

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, March 28, 2024



AGENDA
CITY COUNCIL REGULAR MEETING
March 28, 2024 | 7:00 p.m.

Stanwood-Camano School District, Admin. Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

Members of the public may attend Stanwood City Council meetings
in-person or via Zoom. The Zoom link is posted on the City's website calendar
<https://www.stanwoodwa.org>

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. PRESENTATIONS**
 - a. Stanwood High School Update - Student Representative Grace Pacheco
- 5. PUBLIC COMMENTS**
 - Verbal comments may be provided in-person.
 - Written comments must be provided to the Clerk by 12:00 p.m. the day of the meeting via this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>
 - Remote (online or phone-in) comments can be received by reasonable accommodation only. Any requests for reasonable accommodation for remote participation, must be sent in writing to the City Clerk at cityclerk@stanwood.wa.us by 12:00 p.m. the day of the meeting.
- 6. STAFF / DEPARTMENT REPORTS - NONE**
- 7. COUNCIL COMMITTEE REPORTS**
 - a. Economic Development Board Meeting Minutes – February 16, 2024
 - b. Parks and Trails Advisory Committee Meeting Minutes – February 20, 2024
 - c. Planning Commission Meeting Minutes – February 12, 2024
 - d. Public Safety Committee Meeting Minutes – March 14, 2024
- 8. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks
 - b. Approve City Council Regular Meeting Minutes – March 14, 2024
 - c. Authorize the Mayor to Sign an On-Call Professional Service Agreement with Hough Beck and Baird and to Sign a Task Order for the Church Creek Park Trail Design and Management Plan
 - d. Authorize the Mayor to Sign a Purchase Agreement with NextRequest for Public Records Request Management Software
 - e. Approve Second Leak Adjustment for Account 1936
 - f. Approve Planning Commission Appointment – Kathy Moe
 - g. Approve Salary Commission Appointment – Karl Hedeem
- 9. UNFINISHED BUSINESS**
 - a. Approve Resolution 2024-03 Cedarside Commons Development Agreement
 - b. Approve Second Reading and Adoption of Ordinance 1530 268th Street Vacation
- 10. PUBLIC HEARING**

Parks, Recreation and Open Space Plan

 - i. Open Public Hearing
 - ii. Adopt Resolution 2024-06 Parks, Recreation and Open Space Plan
- 11. NEW BUSINESS**
 - a. Approve Storefront Improvement Program – Pure Smoke
 - b. Authorize the Mayor to Sign Snohomish County Public Works Loan Agreement for Viking Way Phase Two
- 12. PUBLIC CLOSING COMMENTS**
- 13. EXECUTIVE/LEGISLATIVE REPORTS**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember's Reports/Questions
- 14. RECESS TO EXECUTIVE SESSION - NONE**
- 15. ADJOURN**

Upcoming Meetings:

Thursday, April 11, 2024 City Council Meeting 7:00 pm
Thursday, April 25, 2024 City Council Meeting 7:00 pm



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7a
DATE: March 28, 2024
SUBJECT: Economic Development Board Meeting Minutes
CONTACT PERSON: Niki Strachila, Marketing and Communications Specialist
ATTACHMENTS: A – February 16, 2024 Meeting Minutes

SUMMARY STATEMENT

Minutes from the February, 16, 2024 Economic Development Board meeting are attached to this staff report for approval as presented. These minutes were approved at the March 15, 2024 Economic Development Board Meeting.



Economic Development Board Minutes

Meeting Minutes

Friday, February 16, 2024 | 7:30 am

Economic Development Board Members Present: Les Anderson, Camrie Ingram, Paul Brar, Teresa LaFleur, David Pelletier, Dustin Dekle

Staff Present: Patricia Love, Tansy Schroeder, Niki Stachila, Audrey Rotrock

Others Present: Dan Nelson of Designs Northwest

Les Anderson called the meeting to order at 7:31 a.m.

1. Receive the Minutes of the January 19, 2024 Meeting

The minutes from the January 19, 2024 were unanimously approved with one spelling correction requested.

2. Election of New Chair and Vice Chair

Les Anderson agreed to be the Chair for another year, and Teresa LaFleur volunteered to be the Vice Chair. All approved.

3. Business License Analytics

The Board would like to see all new City businesses each month in the analytics.

4. Year in Review

Board members had the following questions:

- Do the “Single Family / Townhouse Residential Units Issued” include low-income housing? Up to this point, the City has not been tracking this.
- Is the City going to allow higher density on properties? City Council prefers to have full density on properties. Many projects come in at less than full density.

5. Storefront Improvement Program – Pure Smoke

The City received an application from Pure Smoke for signage, outdoor seating area improvements, and painting of the building façade. The Board appreciates the historical preservation proposed in the project. The canopy for rain protection will be a benefit as the City needs more outdoor dining options. This storefront improvement will drive more traffic to the west end of town. The Board approves sending this application to Council.

6. Project Status Update and Next Steps

City Beautification Project – West End Gateway: The gateway will be placed where there is the most Right-of-Way space.

West End Traffic Calming: The City could use meltable concrete for the raised medians that allows large vehicles to drive over.



Economic Development Board Minutes

Meeting Minutes

Friday, February 16, 2024 | 7:30 am

2024 Beautification Projects: The Mayor would like to install a Readerboard sign on the east end of town to announce activities and events happening in the City. Readerboard signs could be cost prohibitive, so additional options will also be considered. The Board would prefer this sign on the far east end of town as opposed to the west end.

7. Roundtable Discussion

- Increase social media marketing to encourage residents to shop local in Stanwood.
- The Board would also like to see more holiday season events and lights to bring more people to town.

8. EDB next meeting on March 15, 2024

Adjourn: 8:55 am





CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7b

DATE: March 28, 2024

SUBJECT: Parks and Trails Advisory Committee Meeting Minutes – February 20, 2024

CONTACT PERSON: Carly Ruacho, Senior Planner

ATTACHMENTS: A – Meeting Minutes February 20, 2024

SUMMARY STATEMENT

Minutes from the February 20, 2024, Parks and Trails Advisory Committee Meeting are attached to this staff report for approval as presented. These minutes were approved at the March 18, 2024, Parks and Trails Advisory Committee Meeting.

Note: The meeting was not recorded after 13 seconds as there was an error with the zoom recording.

1. Call to Order/Roll Call: 3:07 PM

Members Present:

Dave Hall
Meagen Watne
Lisa Bruce
Matt Withers

Members Absent:

Gordy Holmes
Judy Williams

Others Present:

Carly Ruacho, Parks Planning Manager
Alan Lytton, City Engineer
Tansy Schroeder, City Planner
Peter Kamb, Public
Deb Bell, Public

2. Citizen Comments

Deb Bell commented that she was excited to receive interest from Meagen to reignite FoSPAT and was looking forward to handing over the historical information to help in the transition.

Peter Kamb commented that he attended the public hearing for the Cedarside Commons Development on Thursday where he commented on the need for a trail connection to Church Creek Park, the development and the commercial area across SR532.

3. Approval of October 2023 Meeting Minutes

Meagan moved to approve the January 16, 2024, minutes as written. Matt seconded the motion and it passed unanimously.

4. Member resignation/appointment

Cathy Wooten resigned from the Parks and Trails Advisory Committee. Peter Kamb was selected by the Mayor as the new PTAC appointment. The Council will consider the selection at their meeting on Thursday.

5. 2024 Parks, Recreation, and Open Space Plan

Tansy Schroeder, City of Stanwood Planner presented the final 2024 Parks, Recreation, and Open Space Plan. Tansy explained that the 2024 PROS Plan is an update from the 2018 Plan and has more detail, updates to reflect completed projects, new goals and present existing conditions. The committee discussed the plan. Lisa moved to recommend adoption of the PROPS Plan as presented with minor changes as described by Tansy. Dave seconded the motion and it passed unanimously.

6. Park Prioritization List Update

The committee reviewed and discussed the previously adopted park prioritization lists for Church Creek and Heritage Parks. Members gave their top 5 project prioritization for Church Creek Park. Members were to email Carly with top 5 projects for Heritage Park for compilation. Prioritization lists will be discussed again next meeting.

7. Park/Trail Updates

Carly Ruacho, Parks Manager went over the statuses of the projects happening in the parks. No action was taken.

8. Committee Member Comments

None

Adjourn: 5:07 PM



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7c
DATE: March 28, 2024
SUBJECT: Planning Commission Meeting Minutes
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A – February 12, 2024 Meeting Minutes

SUMMARY STATEMENT

Minutes from the February 12, 2024 Planning Commission Meeting are attached to this staff report for approval as presented. These minutes were approved at the March 11, 2024 Planning Commission Meeting.

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

- o 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
 - o 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
 - o 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

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:
 - o Keep the 72-hour time limit.
 - o 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:
 - o Title 1 – General Regulations
 - o Title 2 – Personnel
 - o Title 3 – Revenue and Finance
 - o Title 4 – Administration
 - o Title 5 – Business Licenses and Regulations
 - o Title 6 – Parks and Public Spaces
 - o Title 7 – Noise Ordinance Portion only
 - o Title 9 – Public Peace, Morals and Safety
 - o Title 13 – Civil Enforcement
- Drafted Comprehensive Plan Elements as part of the 2024 Update
 - o Land Use, Economic Development, Parks, Utilities, Transportation, Natural Resources, and Shorelines

- 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



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7d
DATE: March 28, 2024
SUBJECT: Public Safety Committee Meeting Minutes
CONTACT PERSON: Jason Toner, Police Chief
ATTACHMENTS: A – Safety Committee Meeting Minutes 04/14/2023

SUMMARY STATEMENT

The minutes of the March 14, 2024, Public Safety Committee Meeting are attached to this staff report for approval as presented.



STANWOOD

PUBLIC SAFETY COMMITTEE

Meeting Minutes

March 14, 2024

LOCATION: School Admin Bldg., 26920 Pioneer Hwy Stanwood WA

ATTENDANCE:

- City Council Members – Marcus Metz, Robert Hicks, Tim Schmitt
- Stanwood Police – Sgt. Karl Gilje, Sgt. Kore Oyetuga
- North County Regional Fire –Deputy Chief Dave Kraski

CALLED TO ORDER: Meeting Called to Order at 6:00 pm

DISCUSSION:

- Sgt. Karl Gilje, Sgt. Kore Oyetuga clarified for the committee any potential changes with the new Sheriff in office. Minimal to none so far.
- The committee discussed traffic issues near the Elementary Schools, and overall police activity in Stanwood. It was requested to have more traffic enforcement at one school at least once a week on rotation.
- Deputy Chief Dave Kraski did not have any updates from fire.
- Sgt. Karl Gilje, Sgt. Kore Oyetuga answered questions regarding local transient activity and responses to mental health calls. Also mentioned were current thefts and what cases get sent to the prosecutor's office from the city.
- Committee asked if Stanwood was receiving the appropriate amount of resources that is contracted. It was discussed that Stanwood Deputies do not often leave the city and ensure anything in the city is prioritized. North County Deputies also assist in the city when Stanwood requires more than the minimum staffing (i.e. critical incidents, specialty resources, or DVs).



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8a

DATE: March 28, 2024

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Amy Bergemeier, Accounting Specialist

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 38177 through 38239 and electronic fund transfers in the amount of \$509,310.96. Approve issuance of Washington Federal payroll electronic fund transfers in the amount of \$381,353.02.

RECOMMENDED MOTION

MOTION TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 38177 THROUGH 38239 AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$509,310.96. APPROVE ISSUANCE OF WASHINGTON FEDERAL PAYROLL ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$381,353.02.

CHECK REGISTER

City Of Stanwood

Time: 09:12:06 Date: 03/21/2024

02/29/2024 To: 03/21/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
956	03/08/2024	Payroll	3	EFT		4,507.44	February 2024 Payroll
957	03/08/2024	Payroll	3	EFT		5,184.64	February 2024 Payroll
958	03/08/2024	Payroll	3	EFT		4,860.10	February 2024 Payroll
959	03/08/2024	Payroll	3	EFT		2,757.74	February 2024 Payroll
960	03/08/2024	Payroll	3	EFT		2,725.81	February 2024 Payroll
961	03/08/2024	Payroll	3	EFT		526.67	February 2024 Payroll
962	03/08/2024	Payroll	3	EFT		3,639.13	February 2024 Payroll
963	03/08/2024	Payroll	3	EFT		4,047.99	February 2024 Payroll
964	03/08/2024	Payroll	3	EFT		8,093.60	February 2024 Payroll
965	03/08/2024	Payroll	3	EFT		4,709.48	February 2024 Payroll
966	03/08/2024	Payroll	3	EFT		2,717.69	February 2024 Payroll
967	03/08/2024	Payroll	3	EFT		3,424.33	February 2024 Payroll
968	03/08/2024	Payroll	3	EFT		3,792.07	February 2024 Payroll
969	03/08/2024	Payroll	3	EFT		546.96	February 2024 Payroll
970	03/08/2024	Payroll	3	EFT		4,965.63	February 2024 Payroll
971	03/08/2024	Payroll	3	EFT		4,096.61	February 2024 Payroll
972	03/08/2024	Payroll	3	EFT		550.54	February 2024 Payroll
973	03/08/2024	Payroll	3	EFT		7,873.89	February 2024 Payroll
974	03/08/2024	Payroll	3	EFT		5,932.67	February 2024 Payroll
975	03/08/2024	Payroll	3	EFT		2,462.20	February 2024 Payroll
976	03/08/2024	Payroll	3	EFT		2,534.37	February 2024 Payroll
977	03/08/2024	Payroll	3	EFT		6,465.15	February 2024 Payroll
978	03/08/2024	Payroll	3	EFT		6,996.71	February 2024 Payroll
979	03/08/2024	Payroll	3	EFT		4,461.87	February 2024 Payroll
980	03/08/2024	Payroll	3	EFT		546.67	February 2024 Payroll
981	03/08/2024	Payroll	3	EFT		3,088.72	February 2024 Payroll
982	03/08/2024	Payroll	3	EFT		5,388.59	February 2024 Payroll
983	03/08/2024	Payroll	3	EFT		496.67	February 2024 Payroll
984	03/08/2024	Payroll	3	EFT		2,594.55	February 2024 Payroll
985	03/08/2024	Payroll	3	EFT		3,542.05	February 2024 Payroll
986	03/08/2024	Payroll	3	EFT		2,437.49	February 2024 Payroll
987	03/08/2024	Payroll	3	EFT		1,779.92	February 2024 Payroll
988	03/08/2024	Payroll	3	EFT		4,482.76	February 2024 Payroll
989	03/08/2024	Payroll	3	EFT		546.77	February 2024 Payroll
990	03/08/2024	Payroll	3	EFT		3,260.47	February 2024 Payroll
991	03/08/2024	Payroll	3	EFT		5,511.09	February 2024 Payroll
992	03/08/2024	Payroll	3	EFT		546.77	February 2024 Payroll
993	03/08/2024	Payroll	3	EFT		5,311.53	February 2024 Payroll
994	03/08/2024	Payroll	3	EFT		4,707.00	February 2024 Payroll
995	03/08/2024	Payroll	3	EFT		6,338.24	February 2024 Payroll
996	03/08/2024	Payroll	3	EFT		4,756.35	February 2024 Payroll
997	03/08/2024	Payroll	3	EFT		3,806.23	February 2024 Payroll
998	03/08/2024	Payroll	3	EFT		6,935.34	February 2024 Payroll
999	03/08/2024	Payroll	3	EFT		5,174.39	February 2024 Payroll
1007	03/08/2024	Payroll	3	EFT	AFLAC	259.87	Pay Cycle(s) 03/08/2024 To 03/08/2024 - AFLAC, Pre-Tax; Pay Cycle(s) 03/08/2024 To 03/08/2024 - AFLAC, Post-Tax
1008	03/08/2024	Payroll	3	EFT	AWC Employee Benefit Trust	25,165.56	Pay Cycle(s) 03/08/2024 To 03/08/2024 - AWC - Health First 250; Pay Cycle(s) 03/08/2024 To 03/08/2024 - AWC- Dental J; Pay Cycle(s) 03/08/2024 To 03/08/2024 - AWC - Vision; Pay Cycle(s) 03/08/2024 To;
1009	03/08/2024	Payroll	3	EFT	Colonial Life Insurance	66.75	Pay Cycle(s) 03/08/2024 To 03/08/2024 - Colonial Life Ins

CHECK REGISTER

City Of Stanwood

Time: 09:12:06 Date: 03/21/2024

02/29/2024 To: 03/21/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1010	03/08/2024	Payroll	3	EFT	Great-West Life & Annuity	4,920.00	Pay Cycle(s) 03/08/2024 To 03/08/2024 - 457 - Empower (Mass Mutual); Pay Cycle(s) 03/08/2024 To 03/08/2024 - Roth 457(b)Empower(MassMutual)
1011	03/08/2024	Payroll	3	EFT	HSA Bank	695.50	Pay Cycle(s) 03/08/2024 To 03/08/2024 - HSA Contributions ER; Pay Cycle(s) 03/08/2024 To 03/08/2024 - HSA Contr EE
1012	03/08/2024	Payroll	3	EFT	Internal Revenue Service (941)	80,429.78	941 Deposit for Pay Cycle(s) 03/08/2024 - 03/08/2024
1013	03/08/2024	Payroll	3	EFT	Legal Shield	63.85	Pay Cycle(s) 03/08/2024 To 03/08/2024 - Legal Shield
1014	03/08/2024	Payroll	3	EFT	Mission Square Retirement	3,452.52	Pay Cycle(s) 03/08/2024 To 03/08/2024 - 457 - Mission Square Ret(ICMA)
1015	03/08/2024	Payroll	3	EFT	Navia Benefits	460.00	Pay Cycle(s) 03/08/2024 To 03/08/2024 - Navia Limited FSA
1016	03/08/2024	Payroll	3	EFT	Western Conference of Teamsters Pension Trust	2,613.58	Pay Cycle(s) 03/08/2024 To 03/08/2024 - WCTPP Contributions
1017	03/08/2024	Payroll	3	EFT	Teamsters Union Local 231	1,661.00	Pay Cycle(s) 03/08/2024 To 03/08/2024 - Teamsters Dues
1018	03/08/2024	Payroll	3	EFT	WA St Department Of Retirement Systems	52,647.42	Pay Cycle(s) 03/08/2024 To 03/08/2024 - PERS2; Pay Cycle(s) 03/08/2024 To 03/08/2024 - PERS 3; Pay Cycle(s) 03/08/2024 To 03/08/2024 - 457 - DRS (DCP)
1019	03/08/2024	Payroll	3	EFT	Washington Teamsters Welfare Trust	39,792.30	Pay Cycle(s) 03/08/2024 To 03/08/2024 - Teamsters Dental; Pay Cycle(s) 03/08/2024 To 03/08/2024 - Teamsters Medical
1102	03/13/2024	Claims	3	EFT	Aramark Uniform Services, LLC	54.68	937963000
1103	03/13/2024	Claims	3	EFT	Aramark Uniform Services, LLC	54.68	937963000
1104	03/13/2024	Claims	3	EFT	Aramark Uniform Services, LLC	54.68	937963000
1105	03/13/2024	Claims	3	EFT	Edward Avila	104.00	City of Stanwood
1106	03/13/2024	Claims	3	EFT	Confluence Environmental Company	3,933.39	City of Stanwood
1107	03/13/2024	Claims	3	EFT	Edge Analytical, Inc	259.00	STA23
1108	03/13/2024	Claims	3	EFT	Edge Analytical, Inc	394.00	STA23
1109	03/13/2024	Claims	3	EFT	Edge Analytical, Inc	274.00	STA23
1110	03/13/2024	Claims	3	EFT	Edge Analytical, Inc	100.00	STA01
1111	03/13/2024	Claims	3	EFT	Edge Analytical, Inc	33.00	STA01
1112	03/13/2024	Claims	3	EFT	Edge Analytical, Inc	25.00	STA01
1113	03/13/2024	Claims	3	EFT	Edge Analytical, Inc	375.00	STA01
1114	03/13/2024	Claims	3	EFT	Edge Analytical, Inc	50.00	STA01
1115	03/13/2024	Claims	3	EFT	FCS Group- Solutions- Oriented Consult.	1,170.00	City of Stanwood
1116	03/13/2024	Claims	3	EFT	ICONIX Waterworks (US) Inc.	1,228.85	
1117	03/13/2024	Claims	3	EFT	ICONIX Waterworks (US) Inc.	806.21	CITSTA
1118	03/13/2024	Claims	3	EFT	ICONIX Waterworks (US) Inc.	190.82	CITSTA
1119	03/13/2024	Claims	3	EFT	Lakeside Industries, Inc.	1,238.37	108469
1120	03/13/2024	Claims	3	EFT	Perteet Inc.	2,127.50	City of Stanwood
1121	03/13/2024	Claims	3	EFT	Perteet Inc.	4,342.50	City of Stanwood
1122	03/13/2024	Claims	3	EFT	RH2 Engineering Inc	11,227.08	City of Stanwood
1123	03/13/2024	Claims	3	EFT	RH2 Engineering Inc	814.36	City of Stanwood

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1124	03/13/2024	Claims	3	EFT	RH2 Engineering Inc	20,825.96	City of Stanwood
1125	03/13/2024	Claims	3	EFT	Strategies 360 Inc	2,000.00	City of Stanwood
1126	03/13/2024	Claims	3	EFT	Thompson Guildner & Associates Inc. P.S.	8,404.10	City of Stanwood
1127	03/13/2024	Claims	3	EFT	Transpogroup Inc	3,517.50	City of Stanwood
1128	03/13/2024	Claims	3	EFT	Transpogroup Inc	7,903.75	City of Stanwood
1129	03/13/2024	Claims	3	EFT	Transpogroup Inc	3,530.00	City of Stanwood
1130	03/13/2024	Claims	3	EFT	WA St Dept of Revenue **	16,134.39	City of Stanwood
1203	03/13/2024	Claims	3	EFT	Thompson Guildner & Associates Inc. P.S.	2,373.60	City of Stanwood
1204	03/01/2024	Claims	3	EFT	US Bank St Paul	59,760.00	2022 W & S Rev Bonds Int pymt STAWSREV22
1205	03/01/2024	Claims	3	EFT	Heartland Payment Systems	1,180.04	February Merchant Fees
1206	03/05/2024	Claims	3	EFT	Chase Paymentech	2,761.52	March 2024 Fees
1219	03/06/2024	Claims	3	EFT	Xpress/Bill Pay	983.08	Xpress Feb 2024 fees
1224	03/08/2024	Claims	3	EFT	Navia Benefits	100.00	February Fees
1266	03/15/2024	Claims	3	EFT	Washington Federal Bank	385.21	March Analysis Service charge
1099	03/13/2024	Claims	3	38177	Advantage Building Services	1,059.85	City of Stanwood
1100	03/13/2024	Claims	3	38178	Association Of Wa Cities *	6,487.00	City of Stanwood
1101	03/13/2024	Claims	3	38179	Atwell, LLC	39,968.75	City of Stanwood
1131	03/13/2024	Claims	3	38180	Award Construction, Inc.	13,957.12	City of Stanwood
1132	03/13/2024	Claims	3	38181	BHC Consultants, LLC	3,774.54	City of Stanwood
1133	03/13/2024	Claims	3	38182	Badger Meter, Inc	154.65	460708
1134	03/13/2024	Claims	3	38183	Cascade Natural Gas Corp	1,626.67	953 540 0000 2; 931 607 9072 6; 498 440 0000 7; 608 440 0000 4; 127 540 0000 3; 839 440 0000 5
1135	03/13/2024	Claims	3	38184	Cascade Septic Pumping, LLC	751.80	City of Stanwood
1136	03/13/2024	Claims	3	38185	Cues, Inc.	3,519.80	CU-98292000 City of Stanwood
1137	03/13/2024	Claims	3	38186	The Daily Herald	265.92	DH-12120787
1138	03/13/2024	Claims	3	38187	Grainger, Inc	490.89	848089215
1139	03/13/2024	Claims	3	38188	Gray & Osborne Inc	7,988.84	City of Stanwood
1140	03/13/2024	Claims	3	38189	Hamilton Lumber LLC	591.87	66; 66; 66; 66; 66
1141	03/13/2024	Claims	3	38190	KPG	658.50	City of Stanwood; City of Stanwood
1142	03/13/2024	Claims	3	38191	Konnerup Construction Inc	46,075.96	City of Stanwood
1143	03/13/2024	Claims	3	38192	Estate of Raymond Laine	157.50	09 3811 10 - 26106 77TH AVE NW
1144	03/13/2024	Claims	3	38193	Lenz Enterprises Inc	760.09	City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood
1145	03/13/2024	Claims	3	38194	Les Schwab Tire Centers	1,551.55	S34-00006
1146	03/13/2024	Claims	3	38195	Mackenzie	1,074.00	City of Stanwood
1147	03/13/2024	Claims	3	38196	Maul Foster Alongi, Inc.	4,833.75	City of Stanwood
1148	03/13/2024	Claims	3	38197	Meyer Sign & Advertising Co. Inc	1,399.04	City of Stanwood
1149	03/13/2024	Claims	3	38198	Motor Trucks International-Mount Vernon	1,536.25	74799
1150	03/13/2024	Claims	3	38199	NWR Containers	398.96	City of Stanwood; City of Stanwood; City of Stanwood
1151	03/13/2024	Claims	3	38200	National Barricade Co LLC	1,126.46	City of Stanwood; City of Stanwood
1152	03/13/2024	Claims	3	38201	O'Reilly Auto Parts	143.10	1872464; 1872464
1153	03/13/2024	Claims	3	38202	ODP Business Solutions, LLC	346.44	36274097; 36274097; 36274097; 36274097; 36274097
1154	03/13/2024	Claims	3	38203	PUD Of Snohomish County *	24,243.10	200208858; 202423729; 200592889; 200794063; 200142180; 200738672; 200240505; 200592889; 200367373; 200633634; 200128742

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1155	03/13/2024	Claims	3	38204	Pace Engineers, Inc	26,665.77	City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood
1156	03/13/2024	Claims	3	38205	Photography by Ian Gleadle	480.92	City of Stanwood
1157	03/13/2024	Claims	3	38206	Precision Door Service of Seattle	982.29	City of Stanwood; City of Stanwood
1158	03/13/2024	Claims	3	38207	Quality Controls Corporation	2,626.25	
1159	03/13/2024	Claims	3	38208	Refund-Schrader Kyle	14,035.56	City of Stanwood
1160	03/13/2024	Claims	3	38209	Ricoh USA, Inc-Maint	452.46	1316669-3800327
1161	03/13/2024	Claims	3	38210	Ricoh USA, Inc.	646.28	1316669-3800377; 1316669-3800642
1162	03/13/2024	Claims	3	38211	Safetyshirtz	4,112.01	City of Stanwood; City of Stanwood
1163	03/13/2024	Claims	3	38212	Safeway	59.73	191483; 191483
1164	03/13/2024	Claims	3	38213	Shred-it US JV LLC	46.30	1000283524
1165	03/13/2024	Claims	3	38214	Skagit Farmers Supply	1,097.64	135052; 135052; 135052; 135052; 135052; 135052; 135052
1166	03/13/2024	Claims	3	38215	Skagit Valley Publishing	261.69	48893; 48893; 48893
1167	03/13/2024	Claims	3	38216	Sno Co Auditor's Office	11,786.25	City of Stanwood
1168	03/13/2024	Claims	3	38217	Sno Co Information Services *	12,476.01	DIS1107
1169	03/13/2024	Claims	3	38218	Sno Co Treasurer	884.69	City of Stanwood 00985000000200; City of Stanwood 32032300400700; City of Stanwood 32032300401200; 32032400300100 City of Stanwood; City of Stanwood 32032400300300; 32032400305600 City of Stanwood; 32
1170	03/13/2024	Claims	3	38219	Snohomish County 911	8,553.31	City of Stanwood
1171	03/13/2024	Claims	3	38220	Snohomish County Treasurer	38.29	City of Stanwood
1172	03/13/2024	Claims	3	38221	Stanwood Ace Hardware #14901	2,130.50	20013; 20013
1173	03/13/2024	Claims	3	38222	Stanwood Auto Parts	366.28	56100; 56100; 56100; 56100; 56100
1174	03/13/2024	Claims	3	38223	Stanwood Redi-Mix Inc	4,935.44	City of Stanwood 1CI090; 1CI090; City of Stanwood
1175	03/13/2024	Claims	3	38224	Stilly Auto Parts Napa	374.97	27197; 27197; 27197; 27197; 27197; 27197
1176	03/13/2024	Claims	3	38225	TMG Services Inc	478.83	1920010
1177	03/13/2024	Claims	3	38226	TRICO Companies, LLC	74,844.56	City of Stanwood
1178	03/13/2024	Claims	3	38227	The Hose Shop, Inc.	1,372.35	City of Stanwood
1179	03/13/2024	Claims	3	38228	USA Bluebook	43.61	478228
1180	03/13/2024	Claims	3	38229	Unum Life Insurance	88.40	City of Stanwood
1181	03/13/2024	Claims	3	38230	Utilities Underground Loc	112.20	STNWOD1
1182	03/13/2024	Claims	3	38231	Verizon Wireless	2,588.97	372541731-00001
1183	03/13/2024	Claims	3	38232	WA St Dept of Ecology *	5,524.50	City of Stanwood
1184	03/13/2024	Claims	3	38233	WA St Dept of Licensing *	1,077.00	City of Stanwood
1185	03/13/2024	Claims	3	38234	WA St Dept of Transportation *	910.24	916001509 L
1186	03/13/2024	Claims	3	38235	WA St Treasurer	3,145.16	City of Stanwood
1187	03/13/2024	Claims	3	38236	Washington State Patrol *	318.00	91-6001127
1188	03/13/2024	Claims	3	38237	Wave Broadband	155.62	3201-0316545-01
1189	03/13/2024	Claims	3	38238	Western Exterminator Company	234.79	683591; 683591
1190	03/13/2024	Claims	3	38239	Ziply Fiber	1,745.42	206-188-0411-053105-5; 360-629-4907-072497-5

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		101 Street Fund				39,037.12	
		103 Street Construction Fund				22,087.83	
		104 Park And Trail Improvement Fund				64,708.43	
		110 Building Improvement Fund				77,716.56	
		401 Sewer Fund				132,287.32	
		403 Sewer Construction Fund				40,512.13	
		410 Drainage Fund				91,096.75	
		411 Drainage Construction Fund				26,495.51	
		421 Water Fund				86,022.57	
		422 Water Construction Fund				53,925.87	
		630 Agency Fund				1,572.00	
							Claims: 509,310.96
		* Transaction Has Mixed Revenue And Expense Accounts				890,663.98	Payroll: 381,353.02

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Stanwood, and that I am authorized to authenticate and certify to said claim.

