



Planning Commission
Meeting Minutes
June 14, 2021

Call to Order 6:34 pm

Roll Call

Present: Cody Davis

Larry Sather

Monae Birkhofer

Patrick Hosterman

Staff Present: Patricia Love

Tansy Schroeder

Amy Bergemeier

Sara Robinson

Absent: Marcus Metz, Justin Burns

Also known to be present:

Bob Bozorth

Public Comments: N/A

Approval of Minutes:

The Minutes of April 12nd, 2021 were approved as written.

New Business:

Public Meeting – North Star Cold Storage

The applicant is proposing a 4,088 square foot infill structure to connect two existing buildings at the Northstar cold storage and seafood processing plant on approximately 2.85 acres zoned General Industrial. The project site is located south of the Triangle Road and Pioneer Highway intersection. The project also includes a variance request to deviate from the required 25' front yard setback to allow construction of the infill to be located 5' from the Pioneer Highway property line in order to maintain the line of development and maximize use of the infill area. This proposal will not create any new impervious surfaces.

- The Commission discussed the request in detail and are supportive.

Old Business:

Permitted Use Matrix Code Amendment Update:

Previous discussions with the Commission centered on how to simplify the permitted use matrix, how to make it more user friendly, and how to potentially tie the use back to the permitting process. To address these concepts, staff has proposed the following:

- The Permitted Use Matrix is divided by land use categories: Residential, Commercial, Industrial, Public Facilities and Special Uses.
- Permit types are identified next to the use: P-I – Administrative; P-II – Administrative with Public Notice; P-III – Public Hearing Required; and C – Conditional Use Permit.
- A condensed version of the definition is included in the matrix.

The plan is to have a Public Hearing in June and then move on to Council by early Fall of this year.

The Board was presented with the updated version of the permitted use matrix and approve the changes that have been made. City staff will continue to work on getting the Permitted Use Matrix revised and updated.



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Miscellaneous Business:

Parks & Recreation Feasibility Study: Funding Allocation Survey

For several years the Parks and Trails Advisory Committee (PTAC) and members of the public have been requesting that the City hire a full time Parks and Recreation Director. However, prior to hiring a Director and/or staffing a new department, the City needs a plan and vision for what the future of parks and recreation may look like in the City, what types of service models should be considered, and a funding mechanism to support recreational programming.

The 2021 / 2022 biennial budget and associated work plan includes the development of a Parks & Recreation Feasibility Study. The purpose of this study is to help the City determine how best to provide parks, recreational services and tourism initiatives to the Stanwood / Camano community.

Berk Consultants Inc. was hired to guide the city through this decision-making process. Berk is a consulting firm out of Seattle that specializes in serving local governments with public policy and financial analysis. Generally, work under their contract will include:

- Phased analysis of parks, recreation, and events delivery options
- Prepare three staffing and funding models
- Seek input from a wide range of stakeholders
- Prepare financial options analysis

To date Berk has met with staff, the Parks and Trails Advisory Committee, the Economic Development Board and the Parks and Recreation Feasibility Study Advisory Committee. These meetings focused on gathering information on current practices, what is going well, gaps, and what activities / services are important in their respective perspectives. Berk has also began working on comparable city data analysis.

This work has included an informal survey regarding park and recreational funding. We asked each group if they had \$100.00 how would they allocate those dollars between: parks, recreation and special events. While the Planning Commission is not directly involved in parks and recreation planning, we'd like to get your feedback on this question as well since you represent the community in your role as a Planning Commissioner.

Cody Davis- \$50 Parks, \$35 Recreation, \$15 Events

Larry Sather- \$50 Parks, \$30 Recreation, \$20 Events

Monae Birkhofer- \$50 Parks, \$25 Recreation, \$25 Events

Patrick Hosterman- \$50 Parks, \$30 Recreation, \$ 20 Events

Recent Council Action on Commission Items:

N/A

Upcoming Items:

- Park Impact Fee Ordinance will be brought back to the Planning Commission in June/July and will eventually lead to a public meeting.

A motion to adjourn was made by Larry Sather and seconded by Cody Davis.

Adjourn: 7:42 pm