

**City Council
COMMUNITY DEVELOPMENT COMMITTEE
November 14, 2019 Meeting
Meeting Notes**

Attendance:Council Committee Members and Staff:

Rob Johnson, Councilmember
Dianne White, Councilmember
Elizabeth Callaghan, Councilmember
Jennifer Ferguson, City Administrator
Patricia Love, Community Development Director
Amy Rusko, Senior Planner

Citizens

Tim Schmitt
Anna Nelson, Landed Gentry-Cedarhome Square

1. PTAC Resolution

The Parks and Trails Advisory Committee (PTAC) has been meeting regularly since November 2016. This group was originally established to prepare a master plan for the newly acquired Ovenell and Hamilton Landing parks. They also were instrumental in developing the 2018 Parks Plan. Staff is proposing to formally establish the PTAC, as a recommending body to the City Council. To formally establish the committee, the Council would need to adopt a resolution establishing their roles and responsibilities. The PTAC would then adopt bylaws and rules of procedure similarly to other formal boards and commissions.

Staff is proposing that a resolution be drafted with the following general parameters:

- The PTAC would become a formal commission of the City of Stanwood
- The Committee would consist of 7 voting members representing a cross section of the Stanwood/Camano community
- The Community Development Department would staff the commission
- The PTAC would be an advisory committee to the Mayor and City Council
- Members of the Committee would also provide a communication link between the City and the community at large

The Community Development Committee would like staff to ask the PTAC members if they would reapply for the committee. The CDC would also like four members to be residents of the City of Stanwood but would accept a minimum of three. The CDC approved moving the PTAC Resolution forward to City Council.

2. Ovenell Boundary

In 2018 the City identified an encroachment problem between the Ovenell park property and the adjacent property to the east. Evidence indicates the encroachment began sometime after December 2009. A survey was prepared showing the encroachment, but the property has not been staked to provide an on the ground visual of where the line physically exists. To move forward with the encroachment conversation with the adjacent property owners, the city has obtained a quote to stake the property line based on the original survey. Staff is proposing to bring a \$4,000 contract with David Evens and Associates to the November 25 City Council meeting. This would be paid out of the Community Development Department's professional services budget.

Once the property is formally staked, staff will continue the conversation with the adjacent property owner on a potential resolution of the encroachment issue. Resolution options will be brought back to the Council for formal action.

The Community Development Committee approved bring the \$4,000 contract with David Evens and Associates to the November 25, 2019 City Council meeting.

3. *Planning Café Open House Summary*

City staff have been actively engaged in the Puget Sound Regional Council’s Vision 2050 process which is planning for the influx of approximately 1.8 million people into the Puget Sound Region. Very rough estimates show that Stanwood may need to plan for approximately 400 to 500 new housing units over that envisioned in the 2015 Comprehensive Plan. On October 28th the Planning Commission hosted a “Planning Café” open house to obtain public input into how to accommodate future growth in Stanwood. Three stations were set up with maps and citizens made notes where they would like to see the density.

The Community Development Committee was supportive of staff in their efforts to include the community in the discussion of density planning.

4. *Special Events Permit and Process Update*

City Administrator Jennifer Ferguson has been working with the Economic Development Board on simplifying the Special Event Permit and Grant Application process. After managing this process for the last year and a half, there are some lessons learned: mostly that the process is long and cumbersome for applicants. The new process eliminated redundancy in the application process and eliminated 7 pages from the packet.

The Community Development Committee was supportive of staff in their efforts to streamline the Special Events Permit and Request for City Services process.

5. *Final Plat of Cedarhome Square Phase III*

Landed Gentry Development submitted a preliminary plat application for 125 residential dwelling units/lots in early 2018. The project was reviewed per the City’s permitting process and was approved after a public hearing with the Hearing Examiner. A minor amendment was approved on August 16, 2018 and added four lots to the plat with the acquisition of a neighboring property. There are a total of 129 residential dwelling units/lots included in the project. City Council approved the Final Plat of Phase 1 on February 14, 2019 for 51 single family residential dwelling units, Final Plat of Phase 2 is going before council on November 14, 2019 for 54 residential dwelling units.

Final Plat of Cedarhome Square Phase 3 consists of 24 townhouse duplex lots and 3 Open Space Tracts (Tract O, P & Q). Construction of Phase 3 is almost complete and they have submitted for Final Plat approval. We anticipate that the final plat will be forwarded to the City Council on November 25th.

The Community Development Committee was approved moving the Final Plat of Cedarhome Square Phase III forward to the November 25, 2019 City Council Meeting.