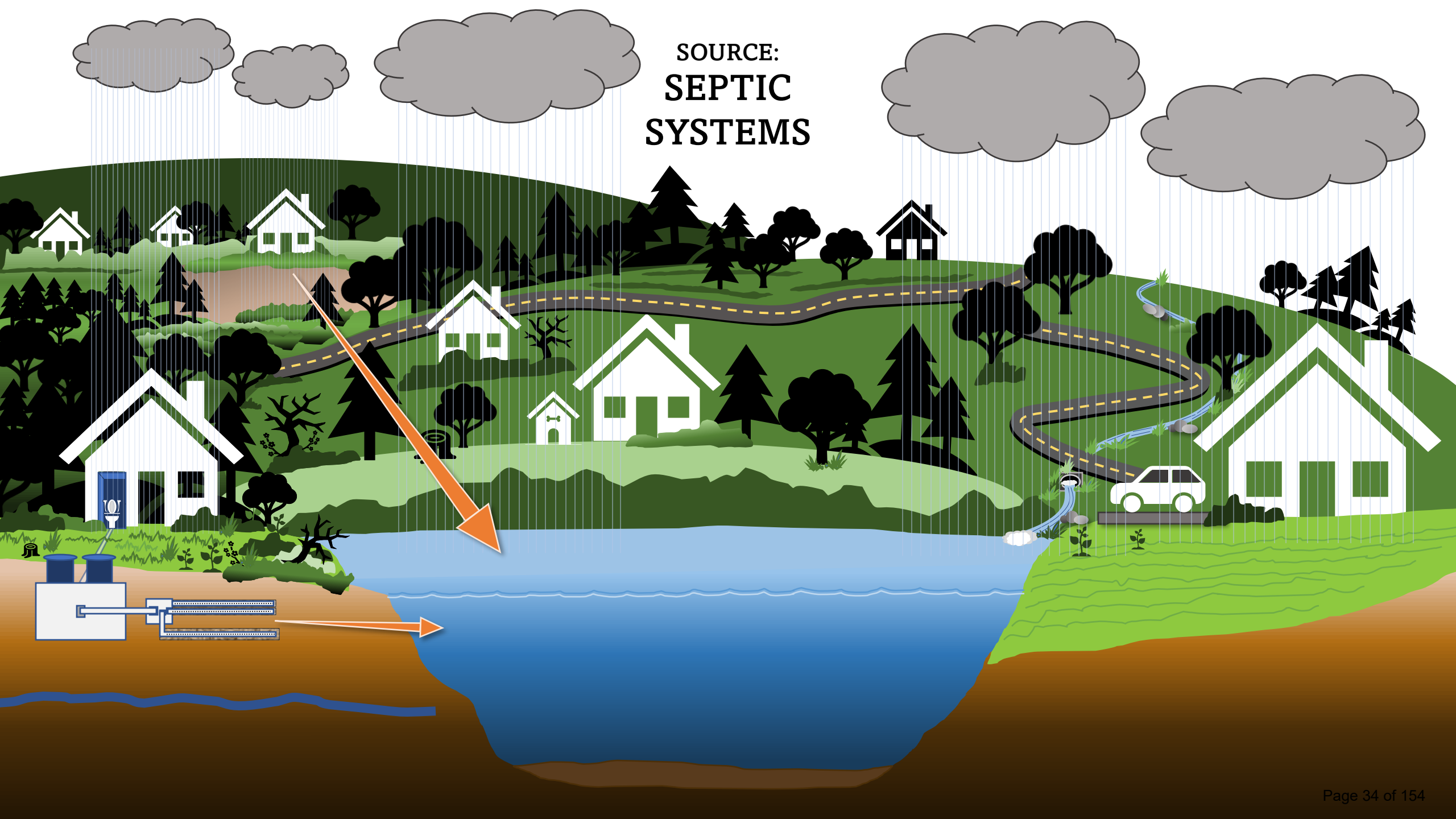
People bring additional phosphorus sources



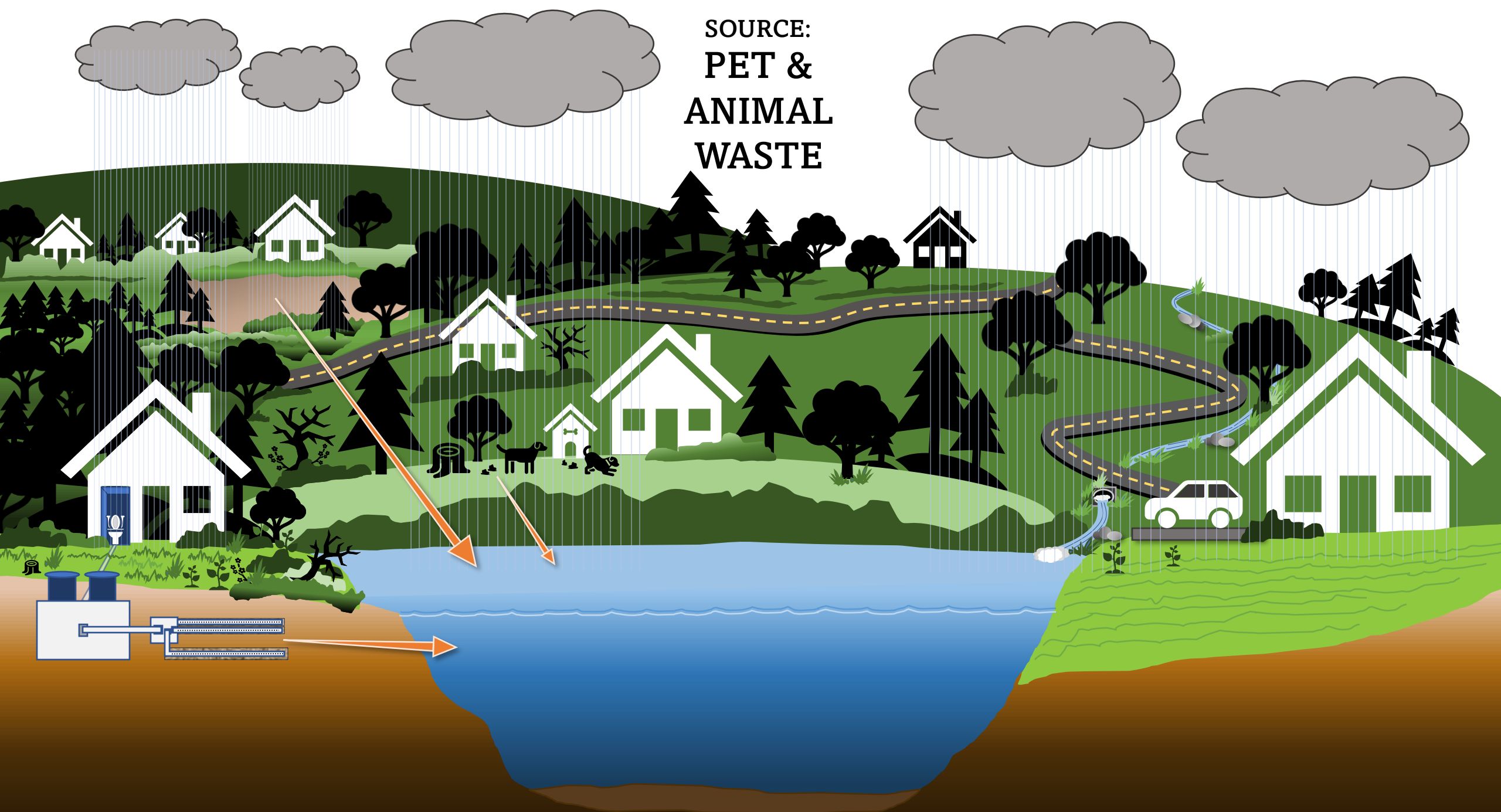
SOURCE:
BARE &
ERODING
SOILS



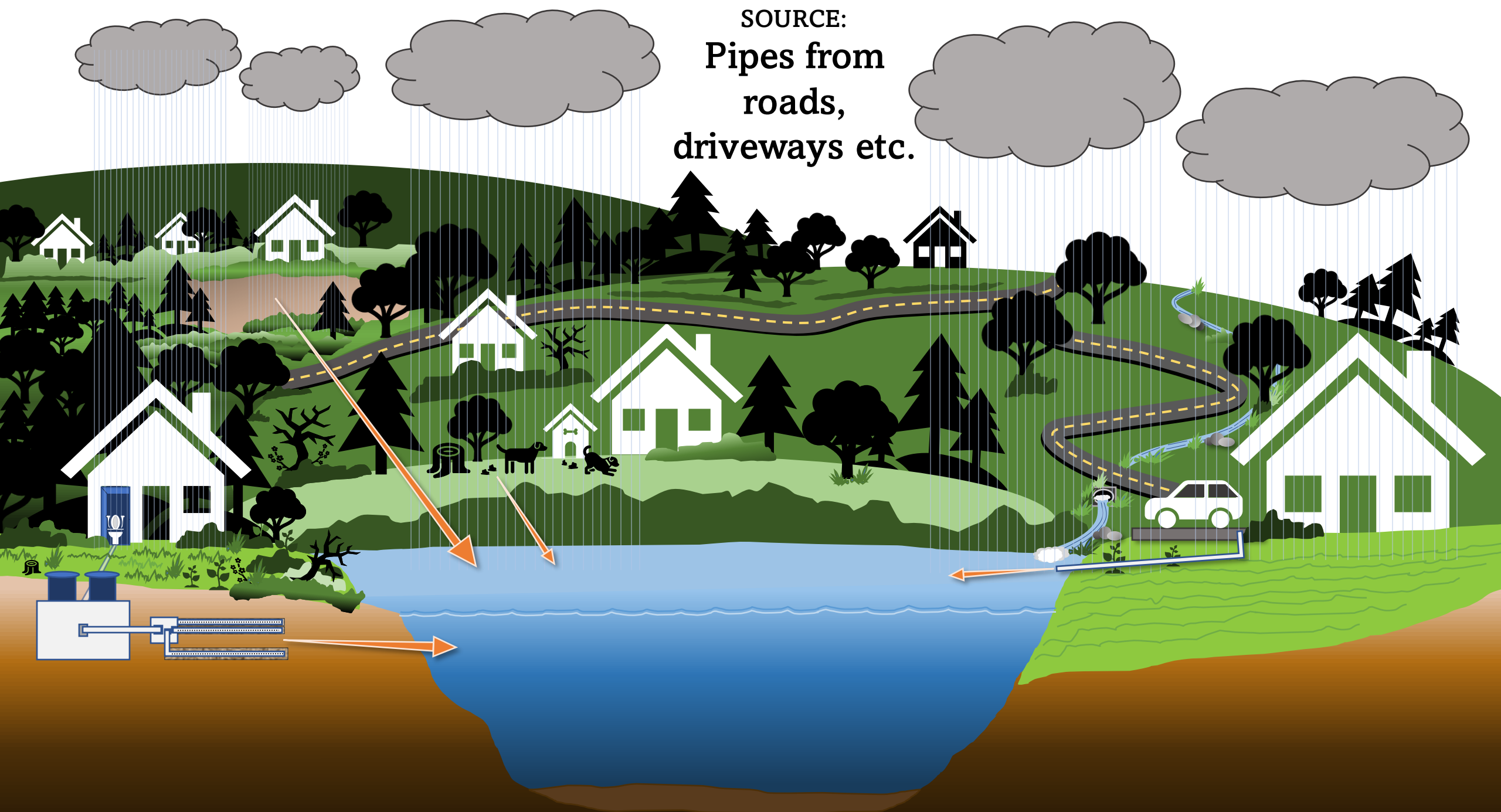
SOURCE:
SEPTIC
SYSTEMS



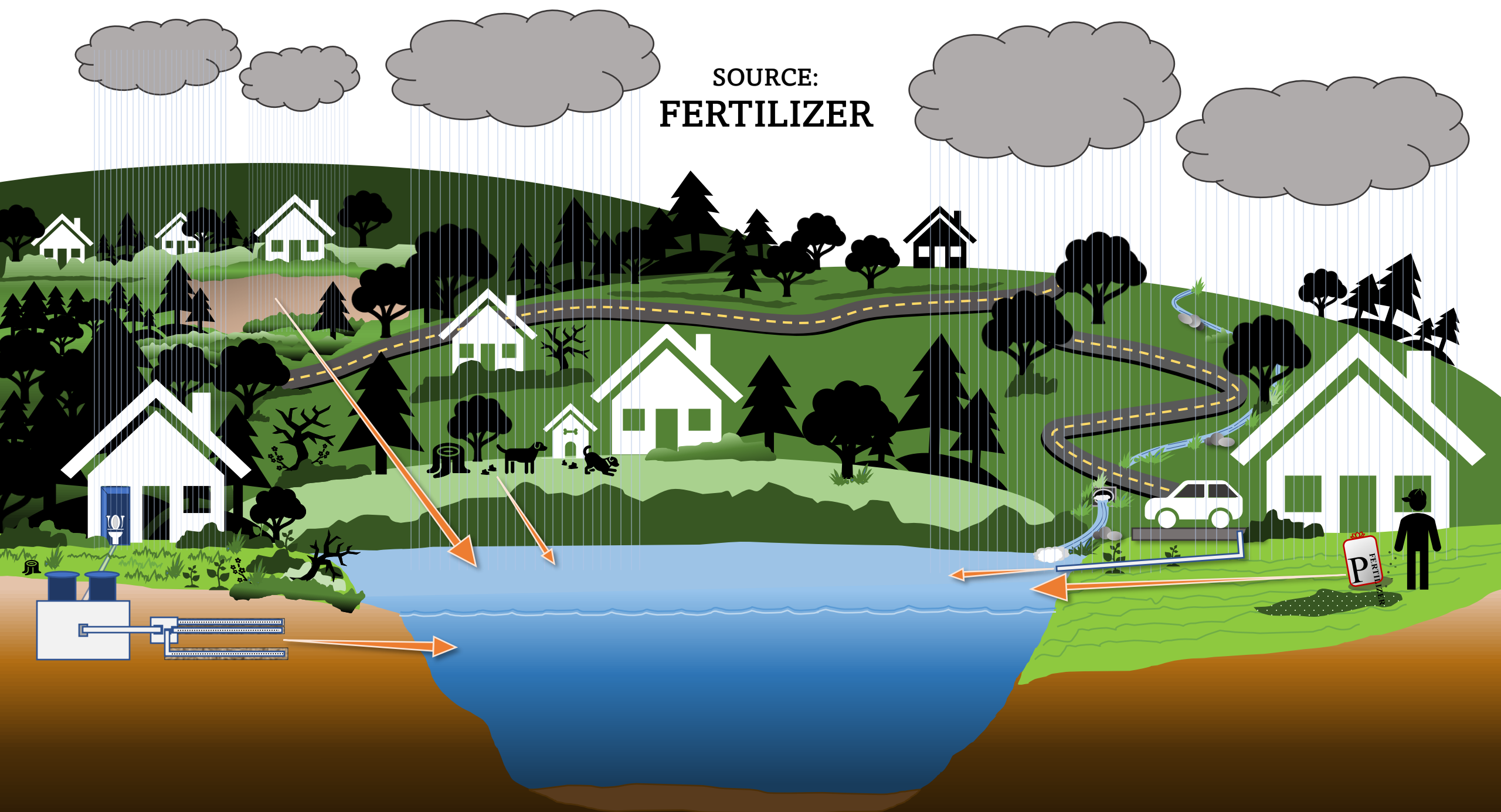
SOURCE:
PET &
ANIMAL
WASTE



SOURCE:
Pipes from
roads,
driveways etc.



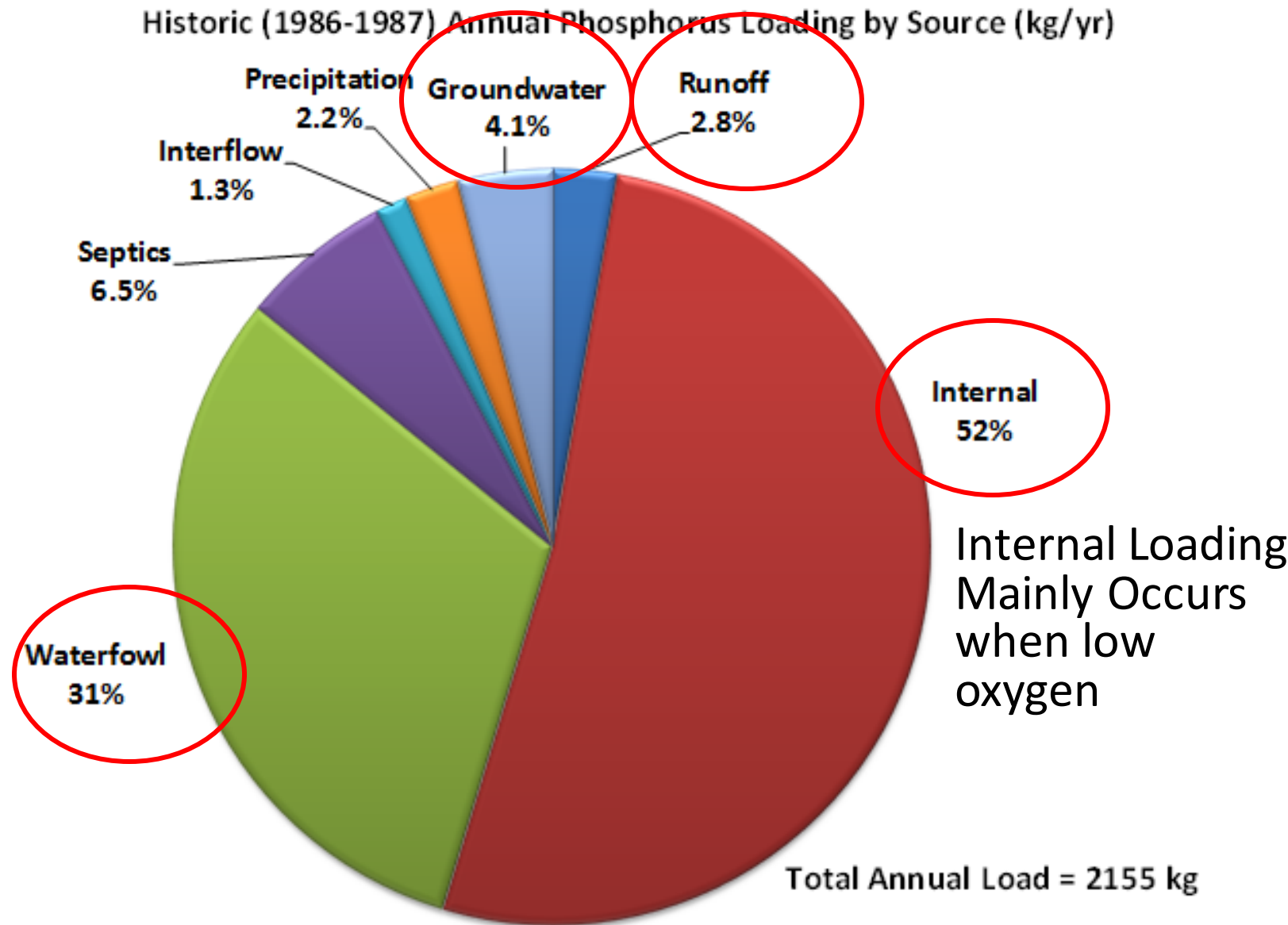
SOURCE:
FERTILIZER

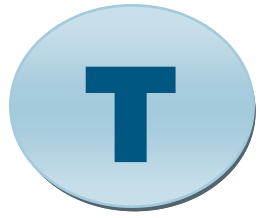


All that Phosphorus builds up at the lake bottom which can recycle back into the water which is called - INTERNAL LOADING

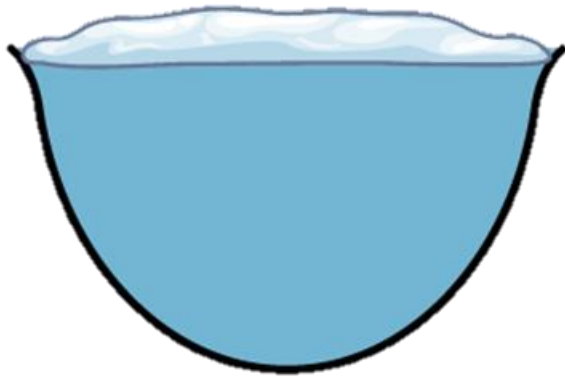


Historic Sources of Phosphorus (1986-1987)

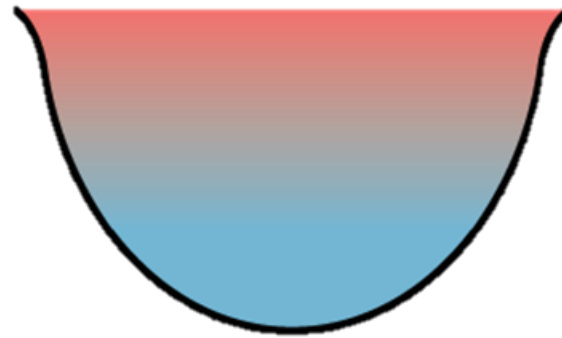




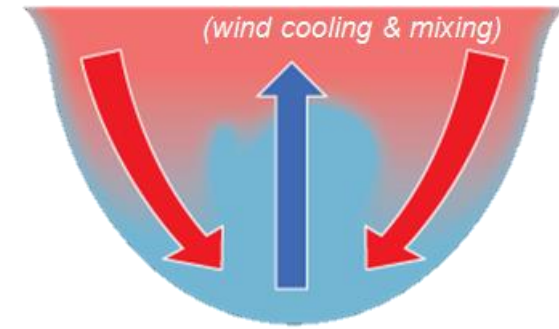
Seasonal Cycle of Lakes - Temperature



Winter



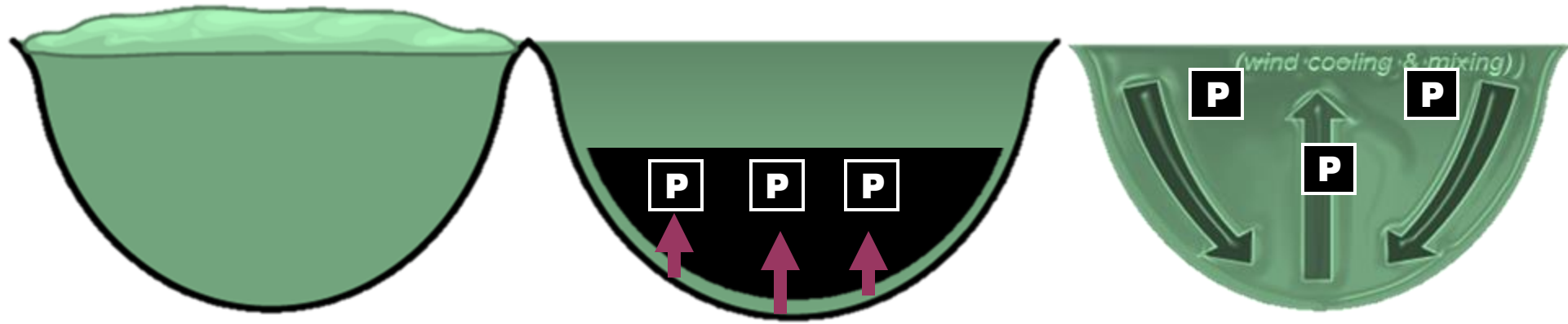
Summer



Fall Turnover



Dissolved Oxygen



Winter

Summer

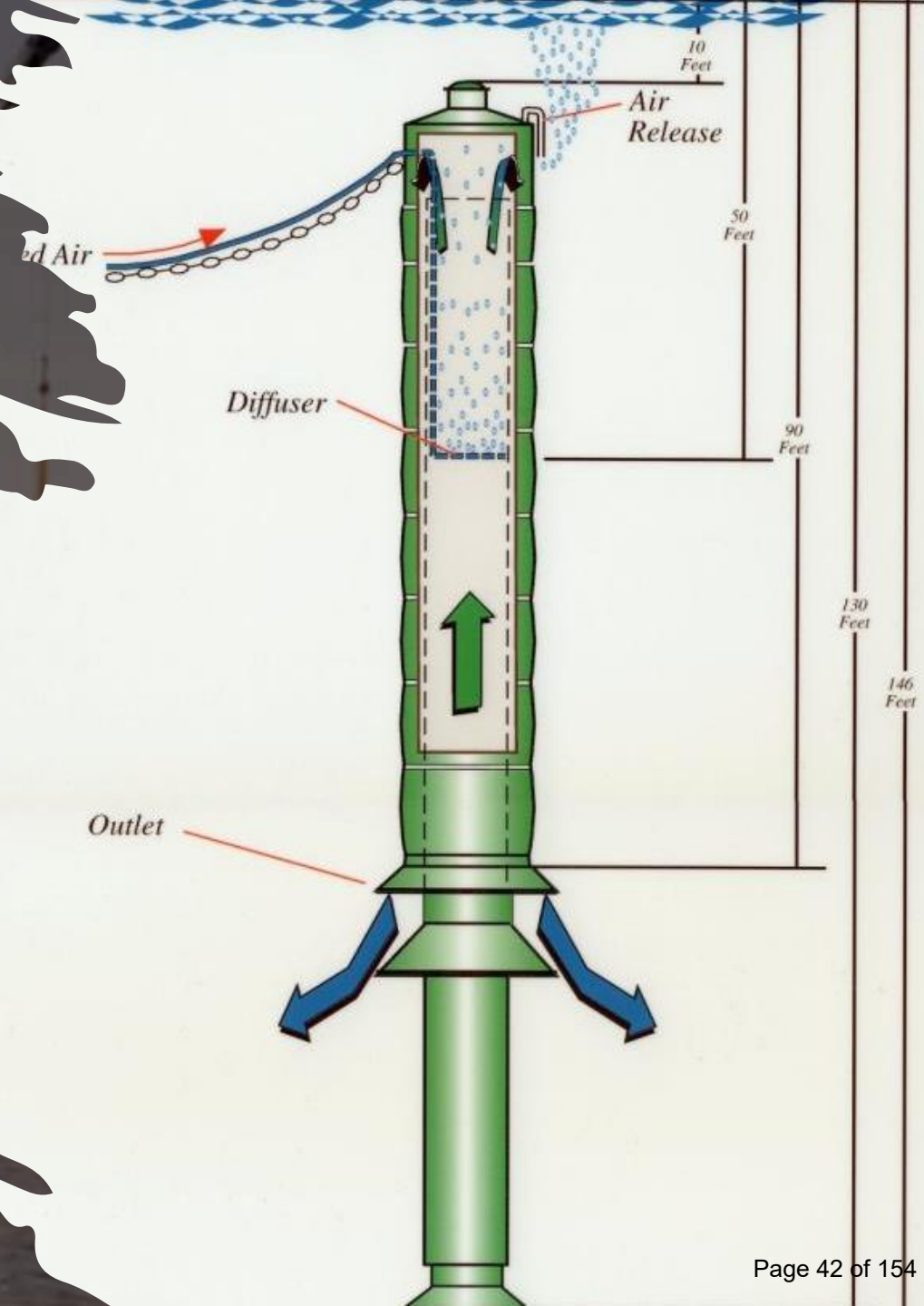
Fall

Phosphorus **bound to iron** in lake sediments **is released** when **no oxygen**

When the lake mixes it is spread throughout the lake

Option #1 – Keep Oxygen in Bottom of Lake

- In 1994, a \$1.1 million hypolimnetic aeration system was installed
- The four aerators pull low-oxygen water from the lake bottom, mix it with air, and send the high-oxygen water back to the bottom.
- In the presence of oxygen, iron in the sediments stays bound and holds phosphorus





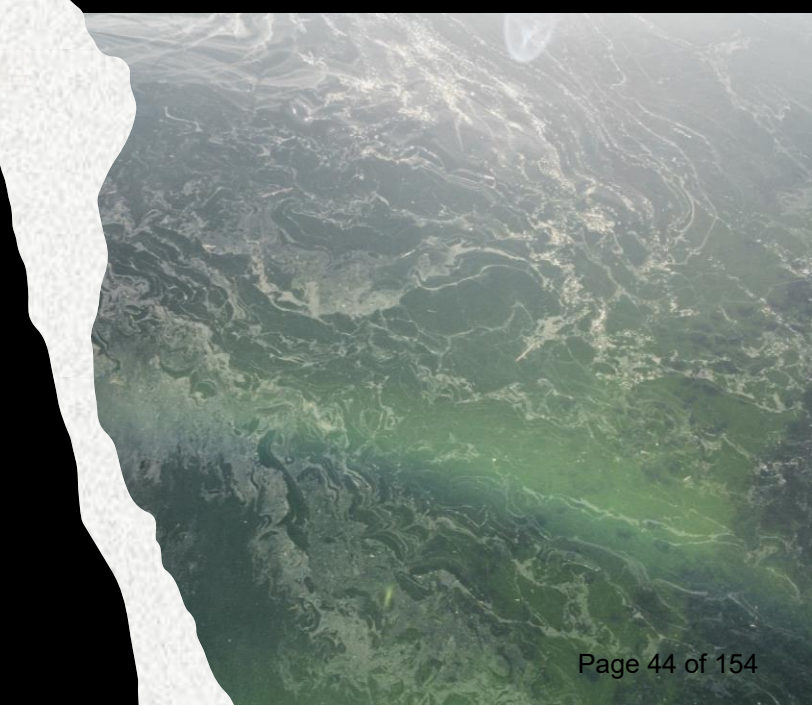
The aeration system provided significant benefits to the lake.



