



# City Council Committee Meeting Agenda

## Community Development Committee

Stanwood-Camano School District  
Administration Building Board Room  
26920 Pioneer Highway, Stanwood

Thursday January 10, 2019 6:00 PM

1. Richardson Street Vacation
2. Police Station / City Hall Commerce Grant
3. Cedar Home Square Final Plat
4. IS4 Permitting
5. Alliance for Housing Affordability Grant
6. Building Inspector Contract



**CITY OF STANWOOD  
COMMUNITY DEVELOPMENT COMMITTEE  
AGENDA STAFF REPORT**

**DATE:** January 10, 2019 Meeting  
**SUBJECT:** January CDC Agenda Topics  
**FROM:** Patricia Love, Community Development Director

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***RICHARDSON STREET VACATION:***

Approximately a year ago, the City Council held a public hearing on a street vacation request by Carrie Richardson. Ms. Richardson requested to vacate a portion of the unopened 270th St. NW and Camano St. right-of-way which is currently being utilized for parking at the Home Center. The Council unanimously approved the street vacation and directed staff to obtain the necessary survey, legal description and valuation. Those items are now complete.

While obtaining the appraisal for the portion of the right-of-way to be vacated, Ms. Richardson approached the City with the idea to exchange property as an option versus paying half the cost of the appraised right-of-way value as required by the state law. Ms. Richardson owns the parking lot in front of the Stanwood House on 270<sup>th</sup> Street. The Mayor was supportive of this idea as the City desires abundant parking for commercial uses and festivals.

At the CDC's November meeting the overall consensus of the Committee was that the city did not need additional parking in that location and suggested that Ms. Richardson contact the Sons of Norway as they may need additional parking. The CDC also requested additional information about the types of events in Stanwood that could use the parking.

Patricia Love, Community Development Director and Mayor Leonard Kelley met with Ms. Richardson on December 7<sup>th</sup> to discuss the issue in greater detail. The City is supportive of the property exchange at no cost to the City to promote economic development activities and programs in the west end of the City. Additional west end parking could benefit:

- Summer concerts
- Summer Salsa / Festival
- Promote Arts Guild Events
- Block Parties / Events where 270<sup>th</sup> Could Be Closed Off to Vehicles (Similar to East Side Events)
- Promote Festivals / Events on Both Ends of Downtown Stanwood

Ms. Richardson would like to retain 4 parking stalls to serve her property; however this could be done with signage without putting a cloud on the property. Mayor Kelley and Ms. Richardson will be at the meeting to discuss the proposal and answer any additional questions. The intent is to move this item forward to the full Council in February.

Richardson Street Vacation Application



Proposed Property Exchange  
October 9, 2018

Property Highlighted in Blue:  
Street Vacation Request  
Next to Furniture Store:  
  
Appraised Value = \$41,000  
½ Value Payment = \$20,500

Property Highlighted in Red:  
  
Instead of Paying ½ Value  
For the ROW, Ms. Richardson  
Is Proposing a Property  
Exchange Reserved Use of  
Approximately 6 Parking Stalls  
  