() Finance Director () Auditing Officer Wendy Dowhower Date: 03/21/2024
 () Deputy Finance Director



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8b
DATE: March 28, 2024
SUBJECT: City Council Meeting Minutes – March 14, 2024
CONTACT PERSON: Lisa Sokolik, City Clerk
ATTACHMENTS: A – Council Meeting Minutes

SUMMARY STATEMENT

The City Council meeting minutes for March 14, 2024, are attached to this staff report for Council's approval.

RECOMMENDED MOTION

"I MOVE TO APPROVE THE MARCH 14, 2024, CITY COUNCIL MEETING MINUTES AS PRESENTED".

CITY OF STANWOOD
 Regular Meeting of the City Council
 March 14, 2024 | 7:00 p.m.
MINUTES

1. Call to Order and Pledge of Allegiance

Mayor Sid Roberts called the meeting to order at 7:00 p.m. Councilmember Robb led the Pledge of Allegiance.

2. Roll Call

City Clerk Lisa Sokolik called the roll with the following Councilmembers Present: Marcus Metz, Darren Robb, Robert Hicks, Steve Shepro, Andreena Bergman, and Tim Schmitt. The meeting was quorate.

*Motion by Councilmember Robb, second by Councilmember Hicks, to excuse Councilmember Dani Gaumond. **Motion carried unanimously.***

Also present: City Administrator Shawn Smith, Community Development Director Patricia Love, Finance Director David Hammond, Public Works Director Kevin Hushagen, Police Sgt. Karl Gilje, Police Sgt. Kore Oyetuga, Deputy Fire Chief Dave Kraski, City Attorney Nikki Thompson, City Planner Tansy Schroeder, City Engineer/Capital Projects Manager Alan Lytton, and City Clerk Lisa Sokolik. Public Works Supervisor Leigh Danielson attended via zoom.

3. Approval of the Agenda

*Motion by Councilmember Metz, second by Councilmember Bergman to approve the agenda as published. **Motion carried unanimously.***

4. Presentation

No presentations.

5. Public Comments

<u>Name:</u>	<u>City:</u>	<u>Topic:</u>
Kathy Wooten	Stanwood	Update on Puget Sound Public Farms at Ovenell Park

6. Staff / Department Report

- a. Police Compstat Report – February 2024
- b. Comprehensive Plan / SMC Update

7. Council Committee Reports

- a. Economic Development Board Meeting Minutes – January 19, 2024
- b. Finance Committee Meeting Minutes – February 22, 2024
- c. Parks and Trails Advisory Committee – January 17, 2024
- d. Public Works Committee Meeting Minutes – March 4, 2024

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve City Council Regular Meeting Minutes – February 22, 2024
- c. Approve Third Reading and Adopt Ordinance 1527 Sewer Utility Rates
- d. Approve Second Leak Adjustment for Account 2794

*Motion by Councilmember Metz, second by Councilmember Hicks to approve the consent agenda items A through D. **Motion carried unanimously.***

9. Unfinished Business

No unfinished business.

10. Public Hearing:

Cedarside Development Agreement

Mayor Roberts continued and opened the Public Hearing at 7:08 p.m. to receive public testimony on the Cedarside Development Agreement.

City Attorney Nikki Thompson reminded everyone that the public hearing is a continuation from the February 22nd meeting to allow the public an opportunity to review social media communication. Thompson asked Council eight questions regarding the Appearance of Fairness Colloquy.

- 1) Does any member of this Council have knowledge of or have conducted business with either the proponents or opponents of this project? **Each Councilmember answered No.**
- 2) Does any member of this Council either have a pecuniary or non-pecuniary interest in the outcome of this proceeding? **Each Councilmember answered No.**
- 3) Does any member of this Council know whether or not their employer has a financial interest in the property or area which will be impacted by the decision in this proceeding? **Each Councilmember answered No.**
- 4) Does any member of this Council live or own property within 300 ft of the area which will be impacted by the decision in this proceeding? **Each Councilmember answered No.**
- 5) Does any member of this Council have any special knowledge about the substance of the merits of this proceeding which would or could cause the Councilmember to prejudge the outcome of this proceeding? **Each Councilmember answered No.**
- 6) Is there any member of this council who believes that he or she cannot sit and hear this matter fairly and impartially? **Each Councilmember answered No.**
- 7) Has any Councilmember had any ex-parte contacts concerning this matter? (Includes social media comments) **Schmitt Yes, Bergman Yes, Shepro Yes, Hicks No, Robb No, Metz No.** Of those Councilmembers that answered yes, have any of the social media been turned over to staff to be provided to the public in the project folder? **Schmitt Yes, Bergman Yes, Shepro Yes.** Does anyone have additional ex-parte communications they wish to disclose? **Schmitt No, Bergman No, Shepro No.**
- 8) Is there any member of the audience who because of the Appearance of Fairness Doctrine wishes to disqualify any member of the Council from hearing this matter? **Heard no objection from members of the audience.**

Council is there anyone on this council that should be disqualified from hearing this matter? **Each Councilmember answered No.** Mayor Roberts noted that Councilmember Gaumond recused herself from hearing this matter.

City Planner Tansy Schroeder re-introduced the Cedarside Commons project which is a mixed-use development located northeast of the 72nd Ave and SR 532 intersection. Schroeder addressed the questions that were raised by the public from the February 22, 2024, public hearing.

Andrew McKinley, property owner and developer addressed the public's comments that were received at the February 22, 2024, public hearing.

Ellen Paige, potential Cedarside property manager, works for the developer's flagship property in Arlington. She has seen first-hand the care and consideration with which this builder approaches their projects.

Public Testimony:

Name	Address	Comment
Tim Pearce	27823 80 th Ave NW, Stanwood	Against the variance. Stick with city codes.
Peter Kamb	9414 Thomley Rd, Stanwood	Support for Development.
Megan Dasher Watkins	2424 Pioneer Hwy, Stanwood	Concerns on lack of transparency of how the property was sold / purchased.
Matt Syrvke	6640 281 st NW, Stanwood	Safety concerns regarding pedestrians crossing SR 532.
Lyle Bartley	4204 Pioneer Hwy, Stanwood	Safety concerns regarding traffic on 72 nd St and SR 532; last 2-years six kids have been hit at that intersection, mitigation needs to be done. Is city's infrastructure ready for this growth?
Joyful Tower	7011 300 th St NW, Stanwood	Concern for the impact on the wastewater treatment plant and drinking water supply from the growth of this project.
Christy Bell	7011 300 th St NW, Stanwood	Suggested an All-Way stop at the 72 nd and SR 532 intersection so pedestrians can cross safely. Concerned that the development will not be affordable.

City Council asked many questions and Schroeder gave very detailed and thorough answers. Andrew McKinley and Patricia Love also answered Council's questions.

Ryan Ovenell, Stanwood-Camano School District said on December 13, 2022, the school provided comment that they desire safe walking routes to the schools. The proposed plan will satisfy that desire. He also clarified that the number the school uses to anticipated students is .28 to .30 for a single-family resident, not for a one-bedroom or studio apartment.

Mayor Roberts closed the public hearing at 9:45 p.m.

Mayor Roberts opened the public hearing for the 268th Street Vacation at 9:46 p.m.

Schroeder said staff is supportive of the 268th Street Vacation for a multitude of reasons, mainly traffic safety. Relocating 268th St is a good decision regardless of what is developed on this property, and it does meet the criteria for vacation requirements.

<u>Name</u>	<u>Address</u>	<u>Comment</u>
Peter Kamb	9414 Thomley Rd, Stanwood	Supportive of the street vacation. Request for a small round-a-bout on 268 th and 72 nd

Mayor Roberts closed the 268th Street Vacation public hearing at 9:48 p.m.

*Motion by Councilmember Robb, second by Councilmember Shepro to extend Resolution 2024-03 Cedarside Commons Development Agreement to a future council meeting dated March 28, 2024. **Motion carried unanimously.***

*Motion by Councilmember Robb, second by Councilmember Shepro to approve the first reading of Ordinance 1530 as set forth in attachment "F" vacating a portion of 268th Street NW between 72nd Avenue NW and 68th Avenue NW. **Motion carried unanimously.***

11. New Business

No new business.

Mayor Roberts asked Council for a motion to extend the Council meeting.

*Motion by Councilmember Metz, second by Councilmember Bergman to extend the council meeting for 15 minutes. **Motion carried unanimously.***

12. Public Closing Comments:

<u>Name:</u>	<u>City:</u>	<u>Topic:</u>
Kathy Wooten	Stanwood	Acknowledged the dedication, comprehensive questions and answers from the people who showed up tonight, it shows commitment to our community.

13. Executive/Legislative Reports

a. Mayor's Report

Attended a ribbon cutting for Costal Vie Espresso.

b. City Administrator Report

c. Councilmember's Report/Questions

- Schmitt reminded everyone to participate in the Comprehensive Plan update.
- Bergman thanked staff or extensive knowledge in answering Council's questions.
- Shepro encouraged everyone to look at North County Regional Fire Authority's Annual Report, it's posted on their website. Great job to Chief Cermak and his staff!
- Hicks topic tonight can be emotional. The challenge for council is to find the right balance between what the state is telling us to do, what is in our code, and what is right for Stanwood; this is not an easy process.
- Robb was saddened to hear about the passing of former Councilmember Larry Sather, he was a voice on City of Stanwood's council and the Planning Commission

for many years, he was well respected in our community. The memorial service is on Monday, March 18th at 1:30 p.m. at Peace Lutheran.

- Metz thanked everyone for their time and participating in the meeting.

14. Recess to Executive Session

No executive session.

15. Adjourn

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 10:00 p.m.

CITY OF STANWOOD

ATTEST:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8c

DATE: March 28, 2024

SUBJECT: Hough Beck and Baird On-Call Contract and Church Creek Park Forest Management Plan

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – HBB Landscape Architecture Professional Service Agreement On-Call Contract
B – Church Creek Park Trail Design and Management Plan Task Order
C – HBB Statement of Qualifications

PURPOSE

The purpose of this agenda item is for Council to approve a professional service agreement with Hough Beck and Baird Landscape Architecture (HBB) to provide on-call professional services and to prepare the Church Creek Park Trail Design and Management Plan.

BACKGROUND

The forested area of Church Creek Park is heavily used by a variety of users: day hikers, disk golfers, birders, naturalists and families. Church Creek Park trails are beginning to need more frequent maintenance due to heavy use and are experiencing erosion, muddiness, and vegetation degradation. People are starting to forge new paths through the forest altering the natural drainage patterns and causing more erosion. This is resulting in a less enjoyable outdoor experience and has the potential to negatively affect the health of the forest.

The 2023 budget adjustment approved by Council in December of 2023 included the preparation of the Church Creek Park Forest Management Plan – being referred to as a Trail Design and Management Plan in this document. The purpose of this plan is to assess and prepare a plan for the park that ensures the health and sustainability of the trails, forest and creek while meeting the recreational needs of the community. By adopting a comprehensive forest management plan, City crews will be able to effectively balance the desires of the community to use the park with the long-term health and enjoyment of forest ecosystem within the park.

ANALYSIS

On-Call Contract:

Hough Beck and Baird Landscape Architects is a Seattle firm that specializes in park planning. They have been in business for 34 years serving cities, counties, transit agencies and state parks. Their firm of 21 employees have extensive experience in the following specialties.

- Parks and Trails Planning
- Grant Writing
- Master Planning
- Landscape Design & Municipal Code Amendments
- Irrigation Design
- Historic Landscape Design
- Inclusive Playground Design
- ADA Accessibility
- Community Outreach Design
- Public Art and Open Space Integration
- Crime Prevention Though Environmental Design Site Analysis
- Community & Council Presentations

Hiring HBB under the on-call professional services agreement allows the city to issue site specific task orders to work on projects listed in the adopted budget and capital improvement plan. It also provides the city with two park planning firms to choose from allowing flexibility to match projects to a firm's skill set. JA Brennan is the other park planning firm that has an on-call contract with the City.

There is no dollar amount associated with an on-call contract. As task orders are developed, project costs will be prepared and approved subject to the amount budgeted. If a project exceeds the approved budget, that specific task order will be brought to Council for approval.

Church Creek Park Trail Design and Management Plan:

HBB's experience in trail planning and design will be used to support the Church Creek Park Master Plan and maintenance needs. Staff assigned to the project will include:

- Michael Walton, ASLA, ISA is a Certified Arborist with International Society of Arboriculture, he sat on Seattle's Urban Forestry Commission, he's certified in restoration ecology, and he has worked on Forestry Management Plans in Seattle.
- Steve Nowaczyk, ASLA is a certified Disc Golf Course Designer (#Y262) and member of the Profession Disc Golf Association (PDGA).

Below is an excerpt from their statement of qualification showing a list of relevant trail projects they have worked on in the Pacific Northwest.

TRAIL PLANNING & DESIGN



Through our work on different urban and rural trail projects, we have enhanced regional greenway connections, created safe non-motorized trail systems, protected natural resources and expanded community educational experiences. HBB has established new trail alignments, provided interpretive signs, and coordinated teams to design **59 trail corridors**. Many of our trail projects have been designed in environmentally sensitive areas, steep slopes, and buffers to salmon bearing streams. We work to ensure that trails follow the terrain with minimal disturbance, but that they also enable people to experience unique natural features.

Project Experience:

- Big Gulch Trail & Wayfinding System; Mukilteo, WA
- Interurban Trail Master Plan & Trailhead; Lynnwood, WA
- Reiter Foothills Motorized Trail Planning; Snohomish County, WA
- Port Angeles Waterfront Trail; Port Angeles, WA
- Cushman Trail - Phase 5; Gig Harbor, WA
- Edmonds Interurban Trail; Edmonds, WA
- Lower Kinnear Park; Seattle, WA
- Eastrail Trail Connection; Bellevue, WA
- Brandon Street Trail Planning; Seattle, WA
- Nonmotorized Trail Improvements; Federal Way, WA
- Tacoma to Puyallup Regional Trail; Puyallup and Fife, WA
- Olympic Discovery Trail; Port Angeles, WA
- Eastrail Trail Connection; Bellevue, WA
- Bicycle, Pedestrian and Trail Master Plan; Mukilteo, WA

Work under the task order will include:

Task	Work Element
Site Assessment	Conduct a site visit with staff and potential community members to observe and document site conditions.
Church Creek Trail System	Identify if modifications to trail routes and disc golf course are needed and propose modifications.
Trail Design	Provide trail design details, construction and installation information, cross-sections, trail material and dimensions.
Trail Maintenance	Provide best management practices for monitoring and maintenance of the trail system.

FINANCIAL ANALYSIS

Fiscal Impact			
The 2023 budget included \$15,000 for the Forest Management Plan. HBB has proposed to do the above listed work as a lump sum project for \$15,000.00. It was noted during the drafting the scope of work for this project, that if the City wanted a detailed drainage analysis and forest management plan and larger effort would be required. 1. Stormwater Resource Management Plan. Develop a list of strategies for protecting water quality, maintaining hydrological processes, and mitigating erosion within the park's forested areas and steep slopes. This Plan will provide specific strategies and Best Management Practices (BMPs) for managing forested slopes, stormwater flow, potential infiltration and/or dispersion, and erosion control. The scope would include recommendations for inspection and maintenance of drainage ways and one (1) day training with City of Stanwood's Public Works and Parks Crew. 2. Full Forest Management Plan. Tree management of forest for ecosystem health and climate resilience. This plan would include analysis of tree health and hazard condition, recommendations for tree removal, include Best Management Practices for inspection and maintenance of forest. The scope would include GIS mapping of the trees, tree health assessment, and a one (1) day training with City of Stanwood's Public Works and Parks Crew. Staff recommends that once the initial trail design and management plan is prepared that a site-specific drainage and forest management plan be prepared. An addendum to HBB's task order would be needed at that time.			
Fund(s):	Church Creek Park: 594.76.63.22		
Amount:	\$15,000.00	Project Estimate:	\$15,000.00
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends that the Council review and approve the professional services agreement with Hough Beck and Baird Landscape Architects to prepare the Church Creek Park Trail Design and Management Plan.

Committee/Board Recommendation:

N/A; The Plan is a budgeted item and included in the Community Development Departments 2024 work plan.

CITY COUNCIL OPTIONS

1. Authorize the City Administrator to sign the professional service agreement and the associated scope of work as contained in Attachment A with Hough Beck and Baird Landscape Architects for Attachment "A" on-call professional services agreement; and Attachment B Church Creek Trail Design.
2. Direct staff to make changes to the scope of work and/or cost provided for these services.
3. Reject the proposed scope of work and delay implementation of the project.

PROPOSED MOTION

I MOVE TO APPROVE THE PROFESSIONAL SERVICE AGREEMENT AND SCOPE OF WORK WITH HOUGH BECK AND BAIRD LANDSCAPE ARCHITECTS FOR:

- 1. ATTACHMENT "A" ON-CALL PROFESSIONAL SERVICES CONTRACT; AND**
- 2. ATTACHMENT "B" CHURCH CREEK PARK TRAIL DESIGN AND MANAGEMENT PLAN TASK ORDER IN THE AMOUNT OF \$15,000.**

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF STANWOOD, WASHINGTON
AND HOUGH BECK & BAIRD LANDSCAPE ARCHITECTURE
FOR ON-CALL PROFESSIONAL SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Stanwood, Washington, a Washington State municipal corporation ("City"), and Hough Beck & Baird Inc., a Washington corporation.

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with on-call professional services as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services is attached hereto as **Exhibit "A"** and incorporated herein by this reference ("Scope of Services"). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant's profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 MINOR CHANGES IN SCOPE. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

III.2 WORK PRODUCT AND DOCUMENTS. The work product and all documents produced under this Agreement shall be furnished by the Consultant to the City, and upon completion of the work shall become the property of the City, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the City.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement

shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 TERM. The term of this Agreement shall commence on April 1, 2024, and shall terminate at midnight, December 31, 2025. The parties may extend the term of this Agreement annually by written mutual agreement for two additional one-year terms (not to exceed four years for the entire Agreement).

III.4 NONASSIGNABLE. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

III.5 EMPLOYMENT.

a. The term “employee” or “employees” as used herein shall mean any officers, agents, or employee of the of the Consultant.

b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

 X No employees supplying work have ever been retired from a Washington state retirement system.

 Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney’s fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for

all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

a. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

d. **Public Records Requests.**
In addition to Paragraph IV.3 b, when the City provides the Consultant with notice of a public records request per Paragraph IV. 3 b, Consultant agrees to save, hold harmless, indemnify and defend the City its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the consultants violation of the Public Records Act RCW 42.56, or consultant's failure to produce public records as required under the Public Records Act.

e. The provisions of this section III.6 shall survive the expiration or termination of this agreement.

III.7 INSURANCE.

a. **Insurance Term**
The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

b. **No Limitation**
Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

c. **Minimum Scope of Insurance - Consultant shall obtain insurance of the types**

described below:

- (1). Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
- (2). Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
- (3). Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4). Professional Liability insurance appropriate to the Consultant's profession.

d. The minimum insurance limits shall be as follows:

Consultant shall maintain the following insurance limits:

- (1) Comprehensive General Liability. \$2,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; \$2,000,000 general aggregate.
- (2) Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.
- (3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.
- (4) Professional Liability/Consultant's Errors and Omissions Liability. \$2,000,000 per claim and \$2,000,000 as an annual aggregate.

e. **Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

f. **Acceptability of Insurers.** Insurance to be provided by Consultant shall be with insurers with a current A.M.Best rating of no less than A:VII, or if not rated by Best, with minimum surpluses the equivalent of Best VII rating.

g. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall

furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

h. **Insurance shall be Primary - Other Insurance Provision.** The Consultant's insurance coverage shall be primary insurance as respect the City. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

i. **Claims-made Basis.** Unless approved by the City all insurance policies shall be written on an "Occurrence" policy as opposed to a "Claims-made" policy. The City may require an extended reporting endorsement on any approved "Claims-made" policy.

j. **Failure to Maintain Insurance** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

k. **Public Entity Full Availability of Consultant Limits**
If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

l. **Subcontractors' Insurance**

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this

nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 UNFAIR EMPLOYMENT PRACTICES. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 LEGAL RELATIONS. The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Snohomish County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

d. Prior to commencement of work, the Consultant shall obtain a business license from the City.

III.12 CONFLICTS OF INTEREST. The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

III.13 CITY CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the

City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

a. The Consultant shall be responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit B:

Gray and Osborne, Inc. Consulting Engineers
Tree Solutions

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in Exhibit C “Schedule of Rates and Charges” and as provided in this section.

Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A the City shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit a monthly invoice to the City for services performed in the previous calendar month in a format acceptable to the City. The Consultant shall maintain time and expense records and provide them to the City upon requests.

c. The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

IV.2 CITY APPROVAL. Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

a. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

b. **Public Records**

The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

ARTICLE V. GENERAL

V.1 **NOTICES.** Notices to the City shall be sent to the following address:

Patricia Love
Community Development Director
10220 270th Street NW
Stanwood, WA 98292
360-629-2181
Patricia.Love@ci.stanwood.wa.us

Notices to the Consultant shall be sent to the following address:

Dean Koonts
HBB Landscape Architecture
2101 4th Avenue, Suite 1800
Seattle, WA 98121
206-682-3051
dkoonts@hbbseattle.com

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

V.2 **TERMINATION.** The right is reserved by the City to terminate this Agreement in whole

or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the City for its convenience, the City shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section IV.1.

V.3 DISPUTES. The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 EXTENT OF AGREEMENT/MODIFICATION. This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

V.5 SEVERABILITY

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

V.6 NONWAIVER. A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

V.7 FAIR MEANING. The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

V.8 GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

V.9 VENUE. The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

V.10 COUNTERPARTS. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

V.11 AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT. The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this 28th day of March 2024.

CITY OF STANWOOD_

Hough Beck & Baird Inc

By _____
Sid Roberts, Mayor

By _____
Merit Oviir, President

Approved as to form:
Approved Standard Form

City Attorney

Exhibit A Scope of Services



Patricia Love, Community Development Director
City of Stanwood
10220 270th St. NW
Stanwood, Washington 98292

13 March 2024

RE: On-Call Scope of Landscape Architecture Services, 2024 Billing Rates,
and Potential Subconsultants
Stanwood, Washington

Dear Patricia:

HBB Landscape Architecture is pleased to submit a Statement of Qualifications for On-Call Landscape Architecture Services under separate cover. For services specific to an On-Call contract with the City of Stanwood, please find the following list of potential services and task orders. In addition, our 2024 Billing Rates Table is included.

On-Call Scope of Landscape Architecture Services:

1. Parks, Trails, and Recreational Space Planning.
2. RCO Grant Writing and Presentation Support.
3. Site Design and Master Plans.
4. Irrigation Systems Design and Review (Spray and Drip).
5. Historic Landscape Preservation.
6. Inclusive Playground Design.
7. Universal Access & ADA Accessibility Open Space Plans.
8. Landscape Visual Impact Assessments.
9. Community Outreach Programs.
10. Public Art Integration in Open Spaces.
11. Crime Prevention Through Environmental Design (CPTED) Site Analysis.
12. City Beautification Support: Plaza and Streetscape Designs, Gateways, Light Fixtures, Site Furnishings, or similar improvements.
13. Presentations and landscape architecture support for the Parks and Trails Advisory Committee (PTAC) and for City Council.
14. Landscape Design Guidelines, Landscape Standards, and Landscape Municipal Code Development.
15. Other Park and Landscape Architecture work as requested by the City.