Until it wasn't
as effective, and
algae returned

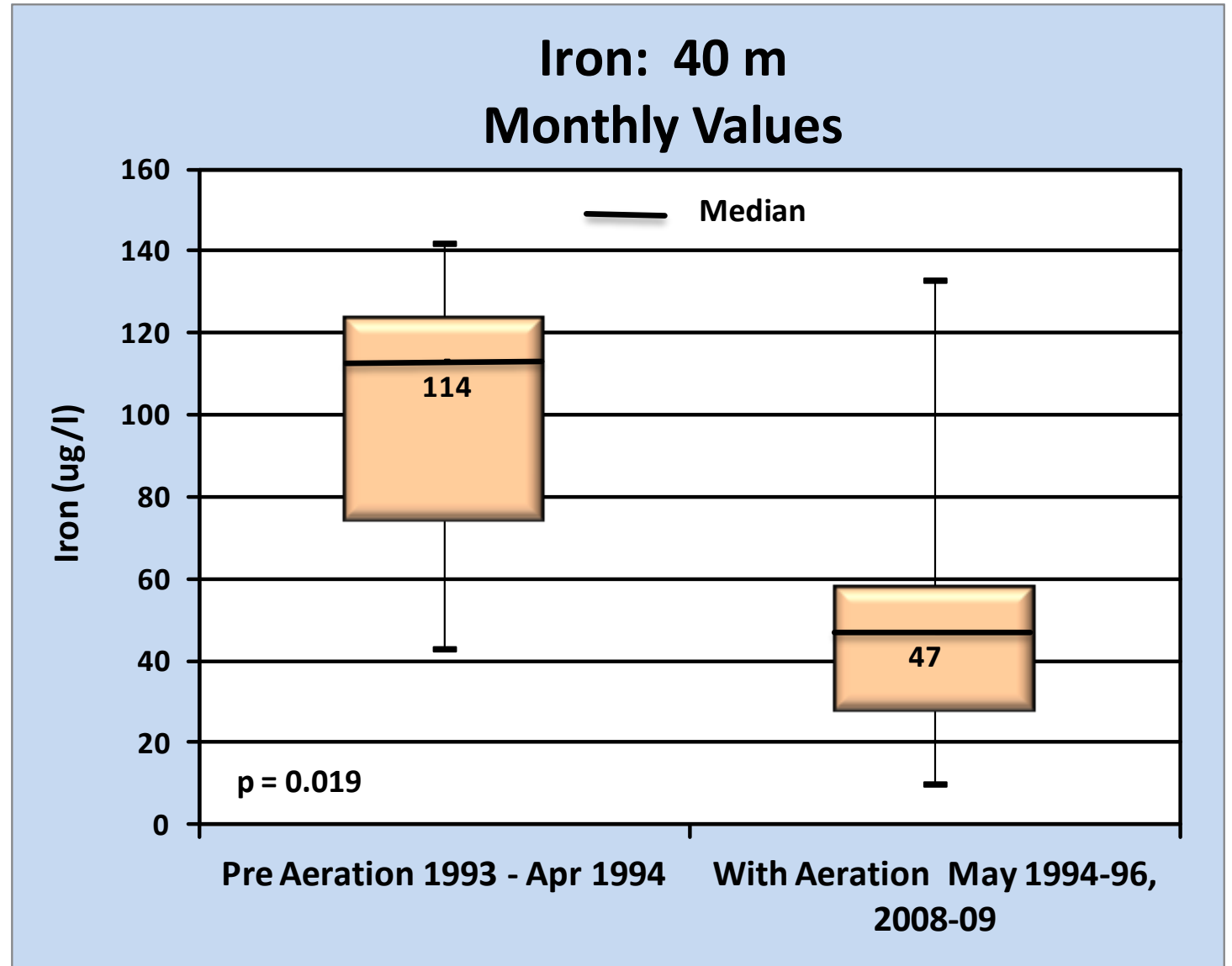


Year	Days Posted	Microcystin Range (µg/L)	Anatoxin Range (µg/L)
2010	-	0.7-2.5	0.030
2011	10	0.05-28.6	<MDL
2012	17	0.58	-
2013	45	10-28.3	-
2014	-	<MDL	<MDL
2015	14	23.8	<MDL



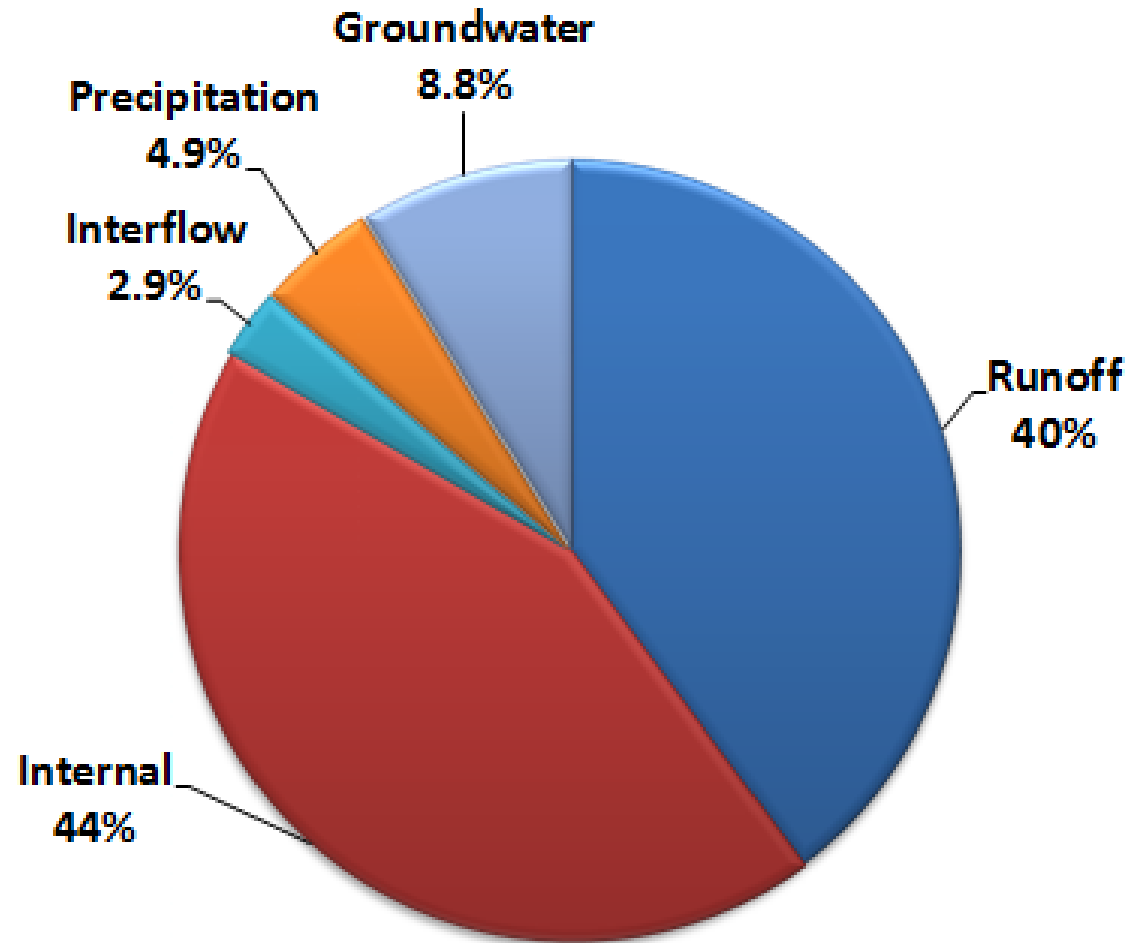
Why did it stop working?

- 2009 sediment study completed
- Finding - Depletion of iron needed to bind all the phosphorus



Why did it stop working?

- 2011 study
- External Phosphorus Loading increased 364 kg/yr to 560 kg/yr

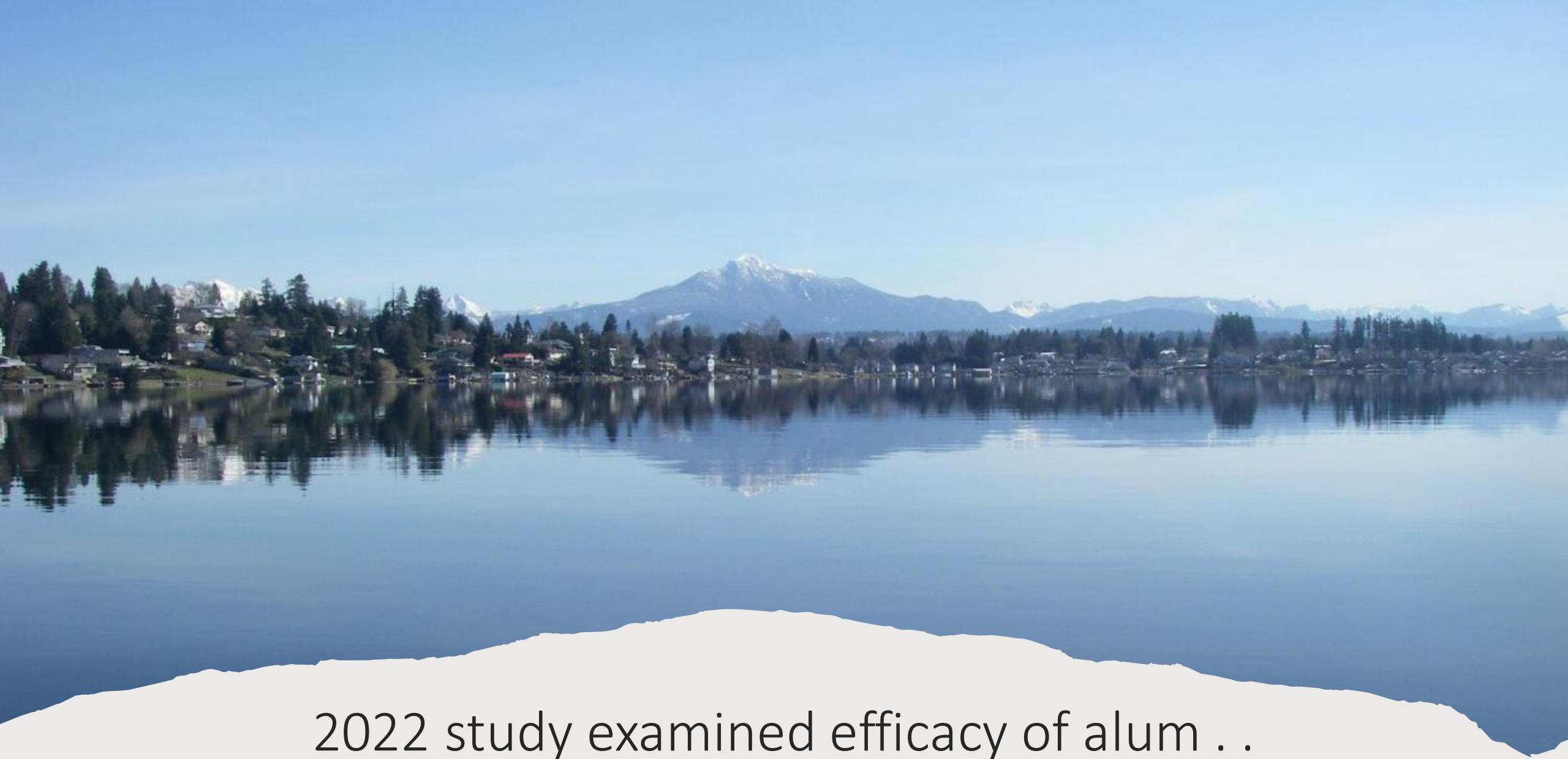


Total Annual Load = 992 kg

Option 2- Treat with Alum

- Aluminum/phosphorus bonds are not affected by low oxygen
- Most common lake restoration method used today
- Safe as used in drinking water treatment, pickling (you can buy in store)
- Very large dose to needed to bind all phosphorus in sediments
- Split into a small annual treatment over 9-12 years
- First treatment in 2013

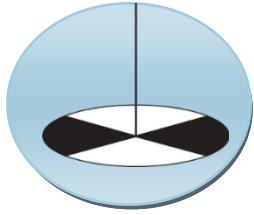




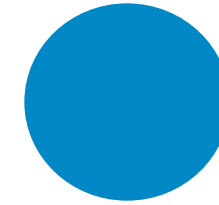
2022 study examined efficacy of alum . .
so how are we doing?

Excellent. . .
Mostly

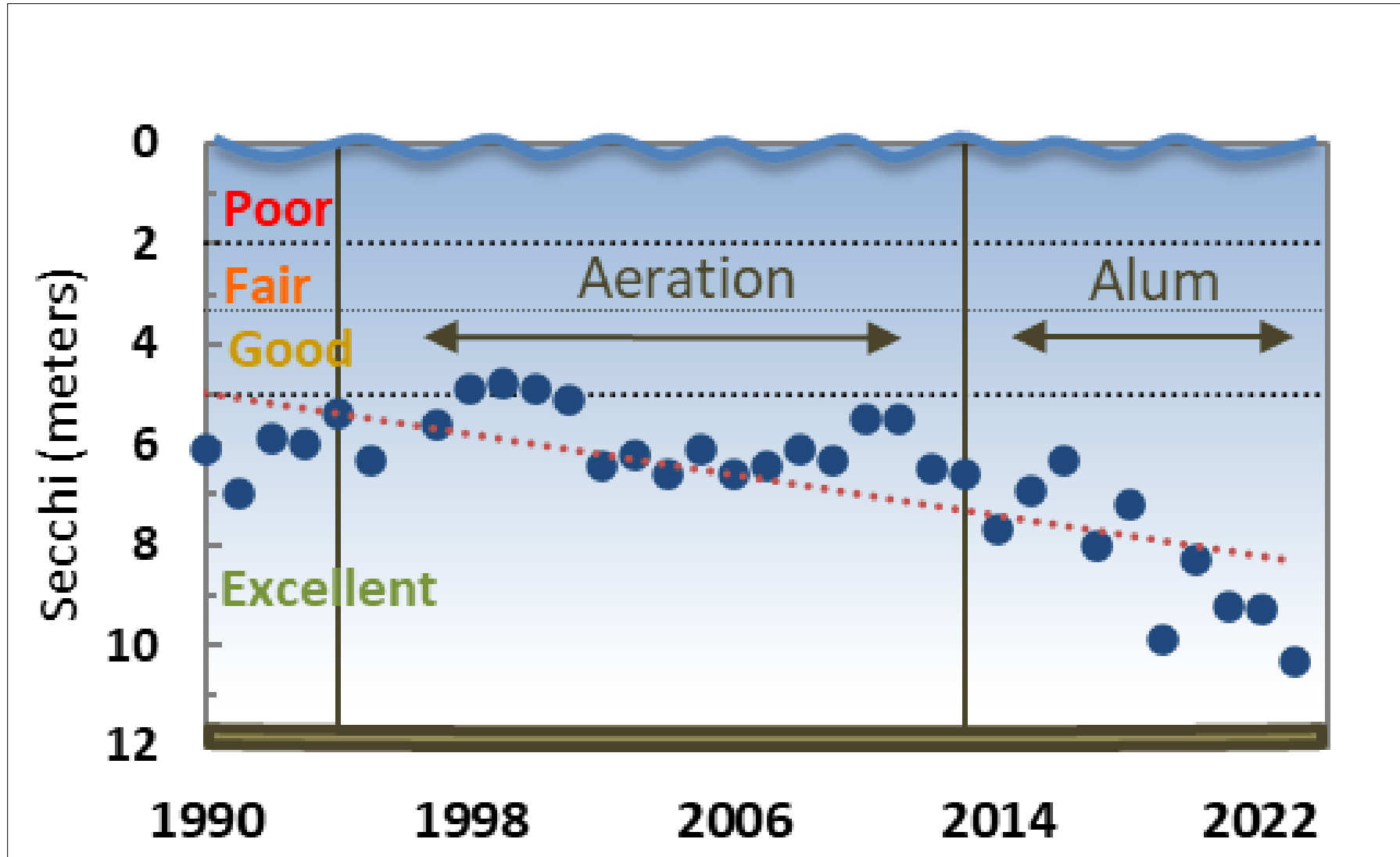




Water Clarity

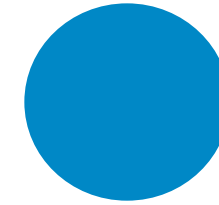


EXCELLENT

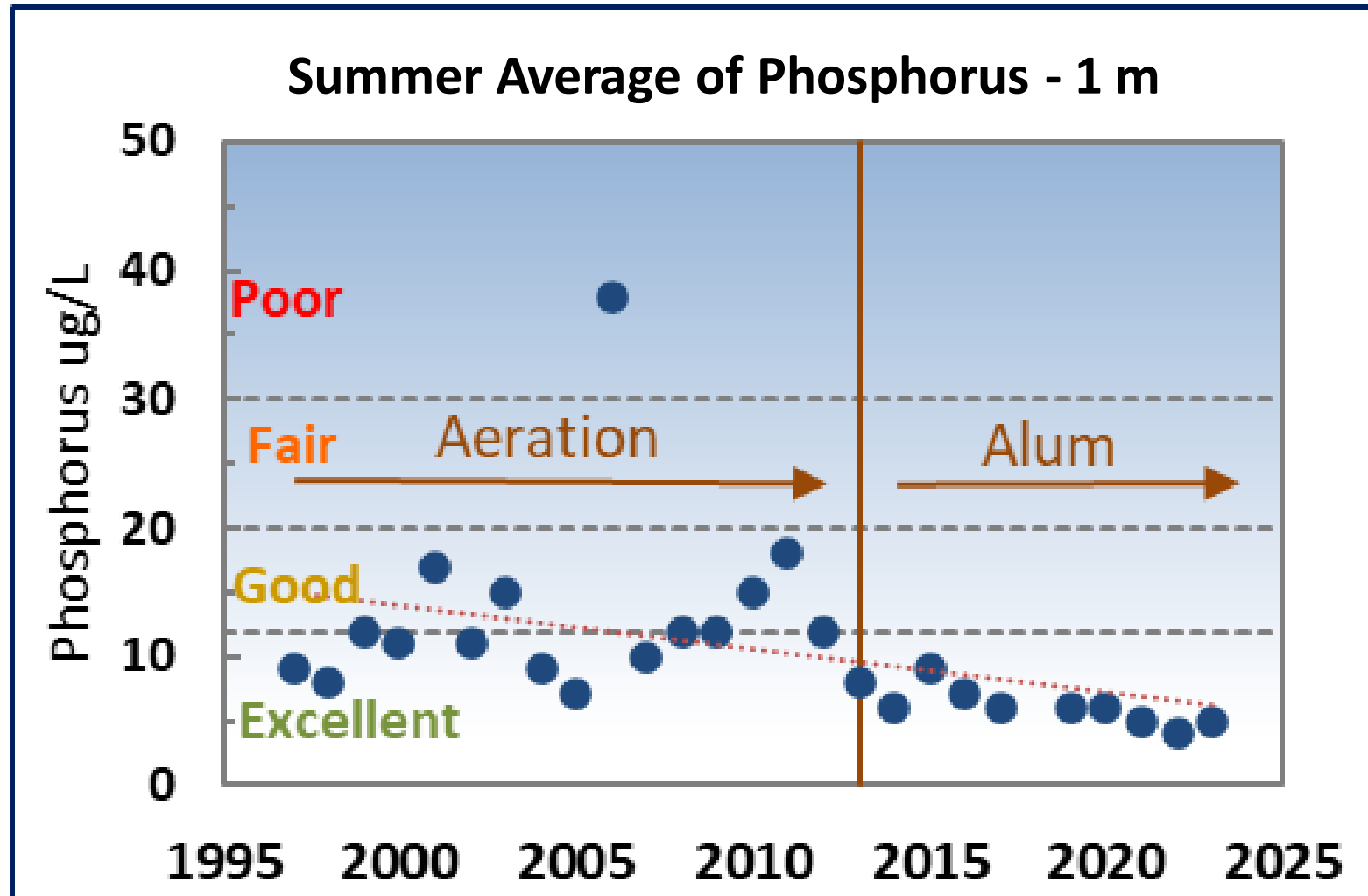




Phosphorus

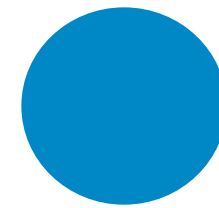


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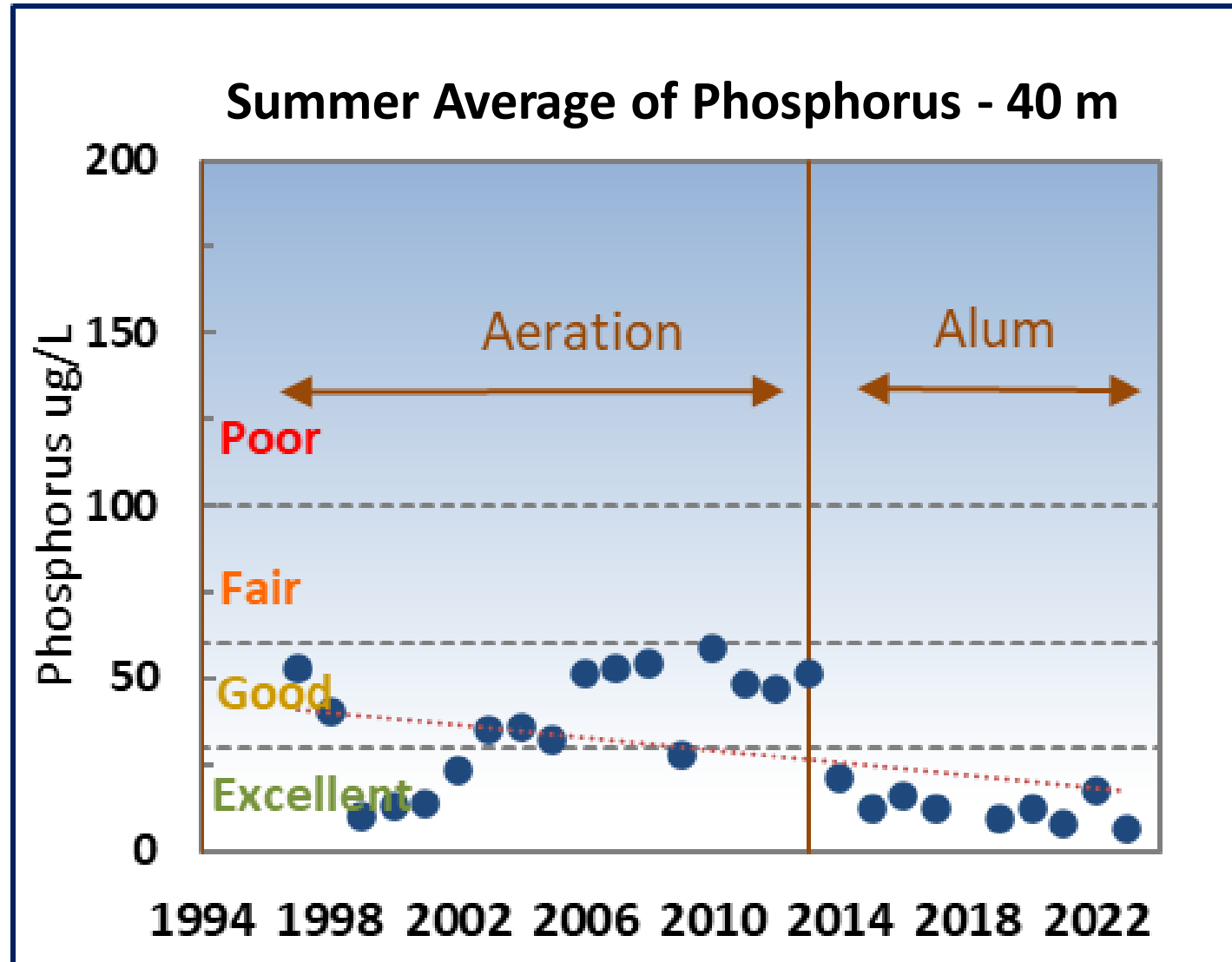


