

# City Administrator Report

## City of Lake Forest Park

Date: March 14, 2019

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

CC: Honorable Mayor Jeff Johnson  
Leadership Team

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The City Administrator Report is meant to provide the council, staff, and community an update on the activities of the City and on issues that concern the City. This memo will be provided in each Council packet and is divided into key sections.

Please let me know if you have any questions or need additional information about any of the following items and please feel free to contact any of the department heads for additional information.

### I. Intergovernmental and local issues update

- **Meetings**

Members of the police department, public works, administration, and our emergency manager met for a Storm After-Action debrief to discuss what we did well and where we can improve efficiencies as we respond to future events.

### II. Internal City Information

The police department added a lateral officer that previously worked for the City of Clyde Hill. Officer Jason Czebotar comes to LFP with over 11 years of law enforcement experience and will fit in great with current staff.









Repairing sanitary sewer manhole lid/frame @ SR-104 & 35<sup>th</sup> Ave NE; the original lid had cracked and fell into the manhole. A Public Works crew member noticed the open manhole while driving and immediately stopped and conducted traffic control so no vehicle would drive into the open manhole and notified a supervisor. Repairs made Feb 26<sup>th</sup>.





The repairs and work never slow down as the snow melts and the freezing temp begin to warm in the high 30's proactive pothole repair begins.



Public Works crew cleaning up fallen tree debris on Perkins Way.



Tree Report – this report includes all known/reported snow related tree loss.

FEBRUARY 2019 PERMITS												
Record #	Status	Record Type	Application Name	Opened Date	Address	Number of Landmark Trees	Number of Significant Trees	Number of Invasive Trees	Replacement Required (sq ft)	Canopy Coverage Goal	Hazard Tree?	Species of Tree Removed
2019-TREE-0032	Approved	Minor	Lober	3/1/2019	17824 28th Ave NE	0	2	0	500	58%		Alder, Fir
2019-TREE-0031	Submitted	Major	Chang	2/28/2019	18517 53rd Ave NE	0	3	0	TBD	58%		Bitter Cherry
2019-TREE-0030	Submitted	Major	Branch	2/28/2019	18521 53rd Ave NE	1	0	0	TBD	58%		Maple
2019-TREE-0029	Submitted	Major	Shutter	2/28/2019	3514 NE 187th St	0	3	0	TBD	28%		1 Western hemlock, 2 Doug Firs
2019-TREE-0028	Approved	Major	Selsor	2/27/2019	19543 40th Pl NE	1	0	0	TBD	58%		Maple
2019-TREE-0026	Approved	Minor	Phillips	2/27/2019	18533 26th Ave NE	0	2	0	500	58%		Locust
2019-TREE-0025	Approved	Major	Ward	2/25/2019	18928 Lago Pl NE	0	2	0	TBD	58%		?
2019-TREE-0022	Approved	Minor	Phillips Schmidt	2/25/2019	4658 NE 203rd Ct	0	1	0	480	39%		Pine
2019-TREE-0021	Submitted	Major	Wacker Emergency	2/20/2019	4942 NE 184th St	3	0	0	TBD	28%	Y	Big-Leaf Maple
2019-TREE-0020	Submitted	Major	Lambright	2/19/2019	4640 NE 187th Pl	0	1	0	TBD	28%		Alder
2019-TREE-0019	Submitted	Major	Ellis	2/15/2019	Parcel #4022903273	0	2	0	TBD	58%		Alder
2019-TREE-0018	Approved	Major	Holland	2/14/2019	3738 NE 151st St	1	0	0	414	39%		Cottonwood
2019-TREE-0017	Approved	Minor	Roberts	2/13/2019	4225 NE 197th St	0	2	0	400	39%	Y	Hawthorne, ?
2019-TREE-0016	Approved	Minor	Bilir	2/13/2019	18930 Forest Park Dr NE	0	1	1	350	58%		Cedar, Holly
2019-TREE-0015	Approved	Major	Tuppeny	2/8/2019	3746 NE 151st St	1	0	0	500	28%		Cottonwood
2019-TREE-0014	Approved	Minor	McKenna	2/6/2019	19706 41st Ave NE	0	2	0	300	28%		Apple, Cherry
						FEBRUARY TOTAL	7	21	1	3444		
						JANUARY TOTAL	4	19	0	4821		
						DECEMBER TOTAL	6	9	1	2493		

