



PLANNING COMMISSION AGENDA

January 10, 2022– 6:30 PM

Online Via Zoom

1. Call to Order
2. Roll Call
3. Public Requests and Comments
4. Approval of Minutes
 - Approval of the November 15, 2020 Planning Commission Minutes
5. New Business
 - Election of Officers
 - 2021 Year in Review Summary
 - 2022 Work Plan
6. Old Business
7. Miscellaneous Business
 - Thank you
 - Church Creek Sewer Project
 - Kottsick Annexation Project
8. Recent Council Action on Commission Items
9. Upcoming Items
10. Adjourn



Planning Commission
Meeting Minutes
November 15, 2021

Call to Order 6:31 pm

Roll Call

Present: Cody Davis
Larry Sather
Eric Warnat
Patrick Hosterman
Marcus Metz
Monea Birkhofer

Staff Present: Patricia Love
Tansy Schroeder
Audrey Rotrock
Marcus Richards

Also known to be present: Kathy Wooten, Peggy Wendel

Public Requests and Comments:

Cathy Wooten - Park impact fees. With every development being built, if the park impact fees aren't up to date, we're losing thousands of dollars. We need parks to be functional for newcomers.

Approval of Minutes:

With correction of start time, the Minutes of October 11, 2021 were approved as written.

New Business:

Two New Staff Members

Welcome Associate Planner, Audrey Rotrock. She will be the new person sending packets and handling minutes.

Welcome Marcus Richards, Senior Planner, assisting us with long range planning efforts and comprehensive plan update.

Congratulations to Marcus Metz for his win as a new city council member.

Park Impact Fee Code Amendment

The Planning Commission spent much of 2019 reviewing the current park impact fee code and deliberating on how best to update the code and fee structure while balancing the cost of new park construction against the impact on homeownership. Important to keep the park impact fee up to date. Would like to update it every 2 years to avoid a huge spike and easy transition for developers. Need to update park impact fee based on the 2022 capital facilities plan and show how the numbers work out applying the new CIP. Community Development Director, Patricia Love went through, step by step, how the formula is used determine park impact fees. The formula was codified into the SMC in X year. Applying the new numbers to the formula will keep the calculation of park impact fees up to date.



Planning Commission
Meeting Minutes
November 15, 2021

Park Impact Fee Formula:

$$\frac{PIF = C \times S \times U \times A}{P}$$

- C = Average Development and Acquisition Cost per Acre
- S = Level of Service Standard: 2.5 acres per 1,000 residents for each neighborhood and community parks = 5.0 acres per 1,000 residents
- P = 1,000 (People)
- U = Average Occupancy: 2.77 / SFR and 2.17 / MFR
- A = Adjustment (Discount) Rate of 40% (Applies a 0.60 adjustment factor to the formula)

Recirculate the ordinance with proposed methodology showing new formula after Thanksgiving holiday for hearing in January. The commission voted to move this forward to the public hearing in January.

Old Business:

N/A

Miscellaneous Business:

N/A

Recent Council Action on Commission Items:

Permitted use procedures code amendment council continues to work through the code with the third and final reading at November 22, 2021 meeting. Anticipating the council to approve at this at the meeting.

Upcoming Items:

2022 Workplan

Year in Review – Elect new Officers

Public Hearing for Parking Fee Ordinance

A motion to adjourn was made by Larry Sather and seconded by Eric Warnat.

Adjourn: 7:31 pm



CITY OF STANWOOD
PLANNING COMMISSION

AGENDA STAFF REPORT

MEETING DATES: January 10, 2022

SUBJECT: January Agenda Items

CONTACT PERSON: Patricia Love, Community Development Director

Election of Officers:

At the first meeting of the year, the Planning Commission elects a new Chair and Vice Chair. According to the bylaws, election of officers should be the first item of new business and the new officers assume their duties at the close of elections. The roles of the Chair and Vice Chair are as follows:

Chair: The Chair shall preside at all meetings and public hearings and adhere to the duties of the presiding officer prescribed in Robert's Rules of Order Newly Revised. When necessary, the Chair shall call for special meetings. The Chair shall be a full voting member of the Commission. The Chair shall appoint all committees and their respective Chairs, and may act as an ex-officio member of each, but without voting privileges. The Chair may delegate duties to other Commissioners with the consent of the Commission. The Chair shall speak on behalf of the Commission before the City Council, the public and City staff.