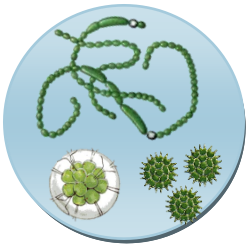


Phosphorus



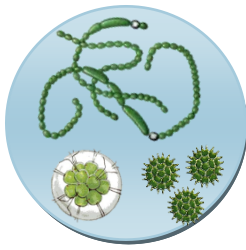
EXCELLENT



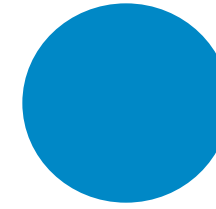


Algae

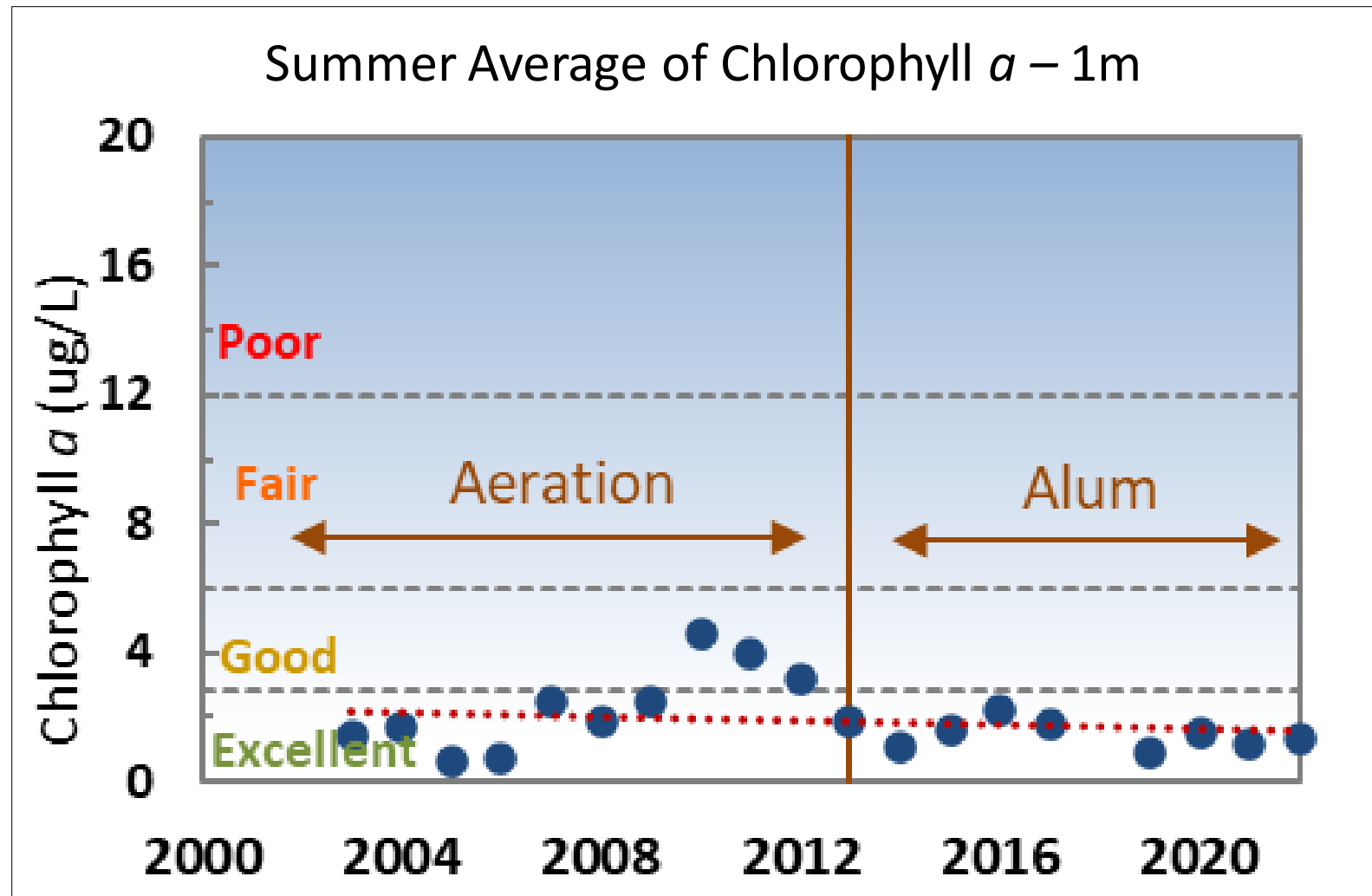


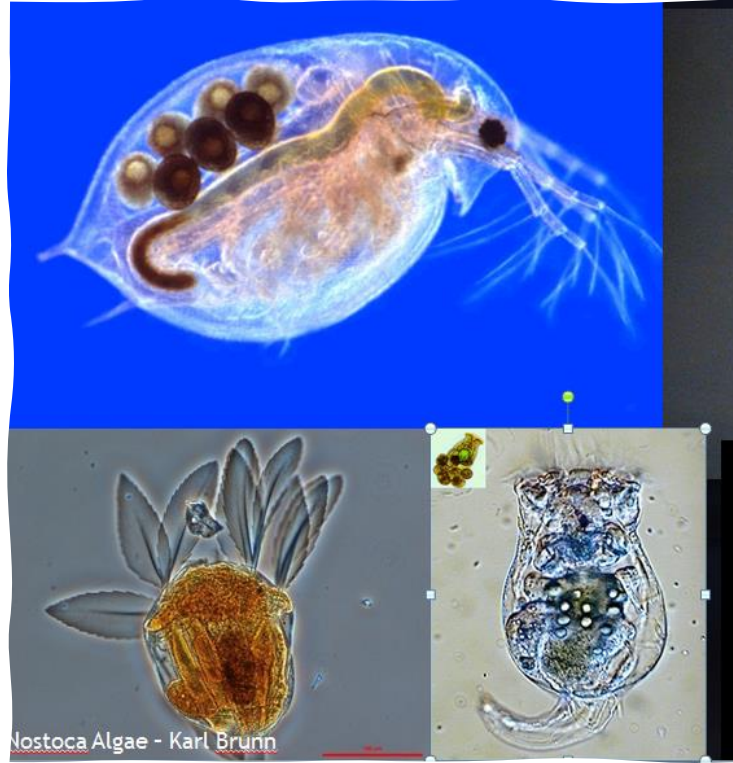


Algae



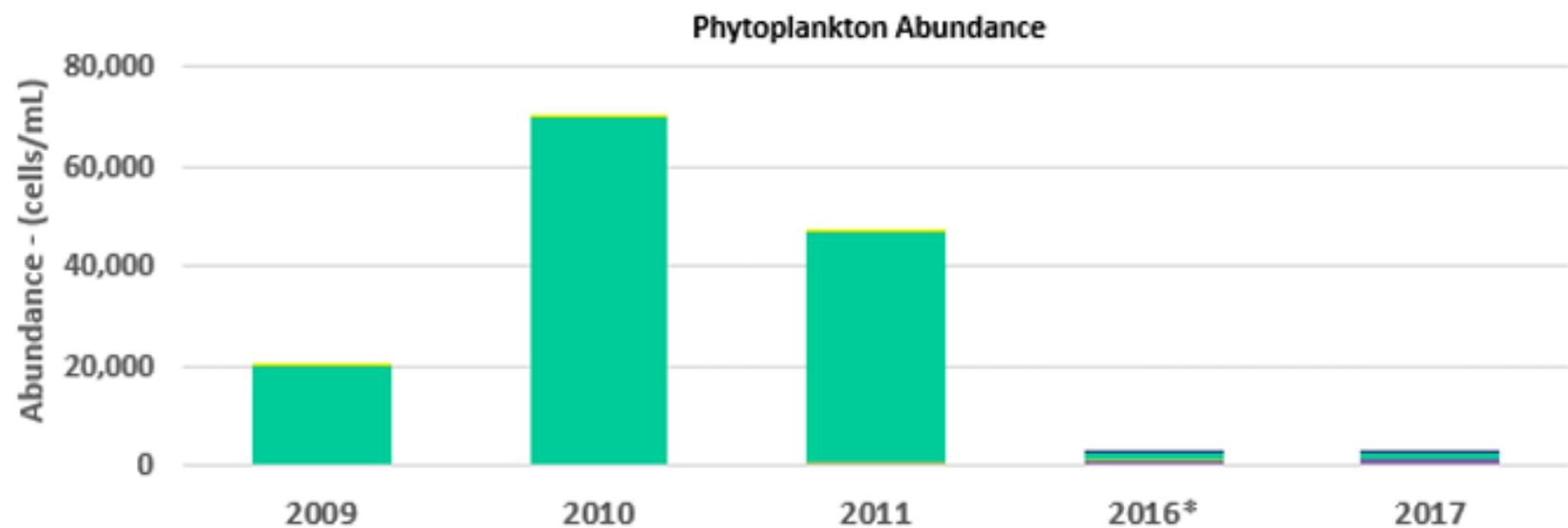
EXCELLENT





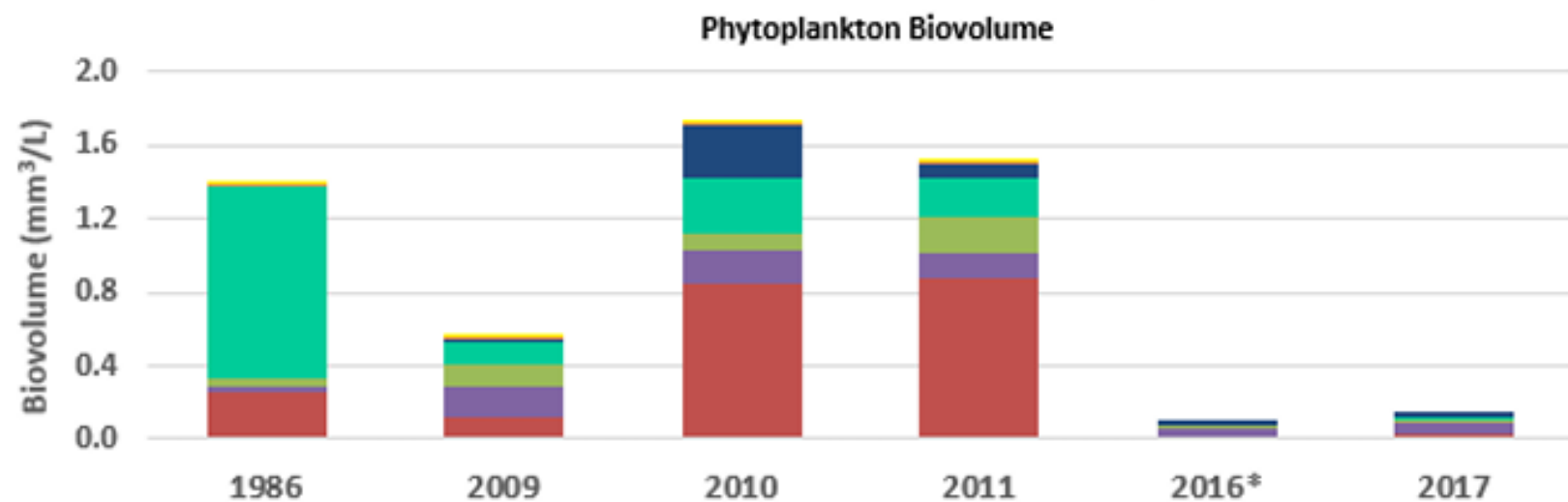
Lake Food Chain

Less Overall
Algae



*Only Sept/Oct data

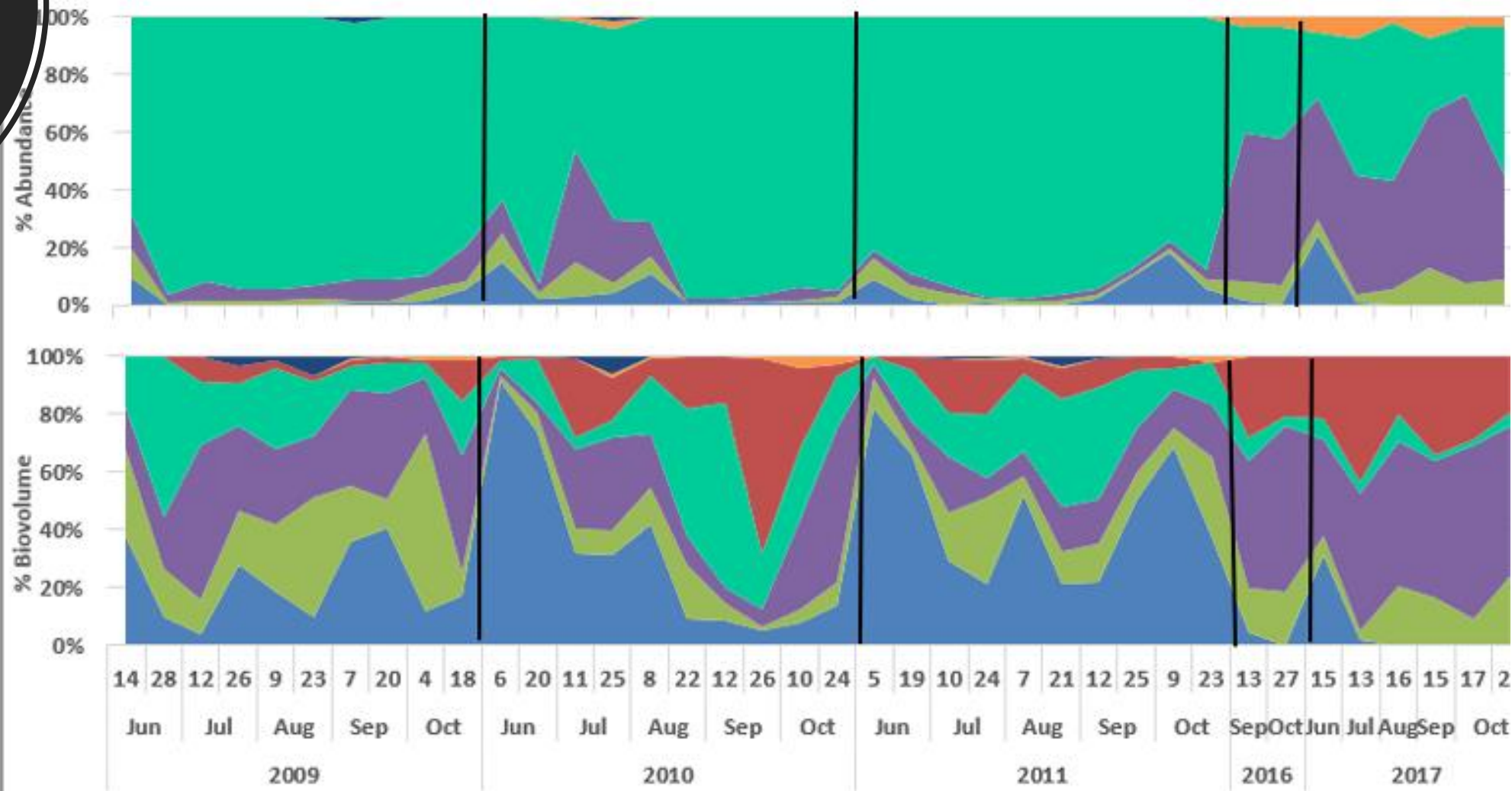
*Only Sept/Oct data



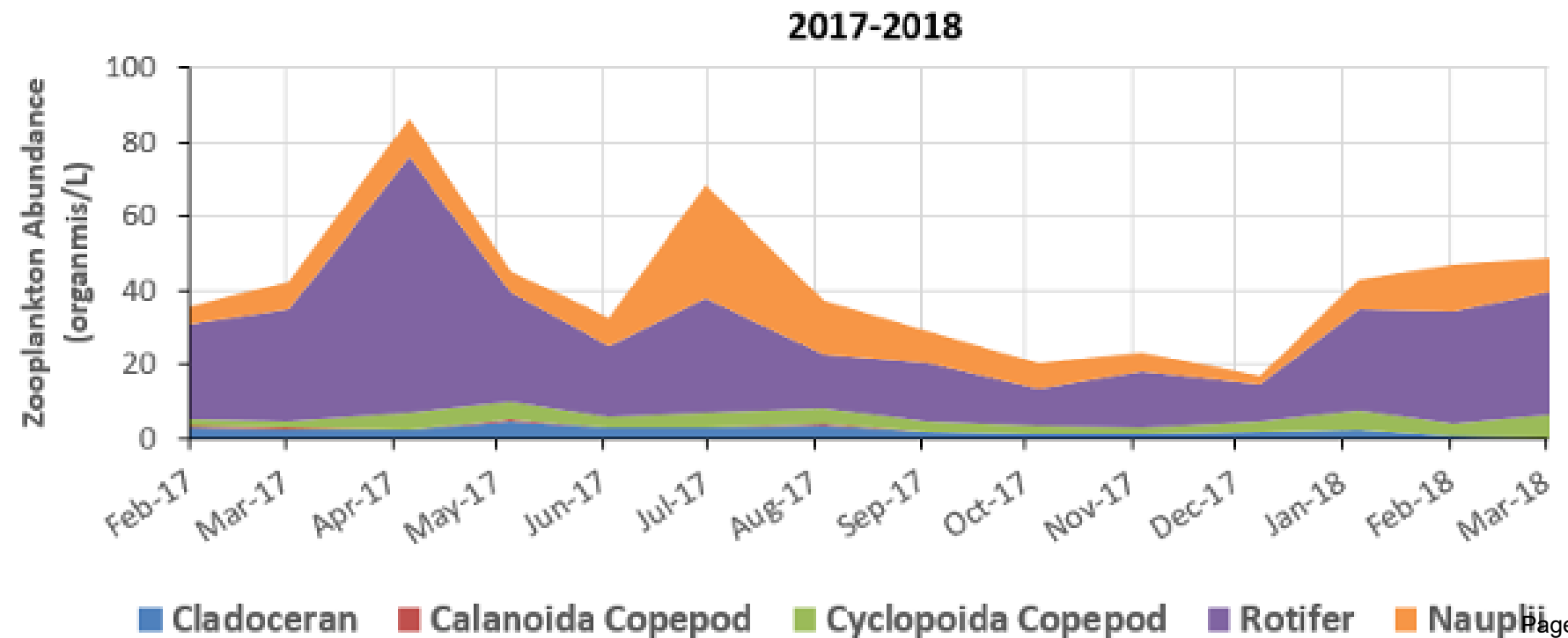
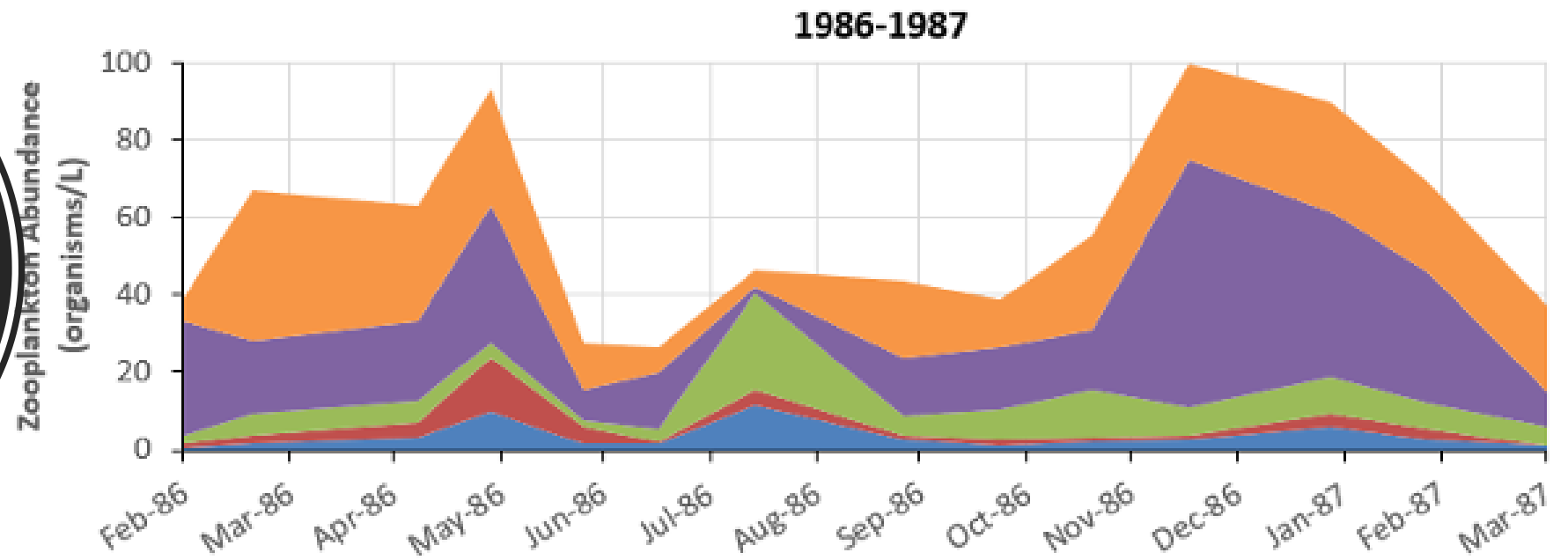
*Only Sept/Oct data

■ Bacillariophyte ■ Chryso- & Cryptophyte ■ Chlorophyte ■ Cyanophyte ■ Dinophyte ■ Euglenophyte ■ Unknown

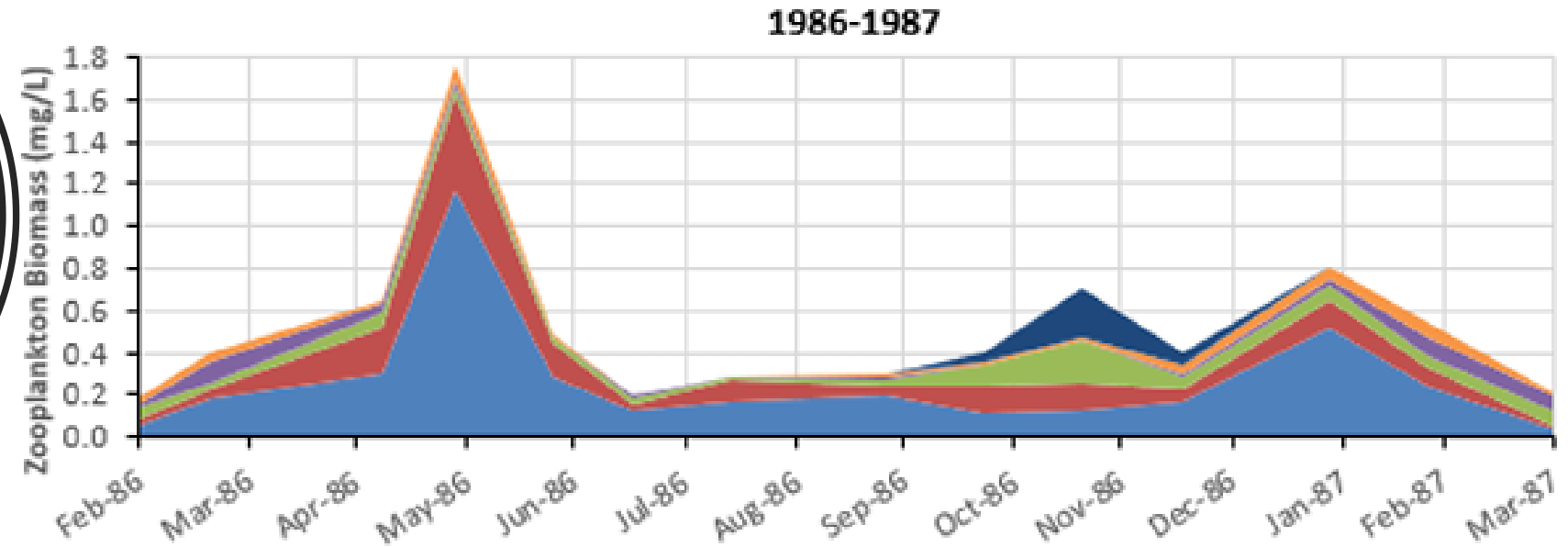
BUT More
Diverse Algal
Community



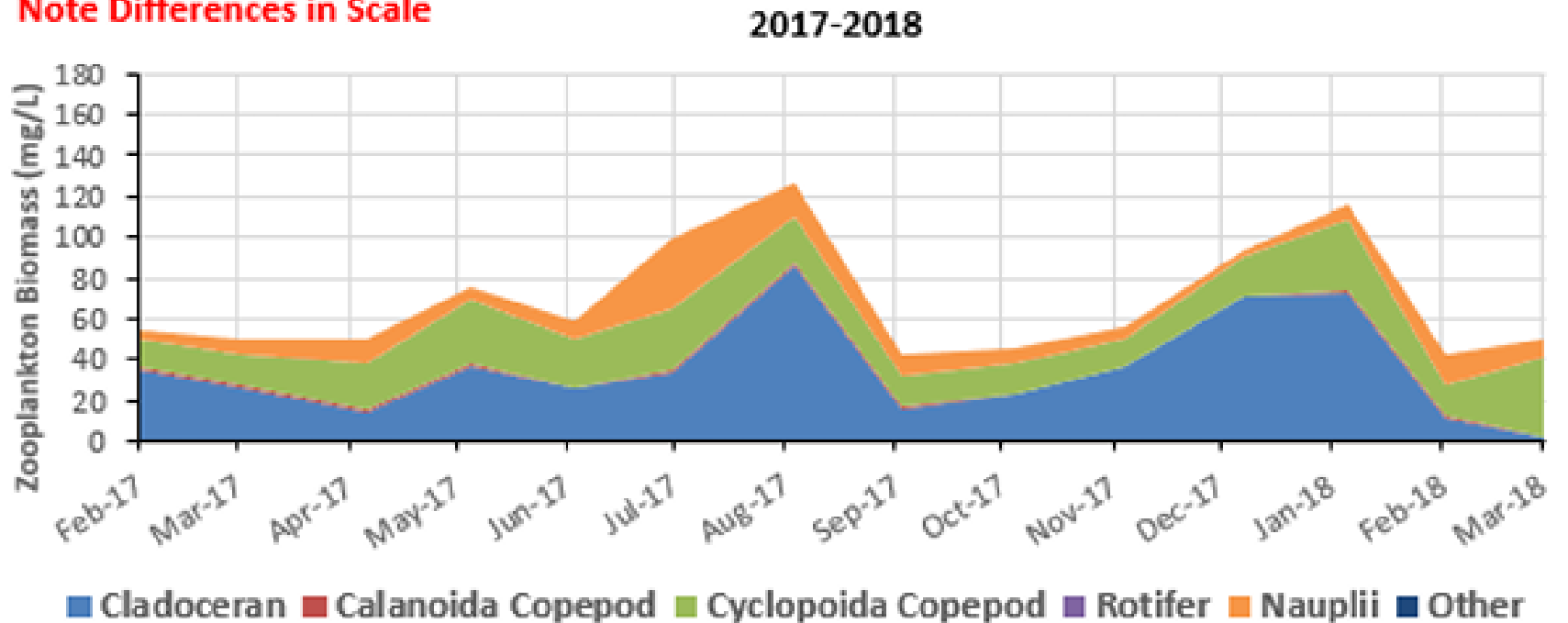
Similar
Zooplankton
Abundance



More
Zooplankton
Biomass?

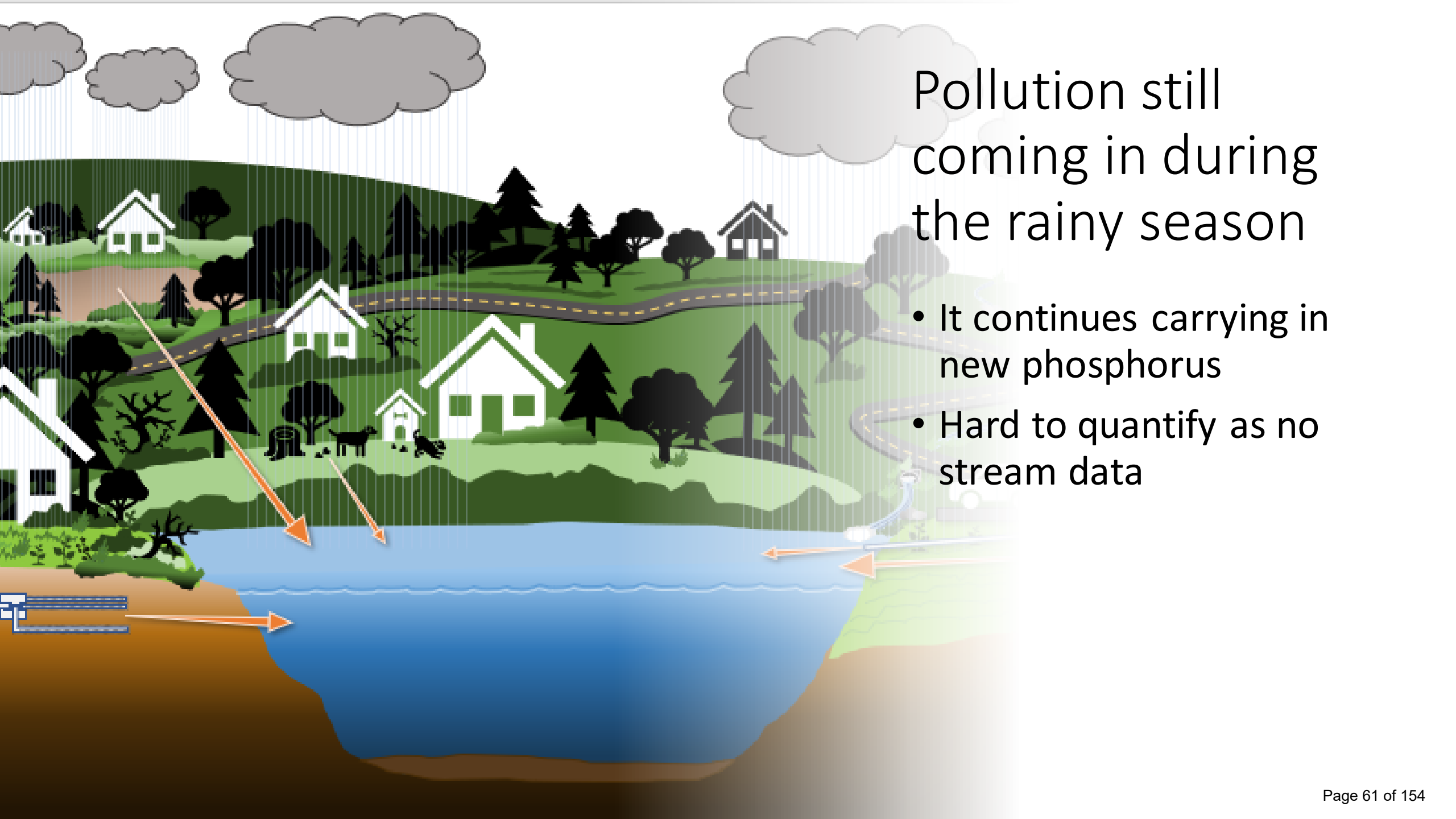


Note Differences in Scale





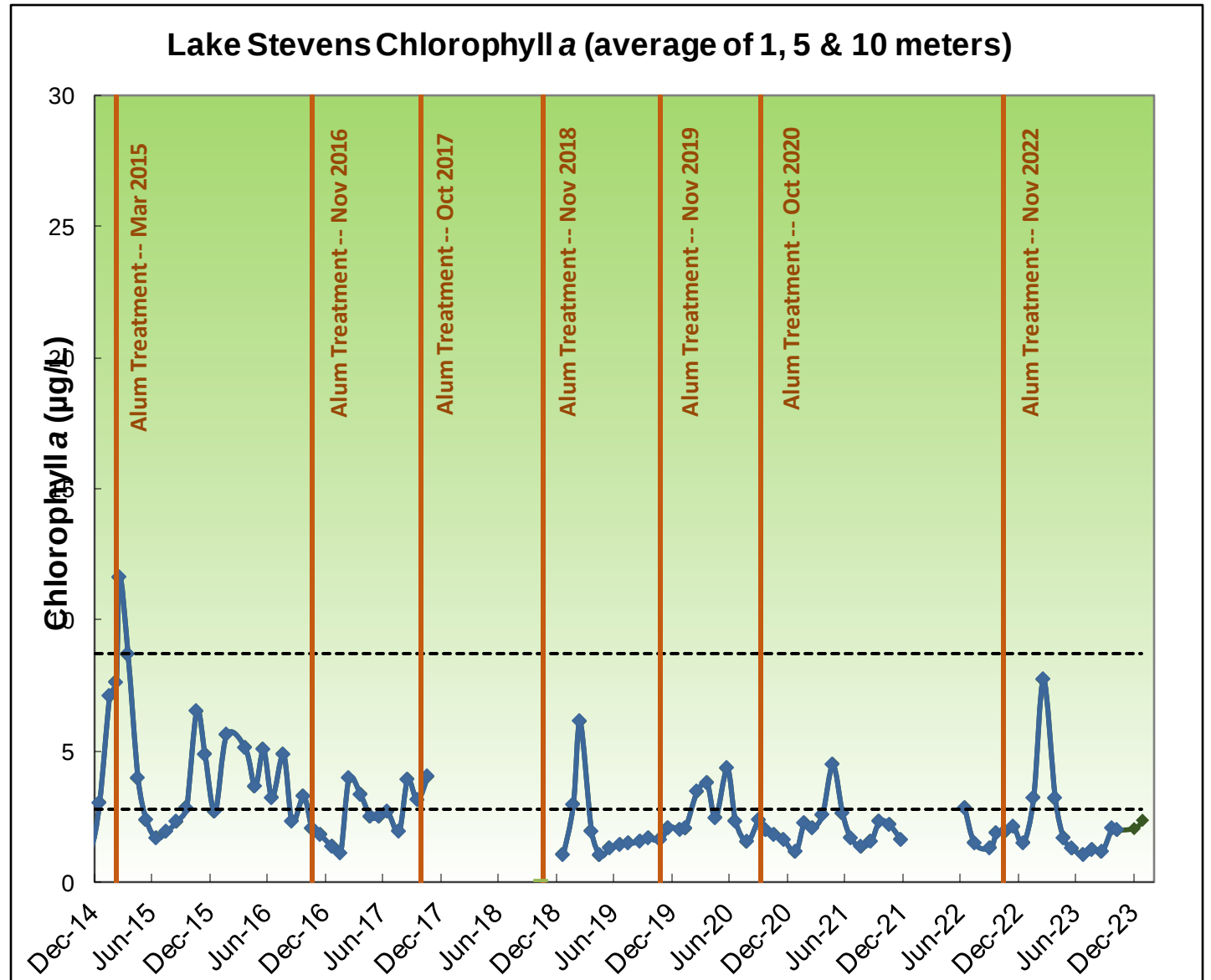
But there are
some problems



Pollution still
coming in during
the rainy season

- It continues carrying in new phosphorus
- Hard to quantify as no stream data

Phosphorus
causes
winter/spring
blooms



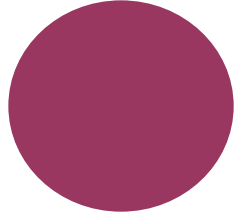
An aerial photograph of a river scene. A bridge with a wooden railing spans the river on the left. A white car is parked on a paved road on the right, next to a yellow curb. The river water is dark, and there are some rocks and debris in the shallows. The background shows some greenery and a building.

January 2023 Bloom

- City followed procedures from the Department of Health
- Public Notification
- Site Monitoring

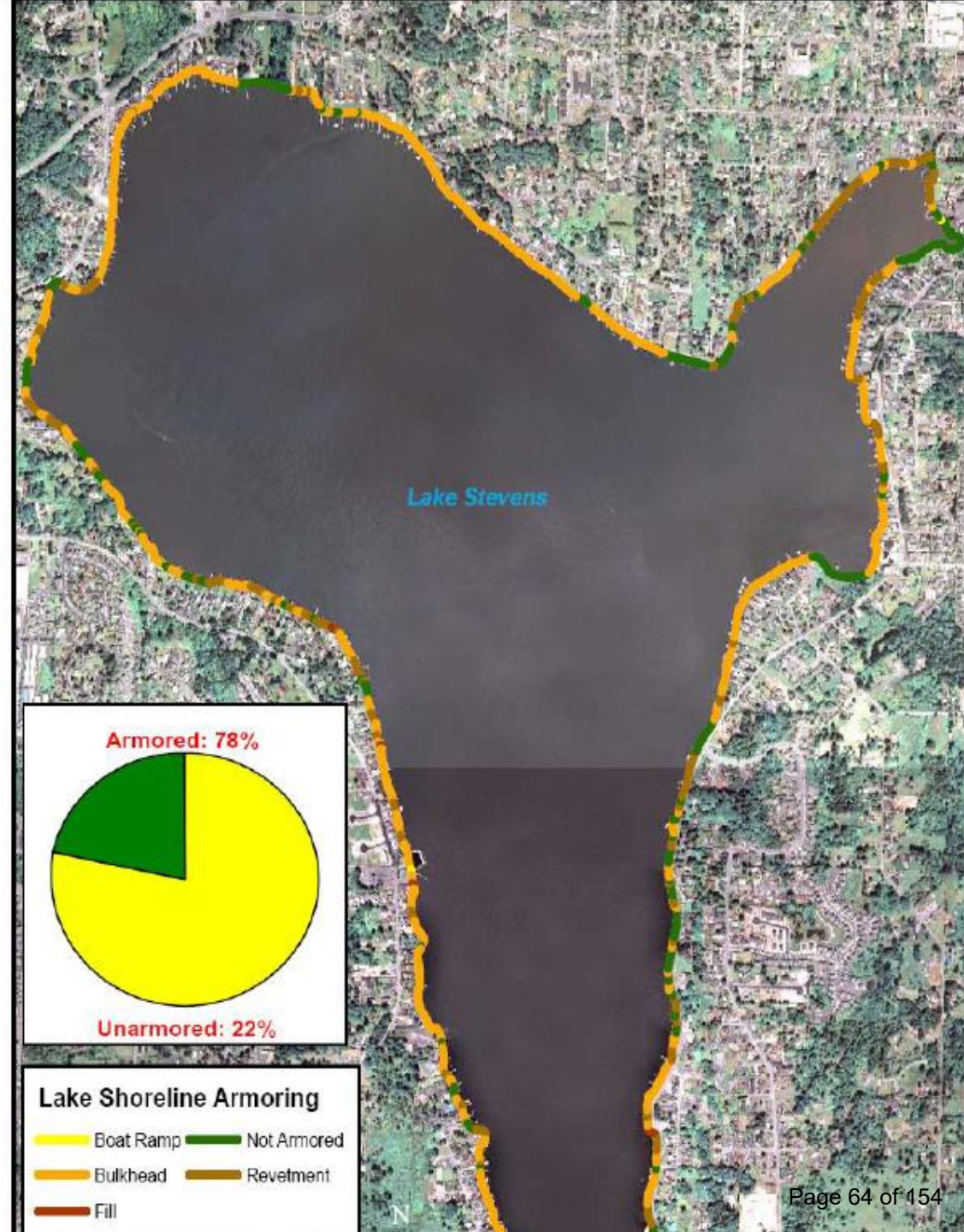


Shoreline Health



Poor

- High amount of shoreline armoring
- Very little shoreline vegetation
- Worsened in last decade
- Slide to be updated with new data from last shoreline survey



City's Lake Management Program

- **Land use and development requirements for the lake shoreline -Shoreline Master Program (SMP)**
- **Routine Maintenance of Stormwater Infrastructure**
 - 2023 Stormwater Maintenance Summary
 - Cleaned 38 Stormwater Detention ponds
 - Sweep every city street 3+ times
 - 200+ tons a material disposal
 - 1,597 Basins cleaned.
 - 96 pipes and culverts cleaned
- **Education and Outreach – I Love Lake Program**
- **Routine Water Quality Monitoring and Lake Treatment**
- **Implementation of the NPDES Program**





Next Steps

- Small alum treatments but only every 1-3 years
- Continue to reduce external loading
 - City Actions
 - Community Actions
- Better assess external loading (stream monitoring etc.)
- Continue monitoring lake and adaptively manage





Community can
make a
difference



I Love Lake



- Youth Education
- Private stormwater detention facility maintenance workshops
- Promotes natural yard care and best practices on private property

Use
phosphorus
free
fertilizers



Practice natural yard care





Dispose of lawn clippings properly

Put in green waste bin or use a mulching mower and leave on lawn

Scoop the Poop (At Home Too)

The Poop Solution

**Scoop the poop, bag it,
and put it in the trash.**





Regularly
Inspect Septic
Systems

Don't feed the ducks & geese?

- Keeps the birds healthy – no bread or bird seed
- Avoid:
 - Malnutrition
 - Overcrowding
 - Loss of natural behavior
 - Disease
 - Swimmer's itch
 - Bird die-offs
 - Goose poop on beach and in water





Create Healthy Shorelines

Replace some lawn with deeply rooted trees and shrubs while still allowing for views and access

Healthy Shorelines are Good for Water Quality & Habitat





Eroding Shoreline

Healthy Shorelines also keep Geese off your lawn and Prevent Shoreline Erosion from wind and wakes!



Thank you!

