



City Council Committee Meeting Agenda

Community Development Committee

This meeting will be conducted by telephone and online,
connection information will be posted on the City Website –
<https://www.stanwoodwa.org>

Thursday January 14, 2021 6:00 PM

1. Selection of Committee Chair
2. Committee Meeting Date Discussion
3. Year in Review Summary
4. Permitted Use Matrix Options Discussion

Zoom Information:

Community Development Committee

Please click this URL to join:

<https://us02web.zoom.us/j/88397244682?pwd=VWMvTVVlNjR0SmNicmw5azVmbTdndz09>

Zoom Online Meeting
Webinar ID# 883 9724 4682
Passcode: 648235
Or Join by Telephone (253) 215-8782



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

DATE: January 14, 2021
SUBJECT: January CDC Agenda Topics
FROM: Patricia Love, Community Development Director

Selection of 2021 Committee Chair:

At the first meeting of each year, the Community Development Committee selects a new chair and vice-chair person. The 2021 Community Development Committee consists of: Judy Williams, Sid Roberts and Tim Pearce. The alternate, in case one of the Committee members cannot attend is Steve Shepro. According to Council policies, a Councilmember may only be a Chair of one Committee.

Committee Meeting Date Discussion:

The Community Development Committee has historically met at 6 pm prior to the first regular council meeting of each month – the second Thursday of the month. This year the Council will begin holding quarterly workshops prior to their first regularly scheduled meeting. These workshops conflict with the CDC meetings, and as such we'd like to suggest changing the date and time of the regularly scheduled CDC meetings. To avoid other committee date conflicts, below is a list of other council committee, commission or board meetings.

Committee / Commission / Board	Meeting Schedule
Council Committees	
Community Development Committee	First council meeting of the month at 6 pm – pending change
Finance / Personnel	Second council meeting of the month at 6 pm
Public Safety	Second council meeting of the month at 6 pm
Public Works / Parks	First Monday of the month at 5:30 pm
Planning Commission	
	Second and fourth Monday of the month at 6:30 pm
Parks and Trails Advisory Committee	
	Third Monday of the month at 3 pm
Economic Development Board	
	Second Friday of the month at 7:30 am

Below are some suggested dates and time to consider for future Community Development Committee meetings starting in February 2021:

- The second Tuesday or Wednesday of the month at 5:30 pm (Same week as the first Council meeting of the month)
- The first Tuesday or Wednesday of the month at 5:30 pm (Week prior to the first monthly council meeting)
- The third Tuesday or Wednesday of the month at 5:30 pm (Week prior to the second monthly council meeting)
- Other date(s) as suggested by Committee members

Year in Review Summary:

Below is a summary of the work completed by the Planning Commission in 2020. As 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 2020, the Planning Commission’s work included:

Code Amendments / Comp Plan Amendments / Other:

- Park Impact Fee Ordinance (Up to the Public Hearing Process)
- Floodplain Regulations Update
- Buildable Lands Review & Discussion
- Planning 101 Review
- Stanwood History 101 Review
- City Beautification Action Program
- Permit Review Process Update (Outline and General Direction Complete)
- 2020 Comprehensive Plan, Rezone Amendments and Associated Code Amendments
- Housing Affordability Discussion with the Alliance for Housing Affordability (AHA)

Public Meetings on Development Projects:

- Hamilton Park
- WDFW Boat Launch Project
- Irvine Slough Stormwater Separation Project
- Madison Place Mixed Use Building
- Upper Left Apartments
- Schenk Packing Annexation
- Wolfkill Industrial Development

Delayed Items to 2021:

- Park Impact Fee Update
- Permit Review Process

Due to the Covid-19 global pandemic, the city converted to holding on-line Planning Commission meetings in April of 2020. This led to limited public hearings during the second and third quarters of 2020, which in turn resulted in a delay in adoption of the park impact fee ordinance and the permit process update. These two items have been added to the Planning Commissions 2021 work plan.

Permit Activity Review:

The city issued more single family residential permits this year than in previous years, however the total permit volume was down. This appears to be caused by the Covid-19 global pandemic that slowed the economy and forced many people out of work. Below is a comparison on 2020 permit statistics compared to other years.

