

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, March 25, 2021 – 7:00 p.m.
Zoom Online Meeting & Telephone
MINUTES

1. Call to Order

Mayor Elizabeth Callaghan called the meeting to order at 7:00 p.m.

2. Roll Call

City Clerk Sara Robinson called the roll with the following Councilmembers present: Diane White, Darren Robb, Timothy Pearce, Steve Shepro, Sid Roberts and Judy Williams. The meeting was quorate.

Also present: Community Development Director Patricia Love, Public Works Director Kevin Hushagen, Assistant Public Works Director Shawn Smith, Fire Chief John Cermak, Police Chief Rob Martin, Engineering Technician Kevin Pellham, Senior Planner Amy Rusko, Assistant to the Administrator & Communications Krista Hintz Attorney Brett Vinson, City Administrator Jennifer Ferguson and City Clerk Sara Robinson.

Motion by Councilmember Pearce, Second by Councilmember Shepro, to excuse Councilmember Johnson. Motion carried unanimously.

3. Approval of the Agenda

Councilmember Roberts noted an error on naming of Agenda item 9c. It should read Final Plat of Cedarhome Crest.

Motion by Councilmember Roberts, second by Councilmember Pearce to approve the agenda as amended. Motion carried unanimously.

4. Citizen Comments

The City did not receive any written comments and received one request to from a citizen who would like to verbally address the Mayor and City Council. Citizens who wished to speak verbally, were required registered on the City Website by 9:00 am today, must be visible on camera and identify them-self with name and address.

Tim Schmitt- 27308 101st Ave NW, Stanwood, WA

Topic – Parks

Mr. Schmitt spoke in favor of the Parks Feasibility Study.

5. Staff Reports

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- a. Police Compstat Report – February 2021

6. Committee Reports

- a. Parks and Trails Advisory Committee Meeting Minutes – February 16, 2021

7. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve March 11, 2021 Regular City Council Meeting Minutes
- c. Transportation Benefit District Annual Report – 2020
- d. ~~Authorize the Mayor to Accept the Washington State Department of Transportation Grant for the SR 532 Bypass Feasibility Study~~

Councilmember Shepro requested Item 7d be moved from Consent Agenda to Old Business.

*Motion by Councilmember Roberts, Second by Councilmember Pearce, to approve the Consent Agenda as amended- items a thru c.
Motion carried unanimously.*

8. Old Business

- a. First Reading Ordinance 1493B – Extension of Enhanced Service Facilities Interim Regulations

Community Development Director, Patricia Love explained that the item is for Council to extend the interim zoning regulations prohibiting Enhanced Service Facilities (ESF) pursuant to Ordinance 1493 on October 15, 2020. The Planning Commission has been working on updating the City's permitted use matrix since January of 2021. This work includes evaluating zoning regulations for ESF's and other similar types of health care facilities. At the January 25, 2021 Planning Commission meeting, the Commission was introduced to the topic and reviewed current city codes in relationship to the different types of housing and care facilities allowed within the city. In summary, city code is inconsistent and contradictory on how different types of housing and care facilities are regulated. In February the Commission reviewed staff's responses to these questions. In addition, staff has been working with the City Attorney on fully understanding the RCW's and WAC's regarding siting of ESF's which may require the city to allow them under certain circumstances. This information will be shared with Planning Commission in April. Next steps include drafting the ordinance, conducting environmental review and holding hearings to gather public comments. These actions cannot be physically completed by April 15, 2021 and a time extension is necessary. Council discussed the request.

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Motion by Councilmember Roberts, Second by Councilmember Shepro to approve the first reading of Ordinance 1493B as set forth in attachment "A" extending the interim Enhanced Service Facilities regulations for an additional six months and proceed with the second and final reading of the ordinance on April 8, 2021.

Motion carried unanimously.