See all reports and data at <https://snohomishcountywa.gov/5393/>

BLANKET VOUCHER APPROVAL
2024

Payroll Direct Deposits	2/25/2024	\$364,095.02
Payroll Checks	60268	\$2,717.03
Electronic Funds Transfers	ACH	\$3,976.15
Claims	60269-60319	\$256,708.27
Void Checks	60265	(\$300.00)
Total Vouchers Approved:		\$627,196.47

This 27th day of February 2024

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

Finance Director/Auditing Officer, Barb Stevens

Mayor, Brett Gailey

February 27, 2024



City expenditures by type for this voucher packet			
Personnel Costs	\$	366,812	58%
Other Employer Paid Benefits	\$	503	0%
Employee Paid Benefits	\$	6,788	1%
Supplies	\$	14,707	2%
Professional Services	\$	94,348	15%
Refunds	\$	825	0%
Capital *	\$	143,302	23%
Debt Payments	\$	212	0%
Void Checks	\$	(300)	0%
Total	\$	627,196	100%

Large Purchases *

- * 2023 Ford E-Transit Cargo Van \$62,587
- * SR9/Lake Stevens Rd Roundabout \$14,252
- * 8th St & 79th Ave SE Safety Improvements \$14,835
- * LS ADA Transition Plan \$34,739

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 02/15/2024 - 02/22/2024

Total for Period
\$260,684.42

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Ace Hardware	78772	304 010 594 76 60 05	R2 - Sunset Park Improvements	Sunset Beach Table & Chair Install Supplies	60273	\$185.37
Ace Hardware	78780	304 010 594 76 60 05	R2 - Sunset Park Improvements	Sunset Beach Table & Chair Install Supplies	60273	\$5.02
Ace Hardware	78788	304 010 594 76 60 05	R2 - Sunset Park Improvements	Sunset Beach Bench Install Supplies	60273	\$22.45
Ace Hardware	78825	101 016 544 90 31 02	ST-Operating Cost	Wood Shelf Kit	60273	\$34.36
Ace Hardware	78833	001 010 576 80 31 05	PK-R&M Supplies	Fasteners for Frontier Sign	60273	\$18.23
Ace Hardware	78840	410 016 531 10 31 02	SW - Operating Costs	Keyrafter	60273	\$3.92
Ace Hardware	78842	101 016 544 90 31 02	ST-Operating Cost	Paper Towels	60273	\$18.57
Ace Hardware	78842	410 016 531 10 31 02	SW - Operating Costs	Chain Oil/Portable Air Compressor & Accessory Kit	60273	\$546.39
Ace Hardware	78866	001 010 576 80 31 00	PK-Operating Costs	Lundeen RR Painting Project Supplies	60273	\$59.16
Ace Hardware	78896	001 007 558 50 31 02	PL-Permit Related Op. Costs	Stakes for Land Use Signs	60273	\$26.10
Ace Hardware	78897	001 007 558 50 31 02	PL-Permit Related Op. Costs	Stakes for Land Use Signs Return	60273	(\$26.10)
					60273 Total	\$893.47
Amazon Capital Services	116R-N6RT-HGTH	001 008 521 20 31 05	LE-Equipment - New Officers	New Employee Uniform Gear	60274	\$2,137.59
Amazon Capital Services	1DLN-Y6WJ-RNJL	001 008 521 20 31 05	LE-Equipment - New Officers	New Employee Uniform Gear	60274	\$205.53
					60274 Total	\$2,343.12
Amazon Capital Services	117T-XY3D-D4W9	001 013 518 20 31 00	GG-Operating Costs	Staples for CH Cabinet	60275	\$14.41
Amazon Capital Services	11DW-CXPL-TKVG	001 010 576 80 31 02	PK-Office Supplies	Wireless Computer Mouse	60275	\$28.24
Amazon Capital Services	11DW-CXPL-TKVG	001 010 576 80 31 03	PK- Equipment & Tools	Socket Sets/Tray Holders/Ratchet Wrenches	60275	\$1,046.63
Amazon Capital Services	11DW-CXPL-TKVG	001 010 576 80 31 06	PK-Lake Safety	Wetsuit/Wire Hangers/Tow Rope/Flotation Cushion/Life Vests	60275	\$206.24
Amazon Capital Services	19HD9-PWKX-KFTJ	001 010 576 80 31 00	PK-Operating Costs	Pipechases Improvement Supplies	60275	\$355.71
Amazon Capital Services	1GG4-CWHH-NKM7	001 010 576 80 31 02	PK-Office Supplies	Batteries	60275	\$3.20
Amazon Capital Services	1GG4-CWHH-NKM7	001 012 575 50 31 00	CS- The Mill- Ops	Heavy-Duty Trash Can	60275	\$112.57
Amazon Capital Services	1GG4-CWHH-NKM7	101 016 544 90 31 01	ST-Office Supplies	Batteries	60275	\$3.19
Amazon Capital Services	1GG4-CWHH-NKM7	101 016 544 90 31 02	ST-Operating Cost	iPad Screen Protector & Case	60275	\$55.94
Amazon Capital Services	1GG4-CWHH-NKM7	410 016 531 10 31 01	SW - Office Supplies	Batteries	60275	\$3.20
Amazon Capital Services	1GG4-CWHH-NKM7	410 016 531 10 31 02	SW - Operating Costs	Articulating TV Monitor Wall Mount	60275	\$34.25
Amazon Capital Services	1GG4-CWHH-NKM7	410 016 531 10 31 02	SW - Operating Costs	iPad Screen Protector & Case	60275	\$55.94
Amazon Capital Services	1HY9-D9FF-PLV1	001 008 521 20 31 00	LE-Office Supplies	iPhone Case	60275	\$50.16
Amazon Capital Services	1RT6-3DL1-J9KV	001 007 558 50 31 00	PL-Office Supplies	Earbuds for C Schmidt	60275	\$21.83
Amazon Capital Services	1RT6-3DL1-J9KV	001 013 518 20 31 00	GG-Operating Costs	Umbrella/Copy Paper/Hand Soap for CH	60275	\$152.37
Amazon Capital Services	1XXC-WMNF-QQJW	510 006 518 80 31 00	Purchase Computer Equipment	Portable Monitor	60275	\$184.72
					60275 Total	\$2,328.60
APWA Membership	465191	001 010 576 80 49 00	PK-Dues & Memberships	APWA Membership Renewal	60276	\$219.54
APWA Membership	465191	101 016 542 30 49 00	ST-Miscellaneous	APWA Membership Renewal	60276	\$1,317.23
APWA Membership	465191	410 016 531 10 49 00	SW - Miscellaneous	APWA Membership Renewal	60276	\$1,317.23
					60276 Total	\$2,854.00
Bingham	021124 BINGHAM	001 013 582 10 00 00	Refund of Deposit	LS23-Bingham_2-11-24 Mill Deposit Refund	60277	\$150.00
					60277 Total	\$150.00
Bud Clary Ford Hyundai	3PT544 T544	530 016 594 48 60 00	Purchase Of Capital Equipment	2023 Ford E-Transit Cargo Van	60278	\$62,587.14
					60278 Total	\$62,587.14
Canon Financial Services Inc	32026322	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Lease CH Admin Month to Month Lease	60279	\$286.05
Canon Financial Services Inc	32080866	001 007 558 50 48 00	PL-Repairs & Maint.	Copier Lease CH Tax	60279	\$6.56
Canon Financial Services Inc	32080866	001 007 559 30 48 00	PB-Repair & Maintenance	Copier Lease CH Tax	60279	\$6.56
Canon Financial Services Inc	32080866	001 007 591 58 70 01	PL -Lease Agreements	Copier Lease CH	60279	\$70.56

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Canon Financial Services Inc	32080866	001 007 591 59 70 01	PB - Lease Agreements	Copier Lease CH	60279	\$70.56
Canon Financial Services Inc	32080866	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Lease CH Tax	60279	\$6.57
Canon Financial Services Inc	32080866	001 013 591 18 70 01	Lease Agreements	Copier Lease CH	60279	\$70.56
Canon Financial Services Inc	32082885	001 010 576 80 48 00	PK-Repair & Maintenance	Copier Lease PW Upstairs	60279	\$11.42
Canon Financial Services Inc	32082885	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Lease PW Upstairs	60279	\$11.41
Canon Financial Services Inc	32082885	410 016 531 10 48 00	SW - Repairs & Maintenance	Copier Lease PW Upstairs	60279	\$11.41
					60279 Total	\$551.66
CDW Government Inc	PG71632	510 006 518 80 49 35	LR - AutoDesk Civil 3D	Acrobat Pro Renewal	60280	\$11,838.23
CDW Government Inc	PJ82236	510 006 518 80 49 14	LR - Barracuda Email Archive	Barracuda Email Archive Renewal	60280	\$11,143.35
CDW Government Inc	PN02583	520 008 594 21 63 04	LE - Body Worn Cameras	Microsoft Surface Laptop 5	60280	\$1,688.91
CDW Government Inc	PQ12596	001 005 518 10 31 01	HR-Operating Cost	Microsoft Surface Laptop Studio 2	60280	\$3,688.75
CDW Government Inc	PQ61290	510 006 518 80 31 00	Purchase Computer Equipment	Microsoft Surface Laptop 5	60280	\$1,721.37
					60280 Total	\$30,080.61
Central Welding Supply Co Inc	1973930	001 010 576 80 31 00	PK-Operating Costs	Argon/Centrashield/Propane	60281	\$36.01
Central Welding Supply Co Inc	1973930	101 016 544 90 31 02	ST-Operating Cost	Argon/Centrashield/Propane	60281	\$36.02
Central Welding Supply Co Inc	1973930	410 016 531 10 31 02	SW - Operating Costs	Argon/Centrashield/Propane	60281	\$36.01
					60281 Total	\$108.04
Cintas Loc 460	4182062573	001 010 576 80 41 00	PK-Professional Services	Parks Uniform Service	60282	\$114.40
Cintas Loc 460	4182062573	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	60282	\$151.65
Cintas Loc 460	4182062573	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	60282	\$197.43
Cintas Loc 460	4182847891	001 010 576 80 41 00	PK-Professional Services	Parks Uniform Service	60282	\$116.72
Cintas Loc 460	4182847891	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	60282	\$197.57
Cintas Loc 460	4182847891	410 016 531 10 41 01	SW - Professional Services	PW Uniform Service	60282	\$151.80
					60282 Total	\$929.57
CivicPlus LLC	293325	510 006 518 80 49 01	LR - SiteImprove Website Optim	Monsido Platform Standard New	60283	\$5,082.45
					60283 Total	\$5,082.45
Code Publishing LLC	GC00124320	001 003 514 20 41 00	CC-Professional Services	Muni Code Annual Web Update	60284	\$680.00
					60284 Total	\$680.00
Critical Insight Inc	2023-13281	510 006 518 80 49 40	LR - CI.Security (MDR)	CI Security Annual Subscription	60285	\$6,806.72
					60285 Total	\$6,806.72
DataQuest LLC	22578	001 006 518 80 41 00	IT-Professional Services	Background Checks	60286	\$81.50
DataQuest LLC	22578	001 008 521 20 41 00	LE-Professional Services	Background Checks	60286	\$90.00
					60286 Total	\$171.50
Dept of Revenue EFT	01-2023 EXCISE	001 013 518 90 49 06	GG-Excise Tax	Excise Taxes 01-2024	0	\$325.76
Dept of Revenue EFT	01-2023 EXCISE	410 016 531 10 44 00	SW-Excise Taxes	Excise Taxes 01-2024	0	\$3,650.39
					0 Total	\$3,976.15
Dept of Transportation	RE-313-ATB40116020	307 000 595 30 60 00	Project Construction Account	SR9/Lake Stevens Rd Roundabout	60287	\$14,251.73
					60287 Total	\$14,251.73
Digos	021024 DIGOS	001 000 362 00 00 50	Deposit Forfeitures	LS23-Digos2_2-10-24 Mill Deposit Forfeiture	60288	(\$125.00)
Digos	021024 DIGOS	001 000 382 10 00 01	The Mill - Deposit	LS23-Digos2_2-10-24 Mill Deposit Forfeiture	60288	\$125.00
Digos	021024 DIGOS	001 013 582 10 00 00	Refund of Deposit	LS23-Digos2_2-10-24 Mill Deposit Partial Refund	60288	\$375.00
					60288 Total	\$375.00
Electronic Business Machines	AR269970	001 010 576 80 48 00	PK-Repair & Maintenance	Printer Copy Fees PW - QNN08471	60289	\$14.16
Electronic Business Machines	AR269970	101 016 542 30 48 00	ST-Repair & Maintenance	Printer Copy Fees PW - QNN08471	60289	\$14.16
Electronic Business Machines	AR269970	410 016 531 10 48 00	SW - Repairs & Maintenance	Printer Copy Fees PW - QNN08471	60289	\$14.16
Electronic Business Machines	AR270179	001 008 521 50 48 00	LE-Facility Repair & Maint	Printer Copy Fees PD - 2XW05905	60289	\$52.74
					60289 Total	\$95.22
Ewing	020824 EWING	001 001 511 60 43 00	Legislative - Travel & Mtgs	AWC Action Days Mileage PerDiem	60290	\$133.98

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Ewing	020924 EWING	001 001 511 60 43 00	Legislative - Travel & Mtgs	Council Retreat Mileage PerDiem	60290	\$85.76
					60290 Total	\$219.74
Galls LLC	26920404	001 008 521 20 31 05	LE-Equipment - New Officers	Jumpsuit - C Kolomyza	60291	\$724.99
					60291 Total	\$724.99
GCP WW Holdco LLC	CM20100000685	001 010 576 80 31 01	PK-Ops-Clothing	Boots - T Ambrose Credit	60292	(\$351.66)
GCP WW Holdco LLC	INV2010014279	001 010 576 80 31 01	PK-Ops-Clothing	Boots - T Ambrose	60292	\$351.66
GCP WW Holdco LLC	INV2010014280	001 010 576 80 31 01	PK-Ops-Clothing	STF Boots - T Ambrose	60292	\$316.49
GCP WW Holdco LLC	INV2010014281	001 010 576 80 31 01	PK-Ops-Clothing	STF Boots - K Barquest	60292	\$296.71
					60292 Total	\$613.20
Heist	020924 HEIST	001 004 514 23 43 00	FI-Travel & Meetings	Council Retreat Mileage PerDiem	60293	\$85.76
					60293 Total	\$85.76
Honey Bucket	553973380	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Frontier Heights	60294	\$234.00
Honey Bucket	553983481	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - 20th St SE Ballfields	60294	\$180.50
Honey Bucket	553988309	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Davies Temp RR Repair	60294	\$384.50
Honey Bucket	553992965	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Catherine Creek Park Disc Golf	60294	\$167.75
Honey Bucket	553992966	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Oak Hill	60294	\$264.50
Honey Bucket	553995129	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Lundeen Temp RR Painting	60294	\$400.95
Honey Bucket	554000641	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Eagle Ridge	60294	\$142.00
Honey Bucket	554008333	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Swim Beach	60294	(\$100.82)
					60294 Total	\$1,673.38
HSA Bank	2252024	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contriubutions	60269	\$395.00
HSA Bank	2252024	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employer Contriubutions	60269	\$2,750.00
					60269 Total	\$3,145.00
Industrial Bolt & Supply Inc	838475-1	101 016 544 90 31 02	ST-Operating Cost	Drivers/Bits/Flex Flaps/Discs/Washers/Nuts	60295	\$330.99
Industrial Bolt & Supply Inc	838475-1	410 016 531 10 31 02	SW - Operating Costs	Drivers/Bits/Flex Flaps/Discs/Washers/Nuts	60295	\$330.98
Industrial Bolt & Supply Inc	838553-1	101 016 544 90 31 02	ST-Operating Cost	Capscrews	60295	\$23.38
Industrial Bolt & Supply Inc	838553-1	410 016 531 10 31 02	SW - Operating Costs	Capscrews	60295	\$23.39
Industrial Bolt & Supply Inc	838606-1	101 016 544 90 31 02	ST-Operating Cost	Mandrel & Nosepiece	60295	\$38.48
Industrial Bolt & Supply Inc	838606-1	410 016 531 10 31 02	SW - Operating Costs	Mandrel & Nosepiece	60295	\$38.48
Industrial Bolt & Supply Inc	838720-1	101 016 544 90 31 02	ST-Operating Cost	Carpet Cleaner/Rubber & Vinyl Dressing/Spray Nozzle	60295	\$619.48
					60295 Total	\$1,405.18
Jamie S Kim PS Inc	2A0425181	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services	60296	\$300.00
					60296 Total	\$300.00
KPG Psomas Inc	204197	309 016 595 10 60 01	Engineering - SW2	91st Ave SE Ph 1 Sidewalk Improvements	60297	\$3,147.72
KPG Psomas Inc	204197	309 016 595 10 60 02	Engineering - SW3	91st Ave SE Ph 1 Sidewalk Improvements	60297	\$3,147.71
					60297 Total	\$6,295.43
Lake Stevens Police Guild	2252024	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	60270	\$1,200.75
					60270 Total	\$1,200.75
Meis	030924 MEIS	001 010 576 80 43 00	PK-Travel & Meetings	Oblebay Revenue Mgmt School Meal PerDiem	60298	\$156.00
					60298 Total	\$156.00
MissionSquare - 108991	6860139	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	60271	\$502.96
					60271 Total	\$502.96
MissionSquare - 307428	6271641	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	60272	\$2,442.34
					60272 Total	\$2,442.34
Northwestern University	24872	001 008 521 40 49 01	LE-Registration Fees	Crash Investigation 2 Registration - C Kolomyza	60299	\$1,295.00
Northwestern University	24872	001 008 521 40 49 01	LE-Registration Fees	Vehicle Dynamics Registration - C Kolomyza	60299	\$995.00
					60299 Total	\$2,290.00
O Reilly Auto Parts	2960-443323	101 016 544 90 31 02	ST-Operating Cost	ABS Sensor PW63	60300	\$31.41

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
O Reilly Auto Parts	2960-443323	410 016 531 10 31 02	SW - Operating Costs	ABS Sensor PW63	60300	\$31.42
O Reilly Auto Parts	2960-443324	101 016 544 90 31 02	ST-Operating Cost	Oil Filter PW63 Chevy Colorado	60300	\$2.89
O Reilly Auto Parts	2960-443324	410 016 531 10 31 02	SW - Operating Costs	Oil Filter PW63 Chevy Colorado	60300	\$2.89
O Reilly Auto Parts	2960-444477	101 016 544 90 31 02	ST-Operating Cost	Blower Motor PW40 Sander	60300	\$13.87
O Reilly Auto Parts	2960-444477	410 016 531 10 31 02	SW - Operating Costs	Blower Motor PW40 Sander	60300	\$13.87
O Reilly Auto Parts	2960-444625	101 016 544 90 31 02	ST-Operating Cost	V-Belt PW19 Dumptruck	60300	\$9.28
O Reilly Auto Parts	2960-444625	410 016 531 10 31 02	SW - Operating Costs	V-Belt PW19 Dumptruck	60300	\$9.27
O Reilly Auto Parts	2960-444646	101 016 544 90 31 02	ST-Operating Cost	Micro V-Belt PW19 Dumptruck	60300	\$21.61
O Reilly Auto Parts	2960-444646	410 016 531 10 31 02	SW - Operating Costs	Micro V-Belt PW19 Dumptruck	60300	\$21.60
O Reilly Auto Parts	2960-446975	101 016 544 90 31 02	ST-Operating Cost	AntiFreeze	60300	\$69.91
O Reilly Auto Parts	2960-446975	410 016 531 10 31 02	SW - Operating Costs	AntiFreeze	60300	\$69.91
O Reilly Auto Parts	2960-447203	101 016 544 90 31 02	ST-Operating Cost	Sealed Beam PW19 Dumptruck	60300	\$7.03
O Reilly Auto Parts	2960-447203	410 016 531 10 31 02	SW - Operating Costs	Sealed Beam PW19 Dumptruck	60300	\$7.03
					60300 Total	\$311.99
O Reilly Media Inc	INV02029586	001 006 518 80 41 00	IT-Professional Services	New Safari Library 04/04/24 - 04/23/25	60301	\$2,380.02
					60301 Total	\$2,380.02
PH Consulting LLC	1849	301 016 595 61 64 04	TZ3 - 79th/8th Project	8th St & 79th Ave SE Safety Improvements	60302	\$14,835.00
					60302 Total	\$14,835.00
PODS Enterprises LLC	PODS006771824	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage	60303	\$179.25
PODS Enterprises LLC	PODS006779109	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage	60303	\$179.25
					60303 Total	\$358.50
PPT Holdings LLC	PUSA10090131497	510 006 518 80 49 36	LR - Dell Hardware Support	Parkview Managed Svc/Main Contract Svc	60304	\$1,351.74
					60304 Total	\$1,351.74
Precision Turf Equipment LLC	12088-56874	001 010 576 80 31 03	PK- Equipment & Tools	Redmax Pole Shear	60305	\$687.32
					60305 Total	\$687.32
ProCom LLC	105601	001 008 521 20 41 00	LE-Professional Services	Pre-Employment Drug Screening	60306	\$72.00
ProCom LLC	105601	101 016 542 30 41 02	ST-Professional Service	Pre-Employment Drug Screening	60306	\$36.00
ProCom LLC	105601	410 016 531 10 41 01	SW - Professional Services	Pre-Employment Drug Screening	60306	\$36.00
					60306 Total	\$144.00
SBN Planning LLC	COLS-010	001 007 558 50 41 00	PL-Professional Serv	2024 Comp Plan Update	60307	\$6,877.50
					60307 Total	\$6,877.50
Snohomish County Dept of Emergency Mgmt	I000634334	001 013 525 10 41 00	GG-Emergency	Q1 2024 Emergency Mgmt Svcs	60308	\$14,087.25
					60308 Total	\$14,087.25
Snohomish County Human Services Dept	I000634414	001 013 566 00 41 00	GG - Liquor Tax to SnoCo	Q1 2024 Liquor Excise Taxes	60309	\$2,945.66
					60309 Total	\$2,945.66
Snohomish County PUD	109473565	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal 9101 Market Pl	60310	\$58.96
Snohomish County PUD	109475945	001 010 576 80 47 00	PK-Utilities	200206019 North Cove Park Electric	60310	\$21.94
Snohomish County PUD	109475945	001 010 576 80 47 00	PK-Utilities	200206019 Parks Electric	60310	\$81.66
Snohomish County PUD	109475945	001 010 576 80 47 00	PK-Utilities	200206019 Parks Water	60310	\$61.99
Snohomish County PUD	109475945	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Electric	60310	\$577.55
Snohomish County PUD	109475945	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Water	60310	\$57.94
Snohomish County PUD	109475945	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Admin Electric	60310	\$309.76
Snohomish County PUD	109475945	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Electric	60310	\$604.26
Snohomish County PUD	109475945	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Water	60310	\$190.13
Snohomish County PUD	109475945	101 016 542 63 47 00	ST-Lighting - Utilities	200206019 Street Lights	60310	\$38.06
Snohomish County PUD	119354911	001 010 576 80 47 00	PK-Utilities	222625881 Froniter Circle Water	60310	\$57.94

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County PUD	132565005	001 010 576 80 47 00	PK-Utilities	222509911 Davies Beach Electric/Water	60310	\$82.59
Snohomish County PUD	135863139	001 013 518 20 47 00	GG-Utilities	222931883 Row Club Wtr/Electric 12308 17th Pl NE	60310	\$110.36
Snohomish County PUD	139068570	001 013 518 20 47 02	GG-Utilities for Rentals	222450314 Commercial Bldg 1819 S Lake Stevens	60310	\$572.92
Snohomish County PUD	145740285	001 010 576 80 47 00	PK-Utilities	222942633 North Cove BBQ Shelter Electric	60310	\$260.82
Snohomish County PUD	149036631	001 010 576 80 47 00	PK-Utilities	223973587 Sunset Park Electric	60310	\$24.65
Snohomish County PUD	155596321	001 010 576 80 47 00	PK-Utilities	223477167 Mill Spur Electric	60310	\$82.23
Snohomish County PUD	155597431	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Park Electric	60310	\$22.26
Snohomish County PUD	155598677	001 012 575 51 47 00	CS- Grimm House Utilities	223357641 Grimm House Electric	60310	\$275.06
Snohomish County PUD	158781669	001 010 576 80 47 00	PK-Utilities	222191298 North Cove Park Water	60310	\$61.61
Snohomish County PUD	165136492	001 010 576 80 47 00	PK-Utilities	222658130 The Timbers Park Water	60310	\$25.36
Snohomish County PUD	168288822	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	60310	\$62.47
					60310 Total	\$3,640.52
Snohomish County Treasurer	FY2024 (1)	001 013 518 20 47 00	GG-Utilities	2024 Real Estate Tax State Forest Fire	60311	\$23.50
Snohomish County Treasurer	FY2024 (2)	001 013 518 20 47 01	GG-Storm Drainage	2024 Real Estate Tax 400 Sunnyside Blvd	60311	\$6,849.73
					60311 Total	\$6,873.23
Sound Publishing Inc	EDH990542	001 013 518 30 41 01	GG-Advertising	Ordinance 1177	60312	\$27.52
Sound Publishing Inc	EDH990544	001 013 518 30 41 01	GG-Advertising	Ordinance 1178	60312	\$32.80
Sound Publishing Inc	EDH990811	001 007 558 50 41 04	Permit Related Professional Sr	LUA2023-0116 SEPA Legal Notice	60312	\$87.84
Sound Publishing Inc	EDH991052	001 013 518 30 41 01	GG-Advertising	CC Special Meeting 02/06/24	60312	\$36.24
Sound Publishing Inc	EDH991358	001 007 558 50 41 04	Permit Related Professional Sr	LUA2023-0116 Legal Notice Publication	60312	\$98.16
Sound Publishing Inc	EDH991479	001 007 558 50 41 04	Permit Related Professional Sr	LUA2023-0073 Legal Notice Publication	60312	\$91.16
					60312 Total	\$373.72
Sound Safety Products Co Inc	596154/1	410 016 531 10 31 00	SW - Clothing	Boots - K Stone	60313	\$93.40
					60313 Total	\$93.40
Sound Security Inc	1111313	001 010 576 80 41 00	PK-Professional Services	Access Monitoring Lundeen Park	60314	\$22.54
Sound Security Inc	1111313	001 010 576 80 41 00	PK-Professional Services	Fire Monitoring/Confidence Testing PW Shop	60314	\$301.25
Sound Security Inc	1111313	001 012 575 50 47 00	CS- The Mill- Utilities	Fire & Security Monitoring The Mill	60314	\$645.79
Sound Security Inc	1111313	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring CH	60314	\$589.34
Sound Security Inc	1111313	101 016 542 30 41 02	ST-Professional Service	Fire Monitoring/Confidence Testing PW Shop	60314	\$301.24
Sound Security Inc	1111313	410 016 531 10 41 01	SW - Professional Services	Fire Monitoring/Confidence Testing PW Shop	60314	\$301.25
Sound Security Inc	1123545	001 010 576 80 41 00	PK-Professional Services	Intrusion System Installation at Eagle Ridge Storage Area	60314	\$4,155.59
					60314 Total	\$6,317.00
Stevens	020824 STEVENS	001 004 514 23 43 00	FI-Travel & Meetings	Council Retreat Mileage PerDiem	60315	\$85.76
					60315 Total	\$85.76
Transpo Group USA Inc	31978	304 016 595 30 60 05	R2 - Main Street	LS Main Street Design	60316	\$8,691.95
Transpo Group USA Inc	31995	304 016 595 61 60 01	ADA Ramp Improvements	LS ADA Transition Plan	60316	\$34,738.62
					60316 Total	\$43,430.57
West Coast Pet Memorial Services	WA70314-I-0062	001 010 576 80 41 00	PK-Professional Services	Animal Cremation Services 01-2024	60317	\$62.00
West Coast Pet Memorial Services	WA70314-I-0062	101 016 542 30 41 02	ST-Professional Service	Animal Cremation Services 01-2024	60317	\$62.00
West Coast Pet Memorial Services	WA70314-I-0062	410 016 531 10 41 01	SW - Professional Services	Animal Cremation Services 01-2024	60317	\$62.00
					60317 Total	\$186.00
Willards Pest Control Co	427040	001 008 521 50 48 00	LE-Facility Repair & Maint	Monthly Rodent Service - PD	60318	\$85.53
					60318 Total	\$85.53
Wilson	020424 WILSON	001 013 582 10 00 00	Refund of Deposit	LS23-Wilson_2-4-24 Mill Deposit Refund	60319	\$300.00
					60319 Total	\$300.00

**CITY OF LAKE STEVENS
CITY COUNCIL WORKSHOP MEETING MINUTES**

January 16, 2024, at 6:00 p.m.

Hybrid Meeting - By Remote Participation via Zoom & in Person at The Mill Building

CALL TO ORDER: 6:00 p.m. by Mayor Brett Gailey

ELECTED OFFICIALS PRESENT: Mayor Brett Gailey, Councilmembers Kim Daughtry, Ryan Donoghue, Gary Petershagen, Steve Ewing, Marcus Tageant and Anji Jorstad.

ELECTED OFFICIALS ABSENT: Councilmember Kymm Shipman

Oath of Office

Returning Councilmember Ryan Donoghue

Mayor Gailey conducted the Oath of Office for Councilmember Ryan Donoghue.

Guest Business

Introduce Freddie Schwarzhans, new Parks Maintenance Worker

Joint Meetings

Planning Commission and City Council

Parks Board and City Council

City Department Report

2023 Report from Community Development

Public Works Annual Report

Discussion items

Review of Council Retreat Agenda

Adjournment

The meeting adjourned at 7:26 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

**CITY OF LAKE STEVENS
CITY COUNCIL REGULAR MEETING MINUTES**

January 23, 2024, at 6:00 p.m.

Hybrid Meeting - By Remote Participation via Zoom & in Person at The Mill Building

CALL TO ORDER: 6:00 p.m. Council President Petershagen

ELECTED OFFICIALS PRESENT: Councilmembers Gary Petershagen, Kim Daughtry, Ryan Donoghue, Kymm Shipman, Steve Ewing, Marcus Tageant, and Anji Jorstad.

Call to Order

Council President Petershagen called the meeting to order at 6:00 p.m.

Pledge of Allegiance

Council President Petershagen led the Pledge of Allegiance.

Roll Call

All Councilmembers were present.

Approval of Agenda

Council President Petershagen stated there would be no Executive Session tonight.

MOTION. Councilmember Donoghue made a motion, seconded by Councilmember Ewing, to approve the agenda as amended. The motion passed 7-0-0-0.

Citizen Comments

Sally Jo Sebring, Lake Stevens. Sally spoke about the Chapel Hill Development Agreement.

Council Business

City Department Report

Deputy Weaver spoke to the Council about the AWC Action Days and the City Council Retreat coming up in early February.

Consent Agenda

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Donoghue, to approve the consent agenda. The motion passed 7-0-0-0.

The consent agenda items were as follows:

- 2023 Vouchers
- 2024 Vouchers

- City Council Meeting Minutes of January 2, 2024
- City Council Meeting Minutes of January 9, 2024
- Lake Stevens Senior Center Funding Agreement - 2024
- Approve Park and Recreation Planning Board Work Program for 2024
- Addendum Number 1 to the Professional Services Agreement with KPG Psomas for the 91st Ave SE Sidewalk Improvements Phase I Project
- Approve Grant Authorization-Brian Abbott Fish Barrier Removal Board Grant
- Cancel February 13, 2024 Regular Council Meeting (Due to Council Retreat)
- Approve 2024 Long-Range Planning Work Program
- Ordinance No. 1178 Amending 2024 Budget Ordinance 1173, Concerning the Salary Schedule for Non-Exempt Employees.

Action Items**Ordinance 1177 amending LSMC 2.56 regarding the size of the Parks and Recreation Planning Board**

Parks Coordinator Meis presented Ordinance 1177 to decrease the size of the Parks and Recreation Planning Board from nine to seven members.

MOTION. Councilmember Ewing made a motion, seconded by Councilmember Donoghue, to approve Ordinance 1177 amending LSMC 2.56 regarding the size of the Parks and Recreation Planning Board. The motion passed 7-0-0-0.