Vice Chair: The Vice Chair shall perform the duties of the Chair in the absence of the same. The Vice Chair may also serve as convener of special committees. The Vice Chair shall speak on behalf of the Commission before the City Council, the public and City staff when the Chair is not available to speak. Should the Chair be vacated prior to the completion of the Term, the Vice-Chair shall assume the duties and responsibilities of the Chair for the remainder of the said Term. The Chair shall then conduct elections for a new Vice-Chair.

The following officer election procedures shall be followed:

- No one Commissioner may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so.
- Nominations do not require a second.

- When it appears that no one else wishes to make any further nomination, the nominations are closed. A motion to close the nominations is not necessary.
- After nominations have been closed, voting for the Chair takes place in the order nominations were made. Commissioners will be asked to vote on the nomination.
- As soon as one of the nominees receives a majority vote (four votes), the nominee is elected. No votes will be taken on the remaining nominees.
- A tie vote results in a failed nomination. If none of the nominees receives a majority vote, a call for nominations will begin again and the process is repeated until a single candidate receives a majority vote.
- Upon election, the newly elected Chair conducts the election for Vice Chair following the same process.

2021 Year in Review:

At the beginning of each year, staff presents to the Planning Commission a year in review summary of the work accomplished and a preview of the upcoming work plan. The Planning Commission work plan is established based on state mandated requirements, the preceding years Docket items, and city priorities.

The Planning Commission is an advisory commission to the City Council. Their responsibilities include making recommendations to the City Council on Comprehensive Plan Amendments and Zoning Regulations / Municipal Code Amendments. In addition, the Planning Commission provides a forum for public review of development projects outside of the formal public hearing process. In 2021, the Planning Commission held all of their meetings virtually due to Covid-19.

The 2021 Planning Commission workload included:

Code Amendments / Comp Plan Amendments / Other:

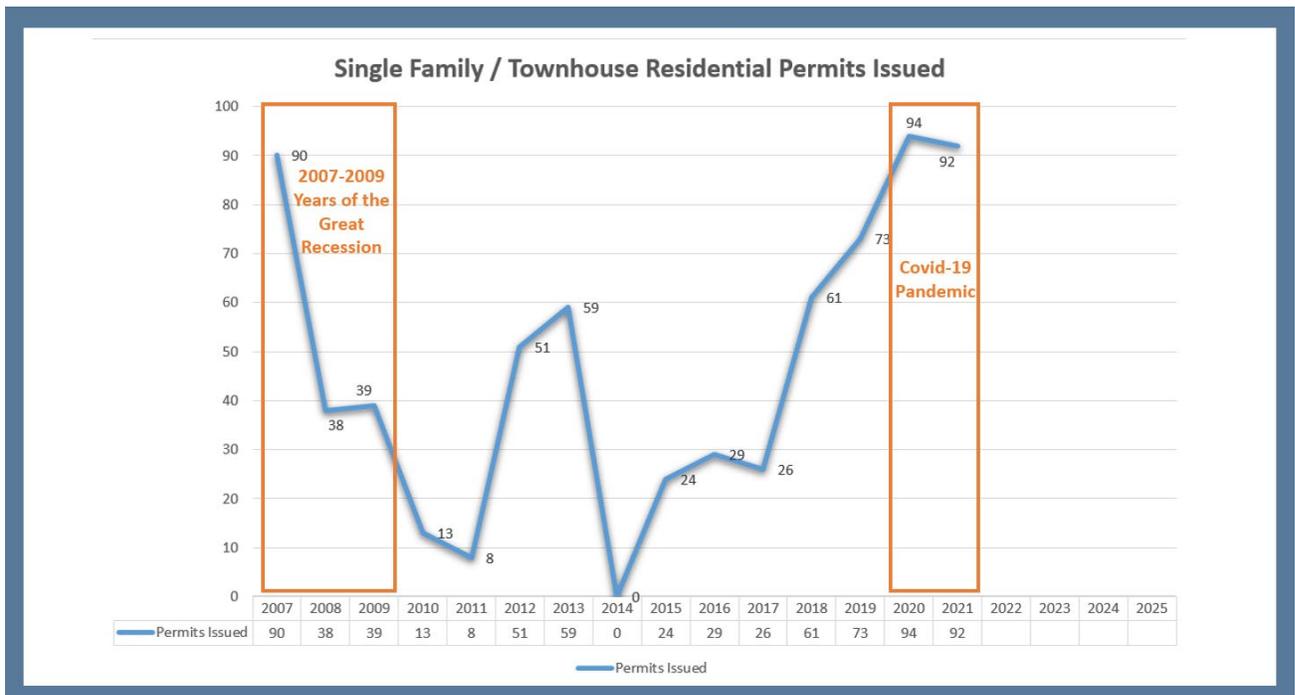
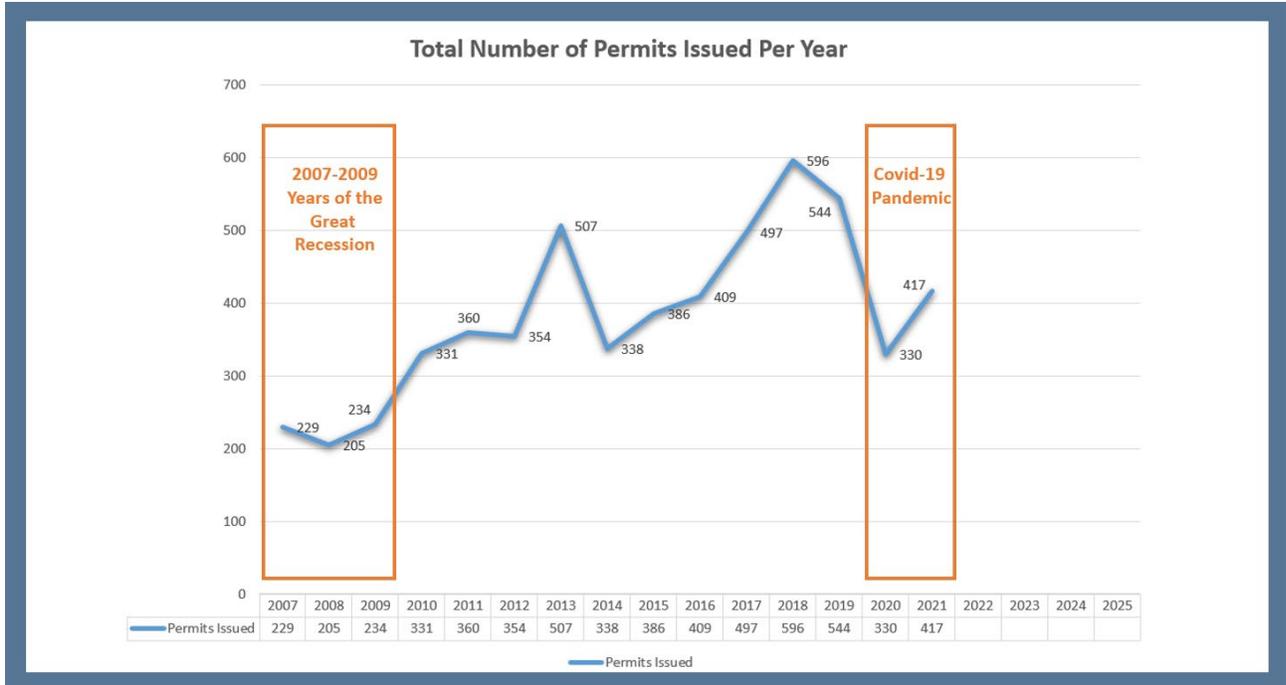
- Permit Procedures Restructure Code Amendment
- Permitted Uses Code Amendment
- Enhanced Service Facilities Regulations
- Park Impact Fee Code Amendment Review

Public Meetings on Development Projects:

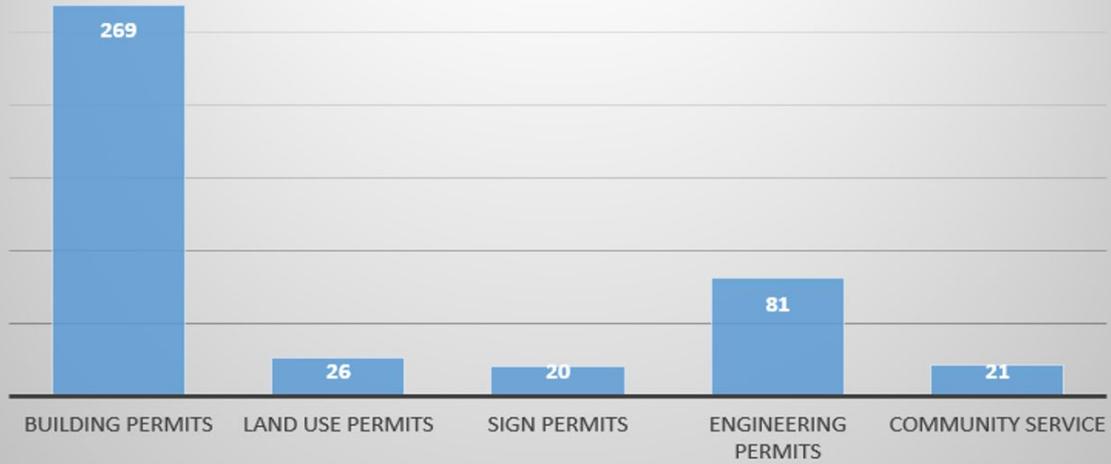
- Pioneer Highway Interceptor Sewer Upgrade Project
- 101st Avenue Reconstruction
- Creek Side Apartments – Phase 3
- North Star Cold Storage Addition

Permit Activity Review:

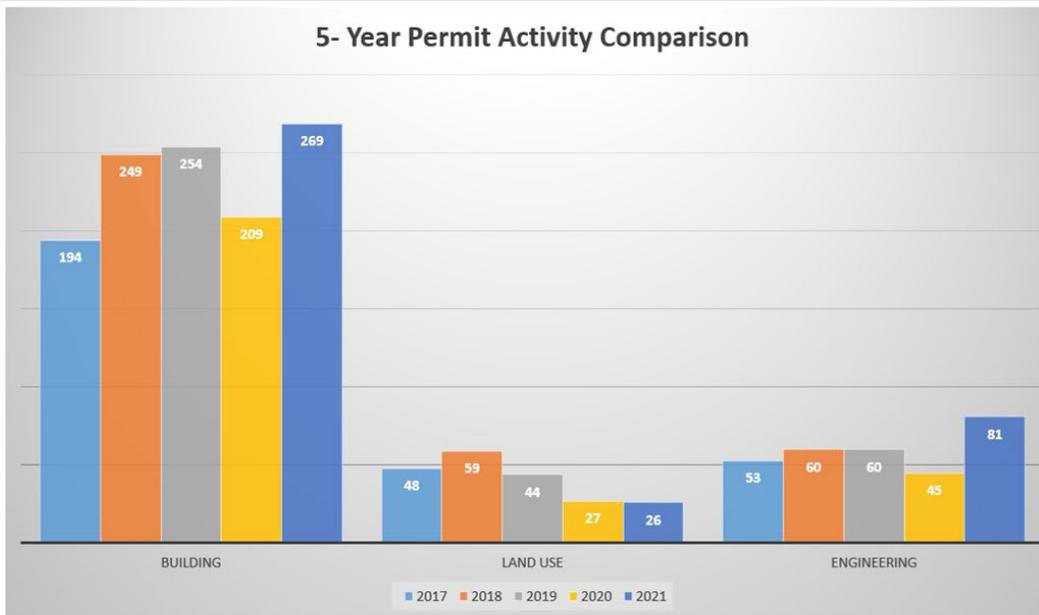
Below is a comparison on 2021 permit activity statistics compared to other years. The total number of permits are lower than the 2018 / 2019 peak. However, the City did see an increase in permit activity over last year.



