

## Planning Commission Meeting Minutes July 13, 2020

**Call to Order** 6:31 pm

### **Roll Call**

Present: Linda Utgard  
Darren Robb  
Marcus Metz

Patrick Hosterman  
Larry Sather  
Justin Burns

Staff Present: Patricia Love  
Amy Rusko  
Krista Hintz

The Minutes of the May June 22, 2020 Planning Commission Meeting were approved as presented.

### **New Business**

Community Development Director Patricia Love presented the Permit Review Procedures for City of Stanwood

One of the City's 2019 / 2020 work items is to review and improve our permitting process to: improve our communication with the public regarding permitting and to reduce procedural conflicts in the code which causes confusion. The goal is to simplify the process for the average applicant and provide an online application process.

During review of the procedures, the intention is to stick to the process design and then discuss policy changes.

### **Background**

The Stanwood Municipal Code contains three chapters addressing the processing of permits:

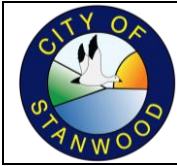
- SMC 17.80, Administration
- SMC 17.81A, Procedures
- SMC 17.81B, Types of Land Use Review

These code sections have been amended over time and contain conflicting requirements. They also contain imbedded development regulations, such as grading standards and variance criteria, which should be in their own separate and distinct chapters.

### **Proposed Code Changes**

In evaluating how to amend the City's permitting procedures chapters, staff is proposing the following amendments:

- Consolidate the three permitting procedures chapters into a single chapter that follows the permitting steps.
- Eliminate duplicative and conflicting code sections.
- Include easy to read tables detailing permit types and process.
- Move the following non-procedural permit processes out of the administrative code sections and create new chapters:
  - o Grading Regulations
  - o Development Agreements
  - o Variance and Conditional Use Criteria
  - o Amendments to Annexations (Similar to Comprehensive Plan Amendments)
- Create flow charts for each permit type (Completed).
- Adopt new permit procedures following the following outline:
  - Article I: General Provisions
  - Article II: Application Provisions and Procedures
  - Article III: Permit Review Procedures



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Article IV: Post Permit Requirements

- Review and update the permitted use matrix based on use and permit type.

Permit Application Category Types

- Type I: Administrative Decisions without Notice
- Type II: Administrative Decisions with Public Notice
- Type III: Decisions After Public Hearing by Hearing Examiner
- Type IV: City Council Decisions-Development Agreements, Site Specific Rezones
- Type V: City Council Decisions- Street Vacations, Final Plats

Permit Process Obtaining a Complete Application

- Application Submittal
- Staff Review Application for Completeness
- Application Complete- YES – Issue Notice of Completeness  
NO – Issue Notice of Incomplete Application  
Application Resubmittal- Back to Staff Review for Completeness

With the understanding that if it is in the code the city must allow it, Patricia Love and Amy Rusko are working on how to get better engagement regarding public comment.

Flow Charts were provided to show the process for:

Type I: Administrative Review

Type II: Administrative Review with Public Comments

Type III: Decisions After Public Hearing by Hearing Examiner

Type IV: City Council Decisions-Development Agreements, Site Specific Rezones

Due to COVID we are unable to hold a Public Hearing until Phase 3, but this is allowing time to work through the process.

The Commission was in supportive of simplifying the process.

**Miscellaneous Business**

- The Commission voted to take the month of August off from holding Planning Commission Meetings.
- Mayor Kelley has resigned. Councilmembers have voted to allow current councilmembers to submit their Letter of Interest. If a majority vote can be reached, the next mayor will be decided at the July 23, 2020 City Council Meeting. Once the new mayor is elected, the process to fill the vacant Council seat will begin.
- Amy Rusko will be bringing the Hammond short plat to the next meeting.
- The city has hired a new planner, Tansy Schroeder. Tansy comes from the Island County Planning Dept.

Adjourn: 7:35 pm

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Krista Hintz, Administrative Assistant