Discussion Items**Memorandum of Understanding with YMCA of Snohomish County**

Director Garceau presented the Memorandum of Understanding (MOU) with YMCA of Snohomish County to the City Council. The YMCA has presented the draft MOU to their executive board, and it has been accepted pending any input from City Council. Council discussed the memorandum. This agenda item will come back for action at a future meeting.

Grounds Operations and Maintenance Standards

Director Garceau discussed the Grounds Operations and Maintenance Standards to the Council. Council engaged in a discussion. This agenda item will come back for action at a future meeting.

Adjournment

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

The meeting adjourned at 6:32 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

**CITY OF LAKE STEVENS
CITY COUNCIL SPECIAL MEETING MINUTES**

February 6, 2024, at 6:00 p.m.

Hybrid Meeting - By Remote Participation via Zoom & in Person at The Mill Building

CALL TO ORDER: 6:00 p.m. by Mayor Brett Gailey

ELECTED OFFICIALS PRESENT: Mayor Brett Gailey, Councilmembers Kim Daughtry, Ryan Donoghue, Kymm Shipman, Gary Petershagen, Steve Ewing, Marcus Tageant and Anji Jorstad.

Call to Order

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

Pledge of Allegiance

Mayor Gailey led the Pledge of Allegiance.

Roll Call

All Councilmembers were present.

Approval of Agenda

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Daughtry, to approve the agenda. The motion passed 7-0-0-0.

Citizen Comments

There were no comments from the citizens.

Council Business

Mayor Business

City Department Report

Parks and Recreation Department - 2023 Year End Report

Consent Agenda

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

The consent agenda items were as follows:

- Memorandum of Understanding with YMCA of Snohomish County
- Approve Parks Grounds Maintenance and Operations Plan

Action Items**Parks and Facilities Naming Policy**

Coordinator Meis explained the revisions to policy P-3-90 for naming city parks and facilities. The proposed changes would allow for staff to initiate the process either on its own or upon a request from the public.

MOTION. Councilmember Ewing made a motion, seconded by Councilmember Tageant, to approve Policy P-3-90 for naming city parks and facilities. The motion passed 7-0-0-0.

Police Body Worn Camera (BWC) Grant Position

Police Manager Ubert reviewed the WASPC BWC Grant and asked the Council to authorize the Mayor to sign the grant agreement which outlines fund allocations. The second action requested is to approve budget funds for a full-time employee (FTE), allocated to the police records. Council engaged in a discussion. A formal budget amendment ordinance will follow.

MOTION. Councilmember Ewing made a motion, seconded by Councilmember Jorstad, to accept the awarded WASPC BWC Grant and authorize the Mayor to sign the grant agreement which outlines fund allocations. The motion passed 7-0-0-0.

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Ewing, to approve budget funds for a full-time employee (FTE), allocated to the police records with a formal budget amendment to come in March. The motion passed 7-0-0-0.

Discussion Items**2021 International Code Adoption**

Building Official Manus reviewed the 2021 International Codes with the City Council. Final adoption of Ordinance 1160 will come back for action at a future meeting. Building Inspector Caleb Glaser, Commercial Building Plans Examiner Tyler Farmer and Fire Marshall Mike Messinger also presented to Council and answered questions.

Executive Session

The meeting was recessed to executive session at 7:10 p.m. for approximately 45 minutes to discuss Property Acquisition (with potential action to follow) and Potential Litigation per RCW 42.30.110. The session will conclude at 7:55 p.m.

At 7:55 p.m., the executive session was extended to 8:05 p.m.

At 8:05 p.m., the executive session was extended to 8:10 p.m.

Reconvene to Regular Session

The meeting reconvened to regular session at 8:10 p.m.

Action Items

MOTION. Councilmember Petershagen made a motion, seconded by Councilmember Jorstad, to enter into a Purchase and Sale Agreement for 4 parcels on Hartford in the amount of \$245,000. The motion passed 7-0-0-0.

Adjournment

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

The meeting adjourned at 7:12 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

CITY COUNCIL STAFF REPORT



Agenda Date: 2/27/2024

Subject: Code Clean Up (LUA2022-0082)

Contact Person/Department: David Levitan, Community Development

Budget Impact: N/A

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

1. **Hold a public hearing and take public testimony** on LUA2022-0082, a city-initiated land use code amendment that would revise multiple Lake Stevens Municipal Code (LSMC) chapters, including updates to comply with 2023 House Bills 1110 (middle housing) and 1337 (ADUs).
2. **Approve Ordinance No. 1179** amending multiple LSMC chapters, as shown in Attachment 1.

SUMMARY/BACKGROUND:

In late 2022, the city initiated an omnibus code amendment to revise multiple sections of the Lake Stevens Municipal Code (LSMC), with a focus on improving clarity, eliminating code conflicts, and removing/replacing outdated or incorrect information. The scope of the Code Clean Up project (LUA2022-0082) was expanded in early 2023 to include more substantive code amendments to comply with 2023 state legislation related to accessory dwelling units (ADUs; [House Bill 1337](#)) and middle housing ([House Bill 1110](#)).

The code amendments were organized into four categories, as shown in [Attachment 1 of the City Council's January 9, 2024 work session](#):

- Category 1: Housekeeping Updates (Provide clarity, fix references, relocate text, etc.

- Category 2: Minor Updates (Fix internal inconsistencies, etc.)
- Category 3: Major Updates (Provide policy guidance, comply with changes in state law, etc.)
- Category 4: Minor Process Code Updates (Other amendments to LSMC Chapters 14.16A and 14.16B will occur as a standalone code amendment later in 2024)

Early drafts of the amended code sections were introduced to the Planning Commission during an [August 21, 2023 work session](#); video of the August 21 meeting is [available here](#). Commissioners provided feedback on multiple topics, including impervious surfaces, ADUs, and lot status.

Staff incorporated commission feedback from the August 21 work session into updated code language, which was shared with the Planning Commission during a [December 6, 2023 work session](#); video of the December 6 meeting is [available here](#). Staff also introduced several new amendments that had been added since August 21, including to sections regulating ROW landscape enhancements, adult family homes, townhouses in single-family zones, model homes, subarea parking regulations, and storage facilities in subareas. Staff also proposed adding minor revisions to Chapters 14.16A and 14.16B LSMC based on Commission feedback at their October 4, 2023 work session on the standalone Process Code amendment, which will further revise and reorganize these chapters and is scheduled for Commission review later in 2024.

Commissioners had additional feedback related to parking for ADUs but were generally comfortable with maintaining the one parking space per ADU requirement regardless of lot size (HB 1337 allows the city to require two parking spaces per ADU for larger lots), as most believed that a tiered approach to parking might discourage ADU production on larger lots. Much of the December 6 discussion was focused on whether storage facilities should be permitted within subareas, which was a topic that had not been previously discussed. Several commissioners expressed concerns that storage facilities are land-intensive uses that do not generate many jobs, and that several existing and planned facilities are present along the major gateways into the city.

In advance of the Planning Commission and City Council public hearings, staff briefed the City Council on the proposed amendments during a [January 9, 2024 work session](#) (video is [available here](#)). Councilmembers were generally supportive of the proposed code language, and provided the following questions and feedback:

- How does the city define different types of Level II Health and Social Service Facilities, such as “private adult treatment home.” Staff responded that these terms were taken directly from the Snohomish County Code, and that updates to this and other related code sections are anticipated as part of its housing

implementation work later in 2024, which must address permanently supportive housing and emergency housing.

- Councilmembers were generally supportive of requiring one off-street parking space per ADU, regardless of lot size.
- Several councilmembers provided comments on the proposed changes to allow storage facilities on a limited basis within subareas, as well as asking questions about demand for storage facilities in Lake Stevens.

PROPOSAL, PLANNING COMMISSION RECOMMENDATION AND RECENT ADDITIONS

The proposed amendments are shown in Sections 2 through 22 of Ordinance 1179 (Attachment 1) and are organized sequentially by LSMC chapter/section and shown as ~~strike through~~/underline text. At their [January 17, 2024 meeting](#), the Planning Commission held a public hearing to consider and make a recommendation to City Council on the proposed code amendments included in LUA2022-0082. Staff provided an overview of the impacted code sections, and no oral testimony was provided during the public comment portion of the hearing (no written comments from the public were provided either).

The majority of the Planning Commission's discussion and deliberation focused on the storage facilities code language ([video available here](#)). Staff discussed the intent of the revised code language, which was to allow storage facilities on a limited basis on properties located within adopted subareas (Lake Stevens Center, 20th St SE Corridor, and Downtown Lake Stevens) with a zoning designation of Commercial District (CD). The special regulations for subareas would limit storage facilities in size and scale when compared to permitted storage facilities outside of storage areas, while allowing property owners to utilize more of their project site and generate additional revenue streams.

Staff clarified that the proposed language would require a Type II administrative conditional use permit (ACUP) for storage facilities (which would allow for public comments) and limit them to horizontal and vertical mixed-use configurations (standalone facilities would be prohibited) with a floor area that does not exceed 15% of the gross commercial floor area of the site. As part of the ACUP process, storage facilities would need to demonstrate how they are incidental to and support at least one primary use on the project site or within the project vicinity and otherwise comply with the special regulations in Section 14.38.020(b)(3).

Following their discussion and deliberation, the Planning Commission voted unanimously (6-0-0-1; Huxford absent) to forward a recommendation to City Council to approve LUA2022-0082 (Attachment 2), with one minor change to clarify minimum parking requirements for ADUs.

Since the Planning Commission's January 17 public hearing, city staff received additional feedback from the Department of Commerce (Attachment 3), who reviewed the code language for compliance with HB 1110 and HB 1337. Staff made several additional changes to Sections 12 and 13 of Ordinance 1179 to comply with state law, including:

- Allowing four units on any lot zoned predominantly for residential use located within ¼ mile of a major transit stop (the city does not currently have any major transit stops);
- Allowing four units on any lot zoned predominantly for residential use if at least one of the units provides affordable housing;
- Allowing detached ADUs to be sited on a lot line (without a required setback) if the lot line abuts a public alley (this is not common in Lake Stevens); and
- Allowing conversion of existing structures (such as detached garages) to ADUs, even if they violate current code requirements for setbacks or lot coverage.

The amended code sections in Ordinance 1179 reflect the code language recommended by the Planning Commission with the additional changes recommended by the Department of Commerce. The ordinance also reflects additional minor changes to LSMC Table 14.40-I (Table of Residential Uses by Zones) and LSMC 14.46.100 (Cottage Housing, Purpose and Intent) to resolve a code conflict between these two sections regarding which zones permit cottage housing, which was recently identified by a potential applicant.

Table 14.40-I currently lists cottage housing as a permissible use within the R4, WR, R6, R8-12, MFR and PBD zoning districts, while Section 14.46.100 notes that the cottage housing development standards in Chapter 14.46, Part II apply only to the R6, R8-12 and MFR zones. Staff reviewed the policy discussions and legislative history for the development of the city's Infill Housing Code (Chapter 14.46 LSMC, Part III), which focused on where middle housing and other infill housing should be allowed. Based on this review, staff is proposing that Table 14.40-I be revised to remove cottage housing as a permitted housing type within the WR and PBD zones (staff is proposing to remove the PBD zone entirely as part of the 2024 Periodic Update) while adding cottage housing as a permissible use within R4 in Table 14.40-I. This would result in consistency between the two sections regarding zones where cottage housing is permitted (R4, R6, R8-12, and MFR).

FINDINGS AND CONCLUSIONS

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

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

- Land Use Element Goal 2.1: Provide sufficient land area to meet the projected needs for housing, employment and public facilities within the City of Lake Stevens
- Land Use Element Policy 2.1.1 – Accommodate a variety of land uses to support population and employment growth, consistent with the city's responsibilities under the Growth Management Act, Regional Growth Strategy and the Countywide Planning Policies.
- Land Use Element Policy 2.1.3 – Review land uses in conjunction with updates to the Buildable Lands Report and Growth Monitoring Report to ensure employment and population capacity estimates are being met. The strategy will be used to amend the Plan as necessary to remain consistent with actual development trends.
- Land Use Element Goal 2.2: Achieve a well-balanced and well-organized combination of residential, commercial, industrial, open space, recreation and public uses.

Conclusion – Adoption of this city-initiated amendment is consistent with the goals and policies of the city's Comprehensive Plan. As the city continues to grow and expand, it needs to periodically assess and revise its land use code to ensure it keeps up with best practices and industry standards and that the city can meet its residential and employment growth targets. The proposed amendment will serve to help the city meet these goals.

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

- Code amendments are subject to review by the Washington State Department of Commerce.
- The city provided the required 60-day notice to the Department of Commerce on December 4, 2023 of its intent to amend multiple LSMC sections, with a proposed adoption date of February 13, 2024. Commerce acknowledged the proposed amendment under Submittal ID 2023-S-6680. While it did not provide an official 60-day comment letter, Commerce did submit comments (Attachment 3) that have been incorporated into the proposed ordinance.
- If approved by the City Council, staff will file the final ordinance with the Department of Commerce within 10 days of its adoption.

Conclusion – The proposed code amendment has met all Growth Management Act requirements.

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

The recommended amendment will refine and simplify several LSMC sections to provide better clarity, remove redundant or incorrect information, and streamline

processes related to physical development within the city. Changes to the city's ADU and infill/middle housing regulations will bring the city into compliance with recent state legislation and provide a more clear and objective process for development of these housing units, which are anticipated to play a significant role in helping the city to meet its 2044 population and housing growth targets.

Conclusion – The proposed code amendment will serve to enhance the public health, safety and welfare.

Public Notice and Comments

- Land use code amendments are reviewed through the city's Type VI legislative review process identified in [LSMC 14.16B.605-660](#), which requires the Planning Commission to hold a public hearing and make a recommendation to City Council.
- The city published a joint Notice of Planning Commission public hearing and SEPA Determination of Nonsignificance (DNS) in the Everett Herald on January 5 and January 12, 2024, and a Notice of City Council public hearing on February 16 and 23, 2024. The notices were also posted at City Hall and on the [city's website](#) on January 5, 2024 for the Planning Commission public hearing and February 16, 2024 for the City Council public hearing.
- No public comments were received in response to the Planning Commission notice of public hearing, and no comments have been received as of February 20, 2024 in response to the City Council notice of public hearing. If comments are received prior to the hearing, the comments will be distributed on the night of the hearing. Members of the public may also comment during the public hearing on February 27.
- Planning Commission held four work sessions to discuss the proposal and review draft code language, while the City Council was briefed during one work session.

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

State Environmental Policy Act (SEPA) (Chapter 197-11 WAC and Title 16 LSMC)

- City staff prepared an environmental checklist under the State Environmental Policy Act (SEPA) and determined that the proposal is unlikely to have significant adverse environmental impacts.
- The city issued a Determination of Nonsignificance (DNS) for the proposal on January 4, 2024, which was distributed to the Department of Ecology SEPA Register, local tribes, and state and local jurisdictions, and noticed concurrently with the Notice of Public Hearing. No public or agency comments were received.

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

APPLICABLE CITY POLICIES:

The ordinance would revise multiple chapters of the Lake Stevens Municipal Code and implement multiple Comprehensive Plan goals and policies.

ATTACHMENTS:

1. Attachment 1 - Draft Ordinance 1179
2. Attachment 2 - Planning Commission Recommendation
3. Attachment 3 - Department of Commerce Comments

CITY OF LAKE STEVENS
Lake Stevens, Washington
ORDINANCE NO. 1179

**AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON
REVISING MULTIPLE LSMC CHAPTERS AS PART OF A CODE CLEAN UP
PROJECT AND TO COMPLY WITH RECENT STATE LEGISLATION,
INCLUDING FOR MIDDLE HOUSING AND ACCESSORY DWELLING UNITS;
ADOPTING FINDINGS AND CONCLUSIONS; AND PROVIDING FOR
SEVERABILITY, AN EFFECTIVE DATE AND FOR SUMMARY PUBLICATION
BY ORDINANCE TITLE ONLY.**

WHEREAS, the city periodically updates multiple chapters of the Lake Stevens Municipal Code (LSMC) via housekeeping code amendments to make minor administrative updates, address code conflicts and update outdated or obsolete information; and

WHEREAS, the City undertook a housekeeping code amendment in late 2022 under land use application number LUA2022-0082; and

WHEREAS, the City opted to expand the scope of LUA2022-0082 in Spring 2023 to address code updates needed to comply with recent state legislation for housing, including HB 1110 (middle housing) and HB 1337 (accessory dwelling units); and

WHEREAS, the Lake Stevens Planning Commission held work sessions on August 21 and December 6, 2023 to review draft code language, with commissioners providing feedback that resulted in additional revisions; and

WHEREAS, the Lake Stevens City Council held a work session on January 9, 2024, where they reviewed and provided feedback on an updated draft of the proposed code amendments; and

WHEREAS, the Lake Stevens Planning Commission held a duly noticed public hearing on January 17, 2024, which included a staff presentation and the opportunity for public comment, with none being provided; and

WHEREAS, at the conclusion of the January 17, 2024 public hearing, the Planning Commission made a recommendation to City Council to amend multiple LSMC chapters; and

WHEREAS, the Lake Stevens City Council held a duly noticed public hearing to consider the Planning Commission's recommendation on the update code language and receive public comment on February 27, 2024; and

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

WHEREAS, the City submitted the proposed amendment to the Washington State Department of Commerce for the required 60-day review (Submittal ID 2023-S-6680) on December 4, 2023; and

WHEREAS, the City received written comments from the Department of Commerce on January 30, 20224, which included an assessment of the proposed code language’s compliance with HB 1110 and HB 1337 and potential revisions to achieve full compliance; and

WHEREAS, city staff made revisions to the code amendments recommended by the Planning Commission to address the Department of Commerce’s comments, which are included in this ordinance and discussed in the accompanying staff report; and

WHEREAS, the City prepared an environmental checklist and issued a Determination of Nonsignificance under the State Environmental Policy Act (SEPA) on January 4, 2024, and received no public, agency or tribe comments during the 14-day comment period; and

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

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

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

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

- A. This ordinance amending the City’s municipal code was sent to the Washington State Department of Commerce (2023-S-6680), as required by the Growth Management Act. The city received comments and proposed revisions from the Department of Natural Resources and Department of Commerce, which have been incorporated into this ordinance.
- B. The requirements of Chapter 14.16C.075 LSMC for land use code amendments have been met.
- C. As required by LSMC 14.16C.075(f), the adoption and amendment of codes are consistent with the Comprehensive Plan, comply with the Growth Management Act and advance the public health, safety and welfare.

Section 2. Chapter 4.04 LSMC, entitled “Business Licenses and Regulations,” is hereby amended as follows (additions shown by underline, deletions shown by ~~strike through~~, and all other sections and subsections remain unchanged):

4.04.060 Procedure for Obtaining License.

(a) Application for a business license shall be made by filing an application through the Washington State Business Licensing Services, in coordination with the Planning and Community Development Department, giving such information as is deemed reasonably necessary to enable the enforcement of this chapter. Persons applying for a license must pay fees as established by the City Council by periodic resolution, and the Washington State Business Licensing Services handling fee. A business license must be approved by the City before a business commences operation within the City. The application may include the following information:

- (1) The nature of the business, its proposed address and telephone number;
- (2) The names, addresses and telephone numbers of all owners or officers of the business (or their registered agent);
- (3) The number of employees employed by the business and emergency notification information;

- (4) The State tax identification number and/or copy of State contractor's license;
- (5) Copy of the Snohomish County Health ~~District~~ Department permit (if applicable);
- (6) Any other information required by the Planning and Community Development Department or any other City official as may be deemed reasonably necessary to determine compliance with this chapter or other applicable codes.

(c) No person shall engage in any business for which a license is required under this section without being registered and licensed in compliance with the provisions of this chapter; nor shall any person holding such a business license suffer or allow any other person for whom separate license is required to operate under or display ~~his~~ said license.

4.04.150 Suspension or Revocation of License – Grounds.

(c) It is unlawful for any person whose license has been revoked, denied or suspended to keep ~~the said~~ license ~~issued to him/her~~ in his/her possession or ~~under his~~ control, and the same shall immediately be surrendered to the Planning and Community Development Department. When revoked or denied, the license shall be cancelled, and when suspended the Planning and Community Development Department shall retain the same during the period of suspension.

4.04.220 Penalties.

(b) Any taxpayer who engages in or carries on any business subject to a tax hereunder without having ~~his a~~ business license, shall be guilty of a separate violation of this chapter for each day during which the business is so operated.

Section 3. Chapter 5.16 LSMC, entitled “Commercial Animal Rearing (Kennel) Regulations,” is hereby amended as follows (additions shown by underline, deletions shown by ~~strike through~~, and all other sections and subsections remain unchanged):

5.16.020 Humane Care Required.

Humane care of all animals shall be provided including but not limited to proper nourishment, proper care and treatment of ill, diseased, injured or lame animals, compliances with all requirements imposed by the Snohomish County Health ~~District~~ Department, and maintenance of clean and odor-free premises.

Section 4. Chapter 8.16 LSMC, entitled “Solid Waste Disposal,” is hereby amended as follows (additions shown by underline, deletions shown by ~~strike through~~, and all other sections and subsections remain unchanged):

8.16.020 Snohomish County System Designated.

B. Snohomish County is authorized to designate disposal sites for the disposal of all Solid Waste which is generated within the City/Town of Lake Stevens subject to the applicable laws and regulations of the Snohomish County Health ~~District~~ Department and the City/Town if located within the City/Town.

Section 5. Chapter 14.04 LSMC, entitled “General Provisions,” is hereby amended as follows (additions shown by underline, deletions shown by ~~strikethrough~~, and all other sections and subsections remain unchanged):

14.04.070 No Use or Sale of Land or Buildings Except in Conformity with Title Provisions.

(a) Subject to Chapter [14.32](#) (Nonconformities), no person may use, occupy, or sell any land or buildings or authorize or permit the use, occupancy, or sale of land or buildings under ~~his~~ that person’s control except in accordance with all of the applicable provisions of this title.

Section 6. Chapter 14.08 LSMC, entitled “Basic Definitions and Interpretations,” is hereby amended as follows (additions shown by underline, deletions shown by ~~strikethrough~~, and all other sections and subsections remain unchanged):

14.08.010 Definitions of Basic Terms.

Accessory Dwelling Unit. ~~A residential use having the external appearance of a residence and located on the same parcel as the single-family dwelling that it accompanies. The dwelling unit is an independent self-sustaining unit that provides the basic requirements of shelter, heating, cooking and sanitation. A dwelling unit located on the same lot as a single-family housing unit, duplex, triplex, townhome, or other housing unit.~~

Attached Accessory Dwelling Unit. An accessory dwelling unit located within or attached to a single-family housing unit, duplex, triplex, townhome, or other housing unit.

Adult Family Home. A residential home in which a person or persons provide personal care, special care, room, and board to more than one but not more than six adults who are not related by blood or marriage to the person or persons providing the services, pursuant to Chapter 70.128 RCW. An adult family home may provide services to up to eight adults upon approval from the Department of Social and Health Services. See RCW 70.128 for further information on exemptions, licensing, operations, fee schedules, and inspections.

Bond. ~~A written certificate guaranteeing to pay up to a specified amount of money if specified work is not performed; or any similar mechanism whereby the City has recourse to an identified fund from which to secure performance of specified work.~~

Detached Accessory Dwelling Unit. An accessory dwelling unit that consists partly or entirely of a building that is separate and detached from a principal unit or other housing unit on the same property.

Fire Department. ~~Lake Stevens Fire District~~ Snohomish Regional Fire and Rescue.

Fire Marshal. The City of Lake Stevens Fire Marshal or ~~his~~ designee.

Geologically Hazardous Areas. Areas susceptible to erosion, sliding, seismic activity, or other geological events, as defined in [WAC 365-190-120](#). They may pose a threat to the health and safety of citizens when used as sites for incompatible commercial, residential or industrial development.

Kitchen. An area used, or designed to be used, for the preparation and consumption of food.

Maintenance Security. A bond or other security mechanism that guarantees the repair or replacement of installed public improvements.

Major Transit Stop. A major transit stop as defined in RCW 36.70.030.

Middle Housing. Residential buildings with two or more attached, stacked or clustered units that are compatible in scale, form and character with detached single-family residences, as defined in RCW 36.70A.030.

Performance Security. A bond or other security mechanism that guarantees the completion of required public improvements.

Planned Residential Development. A development constructed on at least ~~five acres~~ one acre under a single application, planned and developed as an integral unit, and consisting of single-family detached residences and may be combined with two-family residences, multifamily residences, public/semi-public amenities (e.g., usable open space, a community center, recreational facilities, etc.), or a combination thereof, all developed in accordance with Section ~~14.44.020~~ 14.18.300, Planned Residential Developments.

Primary Residence. A person's usual place of return for housing where one makes their home and conducts their daily affairs, including, without limitations, paying bills and receiving mail. A primary residence is generally the dwelling unit with the residential address used on documentation related to identification, taxation and insurance purposes, including, without limitation, income tax returns, medical service plans, voter registration, paycheck stubs, lease or rental agreement, mortgage agreements, bank statements, driver's licenses, valid state identifications, and/or vehicle registrations. See also principal unit per RCW 36.70A.696.

Security Mechanism. A bond, assignment of funds, or other mechanism approved by the city that guarantees the performance or maintenance of work, as further detailed in Section 14.16A.180.

Section 7. Chapter 14.16A LSMC, entitled "Administration and Procedures," is hereby amended as follows (additions shown by underline, deletions shown by strikethrough, and all other sections and subsections remain unchanged):

14.16A.180 Security Mechanisms.

(a) General Requirements.

(1) As security the City may accept ~~any of the following: bonds, letters of credit from an insured bank, a secured account with an insured bank, or a cash deposit or assignment of funds.~~ Other forms of security may be accepted if approved by the City Finance Director in consultation with the City Attorney.

(2) In each case where the City requires or allows an applicant to post a security, the Public Works Director and/or Community Development Director (based on type of improvement) shall determine the type of security to be used.

(3) There are four standard types of financial securities: site improvements (public and/or private), landscaping, temporary erosion and sediment control (TESC), and critical areas improvements.

(4) The Public Works Director is responsible for review and approval of site improvements and TESC. The Community Development Director is responsible for review and approval of landscaping and critical areas improvements.

(5) Performance securities may be presented to the City after preliminary approval of a project but in all circumstances shall be presented prior to any site work, including clearing, grading, or construction.

(6) Submission of a performance security may be waived by the Public Works and/or Community Development Director if, in the director's opinion, said guarantee of installation is not necessary.

(b) Performance Securities.

(1) TESC Security. Except as provided in subsection (d) of this section, a performance security shall be required for any project on a site greater than one acre in size to guarantee that a site can be

closed and/or winterized if necessary, or that measures can be taken by the City to respond to weather-related emergencies. This may include removal of TESC measures and site restoration measures, including implementation of permanent erosion control including soil amendments and replanting with native plants and trees.

(2) Site Performance Security. In addition, an ~~augmented~~ site performance security may be required by the Public Works Director to cover the cost of installing any system-wide public improvements that an applicant has agreed to install as part of his an approved project where the lack of installation would cause the system to fail or not be completed in a timely manner. An engineer's estimate (or other qualified professional) is required for location-specific issues or critical areas.

i. In lieu of installing public improvements per this title or as a condition of a permit, a developer may propose to post a security to ensure completion of the improvements within one year of permit approval.

ii. An extension not to exceed one year may be approved by the Public Works Director upon extension of the security or submission of a new one.

~~(3) Performance securities may be presented to the City after preliminary approval of a project but in all circumstances shall be presented prior to any site work, including clearing, grading, or construction.~~

~~(4) Submission of a performance security may be waived by the Public Works Director if, in his opinion, said guarantee of installation is not necessary.~~

~~(c) Completion Securities. In lieu of installing public improvements per this title or a condition of a permit, a developer may propose to post a security to ensure completion of the improvements within one year of permit approval. An extension not to exceed one year may be approved by the Public Works Director upon extension of the security or submission of a new one.~~

~~(cd)~~ Maintenance Securities. Any developer shall provide to the City a maintenance security to cover the cost of replacing or repairing any of the public improvements installed per this title or a condition of a permit.

~~(de)~~ Amount of the Security.

(1) The amount of a security shall be a percentage, as specified in this subsection, of the estimated cost or engineer's estimate (or other qualified professional) of design, materials, and labor, based on the estimated costs ~~on the last day covered by the device~~ of installing, replacing, or repairing (whichever is appropriate) the improvements covered by the security.

(i) Performance. One hundred fifty percent of the costs specified in subsection (e)(1) of this section.

~~(ii) Completion. One hundred fifty percent of the costs specified in subsection (e)(1) of this section.~~

~~(ii iii)~~ Maintenance. Twenty percent of the costs specified in subsection (e)(1) of this section. An updated engineer's estimate is required for dedicated rights-of-way securities and the security must be provided to the city prior to rights-of-way dedication. The engineer's estimate is to be multiplied by twenty percent.

(2) The Public Works Director and/or Community Development Director shall approve the amount of a security under subsection (a) of this section. The applicant shall prepare for the Public Works

Director's ~~and/or Community Development Director's~~ review and approval a cost estimate of the items to be covered by the security.

~~(e.f)~~ Reduction of Securities. In those cases where improvement securities have been made, the amount of the guarantee may be reduced upon acceptance of the dedication of a portion of the required improvements. The amount of the reduction shall not exceed the percentage which the improvements just accepted for dedication made up of all originally required improvements. In no case, however, shall the guarantee be reduced to less than 15 percent of the original amount, unless replaced with a new security per subsection (i)(6) of this section.

~~(f.g)~~ Duration of Securities. All securities shall be held until released by the Public Works Director; however, the standard duration of the various securities should be as follows:

(1) Performance. One year or until all improvements are installed and accepted by the City, whichever is greater.

~~(2) Completion. One year or until all improvements are installed and accepted by the City, whichever is greater.~~

~~(23)~~ Maintenance. Two years (for frontage improvements, landscaping, and other infrastructure improvements); extendable by the City if repairs are made at the end of the bonding period which, in the opinion of the Public Works and/or Community Development Director, require additional guarantee of workmanship. Five years for wetland maintenance securities in accordance with 14.88.278. TESC work does not require a maintenance security.

~~(g.h)~~ Supplemental Administrative Costs. In addition to the security, the applicant shall pay a fee to the City covering the City's actual expenses of administering, and if necessary, using the proceeds of the security. The amount of this fee will be set by resolution.

~~(h.i)~~ Security Agreement. In each case where a security is posted, the applicant and the Public Works Director shall sign a notarized security agreement, approved in form by the City Attorney. ~~This agreement shall be recorded with the Snohomish County Auditor.~~ The agreement shall provide the following information:

(1) A description of the work or improvements covered by the security and the approved permit numbers.

(2) Either the period of time covered by the maintenance security or the date after which the City will use the proceeds of the performance security to complete the required work or improvements.

(3) The amount and nature of the security ~~and the amount of the cash deposit.~~

(4) The rights and duties of the City and the applicant.

~~(5) An irrevocable license to run with the property to allow the employees, agents, or contractors of the City to go on the subject property for the purpose of inspecting and, if necessary, doing the work or making the improvements covered by the security.~~ Responsibility to maintain securities runs with the land and is transferred to the new owner upon sale of the property.

(6) The mechanism by and circumstances under which the security shall be released. At a minimum, after the work or improvements covered by a performance security have been completed, or at the end of the time covered by a maintenance security, the applicant may request the City to release the security. If the applicant has complied with the security agreement and this Code, the

Public Works Director shall release the security remaining. If the work has not been completed or repairs not made, then the City shall not release the security until such work is completed per subsection (j) of this section. Partial release of the security may be allowed; provided, that the developer provides a new security in the amount specified in subsections (d) and (e) of this section for the remaining work.

