



PLANNING COMMISSION AGENDA

June 13, 2022– 6:30 PM

Stanwood Fire Station (8117 267th Pl NW)

1. Call to Order
2. Roll Call
3. Public Requests and Comments
4. Approval of Minutes
 - Approval of the April 11, 2022 Planning Commission Minutes
 - Approval of the May 9, 2022 Planning Commission Minutes
5. New Business
 - 2024 Comprehensive Plan Layout Discussion & Revised Schedule
 - Community Survey Responses
 - Preliminary Land Use Designation and Zoning Discussion
6. Old Business
 - Final Housing Needs Assessment
7. Miscellaneous Business
8. Recent Council Action on Commission Items
 - Update on Kottsick Annexation
 - Commerce Cleanup Grant for Downtown Park
9. Upcoming Items
10. Adjourn

Zoom Meeting Information

Please click the link below to join the webinar:

[https://us02web.zoom.us/j/88487926635?pwd=aVlad0pzYVAreHl0TmhURT
NVTmJudz09](https://us02web.zoom.us/j/88487926635?pwd=aVlad0pzYVAreHl0TmhURT
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Passcode: 152374

Telephone: 253-215-8782

Webinar ID: 884 8792 6635



Planning Commission
Meeting Minutes
April 11, 2022

Call to Order: 6:33 pm

Roll Call

Present:

Monae Birkhofer
Melissa Toner (online)
Patrick Hosterman
Cody Davis
Jeff Wheatly
Justin Burns (online)

Staff Present:

Patricia Love
Audrey Rotrock
Tansy Schroeder

Absent: Eric Warnat

Also known to be present: Paragon Partners, Jim Barger

Public Requests and Comments:

None

Approval of Minutes:

The Minutes from the March 14, 2022 meeting were voted on and approved unanimously as written.

New Business:

Inland Steel Public Meeting (Permit 220011)

Request: The applicant is proposing two future buildings; 7,779 square feet and 6,622 square feet, on approximately 1.43 acres zoned Light Industrial. The project site is located southeast of the intersection of 272nd Street NW and 92nd Avenue NW. The project includes 29 parking stalls and paving, frontage improvements to 272nd Street NW, landscaping, and installation of storm management and utilities.

The project site is located on 272nd Street NW, Stanwood, Washington, within the city limits of Stanwood across the street from the Stanwood-Camano School District Bus Barn located at 27210 90th Avenue NW. Zoning for the site is Light Industrial (LI). Access to the parcel is from 272nd Street NW. This project will prepare the land for site development of two future office and warehouse buildings including paving, landscaping, frontage improvements, and installation of storm management and utilities. The building design standards for the LI zoning district (SMC 17.112.045) shall apply. The site is generally flat with existing lawn.

The Commissioners had the following concerns about the Inland Steel Project:

- Being in the floodplain, how will the topography change after grading?
- Will there be design standards for architectural style? They would like the new building to match the style of surrounding buildings.
- Sidewalks are inconsistent in this area. Either the developers will be required to install sidewalks, or it will become part of a City Capital Improvement Project.



Comprehensive Plan – Population Growth Targets

The Washington State Growth Management Act (GMA) requires Snohomish, King, Pierce and Kitsap counties and cities within those counties to update their Comprehensive Plans by December 31, 2024 and every 10 years thereafter. One element of Comprehensive Plan updates is to ensure cities plan for their projected urban growth over the next twenty years.

Using the state's project growth forecasts, the regional planning organizations prepare growth strategies based on their region's unique characteristics. The Puget Sound Regional Council (PSRC) prepares the visioning document, Vision 2050, for the four-county region of Snohomish, King, Peirce and Kitsap. Stanwood is the most northern city within the PSRC boundaries.

Vision 2050 sets the framework for how and where growth is expected to occur by establishing regional growth strategies and targets. Vision 2050 estimates that the Puget Sound could grow by 1.5 – 1.8 million people by 2050. To accommodate that growth the regional growth strategy states that growth should be focused near transit infrastructure and urban centers.

GOAL: *The region accommodates growth in urban areas, focused in designated centers and near transit stations, to create healthy, equitable, vibrant communities well-served by infrastructure and services. Rural and resource lands continue to be vital parts of the region that retain important cultural, economic, and rural lifestyle opportunities over the long term.*

- ***Metropolitan and Core Cities:*** Cities with regional growth centers connected to high -capacity transit systems.
- ***High-Capacity Transited Communities:*** Cities and unincorporated county areas that are connected to regional high-capacity transit systems.
- ***Cities and Towns:*** Smaller cities and towns served by local transit. Stanwood falls into this category.
- ***Urban Unincorporated Areas:*** Urban areas within Counties served by transit and identified as areas for potential annexation.
- ***Rural Areas and Natural Resource Lands:*** Rural areas outside of urban growth areas.
- ***Major Military Installations:*** Hubs for both military and civilian employment and population.
- ***Indian Reservation Lands:*** Homelands of sovereign tribal nations.

