

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, September 23, 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: Rob Johnson, Dianne White, Darren Robb, Tim Pearce, Steve Shepro, Sid Roberts, and Judy Williams. The meeting was quorate.

Also present: Police Chief Rob Martin, Fire Chief John Cermak, Community Development Director Patricia Love, Senior Accountant Wendy Dowhower, Public Works Director Kevin Hushagen, Senior Planner Carly Ruacho, Economic Development and Marketing Manager Sarah Cho, Human Resources Manager Pat Adams, Assistant to the Administrator & Communications Manager Krista Hintz, Attorney Brett Vinson, Interim City Administrator Shawn Smith, and City Clerk Sara Robinson.

3. Approval of the Agenda

Councilmember Robb requested that Consent item 6c Appointment of the new Parks and Trails Advisory Committee Member - Cathy Wooten be moved to New Business Item 7f.

Motion by Councilmember White, second by Councilmember Robb to approve the agenda as amended. Motion carried unanimously.

4. Citizen Comments

The City did not receive any written comment and one 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.

The City received one request for verbal comment-

Tim Schmitt Topic - Planning Commission
26910 92nd Ave NW
Stanwood, WA

5. Committee Reports

- a. Planning Commission Meeting Minutes – July 12, 2021

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6. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve September 09, 2021 Regular City Council Meeting Minutes
- c. ~~Appointment of New Parks and Trails Advisory Committee Member – Cathy Wooten~~ (moved to new business item 7f)

Motion by Councilmember Roberts, Second by Councilmember Pearce, to approve the Consent Agenda.

Motion carried unanimously.

7. New Business

- a. Ordinance 1493C – Extend Enhanced Service Facilities Interim Regulations

Community Development Director Patricia Love presented the request to extend the interim zoning regulations prohibiting Enhanced Service Facilities (ESF) pursuant to Ordinance 1493 on October 15, 2020. The purpose of these interim zoning regulations was to give city staff and the Planning Commission sufficient time to analyze the issue and make recommendations to the City Council on siting such facilities in the City. The Planning Commission began working on the ESF regulations at their first meeting in January 2021 along with a review of the entire Stanwood Permitted Use Matrix and permit procedures. The Planning Commission has nearly completed their review of the permitted use matrix and permitting procedures, which incorporates new regulations for Enhanced Service Facilities. The Planning Commission will hold a public hearing on the regulations on September 27, 2021. Upon concluding the public hearing, the Commission will forward their recommendation on the ordinance to the City Council.

Council discussed the proposed Ordinance extension.

Motion by Councilmember Shepro, Second by Councilmember Pearce, to authorize the Mayor to approve Ordinance 1493C as set forth in attachment A extending the interim Enhanced Service Facilities regulations for an additional six months.

Motion carried unanimously.

- b. 68th and 80th Avenue Traffic Study Results

Community Development Director Patricia Love reviewed the results of the 68th Avenue and 80th Avenue traffic studies prepared by Transpo Group, the city's on-call traffic engineers. The studies provided a detailed analysis of the traffic volumes and speeds along both corridors. Staff will use this information and Council direction to determine next steps which could include adding additional signage, education, and working with future developments to implement roundabouts on 80th Avenue. The study results were presented to the Public Works Committee on June 7, 2021 and the Community Development Committee on June 10, 2021. Both Committees appreciated the study

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results and support the following traffic calming measures: Support mini roundabouts on 80th Avenue; Support installing the recommended signage on both 68th and 80th Avenues; Add infill sidewalk areas to the next Capital Improvement Plan; Recommend clearing the brush around the speed limit signs on 80th as well as the corner of 283rd.; and Consider moving or increasing the size of the stop sign around 68th & 284th to make it much more visible.

Council discussed the report and provided additional suggestions.

Motion by Councilmember Roberts, Second by Councilmember Robb, to accept the 68th Avenue and 80th Avenue traffic studies as prepared by the city's on-call traffic consultant Transpo Group and direct staff to begin implementation of the committee recommendations.

Motion carried unanimously.

c. Heritage Park Master Plan and Priority Projects

Senior Planner, Carly Ruacho presented the Heritage Park Master Plan update and the project prioritization list to guide future park development.

Carly gave an overview of the history of the master plan noting that staff and the Parks and Trails Advisory Committee (PTAC) have been working on updating the Heritage Park Master Plan since 2018. The Master Plan update was developed by J.A. Brennan Associates, a Seattle-based landscape architecture firm with extensive experience in both recreation and sports facility park projects. The PTAC worked with the consultant over multiple years to develop the updated Master Plan that is being considered. They completed their review on April 19, 2021 and have forwarded a recommendation to approve this plan and the priority project list as drafted. The intent of the priority list is to guide future decision makers on which park elements to begin implementation of when updating the annual budget and yearly Capital Improvement Plan. Continued development of Heritage Park will occur on a project-by-project basis over time and as funds become available. \$2,680,635 was included in the 2020–2021 budget and work plan to complete the drainage system/baseball field improvement project as well as resurfacing the parking lot. An additional \$650,000 is shown in the 6-year CIP to cover costs for additional projects. Full build out of Heritage Park is expected to occur over approximately 20-years.

The PTAC worked with the consultant over multiple years to develop the updated Master Plan that is being considered. They completed their review on April 19, 2021 and have forwarded a recommendation to approve this plan and the priority project list as drafted. The intent of the priority list is to guide future decision makers on which park elements to begin implementation of when updating the annual budget and yearly Capital Improvement Plan.

