



City Council Committee Meeting Agenda

Community Development Committee

This meeting will be conducted in person at City Hall at 10220
270th Street NW, Stanwood, WA 98292

<https://www.stanwoodwa.org>

Thursday, March 7, 2024, at 5:00 PM

1. Complete Streets Ordinance
2. Sunset Division II Final Plat
3. Raplee Property
4. Pure Smoke NW SIP Application
5. SIP Eligibility



**CITY OF STANWOOD
COMMUNITY DEVELOPMENT COMMITTEE
AGENDA STAFF REPORT**

DATE: March 7, 2024

SUBJECT: March CDC Agenda Topics

FROM: Patricia Love, Community Development Director

Complete Streets Ordinance

Included in the Title 11, Streets and Public Rights of Way, amendment is a chapter on complete streets. To meet the next round of Transportation Improvement Board (TIB) grant funding, the complete streets ordinance adoption process has been segregated from the Title 11 amendments and accelerated to meet the grant application deadline.

The attached ordinance contains the following six sections:

Purpose:

The purpose section provides the policy framework for the ordinance: when designing new roads or reconstructing existing roads, the design should focus on all modes of travel and accessibility including pedestrians, bicyclists, transit and automobiles. However, a “one size all” approach should not be applied to the transportation network. Each design needs to reflect its users, travel types and travel volumes: SR 532 will have a completely different buildout design than a local neighborhood street.

Applicability:

This section details who must comply with the complete streets ordinance:

- All street designs, construction and retrofit projects in the city;
- All companies that work within the city right-of-way such as electric, gas, communications, cable, or power utility companies; and
- State or governmental agencies such as Snohomish County, WSDOT, or the School District.

Implementation:

Design and implementation of city streets should be centered around the following criteria:

- Streets must be designed and constructed to provide accommodations for pedestrians, bicyclists, people of all ages and abilities, transit where appropriate, and vehicles.
- Complete streets require connected travel networks.
- Street designs shall be flexible and innovative rather than purely prescriptive allowing modifications to meet the needs and comfort of all people. An example would be allowing alternative street widths, reducing operating speeds, adding street lighting, and ensuring connectivity to parks, schools, and/or shopping.
- Provide for environmental and aesthetically pleasing designs by including landscaping, street trees, design features or amenities, shade, reduced energy consumption, and improved air and water quality.

- Follow best practices design standards of WSDOT, Americans with Disabilities Act, and various Traffic Control Manuals.

Exceptions:

Provides exceptions for situations when the complete streets standards cannot be met. Exceptions should not become common practice, but rather applied minimally under the following circumstances:

- Potential to negatively impact public health, safety, or critical areas;
- Routine maintenance;
- Repairs needed to quickly respond to an emergency;
- Where costs far exceed the current or future needs; and
- City plans clearly document an absence of current or future needs.

Performance Measures:

Requires monitoring and annual reports to assess how the program is being implemented and the actual number of miles or types of physical improvements being built to accommodate all modes of travel.

Capital Improvements Projects:

Complete streets policies and concepts should be integrated into all future capital facilities projects. Designs can apply multiple strategies to incorporate complete streets policies including phasing, new or innovative concepts, and multi-use facilities.

The Comprehensive Plan and Municipal Code Advisory Group reviewed the proposed amendments at their February meeting and had the following comments.

General Comments	Requested Revisions
They unanimously support adoption of a complete streets program and ordinance. Like that the Ordinance prioritizes people over cars. Support the use of existing pavement areas without needed to add additional pavement. Complete streets strengthen the livability of neighborhoods and the City.	Consider adding bus shelters as a street amenity under section implementation section. Add more emphases on protecting integrating natural habitat into street design. Consider adding a graphic showing protection barriers on mid-block crossings. Concerned that the examples with “just paint” may not always provide for pedestrian and bicyclist safety. Some of the designs appear to be outdated; provide additional European concepts. Add a roundabout example with pedestrian and bike access.

General Comments	Requested Revisions
	Separated multi-use paths and protected bike lanes should be a priority. Improve the metrics section for more accountability. Share ordinance with school district to get their thoughts on the ordinance and safe routes to schools.

Summerset Division II Final Plat

PCF Land Development, LLC (PCF) submitted a preliminary plat application for 22 single-family residential lots in March 2022. The project was reviewed per the City's permitting process and was approved after a public hearing with the Hearing Examiner in August 2022.

Keystone Land LLC (Keystone) purchased the property from PCF in 2023 to complete the civil construction and build out of the project. The construction of the plat is almost complete. Keystone has submitted for Final Plat of Summerset Division II. Plat improvements include streets, sidewalks, stormwater improvements, water improvements, sewer improvements and open space. Keystone will be providing maintenance bonds for all installed public improvements. The final plat will be forwarded to the City Council once construction is complete.