Stanwood falls into the cities and towns category as it is not connected to the regional transit system. Vision 2050 anticipates that the Snohomish County Cities and Towns Category should grow by 9.5% in the next twenty years.

With the adoption of the regional growth strategies, each county then begins the process to determine how best to distribute the population growth among its cities and unincorporated areas. Snohomish County is expected to take nearly a quarter of the regions projected growth, approximately 424,000 people.



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Stanwood's 2044 growth target is 3,258 people and the UGA's target is 290 for a total of 3,548 new residents. Of the 11% county growth that is anticipated to go into the Cities and Towns category, Stanwood and its urban growth area is anticipated to take 1.2%.

The current Comprehensive Plan includes the following 2035 growth targets:

2035 Growth Target

City: 10,116
UGA: 969
Total: 11,085

Projected new 2044 growth:

2044 Growth Target

City: 10,963
UGA: 432
Total: 11,395

Difference: 310

The City needs to plan for an additional 310 new residents through the Comprehensive Plan Update process.

Applying a similar approach to the population growth targets, the city also needs to plan for employment growth. The following charges show the assigned employment growth to the City of Stanwood.

Stanwood's 2044 employment target is 5,073 jobs and the UGA's target is 726 for a total of 5799 new jobs. Of the 7.7% county growth that is anticipated to go into the Cities and Towns category, Stanwood and its urban growth area is anticipated to take 1.0%.

The current Comprehensive Plan includes the following 2035 growth targets:

2035 Employment Target

City: 4,688
UGA: 1,035
Total: 5,723

Projected new 2044 growth:

2044 Employment Target

City: 5,073
UGA: 726
Total: 5,799

Difference: 76



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The City needs to plan for an additional 76 new jobs through the Comprehensive Plan Update process. Next steps include evaluating the city's land uses against these new targets to determine needed capacity and types of land use needed to accommodate the expected growth.

The Commissioners would like find ways to include more mixed use zones to allow for more employment in the City, either through reasonable measure policies, or a change/addition to permitted uses.

Stanwood Municipal Code Update Project – List of Potential Amendments:

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.

The Commissioners asked for clarification on which Committees/Boards will be reviewing the different sections of the code. All stakeholders will be reviewing their specific areas of the code while the Planning Commission will be looking at the entire code, broken up into smaller sections.

Old Business:

Comprehensive Plan – Vision Statement:

One of the first steps in drafting a Comprehensive Plan is preparing a clear vision statement. This statement should be descriptive, yet concise, focusing on the values of the community. All other goals and polices are then built upon the guidance of the vision statement. Effective vision statements include three parts: Vision Statement, Mission of the Organization, and List of Core Values.



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2024 Draft Vision Statement:

Promote the City of **historic downtown** Stanwood as the commercial and cultural center **heart** of the Greater Stanwood/Camano region by preserving its distinctive small town character while strategically planning for future growth and economic development opportunities **of the entire City**.

Mission:

The Mission of the City of Stanwood is to create and maintain a community where people can live, work and play in an environment that is safe, vibrant and aesthetically pleasing. Stanwood: is inclusive of everyone, includes the community in its decision-making process; ensures a thriving local economy, provides transparent government, and is responsive to the needs of the community.

Values:

The following core values represent the desires of the community and provides a common basis for developing and implementing the City's 2024 Comprehensive Plan:

Sense of Community: ~~Retain the City's small town rural character and identity at all costs.~~ ***Retain the City's strong sense of community by fostering a family friendly culture that protects the areas natural beauty, celebrates its rural roots, promotes local businesses, and provides spaces for families to work and play.***

Livability: Continue to make Stanwood a desirable place to live by investing in the historic downtown, new uptown commercial areas and residential neighborhoods to create an aesthetically pleasing community.

Mobility: Stanwood should provide for all forms of multi-modal transportation, including includes trails, sidewalks, bike lanes, transit and private vehicles.

Growth: Manage growth to avoid suburban sprawl ***and expansion of the City's urban growth boundaries*** while protecting ***ensuring new development conforms to*** the city's small-town community character.

Economic Development: Focus on retaining the city's role as the center of the Greater Stanwood area by pursuing new endeavors that support the downtown and leverage Stanwood's location as an urban center surrounded by world class agricultural land.

Environment: Protect the environment while promoting access and tourism to local natural features.

Parks: Develop a parks system that provides public spaces for all age ranges that bring people together to create a more vibrant, healthy and equitable community.