Appraised Value = \$95,000

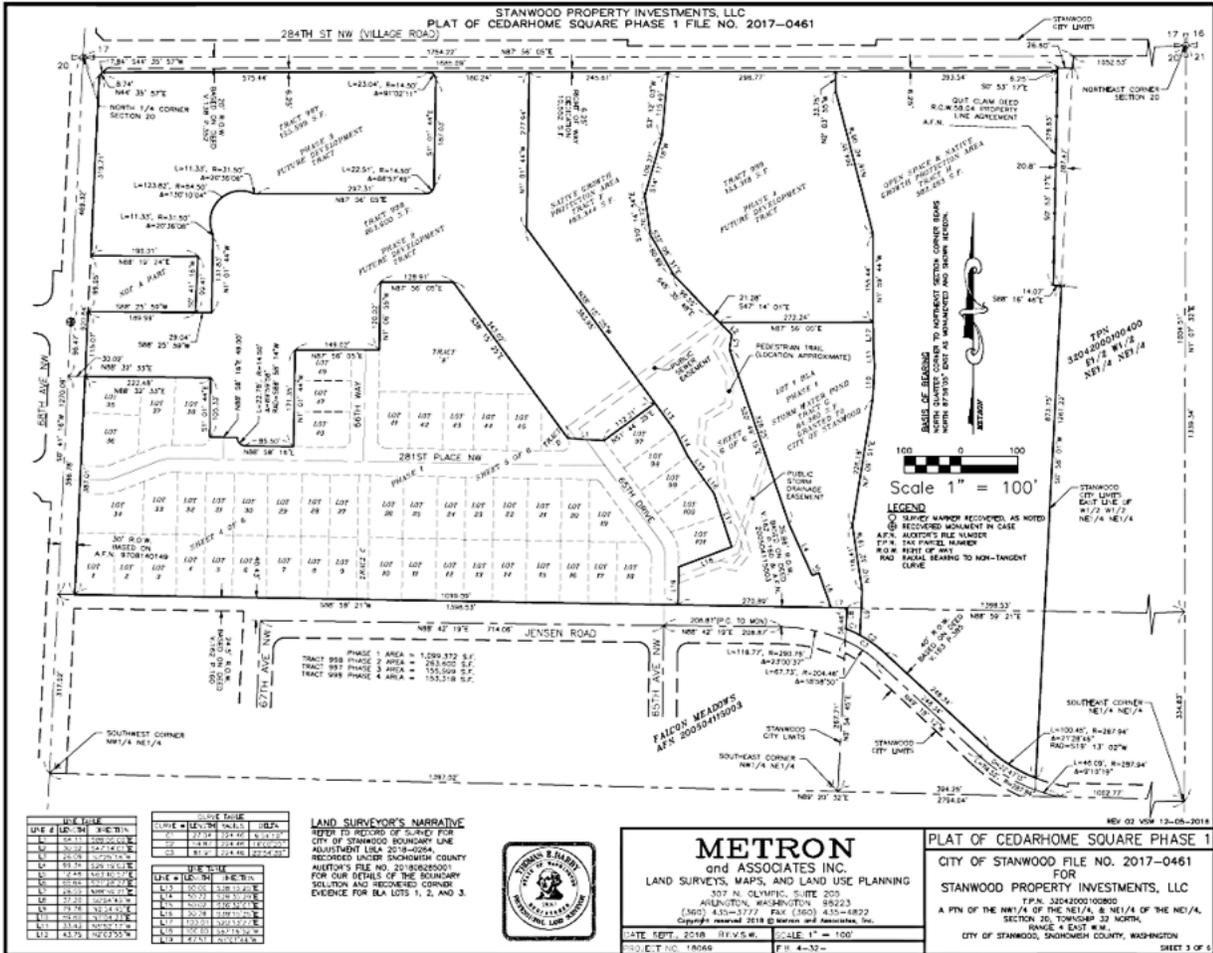
**POLICE STATION / CITY HALL COMMERCE GRANT:**

The City just recently purchased a piece of property for future construction of a Police Station / City Hall off of 72<sup>nd</sup> Avenue NW by the high school. Part of the financing of this project came from a Washington Department of Commerce grant in the amount of \$291,000 (\$300,000 minus Commerce administrative fee). As part of the reimbursement process, the City discovered that the Commerce Grant contract was not formally adopted. This does not put the funds in jeopardy; but the City needs to finalize the contract prior to applying for reimbursement. Staff is currently working with Commerce on the grant documentation and the contract is being prepared by Commerce attorneys. Once the contract has been prepared and reviewed by the City Attorney, it will be forwarded to the full Council for acceptance. Once the contract has been signed we will then submit for reimbursement. We estimate that the City should receive the funds by mid-March.

**CEDAR HOME SQUARE FINAL PLAT:**

Landed Gentry Development submitted a preliminary plat application for 125 residential dwelling units/lots in early 2018. The project was reviewed per the City’s permitting process and was approved after a public hearing with the Hearing Examiner. Construction on phase 1 of the project is almost complete and they have submitted for Final Plat approval. Phase 1 consists of 51 single family residential dwelling units; improvements include streets, sidewalks, critical area preservation,