~~(7) Upon the release of any recorded security measures, a copy of the letter of release shall be filed with the Snohomish County Auditor.~~

(ij) Use of Security Funds by the City.

(1) If during the period of time covered by a maintenance security, or after the date by which the required work or improvements are to be completed under a performance security, the Public Works Director and/or Community Development Director determines that the security agreement has not been complied with, ~~he~~ the director shall notify the applicant of this. The notice must state:

(i) The work that must be done or the improvements that ~~has to~~ must be made to comply with the security agreement; and

(ii) The amount of time, not to exceed 30 days, that the applicant ~~has to~~ must commence and complete the required work or improvements; and

(iii) That, if the work or improvements are not commenced and completed within the time specified, the City will use the proceeds of the security to have the required work or improvements completed.

(2) If the work or improvements covered by the security are not completed within the time specified in the notice, the City shall obtain the proceeds of the security and shall cause such work to be completed.

(3) The applicant is responsible for all costs incurred by the City in administering, maintaining, or making the improvements covered by the security(ies). The City shall release or refund any proceeds of a performance or maintenance security remaining after subtracting all costs for doing the work or making the improvements covered by the security. The applicant shall reimburse the City for any amount expended by the City that exceeds the proceeds of the security. The City may file a lien against the subject property for the amount of any excess.

(4) In each case where the City uses any of the funds of a security, it shall give the applicant an itemized statement of all funds used. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 811, Sec. 2 (Exh. 1), 2010)

14.16A.210 Types of Review.

(c) Permits and Actions Not Listed. If a permit or land use action is not listed in Table 14.16A-I, the Planning Director shall make the determination as to the appropriate review procedure.

Table 14.16A-I: Classification of Permits and Decisions

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
TYPE I Administrative without Public Notice	• Design Review • Administrative Deviation • Administrative Modifications • <u>Associated Land Use Determinations</u> • Boundary Line Adjustments • Change of Use • Code Interpretations • <u>Design Review</u> • Events • Floodplain Development Permits • Home Occupations • <u>Legal Lot Status Determination</u> • Master Sign Program • Minor Land Disturbance • <u>Mobile Food Vendors</u> • <u>Multi-Family Tax Exemption</u> • <u>Pasture Plan</u> • Reasonable Use Exceptions • Shoreline Exemptions • Short-Term Rentals • Signs • Temporary Uses • <u>Zoning Verification Letter</u>	None	None	Department director or designee	Hearing Examiner, except shoreline permits to State Shoreline Hearings Board, and Open Record

TYPE II Administrative with Public Notice	• Administrative Conditional Use (formerly Special Use) • Administrative Variance • Binding Site Plans • Final Plats (short subdivisions and subdivisions) • Major Land Disturbance • Planned Action Certification • SEPA Review (early or when not combined with another permit or required for a Type I permit) • Shoreline Substantial Developments • Short Plats - Preliminary • Short Plat Alterations • Short Plat Vacations • Site Plan Reviews • <u>Temporary Encampments (as modified by LSMC 14.44.038)</u>	None	None	Planning Director or designee	Hearing Examiner, except shoreline permits to State Shoreline Hearings Board, and Open Record
TYPE III Quasi-Judicial, Hearing Examiner	• Conditional Uses • Preliminary Plats • Shoreline Conditional Uses • Shoreline Variances • Variances	Planning Director or designee	Open Record	Hearing Examiner	Superior Court, except shoreline permits to State Shoreline Hearings Board, and Closed Record
TYPE IV Quasi-Judicial, City Council with Hearing Examiner Recommendation	• Essential Public Facilities • Planned Neighborhood Developments • Rezone - Site-Specific Zoning Map Amendments	Hearing Examiner with Open Record Hearing	Closed Record	City Council	None, appeal to Superior Court

	• Secure Community Transition Facilities				
TYPE V Quasi-Judicial, City Council	• Plat Alterations • Plat Vacations • Right-of-Way Vacations	Planning Director or designee	Open Record	City Council	None, appeal to Superior Court
TYPE VI Legislative, City Council with Planning Commission Recommendation	• Comprehensive Plan Amendments, Map and Text • Development Agreements • Land Use Code Amendments • Rezones - Area-Wide Zoning Map Amendments	Planning Commission with Open Record Hearing	Open Record	City Council	Growth Management Hearings Board and Closed Record

(e) Associated Land Use Determinations. Associated land use determinations are decisions that need to be made as part of another land use action or permit review, as set forth in Table 14.16A-II. Each type of determination has a separate review process determined by the Planning Director or Public Works Director, except design review, which is reviewed pursuant to Section 14.16C.050. Associated land use determinations shall follow the appeal path for Type I reviews pursuant to LSMC 14.16B.710.

Table 14.16A-II: Associated Land Use Determinations

Associated Land Use Determinations	
•	EDDS Street Deviations
•	Design Review <u>Construction Plan Approval</u>
•	Miscellaneous Administrative Determinations (e.g., application requirements, waiver allowed by code in parking or landscaping, etc.)
•	Right of Way Frontage Improvement Waiver <u>Exception</u>
•	Underground Utility Deviations

14.16A.265 Appeals.

(c) Effect of Appeal. Decisions on Type I, Type II, Type III, and Type IV permits are assumed valid unless overturned by an appeal decision. An appeal stays all actions by the Planning Director seeking enforcement of or compliance with the order or decision appealed from, unless the Planning Director finds that a stay would, ~~in his opinion,~~ cause imminent peril to life or property, in which case proceedings shall not be stayed except by order of the Hearing Examiner or a court.

14.16A.350 Hearing Examiner.

(b) Authority and Duties. The Hearing Examiner's authority and duties are provided in Chapter [2.48](#) and below:

(1) Meetings of the Hearing Examiner.

(i) The Hearing Examiner shall have no regularly scheduled meetings but shall meet on an as-needed basis so that ~~he or she~~ the examiner can take action in conformity with this title.

Section 8. Chapter 14.16C LSMC, entitled "Land Use Actions, Permits and Determinations – Decision Criteria and Standards," is hereby amended as follows (additions shown by underline, deletions shown by strikethrough, and all other sections and subsections remain unchanged):

14.16C.050 Design Review.

(c) Procedure. Applicants that seek design review shall follow the procedures established in Chapter [14.16B](#) for a Type I permit process and as follows:

(1) Pre-Application Meeting. If design review is required, a pre-application meeting with the City is highly recommended prior to submittal of a formal application.

(2) Design Review Submittal Requirements. ~~Two color, hard copies and one~~ One electronic copy ~~are~~ is required for each submittal for review.

(d) Applicability.

(1) All new commercial, industrial, multi-family, civic and institutional structures, and large public assembly buildings including but not limited to places of worship, auditoriums and similar buildings, must comply with the design guidelines or standards adopted per subsection (b) of this section. Existing structures with exterior facade changes, that are not exempt by subsection (d)(4) of this section, must also comply with the adopted design guidelines to the greatest extent possible.

(2) Structures are subject to the design guidelines or standards adopted per subsection (b) of this section when developed under specified regulations listed below, except when the project meets the limitations in Section [14.16C.020](#)(d):

(i) Planned neighborhood developments (Section 14.16C.080);

(ii) Planned residential developments (Section ~~14.44.020~~ [14.38.300](#)); and

(iii) Innovative Housing Options Program (Chapter 14.46).

14.16C.070 Home Occupations. (Entire section deleted)

~~(a) The purpose of this section is to allow small-scale commercial occupations incidental to residential uses to be located in residences while guaranteeing all residents freedom from excessive noise, traffic, nuisance, fire hazard, and other possible effects of commercial uses being conducted in residential neighborhoods.~~

(b) ~~Procedure. A home occupation permit is approved by the Planning Director for each home occupation. Home occupations shall be reviewed in the manner and following the procedures established in Chapters [14.16A](#) and [14.16B](#) for a Type I review.~~

(c) ~~Standards. Home occupations are permitted as an accessory use to the residential use of a property only when all of the following conditions are met:-~~

~~(1) The total area devoted to all home occupation(s) shall not exceed 25 percent of the floor area of the dwelling unit or 500 square feet, whichever is less. Areas within attached garages and storage buildings shall not be considered part of the dwelling unit for purposes of calculating allowable home occupation area but may be used for storage of goods associated with the home occupation;-~~

~~(2) The home occupation may be located in the principal dwelling, except that those related to growing or storing of plants used by the home occupation(s) may be in an accessory structure. If located in an accessory structure, the area devoted to the occupation, as described in subsection (c)(1) of this section, shall be based upon the floor area of the dwelling only;-~~

~~(3) No business activity may occur outside of any buildings on site, including displays of goods, stock in trade or other commodities;-~~

~~(4) Not more than one person outside of the family shall be employed on the premises;-~~

~~(5) The home occupation shall in no way alter the normal residential character of the premises;-~~

~~(6) No objectionable noise, fumes, odor, or dust shall be allowed;-~~

~~(7) The home occupation(s) shall not use electrical or mechanical equipment that results in:-~~

~~(i) A change to the fire rating of the structure(s) used for the home occupation(s);-~~

~~(ii) Visual or audible interference in radio or television receivers, or electronic equipment located off premises; or~~

~~(iii) Fluctuations in line voltage off premises;-~~

~~(8) No equipment or material may be stored, altered or repaired on any exterior portion of the premises;-~~

~~(9) Sales shall be limited to:-~~

~~(i) Products accessory to the home occupation (e.g., shampoo for beauty shop, etc.);-~~

~~(ii) Merchandise which is produced on the premises; and/or~~

~~(iii) Mail order, internet and telephone sales; and~~

~~(iv) With appointment for pick up or off site delivery;-~~

~~(10) Services to patrons shall be arranged by appointment or provided off site;-~~

~~(11) In addition to required parking for the dwelling unit, one on site parking stall shall be provided when services are rendered on site;-~~

~~(12) The home occupation(s) may use or store a vehicle for pickup of materials used by the home occupation(s) or the distribution of products from the site, provided:-~~

~~(i) No more than two such vehicles shall be allowed;-~~

~~(ii) Such vehicles shall not be parked within any required setback areas of the lot or on adjacent streets; and~~

~~(iii) Such vehicles shall not exceed the weight capacity of one ton;-~~

- ~~(13) Signs in connection with the home occupation shall comply with the restrictions of Chapter [14.68](#), Signs; and~~
- ~~(14) No sales or services will be conducted on the premises which will generate more than 10 average daily round trips per day by customers except for day care.~~
- ~~(d) The following is a nonexhaustive list of examples of enterprises that may be granted a home occupation permit if they meet the foregoing standards:-~~
- ~~(1) Office or studio of a physician, dentist, artist, musician, lawyer, architect, engineer, teacher, or similar professional;-~~
 - ~~(2) Workshops, greenhouses, or kilns;-~~
 - ~~(3) Dressmaking or hairdressing studios; and~~
 - ~~(4) Day care.~~
- ~~(e) Prohibited home occupations are enterprises which may create objectionable noise, fumes, odor, dust or electrical interference and may involve hazardous materials or on-site storage of petroleum products, and which are not compatible with residential development. The following is a nonexhaustive list of examples of such prohibited enterprises:-~~
- ~~(1) Automobile, truck and heavy equipment repair;-~~
 - ~~(2) Autobody work or painting;-~~
 - ~~(3) Parking and storage of heavy equipment;-~~
 - ~~(4) Storage of building materials for use on other properties;-~~
 - ~~(5) Marijuana production, processing or retail facility; or~~
 - ~~(6) Similar types of enterprises.~~
- ~~(f) Transferability. A home occupation permit issued to one person shall not be transferable to any other person; nor shall a home occupation permit be valid at any other address than the one listed on the permit.~~
- ~~(g) Additional Conditions. In granting approval for a home occupation, the Planning Director may attach additional conditions to ensure the home occupation will be in harmony with, and not detrimental to, the character of the residential neighborhood.~~
- ~~(h) Inspections. Any home occupation authorized under the provisions of this chapter shall be open to inspection and review at all reasonable times by enforcement officials for purposes of verifying compliance with the conditions of approval and other provisions of this title.~~
- ~~(i) Modification. The Planning Director shall have authority to grant an administrative modification to the standards listed in subsection (c) of this section, provided the use is consistent with the purposes of this chapter and will be operated in harmony with the character of and create no significant impact to the residential neighborhood. The Planning Director is authorized to approve administrative modifications only in cases of unique circumstances, such as large property acreage, remote site access or site location, or small scale of use, when these circumstances ensure the commercial operation remains incidental to the dwelling and in no way alters the normal residential character of the premises. No modification shall be granted which would be detrimental to the public health, or welfare or the environment.~~
- ~~(j) In-Home Day Care Standards.~~
- ~~(1) Home day care and adult family care facilities shall meet State licensing requirements, including those pertaining to building, fire safety, and health codes. A copy of the required State license, if applicable, shall be furnished by the applicant with the City business license application.~~

- ~~(2) There shall be minimal, if any, change in the outside appearance of the residence.~~
- ~~(3) Where outdoor recreation facilities are provided for children in day care facilities, they shall be screened by a fence at least four feet high, where abutting residentially zoned property.~~
- ~~(4) The facility shall provide a safe passenger loading area.~~
- ~~(5) The day care provider shall provide written notification to immediately adjoining property owners of the intent to locate and maintain a facility and provide a copy of the notification to the Planning Department. (Ord. 908, Sec. 5, 2014; Ord. 811, Sec. 4 (Exh. 3), 2010)~~

14.16C.078 Legal Lot Status Determination.

(c) Determination Process.

(1) Lot Status Determinations as Part of a Building Permit or Other Land Use and Development Request.

- (i) Lot status determinations involving building permit or other land use and development applications shall submit all materials set forth in subsection (d) of this section, along with the underlying applications, and required application fees.
- (ii) Concurrent review with an underlying application shall follow the process for the underlying building permit or land use permit.
- (iii) A separate written approval of a lot status determination will not be issued unless requested by the applicant.

(2) Lot Status Determinations Without a Building Permit or Other Land Use and Development Request.

- (i) Lot status determinations not involving any other concurrent City reviews shall submit all materials set forth in subsection (d) of this section, a complete Type I application and current fee.
- (ii) The lot status determination shall be reviewed for compliance with the criteria in this section.
- (iii) The City will issue a written determination of lot status.

(3) If any nonconforming lot is held in common ownership with an adjacent lot or lots and the combined lots have previously functioned as a single lot to support or allow a use or development, then the nonconforming lot is deemed to have been combined with the adjacent lot or lots and may only be used in accordance with this title as a single lot.

(f) Alternate Decision Criteria for Determining Lot Status. The Planning Director or designee may determine that a parcel is a legal lot of record when the parcel meets one or more of the following criteria:

- (1) The parcel was created through territorial platting prior to 1937, was not subsequently developed, altered or improved, and the applicant can demonstrate that the parcel meets the requirement of subsection (f)(3) of this section.
- (2) The parcel is a tax parcel created for tax segregation purposes by the County Assessor and the applicant can demonstrate that the parcel meets the requirement of subsection (f)(3) of this section and the following:
 - (i) The parcel was created by a tax segregation process prior to March 4, 1972; and
 - (ii) The parcel was defined by metes and bounds legal description or fractional section description and conveyed by notarized deed prior to December 31, 1968; or

- (iii) The parcel was conveyed as an individually described parcel to separate, noncontiguous ownerships through a fee simple transfer or purchase.
- (3) For consideration for an alternative determination of lot status, the applicant shall demonstrate that:
 - ~~(i) The parcel meets the zoning regulations in effect at the time the lot was created; or~~
 - (ii) The parcel substantially meets or can meet current zoning standards per Title 14 including but not limited to access to public utilities, site access, road, sidewalk, stormwater, lot size, setbacks, etc.; and
 - (iii) The parcel does not adversely impact public health or safety; and
 - ~~(iv-iii)~~ The parcel does not adversely affect or interfere with the implementation of the Comprehensive Plan.
 - (iv) For purposes of reviewing the status of preexisting parcels, parcels within 10 percent of lot size standards shall be considered to substantially meet the current standards unless the Planning Director or designee determines that public health or safety impacts are present.

14.16C.110 Temporary Use.

(c): Permitted Temporary Uses. The following temporary uses and structures shall be allowed:

- (1) A temporary dwelling for use as a residence by the owners of a lot during construction, repair or renovation of a permanent residential structure on the lot. The temporary building need not comply with the requirements of the International Building Code but shall meet minimum health and safety standards prescribed by the Building Official.
 - (i) Permits for temporary dwellings shall expire within 12 months of the date of issuance, except that the Planning Director may renew such permit for one additional period not to exceed six months to allow for the completion of the permanent structure.
 - (ii) When sudden, unforeseen damage occurs to a residence making it uninhabitable, occupancy may occur immediately provided an application for a temporary use permit is submitted within 30 days from the first day of occupancy in the temporary dwelling. ~~It~~ The temporary dwelling shall be removed from the lot upon completion of the permanent residential structure.
- (2) A temporary structure for use by a contractor as a construction shed or office while building or remodeling a permanent structure on the same lot. The temporary structure shall not be open to the public. The temporary building need not comply with the requirements of the International Building Code but shall meet minimum health and safety standards prescribed by the Building Official. It shall be removed from the lot upon completion of the permanent structure.
- (3) A temporary real estate sales office located in a model or display home as part of an approved plat, subject to the following conditions and the provisions of Section 14.44.025:
 - (i) If situated in a residential zone, the office may only be used for sale activities related to the plat in which it is located.
 - (ii) If situated in a commercial zone, the office may only be used for sales related to the model or display home itself.
 - (iii) Within a period of one year 30 days of the last residential building permit within the subdivision being issued, the use of the building for a temporary real estate sales office shall terminate, and the building shall be used exclusively thereafter for uses permitted within that zone and shall meet all building and fire codes applicable thereto, or shall be immediately removed.

(4) Temporary encampments are to be reviewed as a Type II application pursuant to supplemental regulations contained in Section [14.44.038](#).

14.16C.115 Variances.

(c) Decision Criteria. A variance may be approved if findings are made that the strict enforcement of this title would result in practical difficulties or unnecessary hardships for the applicant and that, by granting the variance, the spirit of this title will be observed, public safety and welfare secured, and substantial justice done. The Hearing Examiner may reach these conclusions ~~if he or she find that~~ when the following findings are made:

- (1) The requested use is permitted in the zone in which the property is located;
- (2) If the applicant complies strictly with the provisions of this title, the applicant can make no reasonable use of ~~his~~ the owned property;

Section 9. Chapter 14.18 LSMC, entitled “Subdivisions, Boundary Line Adjustments and Binding Site Plans,” is hereby amended as follows (additions shown by underline, deletions shown by strikethrough, and all other sections and subsections remain unchanged):

14.18.015 Review of Subdivisions.

No person may subdivide ~~his land property~~ except in accordance with the provisions of this title. ~~Long Subdivisions~~ and short subdivisions are subject to a three-step approval process. The first step is approval of the preliminary plat, the second is approval and construction of the infrastructure necessary to serve the ~~plat subdivision~~, and the third step is for approval of the final plat. Each step requires a separate application and fee as set by Council resolution.

14.18.030 Application for Final Plat Approval.

The application for final plat approval shall include:

- (a) Completed application form with fee.
- (b) ~~Two d~~ Draft copies of the following information:

14.18.035 Approval of Final Plats.

(d) The applicant shall also provide all final plat maps and engineered as-builts in digital form. ~~Files shall be submitted, in a format approved by the city “*.dwg” or other AutoCad compatible format approved by Public Works.~~

14.18.040 Content of the Final Plat.

(d) The name, registration number, and seal of the professional land surveyor responsible for preparation of the plat, and a certification on the plat by said surveyor to the effect that (1) it is a true and correct representation of the land actually surveyed by ~~him/under his~~ or under the surveyor’s supervision; (2) that the exterior plat boundary, and all interior lot corners have been set on the applicant’s property by ~~him/under his~~ or under the surveyor’s supervision using appropriate permanent materials, with a field traverse with a linear closure of one to 10,000 and corresponding angular closure as specified in WAC 173-303-610; and (3) that all street centerline monuments (points of intersection, points of curve, points of tangency, etc.) within the plat and all intersections with existing street centerlines have been monumented with concrete monuments in case or other permanent material approved by the City.

(s) The following declaration: “All conditions of the preliminary plat or preliminary short plat, embodied within the Form of Decision [recorded in Book ____, Page ____ of the Snohomish County Registry/which is attached hereto as Exhibit ____], shall remain conditions of construction of the public improvements.”

14.18.060 Alterations of Subdivisions.

(a) If an applicant wishes to alter a subdivision or short subdivision or any portion thereof, except as provided in Section 14.18.065, that person shall submit an application to the Department of Planning and Community ~~Services-Development~~ requesting the alteration. The application shall contain the signatures of ~~all the majority~~ of persons having an ownership interest in lots, tracts, parcels, sites or divisions within the subdivision or short subdivision or in that portion to be altered.

(1) Upon receiving an application for an alteration of a short subdivision or subdivision, the Planning Director or designee shall provide a notice of application to all owners of property within the subdivision, per Chapter 14.16B-Part II for short subdivisions and Chapter 14.16B-Part III for subdivisions.

(2) The notice shall establish a date for a public hearing or provide a person receiving notice to request a public hearing within 14 days of issuance of the notice of application. The Hearing Examiner shall conduct the hearing.

(b) The Planning Director shall have the authority to determine whether the proposed alteration constitutes ~~a minor an administrative modification, per LSMC 14.16C.025, or a~~ major alteration. Major alterations are those which substantially change the basic design, density, open space, or other similar requirements or provisions.

(1) When the alteration meets the requirements of this section and LSMC 14.16C.025, the alteration will be reviewed as a Type II Administrative Modification.

(2) When the alteration exceeds the requirements of this section and LSMC 14.16C.025, the alteration shall be reviewed by the same body that reviewed the original application. The criteria for approval of such a modification shall be those criteria governing the permit which is the subject of the proposed alteration.

(c) If the subdivision or short subdivision is subject to restrictive covenants, which were filed at the time of the approval, and the application for alteration would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the subdivision or short subdivision or any portion thereof.

~~(d) If the alteration is requested prior to final plat or final short plat review and signature, a minor alteration may be approved with consent of the Planning Director. A long plat or short plat major alteration shall require consent of the Planning Director as a Type II review for short subdivisions after public notice or the Hearing Examiner as a Type III review for subdivisions after public notice and a public hearing is held. Notice shall be provided of the application for a long plat or short plat alteration to all owners of property within the subdivision or short subdivision, all parties of record, and as was required by the original subdivision or short subdivision application. The Planning Director shall have the authority to determine whether the proposed alteration constitutes a minor or major alteration pursuant to subsection (b) of this section.~~

~~(e) If the alteration is requested after final plat or final short plat review and signature, but prior to filing the final plat or final short plat with Snohomish County, a plat or short plat alteration may be approved with consent of the Planning Director for short subdivisions as a Type II review or the City Council for subdivisions as a Type V review. Upon receipt of an application for alteration, notice shall be provided of the application to all owners of property within the subdivision or short subdivision, all~~

parties of record, and as was required by the original application. The notice shall establish a date for a public hearing.

- (f) ~~If the alteration is requested after filing the final plat or final short plat with Snohomish County, a minor plat alteration may be approved with consent of the Planning Director as a Type II review. If the Planning Director determines that the proposed alteration is a major alteration, pursuant to subsection (b) of this section, then the Planning Director may require replatting pursuant to this chapter. Upon receipt of an application for alteration, notice shall be provided of the application to all owners of property within the subdivision or short subdivision, all parties of record, and as was required by the subdivision or short subdivision plat application. The notice shall establish a date for a public hearing.~~
- (g) (d) The City shall determine the public use and interest in the proposed alteration and may deny or approve the application for alteration. If any land within the alteration is part of an assessment district, any outstanding assessments shall be equitably divided and levied against the remaining lots, parcels, or tracts, or be levied equitably on the lots resulting from the alteration. If any land within the alteration contains a dedication to the general use of persons residing within the subdivision, such land may be altered and divided equitably between adjacent properties.
- (h) (e) After approval of the alteration, the City shall order the applicant to produce a revised drawing of the approved alteration of the subdivision or short subdivision, and after signature the final plat or final short plat shall be filed with Snohomish County to become the lawful plat or short plat of the property.
- (i) (f) This section shall not be construed as applying to the alteration or replatting of any plat or short plat of State-granted shore lands.

14.3818.200 Boundary Line Adjustments. (*Change limited to correcting section number*)

Section 10. Chapter 14.38 LSMC, entitled “Subarea Plans,” is hereby amended as follows (additions shown by underline, deletions shown by strikethrough, and all other sections and subsections remain unchanged):

14.38.020 Zoning Districts.

(b) Commercial District (CD). The purpose of this district is to accommodate the high-intensity retail needs of the community and regional market by attracting a mix of large to small format retail stores and restaurants to create a vibrant and unified regional shopping center. Transportation accessibility, exposure to highways and arterials with adequate public services and traffic capacity characterize this district.

(4) Special Regulations.

- (i) Health care, professional, scientific, and technical services require a conditional use permit per Section [14.16C.045](#) when the structure’s footprint exceeds 10,000 gross square feet;
- (ii) Places of worship over 10,000 gross square feet require a conditional use permit per Section [14.16C.045](#);
- (iii) Macro facilities collocation on existing buildings/structures requires an administrative conditional use permit per Section [14.16C.015](#);
- (iv) Macro facilities (e.g., new tower, pole or structure)/towers and antennas more than 50 feet tall require a conditional use permit per Section [14.16C.045](#);

(v) Warehousing, storage and distribution accessory to the principal use shall not exceed 25 percent of the gross floor area of individual structures, unless a conditional use permit is granted per Section [14.16C.045](#);

(vi) Outdoor retail sales of building materials, garden equipment and supplies, and vehicles are permitted; ~~and~~

(vii) Marijuana retail facilities are not allowed; and

(viii) Personal storage facilities may be permitted subject to the following regulations:

- An administrative conditional use permit is required;
- Standalone storage facilities with no other uses on the same site are prohibited;
- Storage facilities shall not exceed 15% of the gross commercial floor area on the site;
- Outdoor storage is prohibited;
- The storage facility shall support at least one primary use on the project site or within the immediate vicinity; and
- All other provisions of LSMC 14.44.044 that do not conflict with this section apply.

14.38.040 Dimensional Regulations.

Table 14.38-I Dimensional Regulations, Note 10.

10. Building heights in the CBD and P/SP zoning districts west of Main Street between North Lakeshore and 16th Street ~~SE NE~~ may not exceed 45 feet.

14.38.060: Parking Regulations.

(b) Parking Ratio. Table 14.38-III establishes the specific parking requirements for the subareas.

Table 14.38-III
Parking Standards^{1, 2, 3}

Land Use	Minimum	Maximum
Commerce and Industry (per gross floor area)		
Health Care	2.5 stalls per 1,000 gfa	5 stalls per 1,000 gfa
Office and Business Services	2 stalls per 1,000 gfa	4 stalls per 1,000 gfa
Food Services	10 stalls per 1,000 gfa	20 stalls per 1,000 gfa
Retail Trade and Personal Services	2 stalls per 1,000 gfa	4 stalls per 1,000 gfa
Wholesale Trade	1 stall per 1,000 gfa	2 stalls per 1,000 gfa
Hotel	0.75 stalls per room	1 stall per room
Conference Center	1 stall per 50 gfa	1.5 stalls per 50 gfa
Residential (per residential unit or room)		

Table 14.38-III
Parking Standards^{1, 2, 3}

Land Use	Minimum	Maximum
Group, Convalescent and Nursing Homes	1 per room	1.5 per room
Multi-Family Residential ³⁴	1.25 stalls per unit ⁵⁴	2.5 stalls per unit ⁶⁵
Senior Housing	0.5 stalls per unit	1 stall per unit
Single-Family Residential	2 per unit	NA

Notes:

1. Where an adopted subarea plan establishes parking standards for a use or zoning district that differs from this table, the standards in the subarea plan shall prevail.

24. Parking requirements for uses not listed shall be per Table 14.72-I: Table of Parking Requirements in Section [14.72.010](#).

32. Off-street parking shall include the sum of the requirements for the various uses as listed in the required parking table or consistent with subsection (c) of this section. For example, if a site has office and residential uses, the parking area would need to include the required number of parking spaces for both uses.

43. Includes mixed use developments.

54. One and one-quarter spaces minimum to a maximum of two spaces for units with one or less bedrooms.

65. Two and one-quarter spaces minimum to two and one-half maximum for units with two or more bedrooms.

14.38.100 Signs.

d) Projecting/Suspended Signs, Wall Signs, and Window Signs.

(3) Wall Signs.

(i) Wall signs shall be generally located in the storefront area above the main entrance along primary facades and beneath the roofline or cornices on secondary facades;

(ii) Second story signs shall be generally located directly above or below windows, but not higher than the belt course between the next story or below the roofline or cornices, as illustrated in Figure 14.38-IV;

(iii) Wall signs shall be generally centered between defined architectural elements and may not extend beyond defined architectural features;

(iv) Wall signs may be located on building focal points, if the sign does not extend beyond defined architectural features;

(v) Wall signs shall not project more than 10 inches from the building;

(vi) Wall signage may be located on awnings and marquees or similar structures only when the design of the building facade prohibits wall signs on the storefront facade and the signage does not extend beyond defined architectural features; and

(vii) The wall sign area calculation is defined in Table 14.38-IV and the maximum sign area per facade will be based on the size of the associated gross business area, as follows:

- a. Five thousand gross square feet or less: 32 square feet;
- b. Five thousand one to 15,000 gross square feet: 96 square feet; and
- c. Over 15,001 gross square feet: 192 square feet.

Table 14.38-IV Sign Standards (New Note 6)

Sign Type ¹		BD	CD ²	NB	MS ²	CBD	MUN ²
Projecting/Suspended	Sign Area	NA	10 sq. ft. max. and no more than 5 ft. in width	6 sq. ft. max. and no more than 3 ft. in width			
	Maximum Number	NA	1 projecting or suspended sign per main facade or leasable frontage				
Wall ³	Sign Area	Main: 10% of building facade	Main: 15% of building facade	Main: 10% of building facade			
		Secondary: 5% of building façade ⁶	Secondary: 10% of building façade ⁶	Secondary: 5% of building façade ⁶			
	Maximum Number	1 per facade	1 per facade ⁴	1 per facade			
		2 facades may have signs	3 facades may have signs	2 facades may have signs			
Window ⁵	Sign Area	10% percent of window area	20% percent of window area	10% percent of window area			

Notes:

1. Each leased space or building frontage may have one projecting sign or one suspended sign, but not both.
2. Residential signage shall conform to Section 14.68.090.
3. Wall sign calculation: the facade area (first 12 feet of the building height) multiplied by the total facade length or leasable frontage for multi-tenant buildings (example: [12 x 30 = 360] [360 x 15% = 54 sq. ft.]). The sign calculation for second story signage would be the leasable frontage multiplied by the height of the story (example: [12 x 20 = 240] [240 x 15% = 36 sq. ft.]).
4. Building over 15,000 gross square feet, with a primary facade length over 100 linear feet, may have two signs along the primary facade for the primary businesses and one sign per enclosed secondary business. Sign area for all signs will be included in the maximum sign area.
5. Commercial signage for businesses on third stories and above would be limited to window signs.

6. Main facade is defined as a façade with a primary pedestrian entrance; there may be more than one main facade. All other facades are secondary. The maximum number of facades (main or secondary) shall follow Table 14.38-IV.