HBB Landscape Architecture 2101 4th Avenue, Suite 1800 Seattle, WA 98121 206-682-3051 Phone 206-682-3245 Fax www.hbbseattle.com



EXHIBIT C

SUBCONTRACTORS / SUBCONSULTANTS

**Gray and Osborne
3710 168 Street NE #B210
Arlington, WA 98223
(360) 4545490**

**Tree Solutions
7511 Greenwood Ave N, PMB 809
Seattle, WA 98103
206.528.4670**

EXHIBIT C
SCHEDULE OF RATES AND CHARGES

HBB 2024 Billing Rates Table:

Staff Category	Staff Hourly Rate	Overhead (132.67%)	Profit (30%)	Billing Rate per Hour
Principal	\$90.00	\$119.40	\$27.00	\$236.40
Project Manager	\$75.00	\$99.50	\$22.50	\$197.00
Designer	\$55.00	\$72.97	\$16.50	\$144.47
Computer Tech	\$40.00	\$53.07	\$12.00	\$105.07
Contract Management	\$65.50	\$86.90	\$19.65	\$172.05
Clerical/Administration	\$42.00	\$55.72	\$12.60	\$110.32



**PER ON-CALL PROFESSIONAL SERVICES AGREEMENT #2024-##
BETWEEN CITY OF STANWOOD, WASHINGTON (CITY) AND
HOUGH BECK & BAIRD LANDSCAPE ARCHITECTURE (CONSULTANT)**

APPROVED TASK ORDER

TASK ORDER: 2024-##.01

PROJECT NAME: Church Creek Park Trail Design and Management Plan

This shall constitute an approved Task Order pursuant to the On-Call Professional Services Agreement between CITY and CONSULTANT dated March 28, 2024 ("AGREEMENT"). The scope of services, cost estimate, and rate sheet are incorporated into the Agreement.

Project Scope of Services:

Preparation of a Trail Design and Management Plan for Church Creek Park, see Exhibit A for details.

The following is a summary of tasks:

Tasks:

- | | |
|--------------------------------|-------------------------------------|
| 1 – Background Data Collection | 6 – Site Assessment |
| 2 – Schedule | 7 – Focus Group Meetings |
| 3 – Kick Off Meeting | 8 – Draft Trail and Management Plan |
| 4 – City Review Meeting | 9 – Final Trail and Management Plan |
| 5 – Site Visit | |

CONSULTANT agrees to perform the tasks listed above and described in Exhibit A for a fee amount of not to exceed **\$15,000.00 (Fifteen Thousand dollars and no cents)**, unless otherwise modified by CITY'S Community Development Director in a signed writing/subsequent Task Order Approval Form.

Performance of the services shall be subject to the terms and conditions contained in AGREEMENT.

Dated this 28th day of March 2024

CITY OF STANWOOD

HOUGH BECK & BAIRD INC

By: _____
Patricia Love
Community Development Director

By: _____
Merit Oviir
President

**Attachments:
Exhibit A**



Patricia Love, Community Development Director
City of Stanwood
10220 270th St. NW
Stanwood, Washington 98292

13 March 2024

RE: Trail Design and Management Plan
Stanwood, Washington

Dear Patricia:

HBB Landscape Architecture is pleased to present this scope of work and fee proposal to develop a Trail Design and Management Plan. We appreciate your time in reviewing this project with me and developing a comprehensive project narrative document with site condition photos.

Background & Trail Conditions.

The trails in Church Creek Park is heavily used by a variety of users: day hikers, disk golfers, bird-watching enthusiasts, naturalists, and families. The soft-surface (mulch or dirt) trails require increased and frequent maintenance due to the heavy use. People are forging new trails through the forest, altering the natural drainage patterns, causing increased erosion, and impacting vegetation. The community has also taken on many "fixes" in an attempt to improve access and trails. These make-shift "fixes" do not reflect adequate trail design. Specifically, the soft-surface/dirt trails are widening due to users trying to avoid wet spots and mud, and the make-shift "bridges" and "steps" made of fallen branches and tree trunks are blocking natural drainage routes and are themselves degrading quickly becoming a safety hazard.

Purpose.

Incorporating adequate and good trail design and trail management is a high priority. To address this priority, a *Trail Design and Management Plan* is proposed for use in restoring and improving the quality of trails in the Church Creek Park and in the City's parks as a whole.

The Trail Design and Management Plan will be based on several existing documents and associated open space programming:

1. The Creek Master Plan (2020) that envisions the eastern half of the park stays in a forested condition with trails, wetland restoration, and programmed area for an outdoor classroom.

HBB Landscape Architecture 2101 4th Avenue, Suite 1800 Seattle, WA 98121 206-682-3051 Phone 206-682-3245 Fax www.hbbseattle.com

The Trail Design and Management Plan

13 March 2024

Page 2 of 5

2. The community disc golf course (2015, 2019).
3. A Critical Areas Study (2023) that was “overlayed” onto the 2020 Master Plan to show Church Creek, creek buffers, wetlands and wetland buffers. The trail system needs to comply with current critical area regulations.

The Trail Design and Management Plan will provide trail cross-section designs that address materials, construction, drainage, and adjacent vegetation. The Trail Design and Management Plan will analyze trail routes as well as the existing golf disc course and determine if and how existing trail routes or disc golf course may need to be adjusted to improve the quality of the trail system and allow for trail system improvements.

Team.

I will be the Principal-in-Charge of the HBB Team. For the HBB team, **Michael Walton, ASLA, ISA** will be the main content lead as he is a Certified Arborist with International Society of Arboriculture (ISA), he has sat on Seattle’s Urban Forestry Commission, he’s certified in restoration ecology, and he has worked on Forestry Management Plans in Seattle. Also, **Steve Nowaczyk, ASLA, PDGA** will help advise for the disc golf course, as he is a certified Disc Golf Course Designer (#Y262) and member of the Profession Disc Golf Association (PDGA) and can speak to this specific special interest.

Trail Design and Management Plan Outline.

1. **Site Assessment:**
 - a) Conduct a thorough site visit with staff and potential community representatives to observe and document conditions of the trail system and the disc golf course.
 - b) Assessment will take note of topography, observed soil conditions, vegetation, indications of drainage patterns, and conditions of the existing infrastructure.
2. **Church Creek Trail System:**
 - a) Identify if modification to trail routes and disc golf course are needed given the critical areas and site assessment.
 - b) Propose modifications to the trail routes and disc golf course.
3. **Trail Design:**



The Trail Design and Management Plan
 13 March 2024
 Page 3 of 5

- a) Provide Trail Design Details that provide construction and installation information for trail design specific to the Park.
- b) Details are envisioned to be cross-sections that illustrate edge conditions, adjacent vegetation, trail materials, and trail dimensions.
- c) Details will include a variety of typical conditions including Trail Staircase, Trail Cross Section, Typical Raised Boardwalk System, Critical Area Fencing, and Critical Area Signs.

4. Trail Management:

- a) Provide Best Management Practices for monitoring and maintenance of the trail system.

Scope Tasks.

1. **Background Data.** Review all pertinent City provided data with city staff. Review Critical Areas information, City of Stanwood Zoning Code and Development Standards for Parks, Critical Area Study, Master Plan documents, and other applicable federal, state, or local regulations.
2. **Schedule.** Provide an outline schedule of the proposed process. Project duration is estimated to be approximately 3 to 4 months.
3. **City Kick-Off Meeting.** Meet with City to review proposed schedule, discuss questions that may come from Background Data review, discuss format of site walk, and identify special interest representatives for focus group meetings. This will be held virtually through MS Teams. Duration estimated at 1.5 hr.
4. **City Review Meetings.** Prepare for and attend bi-monthly meetings (two per month) with the City to review overall progress of the project, schedule, discuss questions, and progress of draft plan documents. These will be held virtually through MS Teams. Duration estimated at 1 hour each.
5. **Site Visit (Walk N'Talk) & Assessment.** Attend site visit with City & community representatives to perform site assessment. Document site assessment on base plan with observation notes and take photo examples.
6. **Site Assessment Documentation.** Site assessment information will be summarized in a document with supporting exhibits and plans that will form the basis for the Site Assessment Chapter in the Trail Design and Management Plan. Base map(s) for use in graphic exhibits will be provided by the City from compiled available information (GIS, existing topographical surveys, aerial photography, and/or master plan).



The Trail Design and Management Plan
 13 March 2024
 Page 4 of 5

7. **Focus Group Meetings.** Prepare for and facilitate meetings (virtual or in-person) with key special interest representatives to understand the needs and goals of each group. HBB will document each meeting with meeting notes. Anticipate that there would be three (3) focus group meetings, held in-person in Stanwood scheduled on the same day, each for a maximum duration of 1.5hrs. These would include:
 - a. *The Natural Environment.* Forest and Trails. Attendees: PTAC, Team, City, and Special Interest Representative(s).
 - b. *Active Recreation:* Disc Golf Course and Parks Programming. Attendees: Team, City, and Special Interest Representative(s)
 - c. *Maintenance:* Trail Design and Maintenance. Attendees: Team and Public Works Representative(s).
8. **Draft Trail Design and Management Plan.** Produce a draft of the plan document as described in the outline above. It's anticipated that the document will be 8.5 x 11 in format and provided with simplified formatting in MS Word for ease of City's use. It is anticipated the page count of approximately 15-20 pages.
9. **Final Trail Design and Management Plan.** Meet with the City to review City comments on the draft plan, work through questions, and potential revisions and edits. Based on consolidated city comments and city review meeting, produce a final document of the Trail Design and Management Plan.

Assumptions:

1. Preparation of Cultural Resource documentation and/or EZ-1 Forms or other reports for Department of Archeological and Historical Preservations (DAHP) is not included.
2. City Project Manager will present document to City Council and PTAC, or special board meetings as needed and consolidate all feedback for discussion with the team. Team attendance at these meetings is not included.
3. Existing environmental studies, topographic survey, as-built information, planning document, and other relevant documents will be provided by the City.
4. City will be responsible for updates to the city's website and other on-line social media platforms, including all content and reformatting of content needed to support each platform.
5. City comments during the review process will be consolidated into a single set of comments sortable by general topic and will facilitate discussions among city staff and other agencies to eliminate conflicting comments.



The Trail Design and Management Plan
13 March 2024
Page 5 of 5

6. One electronic copy in MS Word and also in PDF format of the Trail Design and Management Plan will be provided via attachments to e-mail or on a flash drive.



A printed, bound copy is not included.

Cost of Services:

In consideration of the above services, we are proposing the following estimated lump sum, to be billed hourly and not to exceed amount of **\$15,000.00**

Once an agreement incorporating this proposal has been signed, dated, and received, it will be assumed that this proposal is acceptable and will be used as a basis for the scope of services and associated fee incorporated into a formal letter of agreement sent under separate cover.

Best regards,
HBB LANDSCAPE ARCHITECTURE



Dean W. Koonts, ASLA, CPD
Principal

Statement of Qualifications for

On-Call Landscape Architecture

City of Stanwood

March 2024

Contact:

Dean W. Koonts, ASLA, CPD
Principal

2101 Fourth Avenue, Suite 1800
Seattle, Washington 98121
206.682.3051 Phone

dkoonts@hbbseattle.com
www.hbbseattle.com

Landscape Architecture

Planning

Urban Design





City of Stanwood
 Attn: Patricia Love
 Community Development Director
 10220 270th St. NW
 Stanwood, Washington 98292

13 March 2024

Re: Statement of Qualifications for **ON-CALL LANDSCAPE ARCHITECTURE**

Dear Ms. Love,

HBB Landscape Architecture (Hough Beck & Baird Inc.) is pleased to submit this Statement of Qualifications for an On-Call Landscape Architecture contract with the City of Stanwood. Having been in business for over 34 years, the longevity of our projects and continued success over time is a testament to the quality of our landscape architecture, planning, and urban design work. We believe that this is due to our emphasis on community-based design, quality control, client responsiveness, and sustainable design. These core values are rooted in the experience of our team leaders and the passion for quality design and planning that we bring to every project. HBB is a Certified Disadvantaged/Women's Business Enterprise (D/WBE) firm with the State of Washington and our UBI number is 601 284 757.

With 21 employees, our team of professionals bring a range of experience to work closely with you on specific project task orders, make sure project requirements are met, and provide a high level of quality control. Having worked on over 63 on-call contracts, HBB has collaborated with cities, agencies, counties, transit groups, and state parks on work ranging from plan reviews, tree replacement, and code compliance reviews as well as site design, sign design projects, landscape permit & development agreements, and RCO grant writing support. For 11 communities, HBB has conducted on-call landscape code development & revisions, updates to screening design standards, and written tree protection ordinances.

We believe a good process focuses on our client's goals for the project as well as the values of the community and the context of a site. Often, these diverse interests are balanced through an iterative design process. The result is a community-based design supported by informed decisions and the physical characteristics of the site. Our team works closely with you to gain an understanding of specific project needs and ensure project requirements are met while incorporating unique features that represent the community's identity. We also evaluate our designs against the tangible aspects of the project such as budgets, maintenance requirements, microclimate, infrastructure needs, site safety and security concerns, and environmental impacts to ensure long-term project success.

We are confident the extent of our skills and depth of our expertise will successfully contribute to the development of your projects and invite you to review our full range of services at www.hbbseattle.com.

Best regards,

A handwritten signature in blue ink that reads "Dean W. Koonts".

Dean W. Koonts, ASLA, CPD
 Principal

HBB LANDSCAPE ARCHITECTURE

2101 Fourth Avenue, Suite 1800
 Seattle, Washington 98121
 phone: (206) 682-3051
 email: dkoonts@hbbseattle.com

FIRM EXPERTISE

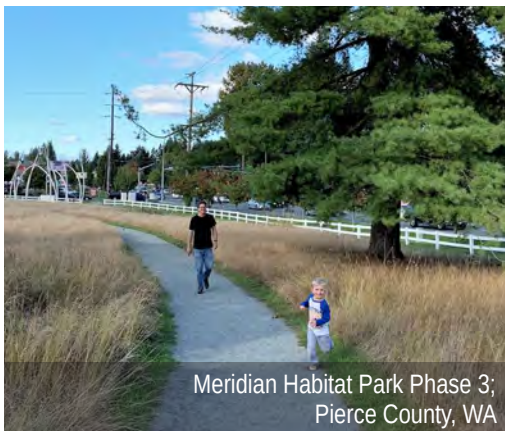


Our **landscape architecture** services include:

- site analysis
- public involvement
- site design
- cost estimating
- construction administration
- presentation graphics
- photorealistic renderings
- specifications
- construction plans and details

Our **planning** services include:

- public outreach programs
- landscape ordinances
- site feasibility studies
- design guidelines & standards
- grant assistance



Our staff bring **specialized training** and extensive experience to your projects in the following focus areas:

- Crime Prevention Through Environmental Design (CPTED)
- Irrigation Spray & Drip Systems
- Green Roof Planting Design
- Low Impact Development, LEED, & Sustainable Sites
- Historic Landscapes & Preservation
- Universal Access & ADA Accessibility
- Landscape Visual Impact Assessment
- Inclusive Playground Design
- RCO Grant and Funding Assistance
- Community Outreach Programs
- Public Art Integration

SUBCONSULTANT COORDINATION



Occasionally a project requires professional expertise outside of our in-house landscape architecture staff to assist in design and/or planning. Subconsultants may be utilized on an as-needed basis to support our in-house staff. Potential specialty subconsultants include:

- ISA certified arborists
- civil engineers
- lighting designers
- architects
- structural engineers
- sign designers
- public artists
- architectural illustrators
- athletic field specialists

All subconsultants will be presented for approval prior to including them on our project team.

COMMUNITY-BASED DESIGN



Lower Kinnear Park;
Seattle, WA



Cadman & Lake Tye Parks Master Planning;
Monroe, WA



Morgan Junction Park;
Seattle, WA

HBB believes in a community-based design process and has extensive experience working with communities and our clients to design places that reflect the character and identity truly unique to them. We work with communities and our clients to:

- distill a clear vision for the project that informs our design process
- review design potentials and alternatives with all stakeholders
- reach informed consent so projects can move forward

This process leads to an increased sense of ownership by the community, and the success of our projects in celebrating the character of each community. We have experience in developing and facilitating community outreach programs that include in-person and virtual outreach events using a variety of methods and tools to engage the community in the planning and design process. The methods and tools we have used for engaging similar communities in the past include:

- **Site Walk 'n' Talks.** We walk the site with project staff, local agencies, key stakeholders and/or the general community. We discuss the site's history, hear concerns, and envision opportunities including recreation programming, community activation and placemaking, long-term maintenance, social equity, and accessibility. The walk 'n' talks are typically in-person, but can also be held as a virtual "walk" when needed.
- **Focus Groups.** These are small group discussions facilitated with key stakeholders, user groups, organizations, neighbors, or potential future partners. They can also be developed as an ongoing advisory committee and often remain in place beyond the initial phase of the project as a volunteer organization to keep project momentum and community connections strong.
- **Pop-Ups & Studios.** This approach creates an opportunity to more actively engage with our team in an open design studio experience, located as a pop-up directly on site or in a location nearby, like a community center. The goal is to create a welcoming space where the community can drop in at their convenience, talk to team members, provide input, and see the plan take shape over the course of a day or more. These events can occur independently, concurrent with an open house or survey, or become part of an existing community event.
- **Open Houses & Workshops.** Social distancing has had a profound effect on how we connect to communities and hold public workshops or open house events. We can structure open houses and workshops as in-person events, virtual, or a hybrid environment. Our team has experience with a variety of on-line platforms to support public engagement, including interactive story boards, audience polling, shared concept boards and tools, and other similar activities.
- **Websites & Surveys.** Online surveys maximize community feedback and participation, and are typically held concurrent with other pop-ups, studios, or open house/workshop events. They present the same information as the outreach event and offer a way to engage people who might not otherwise attend an in-person event. We can support a variety of on-line survey formats, and provide a summary and analysis of survey results that is easy to understand and highlights the key themes from the comments received.

HBB brings a community-based approach to the design or planning process and looks to your community's values, character, and identity for inspiration.

APPROACH TO DESIGN



Longview Athletic Facility Complex Master Plan:
Design Charrette; Longview, WA

Collaborative Design Approach. HBB approaches site design in a systematic manner:

- assessing program requirements
- providing a thorough review of the site and its characteristics
- developing design alternatives
- preparing final design documents

The key to our approach involves a collaborative design team effort. While each individual brings a variety of talents to the team, working together allows each project to benefit from crossover knowledge and collaboration. This collaborative approach is key to creating design documents that are well coordinated, constructable, and sustainable over the long-term and key to our goal for creating public spaces where the positive interaction of people with their surroundings can occur.

Maintenance. HBB is committed to quality design and construction. For this reason, all of our proposed project development and design options take into account:

- product longevity
- long-term maintenance requirements
- durability for public use
- use of vandal-resistant solutions

We encourage facility maintenance staff to participate in design workshops to anticipate and alleviate potential maintenance problems. We also work with a wide range of vendors, manufacturers, and product representatives to stay informed of the latest technologies, site furnishings and other product materials to support ease of maintenance for our projects.

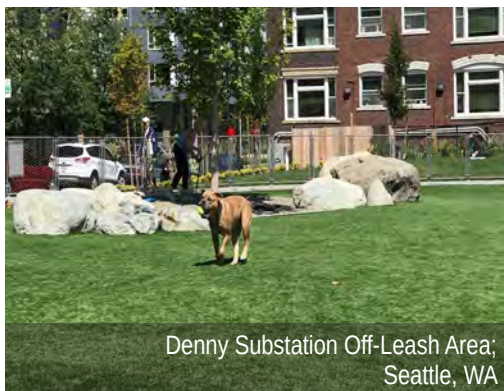
Accessibility. We bring expertise and up-to-date knowledge of ADA accessible design guidelines, universal access, and inclusive design. HBB is committed to creating barrier-free environments and we are accustomed to working with local code officials who review for ADA compliance. We have extensive experience applying accessible design standards to a variety of project types, from multimodal facilities and trails to open spaces, recreation areas, plazas and other public spaces.

Safety & Security. With staff certified in CPTED, we work with clients to address potential security concerns. Safety and security has become a critical aspect in the planning and design process. Often working directly with the police department and maintenance staff, HBB employs CPTED principles in the design of all of our projects.

Sustainable Design. HBB is committed to producing quality landscapes with minimal impact to the environment. Our projects include the design of rain gardens, biofiltration swales, water-efficient irrigation systems, drought-tolerant landscapes, and permeable paving. With LEED certified staff members and experience in a variety of sustainability platforms, we look for opportunities to integrate sustainable elements and help achieve your sustainability goals on every project.



Golden Gardens Playground;
Seattle, WA



Denny Substation Off-Leash Area;
Seattle, WA



Sunset Neighborhood Park Phase 1 & 2;
Renton, WA

PARK MASTER PLANS & DESIGN



Roy Morse Park;
Longview, WA

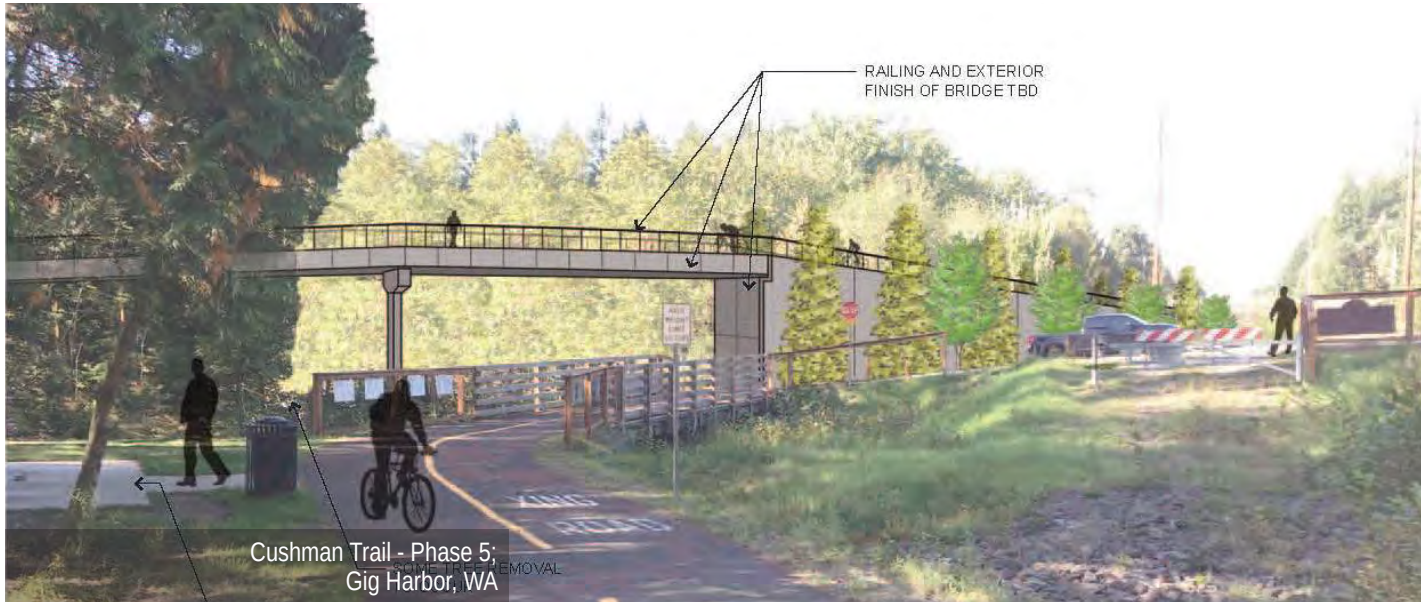


Carr Place Park;
Seattle, WA

Our approach to park planning and design is to balance the conservation of natural resources with the demand for quality recreation facilities. We work closely with our clients and key stakeholders during the planning and design process to ensure project elements are rooted in the community's context or interests. By designing with accessibility; safety and security; and long-term maintenance in mind, we provide spaces that are easy to maintain and achieve maximum cost benefit. HBB has worked on **176 neighborhood, community, and regional park facilities** in both urban and rural environments that have all benefitted from a community-based design process so that people of all ages and abilities can access and enjoy the places we create.

Project Experience.

- Malaga Waterfront Park; Chelan, WA
- Sunset Neighborhood Park Phase 1 & 2; Renton, WA
- Roy Morse Park; Longview, WA
- Greg Cuoio Park & Greenways; Lacey, WA
- SoCo Park; Covington, WA
- Meridian Habitat Park Phase 3 & 4; Pierce County, WA
- Carr Place Park; Seattle, WA
- Sprinker Recreation Center Master Plan; Pierce County, WA
- Orangegate Park; Pierce County, WA
- Pebble Beach Park; Port Angeles, WA
- Cross Park & Community Center; Pierce County, WA
- Salt Air Vista Park; Kent, WA
- Frontier Heights Park; Lake Stevens, WA
- Rainier Trail Off-Leash Park; Issaquah, WA
- East Howe Steps Plaza & Open Space; Seattle, WA
- 6th & 11th Street Ends Open Space; Seattle, WA
- Fountain Plaza; Bellingham, WA



TRAIL PLANNING & DESIGN

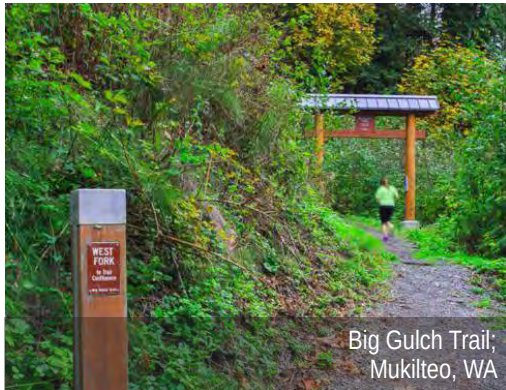


Through our work on different urban and rural trail projects, we have enhanced regional greenway connections, created safe non-motorized trail systems, protected natural resources and expanded community educational experiences. HBB has established new trail alignments, provided interpretive signs, and coordinated teams to design **59 trail corridors**. Many of our trail projects have been designed in environmentally sensitive areas, steep slopes, and buffers to salmon bearing streams. We work to ensure that trails follow the terrain with minimal disturbance, but that they also enable people to experience unique natural features.

Project Experience:

- Big Gulch Trail & Wayfinding System; Mukilteo, WA
- Interurban Trail Master Plan & Trailhead; Lynnwood, WA
- Reiter Foothills Motorized Trail Planning; Snohomish County, WA
- Port Angeles Waterfront Trail; Port Angeles, WA
- Cushman Trail - Phase 5; Gig Harbor, WA
- Edmonds Interurban Trail; Edmonds, WA
- Lower Kinnear Park; Seattle, WA
- Eastrail Trail Connection; Bellevue, WA
- Brandon Street Trail Planning; Seattle, WA
- Nonmotorized Trail Improvements; Federal Way, WA
- Tacoma to Puyallup Regional Trail; Puyallup and Fife, WA
- Olympic Discovery Trail; Port Angeles, WA
- Eastrail Trail Connection; Bellevue, WA
- Bicycle, Pedestrian and Trail Master Plan; Mukilteo, WA

WAYFINDING & INTERPRETIVE SIGNS



Big Gulch Trail;
Mukilteo, WA

We design comprehensive signage and wayfinding systems for parks, trails, and open space areas that help guide users and support the overall vision for our projects. These signs have included trailhead signs, interpretive signs, gateways, historical markers, monument signs, and trail route signs. We also create interpretive features integrated into other site elements like vegetation, plaques, concrete formwork, lighting, and paving features to interpret and bring a story to life. We work with both artists and sign manufacturers to ensure the highest quality products while meeting the interpretive goals of the project.

