



Planning Commission Meeting Minutes Monday, February 12, 2024 6:30 pm

Call to Order: 6:30 pm

Roll Call

Commissioners Present:

Eric Warnat, Commissioner (online)
Patrick Hosterman, Commission Chair
Cody Davis, Commission Vice-Chair
Justin Burns, Commissioner (online)
Jeff Wheatley, Commissioner

Staff Present:

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

Absent: Melissa Toner, Commissioner

Also known to be present: N/A

Public Requests and Comments: None

Approval of Minutes:

The minutes from the November 13, 2023 Planning Commission meeting were unanimously approved with one scrivener's error correction.

New Business:

Election of New Chair and Vice Chair

Patrick Hosterman volunteered to continue as Commission Chair. Cody Davis volunteered to continue as Vice Commission Chair. All Commissioners were in favor.

2024 Parks, Recreation, and Open Space Plan (PROS)

The PROS Plan is organized into the following sections:

- Introduction
 - New subsections include additional information on the state planning requirements, regional planning context, and benefits to parks planning.
- Goals and Policies
 - Park goals and policies have been updated and revised to reflect current conditions, simplify into "plain language" and to reduce redundancy.
- Community Profile
 - This section discusses Stanwood's geographical and demographical conditions. It has been updated to reflect current data and 2044 growth targets.
- Parks Classification and Standards
 - This section has been revised to reflect the parks standards and levels of services that Stanwood uses. It also includes the park facilities inventory which is an updated summary of Stanwood's park properties and what's in them.
- Public Engagement Summary
 - This section has been updated to reflect the city's public engagement efforts for this project including a community survey that received over 400 responses.
- Facility Demand



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- This section discusses the city's park needs and levels of service. It includes an analysis of Stanwood's existing levels of service and how the city is projected to meet those standards into 2044. The existing LOS is based on current built out parks and facilities in relation to the existing population of 8,585. The future LOS is based on park land available and potential capacity in relation to Stanwood's 2044 population growth target of 10,963.
- Capital Improvement Plan
 - The PROS Plan Capital Improvement Plan (CIP) includes both a 6-year CIP to 2029 and a 20-year CIP for park planning purposes.
- Conclusion: Investing in Our Future
 - The conclusion of the plan addresses city budget for park development growth including funding opportunities.

The next steps will be to have the Parks and Trails Advisory Committee (PTAC) review the final draft at their February meeting and make a formal recommendation to City Council. After which, staff will prepare the plan to go before the Council for adoption.

Commissioner Questions & Comments

- Where would additional park space come from, since most available land is spoken for? Uptown area has many private HOA parks, but that is where most of the neighborhood parks come from. There are 2 large developments coming to Stanwood that will account for new/additional neighborhood parks.
- Conversations will continue in the next year on what type of parks residents prefer, and a potential change in the code to reflect those requests.
- Can the City go above and beyond requirements to get credits? There are options to get credits on the Park Impact fees. If they put something in place that there is a need for more parks in the CIP, then it could be possible, but if they're just meeting the code requirement, then no credits can be given. Going above and beyond isn't very common in parks, it is more common in sewer work and sidewalks. For example, if there was a project with a potential park in the uptown area, and they exceed what was required or dedicated a portion to the City, then they may be able to get credits.
- What about annual maintenance of parks, such as graffiti, weeding, mowing, etc.? Maintenance of parks is not included in these numbers. The City now has a parks division of five employees who do maintenance separate from the PROS plan.
- The Parks element of the Comprehensive Plan is the more reader friendly version. The PROS plan is the detailed document that informs the Comprehensive Plan.
- Add more detail of how residential parks are included in the PROS plan. Also add where park maintenance comes from. The Planning Commission Chair and Vice Chair need to be updated in the plan.
- Recommendation: All are in favor of the City Council adopting the PROS plan



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Old Business:

January Agenda Items

Title 10 – Commissioner Questions & Comments

- Consider an age limit for (16 years old) for riding scooters in parks.
- Street parking time limits. There is confusion on what type of car can park and for how long. 72 hours is too short, but 2 weeks is too long. The exception to park beyond 72 hours would be that the car is registered to the home it is parked in front of and is not a junk vehicle, there would be no time limit. A determination needs to be made if the 72 hours is too long or too short. This could cause a lot of burden on PD to verify whether the car belongs to the home. The Commissioners came to the following conclusions:
 - Keep the 72-hour time limit.
 - Exception – if the car belongs to resident, the Commission is supportive of this if it is not overly burdensome to PD.

Title 11 – Commissioner Questions & Comments

- The Commissioners would like to review the Complete Streets Ordinance one more time.

Title 18 – Commissioner Questions & Comments

- Why aren't we just following the State rules? The City has some flexibility, and the State also has many sections that don't apply to all cities.
- Ecology also reviews the draft.
- Include a statement stating that State laws take precedence.

2023 Year-in-Review

During 2023 the Community Development Departments workload included:

Parks:

- Conducted a parks survey for the Parks Plan Update
- Drafted the Parks Plan update
- Initiated the design of the downtown park on 84th Avenue.

Long Range Planning:

- Staffed the Planning Commission
- Updated the Park and Traffic Impact Fees
- Adopted the following amendments to the Stanwood Municipal Code:
 - Title 1 – General Regulations
 - Title 2 – Personnel
 - Title 3 – Revenue and Finance
 - Title 4 – Administration
 - Title 5 – Business Licenses and Regulations
 - Title 6 – Parks and Public Spaces
 - Title 7 – Noise Ordinance Portion only
 - Title 9 – Public Peace, Morals and Safety
 - Title 13 – Civil Enforcement
- Drafted Comprehensive Plan Elements as part of the 2024 Update
 - Land Use, Economic Development, Parks, Utilities, Transportation, Natural Resources, and Shorelines



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- Adopted the Housing Action Plan
- Hosted 4 booth days at the summer farmer's market

Economic Development/City Beautification:

- Staffed the Economic Development Board
- Implemented the new Storefront Improvement Program
- Processed 5 Storefront Improvement Programs agreements
- Implemented the 88th Avenue Arch banner project
- Finalized the plans and constructed the 92nd Avenue Intersection improvement project
- Began the design concepts for the east end traffic calming projects
- Staffed, processed, and / or participated in approximately 23 special events including: summer concerts series, movies in the park, national night out, touch-a-truck, parades, car show, ghouls night out, light up your holidays, glass quest, 5-K runs, the historic site tour and the Camano arts tour.
- Supported business ribbon cutting events

Current Planning:

- Processed two preliminary plat applications, with one reaching receiving plat approval
- Processed the Country Store street vacation application
- Issued the Cedarside Development Agreement SEPA decision and held the review hearing with the Hearing Examiner
- The City issued 66 new single-family homes, 4 accessory dwelling units, and 10 townhouses this year.

Commissioner Questions & Comments

- Permit tracking aids with budget projections.
- Once larger parcels of land get developed, infill projects will begin. Once a city is at less than 10% of buildable land is available, this is potentially when we would build into the UGA. Legislature is currently leaning towards not going into the UGA and building up instead of into the UGA.

Miscellaneous Business:

None

Recent Council Action on Commission Items:

- Titles 7 & 8 are going to Council on February 22, 2024

Upcoming Items:

- Advertising for a new Planning Commissioner. Patrick Hosterman and Patricia Love will be doing a meet and greet with applicants.

Adjourn: 8:18 pm