- b. Authorize the Mayor to Accept the Washington State Department of Transportation Grant for the SR 532 Bypass Feasibility Study and Snohomish County Grant for a Feasibility Study for SR 532 roundabout and bypass for Old Pacific Hwy/102nd Ave

Community Development Director, Patricia Love presented the item for Council acceptance of \$50,000 from two separate grant sources to fund the SR 532 bypass feasibility study. One grant is from the Washington State Department of Transportation in the amount of \$25,000 and the other is from Snohomish County in the amount of \$25,000. The City of Stanwood, in partnership with the Washington Department of Transportation, Snohomish County and Island County, is studying how to improve traffic flow on SR 532 from Camano Island to I-5, including possible roundabout locations. A bypass has been suggested as a possible way reduce traffic volumes on SR 532 between 102nd Avenue and I-5, thereby reducing the need for roadway widening in downtown Stanwood. Both WSDOT and Snohomish County is supportive of the concept and are funding the bypass feasibility study to consider alignment options and understand intersection traffic operations at each bypass endpoint.

Council discussed the proposal.

Motion by Councilmember Shepro, Second by Councilmember Robb authorize the Mayor to the sign the Grant contract with the Washington Department of Transportation in the amount of \$25,000 for the purposes of preparing a SR 532 Bypass Feasibility Study.

Motion carried unanimously.

Motion by Councilmember Shepro, Second by Councilmember Robb authorize the Mayor to the sign the Grant contract Snohomish County in the amount of \$25,000 for the purposes of preparing a SR532 Bypass Feasibility Study.

Motion carried unanimously.

9. New Business

- a. Authorize the PSA Scope of Work with Berk Consulting Inc to conduct the Stanwood Park and Recreation Feasibility Study

Community Development Director, Patricia Love explained that this agenda item is for Council to approve a professional service agreement with Berk Consulting Inc., in the amount of \$60,100 to prepare the Stanwood Park and Recreation Feasibility Study. The 2021 / 2022 biennial budget and associated work plan includes the development of a Parks and Recreation Feasibility Study. The purpose of this study is to help the City determine

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how best to provide park and recreational services to the Stanwood / Camano community. A Request for Proposals (RFP) was prepared and advertised for three weeks in January. Two proposals were submitted. Both firms were interviewed, and the interview committee selected Berk Consulting Inc., as the best fit for the City and to accomplish the project goals. Goals of the feasibility study will be to evaluate on how best to provide community recreational opportunities and enhance tourism draw to the area. It is anticipated that the final solution may need to be implemented in a phased approach.

Staff is also asking Council to select a councilmember to participate as a member of the Advisory Group. This Group will review comments and suggestions by the PTAC, Economic Development Board and city staff; they would then forward their comments and recommendations to the full Council. Advisory Group membership may include representation from PTAC, EDB, Planning Commission, Council, Chamber of Commerce, and others as suggested by the Mayor or Council. We envision the maximum size of this group ranging between 7 – 10 members.

Councilmember Shepro volunteered to be a part of the Parks Advisory Group.

Motion by Councilmember Pearce, Second by Councilmember Williams to approve the Professional Service Agreement and scope of work in attachment "A" with Berk Consulting Inc., in the amount of \$60,100 to prepare the Stanwood Park and Recreation Feasibility Study.

Motion carried unanimously.

Motion by Councilmember Pearce, Second by Councilmember Robb to appoint Councilmember Shepro to participate on the Park and Recreation Feasibility Study Advisory Group.

Motion carried unanimously.

b. Final Plat - Cedar Hill Estates / Phase I Schmitt Plat

Senior Planner, Amy Rusko presented the final plat of Cedar Hill Estates (Schmitt Preliminary Plat Phase I) and the request to allow the applicant to record the plat.

Amy gave an overview of the history of the project from the beginning until now. City staff has reviewed and approved the final plat of Cedar Hill Estates. The final plat maps are ready to be signed by the Mayor, the Community Development Director and the Public Works Director.