- The Commissioners approve of the updated Vision, Mission and Values.
- Under "Sense of Community" the Commissioners approve of adding "Community Events" and would like to change "families" to "residents" in the last line of the statement.
- Under "Growth" the Commissioners would like to add a note about maximizing buildable lands – how to manage and adapt to growth.



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- Patricia Love asked the Commissioners to think about creating a Tag Line for the City. For example, Reno, NV has a tag line of “The Biggest Little City”.

Kottsick Annexation Update

On June 28, 2021, the City received a request to annex approximately 30 acres into the City known as the Kottsick Annexation. On November 8, 2021 the Council voted to accept their 60% annexation petition and authorized the city to submit the annexation petition to the Snohomish County Boundary Review Board. Snohomish County notified the city on March 18th that the proposed annexation has been deemed approved. For the annexation to be finalized the City Council must formally accept the annexation then it can be filed with the County.

The City has pre-designated the property as Single Family Residential on the Future Land Use Map and on SR 7.0 on the zoning map. Upon annexation, these designations will be applied to the property. Also, the property will be required to be assessed and taxed at the same rate and basis as other property within the City of Stanwood. This includes assessments or taxes for the payment of its pro rata share and all outstanding indebtedness of the City contracted or incurred prior to or existing on the effective date of the annexation.

The Commission agrees that this annexation will help meeting growth targets and future population allocation.

Miscellaneous Business: N/A

Recent Council Action on Commission Items:

Park and Recreation Feasibility Study

The report was finalized and has gone to Council. The Council approved Service Level 1 – Teams Approach and has recommended going to Service Level 2 in the next budget cycle.

Civic Campus Project

No decisions were made at the Council Workshop, and there is a desire to keep City Hall at its current location. The discussion will continue.

Upcoming Items:

Population Demographics
Housing Action Plan

A motion to adjourn was made and seconded.

Adjourn: 8:07 pm



Planning Commission
Meeting Minutes
May 9, 2022

Call to Order: 6:30 pm

Roll Call

Commissioners Present:

Eric Warnat (online), Commissioner
Monae Birkhofer, Commissioner
Melissa Toner, Commissioner
Patrick Hosterman, Commission Chair
Cody Davis, Commission Vice - Chair
Justin Burns, Commissioner
Jeff Wheatley, Commissioner

Staff Present:

Patricia Love, Community Development Director
Audrey Rotrock, Associate Planner
Tansy Schroeder, City Planner

Absent: N/A

Also known to be present: Anne Nautsch (Blueline), Caitlin Hepworth (Blueline), Chris Collier (Alliance for Housing Affordability), Paragon Partners, Meagan Watne, Stephen Crooks, Rhyan Whobrey, Kim Donelson, Karen Monroe, David Donelson, Doris Blas, Jacie Evans, Ry McDuffy

Public Requests and Comments:

None

Approval of Minutes:

The Minutes from the April 11, 2022 meeting will be approved at the June 13, 2022 Planning Commission Meeting.

New Business:

Summerset Division II Preliminary PRD Plat Public Meeting

Request: The applicant is proposing to construct a 22-lot single-family planned residential development. The project is located east of 80th Avenue NW and south of 284th Street NW. The site consists of three parcels for a total of 7.25 acres (315,868 square feet) zoned Single Family Residential 9.6 (SR 9.6). Resident vehicular access to the site will be from 278th Place NW and connect to the proposed Bakerview PRD to the northeast. The proposed community will include open space tracts, storm water management, and street and landscaping improvements.

The project site is located at 27915 80th Avenue NW, Stanwood, Washington, within the city limits of Stanwood. Zoning for the site is Single-Family Residential 9.6 (SR 9.6). The accesses into the 7.25-acre property will be from 278th Place NW and connect to the proposed Bakerview subdivision. This project will subdivide approximately 7.25-acres into 22 single-family lots. The residential development standards (SMC 17.60.020) allow for a maximum residential density of 6 dwelling units per acre for PRD development in the SR 9.6 zoning district. The majority of developed area around this site is made up of single-family residences which is consistent with this development.



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The site is generally flat with existing vegetation. The property borders the City of Stanwood water tower. The northern boundary of the site will connect to the Bakerview subdivision. To the east of the project is the Bayview Lane subdivision and to the southwest is the Summerset subdivision. The developed site will provide approximately 10.4% of open space. The development plans provide all of the public improvements, facilities, and utilities and will be reviewed to meet city requirements (See development plans). These facilities include but are not limited to city streets, sidewalks, all utilities, open space, and recreational facilities.

The Commissioners had the following concerns about the Summerset Division II Preliminary PRD Plat:

- The congestion of existing neighborhood roads during construction.
- There is currently only one road to access the development.

