



Community Development Committee
Meeting Minutes
March 3, 2022

Call to Order 5:01 pm

Councilmembers Present: Steve Shepro, Dani Gaumont

Staff Present: Patricia Love, Tansy Schroeder, Audrey Rotrock

Absent: Marcus Metz

Agenda Items:

1. Comprehensive Plan Public Participation Plan
2. Comprehensive Plan Vision Statement
3. Comprehensive Plan and Municipal Code Update Consultant Selection
4. Farmers Market Lease

Comprehensive Plan Public Participation Plan

The Growth Management Act requires each city and county to review and update their Comprehensive Plans at least once every eight years. The legislature set a staggered schedule for cities and counties throughout the state to update their plans. Jurisdictions within King, Pierce, Kitsap and Snohomish County are required to update their plans review by June 30, 2024. The legislature is currently reviewing a funding package that may extend that date till December 30, 2024.

The Growth Management Act requires local governments to create and broadly disseminate a Public Participation Plan that describes how the city will conduct its Comprehensive Plan Update outreach efforts. The Planning Commission will be reviewing the proposed plan at the March 14, 2022 meeting and a public hearing has been scheduled for the City Councils April 14th meeting.

After reviewing the Public Participation Plan, the Committee agreed to move forward with the Plan, with the addition of representatives from local groups added to the list of Key Stakeholders, such as places of worship, youth sports league officials, and major employers. The Committee would also like to see one person from all Committees and Boards join the Steering Committee.

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 policies are then built upon the guidance of the vision statement. Effective vision statements include three parts:

1. Vision Statement
2. Mission of the Organization
3. List of Core Values



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After reviewing the draft Vision and Mission Statements, the Committee supports both. They would also like to ask the Mayor to add these statements to the next City Council agenda.

Comprehensive Plan and Municipal Code Update Consultant Selection

As part of the upcoming Comprehensive Plan and Municipal Code updates, a request for proposals (RFP) were advertised for each project. We received two submittals on each project.

Interviews were held on March 3rd with two firms who submitted proposals for the Municipal Code Update project. The contract and scope of work for the selected firm is anticipated to be taken to Council for approval in early April.

Farmers Market Lease Agreement

Staff is working with the Stanwood Farmers Market to update their lease agreement with the City. The intent is draft a 5-year lease agreement which would allow the market to continue using in the city's parking lot behind the police station. On a parallel track, market representative and the City will start discussing alternative locations for the market that would / could have better visibility from SR 532.

The Committee supports the farmers market and would like to see it in a different location, such as Heritage Park, with signs on SR 532, directing customers there.

Meeting adjourned at: 6:08 pm