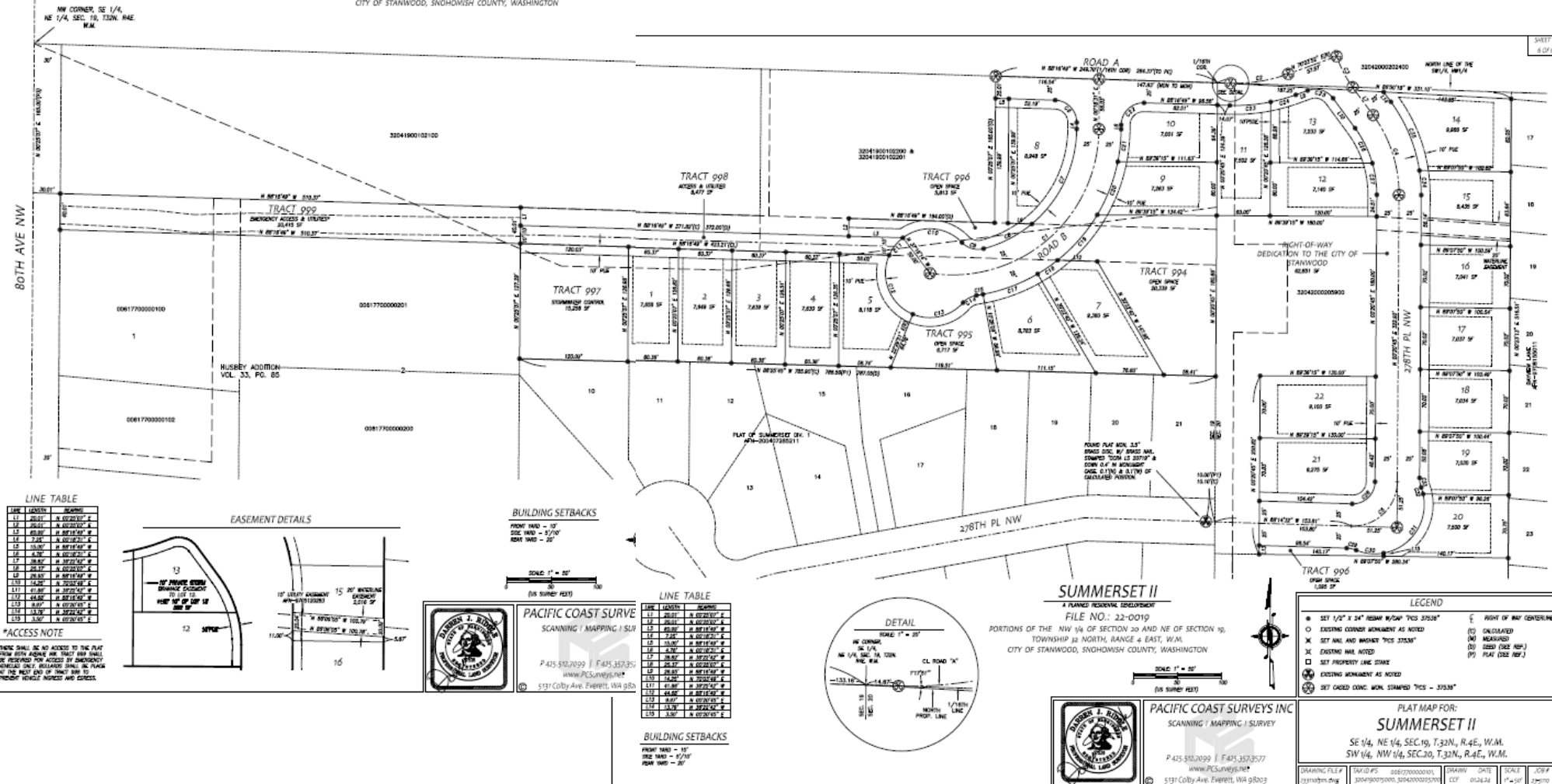
Once a preliminary plat has been approved no additional conditions or requirements can be added to the project. At the final plat approval stage, the process is essentially administrative: the city verifies all conditions of preliminary plat have been met and site improvements are installed per plan approval. If the City finds that the plat conforms to the preliminary approval, the City must approve the final plat. Final plat approval is not discretionary, cities have no option but to approve a final plat if all the conditions of preliminary plat approval have been met.

SUMMERSET II

A PLANNED RESIDENTIAL DEVELOPMENT

FILE NO.: 22-0019

PORTIONS OF THE NW 1/4 OF SECTION 20 AND NE OF SECTION 19,
TOWNSHIP 32 NORTH, RANGE 4 EAST, W.M.
CITY OF STANWOOD, SNOHOMISH COUNTY, WASHINGTON



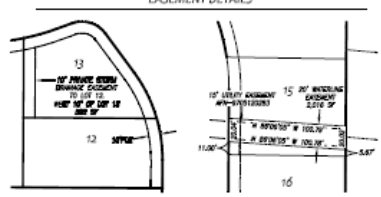
LINE TABLE

LINE	LENGTH	BEARING
1	20.00'	N. 00°00'00" E.
2	20.00'	N. 00°00'00" E.
3	20.00'	N. 00°00'00" E.
4	20.00'	N. 00°00'00" E.
5	20.00'	N. 00°00'00" E.
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19	20.00'	N. 00°00'00" E.
20	20.00'	N. 00°00'00" E.
21	20.00'	N. 00°00'00" E.
22	20.00'	N. 00°00'00" E.
23	20.00'	N. 00°00'00" E.

*ACCESS NOTE

THERE SHALL BE NO ACCESS TO THE PLAT FROM 80TH AVENUE NW. TRACT 999 SHALL BE RESERVED FOR ACCESS BY EMERGENCY VEHICLES ONLY. RESIDENTS SHALL BE PLACED AT THE REAR END OF TRACT 999 TO PREVENT TRAFFIC CONGESTION.

EASEMENT DETAILS



BUILDING SETBACKS

FRONT YARD - 10'
SIDE YARD - 5'/0'
REAR YARD - 20'

SCALE: 1" = 20'
(AS SURVEY FEET)



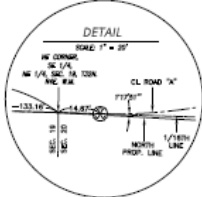
PACIFIC COAST SURVEY
SCANNING / MAPPING / SURVEY
P: 425.550.2099 | F: 425.357.855
www.PCSurveys.net
5131 Colby Ave., Everett, WA 98203

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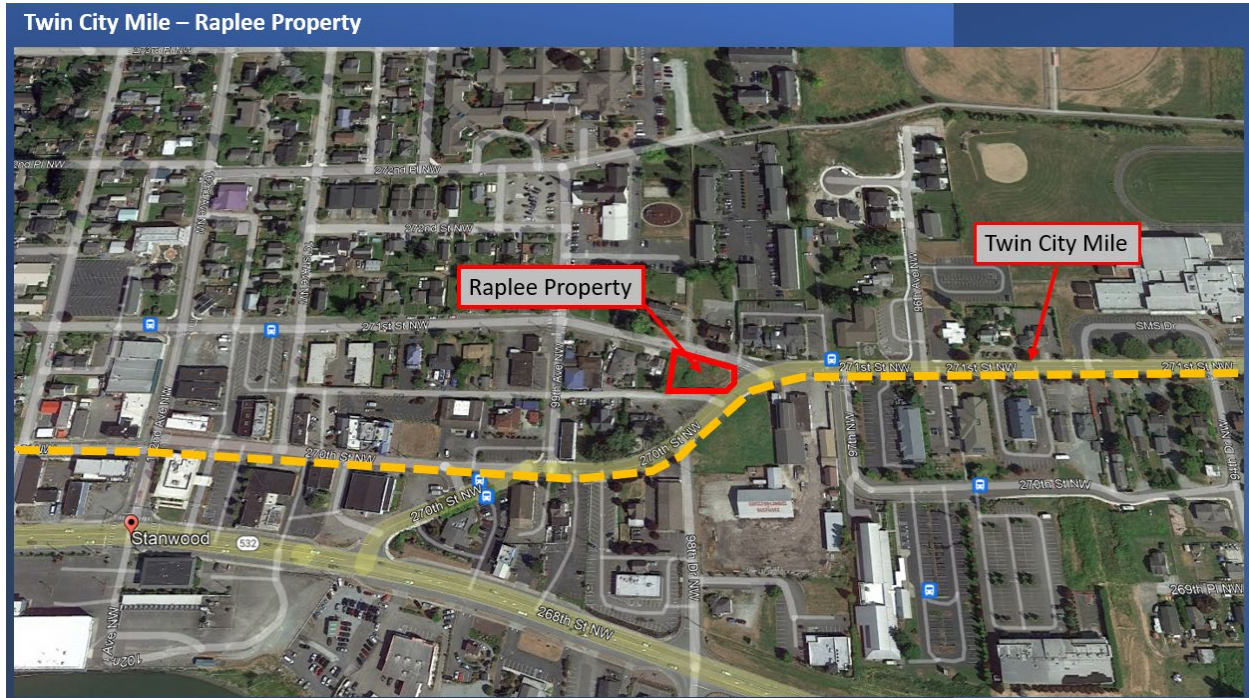
LEGEND	
● SET 1/4" X 3/4" REBAR W/2" PCS 3/8" DIA	○ RIGHT OF WAY CENTERLINE
○ EXISTING CORNER MONUMENT AS NOTED	(C) CALCULATED
✕ SET NAIL AND BANNER THIS 2025	(M) MEASURED
✕ EXISTING NAIL NOTED	(D) DEDICATED
□ SET PROPERTY LINE CORNER	(P) PLAT (SEE REF.)
○ EXISTING MONUMENT AS NOTED	
○ SET CORNER CONC. WORK STATION THIS - 3/8" DIA	