Summary of snow storm related inquiries/applications

- 4 homeowners applied for tree permits to remove 9 trees that had caused some sort of damage or were high/extreme risk
- 5 homeowners called to clarify process for removing 8 completely uprooted trees (no permit required)
- Approximately 15-20 additional phone calls were fielded from homeowners with questions relating to trees and the snow storm
- Public Works removed 15 trees from Perkins Way RoW that had fallen

Major Land Use Proposals

2019 Known Major Land Use Proposals In Progress/Upcoming (as of 3-4-19)										
	Applicant	Address/Parcel #	Existing Lot Size	Zoning	Proposal	Status	Neighborhood Mtg Req'd	Hearing Required	Known/Estimated Submittal Date	Notes
Land Division (Short Plat/ Subdivision)	Lansing	18829 33rd Ave NE	15,520 sq ft	RS-7,200	2 lot Short Plat	Recorded			1/1/2018	Construction occurring
	Hanson	3218 NE 163rd St	50,965 sq ft	RS-7,200	3 lot Short Plat	Final Plat			6/21/2016	Starting ROW improvements in 2019
	Scherf	18426 Ballinger Way NE	42,117 sq ft	RS-20,000	2 lot Short Plat	Recorded			6/26/2018	Pending 50 on-site trees to be removed
	Ground Evolution	3636 NE 195th St	45,302 sq ft	RS-7,200	3 lot Short Plat	In Review	X		9/6/2018	Decision anticipated March 2019
	Sun-Fleming	19515 32nd Ave NE	24,405 sq ft	RS-7,200	3 lot Short Plat	In Review	X		10/25/2018	Applicant addressing City comments
	Wang/Smith	6744700344 (behind 15548 Bothell Way NE)	26,494 sq ft	RS-7,200	3 lot Short Plat	Revisions	X		2/15/2019	Application is incomplete
	Rinehart	17628 25th Ave NE	39,013 sq ft	RS-9,600	3 lot Short Plat	In Review	X		2/26/2019	Application in review
	North City Homesites	3030 NE 200th St	25,257 sq ft	RS-7,200	2 lot Short Plat	Pre-Sub			Mar-19	Needs revised drainage report
	Broecker	20411 33rd Ave NE	40,912 sq ft	RS-7,200	3 lot Short Plat	Pre-Sub	X		Mid-2019	Regulatory Review Meeting 5/3/18
	Adair Homes	19331 37th Ave NE	64,033 sq ft	RS-7,200	4 lot Short Plat	Pre-Sub	X		Mid-2019	Regulatory Review Meeting 6/28/18
Reasonable Economic Use	Tippett	19815 55th Ave NE	50,094 sq ft	RS-7,200	3 lot Short Plat	Pre-Sub	X		Mid-2019	Need Neighborhood Meeting
	Spitzenberg	19734 35th Ave NE	17,450 sq ft	RS-7,200	2 lot Short Plat	Pre-Sub			Mid-2019	Regulatory Review Meeting 12/5/18
	Crane	4019301515 (off of NE 178th St)	6,875 sq ft	RS-7,200	1 SF Home (RUE)	Revisions		X	5/14/2018	Crane is revising plans to meet conditions of Hearing Examiner Decision
	Ganth	4023501295 (off of 35th Ave NE)	30,829 sq ft	RS-20,000	1 SF Home (RUE and Variance)	In Review		X	10/19/2018	Applicant addressing City comments
	Wallace	17100 & 17110 28 AVE NE	20,000 sq ft ea.	RS-20,000	1 SF Home on each lot	Pre-Sub			Early April 2019	
	Haberman	16919 28 AVE NE	20,000 sq ft ea.	RS-20,000	1 SF home (RUE)	Pre-Sub		X	Unknown	Lot on open market
Lot Line Adjustment	Seader	2301 Perkins Way NE & Parcel 8665900178	68,355 sq ft	RS-15,000	1 buildable lot	Revisions			2016	Will likely sell buildable lot after gaining approval
	Poole	15327 Beach Dr NE & Parcel 6744701520	25,701 sq ft	RS-7,200	1-2 buildable lots	Pre-Sub			Mid-2019	Regulatory Review Meeting 1/8/19
	Lake Forest Park Water District	18460 47th Ave NE	414,429 sq ft	RS-10,000	New Pump House and Piping	Revisions		X	2016	Applicant addressing City comments
Other	Re-Volve LLC	3507 NE 153rd St	15,000 sq ft	RM-900	8-10 Townhomes	Pre-Sub			Mid-2019	
	Sheridan Market	15348 Bothell Way NE	44,272 sq ft	SG-C	Renovation	Pre-Sub				Non-conforming site/Renovations
	Stearns	6744700820 (behind 15530 Bothell Way NE)	33,530 sq ft	RS-7,200	1 SF Home	Revisions			12/8/2018	Applicant addressing City comments

