



Planning Commission
Meeting Minutes
July 10, 2023 – 6:30 pm

Call to Order: 6:32 pm

Roll Call

Commissioners Present:

Eric Warnat, Commissioner
Melissa Toner, Commissioner
Patrick Hosterman, Commission Chair
Cody Davis, Commission Vice-Chair
Justin Burns, Commissioner
Jeff Wheatley, Commissioner

Staff Present:

Tansy Schroeder, City Planner
Audrey Rotrock, Associate Planner

Absent: Robert Hicks, Commissioner

Also known to be present: Peter Kamb, Rick Williams, Patty (online), Marian Berejikian (online)

Public Requests and Comments:

None

Approval of Minutes:

The minutes from the June 12, 2023 Planning Commission meeting were unanimously approved.

New Business:

2024 Comprehensive Plan Introduction, Vision, and History

The introductory chapters of the Comprehensive Plan tell the story of what a Comprehensive Plan is, how to use it and the back story of Stanwood: it sets the stage for the future and each of the accompanying elements. The intent is to provide an easy guide explaining the Comprehensive Planning process and history of the City for those unfamiliar with planning or Stanwood. The Vision chapter is a copy of the previously approved Vision, Mission and Core Value statements but set in the final Comprehensive Plan format design.

Commissioner Questions & Comments

- Where do the demographic numbers come from? They come from sources such as the census, housing needs assessment, and The Housing Authority of Snohomish County (HASCO).
- The Commissioners want to be sure staff has the Native American history portion of the introduction vetted by the Tribes.

Snohomish County HO-5 Report

The Washington State Growth Management Act (GMA) requires Snohomish, King, Pierce and Kitsap counties and cities within those counties to update their Comprehensive Plans by December 31, 2024 and every 10 years thereafter. One element of Comprehensive Plan updates is to ensure cities plan for their projected urban growth over the next twenty years. Growth historically has been managed through employment and population targets. HB 1220 introduced a new growth target which requires jurisdictions to plan for and accommodate housing for various income levels.



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Snohomish Countywide Planning Policies (CPPs) apply to all cities and towns within Snohomish County, as well as the county itself. The CPPs provide the framework for each jurisdiction's comprehensive plans and associated policies intended to comply with the Multicounty Planning Policies (MPPs) in VISION 2050 developed by the Puget Sound Regional Council (PSRC). The Growth Management Act requires coordination and consistency between comprehensive plans for all jurisdictions in the same county.

Previous housing targets primarily focused on housing needed to accommodate new growth, however Commerce's methodology for projecting housing needs includes housing needed for new growth, as well as housing needed to make up for over a decade of housing underproduction. *While Stanwood has enough land capacity to meet our population growth targets, this does not necessarily mean Stanwood has enough land capacity to meet our housing targets.*

To quantify housing by income levels, Commerce has provided guidance for what kinds of housing are considered affordable to various income levels. The City is currently working on a housing capacity analysis, similar to the economic land use analysis that was presented to the Planning Commission in September 2022, to assess whether or not the City can meet its housing targets.

If the City does not have capacity to meet its housing targets, then additional zoning or development standard changes may be necessary to reduce barriers towards the construction of affordable housing such as allowing a variety of housing types that can serve different income bands where appropriate.

Commissioner Questions & Comments

- The Commissioners requested more information and examples on what Permanent Supportive Housing means. They would also like to hear a summary of the new regulations regarding Accessory Dwelling Units (ADUs).

Public Comments & Questions

- Allowing more ADU's would provide some alleviation with the housing crisis.

Stanwood Municipal Code Titles 3 and 5 Draft Text

Title 3 – Revenue and Finance:

Title 3 establishes the City's authority to impose and collect taxes and fees creating the revenue source of the city's operational budget. This rewrite of Title 3 does not create any new taxes or fees, but instead reorganizes the Title to group similar topics together thereby improving the flow and readability of the Title. The following chapter topics will be grouped together leaving space between chapter titles to allow room for future code amendments.

- Taxes; Fees; Fiscal Policy and Claims; and Accounting Funds.

Other significant changes to Title 3 include:

- Segregation Assessment fees (description and engineering) have been removed and will be added to the City's Fee Resolution.
- Penalties have been updated for consistency with the civil penalties as adopted in Title 13, Civil Enforcement.



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- Impact fee provisions have been moved from Title 17, Zoning and consolidated into a single chapter in Title 3. New state laws passed by the Legislature this session will be addressed in a separate ordinance.

Title 5 – Business Licenses and Regulations:

Title 5 adopts the City's business license procedures and requirements. State Law (RCW 35A.82.020) provides cities with the authority require a license for all businesses that operate in city limits. Operation in the city includes those businesses that are physically located in the city and those that engage in business within the city, but their business address is located outside of the city.

In addition to the standard business license provisions, Title 3 includes permitting and licensing of:

- Fireworks Stands
- Special Events
- Merchants with a Fixed Location (Previously Titled Peddlers, Vendors, and Temporary Merchants)
- Sexually Oriented Businesses (no changes to this chapter are proposed at this time but will instead be revised with the Unified Development Code).

The existing Sexually Oriented Businesses chapter contains both licensing and regulatory standards. As regulatory standards should not be located in the business license chapter,

Commissioner Questions & Comments

- Consider adding permitting requirements for events taking place on private property.
- Require permitted events that may have an effect on local businesses to notify them ahead of the event in writing.

Stanwood Municipal Code Titles 7 and 8 Scoping Memos

Title 7 – Health and Sanitation is the general nuisance code for the City. This Title will include the existing three chapters following the same general format as the current code with the addition two new chapters as follows:

- Chapter 7.04 – Garbage Collection
- Chapter 7.12 – Litter Control (or "Littering")
- Chapter 7.16 – Nuisances
- New Chapter 7.20 – Smoking and Vaping
- New Chapter 7.30 – Noise Control

Title 8 – Animals, contains the animal control licensing and regulations of the City. This Title as currently written contains only one chapter and is difficult to follow and attempts to combine too many issues that may or may not be consistent. This Title will be reorganized into new Chapters addressing specific issues for ease of reading and enforcement.

- Chapter 8.02 – General Provisions
- Chapter 8.10 – Dogs
- Chapter 8.20 – Kennels and Catteries



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- Chapter 8.30 – Pet Shops and Grooming Parlors
- Chapter 8.40 – Livestock
- Chapter 8.50 – Dangerous Animals
- Chapter 8.80 – Animal Cruelty
- Chapter 8.90 – Enforcement and Impoundment

Commissioner Questions & Comments

- Chapter 7.20 Smoking & Vaping: A penalty for just carrying these items seems heavy handed. Consider rewording this.
- Include provisions for public defecation and how to handle waste from mobile RV's in Title 7.
- Consider adding dog waste stations, with bags and trash cans, in parks and on trails.

Old Business:

- Port Susan Trail:
 - Why do we want a trail around the sewer lagoon where there could be strong odors?
 - Public Comment: The trail will be a great benefit to the City.
- Cedarside Commons:
 - The Commissioners are concerned about parking capabilities of this proposed community. Consider adding more tandem parking in the residential area. The Commissioners do not support a reduction in parking or back-in only parking.
 - Public Comment: Cedarside Commons will be a great opportunity to provide housing for the “missing middle”. It is also a good location for a roundabout, bus stops, and a safe crossing area.

Miscellaneous Business:

Recent Council Action on Commission Items:

- Adoption of Housing Action Plan

Upcoming Items:

- No meeting in August.
- Land Use Element
- Unified Development Code

Adjourn: 7:48 pm