PLAT MAP FOR:
SUMMERSET II
SE 1/4, NE 1/4, SEC. 19, T. 32N., R. 4E., W.M.
SW 1/4, NW 1/4, SEC. 20, T. 32N., R. 4E., W.M.

DRAWING FILE	TAXID FILE	DATE	SCALE	SHEET
123456789	123456789	01/24/24	1" = 20'	22 of 22

Raplee Property

The triangle property located at the confluence of 271st Street and 270th Street in downtown Stanwood is owned by Kathleen Raplee. This property has been identified as a strategic point along the Twin City Mile as it is the entry point into the west end and brick road.



The Twin City Mile is a downtown revitalization project, elements of which include constructing gateways, reconfiguring travel lanes and parking, building wider sidewalks and plaza areas, building park areas, and installing street trees, art, and other curb appeal amenities to promote a vibrant economic center. The Twin City Mile has generated renewed local interest around redevelopment of the Raplee property to serve as a park and owner Kathleen Raplee has expressed interest in selling the property to the City and has signed a right-of-entry document giving the City access to the property. .

An investigation and a cleanup options report for the property was prepared a few years back that found that the site and the alley south of the property contained contaminants of concern in the soil, groundwater, and vapor. As part of the Council approved 2023 / 2024 work plan, staff has been working with the Department of Ecology and with a consulting firm Restorical to see what funding opportunities exist to help with the site clean up which could lead to the City potentially purchasing the property.

The Department of Ecology has reached out to the City regarding a site investigation grant to conduct additional environmental testing to address investigative data gaps and prepare cleanup options. The City submitted a \$75,815 dollar request to cover this work. The grant has no required match requirements and would be used to help the City identify any cleanup grants or decide if we want to move forward with the project. If we receive the grant it will be forwarded to the full Council for acceptance.

Pure Smoke NW Storefront Improvement Program Application

The City has received a Storefront Improvement Program application from Pure Smoke NW located at 26915 102nd Drive NW and 10219 269th Place NW. The request is for new commercial kitchen signage, covered outdoor seating area improvements, and painting of the building façade.

The PureSmoke building was originally built in 1955 as a full-service gas station. The building has now been converted to a commissary kitchen utilized by PureSmoke NW, LLC to prepare their menu items. They also rent kitchen space to independent chefs in the area for their commercial food preparation.

D&D Nelson, LLC and PureSmoke NW, LLC plan to paint the PureSmoke building white to harken back to the iconic mid-century modern character of the original building. The building is one of the few remaining pre-fabricated metal kit buildings from the mid-50s that is still in existence today as well as one of the few mid-century modern historical buildings in Stanwood.

The total project costs are \$26,000 for a grant request of \$13,000 with a cash match. See the table below for a complete breakdown of the project budget.

<i>Project Budget</i>	
<i>Proposed Improvement</i>	<i>Cost</i>
Sign	\$2,000
Architectural Concrete Wall	\$6,500
Canopy	\$14,000
Painting the building	\$3,500
<i>Total</i>	<i>\$26,000</i>

Existing Conditions:



Rendering of Proposed Improvements:



Staff brought this request in front of the Economic Development Board for their review at their February meeting. The Board is recommending approval of the grant to City Council. The next step will be to forward this request to the entire City Council for formal approval.

Storefront Improvement Program Eligibility

In February of 2023 the City Council approved the Storefront Improvement Program which is intended to preserve and enhance the charm of the downtown commercial retail area, while also encouraging investment in downtown, through visual and physical improvements to storefront buildings. The program was funded for a minimum of two years – 2023 and 2024 – at \$100,000 per year.

In 2023 the City received 10 inquiries into the project which resulted in five applications being submitted and approved by the City Council. The total grant ask for all five applications was \$52,971.00, leaving \$37,029.00 left for 2023.

Throughout 2023 various non-profit organizations expressed interest in applying for the Storefront Improvement Program. At the time, Council decided to keep eligibility for businesses only. The American Legion has requested funds to install new signage and paint a mural on the building. As they are a non-profit they do not qualify under the program. The Community Resource Center and the School District have also requested funds under the program in the past.

Since not all of the funds allocated in 2023 were used, staff is submitting a query to the Committee to see if there is any interest in opening the eligibility requirements to non-profits if

their building is located on a major roadway. Major roadways could include 88th Avenue, 92nd Avenue, 102nd Avenue, 271st Street or 270th Street.

If the Committee is supportive, staff also recommends that priority be given to businesses first and non-profits secondly if program funding runs low.