Section 11. Chapter 14.40 LSMC, entitled “Permissible Uses,” is hereby amended as follows (additions shown by underline, deletions shown by strikethrough, and all other sections and subsections remain unchanged):

Table 14.40-I Table of Residential Uses by Zone

NAICS Code	Use	R4	WR	R6	R8-12	MFR	LB	MU ¹	PBD ²
GENERAL RESIDENTIAL									
N/A	Cottage housing development ³	P	P	P	P	P			P
N/A	Townhomes/rowhouse ⁴²	<u>P¹²</u>		<u>P¹²</u>	P	P			P
MISCELLANEOUS AND ACCESSORY USES									
N/A	Level II healthcare facility				C ¹⁴	C ¹⁴			P

12. Townhomes are permitted per Chapter 14.46, Part III or as part of a planned residential development (PRD) in single family zones, subject to Section 14.18.300 (Planned Residential Developments).

13. Subject to Type I review and requirements of Section 14.44.064

14. Level II facilities must show compliance with the conditional use permit decision criteria in Section 14.16C.045(d), including potential impacts on and compatibility with surrounding residential uses.

Table 14.40-II Table of Nonresidential Uses by Zones

NAICS Code	Use	LB	MU ¹	PBD ²	BD	CBD	CD	LI	GI	P/SP
HEALTHCARE AND SOCIAL SERVICES										
N/A	Level <u>II</u> /III healthcare facility	P	A	P	P	P	P	P		A
PERSONAL AND GENERAL SERVICES										
531130	Personal storage facilities ^{5,6,11}	A ⁶					A ^{6,11}	A	A	

5. Subject to Section 14.44.044 (Storage Facilities) and Chapter 14.38 (Subarea Plans).

6. Standalone storage facilities are not permitted in the LB and CD zones, including within subareas.

11 ~~Prohibited in subareas per Chapter 14.38~~ Storage facilities are ~~distinct~~ from warehousing, storage and distribution uses associated with or secondary to a principal use in subareas. They may be permitted within subareas with a CD zoning designation subject to compliance with Section 14.38.020.

Note: Only revised rows/columns/notes are shown for Section 11 amendments.

Section 12. Chapter 14.44 LSMC, entitled “Supplementary Use Regulations,” is hereby amended as follows (additions shown by underline, deletions shown by strikethrough, and all other sections and subsections remain unchanged):

14.44.015 Home Occupations.

(d) Standards. Home occupations are permitted as an accessory use to the residential use of a property only when all the following conditions are met:

(15) Food-related businesses shall be required to possess and maintain a food handler’s card from the Snohomish County Health Department District;

(k) In-Home Day Care Standards.

(1) Home day care ~~and adult family care~~ facilities shall meet State licensing requirements, including those pertaining to building, fire safety, and health codes found in 110-300 WAC. A copy of the required State license, if applicable, shall be furnished by the applicant with the City business license application.

(2) There shall be minimal, if any, change in the outside appearance of the residence.

(3) Where outdoor recreation facilities are provided for children in day care facilities, they shall be screened by a fence at least four feet high, where abutting residentially zoned property.

(4) The facility shall provide a safe passenger loading area outside the public right-of-way.

(5) The day care provider shall provide written notification to immediately adjoining property owners of the intent to locate and maintain a facility and provide a copy of the notification to the Planning Department. (Ord. 1124, Sec. 2 (Exh. A), 2021)

(l) Adult Family Home Standards.

(1) Adult family homes shall meet State licensing requirements, including those pertaining to building, fire safety, and health codes found in [Chapter 70.128 RCW](#). A copy of the required State license, if applicable, shall be furnished by the applicant with the City business license application.

(2) There shall be minimal, if any, change in the outside appearance of the residence.

14.44.025 Model Homes.

(c) Occupancy of model homes is limited as follows:

(1) No model home shall be occupied for residential use prior to the recording of the final plat and until water, sewer, and storm sewer service is installed and provided to the home.

(2) Model homes used as temporary real estate offices shall obtain a temporary use permit in accordance with Section [14.16C.110](#) subject to the conditions of Section [14.16C.110\(c\)\(3\)](#).

(3) One additional preliminarily approved lot may be used to furnish off-street parking provided a hard surface consistent with Section 14.72.060 is provided. ~~approved by the Public Works Director or designee is installed~~. This provision is not intended to increase the total number of model homes permitted under subsection (a)(1) of this section. (Ord. 1019, Sec. 2 (Exh. A), 2018)

14.44.038 Temporary Encampments.

(g) Additional Approval Criteria for Temporary Encampment.

(4) Health and Welfare Requirements. The sponsor and/or managing agency shall meet all applicable public health regulations, including but not limited to the following:

(v) Public health guidelines on food donations and food handling and storage, including proper temperature control, shall be followed and temporary encampment residences involved in food donations and storages shall be made aware of these guidelines consistent with the Snohomish County Health District Department requirements;

(vi) Smoking in designated areas only; these areas must be a minimum of 200 square feet and a minimum of 25 feet from any neighboring residential property. Provide ashtrays in areas approved for smoking;

(vii) The sponsor and/or managing agency shall provide a plan for the social welfare of those residing within the camp. The plan should include provisions for substance addiction and mental health counseling services, unemployment assistance and low-income housing assistance;

(viii) The encampment shall permit inspections by City, Snohomish County Health District Department, and Fire Department, and any other local, State, or Federal agency having jurisdiction to determine compliance with the permit conditions inspectors at reasonable times during the permit period without prior notice to ensure compliance with the conditions of the permit. The sponsor shall implement all directives resulting from such inspections within 48 hours, unless otherwise noted;

~~14.44.040 Temporary Emergency, Construction, or Repair Residences. (Section Deleted)~~

~~(a) Temporary residences used on construction sites of nonresidential premises shall be removed immediately upon the completion of the project.~~

~~(b) Permits for temporary residences to be occupied pending the construction, repair, or renovation of the permanent residential building on a site shall expire within six months after the date of issuance, except that the Planning Director may renew such permit for one additional period not to exceed three months if he determines that such renewal is reasonably necessary to allow the proposed occupants of the permanent residential building to complete the construction, repair, renovation, or restoration work necessary to make such building habitable.~~

~~(c) When sudden, unforeseen damage occurs to a residence making it uninhabitable, thus necessitating occupancy in a temporary residence, occupancy may occur immediately provided an application for the temporary use permit is made within seven days from the first day of occupancy in the temporary residence. (Ord. 676, Sec. 31, 2003; Ord. 468, 1995)~~

14.44.045 Accessory Dwelling Units.

The installation of ~~an two~~ accessory dwelling units (ADU) in any configuration (attached or detached) in new and existing single family dwellings shall be allowed in residential zones-zoning districts with a principal unit subject to specific development and design standards.

(a) Purpose. The purpose of allowing ADUs is to:

(1) Offer a means for residents to remain in their homes and neighborhoods, despite rising costs of living, while obtaining rental income, companionship, security and services.

(2) Expand housing options for residential property owners, particularly family caregivers, adult children, aging parents, and families seeking smaller households.

- (3) Provide another means for homeowners to reinvest in and improve their residential property.
- (4) Develop housing units in single-family neighborhoods that are appropriate for people at a variety of stages in the life cycle.
- (5) Promote a broader range of affordable housing options in Lake Stevens.
- ~~(6) Comply with RCW 43.63A.215, which requires cities with populations greater than 20,000 to include provisions for ADUs in their development regulations.~~
- ~~(7)(6) Comply with the goals and policies of the Housing Element in the Comprehensive Plan.~~
- ~~(8) Protect neighborhood stability, property values, and the single-family residential appearance of the neighborhood by ensuring that ADUs are installed under the conditions of this section~~

(b) Development Standards.

- (1) The ADUs may be within, attached to, or detached from the principal dwelling unit or ~~as part of converted from an existing legal accessory structure a detached garage.~~
- ~~(2) Only one ADU may be constructed per residence. Residential lots with a duplex are not eligible to construct an ADU.~~
- ~~(2 3) An ADU can be constructed to a maximum size of up to 50 percent of the principal dwelling unit's total gross floor area, or to a maximum size of 800-1,000 square feet of total gross floor area, whichever is less.~~
 - ~~(i) Buildings and garages detached from the principal dwelling shall be excluded from the total gross floor area calculation.~~
 - ~~(i ii) If the ADU is completely located on a single floor within the footprint of the primary residential unit or an existing legal accessory structure of the principal dwelling unit, the Director or designee may allow an increased in ADU size to efficiently use the floor area, so long as all other standards set forth in this section are met. This flexibility is not intended to allow the division of larger residences into separate duplex units or two-family conversions, which are subject to Section 14.48.020.~~
- ~~(3 4) An ADUs shall not be smaller than 250 square feet of gross floor area.~~
- ~~(5) In High Urban Residential and Multi Family Residential zoning districts, ADUs may only be constructed on lots larger than 125 percent of the minimum lot size for that zone.~~
- ~~(4 6) Individual ADUs can be conveyed separately as condominium units per Chapter 64.34 RCW, subject to an approved binding site plan per Chapter 14.18. An ADU shall not be segregated from the ownership of the principal dwelling unit through any process that would subvert state and local statutes and ordinances.~~
- ~~(5 7) The construction of an ADU shall conform to all applicable standards in the building, plumbing, electrical, mechanical, fire and any other applicable codes, laws, rules, and regulations as adopted by the City and/or State, including but not limited to the development standards applicable to the underlying zone where the ADU is being proposed.~~
 - ~~(i) Per RCW 36.70A.681(i), detached ADUs do not require a setback from a side or rear property line that abuts a public alley, unless said alley is routinely plowed for snow.~~
 - ~~(ii) Per RCW 36.70A.681(j), accessory dwelling units converted from existing accessory structures may be non-conforming to current setback and lot coverage requirements.~~
- ~~(6 8) An ADU shall be on a foundation as regulated by the current International Residential Code.~~

~~(7 9)~~ Applicants shall obtain all necessary approvals from agencies with jurisdiction over utility infrastructure.

~~(8 10)~~ The construction of ADUs shall not require the construction of frontage improvements in the public right-of-way pursuant to Section 14.56.170.

~~(9 11)~~ For the purposes of calculating impact fees, an ADU shall be considered an apartment in. The impact fee for accessory dwelling units shall be no more than 50 percent of the impact fee imposed on the principal unit per the currently adopted fees resolution.

~~(c) Design Standards.~~

~~(1) ADUs shall include architectural and design features that are visually compatible with single family homes. Examples of these features may include using matching materials, colors, window style, or roof design. An ADU may be exempt from this design requirement if the structure is substantially screened from view of surrounding properties.~~

~~(2) The privacy of dwelling units on adjacent lots and ADUs shall be protected to a reasonable extent by including a landscape screen, fencing, strategic window and door placement, or orienting the ADU to maximize privacy.~~

~~(3) If the ADU's primary entrance is not the same as that for the principal dwelling unit, it shall be less visible from the street than the main entrance of the principal dwelling unit, and the ADU's stairways may not be constructed on the front of the principal dwelling unit.~~

(c) Parking.

(i) Per Table 14.72-I, one off-street parking space per ADU unit is required in addition to the parking required for the primary dwelling unit.

(ii) No parking spaces are required for ADU's within one-half mile of a walking distance of a major transit stop as defined in RCW 36.70A.696 unless the city demonstrates implementation of this subsection will be significantly less safe for vehicle drivers or passengers, pedestrians, or bicyclists than if the jurisdiction's parking requirements were applied to the same location for the same number of detached houses.

(d) Other regulations.

(i) Per the definitions in RCW 36.70A.696, ADUs are considered separate dwelling units and provide complete independent living facilities separate from those of the primary residence.

(ii) Lots that contain designated critical areas or their buffers are regulated by Chapter 14.88 and may be subject to the reasonable use provisions in Sections 14.88.310 and 14.88.320, which may limit the number of ADUs permitted on a lot.

~~14.44.048 Temporary Public Structures. (Entire section deleted)~~

~~Public agencies may erect and use temporary structures (e.g., portable school classrooms, civic uses, emergency command centers, health and social services centers, etc.) upon demonstrating that such a use is in the public benefit and that the use is temporary in nature. Permits for temporary public structures shall expire one year after issuance, but may be renewed annually by the Planning Director upon demonstration of demonstrated public benefit. (Ord. 468, 1995)~~

14.44.085 Mobile Food Vendors.

(c) Application. The submittal requirements for mobile food vending license review shall include the following:

(4) Copy of Snohomish ~~County~~ Health ~~District~~ Department permit.

(e) Permitted Locations.

(3) Mobile food vending units are allowed on private properties in commercial and industrial areas pursuant to Table 14.40-II, and subject to written approval from the owner and the following requirements and restrictions:

(f) Special Events

(1) Mobile food vendors may operate on private and public properties as part of an approved event permit, subject to the following:

(iii) The event sponsor shall be responsible to ensure that all food vendors have the necessary permits per the current Snohomish County Health ~~District~~ Department requirements or other applicable State or County regulatory agency.

14.44.210 Noise.

Table 14.44-I: Maximum Permitted Sound Levels, dB(A)

Zoning of Lot Where 4.000 Use Located	(re: 0.0002 Microbar) Zoning of Adjacent Land				
	Residential and PND		NC, LB, CBD, MU, PBD, SRG	LI	GI
	7:00 a.m. - 9:00 p.m.	9:00 p.m. - 7:00 a.m.			
LI & GI	60	50	65	70	70

~~Part V. Multifamily Apartments Annexed into the City (Entire part deleted)~~

~~14.44.500 Authority.~~

~~This chapter contains the City's procedures and policies related to the expansion or replacement of existing multifamily structures located in WR, , R4, R6, or R8-12 zoning districts, annexed into the City on or after January 1, 2006. (Ord. 1124, Sec. 2 (Exh. A), 2021; Ord. 871, Sec. 3, 2012)~~

~~14.44.510 Conditional Use Permit Required.~~

~~Any requests to expand and/or replace existing multifamily structures (regardless of reason), located in WR, R4, R6, or R8-12 zoning districts, annexed into the City on or after January 1, 2006, shall require a conditional use permit per Section 14.16C.045 prior to approval of the expansion and/or replacement. (Ord. 1124, Sec. 2 (Exh. A), 2021; Ord. 871, Sec. 3, 2012)~~

~~14.44.520 Additional Requirements.~~

~~(a) The proposed expansion and/or replacement cannot increase the number of units.~~

~~(b) The proposed expansion and/or replacement must comply with current regulations and obtain all applicable permits and approvals, including but not limited to a building permit per the current International Construction Codes.~~

~~(c) The density and dimensional standards of the MFR (Multifamily) zone shall apply per Table 14.48 I, Density and Dimensional Standards, to Chapter 14.48; however, if a building is destroyed by fire, accident, or natural disaster the structure can be reconstructed within the existing footprint.~~

~~(d) All other provisions of the LSMC associated with multifamily development, including but not limited to critical areas, landscaping, design guidelines, and parking, shall apply.~~

~~(e) The project proponent shall submit the original County approved official site plan and supporting County decision documents to the City with the conditional use permit application or equivalent documentation that identifies the approved number of units and lot configuration prior to expansion or replacement. (Ord. 871, Sec. 3, 2012)~~

Section 13. Chapter 14.46 LSMC, entitled “Innovative Housing and Infill,” is hereby amended as follows (additions shown by underline, deletions shown by strikethrough, and all other sections and subsections remain unchanged):

14.46.100 Purpose and Intent.

(a) These regulations set forth the required standards for cottage housing developments as permissible uses in the following zoning districts: R4, R6, R8-12 and MFR.

Chapter 14.46, Part III. Infill Development and Middle Housing.

14.46.200 Purpose and Intent.

The purpose of this section is to encourage the efficient development of underutilized residential parcels in areas that are primarily built out, where infill residential development including middle housing should be encouraged. This section identifies conditions under which infill development is supported and relaxes certain development requirements to promote the efficient construction of infill development in appropriate areas of the City and to comply with RCW 36.70A.635. (Ord. 1081, Sec. 5, 2020)

14.46.210 Applicability.

(a) Eligibility Criteria. This chapter may be applied to development or redevelopment that meets all the following criteria:

(1) Duplexes and Other Two-Unit Configurations: The lot is within one of the following zoning districts that are predominantly residential in nature: R4, WR, R6, and R8-12 and MFR.

(2) Three and Four-Unit Configurations, Including Triplexes and Fourplexes: The lot is within one of the following zoning districts: R4, R6, R8-12 and MFR.

(i) Lots within the WR zoning district may be developed with three or four units if they meet the criteria in Section 14.46.230(c)(6) and (7).

~~(23)~~ Adjacent properties abutting at least 50 percent of the nonstreet perimeter of the subject property:

(i) Are developed with single-family dwellings or higher intensity uses; or

(ii) Are encumbered by critical areas and associated buffers near the boundary; or

(iii) Are utility easements, such as the Everett Waterline or PUD power easement, that create a substantial break in development and/or redevelopment potential.

~~(34)~~ The subject property is at least ~~125~~ 100 percent of the minimum lot size for the underlying zoning district up to a maximum of one acre, not including those lands encumbered by critical

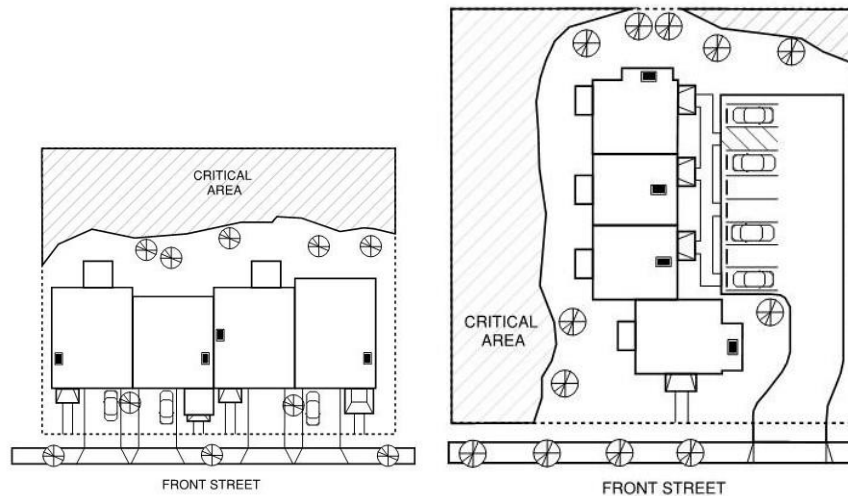
areas, their associated buffers, proposed dedications to the City and existing utility easements that will remain; and

- (i) If the infill development is made up of multiple parcels the maximum size shall be taken from the combined area of the parcels.
- (4) The development or redevelopment creates a minimum of one new lot or dwelling unit. (Ord. 1081, Sec. 5, 2020)

14.46.230 Infill Residential Standards.

- (a) All other provisions of this title that would apply to a non-infill project shall apply to infill development except as specifically modified by this chapter.
- (b) Infill Land Division Standards - Reduction in Dimensional Requirements for Infill Residential Development. Notwithstanding the dimensional development standard requirements found in the underlying residential zones of Chapter [14.48](#), property that is eligible for infill residential development pursuant to Section [14.46.210](#) shall be eligible for subdivision of land as follows:
 - (1) Minimum Lot Area. Minimum lot area may be reduced by 20 percent of the minimum areas required in Chapter [14.48](#) for the underlying zone.
 - (2) Minimum Lot Width. Minimum lot width may be reduced by 20 percent of the required minimum lot width of the underlying zone with no lots being narrower than 40 feet.
 - (3) Developments that provide detached housing units 1,600 square feet or smaller shall be granted a 20 percent adjusted gross density bonus to the underlying zoning district.
- (c) Infill Development Standards. Properties eligible for infill residential development pursuant to Section [14.46.210](#) may apply these additional development standards, provided all required utility infrastructure, access requirements, and street elements can be accommodated in accordance with the City design and construction standards.
 - (1) If the proposed project conforms to the average existing building lines or setbacks of adjoining structures, reduced front setbacks will be permitted. In no case shall front setbacks be reduced for a garage or carport.
 - (2) ~~Side setbacks for single family units may be five feet per side.~~ Setbacks shall conform with those established for the underlying zoning district.
 - (3) Impervious Surface. Maximum impervious surfaces can be increased by five percent over that allowed in the underlying zone.
 - (4) Parking. Attached dwelling units, with shared parking lots, located within a half mile of a transit center with one or less bedrooms will qualify for a reduced parking standard of one and one-half spaces required per unit.
 - (i) For lots smaller than 6,000 square feet before any zero-lot line subdivisions, a minimum of one off-street parking space shall be provided per unit.
 - (ii) Off-street parking is not required on lots within a half mile walking distance of a major transit stop as defined in RCW 36.70A.030.
 - (5) Attached dwelling units and other middle housing of up to four units shall be allowed in single-family zones as infill development subject to the following lot size standards:
 - (i) Duplex lots shall be ~~125~~ at least 100 percent of the minimum lot size of the underlying zone.

- (ii) Triplex lots shall be 150 percent of the minimum lot size of the underlying zone, unless they meet one of the additional criteria in subsection (c)(6).
- (iii) Fourplex lots shall be 175 percent of the minimum lot size of the underlying zone, unless they meet one of the additional criteria in subsection (c)(6).
- (iv) Up to four units may be provided in a garden/courtyard apartment with a minimum of two units per structure on a single lot.



(6) Up to four units of middle housing shall be allowed on any lot having at least the minimum lot size for a detached single-family residence and which meets one of the below criteria:

- (i) The lot is located within a quarter mile of a major transit stop, as defined in RCW 36.70A.030;
or
- (ii) At least one housing unit provided is affordable housing, as defined in RCW 36.70A.635(2)(a).

(7) Middle housing proposed on lots with designated critical areas or their buffers are regulated by Chapter 14.88 and may be subject to the reasonable use provisions in Sections 14.88.310 and 14.88.320.

(8) A zero-lot line short subdivision may be utilized to create separate lots for each unit through the Unit Lot Subdivision process identified in Section 14.18.320.

(9) Condominium units may be created for units in a “stacked” configuration through a binding site plan process, per Chapter 14.18 – Part II.

(d) Infill Design Standards. Property that is eligible for infill residential development pursuant to Section [14.46.210](#) shall adhere to the following administrative design standards requirements. While creativity and variation in architectural design are encouraged, the purpose of these requirements is to ensure compatibility of infill development with the character of nearby existing residential structures.

- (1) Building orientation on infill lots shall match the predominant orientation of other buildings along the street frontage to match the neighborhood character. Multiplexes may have one unit face the street to meet this design standard.
- (2) Parking. Infill developments shall comply with all parking standards pursuant to Chapter [14.72](#) except as specifically modified by this chapter.

- (i) Parking may be consolidated for infill projects. Parking lots can be attached to individual lots, in common easements or set aside in a separate tract.
 - (ii) For single-family and townhome projects, the access and off-street parking shall be like the predominant character for existing development along the street frontage; however, a central parking lot at the rear or side of the development would be allowed.
 - (iii) For stacked apartment style projects, the primary vehicular access and off-street parking are preferred to be located to the rear or side of the proposed structures.
 - (iv) For garden/courtyard style apartments the parking must be on the side or rear of the development.
- (3) Landscaping shall be provided along the perimeter of the development and parking lots to soften the transition between new and existing dwelling units when the new dwellings are different than the adjacent existing land use.
- (i) Attached dwelling units, including townhomes, stacked apartments and garden/courtyards shall provide a Type B screen as described in Section [14.76.040](#).
 - (ii) Detached single-family infill projects are exempt from buffer landscaping adjacent to other single-family zoning districts.
- (4) Integration with Natural Amenities. Natural amenities (views, mature trees, creeks, rock outcrops, and other similar features) should be preserved and integrated with the development to the maximum extent feasible. Clustering of lots/units and adjusting roadway configuration to integrate these features are encouraged to achieve these goals. Access and visibility to these natural amenities are encouraged.
- (5) Horizontal building facades longer than 25 feet, or the width of individual attached units, shall be treated to reduce building mass and visual bulk using elements described in the Lake Stevens Design Guidelines for blank wall treatments.
- (6) Attached dwelling units shall be design reviewed using the Multifamily Chapter of the Lake Stevens Design Guidelines.
- (7) Additional Requirements for Garden/Courtyard Apartments.

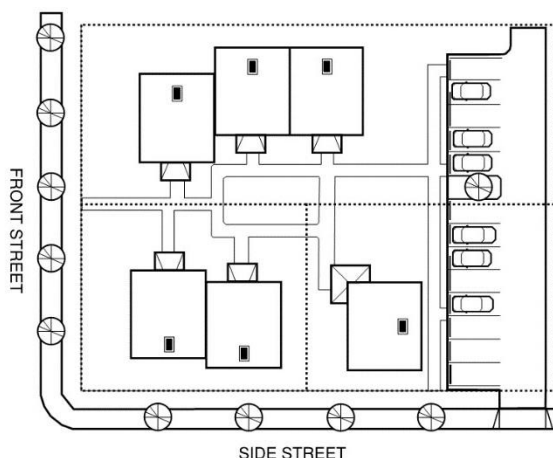


Figure 14.46-I: Multiple lots combined to create a garden courtyard project that includes a detached single-family, duplex and triplex with consolidated parking in the rear of the development.

- (i) Each dwelling unit must have a separate, ground-related entrance with entrances facing the shared open space.
- (ii) Garden/courtyard projects shall provide architectural details on facades that face the courtyard and the public right-of-way.
- (iii) Garden/courtyard entries shall be well defined using landscaping, ornamental fencing, or architectural features.
- (iv) Every unit shall have a covered entry from the courtyard.
- (v) The internal garden/courtyard space of the development shall be defined through architectural features, buildings, or landscape, and include community amenities.
- (vi) A walkway from each dwelling unit shall be provided that connects the dwelling unit to the street through the courtyard. Connections through the parking area of the development do not count towards this requirement.
- (vii) Parking accessed from a street or lane shall be limited to one driveway with a maximum width as defined by the currently adopted EDDS.
- (viii) Garbage/recycling areas shall be consolidated and screened from public view. (Ord. 1081, Sec. 5, 2020)

Section 14. Chapter 14.48 LSMC, entitled “Density and Dimensional Regulations,” is hereby amended as follows (additions shown by underline, deletions shown by strikethrough, and all other sections and subsections remain unchanged):

~~14.48.020 Duplexes in Single Family Zones. (Entire Section Deleted)~~

~~Duplexes and two-family conversions in single-family zones shall be allowed on lots having at least 125 percent of the minimum square footage required for one dwelling unit on a lot in such district. (Ord. 1080, Sec. 8, 2020; Ord. 1030, Sec. 2 (Exh. B), 2018; Ord. 676, Sec. 44, 2003; Ord. 590, 1998; Ord. 468, 1995)~~

Section 14.48.045 Accessory Structures.

- (a) In single-family residential zones, accessory structures must meet the following conditions:
 - (1) The gross floor area of all accessory structures shall not exceed 200 square feet without a building permit;
 - (2) The height of the accessory structure shall not exceed 12 feet without a building permit; and
 - (3) The accessory structure may be set back five feet from rear and side property lines but shall be no closer to the front property line than the principal dwelling unit front setback of the underlying zoning district. Accessory dwelling units shall adhere to the setbacks of the underlying zoning district unless otherwise noted in Section 14.44.045.

Table 14.48-I Residential Density and Dimensional Standards^{1,2}

Zoning District	Lot Size		Lot Width	Front Setback²³	Side Setback¹⁰	Rear Setback	Maximum Impervious Area⁶⁷	Maximum Height
R4	8,000 sq ft		60 feet internal 65 feet corner	25 feet	15 total (no less than 5 feet one side)	20 feet	50%	35 feet
WR	9,600 sq ft		variable - not less than 50 feet	25 feet	15 total (no less than 5 feet one side)	20 feet ⁷⁸	40% ⁵⁶	35 feet
R6	6,000 sq ft		50 feet internal 55 feet corner	20 feet	10 total (no less than 5 feet one side)	15 feet	55%	35 feet
R8-12 ³⁴	Detached	4,000 sq ft	45 feet internal 50 feet corner	15 feet (25 feet max.) ⁸⁹	10 total (no less than 5 feet one side)	10 feet	65%	35 feet
	Attached	2,800 sq ft	16 feet internal 26 feet corner	15 feet (25 feet max.) ⁸⁹	10 feet between other districts or buildings on site	10 feet	75%	45 feet
MFR	None		20 feet ⁴⁵	Variable	10 feet between other districts or buildings on site	10 feet between other districts	80%	55 feet

Notes:

1. Unless otherwise stated, the dimensional standards refer to minimum requirements.

2. See Chapter 14.46, Part III for density standards for middle and infill housing.

23. The minimum required setback for garages is 20 feet from the front lot line to ensure sufficient space for cars to park in driveways without blocking sidewalks.

34. The R8-12 zoning district applies two sets of development standards depending on if the project is a detached single-family or attached townhouse development. Developments may apply a mix of standards if both types of housing are represented in the project up to the maximum adjusted gross density. For attached units, the 2,800 square foot lot size is not a minimum lot size and is instead used to determine adjusted gross density per Section 14.48.085.

45. Twenty-foot minimum street frontage.

56. Per Lake Stevens Shoreline Master Program.

6. ~~The allowance for impervious surfaces shall only apply to parcels with adequate stormwater facilities developed following the 2012 Washington State Department of Ecology Storm Water Management Manual for Western Washington, as amended in 2014, as now or hereafter revised; otherwise the lot coverage remains 40 percent for single family zones (R4, R6 and WR) and 65 percent for the R8-12 zoning district on existing developed parcels.~~

7. The allowance for maximum impervious surfaces shall apply to new subdivisions, short subdivisions, infill development and multifamily developments on parcels with adequate stormwater facilities developed under the current Washington State Department of Ecology Stormwater Management Manual for Western Washington or hereafter revised. The lot coverage for lots or developments created prior to 2020 shall be

40 percent for single-family zones (R4, R6 and WR), 65 percent for the R8-12 zoning district and 80 percent for multifamily developments. Any applicant requesting an increase in impervious surfaces to current standards, on existing developed parcels, shall demonstrate that the cumulative increase of impervious surfaces will not impact the overall capacity of the existing stormwater system or the increase in impervious surface cannot be mitigated including the cumulative impervious surface for the entire subdivision or development project as developed.

78. The Lake Stevens Shoreline Master Program requires a 50-foot buffer from the lake and 10-foot setback. On Waterfront Residential parcels separated from the lake by roads the rear (upland) setback is 20 feet; otherwise, rear setbacks from the water will be per the Lake Stevens Shoreline Master Program.

89. The maximum driveway length is mandatory for standard platted lots. Exceptions to this standard may be considered on a case basis for infill lots and lots with unique site conditions including but not limited to critical areas, topography and location of easements and utility corridors.

10. Per LSMC 14.48.035(a), side setbacks are 10 feet along side streets of corner lots.

Section 15. Chapter 14.50 LSMC, entitled “Land Disturbance,” is hereby amended as follows (additions shown by underline, deletions shown by strikethrough, and all other sections and subsections remain unchanged):

14.50.125 Application Requirements.

A land disturbance application shall include the following items:

- (a) Completed Type I/II permit application form;
- (b) A narrative of the project that describes the existing site conditions and development goals of the proposed work by including (1) specific work to be accomplished, (2) a time schedule for land clearing activities, (3) type of equipment to be used, (4) measures proposed to protect the site and adjacent properties from potential adverse impacts, and (5) the estimated quantities/area of work involved;
- (c) Public noticing documents per Chapter 14.16B;
- (d) An environmental checklist if the land disturbance will exceed ~~100 cubic yards~~, the thresholds established in Section 16.04.050(b) for fills or excavations;

Section 16. Chapter 14.56 LSMC, entitled “Streets and Sidewalks,” is hereby amended as follows (additions shown by underline, deletions shown by strikethrough, and all other sections and subsections remain unchanged):

14.56.150 Inspection of Public Improvements Required Prior to Issuance of Final Permits.

All public improvement work shall be inspected by the Public Works Director or ~~his representative~~ designee prior to issuance of any final land use or building permit.