Project Experience:

- Big Gulch Trail Wayfinding System; Mukilteo, WA
- Tacoma to Puyallup Regional Trail Wayfinding & Interpretive Signage Program; Puyallup and Fife, WA
- Philip Arnold Park Signage Program; Renton, WA
- Cap Sante Boat Haven Interpretive Signs; Anacortes, WA
- Seafarers' Memorial Park Educational Signs; Anacortes, WA

GRANT FUNDING & ASSISTANCE



SoCo Park Master Plan;
Covington, WA

We structure our projects in a way that allows governmental agencies to benefit from assistance programs such as R.C.O. grants and community volunteer programs. HBB has assisted in presentations and grant applications for **65 projects that successfully received funding**. In addition to attending funding and grant writing workshops, we train our staff in the preparation of planning and design documents for grant program submittals.

Project Experience:

- SoCo Park; Covington, WA (R.C.O.)
- Big Gulch Trail; Mukilteo, WA (R.C.O.)
- Sprinker Recreation Center; Pierce County, WA (R.C.O.)
- Sunset Neighborhood Park; Renton, WA (R.C.O.)
- Greg Cuoio Park Phase 1A; Lacey, WA (R.C.O.)

Personnel Résumés



EDUCATION

- Master of Landscape Architecture
- Bachelor of Landscape Architecture

REGISTRATION

- Landscape Architect, WA, OR

CERTIFICATIONS

- Crime Prevention Through Environmental Design (CPTED)



EDUCATION

- Bachelor of Landscape Architecture

REGISTRATION

- Landscape Architect, WA

CERTIFICATIONS

- CLARB Certification
- LEED Accredited Professional (BD+C)

Merit Oviir, ASLA, CPD

Principal / President

Merit has 14 years of experience practicing landscape architecture, urban design, and planning in the Puget Sound region. Her design expertise integrates ecology, environmental protection and historic preservation into the design process. With her background in designing streetscapes and a range of public projects, she integrates a thoughtful, creative, and responsive approach to project development. Merit's expertise includes trail and park planning, public plazas and open spaces, streetscape improvements, and multi-modal transportation corridors. Certified as a CPTED specialist, Merit brings expanded perspective on safety and security to the design process. Merit's designs balance the integration of ecological and sustainable function with multi-functional, multi-generational design; resulting in sustainable, inviting, and safe environments.

PROJECT EXPERIENCE

- SoCo Park Master Plan & Phase 1 | Covington, Washington
- Sunset Neighborhood Park | Renton, Washington
- Northup Way Improvements | Bellevue, Washington
- South Lander Street Bridge | Seattle, Washington
- Shoreline Parks Master Plans | Shoreline, Washington

Juliet Vong, ASLA, LEED AP

Principal / Vice President

Juliet's 27 years' experience in landscape architecture, planning and urban design have provided her a solid foundation for creating thoughtful, innovative projects that respond to you and your community's interests. Her project management approach integrates multiple disciplines in complex project settings to ensure accuracy of work and a balance to the overall design. She understands the importance of integrating sustainable design and will assist in developing a framework for sustainability goals appropriate to your project. Her knowledge of green stormwater infrastructure and maintenance provides solutions to minimize ecological impact. Her focus on planning and design of public spaces gives her perspective on project development, grant writing, urban design, sustainable technologies, public involvement programs, and construction documents.

PROJECT EXPERIENCE

- Aubrey Davis Park Master Plan | Mercer Island, Washington
- Big Rock & Beaton Hill Parks Master Plans | Sammamish, Washington
- Eastrail Trail Connection | Bellevue, Washington
- Cal Anderson Park Outreach Process | Seattle, Washington
- Tacoma to Puyallup Regional Trail | Puyallup, Washington

Personnel Résumés

(continued)



EDUCATION

- Master of Landscape Architecture
- Bachelor of Landscape Architecture

REGISTRATION

- Landscape Architect, WA

CERTIFICATIONS

- Historic Preservation Certificate



EDUCATION

- Master in Landscape Architecture

REGISTRATION

- Landscape Architect, WA

CERTIFICATIONS

- CLARB Certification
- Urban Design Certificate
- Crime Prevention Through Environmental Design (CPTED)

Aaron Luoma, ASLA

Principal

Aaron has been practicing landscape architecture, urban design, and planning in the Puget Sound region for the last 18 years. His consideration for the end user, careful site analysis and attention to detail will ensure your project not only represents quality design but becomes a valued asset to your community. Aaron's expertise includes landscape plan review, landscape code and standards development, presentation graphics, construction documents, context-sensitive design, and cost estimating. Aaron understands the principles of historic preservation in a variety of environments and contexts. He has worked on recreation, waterfront, education and transportation projects throughout the region and is praised for his strong organization, ability to present information clearly, and integration of the character of the community into a physical design.

PROJECT EXPERIENCE

- 120th Ave NE Phase 4 | Bellevue, Washington
- East Link - South Bellevue | Bellevue, Washington
- Ship Canal Water Quality Project | Seattle, Washington
- Pritchard Building Renovation | Olympia, Washington
- Fountain Plaza | Bellingham, Washington

Dean W. Koonts, ASLA

Principal

Dean has 24 years of experience in landscape architecture and brings an integrated approach to project design and management. His built work has focused on higher education, public infrastructure, waterfronts, parks, and civic open spaces, and plazas. He applies his expertise to a wide range of projects in the public realm. His planning experience in land use code development, design standards, and guidelines adds a unique understanding of the regulatory environment. His training in Crime Prevention through Environmental Design provides focus to the design of safe and secure environments. With his knowledge of sustainable design, site planning, and construction detailing, Dean brings a multi-faceted and creative perspective to each project.

PROJECT EXPERIENCE

- Meridian Habitat Park | Pierce County, Washington
- Philip Arnold Park | Renton, Washington
- Factoria Transfer Station | Bellevue, Washington
- East Link - South Bellevue | Bellevue, Washington
- Big Gulch Trail | Mukilteo, Washington
- Pebble Beach Park | Port Angeles, Washington
- Sunset Neighborhood Park | Renton, Washington

Personnel Résumés

(continued)



EDUCATION

- Bachelor of Landscape Architecture

REGISTRATION

- Landscape Architect, WA
- Arborist, International Society of Arboriculture

CERTIFICATIONS

- Restoration Ecology Certificate
- Certified Professional Horticulturist

Michael Walton, ASLA, ISA

Principal

Michael has been practicing landscape architecture for 13 years and brings knowledge of horticulture, arboriculture, and irrigation design. His experience includes transportation projects for light rail, road corridors, trails, and airports; college campuses, parks, waterfronts, and public infrastructure projects. This diverse portfolio of experiences has fine-tuned his development of presentation graphics, construction documents, specifications, and cost estimating. Michael finds aesthetically-pleasing and environmentally-sensitive solutions to projects and has committed to continually keeping his design skills and technical expertise up to date. Combining his experience in arboriculture, horticulture, and science based natural infrastructure, Michael volunteers on the Seattle Urban Forestry Commission, helping guide the city in how it manages its urban forest.

PROJECT EXPERIENCE

- South Mukilteo Park | Mukilteo, Washington
- Cushman Trail - Phase V | Gig Harbor, Washington
- King County Eastside Passenger Facilities | Bellevue, Washington
- Lincoln Landing | Mercer Island, Washington
- Ancich Park & Netshed | Gig Harbor, Washington



EDUCATION

- Bachelor of Landscape Architecture

REGISTRATION

- Landscape Architect, WA

CERTIFICATIONS

- Disc Golf Course Designer

Steve Nowaczyk, ASLA, PDGA

Principal

Steve has been practicing landscape architecture for 17 years with 6 years of professional practice in the San Francisco Bay area. His diverse background in the field spans across the private and public sectors with completed works in high-rise and rooftop terraces, public plazas, and transportation infrastructure. He believes that sustainable design solutions are a key component to successful outdoor spaces, placing high importance on longevity of physical features, minimal impact on natural systems, and adaptability of use. He is a certified Disc Golf Course Designer (#Y262) and member of the Professional Disc Golf Association (PDGA).

PROJECT EXPERIENCE

- Malaga Waterfront Park | Chelan County, Washington
- Olsen Creek Fish Passage | Concrete, Washington
- King County Interim Base Electrification | Tukwila, Washington
- Cochran Memorial Park Irrigation | Yelm, Washington
- Rainier Trail Dog Park | Issaquah, Washington

A Selection of Project Work in Cutsheet Format

Landscape Architecture

Planning

Urban Design



Owner
City of Mukilteo

Client
City of Mukilteo

Location
Mukilteo, Washington

Big Gulch Trail Trailhead & Gateways



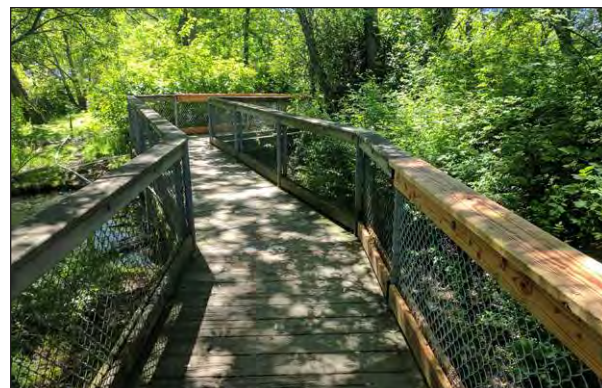
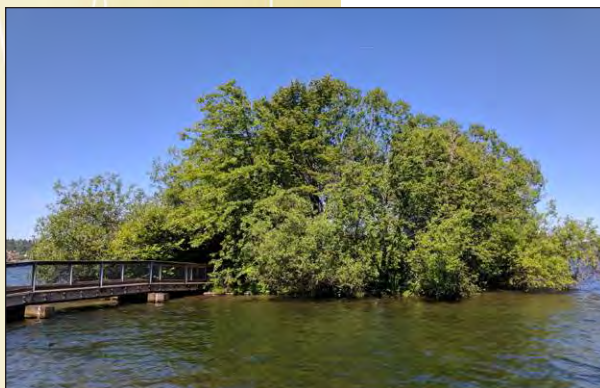
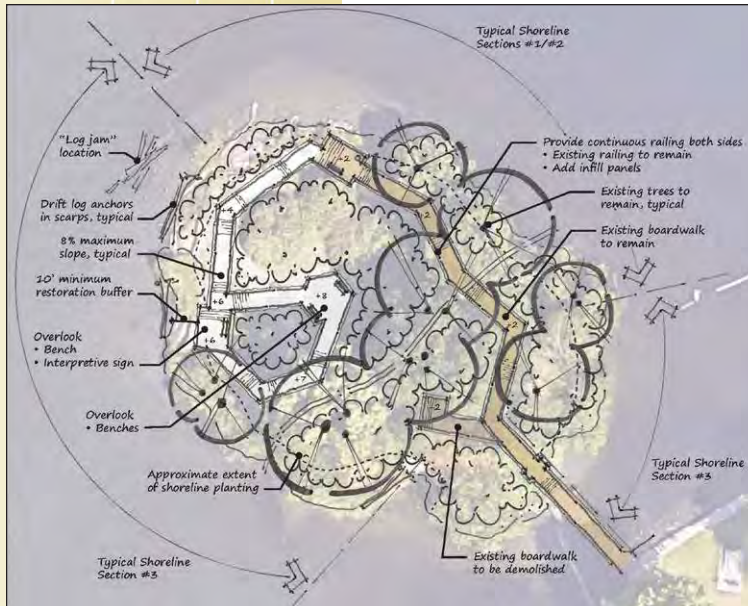
- Located in the center of Mukilteo, Big Gulch and its ravine trail system connects the Mukilteo Fire Station, City Library, Columbia Elementary School, and 92nd Street Park.
- Designed a comprehensive sign and wayfinding system at key trailheads, intersections, and trail routes.
- Developed distinctive architectural trailhead gateways using smoothed, unfinished fir logs that also integrated maps and trail information etched on metal panels.
- Provided designs for wayfinding bollards along trail routes and large "confluence wayfinding marker" at a key intersection.
- Produced two designs for two interpretive signs at key viewpoints along the trail.
- One sign describes the nurse stumps that are remnants from early 20th century logging practices found along the trail.
- The second sign describes the geologic history of landslides in the ravine and their importance to forest succession and the salmon-bearing Big Gulch Creek.

Owner
Washington State Dept. of Natural
Resources

Client
PND Engineers, Inc.

Location
Renton, Washington

Bird Island at Gene Coulon Memorial Beach Park



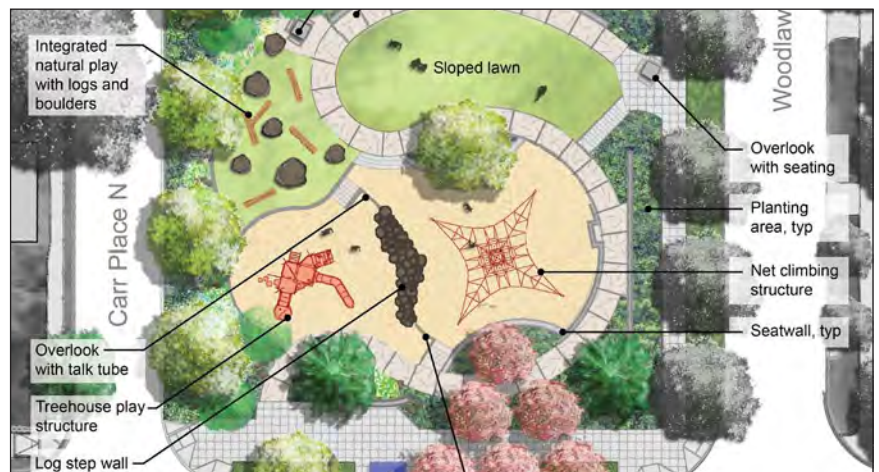
- Man-made island located at the south end of Gene Coulon Park that provides important lakeside habitat.
- Creates an enhanced ecological shoreline through removal of invasive species and planting of native vegetation
- Addition of logs and gravel substrates in the near-shore environment provides habitat for juvenile Chinook salmon.
- Wooden boardwalk was restored and expanded to limit disturbance of the island's habitat by people and protect the revegetated and restored areas.
- Loop boardwalk system, placement of benches within visual sight corridors, and the addition of interpretive signs contribute to the island's educational function.

Owner
Seattle Public Utilities

Client
CDM Smith Inc.

Location
Seattle, Washington

Carr Place Park at North Transfer Station



- Provided final design for the open space improvements around the new transfer station.
- Landscape extends the park into the right-of-way, screening the transfer station from neighboring properties and defining the main entrances to the site.
- Design included an integrated natural play area, a multi-sport court, open lawn areas, fitness stations, parkour trail, an entry plaza, and a neighborhood gathering space.
- A cobble swale that collects and directs the site's stormwater, two green roofs, native plantings, and retaining existing street trees were integrated into the overall plan as part of the sustainability strategy for the site.
- Coordinated with the public artist for the placement of a sculpture at the entry plaza aligned with the landscape elements.
- Curb bulbs were provided to ease the crossing of two busy streets around the site with additional streetscape enhancements at bus stop locations.

Owner
City of Edmonds

Client
KPFF Consulting Engineers

Location
Edmonds, Washington

Edmonds Interurban Trail Lake Ballinger Station



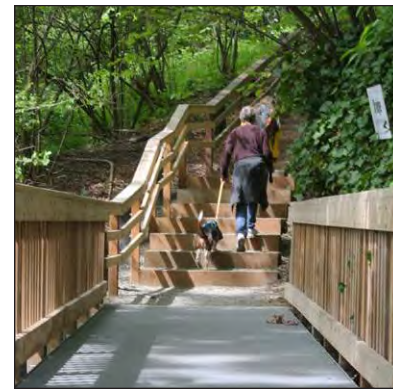
- Built along a former inter-city electric trolley rail line that operated between 1910 and 1939.
- Comprised of three segments through the City of Edmonds: an urban arterial segment, a dedicated trail segment, and a joint-use trail along a residential street.
- Lake Ballinger Station includes a pedestrian plaza with drinking fountain, shelter, benches, accent landscape, and an information kiosk.
- Solar powered LEDs light the shelter and interpretive displays.
- Community participation included residential property owner meetings, meetings with Ballinger family members, coordination with three adjacent cities, and public open houses.

Owner
City of Seattle

Client
Seattle Parks & Recreation

Location
Seattle, Washington

Lower Kinneer Park Phase 1



- Historic urban park in the Queen Anne neighborhood of Seattle.
- Project elements include restored trails, renovated tennis court, a new off leash area and accessible passive open space overlooking Elliott Bay.
- Design includes Crime Prevention Through Environmental Design criteria implemented to increase site line and a sense of personal safety.
- Steeply sloping gravel trails were replaced with wooden-crib stairs and a portion of the main trail was resurfaced with concrete to improve accessibility.
- A new path provides an ADA accessible route to a renovated tennis court.
- Rehabilitation of the urban forest was a large component of the project, including invasive species removal, replanting native vegetation, and slope stabilization techniques.
- Pedestrian bridge designed to span a naturally eroding slope and minimize disturbance on steep slope.

Owner
Pierce County Parks & Recreation
Services

Client
Pierce County Parks & Recreation
Services

Location
Puyallup, Washington

Meridian Habitat Park - Phase 3



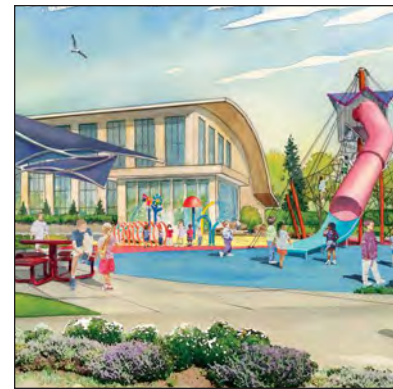
- Park master plan update and development of a phased implementation plan.
- Coordination with a stakeholder group of park and recreation staff, maintenance personnel, and community representatives.
- Master plan update includes a large amphitheater, loop trail network, a natural play area, a great lawn, off-leash area, parking improvements, and several plaza spaces.
- Design alternatives were selected by the stakeholder group and maximize recreation opportunities within the park while staying within the construction budget.
- Improvements for the first phase include a large, natural dog off-leash area with plaza space for community interaction.
- A network of loop trails connect the parking, a large, irrigated great lawn space for community events, and a natural space around the site's existing pond and wetlands.
- The natural trail incorporates public art to highlight a new and welcoming park entrance.

Owner
City of Longview, Washington

Client
City of Longview Parks & Recreation

Location
Longview, Washington

Athletic Facility Complex Master Plan: Roy Morse Park



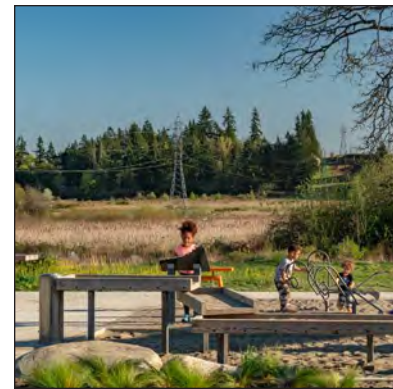
- 60-acre park and athletic facility with softball and baseball fields, soccer fields, 9-hole disc golf course, and other recreation amenities.
- Master plan defines the community's long-term vision and illustrates the park's transformation into an athletic facility and multi-use park.
- Community-based design process entailed a walk-n'-talk, online surveys, interviews, and workshops with project stakeholders to determine the needs and future uses of the park.
- Collaborated with team members to develop an environmental report of the site's sensitive areas, a preliminary field lighting study, and an economic report of the Longview community and West Longview neighborhood.
- Long-term vision focuses on a multi-use approach to the fields as well as the other park spaces – maximizing use of the park for a variety of interests and ages throughout the day and year-round.
- Scope included community outreach, stakeholder outreach, presentations to City Council, cost estimating, a final master plan report, an implementation plan with phased development, funding options, and operations and maintenance costs.

Owner
Pierce County Parks and Recreation

Client
Pierce County Parks and Recreation

Location
Pierce County, Washington

Stan & Joan Cross Park Master Plan & Phase 1 Improvements



- New park with open space, a universally accessible playground, community center, indoor and outdoor event spaces, and picnic areas.
- Master planning for the park incorporated future phases to address the on-going restoration of adjacent Clover Creek headwaters and restoration of a high priority prairie habitat containing grasslands, native Garry Oaks and wetlands.
- Two historic dairy barns restored and transformed into a community center with educational elements integrated into the design for the history of the site.
- Community outreach included multiple stakeholder meetings, fundraising support, open house, and presentations to review agencies.
- Salvaged materials from existing barns and outbuildings were used in the community center and the playground was designed with elements created from sustainably harvested wood.
- Services included master planning, construction documents, public outreach, permit submittals, presentation graphics, specifications and cost estimates.

Owner
City of Renton

Client
City of Renton

Location
Renton, Washington

Sunset Neighborhood Park: Phase 1 & Phase 2



- Implements the design of the Sunset Neighborhood Park, Master Plan.
- Coordination with the Renton Police Department regarding CCTV integration with lighting, and the site layout according to Crime Prevention through Environmental Design (CPTED).
- Provides a two-wing, restroom building with breezeway, that integrates a maintenance storage room and a pump room for the water feature equipment.
- Integrates the previously-built, regional stormwater facility, and additional rain gardens with the park's permeable-paving pathway system.
- Coordinated materials, colors, lighting, and finishes for a Picnic Gazebo, several radial-trellised Pergolas, site benches, picnic tables, and concrete planters.
- Celebrates the park entry across from the King County regional library entrance, with a pergola that incorporates a custom-designed "Little Free Library."
- Includes an adult fitness park, a parent picnic plaza, and a playground with a 30ft climbing pyramid with net towers; one of only four such structures in North America.
- Incorporates a time-programmed and lighted, misting, water feature into central plaza.

Owner
City of Port Angeles

Client
Studio Cascade

Location
Port Angeles, Washington

Waterfront Transportation Improvement Plan

Phase 3: Pebble Beach Park (English) / snaʔnǎʔant cáwɬən ʔəssaqtúnt (Klallam)



- The waterfront park continues the "Points of Light" concept of the Waterfront Transportation Improvement Plan, and anchors the western end of downtown Port Angeles.
- Includes a formal plaza that transitions between the downtown streetscape and the park and accommodates farmers markets and other seasonal events.
- Replaces the armor rock revetment with two natural beach areas complete with logs, sand, seaside vegetation, and seating boulders.
- Local Elwha Klallam tribal culture actively influenced the design: the beaches are named in the tribal language, the circular shapes were inspired by tribal gathering spaces, and their creation story is embedded in bronze plaques in the center of one of the plazas.
- Wind spires add a sculptural element and generate power for the park lighting.
- Sculptures of a large whale vertebra are integrated into a secondary circular open space.
- Existing metal benches stored by the city and designed by a local artist were integrated into the park open spaces and viewpoints.



**CITY OF STANWOOD
City Council
STAFF REPORT**

ITEM NUMBER: 8d
DATE: March 28, 2024
SUBJECT: Public Records Request Management
CONTACT PERSON: David A. Hammond, Finance Director
ATTACHMENTS: A – NextRequest Quote
B – NextRequest Brochure

PURPOSE

The purpose of this agenda item is to brief Councilmembers and request authorization to purchase Public Records Request Management Software.

BACKGROUND

The city council authorized staff to implement public records request automation in the 2023-2024 budget. Staff had proposed developing this within the Laserfiche software acquired in 2022. However, this proved more difficult than anticipated, and staff now proposes the use of “off-the-shelf” software.

ANALYSIS

After conceding that developing a request portal and work automation using Laserfiche was too expensive, other options were evaluated, including the option to continue to process and document records requests manually. Given the complexity of the process, the inefficiency of working manually, and the significant costs of non-compliance, staff discarded this option.

Staff then inquired of colleagues and found three primary players in this market. Nearly all of our peer cities utilize one of the three. Two firms stood out and staff requested demonstrations from the two leading providers. Staff found them similar, although NextRequest stood out as it appeared more straightforward, and also the city received a significant discount because the firm is owned by Civic Plus, the provider of our website and our social media archiving firm.

Staff Recommendation:

Staff recommends purchasing the NextRequest software.

Fiscal Impact This item is included in the 2024 budget as \$4,000. However, the proposed cost is \$8,691 in year one, \$9,588 in year two, with annual increases at 3% each of the following three years.
--

COMMITTEE RECOMMENDATION

This item is scheduled for discussion at the March 28, 2024 Finance Committee meeting. Their recommendation will therefore be provided verbally.

RECOMMENDED MOTION

**I MOVE TO AUTHORIZE THE MAYOR TO EXECUTE PURCHASE AGREEMENT WITH
NEXTREQUEST PUBLIC RECORDS REQUEST MANAGEMENT SOFTWARE**



CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work
Q-66140-1
3/12/2024 4:29 PM
3/31/2024

Client:
STANWOOD, WASHINGTON

Bill To:
STANWOOD, WASHINGTON

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Brandon Sifrar	919.338.2976	brandon.sifrar@civicplus.com		Net 30

Discount(s)

QTY	PRODUCT NAME	DESCRIPTION	TOTAL
1.00	NextRequest Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -2,397.00

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	TOTAL
1.00	NextRequest Standard Implementation	NextRequest Standard Implementation	USD 1,500.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	TOTAL
1.00	NextRequest Standard	NextRequest Standard with up to 10 Admin-Publisher Users and 2TB of Storage	USD 9,588.00

List Price - Initial Term Total	USD 12,288.00
Total Investment - Initial Term	USD 8,691.00
Annual Recurring Services (Subject to Uplift)	USD 9,588.00

Initial Term	Beginning on 4/1/2024 and ending 3/31/2029. Renewal Term: April 1st of each calendar year.
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Initial Term Invoice Schedule	100% invoiced on 4/1/2024.
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	3% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature	CivicPlus
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:
Organization Legal Name:	
Billing Contact:	
Title:	
Billing Phone Number:	
Billing Email:	
Billing Address:	
Mailing Address: (If different from above)	
PO Number: (Info needed on Invoice (PO or Job#) if required)	

The CivicPlus® NextRequest Records Request Portal Solution

Increase efficiency, elevate compliance, mitigate risk, improve public trust, ensure security, and streamline end-to-end records request management with an all-in-one, centralized solution.





“Before implementing NextRequest, [records requests] took either the full 10 days or we had to ask for extensions.”