Complete Streets Ordinance

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, CREATING NEW
STANWOOD MUNICIPAL CODE CHAPTER 11.12, COMPLETE STREETS PROGRAM AND
ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, the City of Stanwood is a member of the Puget Sound Regional Council (PSRC), a metropolitan planning organization that develops transportation policies and funds planning and roadway improvement projects in the Puget Sound area; and

WHEREAS, the PSRC encourages cities and counties to adopt local complete streets policies that implement the 2011 Washington State Complete Streets Act per RCW 47.04.320; and

WHEREAS, the Complete Streets Act encourages cities to adopt street designs that provide safe access for all users, including bicyclists, pedestrians, motorists, and public transportation uses; and

WHEREAS, the Complete Streets Act goals promote healthier communities by encouraging use of non-motorized transportation, improve safety by designing roads that accommodate pedestrians, protect the environment by reducing congestion, and preserve community character by involving local residents in the planning process; and

WHEREAS, the City of Stanwood's Comprehensive Plan includes a vision, mission, and seven core value statements; and

WHEREAS, "mobility", one of the seven Comprehensive Plan core value statements states, "Stanwood should provide for all forms of multi-modal transportation, including trails, sidewalks, bike lanes, transit, and private vehicles": and

WHEREAS, the 2016 non-motorized transportation plan seeks to develop a transportation system that provides for alternative modes of transportation such as pedestrian and bicycle travel; and

WHEREAS, as part of the 2024-2044 Comprehensive Plan update process, Stanwood staff conducted 26 separate outreach events to gain public feedback on the community desires and needs for the Plan update; and

WHEREAS, significant public feedback was received that the community desires new and improved pedestrian facilities such as sidewalks, bike lanes and trails connecting the community throughout the city; and

WHEREAS, one specific Comprehensive Plan survey conducted between November 2022 and January 2023 resulted in 71 electronic comments and 35 of those specifically requested improved pedestrian infrastructure improvements to improve mobility throughout the city; and

WHEREAS, the City of Stanwood proposes to adopt a complete street policy with implementing regulations consistent with state guidelines, regional policies and community desires; and

WHEREAS, the City aims to implement complete street standards that prioritize pedestrian comfort and mobility for people of all ages, abilities, and modes of transportation, including pedestrians, cyclists, public transit users, and motorists; and

WHEREAS, the City recognizes that Complete Streets aim to create a balanced, accessible, and safe environment for all road users, promoting a more sustainable and livable community and that roadway designs will need to be flexible to address the unique characteristics and needs of the community being served; and

WHEREAS, the system's design will be consistent and supportive of local neighborhoods, recognizing that transportation needs vary and must be balanced in a safe, flexible, context sensitive, and cost-effective manner; and

WHEREAS, the proposed code amendment is not a "development regulation" as defined as RCW 36.70A.030(13) and is therefore exempt from State of Washington Department of Commerce noticing requirements; and

WHEREAS, the City Council Community Development Committee reviewed the option to adopt a Complete Streets ordinance on October 5, 2023 and supported the adoption of such an ordinance; and

WHEREAS, the Planning Commission reviewed edits to the Complete Streets code on October 9, 2023 and recommended that any complete streets ordinance be tailored to work with existing neighborhood conditions; and

WHEREAS, the Comprehensive Plan / Municipal Code Advisory Group reviewed the Complete Streets code on January 17, 2024 and supported rules that allows for different modes of travel;

WHEREAS, a SEPA Threshold Determination of Non-Significance, non-project action, was issued on [Date] and publishing on [Date]. The SEPA appeal period lapsed on [Date] and no appeals were filed; and

WHEREAS, the City Council intends to improve the safety of city streets, enhance the quality of life of residents, encourage active living, and reduce traffic congestion and use of fossil fuels by providing convenient and comfortable routes for walks, biking and public transportation; and

WHEREAS, the City Council held their first reading of the draft code amendment on [Date], and their second and final reading on [Date], and

WHEREAS, the City Council of Stanwood has authority under Title 35A, RCW to adopt plans and regulations related to development and operations within the City of Stanwood; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STANWOOD,
WASHINGTON, DOES ORDAIN AS FOLLOWS:**

Section 1. The City Council does hereby adopt the above listed recitals as set forth fully herein.

Section 2. Code Revisions. Stanwood Municipal Code Chapter 11.12, Complete Streets Program, is adopted as provided in Exhibit "A" attached to this ordinance and incorporated herein by reference as if set forth in full.

Section 3. Severability. The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

Section 4. Authority to Make Necessary Corrections. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers, and any references thereto.

Section 5. Effective Date. This Ordinance shall take effect five days after its passage and publication as required by law.

PASSED and APPROVED this ____ day of _____, 2024.

CITY OF STANWOOD:

Sid Roberts, Mayor

Attest:

Lisa Sokolik, City Clerk

Approved as to Form:

Nikki Thompson, City Attorney

Date of Publication: _____

Effective Date: _____

Exhibit A

Chapter 11.12 Complete Streets Program

Chapter	Title
11.12.010	Purpose
11.12.020	Applicability
11.12.030	Implementation
11.12.040	Exceptions
11.12.050	Performance Measurements
11.12.060	Capital Improvement Projects

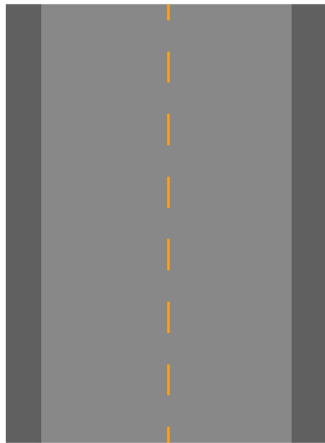
11.12.010 Purpose.

- (1) The Complete Streets Program is intended as a policy framework directing the City to take a holistic approach to transportation planning in its street improvements. The purpose of Stanwood's Complete Streets Program is to:
 - (a) Support different modes of travel while respecting Stanwood's existing neighborhood characteristics by applying Complete Streets concepts uniquely to each neighborhood.
 - (b) Encourage multimodal transportation infrastructure for all users, including pedestrians, bicyclists, automobiles, freight, and emergency services.
 - (c) Improve public safety, health, and efficient travel for all ages, abilities, and economic levels, which benefits not only each user but the vitality of the local economy.
 - (d) Create integrated, aesthetically pleasing and connected transportation systems that provide access, mobility and health for all users including people traveling with different levels of ability or mobility.
 - (e) Improve the public health of Stanwood's community members by encouraging active transportation modes.
 - (f) Reduce traffic and congestion and foster cleaner air quality by enabling alternative transportation modes.
- (2) Complete Streets do not necessarily intend to expand facilities and pavement. Rather, Complete Streets intend to find solutions that make transportation facilities comfortable for all users, from vehicles to pedestrians. Street design shall be flexible and innovative rather than purely prescriptive and shall be based on the thoughtful application of engineering, architectural, and urban design principles. Priority shall be on the needs and comfort of all people and travelers, considering issues such as street design and width, desired operating speed, mode balance, street lighting, and connectivity.