Building Permit Activity – February’s weather was very much a contributing factor to the significant reduction in permits year over year and from January 2019.

FEBRUARY 2018			FEBRUARY 2019		
Permit	Received	Fees	Permit	Received	Fees
New Single Family	4	\$ 13,656.70	New Single Family	0	
New Multi-family	0	\$ -	New Multi-family	0	
Alteration, Remodel, Addition	11	\$ 5,572.21	Alteration, Remodel, Addition	6	\$ 2,667.45
Mechanical	15	\$ 2,511.27	Mechanical	25	\$ 3,101.82
Plumbing	7	\$ 1,960.35	Plumbing	4	\$ 607.65
Right of Way	6	\$ 2,310.00	Right of Way	4	\$ 1,476.30
Sewer	5	\$ 5,667.00	Sewer	7	\$ 2,032.80
Clear & Grading	3	\$ 1,102.50	Clear & Grading	4	\$ 317.37
other	7	\$ 2,390.13	other	1	\$ 305.75
<b>Total</b>	<b>58</b>	<b>\$ 35,170.16</b>	<b>Total</b>	<b>51</b>	<b>\$ 10,509.14</b>



On Saturday, March 2, 2019, the Lake Forest Park Passport Office three of our passport agents processed a record-breaking 115 applications! With the increase demand for passport services, and In keeping with our continuing effort to improve efficiency and faster service for passport customers, the City has launched a new waitlist system that allows users to sign up on the “waitlist” online via a button on the City’s website during posted passport hours. In-person customers will sign in on a tablet in the City Hall lobby. This system can also send text message updates regarding your waitlist status once signed on. Check out this new feature on the Passport webpage!

**III. Council Information**

**IV. Response to Citizen and Council Comments**

***Contract Reporting***

**Legislative Update**

**V. Community Events**

NEMCo sponsored another CERT class that graduated 20 citizens (16 from LFP). NEMCo continues to prove that local control and interagency cooperation can succeed! Carl Lunak's leadership has been outstanding.



- **Upcoming City Sponsored Events**

- 16th Annual Earth Smart Green Fair**

- March 30, 2019, 10:00 AM - 2:00 PM @ Third Place Commons

- Planning Commission Meeting**

- March 12, 2019, 7:00 PM - 9:00

- City Council Work Session Meeting**

- March 14, 2019, 6:00 PM - 7:00 PM @ City Hall

- City Council Regular Business Meeting**

- March 14, 2019, 7:00 PM - 9:00 PM @ City Hall

- City Council Budget & Finance Committee Meeting**

- March 21, 2019, 6:00 PM - 7:30 PM @ City Hall

- City Council Committee of the Whole Meeting**

- March 25, 2019, 6:00 PM - 8:00 PM @ City Hall

- Parks and Recreation Advisory Board Meeting**

- March 26, 2019, 7:00 PM - 8:00 PM @ City Hall

- City Council Regular Business Meeting**

- March 28, 2019, 7:00 PM - 9:00 PM @ City Hall