2021 Permits by Type



5- Year Permit Activity Comparison



2022 Work Plan:

Associated with the 2021 – 2022 Biennial Budget is a corresponding work plan for each department. Included in that work plan are items subject to review by the Planning Commission. Over the next two years the Planning Commission will be working mostly on three major issues: 2024 Comprehensive Plan Update, the Stanwood Municipal Code Update and the Housing Action Plan.

2022 Planning Commission Work Plan Items

Work Plan Item	Tentative Timing
Park Impact Fee Ordinance Update	January - March
Floodplain / FEMA Community Rating Strategy	January - June
2024 Comprehensive Plan: Technical Studies & Policy Analysis	January - December
Housing Action Plan	January - December
Stanwood Municipal Code Update	January - December

Park Impact Fee Ordinance:

Amendments to the Stanwood Municipal Code to create separate, independent chapters of the municipal code for park, traffic and fire impact fees. School impact fees are already contained in their own chapter of the municipal code. In addition, this amendment will include a recommendation to adopt a new park impact fee for 2022 consistent with the 2022-2027 Capital Improvement Plan.

Floodplain / FEMA Community Rating Strategy:

The City of Stanwood is pursuing participating in the Community Rating System (CRS). Currently Downtown and Historic heart of city is in the floodplain. Participating in the CRS would offer lower insurance premiums to all residents and business owners within city limits. The vision of the Comprehensive Plan is to promote and encourage economic development in the city’s downtown area. This includes new and future development inside of the designated floodplain.

The National Flood Insurance Program (NFIP) provides federally backed flood insurance within communities that enact and enforce floodplain regulations. To be covered by a flood insurance policy (for the structure and/or its contents), a property must be in a community that participates in the NFIP. To qualify for the NFIP, a community adopts and enforces a floodplain management ordinance to regulate development in flood hazard areas. The objective of the ordinance is to minimize the potential for flood damage to future development. The city of Stanwood participates in the NFIP.

An option to help reduce flood insurance premiums in Stanwood is to join FEMA’s Community Rating System (CRS) and identify options to improve floodplain management in the city. Under the CRS program, flood insurance premiums of a community’s residents and businesses can be discounted to reflect that community’s work to reduce flood damage to existing buildings, manage development in areas not mapped by the NFIP, protect new buildings beyond the minimum NFIP protection level, preserve and/or restore natural functions of floodplains, help insurance agents obtain flood data, and help people obtain flood insurance.

Staff will be working with our local FEMA representative to better understand what measure the city can take to reduce our flood risk and potentially join the CRS program. The Planning Commission will review the proposed options and make a recommendation to the City Council on whether or not to apply to the CRS program.

2024 Comprehensive Plan Update:

Communities planning under the Washington State Growth Management Act (GMA) are required to update their comprehensive plans every eight years. The City of Stanwood is required by RCW 36.70A.130 to update their Comprehensive Plan by June 30, 2024.

The City of Stanwood's current Comprehensive Plan was adopted in June of 2015 with various updates and amendments in the subsequent years. With the 2024 Comprehensive Plan Update, staff is proposed to reorganize the Plan to create a more concise plan that is user friendly and complies with the requirements of the Growth Management Act and the Puget Sound Regional Council Policy Vision 2050.

There are two primary objectives of the Comprehensive Plan update: 1) examine the challenges faced by the community and provide strategies for overcoming those challenges and 2) identify opportunities for community growth as outlined in the Puget Sound Regional Vision 2050 Plan while preserving the City's small-town vision and quality of life. The intent is to ensure that growth occurs in a way that considers quality of life, placemaking, and other community character goals. This update is not about adopting a new vision for the community, but instead builds upon decades of planning activities to update and refine the vision for the community.

Housing Action Plan:

The City of Stanwood, with funding from the Washington State Department of Commerce, will be preparing a Housing Action Plan to both identify the current state and forecast the future growth of housing and population in the city. The city applied for the Housing Plan Grant application on October 4th, 2021. By the end of October, the City was notified that grant was approved. Under the terms of the grant, the Housing Action Plan is required to be completed by June 2023.