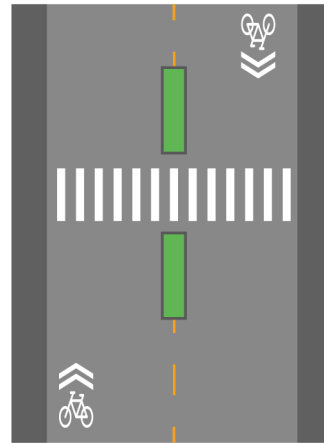
The following, Figures, 11.12.010(A) and Figure 11.12.010(B), show examples of what this could look like.

Figure 11.12.010(A) Local Complete Street Example

Incomplete Street Example



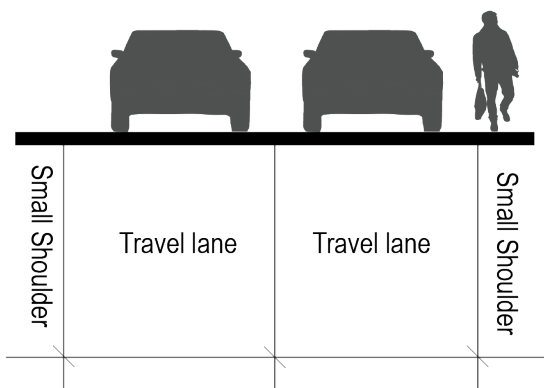
Complete Street Example



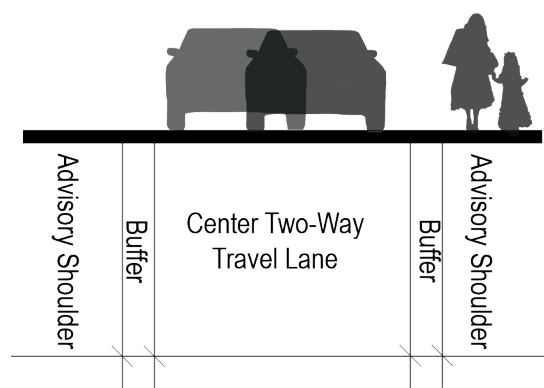
Complete Streets may involve upgrades to existing infrastructure that does not change roadway dimensions but increases the comfort of non-vehicular users on existing streets. The complete street example above adds markings and signage to increase driver awareness of other users, along with a median to slow traffic and provide an island for crossing pedestrians.

Figure 11.12.010(B) Local Complete Street Example

Incomplete Street Example



Complete Street Example



An example of a low traffic flow local street, both “incomplete” and “complete”. This complete street example maintains the pavement width but allows more space for non-vehicular users. Vehicles still have

space to travel in the complete example, but the narrower, shared travel lanes slows traffic speeds and provides more comfort for pedestrians.

- (3) Complete Streets work best with in outside-in approach. Starting with the built improvements outside of the right-of-way then narrowing focus towards the street.
 - (a) Starting with the building, is there a direct and comfortable route to the sidewalk?
 - (b) Is the pedestrian environment comfortable and assessable with a buffer for safety?
 - (c) Are the street and intersections designed to accommodate all modes safely while maintaining shade and aesthetics?

11.12.020 Applicability.

- (1) The standards in this chapter shall apply to all street designs, construction and retrofit projects within public or private right-of-way or private easements.
- (2) All companies which work within city right-of-way shall comply with these requirements and shall not take actions that could adversely affect multimodal travel conditions and future opportunities. Such agencies include, but are not limited to electric, gas, communications, cable or power utilities.
- (3) Stanwood encourages entities not under its jurisdiction to meet the requirements of this chapter, including but not limited to the Stanwood-Camano School District, Snohomish County, and the Washington State Department of Transportation.

11.12.030 Implementation.

- (1) Both public and private streets must be designed and constructed to provide accommodations for pedestrians, bicyclists, people of all ages and abilities, transit where appropriate, and vehicles. This includes:
 - (a) Using context-sensitive designs and best practices that both provide safety to all users while respecting and enhancing the City's small-town scale.
 - (b) Implementing multi-modal project priorities, as adopted by the City's Transportation Plan.
 - (c) Considering non-infrastructure-based improvements to ensure existing facilities support all modes, for example reducing traffic speeds.
 - (d) In reviewing zoning, site plans, subdivisions plans, and other projects that include streets, or internal circulation routes, the requirements of these complete street's requirements apply.
- (2) Provide Interconnected Networks. Complete streets require connected travel networks. All roadways and routes need not be optimized for all modes; however, people using each mode require a network of safe, convenient travel routes and crossings throughout the city. The City shall prioritize opportunities to create a complete and intuitive transportation network with clear wayfinding that provides connected facilities to serve each mode of travel. The network may include off-street hard-surface trails for biking and walking. Special consideration will be given to underserved areas where multiple transportation options are needed.

- (3) Flexible Design. Street designs shall be flexible and innovative rather than purely prescriptive. Street design modifications may be approved by the Public Works Director, or their designee, where the alternative design provides for the needs and comfort of all people and travelers, considering issues such as street design and width, desired operating speed, mode balance, street lighting, and connectivity.
- (4) Environmental Design. The City shall foster livable, walkable, bicycle-friendly, aesthetically-pleasing, green neighborhoods by including landscaping, street trees, and design features that help define the character of a street while providing added benefits of shade, summer cooling, reduced energy consumption, and improved air and water quality.
- (5) Best Practices Design Standards. The following standards and guidelines shall be applied to the design of complete streets:
 - (a) Street construction standards are adopted under SMC 14.04, Street and Utility Standards.
 - (b) The latest and best design guidelines and practices from the following must also be used.
 - (i) American Association of State Highway Officials (AASHTO)
 - (ii) Washington State Department of Transportation (WSDOT)
 - (iii) Institute of Transportation Engineers (ITE)
 - (iv) National Association of Transportation Officials (NACTO)
 - (v) Americans with Disabilities Act (ADA)
 - (vi) Manual on Uniform Traffic Control Devices (MUTCD)

11.12.040 Exceptions.

Not every street can be complete for each traveler, and consideration of an exception may be requested for projects. These exceptions should not become common. Requests for exceptions will be evaluated by the joint review of the Public Works Director and the Community Development Director (or their designees) and a decision whether to grant an exception is within their discretion. An exception for a specific project may be requested and granted when/where:

- (1) Where their establishment would:
 - (a) Hinder public health or safety.
 - (b) Adversely impact critical areas.
- (2) For routine maintenance of the street that does not change the roadway geometry or operations, such as mowing, snowplowing, sweeping, spot repair, joint or crack sealing, or pothole filing.
- (3) Reconstruction of a right-of-way is needed quickly due to an emergency.
- (4) When the cost would be disproportionate to the current need or probable future uses.
- (5) There is a documented absence of current or future needs, as established in City plans and future travel demand forecasts.