Community Development and Public Works Departments have approved the final punch list items, except for the items in the performance bonds. The following is a list of items the City has received from the applicant:

- Bills of Sale for on-site sewer, off-site sewer, on-site water, off-site water, on-site storm drainage, off-site storm drainage, and frontage improvements.
- Maintenance Bond – Frontage Improvements
- Performance Bond – Landscaping, Open / Park Space Improvements,
- Performance Bond – Off-Site Grind and Asphalt Overlay
- Performance Bond – Final Asphalt Lift and Sidewalk Completion

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Based on staff review, the applicant has completed all applicable conditions of the preliminary plat approval. Any conditions to be completed prior to building permit issuance and other restrictions are identified on the face of the plat map.

Council discussed the plat.

Motion by Councilmember Roberts, Second by Councilmember Shepro to approve the final plat of Cedar Hill Estates and allow the Mayor to sign the final plat in accordance with SMC 16.020.060(3).

Motion carried unanimously.

c. Final Plat - Cedar Crest Estates / Phase II Schmitt Plat

Senior Planner, Amy Rusko presented the final plat of Cedarhome Crest Phase II (Schmitt Preliminary Plat Phase II) and the request to allow the applicant to record the plat. Amy gave an overview of the history of the project from the beginning until now.

City staff has reviewed and approved the final plat for Cedarhome Crest Phase II. The final plat maps are ready to be signed by the Mayor, the Community Development Director and the Public Works Director.

Community Development and Public Works Departments did not have any punch list items to inspect with this phase of the plat. The civil construction required for final plat approval is required to be completed with Phase I (Cedar Hill Estates). The follow items shall be conditions of the approval of the final plat of Cedarhome Crest Phase II and shall be signed and recorded with the final plat:

- Development Agreement
- Use Agreement

Based on staff review, the applicant has completed all applicable conditions of the preliminary plat approval. Any conditions to be completed prior to building permit issuance and other restrictions are identified on the face of the plat map.

Council discussed the plat.

Motion by Councilmember Roberts, Second by Councilmember Shepro to approve the final plat of Cedar Hill Estates and allow the Mayor to sign the final plat in accordance with SMC 16.020.060(3).

Motion carried unanimously.

d. First Reading Ordinance 1496 - Library Board Dissolution Request

City Administrator, Jennifer Ferguson explained that the purpose for this agenda item is for Council consideration and the first reading of proposed Ordinance 1496 Repealing SMC 2.52. The City received a request from the Sno-Isle Library District to dissolve the Stanwood Library Board created pursuant to Stanwood Municipal Code 2.52. At the Stanwood City Council meeting on February 25, 2021, the Council discussed the requested and directed staff to bring forward an ordinance repealing SMC 2.52. Per SMC 2.52 the Stanwood Library Advisory Board was created to advise the City Council on the general

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supervision of the library facility and library programs but with the annexation, Sno-Isle Library handles oversight of these facility and programs. The Library has proposed an annual update to the City Council on library programs, in lieu of a formal board.

Motion by Councilmember Williams, Second by Councilmember to authorize the first reading of Ordinance 1496 repealing Stanwood Municipal Code 2.52 Dissolving the Stanwood Library Board.

Motion carried unanimously.

e. First Reading Ordinance 1497 - Traffic Code Updates

Police Chief Rob Martin presented this agenda item for Council consideration and authorization of the first reading of proposed Ordinance 1497 amending Stanwood Municipal Code, Title 10 Vehicles and Traffic. During a review of the city's traffic statutes, staff found several conflicts between our local code and state codes. To correct these inconsistencies, staff is recommending several amendments to SMC Title 10. These amendments include adding language which incorporates future changes or amendments to state traffic statutes. Additionally, staff is recommending adding sections of the Revised Code of Washington to the list of traffic statutes adopted through the Model Traffic Ordinance. The Public Safety Committee's September 2020 meeting included a briefing on the proposed amendments to SMC Title 10. At that meeting the Committee recommended forwarding the code amendment to the full council for adoption. Council discussed the request.

Motion by Councilmember Shepro, Second by Councilmember Robb to authorize the First Reading of Ordinance 1497 amending Title 10 of the Stanwood Municipal Code, Vehicles and Traffic and proceed with the second and final reading of the Ordinance on April 8, 2021.