The public attendees had the following questions and concerns about the Summerset Division II Preliminary PRD Plat:

- Will the water tower and associated piping be affected by construction traffic?
- Is the City looking at traffic issues associated with all developments that are coming to Stanwood as whole or just the impacts of individual developments?
- The increase in traffic will be a safety hazard, as there are many families with young children in the neighborhood. There is also a blind hill in the area.
- Cars currently park on both sides of the street, how will construction vehicles be able to get through to the development?
- How will high speed traffic be minimized?
- Noise from construction is a concern.
- Will there be a neighborhood park?
- Will the local schools be able to handle the increase in students from the new developments?
- Will the developer replace fences removed during construction?
- The soils of this area contain clay, that does not percolate well. How will the developer address this in the stormwater drainage pond?
- Will the builder be required to include multiple facades of the new homes? There are concerns about a "cookie-cutter" look.

Developer Ry McDuffy, from Land Resolutions, was in attendance to answer some of the above questions and concerns:

- The private drive/access road will only be used for Fire/EMS and Public Works to maintain the water line. It may be used temporarily as a construction access, but that is yet to be determined.
- When 278th Place was built, it was built in accordance with the code at that time.
- Street parking in Summerset Division II will be limited to one side only. This may be required by the North County Fire Department.
- Grading in the development will not impact the water tower or their lines.
- Fencing is not being proposed. The builder may add some fences to individual lots.
- The existing site is mostly flat with minimal grading needed. Retaining walls may be added to lots, 3, 4, and 5.
- Earthwork will not cause any dirt to be pushed into the backyards or fences of existing homes.



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- All of the Summerset Divisions have/will have stormwater drainage systems that flow to detention ponds.
- The builder for this development is a local company named Acme Homes.
- Work on this project will potentially begin in August of 2022.
- 5 trees will be planted per 20,000 square feet of open space.
- A “living screen” of vegetation will be planted around the detention pond.
- Trees currently on site will be removed prior to development.
- No additional trees will be planted on the private drive.
- There will be a Homeowners Association (HOA) in the new Summerset Division II development.
- The developer will pay mitigation fees for traffic to the City.
- 80th Avenue is on the City’s Capital Improvement Project list for improvements.

Presentation – Chris Collier, Alliance for Housing Affordability (AHA)

Guest speaker Chris Collier, Project Manager, for the Alliance for Housing Affordability (AHA) provided an overview of current housing availability and affordability in Snohomish County and Stanwood.

AHA was established in 2013 through an interlocal agreement. The Alliance was envisioned as a venue for Snohomish County jurisdictions to work together to understand local housing challenges and share resources to address these challenges. Membership consists of 13 Snohomish County cities, Snohomish County, and the Housing Authority of Snohomish County; Stanwood is a member of AHA and Tansy Schroeder, City Planner, is the city’s representative.

As a member of AHA, Mr. Collier provides technical support to the City as needed. Mr. Collier gave a briefing to the Planning Commission on local housing issues as part of our Comprehensive Plan update work. His expertise in housing is a valuable resource which we will be using to help guide our Comprehensive Plan Housing Element update.

After hearing the presentation, the Committee questioned how the City can address this issue. Chris suggested increasing the variety of housing types (such as duplexes, triplexes, townhouses, cottage housing, etc.) and to engage in the upcoming comprehensive plan and municipal code updates.

Presentation – Draft Housing Needs Assessment and Gap Analysis (Blueline)

The City of Stanwood received a grant from the Washington State Department of Commerce to prepare a Housing Action Plan to inventory the City’s current housing stock, update city demographics, forecast future housing needs, and evaluate policies to address equitable and affordable housing opportunities. Information gained through this study will form the basis for the Housing Element of the Comprehensive Plan.

One of the first steps in preparing a Housing Action Plan is the preparation of a Housing Needs Assessment (HNA). The HNA 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 policies, regulations, and permitting processes to understand the effectiveness of addressing housing affordability in the City.



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Our consultant, Blueline Group, provided a briefing and facilitated a discussion with the Committee regarding on their initial findings.

The Committee is interested in seeing transportation data from the last 2 years to compare transportation costs to pre-COVID-19 data. The transportation costs may have changed due to less commuting.

A change in policy to allow, incentivize, and encourage other types of housing units is needed address the issue of the “missing middle”.

Old Business:

The Kottsick Annexation Project is on the City Council meeting agenda for May 12, 2022.

Miscellaneous Business:

N/A

Recent Council Action on Commission Items:

N/A

Upcoming Items:

Outline for the Comprehensive Plan update.

A motion to adjourn was made and seconded.

Adjourn: 8:59 pm