11.12.050 Performance Measurements.

- (1) Annual review of success. The Public Works Director must maintain a summary of transportation projects undertaken within the prior year and planned projects within the coming six-year period. Each listed project must demonstrate how it has met the objectives of this policy.
- (2) As part of the annual review, qualitative and quantitative data must be used to assess the performance of Complete Streets projects. Such performance measures to assess projects under the Complete Streets Code may include, but are not limited to the following:
 - (a) Cumulative miles of improved / new Complete Streets.
 - (b) Linear feet of new / reconstructed sidewalks.
 - (c) Number of new / reconstructed curb ramps.
 - (d) Miles of bicycle facilities added.
 - (e) Number of ADA accommodations provided or improved.
 - (f) Number of intersection improvements.
 - (g) Number of new street trees installed.
 - (h) Number of exemptions from this policy approved.

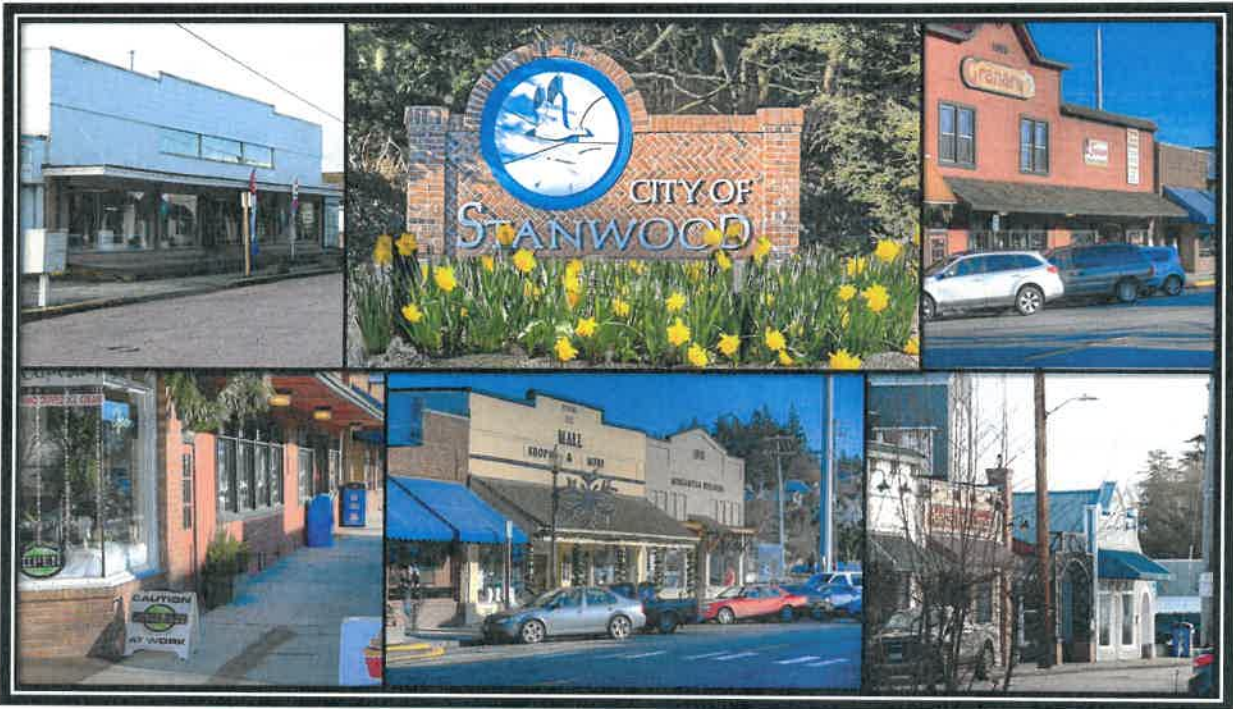
11.12.060 Capital Improvement Projects

- (1) Consideration of this Complete Streets Policy and its long-range goals shall be incorporated into the planning, scoping, budgeting, funding, design, approval and implementation process for all City facilities, roadways, and right-of-way infrastructure. The Comprehensive Plan, Transportation Plan, Capital Improvement Program, and other relevant City plans shall be used for guidance.
- (2) Projects may be designed to achieve fully complete streets and networks over time, and in future phases of work. Phased projects shall ensure that such phased improvements do not adversely affect the pedestrian realm and opportunities for multimodal travel and facilities.
- (3) Where the costs of acquiring right-of-way to provide separate accommodations for each mode of travel are cost-prohibitive, innovative or multi-use facilities within the existing right-of-way that accommodate both pedestrians and bicyclists may be considered.
- (4) For City parks projects, park land may be used for bicycle/pedestrian trails and other elements of the transportation system that provide connectivity and support people's access to parks and recreational/outdoor activities.
- (5) City utilities projects shall ensure that Complete Streets Policy implementation does not create public safety hazards or reductions in levels of utility service unacceptable to utility customers.

**Pure Smoke NW Storefront Improvement Program
Application**



Storefront Improvement Program Application



Please return completed applications and supplemental documents to:

City of Stanwood
Attn: Economic Development
10220 270th St NW
Stanwood, WA 98292
Email: econdev@stanwoodwa.org

Contact:
Sarah Cho
Economic Development and Marketing Manager
(360) 454-5210
sarah.cho@stanwoodwa.org



A **pre-application meeting** with the City is required before an application can be submitted. The pre-application meeting with help determine whether a project is eligible for the Storefront Improvement Grant.

The following items are required to be submitted for a complete application. ***Incomplete applications will not be accepted.***

- ☐ Signed Application Form
 - ☐ Contact Info for Business Owner/Applicant, Property Owner, and Contractor(s)
 - ☐ Detailed Project Narrative
 - ☐ Detailed Project Budget
 - ☐ Detailed Project Timeline
 - ☐ Source(s) of Matching Funds
- ☐ Photographs of Current Conditions
- ☐ Renderings of Proposed Project
- ☐ Federal W-9 Form
- ☐ Any architectural, engineering or building documents (if applicable)

Business Owner Information			
Name of Applicant:	James Walrath		
Business Name:	Pure Smoke NW. LLC		
Phone Number:	425-422-1529		
Email:	hello@puresmokew.com		
Business Physical Address:	10219 26th St. N.E.		
	City: Stanwood	State: WA.	Zip: 98292
Business Mailing Address:	14-288th St. N.E.		
	City: Arlington	State: WA.	Zip: 98223
Assessor's Parcel Number:			
Type of Business:	Commissary kitchen / food Trailer		
EIN #:	82-4309579		
WA UBI #:	604-217-343		