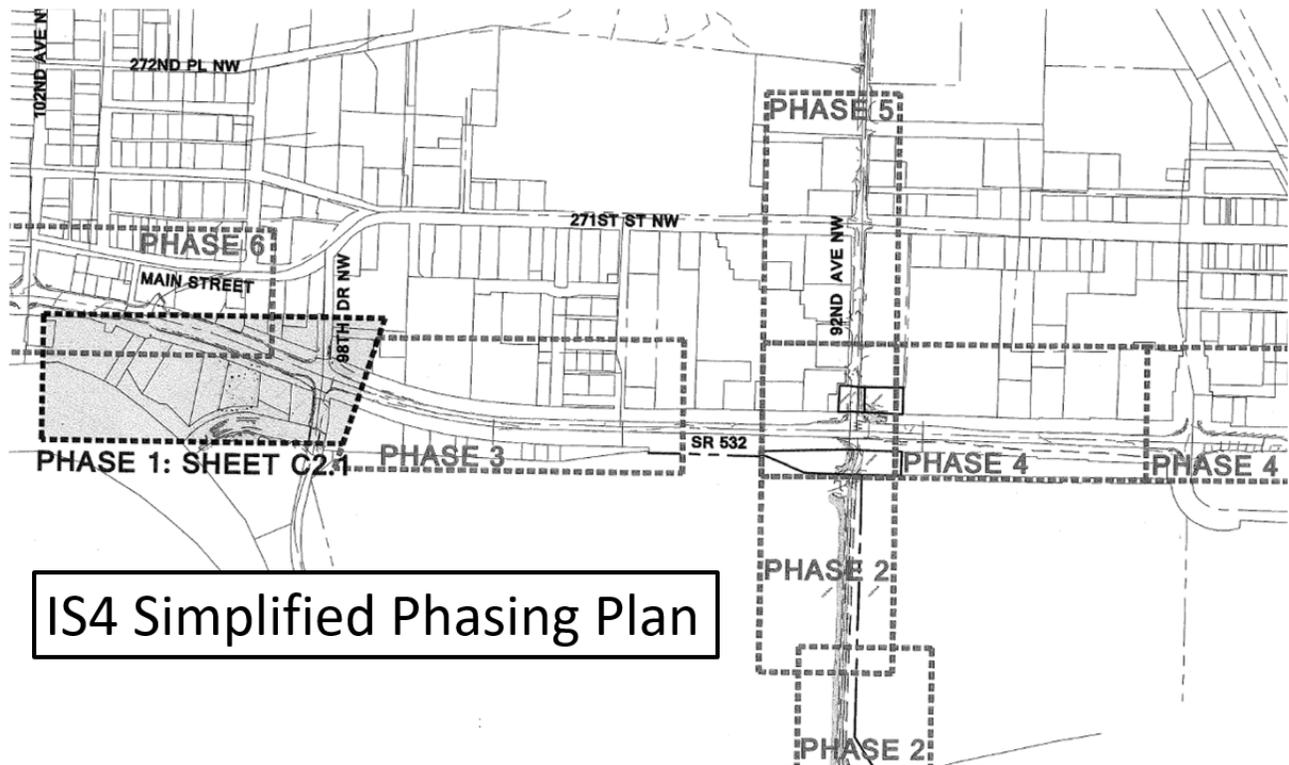
stormwater improvements, pedestrian trail, mail box kiosk and open / park space. We anticipate that the final plat will be forwarded to the City Council by January 24 or February 7<sup>th</sup>.



**IS4 PERMITTING:**

The City is working with our environmental on-call consultant, Confluence Environmental, to prepare the permitting for the IS4 project. 2019 work will include shoreline permitting, environmental review, Federal Corp of Engineers Permit, Cultural Resource Review and the Hydraulic Permit from the Department of Fish and Wildlife. We expect this work will take about a full year due to the federal Corp permit. By completing the permitting this year, it sets us up for construction in the summer of 2020. Confluence has estimated a permitting cost of \$90,000. A task order for this work will be forwarded to the Council on January 24, 2019. Construction of the project will occur in multiple phases:

- Phase 1: Upgrade of the existing lift station at Hamilton to add the 4<sup>th</sup> pump and build a separation wall.
- Phase 2: Add a new pump station by Mod Pizza and build a new outfall to the Stillaguamish River.
- Phases 3-5: Pipe extensions / conveyance systems
- Phase 6: New conveyance system at the west end of town.



**IS4 Simplified Phasing Plan**

***ALLIANCE FOR HOUSING AFFORDABILITY:***

At the December CDC meeting staff provided a short overview of the Alliance for Housing Affordability and 2018 Housing Trust Fund. This past week, Patricia participated in the AHA Housing Trust Fund grant evaluation process. The group reviewed three applications to provide low income housing projects in Snohomish County. A funding recommendation will be submitted to the Board on January 23, 2019 where they will vote on the how to disperse \$655,000 in the Housing Trust Fund.

As the funds come from public dollars, it was the suggestion of the Review Committee that Board members encourage an elected official to attend the meeting and cast their jurisdiction’s vote. If an elected official won’t be at the meeting, the Review Committee recommended that staff should consult with the appropriate elected official(s) to ask how they would like you to vote.

Stanwood has not specifically identified who from the Council should represent the City; in the past the Community Development Director has attended these meetings and voted on behalf of the City. As Elizabeth Callaghan is the chair of the Community Development Committee, I’d like to offer the option for the Chair or another member of the Committee to attend and vote on the proposed allocation. If preferred by the Committee, the Community Development Director will continue to represent the City at the meeting.

**Housing Trust Fund Grant**

<b>Agency</b>	<b>Project</b>	<b>Funding Request</b>
City of Lynnwood	Conversion of the Rodeo Inn into housing for homeless students and their families	\$505,000
Cocoon House	Construction of 40 housing units for homeless youth and young adults (currently under construction - gap funding)	\$500,000
Compass Housing Alliance	Demonstration project to build 60 stacked steel modular units (Glokable) for low income and homeless families in Snohomish County	\$505,000

***BUILDING INSPECTOR CONTRACT***

Pacific Rim Code Services Inc. has provided the City with on-call building inspectors since 1989. Recently in reviewing a work order for Pacific Rim, it was noted that their contract had no expiration date and has not been updated using the City's current contract language. Staff will be bringing an updated 3-year contract to the City Council on January 24<sup>th</sup> for their approval. Services are provided on a time and percent of review cost basis. Inspections will be billed at \$60.00 an hour and plan review at 50% of plan review fee.