Motion by Councilmember Robb, Second by Councilmember Williams to approve the Heritage Park Master Plan update and associated priority project list to guide future development of the park.

Motion carried unanimously.

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d. Church Creek Park Master Plan and Project Priorities

Senior Planner, Carly Ruacho presented the request for approval of the update to the Church Creek Park Master Plan and the project prioritization list to guide future park development. Staff and the Parks and Trails Advisory Committee (PTAC) have been working on updating the Church Creek Park Master Plan for over a year. The Master Plan update was developed by J.A. Brennan Associates, a Seattle-based landscape architecture firm with extensive experience in both recreation and sports facility park projects. The updated Master Plan addresses these near-term items as well as includes many other longer-term projects including: More visible entrances and better connections; to adjacent properties; Trails and paths; Renovate parking lot; New picnic shelter/plaza space; Forest picnic area; New/enhanced recreation facilities: baseball field renovation ,basketball/pickleball court(s); Higher visibility of the flagpole circle; Outdoor classroom and; environmental education area; Forest glade recreation area; Wetlands enhancement and mitigation plantings; Park edge plantings; Create creek viewing opportunities and touch points. Development of Church Creek Park will occur on a project-by-project basis over time and as funds become available. \$150,000 was included in the 2020–2021 budget and work plan to complete the master plan update and install new playground equipment. An additional \$440,000 is shown in the 6-year CIP to cover costs for additional projects. Full build out of Church Creek Park is expected to occur over a 10 to 15 year time frame. The PTAC worked with the consultant to develop the updated Master Plan that is being considered. They completed their review on June 2, 2021 and have forwarded a recommendation to approve this plan and priority project list as drafted. The intent of the priority list is to guide future decision makers on which park elements to begin implementation of when updating the annual budget and yearly Capital Improvement Plan.

Motion by Councilmember Shepro, Second by Councilmember Pearce to approve the Church Creek Park Master Plan update and associated priority project list to guide future development of the park.

Motion carried unanimously.

e. Approve the Mayor Appointment of Interim City Administrator – Shawn Smith

Human Resources Manager, Pat Adams presented the item for Council confirmation of the Mayor's recommendation to appoint Shawn Smith as Interim City Administrator. The current City Administrator's last working day at the City was September 13. The Mayor may choose to appoint an Interim City Administrator, subject to confirmation by the City Council, to serve a limited term position appointment in accordance with City policy.

Shawn Smith currently serves as the City Engineer and Capital Projects Manager and has been employed with the City since January 2016. The proposed Interim City Administrator appointment does not in any way impact the terms and conditions of Mr. Smith's current employment status as City Engineer/Capital Projects Manager. Mayor Callaghan recommends the appointment of Shawn Smith as Interim City Administrator.

Council discussed the item presented.

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Councilmember Shepro – Yes, Councilmember Roberts – Yes, Councilmember Williams – Yes, Councilmember Johnson- No, Councilmember White – No, Councilmember Robb – Yes, Councilmember Pearce – Yes

Motion carried - Five Votes Yes and Two Votes No

f. Appointment of New Parks and Trails Advisory Committee Member – Cathy Wooten

Mayor Callaghan explained that this item is for Council consideration of and confirmation of the Mayor's appointment of Cathy Wooten to the Stanwood Parks and Trails Advisory Committee, to fill position one (1) which was recently vacated by Gordon Bell. Council discussed the item.

Motion by Councilmember Robb, Second by Councilmember Shepro to appoint Cathy Wooten to the Parks and Trails Advisory Committee, Position One (1) for a term ending December 31, 2021.

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

10. Reports of Officers and Committees

a. Mayor's Report –

Mayor Callaghan reminded everyone of the October 14 Special Council Workshop meeting.

b. City Administrator's Report-

Interim City Administrator, Shawn Smith thanked the Mayor and Council for the appointment as Interim CA. Shawn expressed interest in talking with each councilmember individually for a more in-depth conversation about his qualifications. The Government utility shut off has been extended to December. Stanwood currently has 452 delinquent accounts. The Solid Waste Poll has been out on the city website. At the poll's halfway point the city has received 143 responses. The poll ends at the end of September.

a. Councilmember Reports and Questions-

Councilmember Williams announced that the Stanwood Camano Man and Woman Businessperson of the year voting is taking place on the Stanwood Chamber website. The winners will be announced October 14 virtually. Williams is excited to have Cathy Wooten on the PTAC board.

Councilmember Robb noted that now that school is back in session there is a lot more congestion around the High School and 72nd Ave. Is there something that can be done? Possibly a tweak to the timing of the stop lights? The traffic flows out onto SR532 during peak hours.

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Mayor Callaghan noted that she is meeting with the School Superintendent and will discuss the options with her.

10. ADJOURN TO EXECUTIVE SESSION PURSUANT TO DISCUSS THE PERFORMANCE OF AN EMPLOYEE PURSUANT TO 42.30.110(1)(G) AND TO DISCUSS POTENTIAL/PENDING LITIGATION PURSUANT TO RCW 42.30.110(1)(I)

The meeting was adjourned to Executive Session at 8:16 pm. The session is expected to last approximately 30 minutes with no action to follow.

At 8:43 pm the meeting reconvened.

Meeting Adjourned at 8:44pm.

CITY OF STANWOOD



[Elizabeth Callaghan \(Oct 18, 2021 11:25 PDT\)](#)

Elizabeth Callaghan, Mayor

ATTEST:



Sara Robinson, City Clerk