



Planning Commission  
Meeting Minutes  
October 9, 2023 – 6:30 pm

**Call to Order:** 6:30 pm

**Roll Call**

**Commissioners Present:**

Eric Warnat, Commissioner  
Robert Hicks, Commissioner (online)  
Melissa Toner, Commissioner  
Patrick Hosterman, Commission Chair  
Cody Davis, Commission Vice-Chair  
Jeff Wheatley, Commissioner

**Staff Present:**

Patricia Love, Community Development Director  
Tansy Schroeder, City Planner  
Audrey Rotrock, Associate Planner

**Absent:** Justin Burns, Commissioner

**Also known to be present:** N//A

**Public Requests and Comments:** None

**Approval of Minutes:**

The minutes from the September 11, 2023 Planning Commission meeting were unanimously approved with the correction that Jeff Wheatley attended in person, not online.

**New Business:**

**Stanwood Municipal Code Titles 10, 22, & 14 Scoping Memos**

Included in this batch of Municipal Code Amendments is:

- Title 10 – Vehicles and Traffic
- Title 11 – Streets and Public Right-of-Ways
- Title 14 – Buildings and Construction

These Titles have been grouped together for review as they have direct code correlations. In general, these titles and chapters have also been reorganized for better flow and readability with similar topics being grouped together. The scoping memos for each Title which outline the proposed approach to the redrafts. After the approach memos are approved, the Consultant will begin drafting the actual code language for each Title.

**Commissioner Questions & Comments**

- If the City adopts Title, will it help mitigate traffic around schools with Complete Streets? The Complete Streets program will likely end up in the Street & Utility Standards. If the City adopts a Complete Streets ordinance, it allows them to apply for other applicable grants.
- The Commissioners would like to learn if any other Washington cities have adopted Complete Streets, and whether it worked for them or not.
- Complete Streets can be tailored for what is needed, i.e., a Complete Street doesn't have to contain all elements, and the City can choose which ones work best for them.
- Check to see if the consultants have a person on their team that specializes in Complete Streets.
- Street lighting needs to be considered if Complete Streets are implemented.



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- Consider creating bike standards based on type of user
  - Ex. Do not prohibit child bicycles on sidewalks, especially where there are no bike lanes on the street.
- Add language talking about the rise of e-bikes, electric scooters, and gas powered scooters on where they are and are not allowed to be ridden, and what traffic rules they must follow.
- Don't make a bicycle license mandatory and make it a one-time fee instead of annual.
- Bicycle licenses will likely be handled by the police department, but that is still to be determined.
- Commissioners like definitions that refer to the RCW's.
- Add language to require traffic control plans, signage, and flaggers for special events and construction that will lead drivers to alternate parking. Also add time frame for temporary parking.
- Enforcing traffic rules in private parking lots will be difficult.
- Make bicycle helmets a requirement for children and optional for adults.

### **Unified Development Code Approach**

Staff proposes breaking the code into six topics groups that will be taken through the review process in distinct phases. Each phase is expected to last 13 – 15 months. Though multiple phases may be underway at the same time, each phase will follow these steps:

1. Staff and consultants prepare a memo outlining an approach to updating the code.
2. The update approach memo is reviewed by Planning Commission, the Code Advisory Group, and the Community Development Committee. Involve the Dept. of Ecology, if needed.
3. Staff and consultants draft updated code, consistent with the update approach memo.
4. The draft code is reviewed by Planning Commission, the Code Advisory Group, and the Community Development Committee. Revisions are made, as needed.
5. Planning Commission hosts a public hearing on a final draft.
6. City Council reviews the final draft and seeks any final changes prior to approval.
7. City Council adopts ordinances.

### **Commissioner Questions & Comments**

- Commissioners unanimously support the UDC approach.

### **Old Business:**

Comprehensive Plan Elements: Introduction, Housing, Economic Development, Transportation, and Partial Land Use

### **Commissioner Questions & Comments**

- Verify that housing capacity data is accurate.
- The Commissioners find the visual presentation of the Comp Plan very pleasing.
- Keep open communications with the School District to inform them of city growth pertaining to school capacity.



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**Miscellaneous Business:**

***Comprehensive Plan and Municipal Code Advisory Group Participant Rotation***

Instead of having a Planning Commissioner participate in the Advisory Group, bring the Advisory Groups comments to the Planning Commission meetings, and the Planning Commissioners comments to the Advisory Group.

**Recent Council Action on Commission Items:**

- Second reading of SMC Titles 3 and 5 are going to Council on October 26, 2023.

**Upcoming Items:**

- Comprehensive Plan Elements: Utilities, Natural Environment, Capital Facilities, Shoreline

**Adjourn:** 8:25 pm