



Planning Commission
Meeting Minutes
January 25, 2021

Call to **Order** 6:30 pm

Roll Call

Present: Marcus Metz

Larry Sather

Monae Birkhofer

Patrick Hosterman

Cody Davis

Justin Burns

Staff Present: Patricia Love

Amy

Amy Bergemeier

Tansy Schroeder

Rusko

Also known to be present:

N/A

Approval of Minutes:

The Minutes of the January 11th, 2021 Planning Commission Meeting were approved as presented with a motion by Larry Sather and a second by Patrick Hosterman.

Introduction of our new Planning Commission Member, Cody Davis. Cody is excited to join the group and moved to Stanwood 3 years ago with his family. He works for a local company here in Stanwood.

New Business:

Enhanced Service Facilities Code Amendment:

The City Council adopted interim Enhanced Service Facilities (ESF) regulations in October of 2020. This ordinance prohibits the siting of Enhanced Service Facilities in the City for a period of six months to give the City sufficient time to evaluate the use and determine how best to regulate these uses. Enhanced services facility is a facility that provides support and services to persons for whom acute inpatient treatment is not medically necessary. The admission criteria is very specific according to RCW 70.87.030. The City wants to address the inconsistencies and “gaps” currently in the code amendments.

While these are highly needed facilities, which Stanwood residents may need, siting these facilities in the community with the least amount of impacts is important. The proposed code amendment process is intended to provide the Planning Commission with the time to analyze the issue and make recommendations to the City Council on how best to regulate ESFs in the City. Issues to consider include:

- Defining Enhanced Service Facilities;
- Identifying the best zones in which ESFs may locate;
- Establishing a permitting process for ESF permits; and
- Consider any development standards which may be appropriate to ESF's, such as separation distances, buffers, or other issues which might arise through the public adoption process.

Currently, Stanwood Municipal code includes supplemental standards for Special Residential Uses under section 17.95.375. These provisions apply to:

- Licensed Group Care Homes;



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- Homeless Shelters;
- Residential Treatment Facilities;
- Recovery Homes; and
- Designated Emergency Shelters (with some exceptions).

Some of these uses are listed in the Permitted Use Matrix and others are not. In addition, other types of residential care facilities are listed in the Permitted Use Matrix but are not subject to the adopted standards for Special Residential Uses. They include:

- Congregate Care Facilities;
- Health Care Facilities; and
- Assisted / Independent Living Facilities.

Finally, there are also those uses that are defined in state law but are not included in Stanwood's Permitted Use Matrix. These uses include:

- Adult Family Homes: These uses are allowed outright in all residential and commercial zones by state law; and
- Enhanced Service Facilities: Placement of these uses in a community are controlled by local zoning regulations.

Updating the Stanwood Municipal Code's Permitted Use Matrix and Permit Process is on the Community Development Department's 2021 work plan. As a part of the overall process to update the permitted use matrix and permit procedures, a key work element will be to evaluate how all these care facilities should or should not be allowed in the City of Stanwood and if they are allowed, what standards should be applied to the physical development of these facilities. Other project goals is to eliminate conflicts and inconsistencies with definitions and permit review process.

Since the City already has some standards regulating Special Residential Uses, these become the base policy for considering any amendments. Below is a summary of those regulations:

Purpose: The standards were adopted for the protection of the health, safety and welfare of both the community at large and residents of the facility.

Uses Subject to the Regulations:

- Licensed Group Care Homes;
- Homeless Shelters;
- Residential Treatment Facilities
- Recovery Homes; and
- Designated Emergency Shelters (with some exceptions)



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Separation Distance: There must be 1,200 linear feet between facilities; measured from property line to property line, not building to building.

Development Standards:

- If located in a residential or non-residential neighborhood the development must meet all required development standards, including: setbacks, density, design standards, landscaping or other pertinent requirements of the zone.
- A sign, maximum of two square feet is allowed and must be attached to the building.
- Facilities must provide 100 square feet per occupant or as provided by the building code.
- Homes on a local residential street shall not exceed an occupancy of two persons per bedroom.

Exceptions to these Regulations:

- Family Daycare Homes; and
- Group Care Facilities for handicapped persons or children as defined by City Code and State Law.