– Deputy City Clerk, Fairfield, CA

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03	Why Choose CivicPlus Go to Section
04	Increase Efficiency Go to Section
05	Elevate Compliance Go to Section
06	Mitigate Risk Go to Section
07	Improve Public Trust Go to Section
08	Ensure Security Go to Section
09	Take the Next Step Go to Section



Why Choose CivicPlus

CivicPlus is a trusted technology company dedicated to empowering government staff and powering exceptional digital experiences for residents. With a comprehensive suite of solutions that combine to form THE Modern Civic Experience Platform, we strive to create one-stop, frictionless interactions that delight residents and help staff collaborate and work efficiently. As a result, government administrations that choose CivicPlus realize greater trust and satisfaction among their community members.

Backed by over 25 years of experience and leveraging the insights of more than 850 team members, our solutions are chosen by over 10,000 global entities and are used daily by over 340 million people in the U.S. and Canada.

Those entities and people appreciate our:

- Award-winning customer support
- Bundled discounting opportunities
- User-friendly, cloud-based software
- Modular, integrable software options
- Solutions that scale by need and budget
- Customer-driven roadmap for technology enhancements
- 99.99% uptime and AWS-secure data storage



Increase Efficiency

Optimize the entire records request management process from request to release.

Lose the paper trail and go digital. CivicPlus' NextRequest solution is a public records request management software purpose-built for government entities of all sizes to:

- Empower the public to self-service and pay online, submitting records requests through an easy-to-use digital portal.
- Divert requesters by publishing requests for repeat items and leveraging real-time keyword alerts on the intake page to redirect requesters to areas where information is already available (like on your CivicPlus website).
- Route requests to staff automatically, track fulfillment progress, auto-detect and redact sensitive information at the individual and batch levels, and release records to requesters or the public at large with ease.
- Fulfill public records requests in a timely manner, even as the number, frequency, and complexity of requests grow annually.
- Centralize records request management in an all-in-one solution, providing a single historical record. Instead of working from a spreadsheet to track, Adobe® to redact, a file-sharing program to collaborate or send records, email to communicate, etc., everything is done from a centralized platform.
- Customize recurring and ad-hoc reports and leverage visual dashboards to identify trends.
- **Coordinate across departments, set roles, and configure request routes with automated workflows.**

Save your team hours every week by automating your workflow with [NextRequest's RapidReview module](#). RapidReview helps you extract files, redact across documents, leave comments, automate redaction logs, and autosave work as you go – improving redaction and review efficiency by allowing for collaboration, drafting, batch redacting, and record staging.



"NextRequest has saved me time, paper, and worry about staying up to date with the status of each request."

**– Director of Communications,
Judson Independent School
District, Live Oak, TX**

The screenshot displays the 'REQUEST A PUBLIC RECORD' form within the NextRequest portal. The header includes navigation links: PUBLIC RECORD REQUESTS, NEXTREQUEST, MAKE REQUEST, ALL REQUESTS, DOCUMENTS, and TASKS. The form title is 'REQUEST A PUBLIC RECORD' with a subtitle 'Documents, photos, emails, texts, videos, data and other records.' A yellow warning bar states: 'Everything in this request box will be displayed publicly if the agency makes your request public.' Below this is a rich text editor with a toolbar (B, I, U, list icons) and a placeholder text: 'Enter a description - include the record's title and date or date range if known'. Further down, there is a section for 'Upload and attach files (optional)' with a 'Choose file(s)' button. The 'Departments' section has a text input for 'Assign departments (optional)'. The 'Case number' section has a text input with the instruction 'If applicable, please provide a case number along with your request.' The 'Jordans field' section has a text input with the instruction 'please input number'.



Elevate Compliance

Increase process efficiency and accuracy to reduce errors effectively and improve compliance.

Since 1967, The Freedom of Information Act (FOIA) has allowed the public to request records from federal agencies. All 50 states and the District of Columbia have similar laws and statutes that may include different requirements and exemptions. To ensure compliance, it's vital for local governments to understand their state's laws and statutes.

Adopting an automated, all-in-one system, like the CivicPlus NextRequest solution, helps local governments improve the efficiency and accuracy of their records request management processes, effectively reducing errors to improve compliance. The CivicPlus NextRequest solution supports this by providing agencies the ability to:

- Track records requests, communications, and document production for proof of compliance.
- Detect and redact sensitive information, such as social security numbers, emails, and phone numbers, automatically.
- Leverage batch redaction, even across hundreds of documents or emails.

- **Maintain a clear audit trail so staff always know the status of requests.**

In the event of an accountability audit, having easy access to all public records is crucial. If public records are in a state that hinders access to freely available information, an agency may be held accountable for failing to protect public resources and could face consequences for non-compliance.



"Prior to NextRequest, we struggled with tracking, time management, and redactions."

– Municipal Clerk, The Borough of Belmar, NJ

Explore 1397 requests

Filters: Requester, Request status, Request visibility, Request date (start)

Request	Status	Due Date	Request Date	Requester	Request Description
22-109	Open	02/03/2022	01/20/2022	zacklinextrequest.com	This is a test submission
22-108	Open	01/31/2022	01/14/2022	Velma Ferry	Amel sunt cupiditate. Consequatur enim sunt ei
22-09	Open	01/31/2022	01/14/2022	Zac	Eius ipsa dolorum et velit nemo natus. Quo alia
22-08	Open	01/31/2022	01/14/2022	Enmanuel Bednar	Error ea illo error animi omnis optio cum. Non ew
22-07	Open	01/31/2022	01/14/2022	Ruben Turner	Autem aperiamur vel dolet et fuge sed dignissim
22-06	Open	01/31/2022	01/14/2022	Nuomi Nicolas	Aperturur non natus tenetur corrupti similique
22-05	Open	01/31/2022	01/14/2022	Edna Runken	Alias veniunt sunt corporis voluptate. Dolorum m
22-04	Open	01/31/2022	01/14/2022	Gary Zhonack	Error et quos odio velit nisi fugit ipsum. Ut dolor
22-03	Open	01/31/2022	01/14/2022	828 Requester	Sunt placeat ullam quia ratione molestiae digniss
22-02	Open	01/31/2022	01/14/2022	rachel@inderequis...	Præsentium maiores qui. Sunt nobis enim vel oc
22-01	Open	01/31/2022	01/14/2022	628 Requester	Haum non quas veritatis libero qui dicta veniam
22-00	Open	01/31/2022	01/14/2022	Mrs. Wendy Hoeger	Unde officio et necessitat voluptates nulla volutate
22-09	Open	01/31/2022	01/14/2022	all78@example.org	Odio illum dicta consequatur placeat soluta quan
22-08	Open	01/31/2022	01/14/2022	elocore.altemer...	Consequatur vitæ et quos fugit dolores sint v
22-07	Open	01/31/2022	01/14/2022	Ordy Koch	Ut et es repudiandae ullam repellendus qui dicit
22-06	Open	01/31/2022	01/14/2022	Conoy Schultz	Eorum explicabo nihil consequatur aperum enim
22-05	Open	01/31/2022	01/14/2022	Anonymous	Sit non voluptas sunt quam et ullam quærit om
22-04	Open	01/31/2022	01/14/2022	anonymous	Tempora et omnis accusamus est. Sed illo rem ve
22-03	Open	01/31/2022	01/14/2022	Arlanda Satterfield	Quis voluptatem modis sequi ex natus aut enim



Mitigate Risk

Safeguard against litigation, fines, job loss, negative public perception, and more.

No matter what an agency's governing state public records laws are called (e.g., FOIA, APRA, Right to Know), non-compliance creates risk. This can occur in many ways, including but not limited to:

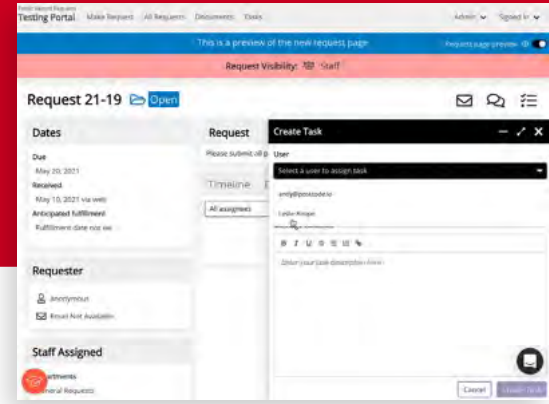
- **Missed records requests and deadlines for supplying information** – Non-response to records requests can damage your administration's reputation with residents. Even something as simple as a missed deadline can have costly consequences. In 2021, the City of Jackson, MS was fined \$170,397.50 to cover the legal fees of Gray Television after taking more than a year to fulfill a public records request. With the CivicPlus NextRequest solution, you can automate reminders to help staff stay within legal timeframes and set custom notifications to ensure nothing gets missed.
- **Inefficient payment processing** – When payment is required, inefficient payment processing can slow down the delivery of requested information, indirectly causing non-compliance. With the CivicPlus NextRequest solution, you can accept payments online, send and track invoices, and calculate staff billable hours, costs, and due dates automatically.
- **Decentralization** – Clerks and other agency staff do their best to respond to requests, but sometimes they get let down by a separate team responsible for helping to respond. This is one of the dangers of decentralized records request management. With [NextRequest's Risk module](#), you can leverage a single, all-in-one risk assessment dashboard that offers a centralized view of all documents across your portal, including their risk level, review status, and insight information, to coordinate and track reviews and handoffs across teams.
- **Failure to capture every record from social media** – Agencies must easily produce social media content if there is a public records request for it. Gaps in social content archival open agencies up to risk. In 2022, the Los Angeles County Board of Supervisors approved a \$185,000 settlement after a lawsuit alleging the LA County Sheriff's Department failed to adequately respond to a request for public records. The good news is that CivicPlus has an additional solution to cover the need to archive social content.



"When you only have a short amount of time because it's not the only important part of your job, you need the big tools to help you do it and see it more clearly."

– eGovernment Services Coordinator, State of Iowa

ATTACHMENT B





Improve Public Trust

Embrace transparency to grow public trust.

Agencies must track in detail each request from start to finish. If there is a compliance issue, it is often because an individual does not feel a government agency is being transparent. Anything agencies can do to provide more information and greater transparency is important.

Preemptively publishing the public information that is most likely to be requested increases efficiency and transparency. Publishing information post-request, when appropriate, also increases transparency.

An agency's entire records request management process needs to give the public what they're looking for: information easily accessed and delivered. If an agency's software simplifies and streamlines the process of granting requests, individuals in the community will be more empowered and engaged.

At the same time, agencies that demonstrate efficiency and compliance with records requests through the use of software like the CivicPlus NextRequest solution meet public expectations for modernization in today's digital age. Demonstrating efficiency and compliance also builds credibility and trust. A CivicPlus study conducted with over 15,000 residents reveals that public trust increases with quicker response times by agencies

Document	Request	Upload Date	Downloads	Visibility
ng.at.pdf	17-114	07/19/2017	6	staff
http://nextrequest.com/documents/7351482	21-22	05/25/2021	5	requester
http://nextrequest.com/documents/1066993	21-22	05/25/2021	5	requester
Tereka_Morley_8.1.17-8.31.17-tereka.morley@brennertonic.com		02/04/2020	5	staff
Draft NOE & MORA - Canon St Rocker Park.html	21-556	11/29/2021	4	staff
2111 NW 23 Avenue Miami, FL 33142.html	20-130	06/06/2020	4	staff
[EXTERNAL] Wind Farm Town Hall Comments.html	31-13	03/18/2021	4	staff
2111 NW 23 Avenue - Unit Verification.html	20-130	06/06/2020	4	staff
Check Register FY2019 (1) (1) (1) pdf-redacted.pdf	20-151	10/14/2020	4	public
Check Register FY2019 (1) (1) (1) pdf-redacted.pdf	20-151	10/14/2020	4	public
Sort Date: 1/28/02: House/Event: 3, 1st	31-675	12/17/2021	4	staff
[EXTERNAL] Wind Farm Town Hall Comments.html	21-13	03/18/2021	3	staff
Public Records Request.mrg	20-122	04/24/2020	3	staff
Check Register FY2019 (1) (1) (1) pdf-redacted.pdf	20-151	10/14/2020	3	public
hamlet.pdf	21-36	07/01/2021	3	staff
Check Register First 50 pdf-redacted.pdf	20-151	10/14/2020	3	public
Check Register FY2019 (1) (1) (1) pdf-redacted.pdf	20-151	10/14/2020	3	public
Schedule Crawler: HourHead Failure.txt	21-675	12/17/2021	3	staff
Screen Shot 2020-09-21 at 9:28:56 AM.png	20-146	09/21/2020	3	public
2017-11-09_Order_Form_template_DONOTOVERWRITE.docx	18-48	04/06/2018	3	staff
Picture of Dogs	20-164	12/09/2020	3	staff
jonatrun.gokh@gokh.org (1).pdf	21-17	04/29/2021	3	public



"NextRequest allows us to meet the mission that the City has always had, to be transparent and to be open and to provide what we can."

**– Records and Cemetery Manager,
City of Orlando, FL**



Ensure Security

At CivicPlus, we encrypt all data at rest and in transit, map to Health Insurance Portability and Accountability Act (HIPAA) and Criminal Justice Information Services (CJIS) security rule controls, and complete an annual Systems and Organization Controls 2 (SOC 2) audit. In addition, the NextRequest solution's online payment capabilities are PCI-compliant.

- **Encryption** – All data is encrypted at rest using AES-256 and in transit using TLS v1.2. Documents can only be accessed through a valid token that expires. For data, we encrypt in transit using TLS 1.2 and AES-256 at rest.
- **Application and Data Storage** – The CivicPlus NextRequest solution stores and manages data in highly secure data centers operated by AWS, which implements industry-leading security measures. AWS' certifications include ISO 27001, FISMA, and SOC. All data is hosted in the United States. NextRequest uses Amazon S3 to store customer image assets and documents.
- **Backups and Redundancy** – Data is backed up daily, weekly, and monthly. We maintain redundancy to prevent single points of failure, are able to replace failed components, and utilize multiple data centers designed for resiliency. We also have a step-by-step plan in place to take precautions and minimize the effects of a disaster.
- **Updates and Patches** – NextRequest uses a software-as-a-service (SaaS) delivery model. This means customers are always using the most up-to-date version of the application and don't have to wait for new releases, including security updates. Development is conducted on a two-week cycle.
- **Single Sign On (SSO)** – NextRequest can add SSO integrations like Active Directory and OAuth to improve password security and access controls across the enterprise organization, and it supports Okta or any SAML-based SSO.



"What's not to love? The ease of use, the functionality, the updates that are provided, the efficiency!"

– Clerk/Manager, Township of Eastampton, NJ





Take the Next Step

Community members trust that their government agencies will promptly deliver the services they need while operating in their best interests. CivicPlus solutions build trust by fostering consistently positive digital experiences for community members and local government staff alike. As a result, the thousands of government agencies partnering with CivicPlus streamline operations, save money, and improve civic engagement. But don't just take our word for it.

Explore the CivicPlus NextRequest solution firsthand. After all, seeing is believing:

[Request a Demo Now](#)

Still shopping around? We get it: This [20-question checklist](#) helps ensure you consider every critical factor before signing a contract with a new software vendor.





CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8e
DATE: March 28, 2024
SUBJECT: Utility Account Adjustment—Account 1936
CONTACT PERSON: David A. Hammond, Finance Director
ATTACHMENTS: A – SMC 12.20.060 Adjustment to bills.

PURPOSE

The purpose of this agenda item is for Council consideration of a second water leak adjustment to Utility Account Number 1936 in the amount of \$77.82.

BACKGROUND

Stanwood Municipal Code (SMC) Section 12.20.060; provides authorization for the Finance Department to adjust a utility account when a leak occurs, however, no more than once each two-year period. The code allows, after evidence the leak was repaired, for a rate adjustment up to 50 percent of the volume consumed in any one billing period in excess of the bi-monthly average of water consumed over the previous twelve months.

Additionally, the SMC authorizes City Council approval of a second adjustment, within a two-year period, if one or more of the following circumstances exist:

- i) The leak could not have been readily detectable with reasonable diligence;
- (ii) The customer does not occupy or use the subject property on a continuous basis;
- (iii) Any prior leak for which an adjustment was made by the city was repaired within 30 days of discovery;
- (iv) The customer account has been kept current and there have been no delinquencies within the previous 24 months.

ANALYSIS

Staff recommends approval of a second leak adjustment, which qualifies according to SMC 12.06.020. Customer found and fixed leak in between billing reads, resulting in the second leak adjustment request.

Fiscal Impact			
The 2023-2024 budget for utility operations is adequate to make the requested adjustment.			
Fund(s):	Utility Operating		
Amount:	\$ 77.82	Project Estimate:	\$ -
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation: Staff recommends Council authorize the Finance Director to approve a second utility bill adjustment in the amount of \$77.82.

Committee/Board Recommendation: N/A

CITY COUNCIL OPTIONS

1. The City council may authorize a second utility bill leak adjustment in the amount of \$77.82
2. The City council may choose not to authorize a second utility bill adjustment in the amount of \$77.82.
3. The City council may choose not to authorize a second utility bill adjustment in another amount.
4. The City council may direct staff to provide additional information.

PROPOSED MOTION

I MOVE TO AUTHORIZE THE FINANCE DIRECTOR TO APPROVE A SECOND UTILITY BILL ADJUSTMENT FOR ACCOUNT 1936 IN THE AMOUNT OF \$77.82.

12.20.060 Adjustments to bills.

(1) In the event a meter fails to register the correct amount of water used, the customer will be charged at the average rate of monthly consumption for the previous 12 months as shown by the meter when in working order.

(2) In the event a leak or failure of a private water system or private service between the meter and the structure located on private property results in excess consumption, the city may, through a determination of the city finance director, provide for a rate adjustment up to 50 percent of the volume consumed in any one billing period in excess of the bi-monthly average of water consumed over the previous 12 months at that service address.

(a) Customers shall be required to provide proof of repair to leak or failure prior to receiving any rate adjustment.

(b) Application for the credit or adjustment must be made in written form and approved by the city finance director or his/her designee.

(c) No more than one application for credit may be considered per service address in any 24-month period without city council approval. In order to grant a second adjustment the council must find one or more of the following circumstances exist:

(i) The leak could not have been readily detectable with reasonable diligence;

(ii) The customer does not occupy or use the subject property on a continuous basis;

(iii) Any prior leak for which an adjustment was made by the city was repaired within 30 days of discovery;

(iv) The customer account has been kept current and there have been no delinquencies within the previous 24 months.

(3) In the event of a leak or failure of a private water system or private service between the meter and the structure located on private property that was the result of a city project involving a public work as defined by state law, or maintenance performed at the expense of the city, the city public works director will have the authority to provide a rate adjustment for more than 50 percent of the volume consumed in excess of the bimonthly average of water consumed over the previous 12 months at that service address.

Adjustments are final and requests for reversal will not be granted and are not subject to appeal. (Ord. 1415 § 1, 2016; Ord. 1405 § 1 (Exh. 1), 2015; Ord. 1359 § 1, 2013; Ord. **1295 § 2, 2011; Ord. 1189 § 4, 2006**).



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8f
DATE: March 28, 2024
SUBJECT: Appointment of Planning Commission Member
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A – Planning Commission Application by Kathy Moe

PURPOSE

The purpose of this agenda item is for Council consideration and appointment of Kathy Moe to the Stanwood Planning Commission.

BACKGROUND

The Planning Commission is a seven (7) member board that meets once a month to review Comprehensive Plan Amendments, Ordinances, and some commercial development projects. The Planning Commission acts as an advisory board to the City Council.

At least five members of the Planning Commission shall reside within the corporate limits of the City of Stanwood. Two members of the Commission may be residents of either the urban growth area, or individuals representing a Stanwood business or Stanwood area community based nonprofit organization that has a location in the City. Members of the Commission shall serve a term of five years and may be reappointed for additional five-year terms by the mayor with approval of the city council.

Currently all members of the Commission live within the City limits.

ANALYSIS

The Stanwood Mayor is responsible for recommending appointments to various City boards and commissions when terms expire, or a vacancy occurs. Kathy Moe comes to the City with extensive management experience and a solid understanding of the needs of the Stanwood Community as she served as the Executive Director of the Stanwood Camano Food Bank throughout the Covid-19 Pandemic. Her application points out two major strengths that will be beneficial to serving on the Planning Commission.

1. Is a strategic, experienced, and flexible leader who can work with diverse populations and handle a variety of situations with professionalism; and
2. Is organized, highly motivated and creative problem solver who will work in unison with staff and other board members.

Fiscal Impact			
No fiscal impact associated with this action.			
Fund(s):			
Amount:	\$ -	Project Estimate:	\$ -
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation: Mayor Roberts recommends appointing Kathy Moe to Position 2 of the Stanwood Planning Commission for a five-year term ending December 31, 2027.

Committee/Board Recommendation: N/A

CITY COUNCIL OPTIONS

- 1) Appoint Kathy Moe to the Planning Commission.
- 2) Do not appoint Kathy Moe to the Planning Commission at this time.

PROPOSED MOTION

I MOTION TO APPOINT KATHY MOE TO POSITION 2 OF THE PLANNING COMMISSION FOR A FIVE-YEAR TERM ENDING DECEMBER 31, 2027.

Planning Commission Vacancy Application

First Name	Kathy
Last Name	Moe
Address	1699 SE Camano Dr Camano Island, WA 98282
Phone Number	206-579-7004
Email Address	kmatteson8@gmail.com
Please briefly describe your qualifications for the position.	I am writing to you today to express my interest in the volunteer position on the Planning Commission for the City of Stanwood. As you may know, I was the Executive Director of the Stanwood Camano Food Bank until February 2023. I became the Executive Director near the beginning of the Covid 19 Pandemic. The Food Bank, under my leadership, was recognized for playing a key role in helping our community get through this challenging time. Below are some of my leadership skills: Strategic, experienced, and flexible leader who can work with diverse populations and handle a variety of situations with professionalism. Organized, highly motivated and creative problem solver who will work in unison with staff, management teams, and boards. Ability to lead an organization through change, growth, and meet the organization's goals.

Please attach a Letter of Interest (LOI), as well as, any supporting documents you would like considered.

Letter of Intent [LOI Stanwood Planning Commission.docx](#)

Supporting Documentation [Kathy Moe Resume .doc](#)

Supporting Documentation *Field not completed.*

TITLE VI

The City of Stanwood assures that no person shall on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Stanwood further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not

Email not displaying correctly? [View it in your browser.](#)



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8g
DATE: March 28, 2024
SUBJECT: Appointment of Salary Commission Member
CONTACT PERSON: David Hammond, Finance Director
ATTACHMENTS: A – Karl Hedeem Interest Letter
B – Ordinance 1306, Establishing the Salary Commission

ISSUE

Should Council approve Mayor Roberts' appointment of Karl Hedeem to the City's Salary Commission?

RECOMMENDATION

Approve Mayor Roberts' appointment of Karl Hedeem to the Salary Commission with the first term expiring February 2027.

SUMMARY

The City's Salary Commission has one vacancy due to the expiration of the term of Mayor Freeman, who served two terms. The mayor appoints commissioners with approval by the city council.

DISCUSSION

Ordinance 1306 established a five-member salary commission for the City of Stanwood. Each commissioner serves a three-year term and can be re-appointed for a second three-year term by the mayor with council approval. The purpose of the commission is to review the salaries of the mayor and council annually to determine whether the salaries should increase, decrease, or remain the same. The commission is required to meet annually between May 1st and July 31st.

CITY COUNCIL OPTIONS

- 1) Approve Mayor Roberts' appointment of Karl Hedeem to serve a 3-year term on the Salary Commission.
- 2) Do not approve Mayor Roberts' appointment of Karl Hedeem to the Salary Commission.

RECOMMENDED MOTIONS

I MOVE TO APPROVE MAYOR ROBERTS' APPOINTMENT OF KARL HEDEEN TO SERVE AS SALARY COMMISSIONER FOR A 3-YEAR TERM ENDING FEBRUARY 2027.

March 8th, 2024

Letter of Intent City of Stanwood Salary Commission

To Whom It May Concern:

Please consider this as my letter of intent to fill the vacant Stanwood Salary Commission position.

I have been self-employed since starting NorthSound Physical Therapy in 1992. I have grown the company to 7 locations and over 90 employees. Our staff ranges from entry level positions to doctoral level therapists. I am currently responsible for supervising and coordinating all administrative functions including h/r, a/p, payroll, billing, marketing, i/t, finance, contracting, compliance, credentialing and clinical operations.

Karl Hedeem, PT
Stanwood, WA 98292

CITY OF STANWOOD
Stanwood, Washington

ORDINANCE NO. 1306

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON
ESTABLISHING A SALARY COMMISSION FOR THE CITY; AND
ADDING A NEW CHAPTER 2.10 TO THE STANWOOD MUNICIPAL
CODE.

WHEREAS, Chapter 73, Laws of 2001, effective July 22, 2001, (RCW 35.21.015) authorizes the City to establish by ordinance an independent salary commission with authority to set the salary of the members of the Council and of other elected city officials, and provides that the commission's action fixing such salaries shall supersede any provision in a city ordinance related to fixing salaries; NOW, THEREFORE

THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON DO
ORDAIN AS FOLLOWS:

Section 1. A new Chapter 2.10 entitled "Salary Commission" is hereby added to the Stanwood Municipal Code which shall read as follows:

Chapter 2.10
SALARY COMMISSION

2.10.010 Created - Membership, appointment, compensation, term.

1. There is created a salary commission for the city. The commission shall consist of five members, to be appointed by the Mayor with the approval of the City Council.
2. A member of the commission shall serve for a three year term without compensation, and shall be a resident of the city. The initial members shall be appointed for staggered terms of one, two or three years.
3. No member of the commission shall be appointed to more than two terms.
4. A member of the commission shall not be an officer, official, or employee of the city or an immediate family member of an officer, official, or employee of the city. For purposes of this section, "immediate family member" means the parents, spouse, siblings, children, or dependent relatives of an officer, official, or employee of the city, whether or not living in the household of the officer, official, or employee.

2.10.020 Vacancies.

In the event of a vacancy in office of commissioner, the Mayor shall appoint, subject to approval of the City Council, a person to serve the unexpired portion of the term of the expired position.

2.10.030 Removal.

A member of the commission shall only be removed from office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, a crime involving moral turpitude, or for a disqualifying change of residence.

2.10.040 Duties.

1. The commission shall have the duty, annually, commencing in 2012, to review the salaries paid by the city to each elected city official. If after such review the commission determines that the salary paid to any elected city official should be increased or decreased, the commission shall file a written salary schedule with the city clerk indicating the increase or decrease in salary. The initial salary commission shall meet between February 1, 2012 and March 31, 2012 and shall determine salary increases or decreases for the balance of calendar year 2012. Thereafter, the salary commission shall meet between May 1 and July 31 and shall determine salary adjustments which shall become effective on January 1 of each calendar year, beginning on January 1, 2013.
2. Any increase or decrease in salary established by the commission shall become effective and incorporated into the city budget for the year following commission review without further action of the city council or the commission.
3. Salary increases established by the commission shall be effective as to all city elected officials, regardless of their terms of office.
4. Salary decreases established by the commission shall become effective as to incumbent city elected officials at the commencement of their next subsequent terms of office.