Motion carried unanimously.

f. Authorize the Mayor to Sign Stanwood Camano School Resource Officer Interlocal Agreement

Police Chief Rob Martin explained that the purpose of this agenda item is for Council consideration of the proposed Interlocal Agreement for School Resource Officer between the City of Stanwood and the Stanwood Camano School District. The City of Stanwood provides a School Resource Officer (SRO) to the Stanwood Camano School District. The role of the SRO is that of a teacher, informal counselor and law enforcement officer. The SRO assists the school administration in maintaining a safe and secure environment for students and staff. The SRO is assigned to the school full-time throughout the school year and assists with other school functions, as needed, during the summer months. This partnership has proven beneficial to students, school staff and the community. The Stanwood SRO completed all mandatory training topics prior to the beginning of the 2020-2021 school year. This agreement was reviewed by staff and the city attorney. In addition, staff met with the school district to review the changes and discuss data collection, complaint process and annual review requirements. This item was discussed with the

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Public Safety Committee during the February 25th meeting. The Public Safety Committee was in favor of the School Resource Officer ILA.

Motion by Councilmember Robb, Second by Councilmember Shepro to authorize the Mayor to execute an Interlocal Agreement with the Stanwood Camano School District for a School Resource Officer subject to the School District also approving said Interlocal agreement.

Motion carried unanimously.

10. Citizen Closing Comments – Removed via motion at the 3-26-2020 Meeting

11. Reports of Officers and Committees

a. Mayor's Report –

Mayor Callaghan attended the Ribbon Cutting Ceremony for the Country Store. It was very exciting as it was her first one but also her first in person event. It is wonderful to see our stores open and thriving. There are still several boards and commission positions open. Please mention this to anyone that you think might be a good fit or is interested in getting involved with City government.

b. City Administrator's Report - .

Jennifer Ferguson tagged on to the Mayor about the board and committee vacancies. You can find the applications online at the City website under Mayor and Council as well as social media. City Hall will be reopening to the public on April 6. It will be a slow walk opening for three days per week at first. Look for the press release on our website. We will continue to encourage social distancing and follow the state guidelines.

There is a new Public Record Act e-learning resource on the AWC & WCIA websites.

~~The City received a \$742,000 grant for the Stanwood Port Susan Trail.~~

The City met the Well City requirements and qualified again for the 2% discount on the AWC insurance premiums. Thank you to Krista Hintz for doing the required reporting.

Director Soundbites –

Public Works Director Kevin Hushagen gave an update for Public Works. The pump station and force main project bids are being certified. The low bidder came in below the engineer estimate. Opening next week for the 276th paving project. Crews are working hard and are getting ready to spring and summer mowing. An RFQ is coming for the final phase of Viking Way. The 6-year TIP will be going to Public Works Committee and then to City Council for approval soon.

Community Development Director Patricia Love talked about the kickoff of the City Beatification Plan. Parking signs were finalized and are going up next week. A contract was signed with Lankford for the landscape architecture for 72nd and SR 532 with the intent of planting in the fall.

Chief Rob Martin mentioned some milestones that some of his Police Officers have passed recently. We have a great group of folks working here!

Chief John Cermak also gave a shout out to several of his staff. Andy Holmes is retiring after 40 years of service. A big welcome to three new firefighters. Kudos to all of them and all in public safety.

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Jennifer announced that 2021 is Election season for Stanwood. There is a posting on the City website that gives information on how to run for office. It is a great way for folks to get involved.

c. Councilmember Reports and Questions-

Councilmember White mentioned that Memorial Day is coming and asked that the Public Works crews remember to mow the ditches in that area.


Councilmember Shepro asked about the progress of electricity on the light poles in downtown. It was noted that no action has been taken on this at this time. Public Works is assessing the project and is building a workplan.

12. Adjourn

The meeting was adjourned at 8:20 pm.

CITY OF STANWOOD

ATTEST:


Elizabeth Callaghan (May 14, 2021 13:00 PDT)

Elizabeth Callaghan, Mayor

Sara Robinson

Sara Robinson, City Clerk