Discussion & Comments:

- Commissioner Sather feels like this is an issue for the City Council when it comes to the types of facilities that should be allowed.
- Director Love states the Planning Commission will be working through these issues along with the Community Development Committee. There will eventually be a Public Hearing and then a recommendation to the City Council.
- Patrick asked if the Planning Commission needs to look over the different types of facilities and decide on what should be allowed in the city. Director Love said, unless it's required by state law, you don't have to allow them but it needs a further discussion to decide whether or not you want to allow them. As the Planning Commission, you are the representatives of the city and therefore you will want to really think about if each type of facility fits your community.
- Director Love states, when looking at the Permitted Use Matrix, it's important to not only look at where they are allowed/permitted, but what does it physically mean on the ground where it would be located. What is the neighborhood and does it fit within the expectations of the residents of Stanwood.
- Commissioner Hosterman likes the idea of seeing what is a good fit depending on where the code allows, but wonders if there is really any vacant land left? He also worries if we put something like a homeless shelter on the boundary of the City, it could make it difficult for those who live there to get to the services they might need.
- Director Love will check with our Police Chief and get statistics of calls depending on types of uses above and what that might mean to neighboring homes and residences. She will also check on where current the current homeless population may reside.
- Commissioner Birkhofer wonders, how some of these facilities would be affected by bus routes, and other transportation issues.
- Commissioner Metz doesn't feel people will want homeless shelters anywhere near residences.
- Commissioner Burns asked what services the City is required to have by state law. Director Love



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will be putting together a specific matrix on what is required and what is a City based decision. Commissioner Burns wonders if the requirement is based on a certain set of criteria such as population. Then we could go forward with the best understanding about what it is that we are required to do and what we have the option to do.

- Commissioner Davis asked about land currently in flood plain areas and how that would affect any future building in those zones or retro fitting any current structures. Director Love said it would absolutely make a difference in Costs and the requirements to bring an already built structure to current codes.

Permitted Land Use Matrix Code Amendment:

The current permitted land use matrix has been broken down into Residential, Residential/Commercial, Commercial, Industrial, and Parks and Open Space sections for review. The uses and conditions that are shown below are the uses and conditions that are currently adopted by code.

The purpose of the January 25, 2021 meeting is to receive commissioner feedback on the following discussion items:

1. Review of the Permitted Land Use Matrix

- Are there particular uses that could be combined?
- Are there uses that should be eliminated from the table or from a zone?
- Are there uses that should be added to the table or to a zone?

2. Review of the Permitted Land Use Table Key

- Review proposed changes the zoning use table key to reflect permit review types?
- Are there other suggestions on how to tie the permit types to the table?

3. Review the Purpose and Intent of the Zoning Districts

- Is the intent of the zoning districts reflected in the permitted uses for each zone?

Discussion & Comments from the Commission & staff members:

- Director Love pointed out that on our current zoning map there is an area by the fire station that is labeled MXO, but might need a revision to Multi-Family as it doesn't have access to Hwy. 532. If that is a change that gets approved, the entire MXO section in the Permitted Use Matrix, will need to be revised.
- Amy Rusko discussed this is an ongoing discussion that will need to take place until the Permitted Use Matrix is up to date and formatted in a way that makes sense.
- Commissioner Burns is concerned that if we make things too generalized we run into the issue of having too many definitions and it would make it even longer or harder to use. He does like the new format as far as the ease of use and ability to read.
- Director Love asked the Commission if they like the new format/table style. All are in agreement they like this format much better. Perhaps the definitions could be clarified/consolidated to make it easier to understand.



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- The consensus is to bring back the proposed matrix by section to the commission members for review.
- Director Love said we can break down the definition section by types of uses for ease of understanding.
- Commissioner Davis likes the idea of expanding the definitions and also wants to look into adding the category of “technology” for possible future tech industry coming into the City.
- Commissioner Metz suggests customizing our website to include the footnotes, definitions, etc. to make it much easier to navigate through our codes and information. Director Love will have to talk to staff about how we can customize the website in order to implement some of these ideas.
- Director Love said that staff will bring back the revised tables and the reasoning behind why the changes were made for the Commission to review.
- Amy Rusko also discussed changing the key for the Zoning Use Table. Director Love added that by changing the key it would match the process of getting a permit to the Table itself.

Old Business:

The first reading of the Comprehensive Plan was done on January 28th by the City Council and the second reading will be by the first Council meeting in February.

Miscellaneous Business:

N/A

Recent Council Action on Commission Items:

N/A

Upcoming Items:

There are two public work’s projects on the CIP list that will be brought back on Feb. 8th to Planning Commission:

- Pioneer Highway phase 2 Sewer Upgrade Project. This is near Fox Hill Estates and 267th to the “triangle road”.
- 101st Ave for upgrades to water/storm-water, putting new sidewalks, curbs and paving in.

In addition to these two projects, there are a couple items;

- Creekside apartments is proposing an addition to their complex on the Pioneer Hwy side for a Feb. 22nd meeting.
- The Schmitt Platt on 80th, is being re-named Cedar Hill Estates and will be brought to the Community Development Committee on Feb. 18th as it is turned in for final plat.

A motion to adjourn was made by Larry Sather and seconded by Justin Burns.

Adjourn: 8:06 pm

Amy Bergemeier, Administrative Assistant