2.10.050 Referendum.

Any salary increase or decrease established by the commission pursuant to this chapter shall be subject to referendum petition by the voters of the city, in the same manner as a city ordinance, upon filing of a referendum petition with the city clerk within thirty days after filing of a salary schedule by the commission. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by a vote of the people. Referendum measures under this section shall be submitted to the voters of the city at the next following general or municipal election occurring thirty days or more after the petition is filed, and shall otherwise be governed by the provisions of the State Constitution and the laws generally applicable to referendum measures. By adoption

of this provision it shall not be the intent to adopt the powers of Referendum generally.

Section 2. Effective Date. This ordinance shall take effect and be in full force five days from and after its passage, approval and publication, as required by law.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

PASSED by the City Council and APPROVED by the Mayor this 26th day of January, 2012.

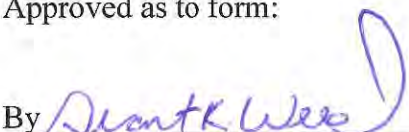
CITY OF STANWOOD

By 
DIANNE WHITE, Mayor

ATTEST:

By 
MELISSA COLLINS, City Clerk

Approved as to form:

By 
GRANT K. WEED, City Attorney

Date of Publication: 02/01/2012

Effective Date (5 days after publication): 02/06/2012



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9

DATE: March 28, 2024

SUBJECT: **Resolution 2024-03
Cedarside Commons Development Agreement**

CONTACT PERSON: Tansy Schroeder, City Planner

ATTACHMENTS: A – Resolution 2024-03 Development Agreement
B – Development Agreement
C – Site Plan
D – Hearing Examiner Recommendation
E – Applicant Response to 3/14 Meeting
F – Ordinance 1530 Street Vacation

PURPOSE

The purpose of this agenda item is for Council review of the third reading of Resolution 2024-03 for the Development Agreement of the Cedarside Commons Mixed Use Development. The Development Agreement is to facilitate development of the site due to the large encumbrance of critical areas including proposed density, percentage of commercial uses, parking, height, and traffic mitigation.

City Council is also being asked to approve Ordinance 1530 to allow a street vacation of a portion of 268th Street NW between 72nd Avenue NW and 68th Avenue NW. In exchange for the street vacation, the applicant will reconstruct and dedicate 268th Street NW in a new location.

BACKGROUND

The City received a development agreement and binding site plan for development of 21.8 acres of Traditional Neighborhood (TN) zoned land within the eastern portion of city limits. The subject property is located northeast of the 72nd Avenue NW / SR 532 intersection and was previously referred to as the "Vine Street" property.

A public hearing was held before the Hearing Examiner on October 20, 2023. The Hearing Examiner issued a final recommendation after reconsideration on December 15, 2023, which made a recommendation for the city council to approve the development agreement subject to minor revisions, which have been made accordingly.

The development agreement sets forth the following development standards for the lots and tract: maximum residential density, maximum height, parking, mix of uses, and traffic mitigation. Other provisions set forth in the agreement include access, roadway standards, right-of-way dedication, terms of the agreement, and vested studies.

DISCUSSION

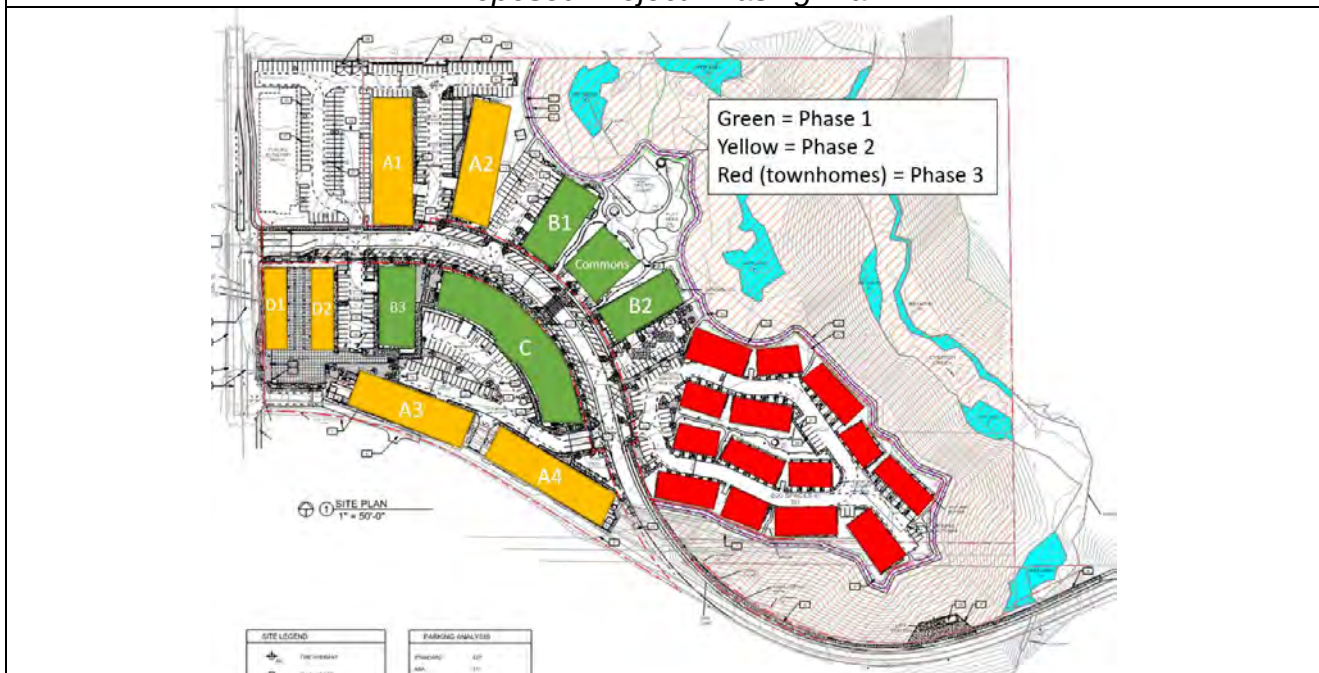
City staff worked with the city attorney and the applicant to review, revise, and recommend approval of the development agreement. The Hearing Examiner has recommended approval of the development agreement. Staff has provided a summary of the terms in the development agreement including general terms, mitigation, and specific deviations requested from the municipal code.

Project Compliance and General Terms of Agreement

The following is a summary of the proposed development's compliance with the Stanwood Municipal Code and general terms of the development agreement including proposed frontage improvements:

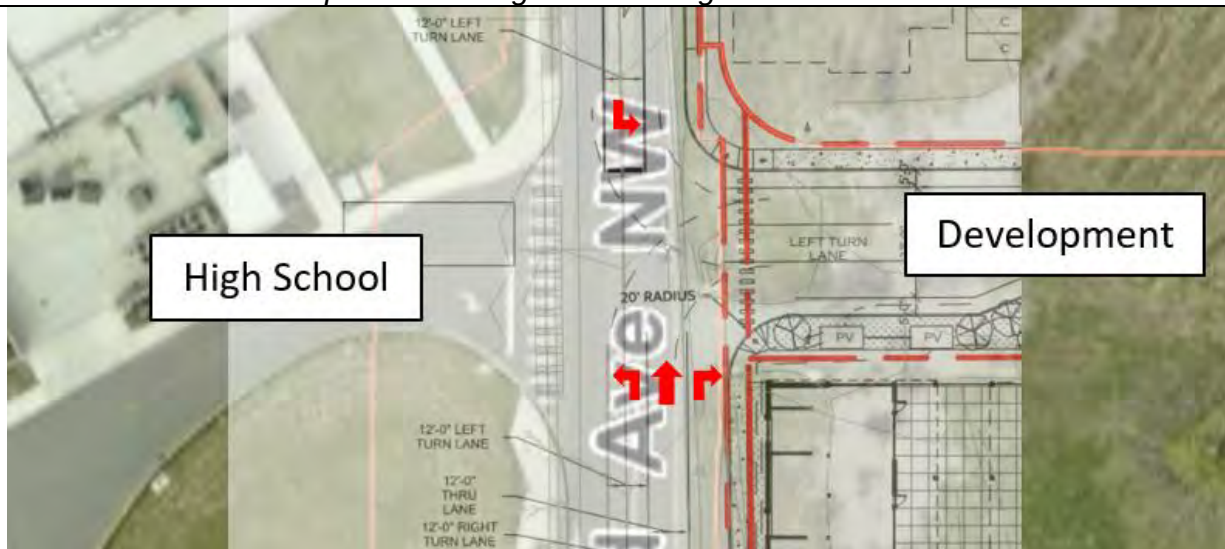
Item	Discussion
Term of Agreement	The applicant is anticipating a phased buildout of the project lasting a total of 6 years. The proposed 15-year term will allow additional time in case of unexpected construction delays. It is common for developments, especially phased projects, to take a longer time period for full buildout and the proposed 15-year term is consistent with other development agreements.
Project Phasing	The buildout of the project will be constructed in three consecutive distinct phases each taking approximately two years to construct. Phases 1 and 2 each contain mixed use and multifamily buildings. Phase 3 consists only of Townhomes. The first phase of the project which will commence shortly after Land Use and Phase 1 building permits are issued. Phases may be started out of order and may have delays in between phases.

Proposed Project Phasing Plan



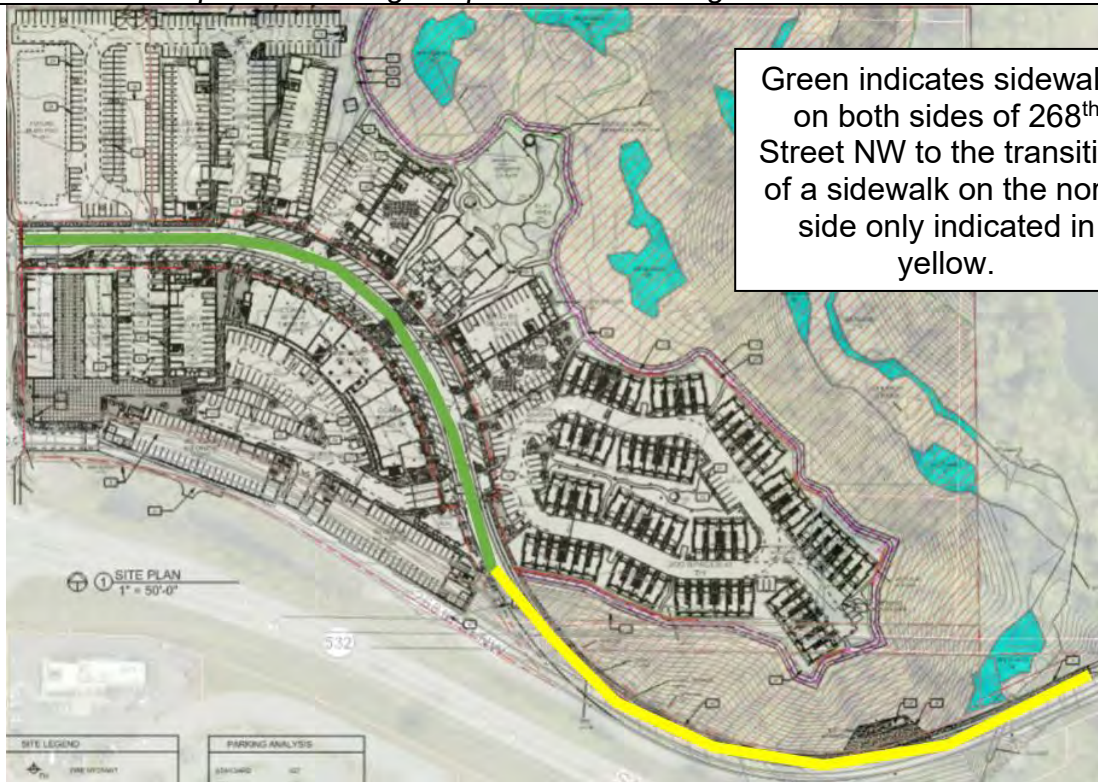
Trails	The proposal includes approximately 1,900 linear feet of new recreational pedestrian trails along the exterior of the NGPA. City staff discussed with the applicant connecting the proposed trail system to the existing Church Creek Park trail system and allowing public use of the trails. The public use easement will facilitate this. The new trails will help contribute to the City's level of service standards for trails.
Frontage Improvements	As part of the project, the developer is proposing to widen the eastern side of 72 nd Avenue NW in order to accommodate a northbound left turn lane, a northbound right turn lane, and a center through lane. Furthermore, the developer will also install a southbound left turn lane going into the development.

Proposed Turning Lanes Along 72nd Avenue NW



	New sidewalks will be installed along the eastern side of 72nd Avenue NW. The relocated portion of 268th Street NW will have full sidewalks and landscaping on both sides of the road. 268th Street NW bends towards the south end of the property and curves along an existing slope and stream as the road leaves the developed area. This section of 268th Street NW is narrow and runs roughly parallel to SR 532. The developed portion of the property essentially ends at the transition point of 268th Street NW with no additional development on the south side of this portion of 268th Street NW. WSDOT right-of-way encroaches into this portion of 268th Street NW and a slope up to SR 532's guardrail is the only structure present south of the street. Due to these factors, there is no need for pedestrians to be crossing to the south side of 268th Street NW in this section of road. A sidewalk and landscape strip are proposed on the north side only to improve pedestrian safety and reduce impacts to the on-site critical areas.
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Proposed Frontage Improvements Along 268th Street NW



Critical Areas

The subject property is significantly encumbered with critical areas covering the entire eastern half of the site. Critical areas consist of wetlands, steep slopes, an unnamed stream, and Church Creek. The development includes 10.6 acres of land, or approximately 49% of the entire property, to be dedicated as a Native Growth Protection Area (NGPA) for environmental protection of the area in perpetuity. Mitigation for all permanent impacts has been provided in compliance with SMC 17.114 – 135 and either meets or exceeds the minimum requirements.

Landscaping

The development includes landscaping along street frontages, parking areas, property lines, and throughout the development as required by code. A tree buffer south of buildings A3 and A4 is also included to reduce visual impacts. Landscaping has been provided throughout the project in accordance with SMC 17.145 and either meets or exceeds the minimum requirements.

Recreation and Open Space

The subject property is 21.8 acres which requires a minimum of 1.09 acres of common open space. The proposed development includes approximately 2.85 acres of usable common open space, more than doubling the minimum requirement. Open space amenities include fire pits, play areas, a dog run, a sports court, BBQ's, and a commons building with additional recreational facilities including a

fitness center. Recreational amenities and open space have been provided throughout the project in accordance with SMC 17.47 and exceeds the minimum requirements.

Landscaping, Wetland Mitigation, and Open Space Plan



Schools

City staff worked extensively with the applicant and the school district to review the proposal. In order to require mitigation or impact fees, a capacity deficiency needs to be demonstrated in accordance with state law. At this time, the Stanwood Camano School District is not collecting impact fees.

The proposal's 516-units consists of a variety of housing sizes including 264 studio or one-bedroom apartments which are less likely to have school-aged occupants than other housing types.

The proposed development is providing safe walking paths to schools and meets all legal requirements to provide for school students. See below maps of complete walking routes to schools.

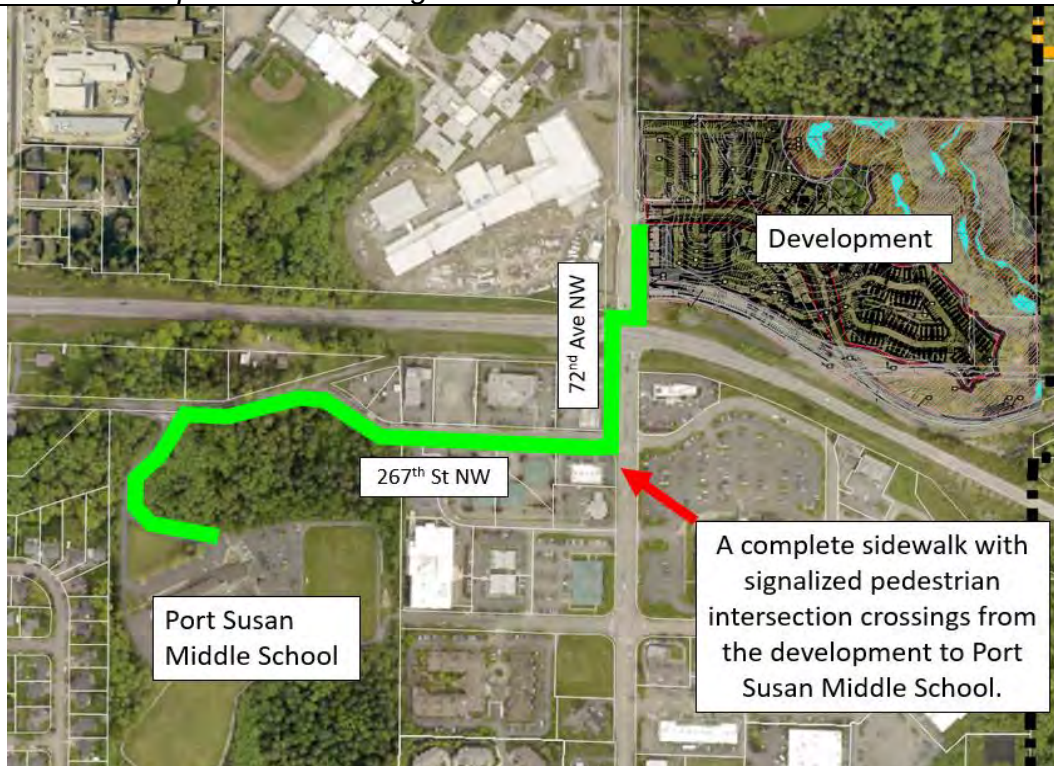
Map of Safe Walking Route to Cedarhome Elementary School



The development is providing an interior trail system which connects to the Church Creek Park trail system.

This system will also be used as a safe walking route.

Map of Safe Walking Route to Port Susan Middle School



A complete sidewalk with signalized pedestrian intersection crossings from the development to Port Susan Middle School.

Map of Safe Walking Route to Stanwood High School



Street Vacation Request

The following is a summary of the requested street vacation associated with the proposed development:

Item	Discussion
Dedication and Vacation of 268th Street NW	The developer is requesting a street vacation to relocate 268th Street NW from its existing location northward. 268 th Street NW is a local minor collector road traversing in an east-west direction parallel to SR 532. The western terminus of 268 th Street NW intersects with 72 nd Avenue NW. For the purposes of this project, the eastern terminus of 268 th Street NW is considered to be the intersection with 64 th Avenue NW.

Vicinity Map of Proposed Street Vacation



Because the proposal exchanges right-of-way no appraisal is needed. SMC 14.48.060.(3)(c) does not require compensation for street vacations when the vacation is traded for property of equal or greater value. In this case, the deeded ROW amount exceeds the vacated ROW amount.

Site Plan of Proposed Vacation and Dedication of 268th Street NW



The following criteria are required to be addressed for deciding upon all street vacation petitions pursuant to SMC 14.48.100.(2):

(a) That the vacation will provide a public benefit, and/or will be for a public purpose, which public benefit may consist of economic and business support derived by the community from the petitioners;

268th Street NW is a local minor collector road currently built out with two paved vehicular travel lanes and a soft shoulder surrounded by slopes associated with the SR 532 guardrail to the south and associated with on-site streams to the north.

The reconstructed 268th Street NW will include new sidewalks, bike lanes, and public parking while improving the overall circulation of 268th Street NW in relation to 72nd Avenue NW and SR 532, providing a public benefit to the community.

(b) That the right-of-way vacation shall not adversely affect the street pattern or

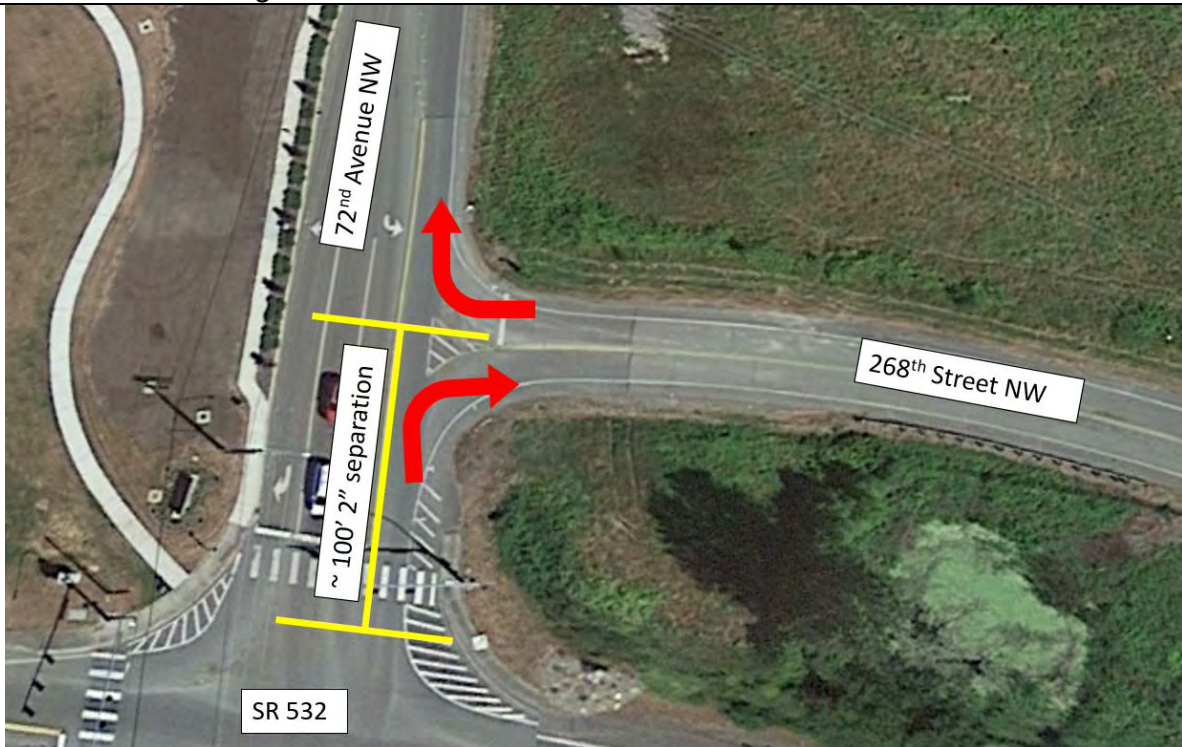
The proposed street vacation will not alter the eastern portion of 268th Street NW or its terminus at 64th Avenue NW.

The western terminus of 268th Street NW at 72nd Avenue NW is

circulation of the immediate area or the community as a whole;

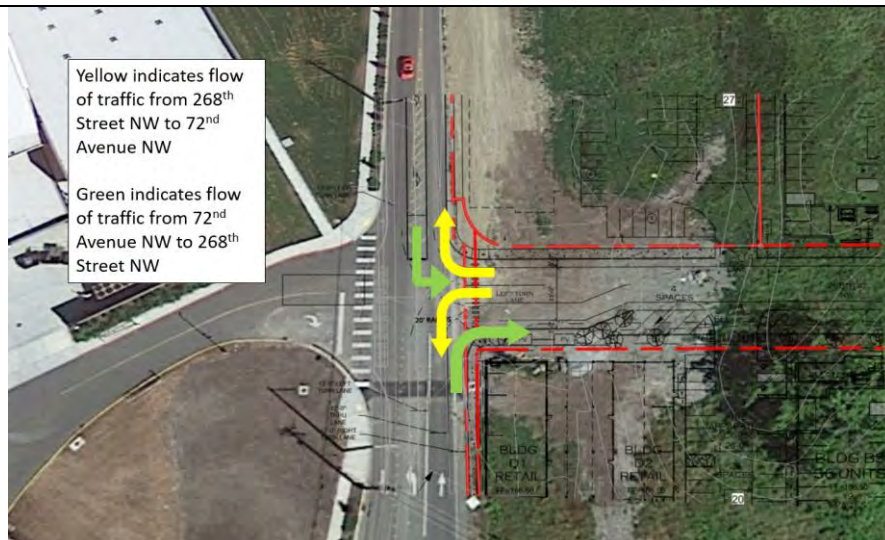
currently a right-turn in / right-turn out only intersection located approximately 100' north of the SR 532 and 72nd Avenue intersection.

Existing Intersection of 268th Street NW and 72nd Avenue NW



The proposed street vacation will relocate the western terminus of 268th Street NW over 250' northward to line up the new intersection with the Stanwood High School driveway access. This will increase the intersection separation between SR 532 and 268th Street NW from 100' to approximately 369'. The new alignment will also allow flow of traffic in all directions from 268th Street NW.

Proposed Relocated Intersection of 268th Street NW and 72nd Avenue NW



(c) That the public need shall not be adversely affected;	The proposed vacation and relocation will improve intersection separation, circulation, and flow of traffic. The public need will not be adversely impacted by the proposed street relocation.
(d) That the right-of-way is not contemplated or needed for future public use;	There are no pending or future city projects slated for 268 th Street NW in the City's capital improvement project list. The street vacation will not eliminate 268 th Street NW but will instead relocate the western portion more northward. The relocated street will include sidewalks, bike lanes, and parking. The improved 268 th Street NW will be able to better serve the public needs over the future.
(e) That no abutting owner becomes landlocked or its access will not be substantially impaired; i.e., there must be an alternative motive ingress and egress, even if less convenient; and	The proposed street vacation will not eliminate any access, but will instead relocate access along the western portion of 268 th Street NW. The proposed street vacation will not result in any landlocked properties.
(f) That provision has been made for utility easements, when needed for the right to construct, repair, and maintain public utility facilities.	All utilities will be relocated and improved with the construction of the relocated 268 th Street NW.
Public Works Committee Review	The Public Works Committee reviewed the proposal on December 5, 2022. The Committee is supportive of the street vacation. They also requested that a portion of the commercial development is constructed in the first phase of the development to ensure that the developer does not walk away from the project once all of the residential units are built. The central building, C, is a mixed use building that will be included in the first phase of the development.

Mitigation

The following is a summary of the proposed and required mitigation measures associated with the development agreement:

Term	Proposed Mitigation	Discussion
Traffic Mitigation	Construction of a roundabout at the intersection of SR 532 and 64 th Avenue NW	City staff worked extensively with the applicant, the city's transportation consultants, Snohomish County, and WSDOT to review traffic impacts and come up with a traffic mitigation plan agreeable to all parties.