Property Owner Information (If not applicant)			
Name of Property Owner:	D&D NELSON LLC		
Phone Number:	360-629-3441		
Email:	DAN@DESIGNSHW.COM		
Property Address:	26915 102ND DR NW WA		
	City: STANWOOD	State: WA.	Zip: 98292
Mailing Address:	SAGE AS BROS		
	City:	State:	Zip:
Years Owned:	15		

Contractor Information			
Name of Business:	CountrySide Tile & Stone Inc		
Contractor's Name:	James Walcott		
Phone Number:	425-422-1529		
Email:	cstilo@gmail.com		
Contractor Physical Address:	14-288th St. N.E.		
	City: Arlington	State: WA.	Zip: 98223
Contractor Mailing Address:	same		
	City:	State:	Zip:
Type of Business:	Contractor		
EIN #:	20 0525150		
WA UBI #:	602-351-536-1-1		
Contractor's License #:	CC COUNTTS968L9		

Project Information	
Improvement Type (select all that apply):	☒ Signage ☐ Paint ☐ Streetscapes ☐ Awnings ☐ Doors and Windows ☒ Creative and Imaginative Exterior Elements
Brief Project Description (Please describe the scope of the proposed improvements, including descriptions of the building's current conditions):	Have 10x20 metal canopy fabricated and installed in front of building for covered outside seating. Buy and install 3' high babin cages and fill with rock from Lenz Have small metal sign fabricated and installed on front of building. There is currently no sign on the building.
Estimated Total Project Cost:	\$ 20,000.00
Requested Grant Amount:	(Not to exceed \$20,000, 1:1 match. For example, a \$2,000 project can receive up to a \$1,000 grant award. A \$50,000 project can receive up to a \$20,000 grant award) \$ 10,000.00

Project Budget	
Project Element:	Total \$ Costs:
Example: Quote for new pedestrian signage	\$1,000
Canopy	\$14,000.00
Babin walls	\$3,250.00
Rock	\$750.00
Sign	\$2,000.00

Project Total Amount: \$ 20,000.00

Schroeder, Tansy

From: Dan Nelson <dan@designsnw.com>
Sent: Wednesday, February 21, 2024 4:39 PM
To: Schroeder, Tansy
Cc: puresmokenw@gmail.com; Heather Crosby; Jayme Zold; Nicole Strachila
Subject: RE: Updated Canopy



CAUTION. This email originated from outside of this organization. Please exercise caution with links and attachments.

Hi Tansy,

That is the correct number.
Thanks for checking!

Dan

Dan Nelson, AIA
Principal

Designs Northwest Architects
360-629-3441

From: Schroeder, Tansy <Tansy.Schroeder@ci.stanwood.wa.us>
Sent: Wednesday, February 21, 2024 4:18 PM
To: Dan Nelson <dan@designsnw.com>
Cc: puresmokenw@gmail.com; Heather Crosby <heather@designsnw.com>; Jayme Zold <jayme@designsnw.com>; Nicole Strachila <Nicole.Strachila@ci.stanwood.wa.us>
Subject: RE: Updated Canopy

Good afternoon Dan,

Just to confirm based on the conversation at EDB, the budget and request is the following;

Canopy \$14,000.00
Architectural concrete wall \$6500.00
Painting the building \$3,500.00
Sign \$2,000.00

Total Cost of the Project **\$26,000.00**
Grant Request **\$13,000.00**

Please let me know if this is correct.

Thanks,

Tansy Schroeder
Planner | City of Stanwood
10220 270th St NW
Stanwood, WA 98292
Direct: 360-454-5211 | City Hall: 360-629-2181
Email: tansy.schroeder@stanwoodwa.org



DISCOVER
STANWOOD
CAMANO™

[City of Stanwood](#) | [Discover Stanwood Camano](#)

Email may be considered a public record subject to public disclosure under RCW 42.56

From: Dan Nelson <dan@designsnw.com>
Sent: Wednesday, February 14, 2024 8:51 AM
To: Schroeder, Tansy <Tansy.Schroeder@ci.stanwood.wa.us>
Cc: puresmokenw@gmail.com; Heather Crosby <heather@designsnw.com>; Jayme Zold <jayme@designsnw.com>;
Love, Patricia <Patricia.Love@ci.stanwood.wa.us>; Nicole Strachila <Nicole.Strachila@ci.stanwood.wa.us>
Subject: RE: Updated Canopy



CAUTION. This email originated from outside of this organization. Please exercise caution with links and attachments.

Hi Tansy,

Thanks for sending along the EDB packet.

As a result of our preapplication meeting and taking into consideration the comments from that meeting, we have revised our initial project cost of the project.

We revised the submittal to show that we are painting the gas station building white to emulate the old gas station and we are switching the gabion wall out to an architectural concrete wall to match the architectural concrete on the rest of the building.

The total costs for the upgrades come to: Canopy \$14,000.00, Architectural concrete wall \$6500.00, Painting the building \$3,500.00.

Total cost of the project will come to \$24,000.00 We would like to change our grant request to \$12,000.00

Thank you!
Dan

Dan Nelson, AIA
Principal

Designs Northwest Architects
360-629-3441

From: Schroeder, Tansy <Tansy.Schroeder@ci.stanwood.wa.us>
Sent: Tuesday, February 13, 2024 3:40 PM

Project Timeline	
Project Phase:	Anticipated Dates:
Construction Start	1/1/24
Construction Complete	4/1/24

Source(s) of Matching Funds		
Source of Match (Cash, Loan, In-Kind)	Description of Work/Source of Funds:	Total \$ Amount:
<i>Example: In-kind</i>	<i>Example: In-kind donation of paint supplies</i>	<i>Example: Estimated \$500</i>
N/A		

Matching Funds Total Amount: \$ _____

The applicant understands that the City of Stanwood must approve the proposed project and improvements. During the application process, the City will require a site visit of the business/property with City staff. Changes or modifications may be required by the City prior to final approval. Grant reimbursement will be processed once all receipts and documents have been submitted. Unless otherwise agreed, work must be performed by a licensed contractor, sign maker, or other recognized professional. Any work commenced prior to a commitment letter being issued will not be eligible for reimbursement, and any work deviating from the approved work must be pre-approved by the City for the work to be eligible for reimbursement.

The applicant certifies that all information in this application and all information provided in support of this application is given for the purpose of obtaining a Storefront Improvement Program grant and is true and complete to the best of the applicant's knowledge. If the applicant is not the owner of the property of the proposed project, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the project on the property. Evidence of this authority must be attached to the application. Verification of any of the information contained in this application may be obtained by the City from any available source.

