



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 5a
DATE: February 27, 2020
SUBJECT: Planning Commission Meeting Minutes
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A – January 13, 2020 Meeting Minutes

SUMMARY STATEMENT

Minutes from the January 13, 2020 Planning Commission Meeting are attached to this staff report for approval as presented.

PLANNING COMMISSION
January 13, 2020– 6:30 PM
Stanwood Fire Station (8117 267th Pl NW)
Minutes

1. Call to Order

Chair Linda Utgard called the meeting to order at 6:30pm

2. Roll Call

Linda Utgard, Darren Robb, Marcus Metz and Lance Dennis were present. Staff present- Community Development Director Patricia Love, Senior Planner Amy Rusko, Planning Commission Clerk Krista Hintz

Also known to be present- Rick Skiba, Steve Billieu, Rick Billieu, Tom Elliott, Tim Schmitt

3. Public Requests and Comments

None

4. Approval of Minutes

A motion was made by Marcus Metz and seconded by Lance Dennis to approve the December 9, 2019 Planning Commission Minutes as presented. The motion passed unanimously.

5. New Business

- *Election of Officers* -Each year, the first meeting of the year, the Planning Commission elects a Chair and Vice-Chair. Patricia Love opened the floor for nominations to fill these seats. Darren Robb nominated Linda Utgard to remain Committee Chair for 2020. Lance Dennis nominated Darren Robb as Vice-Chair. Marcus Metz also expressed interest in serving as Vice-Chair. Darren Robb nominated Marcus Metz and then declined the nomination for himself.

Vote for Chair: Darren Robb, Marcus Metz, Lance Dennis voted unanimously in favor of Linda Utgard as Chair.

Vote for Chair: Linda Utgard, Darren Robb, Lance Dennis voted unanimously in favor of Marcus Metz as Vice-Chair.

- *Public Meeting-* There are three public meetings on the agenda, Hamilton Landing Park, WDFW Hamilton Landing Access, and Irvine Slough Stormwater Separation (IS4) Project Phase I. All three projects have been combined into one public meeting as they are all in one location.

Hamilton Landing Park

The city is preserving the smokestack and moving the holiday light storage up closer to the parking lot so people can walk around the stack.

The city is installing:

- The non-motorized boat launch
- Vehicle parking
- Accessible paths
- Benches and ADA picnic tables
- Play area
- Labyrinth
- Landscaping along the north side, the middle by the parking and the south end by the stack

Lance Dennis asked if there have been talks about local artists providing art for the park. Art has not been discussed at this point.

WDFW Hamilton Landing Access

Washington Department of Fish and Wildlife will be:

- Installing -Motorized boat launch
Trailer Parking
A pre-fab restroom
Wetland enhancements
Landscaping
- Wetland mitigation
- Removing creosote pilings

Irvine Slough Stormwater Separation (IS4) Phase I

Installation of the new storm line and fourth pump will separate downtown storm waters from flood waters during a major storm.

Currently there is a 36" drainage pipe, they will install a new 48" drainage pipe

Stillaguamish Tribe did concur with the cultural resources survey that was completed and are asking for monitoring and inadvertent discovery plan and notification for Tribal monitoring when construction begins.

Timing- The order of the projects will be IS4 Pumphouse fix, Hamilton Landing Park by the city, WDFW Hamilton Landing Access. The City of Stanwood project does not require a corps permit, WDFW does require an individual corps permit which has been submitted but could take up to one year. IS4 requires a corps permit. These projects are subject to the timing of the IS4 Nationwide corps permit.

Questions from the Public:

1. Will there definitely be a motorized boat launch? *Yes*
2. Will the city be responsible for maintenance on the WDFW portion? *Yes, once complete, WDFW will turn the project over to the city for maintenance.*
3. Will there be a fee to the parking lot? *Unknown at this time, the discussion needs to be had.*
4. What is the city's budget and has the money been assigned? Under or over a million? *The project is fully funded, the budget is just over one million, half of that will come from a \$500,000 ALEA grant.*
5. How is the stormwater currently being treated? *It currently is not being treated; the new system will head off the flood waters through a one-way valve.*
6. What is the reaction from Public Works to the additional work required to maintain this project? *They have been aware of the project for three years and are anticipating the change. The Parks and Trails Advisory Committee will be working on a Maintenance and Operation Plan to discuss staff, training and equipment.*
7. Will this park be designated non-commercial? Currently the Will commercial clam boats are blocking the access to the hand launch, will that continue? *The park is a public space so if commercial clam boats were to use the park, they would be required to use the same launch as the public without blocking the space. The lease for the current launch expires in February.*

- 2020 Work Plan- Patricia Love gave an overview of the 2019 accomplishments and the 2020 Work Plan. In 2020, the Planning Commission's work will be divided into two major categories: 1) code amendments and 2019 Docket items and 2) Phase I preparation for the 2023 Comprehensive Plan update (Fact Finding and Visioning).

Priority will go to Flood Plain Regulations Update; FEMA just notified the city that there is a six-month deadline to update the regulations to remain in the Flood Insurance Program.

Other projects will be:

- Parks and Trails Impact Fees
- Permitting Use Matrix Update
- Zoning Entitlement Process Update (permits)
- Comprehensive Plan Update/Rezoning
- Sign Code Update
- Miscellaneous Code Amendments

Things the Commission will look at:

Existing Comp Plan policies; what are the implications to policy updates?

Where does the density go?

How do we meet targets?

Do we have capacity?

Where are the buildable lands?

What will the density look like?
Development and Design Standards.

- Park Impact Fees- Council has asked staff to review the costs associated with projects and what is the fairest distribution of those costs. In addition, park impact fees should be updated annually or bi-annually to reflect the most current capital improvement plan. The numbers were re-run based on the 2020-2025 CIP.

As part of the 2020 Park Impact Fee update, the following items were prepared for consideration:

1. Update the SMC to provide annual updates to impact fees with minor amendments providing clarity on when the impact fee is applied and to the note that impacts must be spent within 10 years or be refunded.
2. Park Impact Fee rate alternate analysis
3. Update the fee resolution with the most current park impact fee.
4. Split the fees into three separate categories: Parks, Fire, Transportation

The process of updating the Park Impact Fee includes applying the most recent Park CIP list with updated construction cost estimates, applying the most recently available city demographic information, and considering the appropriate proportional cost share. Level of service ration remains the same as it is the LOS adopted in the Parks, Recreation and Open Space Plan.

The City currently has a 40/60 percent applied to the proportionate share adjustment, figure "A" in the formula. Staff is proposing a simple 50/50% ratio to be applied as the adjustment factor.

Options:

1. Apply the formula with the 2020-2025 CIP with Updated Persons Per Household Data and Applying a 50% Adjustment Factor.
2. No change, Maintain Existing Impact Fee
3. Apply using 2017 City Council Precedent and Divide Fee in half: Option One, divided in half.

Patricia Love will be updated the Code Amendment, separating out the different Impact Fee types, then bringing it back to Planning Commission for a Public Hearing. Does the Commission have a preference?

The Commission asked to find a better way to make the number "C" more transparent, so the code won't need to be updated every time the fee changes. What is the "C" in relation to new development?

7. Miscellaneous Business

- Moving the January 27th Planning Commission Meeting to Tuesday, January 21, 2020.

9. Upcoming Items -See 2020 Work Plan

10. The meeting adjourned at 8:19 pm

Krista Hintz, Planning Commission Clerk