		The City has adopted acceptable levels of service standards for intersections which determines whether or not traffic mitigation can legally be required. If a project does not degrade an intersection below Stanwood's adopted standards, then the developer is not required to provide additional mitigation. The only intersection which will be degraded below adopted standards from the development is the intersection of SR 532 and 64th Avenue NW. This intersection is located along a state highway, and as such, is required to go through an Intersection Control Evaluation (ICE) process with WSDOT and future right-of-way permitting. WSDOT permit processes can be lengthy with uncertain time frames. To provide certainty of the traffic mitigation in advance of WSDOT permits being obtained, a number of sequential mitigation measures have been conditioned as a requirement for the project and are listed below. 1. A roundabout shall be installed as a traffic-management measure at the intersection of 64th Avenue NW and SR 532 to meet the level of service standards at the intersection from the approximately 516 new residential units that will utilize this intersection. 2. The applicant will provide a performance bond in the amount of 150% the cost of the roundabout within 60 days after completion of the Intersection Control Evaluation (ICE) with WSDOT. 3. The City will prepare and submit the WSDOT permit for construction of the roundabout. 4. The applicant will begin construction of the roundabout within thirty days after the issuance of the right-of-way permit from WSDOT. 5. If another development unrelated to this project impacts the design of the roundabout prior to construction of the roundabout
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		beginning, then the applicant shall enter into an agreement with the City and the other development proponent to facilitate final design and construction of the roundabout. Based on the project background and needs identified through the Intersection Control Evaluation, the analysis supports the installation of a single lane roundabout with a potential future eastbound right turn lane needed in 2047. Without improvement, the SR 532/64th Avenue NW intersection will continue to operate at LOS F with significant vehicular delay for vehicles traveling from 64th Avenue NW. The proposed roundabout would improve the SR 532/64th Ave NW intersection's level of service significantly meeting the requirements for traffic concurrency.
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SR 532 / 64th Avenue NW Single-Lane Roundabout



Traffic Impact Fees	The proposed development is responsible for \$1,899,524 in traffic impact fees. The cost of the traffic mitigation described above may be credited towards the traffic impact fees.	Based on the 2024 Fee Schedule adopted by Council on December 14, 2023, the following traffic impact fees are applicable to the project:			
		Unit Type	Fee	Units	Total
		Attached SFR (Townhomes)	\$2,809	72	\$202,248
		Multi-Family	\$2,513	444	\$1,115,772
		Commercial	\$4,928	118 PM peak hour	\$581,504

		<table><tr><td></td><td>trips</td><td></td></tr><tr><td colspan="2">Total Traffic Impact Fees</td><td>\$1,899,524</td></tr></table> The developer may be granted credits towards the total traffic impact fees for the cost of the SR 532 / 64th Avenue NW Roundabout. Credit will not be granted in excess of the total sum for traffic impact fees. The above fees are based on the current adopted fee schedule in place. Actual fees collected will be those in affect at the time of building permit.		trips		Total Traffic Impact Fees		\$1,899,524														
	trips																					
Total Traffic Impact Fees		\$1,899,524																				
Park Impact Fees	The proposed development is responsible for \$771,972 in park impact fees. These fees will be collected at the time of building permit issuance.	Based on the 2024 Fee Schedule adopted by Council on December 14, 2023, the following park impact fees are applicable to the project: <table><tr><td>Unit Type</td><td>Fee</td><td>Units</td><td>Total</td></tr><tr><td>3 to 4 Unit Townhomes</td><td>\$1,805</td><td>24</td><td>\$43,320</td></tr><tr><td>5+ Unit Multi-Family</td><td>\$1,481</td><td>492</td><td>\$728,652</td></tr><tr><td>Commercial</td><td>n/a</td><td>n/a</td><td>n/a</td></tr><tr><td colspan="3">Total Park Impact Fees</td><td>\$771,972</td></tr></table> The above fees are based on the current adopted fee schedule in place. Actual fees collected will be those in affect at the time of building permit.	Unit Type	Fee	Units	Total	3 to 4 Unit Townhomes	\$1,805	24	\$43,320	5+ Unit Multi-Family	\$1,481	492	\$728,652	Commercial	n/a	n/a	n/a	Total Park Impact Fees			\$771,972
Unit Type	Fee	Units	Total																			
3 to 4 Unit Townhomes	\$1,805	24	\$43,320																			
5+ Unit Multi-Family	\$1,481	492	\$728,652																			
Commercial	n/a	n/a	n/a																			
Total Park Impact Fees			\$771,972																			

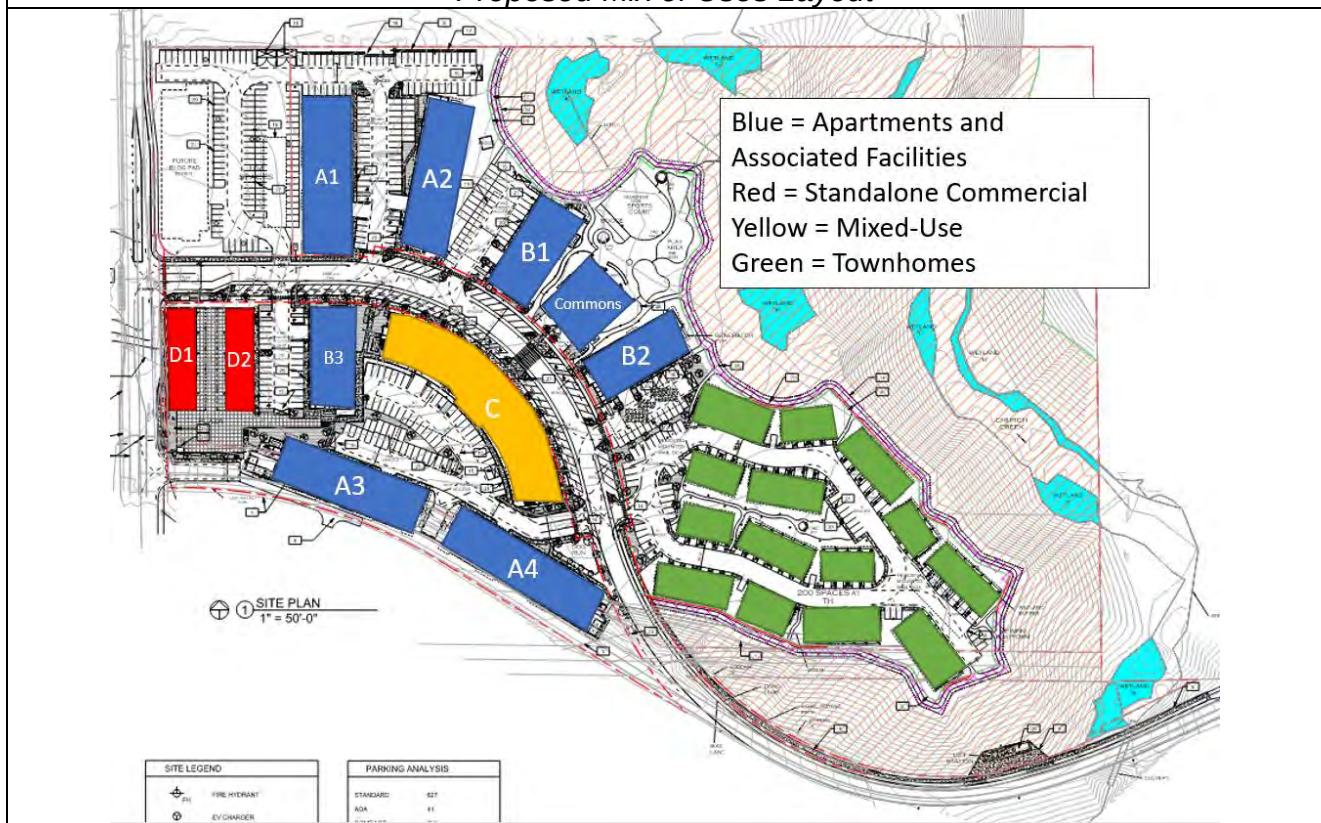
Deviation Requests

The following is a summary of the specific deviations from the municipal code requested in the development agreement:

Term	Request	Discussion
Density	23.77 dwelling units per acre	The TN zone has a maximum allowed residential density of 20 dwelling units per acre. SMC 17.10.020.(6) states that the TN zone district includes areas with large parcels of a minimum of 10 acres that can be developed at medium to high residential densities and encourages mixed-use developments. Other mixed use zoning districts in the City, such as the Main Street Business II zone, allow densities ranging from 10 to 30 dwelling units per acre with additional allowances to increase to 60 dwelling units per acre. This project is also located across SR 532 from the Haggens development complex which allows mixed use developments with no maximum density. The proposed density of 23.77

		dwelling units per acre is consistent with patterns of development throughout the area and would be allowed under similar zoning districts.
Mix of Uses	Two types of residential units (apartments and townhomes) and 3% commercial acreage	The TN zone requires a mix of three residential unit types. When a project provides greater than 10% commercial acreage, then it shall be allowed to provide two residential unit types. The subject property is significantly encumbered with critical areas covering the entire eastern half of the site. The applicant is proposing 10.6 acres of land to be dedicated as a Native Growth Protection Area (NGPA) for environmental protection of the area in perpetuity. Approximately 26,000 square feet, or 5% of the developable area outside of the NGPA, is dedicated to commercial uses. When the Planning Commission reviewed the proposal, they were supportive of this request due to the high commercial storefront vacancies that Stanwood is currently experiencing.

Proposed Mix of Uses Layout

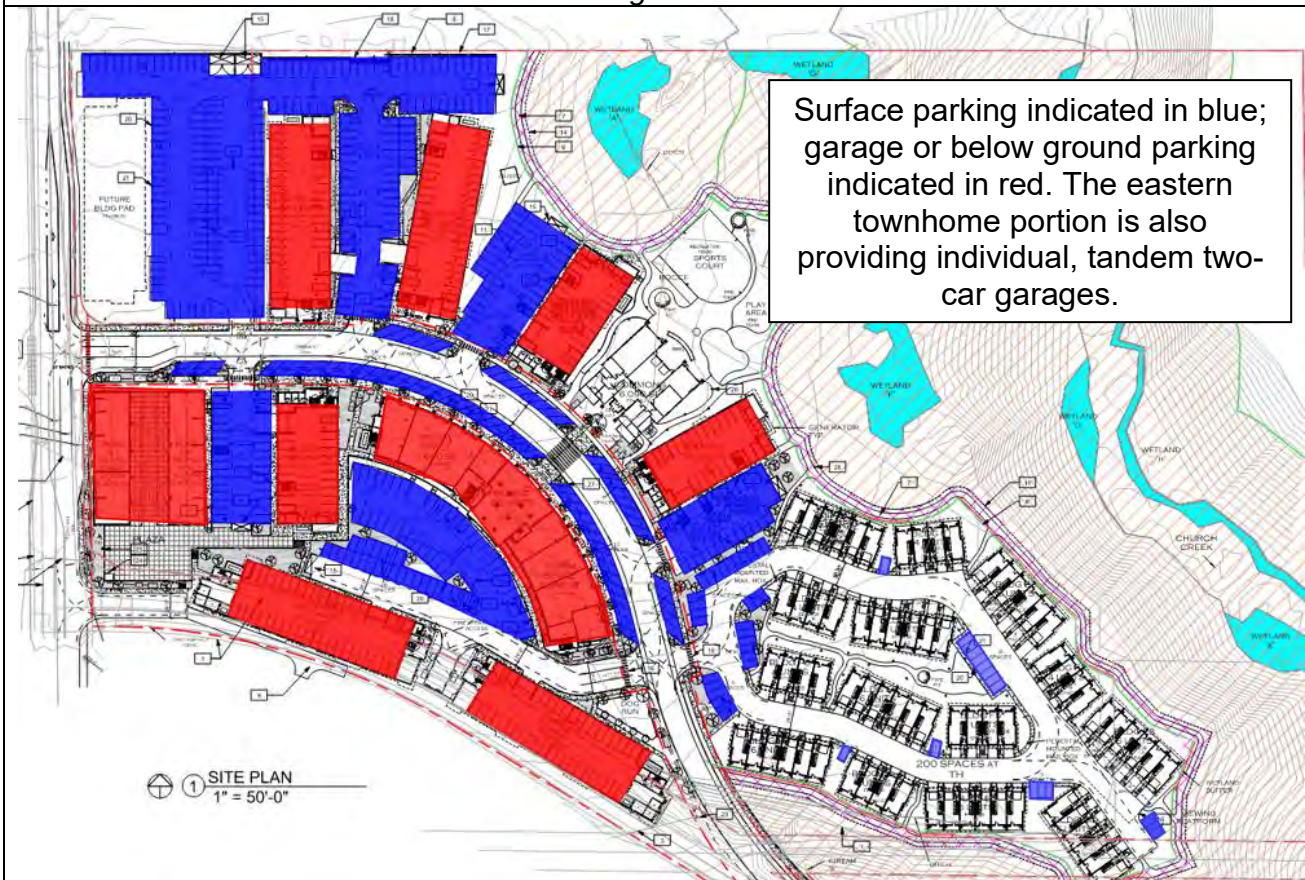


Parking	1,039 parking stalls proposed	Pursuant to SMC 17.105.140, a total of 1,137 parking stalls are required to serve the proposed mixed-use development. However, the municipal code also has provisions allowing for an administrative variance reduction in parking. There are conflicting code provisions regarding how much of a reduction may be allowed administratively. SMC 17.35 allows for a 20% reduction in parking and SMC 17.105 allows for a reduction in parking to Institute of Transportation Engineers (ITE) standards. Below is a comparison of the different code standards and resulting parking totals.
Comparison of Parking Requirements		
Development Standard	Total Required Parking Stalls	Percent Reduction from Base Standard
Stanwood Municipal Code - Base Standard	1,137	N/A
Stanwood Municipal Code - Administrative Variance	910	20%
Stanwood Municipal Code - ITE Manual	842	29%
<i>Total Number of Proposed Parking Stalls</i>	<i>1,039</i>	<i>9%</i>
		The proposed 1,039 parking stalls exceeds both minimum parking standards which would be allowed through an administrative variance. The requested reduction consists of 98 parking stalls or a 9% reduction. The applicant also prepared a parking management plan. The parking management plan was drafted to address the following; management of commercial versus residential parking stalls, management of 115 tandem parking stalls, management of parking enforcement, analysis of shared parking demands, and inclusion of parking stalls proposed on the 1.25-acre lot previously owned by the City and purchased by the applicant. Below is a summary of the parking management plan: • The tandem parking stalls will be exclusively rented to the 2-bedroom and 3-bedroom units. • There are 70 street parking stalls

along the relocated 268th Street NW which will be signed and regulated as 2-hour parking from 8 AM to 6 PM.

- Residential uses and commercial uses have peak parking demands at different times of the day
- Peak commercial parking demand is during the day, peak residential parking demand is at night
- The overall peak parking demand for the development is 858 parking stalls from Midnight to 4 AM.
- The peak demand for the whole development during the day is 549 to 634 parking stalls from 7:00AM to 7:00PM.
- The 1,039 parking stalls proposed are sufficient to accommodate peak parking demand for the development

Parking Site Plan



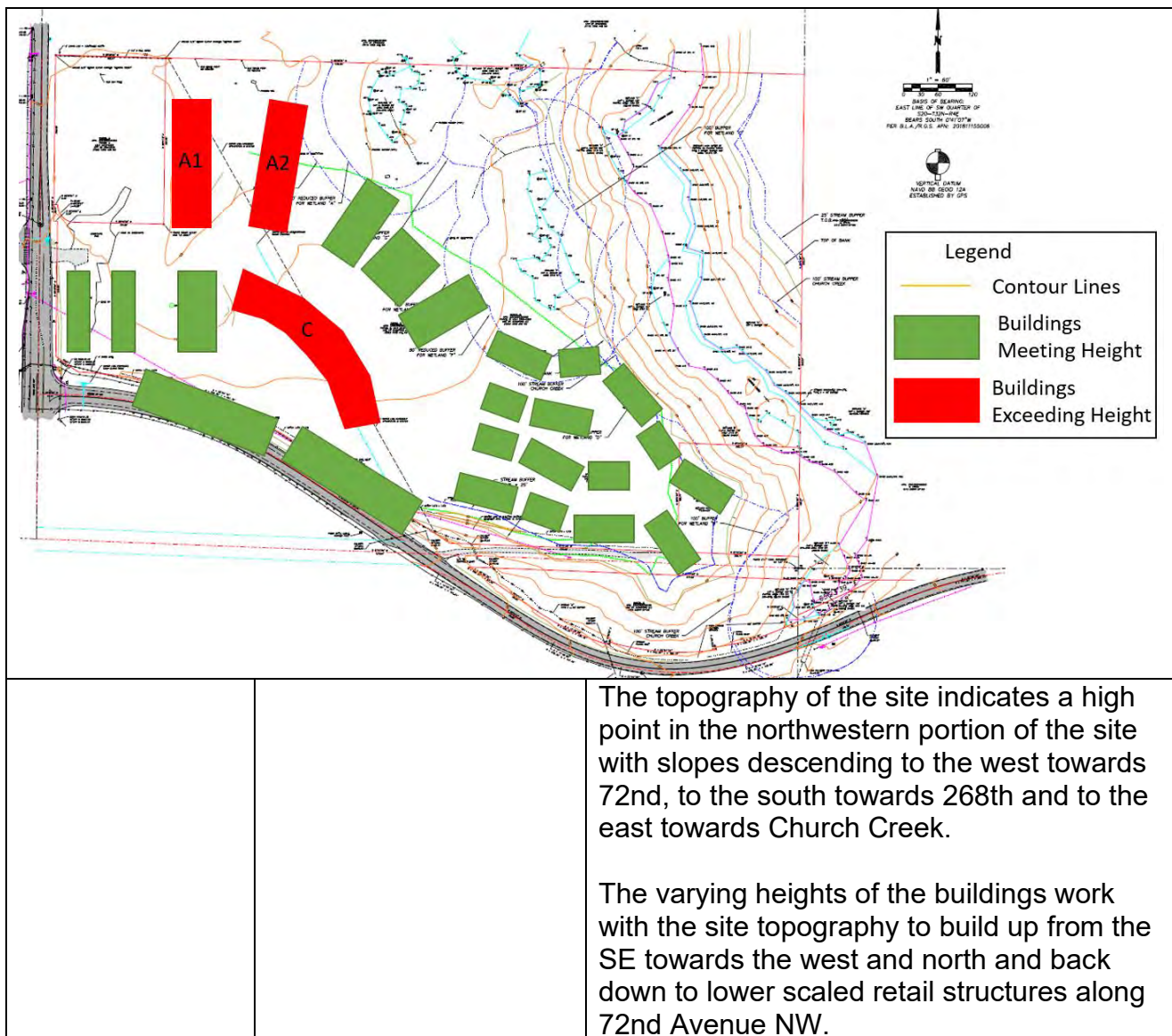
Building Heights

Deviations from maximum height standards for three of the proposed buildings

The TN zone has a variety of allowed maximum heights based on the location and uses proposed. For properties located within 200 feet from SR 532, heights of 55' are

		allowed for flat-roofed multifamily, townhouse, hotel/motels, and mixed-use structures. Those same structures may be increased to 65' in height when designed with a pitched roof and no additional floors added. Building height is defined as the vertical distance from the average finished grade elevation to the highest point of the roof surface of a flat roof or to the mean height level between the eaves and ridge for a sloped roof. The applicant is proposing sloped roofs on the townhome units, the retail buildings, and the commons building. The mixed-use buildings and apartment buildings are proposed with both a flat roof and sloped roof bump-outs. The applicant is requesting, as part of the development agreement, to exceed the maximum allowed height on three buildings due to the underlying topography. See below a breakdown of the requested building height deviations and a map of the proposed buildings in relation to the site topography.
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<i>Proposed Building Height Breakdown</i>			
Building	Deviation Requested?	Deviation Amount	Reason for Request
A1	Yes	3'-9" to 10'-2"	Buildings are located on a high point, or noll, in the northwestern corner of the property. Buildings are proposed partly below grade to minimize impacts. The proposed buildings are the same scale and height as the other buildings meeting the height requirements. Due to the definition of how building height is calculated, a deviation from height is needed due to the slopes.
A2	Yes	3'-9" to 10'-2"	
C	Yes	0'-6"	Building is located in the center of the property as the slopes descend from the noll towards Church Creek. A small height deviation is requested to due to the changing topography.



Upon approval by the City Council, the Mayor will sign the development agreement which shall be recorded along with the final binding site plan.

CONCLUSION

The Cedarside Commons Mixed Use development has been reviewed extensively by staff and city consultants. The proposed development will contribute to the City's 2044 growth targets by providing new residential units and new employment opportunities. The new public trail system associated with the development will also contribute towards the City's level of service standards for parks and trails.

The subject property has seen multiple different types of development proposals over the years. In 2005, the City received an application to rezone the site for a new Wal-Mart or other large retailer. In 2017, a mixed-use development was discussed with staff that included significantly more commercial square footage than the current proposal. Both previous proposals raised significant concerns over environmental protection of Church Creek and traffic impacts. The current proposal reduces the amount of commercial square

footage from both previous proposals. Commercial uses generate more traffic, impacts to intersections, and parking needs than residential uses. With residential uses vehicles are typically making two trips a day, one in the morning and one in the evening. With commercial uses, vehicles are making repeated trips in and out of the business during daytime hours.

Below is a table comparison of the mix of uses included in each proposal.

	<i>2005 Proposal</i>	<i>2017 Proposal</i>	<i>Current Proposal</i>
Residential Units	0 units	148 units	516 units
Commercial SF	187,000 SF*	65,000 SF	26,000 SF
*Commercial SF estimated based on average size of Wal-Marts			

In addition to the current proposal reducing the commercial square footage, the amount of critical area protection and mitigation has been increased. The current proposal provides an additional acre of Native Growth Protection Area than the 2017 proposal and is providing double the amount of wetland mitigation required by code.

In conclusion, the proposed Cedarside Commons Mixed Use Development demonstrates consistency with the Stanwood Comprehensive Plan, despite the requested deviations from the Stanwood Municipal Code. The requested density is consistent with other mixed use zones throughout the City and the Comprehensive Plan. The project has been revised to address concerns that have been raised throughout the process including providing additional landscaping and parking.

RESPONSE TO 2/22/24 QUESTIONS

At the February 22, 2024 City Council meeting, multiple questions were raised by community members. The applicant has prepared a response to community questions which is attached. Please find city staff's responses to questions below.

Question / Comment	Staff Response
Multiple community members expressed concern over the requested increase in density and setting precedent for future developments. Some community members expressed opposition to high density zoning.	Jurisdictions under the Washington State Growth Management Act (GMA) requires counties and cities to plan for and accommodate future population growth. As part of the Comprehensive Plan Update process, the City of Stanwood has been assigned twenty-year population, housing, and job growth targets for 2044. Historically, the City has been required to provide sufficient capacity for population and housing targets as a bulk number. New legislative requirements have come from the State requiring jurisdictions to provide for not just housing in general, but specifically a variety of housing types including duplexes, triplexes, and townhomes. The City is required to accommodate an additional 1,241 housing units over the next twenty years. This growth target shall include at least 620 new apartment units and

		237 new townhome units in accordance with the legislature. The remaining housing units may be single-family residences. If Stanwood were to eliminate high density zoning, it would result in a need for a significant amount of land mass to meet mandated growth targets. This could result in the need for additional land annexations into City limits, expanding the footprint of the City further into the rural surroundings. The below table shows a breakdown of approximately how much acreage would be needed, under each density category, in order to accommodate 1,241 additional housing units. This table shows that under low density zoning, approximately 248 acres to 350 acres would need to be developed to meet Stanwood’s growth targets. This would also require existing development to be re-developed in order to have enough acreage as Stanwood has less than 10 acres of vacant low density zoned land. In comparison, under mixed use zoning less than 100 acres would need to be developed to meet growth targets.		
<i>Density Category</i>		<i>Allowed Housing Units per Acre</i>	<i>Approximate Acreage Needed</i>	
Low Density		3.5 to 5	248 acres to 354.5 acres	
Moderate Density		5 to 10	124 acres to 248 acres	
High Density		10 to 20	62 acres to 124 acres	
Mixed Use Densities		20 to 30*	42 acres to 62 acres	
<i>*The MB-II zone allows density increases up to 60 dwelling units per acre when 100% of the required residential parking is provided on the ground floor and the building is at least LEED silver certified</i>				
		The requested density of 23.77 dwelling units per acre will help Stanwood meet its growth targets at a scale consistent with other mixed use densities throughout the City. Approval of the density request would not set new precedent. Multiple projects that have been approved previously in Stanwood’s mixed use zones have been approved at similar and higher densities than what the applicant is proposing. The table below provides a brief overview of these projects and their associated densities.		
<i>Project</i>	<i>Project Location</i>	<i>Project Density</i>	<i>Date Approved</i>	
Cambridge Place	6996 265 th Street NW	24	February 2019	
Liberty Properties LLC	9520 270 th Street NW	19.6	May 2021	
Sequim Land LLC	9430 269 th Place NW	22.2	September 2021	
Taylor Place	7110 265 th Street NW	64	May 2022	
Elliot Lofts	7106 265 th Street NW	64	August 2022	
TAIH LLC	26827 94 th Drive NW	22.2	Pending approval	
		The requested density will also help meet the City’s housing growth target without the need for a significant amount of acreage while being consistent with other		

		projects, the Stanwood Comprehensive Plan, and the Stanwood Municipal Code. If Stanwood does not comply with its mandated growth target requirements, the State may place sanctions on the City including withholding or temporarily rescinding the authority of Stanwood to collect taxes and grants that the City relies upon to operate its day-to-day business.		
Multiple community members expressed concern over the requested parking reduction.		As discussed previously in this staff report, the proposed 9% parking reduction is consistent with allowances for reduced parking provisions as outlined within the Stanwood Municipal Code. Approval of the 9% parking reduction request would not set new precedent. There have been multiple projects that have previously been approved with parking reductions. The table below provides a brief overview of these projects and their associated densities.		
	<i>Project</i>	<i>Project Location</i>	<i>Parking Reduction (%)</i>	<i>Date Approved</i>
	Creekside	26031 72 nd Avenue NW	28%	April 2021
	Taylor Place	7110 265 th Street NW	39%	April 2022
	Elliot Lofts	7106 265 th Street NW	72%	April 2022
		The approval of these previous parking reductions has not resulted in overflow parking in adjacent neighborhoods or schools. This suggests that Stanwood's minimum parking standards may require more on-site parking than is actually needed to serve a development.		
Multiple community members expressed concerns over the capacity of the Stanwood Camano School District to serve this development.		The issue of school capacity is a sensitive topic within the community. Similar to how the City is legally required to plan for growth, school districts are also independent agencies required to plan for long term growth. The Stanwood-Camano School District is a unique school district that spans across two different counties (Island and Snohomish) and serves approximately 40,000 people. The City of Stanwood makes up approximately 20% of the population served by the district. In order to require private developments to pay additional fees to mitigate impacts to the school district, a district must demonstrate a capacity deficiency. Impact fees may not be used to correct existing deficiencies. For example, a district may not use the impact fees to build new classrooms to reduce overcrowding caused by existing residents. Furthermore, capacity deficiencies need to be		

	demonstrated on a district-wide basis. In discussions between the City and the school district, the district as a whole is not at a deficiency despite the issue of overcrowding at Cedarhome Elementary. Additionally, the proposed development will not result in a district-wide deficiency. Therefore, school impact fees cannot legally be required for the development. School assignment boundaries are determined by the school district and not the City. The difficulties of school assignment boundaries changing are real on both students, their families, and district staff members. Being an inter-county school district can make these impacts more challenging due to the geographical size of the school district. The Stanwood-Camano School District encompasses approximately 100 square miles which is over 30 times larger than the City of Stanwood. The challenges of school assignment boundaries over a large geographical area is one that the school district is going to continue to face as the larger region grows and is not specific to this proposal. Multiple community members brought up concerns about insufficient bussing resources and lengthy bus rides. This project is anticipated to be assigned to Cedarhome Elementary which is a walking-only school, and therefore will not be impacted or have impacts to bus routes. There are also complete walking paths from the project to both Stanwood High School and Port Susan Middle School. Until a capacity deficiency is demonstrated by the school district in accordance with state law, this project and other future projects cannot be required to pay school impact fees. If City Council were to deny this project on the basis of schools, it could have the potential to result in a development moratorium which may not be justifiable.
Community members requested a pedestrian overpass to be constructed over SR 532 as a requirement for this project.	The United States Supreme Court has ruled that conditions of development permit approval must be roughly proportional to the impact of a proposed development. One way to determine impacts of a proposed development is by looking at the cumulative impact fee requirements. Similar to school impact fees, traffic impact fees may not be used to correct existing deficiencies. The concerns of pedestrian safety at the 72nd Avenue NW and SR 532 intersection are existing concerns based on current development.