Business Owner/Applicant

Print Name: James Walrath

Signature: [Signature]

Date: 11-26-23

Property Owner

Print Name: PAH NELSON

Signature: [Signature]

Date: 12/19/23

Contractor

Print Name: James Walrath

Signature: [Signature]

Date: 11-26-23

Please return completed application and supplemental documents to:

City of Stanwood
Attn: Economic Development
10220 270th St NW
Stanwood, WA 98292
Email: econdev@stanwoodwa.org

Contact:
Sarah Cho
Economic Development and Marketing Manager
(360) 454-5210
sarah.cho@stanwoodwa.org



Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

D&D Nelson, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► **P**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

26915 102nd Dr. NW, Suite 201

6 City, state, and ZIP code

Stanwood, WA 98292

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - _____

or

Employer identification number

8 1 - 0 6 4 2 7 4 1

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.





DESIGNS
NORTHWEST
ARCHITECTS

LAIR FORD
ASSOCIATES
LANDSCAPE ARCHITECTS

CONSTRUCTION

ANGELA
DANIEL
JONATHAN
CAROL
DOUG



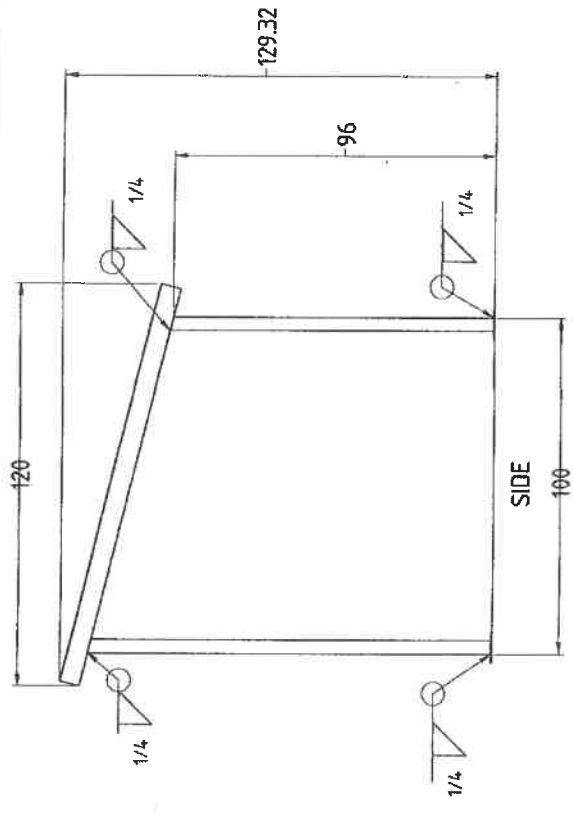
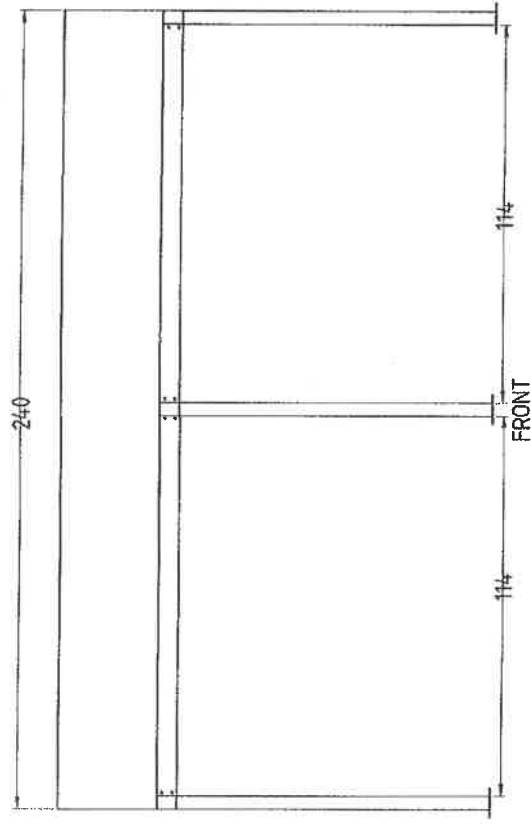








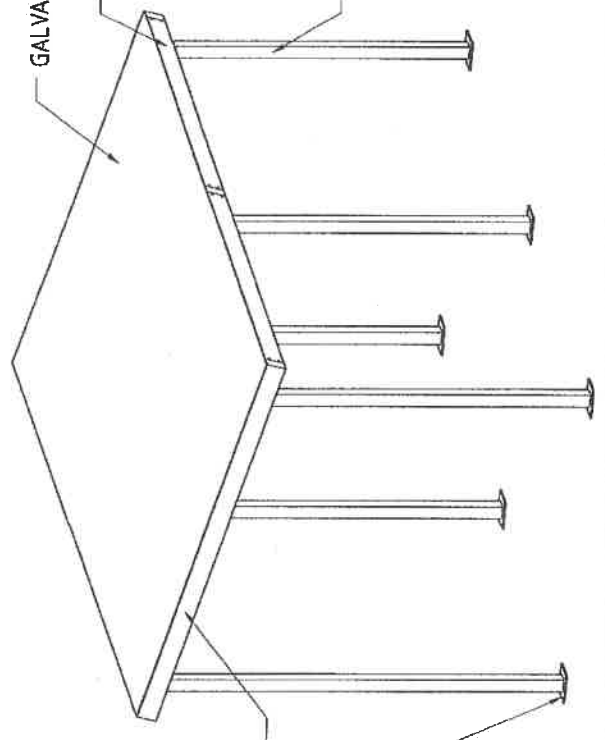




GALVANIZED ROOFING
12 GAUGE GALVANIZED CHANNEL

- NOTE:
1. ALL DIMENSIONS IN INCHES
 2. FINISH: HOT DIP GALVANIZED
 3. MATERIAL: MILD STEEL

4X4 3/16" WALL HSS



4X6 3/16" WALL HSS

3/8" STEEL PLATE

COVERED SEATING AREA		SUPERIOR SYSTEMS, INC. MT. VERNON, WA (360) 466 - 1234	
SCALE 1 IN = 3 FT	BY ELIOT		
DATE 9/6/23	DWG# 1		



KITCHEN

PUP & SMOKE
BBQ
NW



- ◀ BREWERY
- ◀ MUSEUM
- ◀ STANWOOD ELEMENTARY





DESIGNS
northwest
ARCHITECTS

LA
LANKFORD
ASSOCIATES
LANDSCAPE ARCHITECTS

ART IS A
DIRTY
JOB BUT
SOME
ONES
GOT TO
DO IT!