14.56.270 Private Landscape Usage of Public Right-of-Way.

(c) Requests for an approval for the placement of ~~an~~ a vegetative landscape enhancement within the public right-of-way not included in subsection (b) of this section shall be submitted in writing to the Public Works Director or designee. The request must include a detailed description of the proposed enhancement and a sketch showing the location of the proposed enhancement. The Public Works Director or designee shall provide a written response to all requests either approving or denying approval. If a request is denied, an explanation will be provided. The decision of the Public Works Director or designee shall be final and conclusive and there shall be no right of appeal.

Section 17. Chapter 14.60 LSMC, entitled “Utilities,” is hereby amended as follows (additions shown by underline, deletions shown by strikethrough, and all other sections and subsections remain unchanged):

14.60.110 Determining Compliance with Section 14.60.100.

(b) In the following *if-then* list, the *if* statement describes the type of development and the *then* statement indicates the purveyor that must certify to the city whether the proposed sewage disposal system complies with the standard set forth in Section [14.60.100](#).

- (3) If: The use (other than a subdivision) is not served by the city system but is to be served by a privately operated sewage treatment system (that has not previously been approved) with 3,000 gallons or less design capacity, the effluent from which does not discharge to surface waters:

Then: The Snohomish County Health ~~District~~ Department (SCHD) must certify to the city that the proposed system complies with all applicable state and local health regulations. If the proposed use is a single dwelling other than a mobile home, the developer must obtain an improvement permit from the SCHD. If the proposed use is a single-family mobile home, the developer must present to the City a certificate of completion from the SCHD.

- (4) If: The use (other than a subdivision) is to be served by a privately operated sewage treatment system (not previously approved) that has a design capacity of more than 3,000 gallons or that discharges effluent into surface waters:

Then: The Washington State Department of Ecology (DOE) must certify to the city that the proposed system complies with all applicable state regulations. (A “Permit to Construct” and a “Permit to Discharge” must be obtained from DOE.)

- (5) If: The proposed use is a subdivision; and

- a. Lots within the subdivision are to be served by simple connection to existing city lines or lines of a previously approved private system:

Then: No further certification is necessary.

- b. Lots within the subdivision are to be served by the city system but the developer will be responsible for installing the necessary additions to the city system:

Then: The public works director must certify to the city that the proposed system meets the city’s specifications and will be accepted by the city; and the plans must be reviewed and approved by DOE.

- c. Lots within the subdivision are to be served by a sewage treatment system that has not been approved, that has a design capacity of 3,000 gallons or less, and that does not discharge into surface waters:

Then: The Snohomish County Health ~~District~~ Department must certify that the proposed system complies with all applicable state and local health regulations. If each lot within the subdivision is to be served by a separate on-site disposal system, the SCHD must certify that each lot shown on a major subdivision preliminary plat can probably be served, and each lot on a major or short subdivision final plat can be served by an on-site disposal system.

14.60.120 Private Sewage Disposal.

(a) Where a public sanitary sewer is not available for use as provided by Section [14.60.020](#) (Lots Served by Government Owned Water or Sewer Lines), and the City so certifies and approves, and if approved by the Snohomish County Health ~~District~~ Department, the building sewer may be connected to a private sewage disposal system or replacement, any of which must comply with all applicable laws and regulations.

(b) Pursuant to RCW [70.64](#) and WAC 248.96, the City recognizes the Snohomish County Health ~~District~~ Department as the legitimate agency to supervise and direct the on-site sewer system permit process. All permitting and inspection of private sewage disposal systems shall be done by the Snohomish County Health ~~District~~ Department, PROVIDED that any application to the Health ~~District~~ Department for installation of a new on-site sewage system must be accompanied by a letter from the City stating that no sanitary systems are available and that the proposed on-site sewage system conforms to applicable City Code requirements. All related Health ~~District~~ Department fees shall be paid by the property owner. A copy of the Snohomish County Health ~~District~~ Department permit shall be furnished to the City by the property owner prior to any construction work.

(c) An appropriate fee may be established by Resolution for the above service provided by the City. (Ord. 468, 1995)

14.60.200 Building Sewer Permits Required.

(c) A permit which includes building sewer work on private property only may be issued to the owner of the property or to a registered building sewer contractor, or qualified City employee, but such permit shall not allow the owner to connect the building sewer to a public sewer except through the normal opening of a wye, tee, or stub under the supervision of the Public Works Director or ~~his representative.~~ designee.

14.60.230 Building Sewer Contractor Registration Required.

(a) For the purpose of assuring safe and quality construction of building sewers, safe and quality connection of building sewers to the public sewers of the City, no person, other than the owner of the property involved, may construct, install, repair, reconstruct, excavate, or connect to the public sewers of the City any building sewer, ~~unless he is a~~ except for building sewer contractors holding a valid, unsuspended current certificate of registration issued by the Department of Licenses of the State of Washington pursuant to Chapter 18.27 RCW, or ~~is a~~ qualified employees of the City.

14.60.250 Reuse of Building Sewers.

Old building sewers, including septic tank lines, may be used only when they are found, on examination and test by the Public Works Director, to meet all requirements of this chapter. The owner or ~~his~~ the owner's agent shall demonstrate to the Public Works Director that no connection to such building sewer or septic tank line exists which conveys any material prohibited by LSMC Section 6.04.210 (Unlawful Discharge into Public Sewers).

14.60.270 Building Sewer Construction Requirements.

(e)(8) With respect to building sewer connections to public sewers in or adjacent to Lake Stevens, the excavation for the connection into the public sewer or stub serving the public sewer and the connection thereto shall be made only under the visual inspection of the Public Works Director or ~~his representative~~ designee.

14.60.310 Determining Compliance with Section 14.60.300.

(3) If: The use (other than a subdivision) is located on a lot not served by the PUD system or a previously approved, privately owned public water supply system; and

- a. The use is to be served by a privately owned public water supply system that has not previously been approved:

Then: The Washington State Department of Ecology (DOE) must certify that the proposed system complies with all applicable state and federal regulations. (A “Permit to Construct” must be obtained from (DOE.) The DOE must also approve the plans if the water source is a well and the system has a design capacity of 100,000 gallons per day or is located in certain areas designated by DOE. The PUD must also approve the distribution lines for possible future addition to the city system.

- b. The use is to be served by some other source (such as an individual well):

Then: The Snohomish County Health ~~District~~ Department must certify that the proposed system meets all applicable state and local regulations.

(4) If: The proposed use is a subdivision; and

- a. Lots within the subdivision are to be served by simple connection to existing city lines or lines of a previously approved public water supply system:

Then: No further certification is necessary.

- b. Lots within the subdivision are to be served by the PUD system but the developer will be responsible for installing the necessary additions to such system:

Then: The PUD must certify to the city that the proposed system meets PUD specifications and will be accepted by the PUD.

- c. Lots within the subdivision are to be served by a privately owned public water supply system that has not previously been approved:

Then: The Snohomish County Health ~~District~~ Department (SCHD) must certify that the proposed system complies with all applicable state and federal regulations. (A “Permit to Construct” must be obtained from DHS.) The Washington State Department of Ecology (DOE) must also approve the plans if the water source is a well and the system has a design capacity of 100,000 gallons per day or is located within certain areas designated by DOE. The PUD must also approve the distribution lines for possible future addition to the PUD system.

- d. Lots within the subdivision are to be served by individual wells:

Then: The Snohomish County Health ~~District~~ Department must certify to the city that each lot intended to be served by a well can be served in accordance with applicable health regulations.

Section 18. Chapter 14.62 LSMC, entitled “Wireless Communication Facilities,” is hereby amended as follows (additions shown by underline, deletions shown by strikethrough, and all other sections and subsections remain unchanged):

14.62.070 Application Submittal Requirements.

(b)(12)(ii) ~~He or she~~ The signee understands that if the use is abandoned the tower must be removed within one year; and

Section 19. Chapter 14.68 LSMC, entitled “Signs,” is hereby amended as follows (additions shown by underline, deletions shown by strikethrough, and all other sections and subsections remain unchanged):

14.68.030 Certain Temporary Signs: Permit Exceptions.

(a)(5) Temporary displays, including lighting, flags, or pennants, erected in connection with the observance of holidays ~~or seasons~~ when not displayed in connection with a commercial promotion or as an advertising device. These shall be removed within ~~40~~ 30 days following the holidays ~~or seasons~~.

14.68.060 Total Allowable Sign Area.

(a) The total area devoted to all signs on any lot shall not exceed the limitations set forth in this section. All signs except temporary signs and subdivision signs shall be included in this calculation.

14.68.070 Freestanding Sign Surface Area.

(a) The area of a freestanding sign may not exceed 0.3 square feet in surface area for every linear foot of street frontage along the street toward which the sign is oriented, provided the following maximums are not exceeded:

- (1) Sites with 200 or less feet of frontage: 50 square feet;
- (2) Sites with 200 to 400 feet of frontage: 75 square feet; and
- (3) Sites with more than 400 feet of frontage: 100 square feet.

(b) In all nonresidential zoning districts ~~except Sub-Regional-Commercial~~, freestanding sign area may not exceed 0.75 square feet in surface area for every linear foot of street frontage along the street toward which such sign is primarily oriented to a maximum of 250 square feet.

(c) Freestanding signs that have no discernible sides, such as spheres or other shapes not composed of flat planes, may not exceed the maximum total surface area allowed under subsection (a) or (b) of this section for a single side of a freestanding sign. (Ord. 799, Sec. 2, 2009)

14.68.084 Changeable Text Signs.

(a) Changeable text signs are permanent sign fixtures with non-changing sign faces on non-moving text consisting of opaque individual letters mounted on plexiglass or similar materials may manually be periodically changed (e.g., for short term sales or specials). While the fixture must be permitted, the text may change without a permit as long as it fits within the dimensional parameters of the fixture.

(b) Changeable text signs are permissible in the Local Business, Central Business District, ~~Sub-Regional Commercial~~, and Public/Semi-Public districts, except that churches, synagogues, and temples (use class 5.200) may have a changeable text sign in any zone district in which they may be located, provided such sign is not internally illuminated. Each occupant may have changeable text signs, though the total aggregate surface area of such sign(s) may not exceed 10 percent of the occupants’ total allowable permitted signage. (Ord. 799, Sec. 2, 2009; Ord. 676, Sec. 58, 2003; Ord. 661, 2002; Ord. 468, 1995)

14.68.150 Nonconforming Signs.

(j) As soon as reasonably possible after the effective date of the ordinance codified in this title, the Planning Director shall make every reasonable effort to identify all the nonconforming signs within the City’s planning jurisdiction. ~~He~~ The director shall then contact the person responsible for each such sign (as well as the owner of the property where the nonconforming sign is located, if different from the former) and

inform such person (1) that the sign is nonconforming, (2) how it is nonconforming, (3) what must be done to correct it and by what date, and (4) the consequences of failure to make the necessary corrections.

Section 20. Chapter 14.72 LSMC, entitled “Parking,” is hereby amended as follows (additions shown by underline, deletions shown by strikethrough, and all other sections and subsections remain unchanged):

14.72.080 Satellite Parking.

(c) The developer wishing to take advantage of the provisions of this section must present satisfactory written evidence that ~~he~~the developer has the permission of the owner or other person in charge of the satellite parking spaces to use such spaces. The developer must also sign an acknowledgement that the continuing validity of his permit depends upon his continuing ability to provide the requisite number of parking spaces.

Table 14.72-I: Table of Parking Requirements

Use	Parking Requirement
Accessory dwelling units.	Single-family detached residences with accessory dwelling units require <u>at least 1 space per accessory dwelling unit</u> in addition to the 2 spaces required for the principal dwelling.

Section 21. Chapter 14.76 LSMC, entitled “Screening and Trees,” is hereby amended as follows (additions shown by underline, deletions shown by strikethrough, and all other sections and subsections remain unchanged):

Table 14.76-I Screening Requirements.

Zone in Which Development Occurs Zone of Adjacent Property	R4, WR, R6, R8-12	MFR	PRD	CBD, MU, LB	SRG, PBD	LI	GI	P/SP
R4, WR, R6, R8-12		B	B	B	A	A	A	B
MFR	-		-	B	A	A	A	B
PRD	-	-		-	A	A	A	B
CBD, MU, LB	B	-	B		-	A	A	-
SRG, PBD	C	B	B	-		A	A	-
LI	C	C	C	-	-		B	-

Zone in Which Development Occurs	R4, WR, R6, R8-12	MFR	PRD	CBD, MU, LB	SRG, PBD	LI	GI	P/SP
Zone of Adjacent Property								
GI	A	A	A	A	A	B		A
P/SP	B	B	C	-	-	A	A	

14.76.124 Shade Trees on Residential Lots.

(b) The minimum number of required trees depends on the zoning district in which the site falls, as follows:

~~Suburban Residential R4, Waterfront Residential WR~~ - three trees/lot

~~Urban Residential R6, High Urban Residential R8-12~~ - two trees/lot

~~Except: lots developed through a Planned Residential Development (Section 14.44.020) or a Cluster Subdivision (Section 14.48.070) — three trees/lot for lots greater than or equal to 9,600 square feet, two trees/lot for lots less than 9,600 square feet~~

Section 22. Chapter 14.88 LSMC, entitled “Critical Areas,” is hereby amended as follows (additions shown by underline, deletions shown by strikethrough, and all other sections and subsections remain unchanged):

14.88.295 Permanent Protection for Streams, Wetland and Buffers.

(b) Removal of hazardous trees by the property owner, when based on a recommendation by a qualified arborist and an assessment of hazardous tree risk study and when approved by the City.

(1) Any trees removed in an NGPA shall be replaced ~~per Section 14.76.120~~, at a 3:1 ratio or at a 1.5:1 ratio when four-to-six-foot-tall native evergreen trees are planted with the total count being rounded up to the next whole number.

Section 23. Severability. If any section, clause, phrase, or term of this ordinance is held for any reason to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance, and the remaining portions shall be in full force and effect.

Section 24. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in full force five days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this 27th day of February 2024.

Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

First and Final Reading: February 27, 2024

Published:

Effective Date:



January 18, 2024

Lake Stevens City Council
1812 Main Street
Lake Stevens, WA 98258

RE: Planning Commission Recommendation on Code Clean Up Code Amendment (LUA2022-0082)

Dear Council Members:

The Lake Stevens Planning Commission held multiple work sessions in 2022 and 2023 to discuss proposed amendments to the Lake Stevens Municipal Code (LSMC) intended to improve clarity, reduce redundancies, and bring the code into compliance with recent legislation, including House Bills 1110 and 1337 from the 2023 legislative session. The Commission subsequently held a public hearing on January 17, 2024 and is now forwarding their recommendation for City Council to approve the code amendment following their February 27 public hearing.

Commissioners Present: Connor Davis, Jennifer Davis, Michael Duerr, Linda Hoult, Bruce Morton and Nathan Packard

Commissioners Absent: Janice Huxford

PLANNING COMMISSION PUBLIC HEARING

City staff presented the proposed amendments, summarized the code amendment process and answered the Commission's questions related to the proposal, with a focus on additions/revisions since the Commission's last work session. No members of the public provided oral testimony and no written comments were received in advance of the hearing.

FINDINGS AND CONCLUSIONS

The Planning Commission hereby adopts staff's findings and conclusions described in the January 17 staff report and concludes that the proposed amendment meets the following requirements:

1. The code amendment is consistent with the adopted Lake Stevens Comprehensive Plan;
2. The code amendment is compliant with the State Environmental Policy Act (SEPA); and
3. The code amendment complies with the Growth Management Act.

PLANNING COMMISSION RECOMMENDATION

Commissioner Duerr made a motion to forward a recommendation to the City Council to approve the adoption of the amendments include in Ordinance 1179. Commissioner Hoult seconded the motion, which passed 6-0-0-1 (Hu absent).

Respectfully Submitted,

Lake Stevens Planning Commission

David Levitan

From: MacDonald, Virginia (COM) <virginia.macdonald@commerce.wa.gov>
Sent: Tuesday, January 30, 2024 12:11 PM
To: Vanegas, Ted (COM); David Levitan
Subject: RE: Lake Stevens Draft Amendment, Middle Housing Review

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi David,

Here are my review comments, with corrected typos, as discussed during our meeting today. This is not a formal commend letter, just review notes for your reference! I will work with Ted to draft a formal comment letter in response to your planview submittal, which you can keep on file and submit to your city council for public record.

Again, great job on drafting your code cleanup. Aside from the omissions identified below, code revisions match published guidance for new state laws.

Lake Stevens Municipal Code revisions related to Middle Housing:

Regulations for Duplexes in Single Family Zones are revised to allow this housing type with greater density and on all lots that meet minimum lot size for detached single family. Duplex revision allows zero lot line short subdivisions of minimum zoning lots and condoization of stacked duplex units. All changes implemented in new code revisions comply with state law and guidance for Tier 2 city, however some required elements appear to be omitted and would need to be included in order of Lake Stevens to be in full compliance with state laws.

14.46.230(c) Infill Residential Standards

Revisions allow up to four attached units in single-family zones with lot size standards. This section allows duplexes on minimum size single family residential lots, but requires lots to be 150% minimum lot size for Triplexes, and 175% minimum lot size for fourplexes. This section meets the requirements of RCW 36.70A.635 (1)(a)(i) to allow at least two units on all lots zoned predominantly for residential use, but it appears to be missing the provisions from (1)(a)(ii) and (iii) to allow four units on all residential lots within one-quarter mile of transit stops and four units if at least one unit is affordable housing.

Does Lake Stevens have a major transit stop, as defined in **RCW 36.70A.030**? If not, then the requirements of RCW 36.70A.635 (1)(a)(ii) will apply as such time that transit stops meeting the definition for “major transit stop” are added. However, the requirement to allow four units on all residential lots if at least one unit is affordable housing does currently apply. Is this density bonus for affordable housing included somewhere else in another section of the code? If not, it will need to be added for Lake Stevens to fully adopt the standards of RCW 36.70A.635

Lake Stevens has a population of about 35,000, meaning that RCW **36.70A.635** (1)(a) applies:

(a) For cities with a population of at least 25,000 but less than 75,000 based on office of financial management population estimates:

(i) The development of at least two units per lot on all lots zoned predominantly for residential use, unless zoning permitting higher densities or intensities applies;

(ii) The development of at least four units per lot on all lots zoned predominantly for residential use, unless zoning permitting higher densities or intensities applies, within one-quarter mile walking distance of a major transit stop; and

(iii) The development of at least four units per lot on all lots zoned predominantly for residential use, unless zoning permitting higher densities or intensities applies, if at least one unit is affordable housing.

Also refer to the [Final Model Ordinance for cities 25,000 and over \(PDF\)](#) for additional guidance on drafting this code.

14.48.020 Duplexes in Single Family Zones

This section allows Duplex housing type with greater density and on all lots that meet minimum lot size for detached single family. Duplex revision also allows zero lot line short subdivisions of minimum sized lots, and condoization of stacked duplex units. This revision meets the standards of 36.70A.635 (1)(a) for a city between 25,000 and 75,000 population size.

14.44.045: Accessory Dwelling Units

ADU regulations are revised to meet RCW [36.70A.681](#) requirements. All revisions included follow guidance and the law as passed, but some required parts are absent. The draft appears to be missing an allowance for zero setback at a rear lot line that abuts a public access alleyway, which is required under RCW 36.70A.681 (1)(i). We realize that as currently platted, Lake Stevens may not have any public access alleyways. If new lots are platted with public access alleyways, zero setbacks at rear lot lines must be allowed. The draft also appears to be missing a provision for the conversion of existing structures into permitted accessory dwelling units, under RCW 36.70A.681 (1)(j).

The draft is also missing an explicit description allowing for the conversion of existing structures to Accessory Dwelling Units, even if they violate current code requirements for setbacks or lot coverage. This provision will need to be added to the code for Accessory Dwelling Units in order to have fully adopted RCW 36.70A.681.

- ADU Definition (14.08.010) - *allowed with all housing types*
- 2 adu/sf lot allowed – *yes, all zones*
- 1,000sf allowed – *yes (with minimum of 250sf)*
- 24ft height – *yes (14.48-I Residential Density Standards)*
 - *R4, WR, R6, R8-12 detached - 35ft max height*
 - *R8-12 attached - 45ft max height*
 - *MFR- 55ft max height*
- No owner occupancy – *there is no text requiring owner occupancy*
- Separate sale of ADU allowed – *yes, as condo unit*
- No parking ½ mi from transit – *yes*
- One parking space for <6k lot, two for >6k – *only one parking space/adu required*
- **No setback at rear lot line with alley – *not specified in this draft, not described in underlying zoning.***
 - *RCW [36.70A.681](#) (i) A city or county must allow detached accessory dwelling units to be sited at a lot line if the lot line abuts a public alley, unless the city or county routinely plows snow on the public alley;*
- Design standard no more than primary dwelling – *yes, = underlying zoning*
- **Allow conversion of existing structures – *not specified in this draft.***
 - *RCW [36.70A.681](#) (j) A city or county must allow accessory dwelling units to be converted from existing structures, including but not limited to detached garages, even if they violate current code requirements for setbacks or lot coverage;*
- Impact fees no more than 50% primary - *yes*

14.08.010 Definitions of Basic Terms

“Kitchen. An area used, or designed to be used, for the preparation and consumption of food and which contributes to an **independent living facility.**”

Why is this included as a stand-alone definition? Kitchens are usually defined within the definition for a housing unit/dwelling unit. What is the term “independent living facility” meant to refer to here? It is not defined elsewhere in the Lake Stevens Municipal Code.

From: Vanegas, Ted (COM) <ted.vanegas@commerce.wa.gov>
Sent: Tuesday, January 30, 2024 10:28 AM
To: David Levitan <dlevitan@lakestevenswa.gov>
Cc: MacDonald, Virginia (COM) <virginia.macdonald@commerce.wa.gov>
Subject: FW: Lake Stevens Draft Amendment, Middle Housing Review

Hi David,

Attached are comments from the housing team that we can discuss at our meeting this morning.

Thanks,
-Ted

CITY COUNCIL STAFF REPORT



Agenda Date: 2/27/2024

Subject: Agreement with Chevron WEX (fuel card) Program

Contact Person/Department: Lori Erickson, Public Works

Budget Impact: The Chevron WEX program through Enterprise is estimated to cost approximately \$9,400 more in fuel costs, however, it is estimated to save up to \$13,000 in administrative time. If a budget amendment is needed, it will be completed in the future.

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Authorize the Mayor to enter into an agreement with the Chevron WEX (fuel card) program.

SUMMARY/BACKGROUND:

Staff from Finance, Public Works, and the Police Department analyzed the City's current fuel program including cost and usage at the Public Works fuel station and the Police Department's use of ComData (fuel) cards. The current program has an excessive administrative burden with data entry, lacks comprehensive reporting and alerts, and is not compatible with the City's Fleet Management Systems. Analysis was done to compare alternative "WEX" programs (fuel card programs) considering staff time, budget impacts, system capabilities, and administrative capabilities. The Staff's recommendation is to move forward with the Chevron WEX program through Enterprise.

APPLICABLE CITY POLICIES:

City-wide Procurement Policy

ATTACHMENTS:

1. WEX Program Report Out Council 02152024

Finance & Public Works Department Report: WEX Program



February 27, 2024

Prepared by Jessica Rowe and Lori Erickson

Current Fuel Program

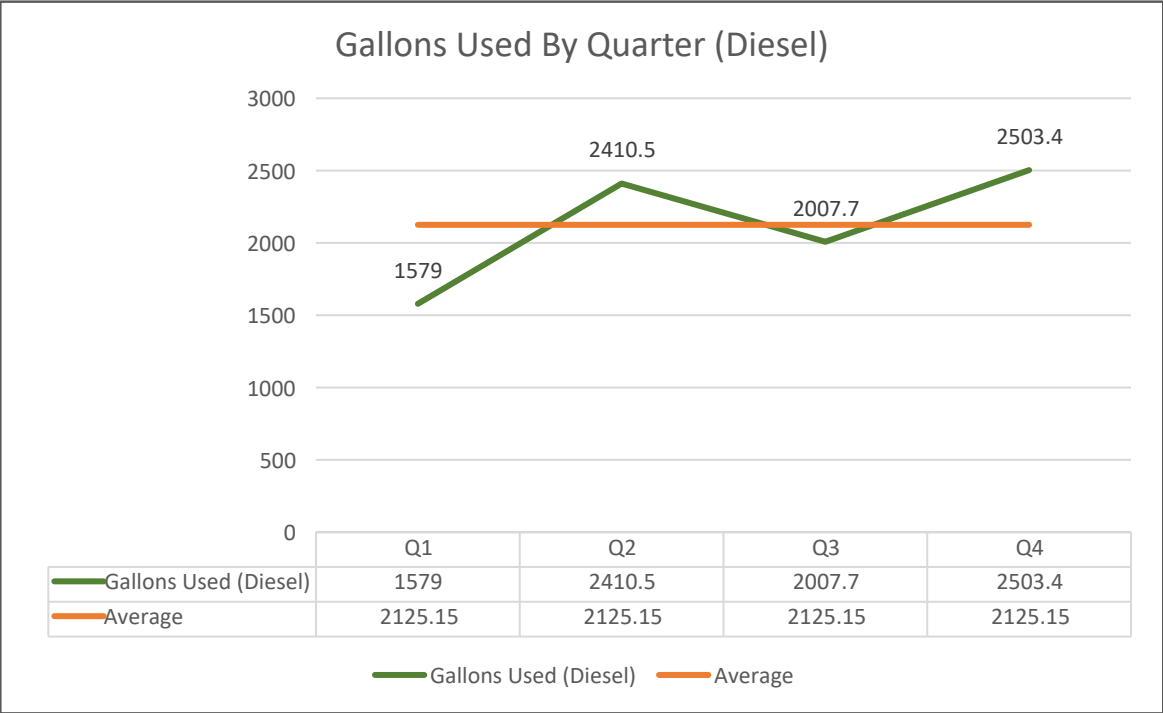
How it works...

- Fuel Pump Station at Public Works Shop
- All employees who have fuel access fuel there (used with employee ID cards)
- PD also has ComData fuel cards for purchases elsewhere as needed
- Fuel purchased in bulk at Public Works (PW) Pump Station

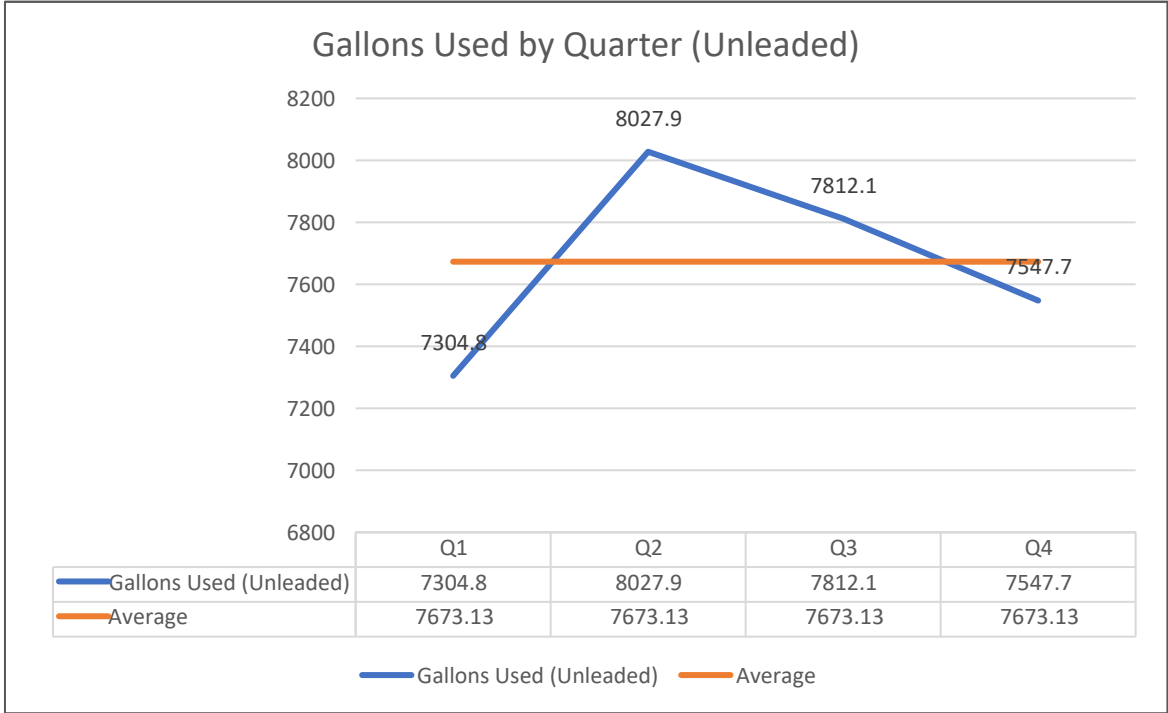
Challenges...

- Reporting and monitoring limitations
- No “exception” notifications
- Not in compliance with State Auditor’s best practices around fuel monitoring
- Location not convenient for Police Department
- Not synced with Fleet Management Systems (resulting in extra data entry by staff)

Fuel Usage Summary 2023



Total Diesel Used in 2023 = 8,500.6 gallons
Total Diesel Transactions = 363



Total Unleaded Used in 2023 = 30,692.5 gallons
Total Unleaded Transactions = 2,834

\$170,600 spent on bulk fuel in total in 2023

Analysis of WEX (Fuel Card) Options

Option A: Chevron WEX (through Enterprise)

- 10 cent rebate per/gal (first 6 months)
- 5 cent rebate per/gal after
- Program never expires
- Incentive only through Chevron, but can be used anywhere

Option B: Master Contract with WEX Inc. (through Dept. of Enterprise Services (DES))

- 1.7% rebate per/gal
- Contract set to expire in 2025 with options to extend into 2027
- Flexibility to purchase fuel at 95% of gas stations with incentive

Cost Comparison

Assumptions:

- We anticipate using about the same amount of fuel as last year (~40,000 gallons)
- Police Dept. is about half of the transactions, and most of their purchases would be done at more convenient locations (20,000 gallons)

Program	Price Difference as of 1/8/24	Incentive @ 20,000 gal	\$ Spent at Other Station(s)	Budget Impact
DES (WEX Inc.)	\$0.36 - \$1.12 more per/gal (approx. \$0.92 per/gal more on average)	\$1,492.60	\$86,300	\$16,900 more per year
Enterprise (Chevron WEX)	\$0.52 more per/gal	\$1,000	\$78,800	\$9,400 more per year

Note: Chevron WEX has capabilities that will save ~ \$13,000 per year in admin time used for data entry

Summary / Comparison of Programs

	Benefits		Considerations
Chevron WEX	- Internal “admin” capabilities (Will rarely need to call Customer Service) - Integrates with Fleet Management Systems - Reduced admin time for data entry	<u>BOTH</u> - Have great reporting capabilities - Exceptions & alerts - Free, user-friendly app - Improved invoicing by department - Waived fees	- Incentive only at Chevron \$0.35 transaction fee at PW Pump (~\$300 more per year compared to DES WEX)
	- Incentive at most stations - Slightly larger incentive overall (< \$500)		- Have to contact Customer Service for several types of card issues - Likely to cost more overall - Master contract expires in 2025 (or 2027 if both contract extensions occur) \$0.15 transaction fee at PW Pump - Doesn’t integrate with all of our Fleet Management Systems

Next Steps:



- Submit the credit application
- Update the card reader at the Public Works fuel station for compatibility
- Training on program for “admins” and employees
- Issue cards to the vehicles
- If a budget amendment is needed, we will take care of that in the future

Staff Recommendation:

- **Move forward with the Chevron WEX Program through Enterprise**
 - Primarily for internal admin time savings
 - Less of a budget impact

Questions?