Stanwood is growing, and the population is changing. As home prices continue to rise within the area, it is challenging to strike a balance between maintaining community character and preserving the existing housing stock. Creating a housing action plan will help us complete a thorough assessment of the city's housing needs, encourage affordable and market-rate housing development within the city, and retain existing affordable housing to minimize displacement. While we know our City will continue to grow and change, we want to find ways to minimize the impact on our existing neighborhoods while encouraging a more diverse housing stock.

The data gathered and policy work included in the Housing Action Plan will be used for the Housing Element of the Comprehensive Plan update noted above. The Housing Action Plan will include the following work elements:

- **Housing Needs Assessment:** The housing needs assessment is a data gathering exercise which consists of gathering population, housing, employment, and income data. This work also includes

reviewing the City's existing housing polices, regulations, and permitting processes to understand the effectiveness of addressing housing affordability in the City.

- Community Outreach: Tasks will contain three outreach efforts conducted to discuss the Housing Plan. These outreach efforts include: 1) staff/project team virtual charette, 2) Stanwood City Council virtual work session, and 3) public virtual open house.
- Housing Action Plan: The final housing action plan will use the data gathered from the housing needs assessment and the community outreach to develop strategies to plan for and accommodate existing and projected needs of all economic segments of the community, including documenting programs and actions needed to achieve housing availability.

The Planning Commission and Council Community Development Committee will act as the policy review bodies during the development phase of the Plan. The Planning Commission will hold a public hearing on the draft plan and make a formal recommendation to the City Council. Council may hold their own public hearing on the plan or accept the Planning Commission's recommendation and then adopt the plan via a resolution.

Stanwood Municipal Code Update:

The last comprehensive update to the Stanwood Municipal Code occurred in 1968. As the City has grown and development has increased over the years, so has the need for updated regulations. Fifty years of amendments has resulted in inconsistencies, conflicts and outdated regulations. The City desires to adopt a modernized Municipal Code that reflects the character of Stanwood and meets the current needs of the community.

The new code should reflect best practices with respect to the content and administration of the code. The update needs to be user friendly for staff, property owners and developers by 1) removing legalese and jargon unfamiliar to the lay person, 2) improving clarity and overall functionality, and 3) reflect regulatory best practices. It is also envisioned that the update will include tables and illustrations whenever possible to help convey concepts. Lastly, the updated code must be consistent with current case, state and federal laws. The following principals have been drafted to guide the update process.

- Focus on improving the code to eliminate deficient, outdated, overly or unnecessarily complex codes that inhibit development.
- Make the code internally consistent between Titles and Chapters.
- Create a user-friendly code that is easy to administer by staff and easily understood by developers and the community.
- Use plain, easily understood language in describing requirements and procedures.
- Identify existing development regulations that need to be revised or updated to be consistent with the Comprehensive Plan.
- Standards and regulations should reflect current needs and desires of the community.
- Ensure compatibility with current state and federal law.
- Evaluate the code for regulatory gaps.
- Eliminate "repealed" or "deleted" titles, chapters, or sections.
- Apply form-based concepts and development flexibility where appropriate.
- Insert tables, graphics and/or illustrations wherever necessary to convey concepts.

From: [Steve Shepro](#)
To: [Sather, Larry](#); [Davis, Cody](#); [Hosterman, Patrick](#); [Marcus Metz](#); [Monae Birkhofer](#); [Burns, Justin](#)
Cc: [Love, Patricia](#)
Subject: A well deserved "Thank You"
Date: Monday, December 6, 2021 6:15:23 PM

Dear Planning Commissioners,

As you know, the City Council has been reviewing the work you all did on the Permitted Use Matrix. It was complex enough that we needed three Council meetings to wade through it and pass it, which we did on November 22.

The Council made a few tweaks along the way, but generally found the Ordinance to be superbly written. Patricia Love informed us that you have been working on this document for most of this year. I want to thank you for this.

Most of the current Council has also served on the Planning Commission and continually praised your work, knowing the effort it took to complete.

And, thank you for the sacrifices you've made to find time to volunteer your services to the Stanwood community.

Sincerely,

Steve Shepro
Stanwood City Council