Total Permits Issued Per Year



SFR Permits Issued Per Year



The upswing in single family residential permits was due to two major plats: Cedarhome Square (125 Lots) and Mineral Point (~88 Lots) off of 68th Avenue. We are expecting this trend to continue in 2021 due to the Schmitt plat (78 SFR Lots) currently under construction and the Chandlers Reserve plat (91 Lots) that was recently approved by the Hearing Examiner.

Permitted Use Matrix Options Discussion:

As part of the Departments 2021 work plan, staff is working on an update to the City’s permitted use matrix and permit review procedures. Much of the work on the permit review procedures was started in 2020, however due to limited public hearings and Comprehensive Plan Amendment, this item was pushed to 2021 for completion.

In addition, the interim Enhanced Service Facilities ordinance requires the city to update our permitted use matrix within six months of initial adoption (October 2020). Work on the permitted use matrix code amendment is now being done simultaneously with the permit review procedures.

To address Enhanced Service Facilities, the permitted land use table currently has multiple uses that are outdated and some uses that are not recognized in the table but are required by state law. This can cause confusion for property owners, new applicants and city staff when analyzing if a use can be placed in a particular zone of the city. Use, site and development standards will be proposed that address: Enhanced Service Facilities, Adult Family Homes, Congregate Care, Group Homes and/or other state regulated uses.

Permit Review Process:

In review, staff and the Community Development Committee reviewed the proposed amendments to the permit review process which includes:

- Consolidate the three permitting procedures chapters into a single chapter that follows the permitting steps.
- Eliminate duplicative and conflicting code sections.
- Include easy to read tables detailing permit types and process.
- Move the following non-procedural permit processes out of the administrative code sections and create new chapters:
 - Grading Regulations
 - Development Agreements
 - Variance and Conditional Use Criteria
 - Amendments to Annexations (Similar to Comprehensive Plan Amendments)
- Create flow charts for each permit type (Completed).
- Adopt new permit procedures following the following outline:
 - Article I: General Provisions
 - Article II: Application Provisions and Procedures
 - Article III: Permit Review Procedures
 - Article IV: Post Permit Requirements

Permitted Use Matrix:

In evaluating how to amend the City’s permitted uses zoning chapter, staff is proposing the following amendments:

- Re-organize of the permitted land use table; three options are being proposed.
- Review the allowed permitted and conditional uses.
- Review how the permitted uses are reflected in the permit process chapter.
- Review and update conditions, footnotes or explanations.
- Consider amendments to the definitions chapter to ensure consistency with the permitted use matrix.
- Consider adding uses or footnotes to the permitted use chapter which could eliminate the overlay zones, which include: Adult Entertainment Overlay, Historic Downtown Overlay, Master Plan Overlay and Transit Overlay. Elimination of the overlay zones can simplify the interpretation of the zoning map and what uses may apply.

In considering changes to the permitted use matrix, staff is proposing the following three options:

Option 1: Use the current table format and update uses. The current permitted use table is based on specific uses and zones.

Pros – The table is familiar and allows the user to determine if a use is allowed in a particular zone.

Cons – The table has specific uses and any uses not listed are prohibited in the city or requires an administrative interpretation. It allows for very little discretion while trying to figure out if a use is allowed

in a zone or not. There are some uses that are somewhat similar, but we cannot approve or requires an interpretation.

Option 2: Consolidate the use types into broader categories, such as retail sales, and follow the existing format.

Pros – The table would remain much the same, but would reduce the uses into more general categories. Uses would then be separated out to exclude uses that are not wanted. This would act more like a form based code where uses are not as heavily regulated but the site development standards control the overall look and feel of the property.

Cons – This would recognize broad uses, which may allow for a use that was not intended for a particular zone and may cause the same confusion of the current table. The excluded uses may end up having the same amount of uses that we have currently and may not help simplify the table.

Option 3: Change the table to follow the comprehensive plan and zoning districts, with permitted uses for each zone.

Pros – A table would be created for each zone type: Residential, Commercial, Industrial, Public Facilities and possibly a special table for unusual uses. This would then allow a table for each general zone category with permitted uses for each zone. This would resemble the zoning standards tables in chapter 17.60 and provide consistency throughout the code. This could be potentially easier for users of the code to determine uses by zoning category.

Cons – This would change the way the current table looks and functions. The table would be based on zoning category first and then by use: a reverse from the current permitted use matrix.