	This project is anticipated to pay \$1,899,524 in traffic impact fees as demonstrated previously in this staff report. The City's traffic engineers estimate that a highway pedestrian bridge would cost at least \$5,000,000. This is not a proportional requirement to the project and therefore cannot be required as a condition of approval. There are additional logistical roadblocks to a pedestrian overpass including the need for additional right-of-way in order to meet ADA compliance, which would have negative impacts on existing businesses. Pedestrian overpasses are not always utilized by pedestrians due to the longer, less convenient route. From city staff's understanding, pedestrian accidents that have occurred at the 72nd Avenue NW and SR 532 intersection have occurred when one of the parties is not adhering to the appropriate signals. When signals are adhered to, pedestrian accidents are generally not occurring. The issue of pedestrian safety at this intersection is one that has been raised repeatedly during the Comprehensive Plan Update process. In response, city staff have revised the Capital Improvement Project (CIP) List to include analysis of the intersection for what the best pedestrian safety improvement would be, and then implementation of the improvement.
Community members expressed concerns over the design and usability of a "compact roundabout" at 64th Avenue NW and SR 532.	As discussed previously in this staff report, any improvements to state highways are required to go through an Intersection Control Evaluation and design review with the Washington State Department of Transportation (WSDOT). There was confusion and concerns over the phrase "compact roundabout". What is being proposed is a single-lane roundabout that meets WSDOT requirements for highway improvements. In this context, the word "compact" is synonymous with a single-lane roundabout. In the context of the project, a "compact roundabout" does not refer to a small, residential traffic circle such as the one located at the intersection of 80th Avenue NW and 284th Street NW. The proposed single-lane roundabout has been designed in conjunction with WSDOT review and is intended for

	highway traffic including smaller passenger cars and larger commercial vehicles.
Some community members expressed dissatisfaction regarding the building design.	The proposed building design is consistent with architectural design requirements as outlined within the Stanwood Municipal Code. If the City is dissatisfied with its architectural design standards, these standards may want to be considered for updating as part of the Unified Development Code.
Some community members expressed concerns about the project degrading Stanwood's character and "small town feel".	Stanwood's community has experienced tremendous growth in recent years. Its population has nearly doubled over the last 20 years. As a community within the greater Seattle metropolitan area, Stanwood has become one of the fastest growing bedroom communities in the region. Stanwood is also shifting from an older agricultural community to a younger family community. In Washington State, planning for future growth is regulated by the Growth Management Act (GMA). The GMA was originally adopted in 1990 and was intended to reduce urban sprawl. Urban sprawl is defined as "the uncontrolled expansion of urban areas". To reduce sprawl, the GMA designated Urban Growth Areas (UGA's) which are required to accommodate urban growth to protect the rural lands outside of urban areas. A UGA includes a city and its potential annexation areas. The City of Stanwood is an urban area intended and designed for urban growth. By locating urban growth within city limits, the rural areas surrounding Stanwood are preserved. Land within cities is almost always intended for urban growth, regardless of historical uses. Changes related to growth can be difficult for a community to adjust to. Growth is inevitable and unavoidable. But through intentional development standards, the City can ensure that growth is occurring in a way that is aligned with the vision and desires of the community.
Some community members expressed concerns about the possibility of the project changing after it's approved.	One of the benefits to a development agreement is that it specifically outlines the project details and cannot be altered without pursuing a formal amendment to the development agreement. Other developments mentioned in the last meeting, such as the Cedarhome Square subdivision, did not elect to go through the development agreement process. To ensure transparency and trust with the community, the

	breakdown of unit-type bedrooms has been added into the development agreement as the following; • 66 studio apartments • 198 one-bedroom apartments • 150 two-bedroom apartments • 30 three-bedroom apartments • 72 townhome units
Some community members asked questions about who would be responsible for maintenance of the new proposed trails available for public use.	As mentioned previously in the staff report, the proposal includes approximately 1,900 linear feet of new recreational pedestrian trails which will connect to the Church Creek Park trail system and be open for public use. The development agreement has been updated to address maintenance of the trail system. Maintenance of the trail system will remain with the developer and any future owner of the project. The new trails will help contribute to the City's level of service standards for trails without requiring city staff to maintain the new trails.
Many community members feel that growth is occurring too fast in Stanwood. Some believe that this development, and others, should be denied to slow down the pace of development.	Property owners have a right to develop their property within Washington state. A by-right approval (also known as an as-of-right approval) is granted when a development proposal strictly conforms to zoning and building codes and, thus, qualifies for construction without requiring discretionary approval. The development agreement process is subject to discretionary approval. If City Council denies the development agreement, the applicant has a right to revise the proposal to conform with the Stanwood Municipal Code. This property has a by-right to develop 460 housing units allowed by the underlying zoning. If the project was reduced to 460 units, City Council would have no involvement in reviewing or approving the proposal. Through the development agreement, city staff has worked with the applicant to include additional benefits to city residents. If the development agreement is denied, there is no avenue for the City to require additional benefits and the property could still be developed at a high density.

RESPONSE TO 3/14/24 QUESTIONS

At the March 14, 2024 City Council meeting, additional questions were raised by council members. Issues raised included further questions about the above-mentioned topics and the specific deviations being requested in the development agreement.

A continued concern of both the Council and the community members has been the subject of parking. A question that has been raised from the parking discussion is whether or not Stanwood is requiring an over-supply of parking. To analyze this issue further, city staff researched parking minimums required by other jurisdictions in Snohomish County and Mount Vernon.

Two thirds of the jurisdictions do not regulate parking for townhomes (also known as attached single-family housing) differently from multi-family housing, compared to Stanwood which does. For multi-family housing off-street parking regulations, the majority of jurisdictions do not require guest parking. The table below compares Stanwood's multi-family housing parking requirements to the average of the analyzed jurisdictions.

	Multi-Family Housing			
	Studios	1-Bedrooms	2-Bedrooms	3+ Bedrooms
Stanwood	1.5	1.5	2.0	2.5
Average	1.4	1.5	2.0	2.0
<i>Difference</i>	<i>0.1</i>	<i>No difference</i>	<i>No difference</i>	<i>0.5</i>

For the most part, Stanwood's parking requirements are in line with the parking requirements of other jurisdictions. The areas in which Stanwood may be requiring an over-supply of parking in relation to other areas in Snohomish County include regulations for 3+ bedroom units and guest parking.

There was also concern raised about overflow parking from the development utilizing Church Creek Park. The greatest parking demand for the proposed development is during overnight hours. The Church Creek Park gate is shut and locked at dusk by City park staff. If a car were to attempt to utilize Church Creek Park for overflow it would either be unable to get into the park or would be locked in the park overnight which would discourage repeat occurrences.

As previously discussed in the staff report, the subject property is zoned Traditional Neighborhood which is intended for high density development and is required to provide a mix of uses. Denial of the development agreement will not preclude development of the site. To better understand the deviations being requested in the development agreement, staff has prepared a matrix comparing the development agreement to what would be allowed by-right on the property within the Traditional Neighborhood zone.

Development Standard	Proposed Development in Accordance with Development Agreement	Potential Development Allowed By-Right within TN Zone
<i>Project Area</i>	21.8 acres	23.05 acres (addition of 1.25-acre corner lot)

Development Standard	Proposed Development in Accordance with Development Agreement	Potential Development Allowed By-Right within TN Zone
<i>Corner Lot</i>	Parking and landscaping is currently proposed on the additional 1.25-acre corner lot. Development of the "future building pad" would require an amendment to the Development Agreement subject to Council approval.	The 1.25-acre corner lot can be developed immediately allowing for an additional 25 residential units.
<i>Density</i>	23.7 dwelling units per acre	20 dwelling units per acre Decrease of 3.7 dwelling units per acre from the development agreement proposal
<i>Total Residential Unit Count</i>	516 residential units with the potential for additional units on the corner lot through a future amendment to the development agreement subject to Council approval.	461 residential units total 436 units associated with the subject property 25 units associated with the corner lot This is a decrease of 55 residential units from the development agreement proposal.
<i>Total Commercial Square Footage</i>	26,000 square feet (0.6 acres) or approximately 3% of the total site with the potential for additional commercial square footage on the corner lot through a future amendment to the development agreement subject to Council approval.	There are two possible scenarios for commercial development of the site under the TN zone. The developer could choose to provide 10% commercial acreage (approx. 100,188 square feet or 2.3 acres) OR could elect to provide no commercial acreage if providing three residential housing types in accordance with the allowed mix of uses described below.
<i>Mix of Uses</i>	Two types of residential housing (multi-family apartments and townhomes) and commercial.	There are two possible scenarios for mix of uses under the TN zone. Two types of residential housing and commercial OR three types of residential housing and no commercial.
<i>Mix of Residential Unit Sizes</i>	66 studio apartments 198 one-bedroom apartments 150 two-bedroom apartments 30 three-bedroom apartments 72 townhome units	Not regulated; residential unit sizes can be changed at the discretion of the developer.

Development Standard	Proposed Development in Accordance with Development Agreement	Potential Development Allowed By-Right within TN Zone		
Parking Count and Reductions	1,039 parking stalls are included in the development which is a 9% reduction from SMC 17.105.140.	There are three possible scenarios for parking without a development agreement, including providing less parking than what is currently proposed, depending on which SMC provision is utilized. Please see the below breakdown of potential parking outcomes including the differences in stall counts from the development agreement proposal.		
		SMC 17.105.140 Base	SMC 17.105.050 ITE	SMC 17.35.070 20%
		1,137 parking stalls	842 parking stalls	910 parking stalls
		+ 98 stalls	- 197 stalls	- 129 stalls
		Utilization of SMC 17.105.050 or SMC 17.35.070 would require approval of an administrative variance by the Community Development Director or the Hearing Examiner.		

Development Standard	Proposed Development in Accordance with Development Agreement	Potential Development Allowed By-Right within TN Zone
<i>Building Height</i>	Two buildings (A1 and A2) are proposed at heights ranging from 65'-2" for the flat roof portions to 68'-9" for the pitched/sloped roof portions. One building (C) is proposed at a height ranging from 55'-6" for the flat roof portions and 59'-4" for the pitched/sloped roof portions. The height deviations are being requested due to constraints resulting from Stanwood's definition of building height and the underlying topography. The definition of building height is based on an average elevation of the curb or finished grade. Because the property is sloped and multiple buildings are built into the slope, using the average curb elevation or finished grade elevation results in a procedural need for the deviation. No additional stories or floors are being added with the requested height deviation. The proposed building heights are at a similar scale to the Stanwood High School, which is approximately 65' in height, located across 72nd Avenue NW from the development.	All buildings would be required to meet a maximum height of 55' for the flat roof portions and 65' for the pitched/sloped roof portions. Reduction of building heights would not necessarily result in a reduction of number of stories. The developer could also request a building height variance from the Hearing Examiner to exceed these heights.

Development Standard	Proposed Development in Accordance with Development Agreement	Potential Development Allowed By-Right within TN Zone
<i>Usable, Recreational Open Space</i>	2.85 acres (Not including Native Growth Protection Area). Recreational facilities include: • Two grasscrete play areas • Two turf field areas • Pedestrian-only plaza • Multiple outdoor seating areas • Multiple pedestrian shelters/gazebos • Two dog runs • Multiple birding/wetland viewing areas including platforms and shelters • Multiple interior trail systems totaling over 2,000 linear feet • Public art • Outdoor kitchen/grilling area and picnic areas • Playground • Multi-sports court for basketball, pickleball, volleyball, badminton, and paddle ball • Bocce court • Multiple fire pits • Community pea patches/gardens	1.09 acres • Decrease of 1.76 acres of useable, recreational open space from the development agreement proposal • Reduction of recreational facilities included
<i>Trail System</i>	1,900 linear feet of trails open for public use.	Private trail system not open to public use.
<i>Traffic Mitigation</i>	Single-lane roundabout at intersection of 64th Avenue and SR 532 with aesthetic design components. The following items have been added to the latest version of the development agreement: • Aesthetic rockery • Concrete pad for future city entrance sign • Concrete pad for future art installation	Traffic mitigation would depend on whether or not the reduced unit count would still result in a degradation to the 64th Avenue and SR 532 intersection. If the reduced unit count still results in a failing intersection, then the forementioned roundabout would be required with no aesthetic design components. If the reduced unit count no longer results in a failing intersection, then the roundabout would not be required.

Development Standard	Proposed Development in Accordance with Development Agreement	Potential Development Allowed By-Right within TN Zone
<i>Subject to City Council review and approval?</i>	Yes	No

In response to the discussion at the 3/14 Meeting, the applicant has also prepared a response which is attached.

Ordinance 1530 for the proposed street vacation has also been updated since the last meeting to address concerns brought up. A new section has been added to the ordinance which will allow the public to continue to use the existing 268th Street NW until the relocated road is constructed, dedicated, and opened for public use.

FINANCIAL IMPACT

No immediate financial impact. When the property is developed, the new residences will contribute property taxes and the new commercial units will contribute sales tax to the city.

COMMITTEE RECOMMENDATIONS

Discussed at the April 10, 2023 Planning Commission Meeting. The Commissioners support the majority of deviations being requested by the developer including a reduction in commercial density since Stanwood currently has many vacant businesses. However, they had significant concerns about the requested parking deviation. To address concerns from the Planning Commission regarding the proposed parking reduction, the permittee prepared a parking management plan. The parking management plan was drafted to address the following; management of commercial versus residential parking stalls, management of tandem parking stalls, management of parking enforcement, analysis of shared parking demands, and analysis of an additional 137 parking stalls.

CITY COUNCIL OPTIONS

1. Approve Resolution 2024-03 Cedarside Commons Development Agreement and the Ordinance 1530 Street Vacation as presented.
2. Deny Resolution 2024-03 Cedarside Commons Development Agreement and Ordinance 1530 Street Vacation.

PROPOSED MOTION #1

I MOVE TO APPROVE RESOLUTION 2024-03 FOR THE CEDARSIDE COMMONS DEVELOPMENT AGREEMENT AND TO AUTHORIZE THE MAYOR TO SIGN THE DEVELOPMENT AGREEMENT IN ACCORDANCE WITH SMC 17.60.060, DEVELOPMENT AGREEMENTS.

OR

I MOVE TO DENY RESOLUTION 2024-03 FOR THE CEDARSIDE COMMONS DEVELOPMENT AGREEMENT.

PROPOSED MOTION #2

**I MOVE TO APPROVE ORDINANCE 1530 AS SET FORTH IN ATTACHMENT “F”
VACATING A PORTION OF 268TH STREET NW BETWEEN 72ND AVENUE NW AND
68TH AVENUE NW.**

CITY OF STANWOOD
Stanwood, Washington

RESOLUTION NO. 2024-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON APPROVING THE CEDARSIDE COMMONS DEVELOPMENT AGREEMENT BETWEEN WEST EDGE DEVELOPMENT – THREE, LLC AND THE CITY OF STANWOOD.

WHEREAS, the Washington State Legislature has authorized the execution of a development agreement between a local government and a person having ownership or control of real property within its jurisdiction (RCW 36.70B.170 (1)); and

WHEREAS, a development agreement must set forth the development standards and other provisions that shall apply to, govern and vest the development, use and mitigation of the development of the real property for the duration specified in the agreement (RCW 36.70B.170 (1)); and

WHEREAS, for the purposes of this development agreement, “development standards” includes, but is not limited to, all of the standards listed in RCW 36.70B.170 (3); and

WHEREAS, a development agreement must be consistent with the applicable development regulations adopted by a local government planning under chapter 36.70A RCW (RCW 36.70B.170 (1)); and

WHEREAS, the location of the subject properties depicted in the development agreement between West Edge Development – Three, LLC and the City of Stanwood is at the northeast corner of SR 532 and 72nd Avenue NW with the address 26903 72nd Avenue NW; and

WHEREAS, WED 3 has submitted to the City an application to develop the subject property under a Binding Site Plan, which application is for the development of a 516-unit multi-family/townhouse project, together with associated commercial development; and

WHEREAS, the development agreement shall be vested to the following studies related to the Cedarside Commons Development and are listed in Exhibit D of the agreement and include: Traffic Impact Analysis, Critical Areas Study, Stormwater Drainage Report, SEPA Checklist and MDNS; and

WHEREAS, the development agreement is consistent with the Comprehensive Plan and meets the requirements and intent of the Plan; and

WHEREAS, the City issued a Notice of Application on November 29, 2022 and was circulated for public comments; and

WHEREAS, the City issued a Notice of Public Meeting on March 28, 2023 and was circulated for public comments; and

ATTACHMENT A

WHEREAS, the Stanwood Planning Commission held a public meeting and reviewed the proposed development agreement on April 10, 2023; and

WHEREAS, the City issued a Notice of SEPA Mitigated Determination of Non-Significance on August 1, 2023 and was circulated for public comments; and

WHEREAS, the City issued a Notice of Public Hearing before the Hearing Examiner on October 10, 2023 and was circulated for public comments; and

WHEREAS, the Hearing Examiner held a Public Hearing on October 20, 2023 and made a revised recommendation to the City Council to approve the development agreement on December 15, 2023 after reconsideration; and

WHEREAS, the City issued a Notice of Public Hearing before the City Council on February 6, 2024 and was circulated for public comments; and

WHEREAS, the City Council held a Public Hearing on February 22, 2024 at the regular scheduled council meeting; and

WHEREAS, the City issued a Notice of Continuation of Public Hearing before the City Council on February 27, 2024 and was circulated for public comments; and

WHEREAS, the City Council continued the Public Hearing on March 14, 2024 at the regular scheduled council meeting;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON AS FOLLOWS:

Section 1: Adoption of Cedarside Commons Development Agreement. The City of Stanwood adopts the Cedarside Commons Development Agreement between West Edge Development – Three, LLC and the City of Stanwood, as attached as Attachment “A” and incorporated herein by reference.

Section 2: Recording of the Development Agreement. The development agreement shall be recorded within 30 days of approval by the City Council.

Section 3: Authority to Make Necessary Corrections. The City Clerk and the codifiers of this Resolution are authorized to make necessary corrections to this Resolution including, but not limited to, the correction of scrivener’s clerical errors, references, resolution numbers, section/subsection numbers and any references thereto.

ATTACHMENT A

PASSED by the City Council and APPROVED by the Mayor this _____ day of _____, 2024.

CITY OF STANWOOD

By _____
Sid Roberts, Mayor

ATTEST:

By _____
Lisa Sokolik, City Clerk

APPROVED AS TO FORM:

By _____
Nikki Thompson, City Attorney

ATTACHMENT A

CITY OF STANWOOD

Stanwood, Washington

RESOLUTION NO. 2024-03

EXHIBIT 'A'

Development Agreement:

DEVELOPMENT AGREEMENT

THE DEVELOPMENT AGREEMENT is made and entered into this _____ day of _____, 2024, by and between the **CITY OF STANWOOD**, a non-charter, optional code Washington municipal corporation (hereinafter the “City”) and **WEST EDGE DEVELOPMENT – THREE**, a Washington limited liability company (hereinafter “WED 3”).

RECITALS

WHEREAS WED 3 is the owner of real property located at 26903 72nd Avenue NW, Stanwood, WA 98292 (hereinafter the “Subject Property”), identified as Snohomish County Assessor Parcel Nos. 32042000302000, 32042000302100 and 32042900200300, and legally described on the attached Exhibit A; and

WHEREAS WED 3 has submitted to the City an application to develop the subject property under a Binding Site Plan (“BSP”), which application is for the development of a 516-unit multi-family/townhouse project, together with associated commercial development (the “Project”); and

WHEREAS WED3 has worked with the City, Snohomish County, and Washington State Department of Transportation to propose a traffic mitigation plan agreeable to all parties; and

WHEREAS, WED 3’s proposal is acceptable to the City under certain conditions, established herein; and

WHEREAS, pursuant to RCW 36.70B.170(4) and SMC 17.60.060, the Parties recognize and agree that the execution of a development agreement is a proper exercise of the City’s police power and contract authority, that a development agreement may obligate a party to fund or provide services, infrastructure, or other facilities, and that a development agreement shall reserve to the City the authority to impose new or different regulations to the extent required by a serious threat to public health and safety; and

WHEREAS, a development agreement must set forth the development standards and other provisions that shall apply to, govern and vest the development, use and mitigation of the development of the real property for the duration specified in the agreement (RCW 36.70B.170(1)); and

WHEREAS, for the purposes of this development agreement, “development standards” includes, but is not limited to, all of the standards listed in RCW 36.70B.170 (3); and

WHEREAS, a development agreement must be consistent with the

applicable development regulations adopted by a local government planning under chapter 36.70A RCW (RCW 36.70B.170 (1)); and

WHEREAS, this Development Agreement by and between the City and the Owner (hereinafter the “Development Agreement”), relates to the real property described on Exhibit A hereto, of the development known as Cedarside, which is generally located at: 26903 72nd Avenue NW, Stanwood, WA 98292 (hereinafter the “Subject Property”); and

WHEREAS, pursuant to RCW 36.70B.200 and SMC 17.60.060 (5), on February 22, 2024 and March 14, 2024, the City held a public hearing regarding the form and substance of this Agreement before the City Council, and the City Council has approved a resolution authorizing the Mayor to enter into this Agreement; and

WHEREAS, after due consideration of the terms of this agreement, public hearing and City Council review, the City and Owner have agreed to enter into this Development Agreement, which shall be used to establish the appropriate density, property use, access, development standards, roadway standards and terms for the Property;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises herein contained, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

GENERAL PROVISIONS

1. The Overall Project. The Project is the development and use of the Property, consisting of approximately 21.82 acres in the City of Stanwood, consisting of 444 studio(66), one(198)-, two(150)- and three(30)-bedroom apartment units, and 72 two- and three-bedroom Townhouse units for a total of 516 residential units. There will be 26,000 square feet of retail and office space and a 7,130 sq. ft. central commons building, providing fitness, gathering, BBQ, library, game room and administrative spaces. Exhibit 3 (Project Narrative). 4 (Preliminary Architectural Plans), 5(Preliminary Landscape and Planting Plan), and 6 (Preliminary Civil Construction Plans) for the Preliminary Binding Site Plan approved under City File No. 22-0121 are the preliminary plans associated with this Development Agreement.

Project is to consist of 3 separate Phases numbered 1-3. 1 & 2 each contain mixed use and multifamily buildings. Phase 3 consists only of Townhouses. Each phase is expected to take 24 months to construct. Phases may be started out of order and may have delays in between phases (may not start immediately after each other). Our proposed housing type mix is 86% multifamily and 14% Single family (Townhouses).

A pedestrian only shopping and dining street is planned. Two retail buildings face each other across a pedestrian only street leading to an open plaza. Both structures have extended roofs to create dry walkways along the store fronts. The plaza at the end of the street is intended for use as a farmers' market, Saturday market, or in the annual Camano art tour. The possibilities for the plaza space go beyond however and could become part of an outdoor restaurant space, music venue, or public playground.

Parking is provided for more than 900+ vehicles in both parking structures and surface parking areas. Approximately one half of the total property acreage will be reserved as riparian habitat to protect and preserve the Church Creek stream corridor and adjoining buffers. The project intends to achieve LEED Certification. The building detailed site plans, landscape plans, floor plans, elevations and 3D models of the project are included with the Application packet to provide additional detailed information.

2. Specific Building/Site Proposal. Building siting and orientation is meant to emphasize street frontage associations and cross connections, to facilitate and enhance pedestrian access, and provide pedestrian amenities as outlined in Stanwood's building design standards. A pedestrian boutique shopping and dining "street" venue is planned to front the arterial of 72nd Ave. NW that will link to the other mixed-use, commons and residential structures being developed. The two retail buildings face each other across a pedestrian only lane. Both structures have extended roofs to create dry walkways along the store fronts. The end of the street has a large plaza for use as a farmers' market, Saturday market, or as part of the annual Camano art tour. The intent is to create a living, working, shopping and recreation community for the tenants and residents. Siting is also meant to facilitate views to the adjacent woodlands to the north and east, and views to the south and west; and to integrate the residential, commercial, and commons components of the project, as well as tie the site into the larger fabric of Stanwood, especially to the commercial areas to the south, the high school to the west and the City Park to the north.

The central node of the developed project will consist of the Commons Building which will served as the neighborhood gathering center and its strong axial cross street connection with the central radius mixed-use building on the south frontage of the realigned 268th St. NW ROW. The Commons building is a 7,130 sq. ft. central single-story building, providing fitness, meeting rooms, BBQ, library, game room and administrative spaces. The Commons building shares a strong architectural vocabulary with the radiused mixed-use structure as well as other planned structures. This pair of structures mark the projects "gateway" and the integration of public to more private spaces. The relocation of the 268th St. NW ROW from its current location which would represent an edge condition to the proposed central public pathway thru the project not only mitigates a

problematic traffic condition identified by the City of Stanwood's traffic consultants (this is discussed more thoroughly in the attached traffic report) but provides a connecting spine that helps more thoroughly integrate this project into the larger Stanwood community. Easily accessible public parking is proposed to front both sides of the realigned ROW (see attached site plans) which will greatly enhance the viability of the proposed commercial spaces and also serve as additional guest parking for the residential densities proposed.

The higher density residential structures are planned to radiate outward from the gateway elements as described above and are generally aligned perpendicularly to the proposed 268th St NW realignment. The lower density Townhouse portion of the proposed development is located towards the Church Creek stream channel and associated wetlands and buffers. As shown on the attached plans the Townhouse structures are dispersed, 4-to-6-unit buildings that will allow for increased open space around this lower density portion of the project. We feel this transition to a lower more distributed unit density is more appropriate adjacent to the sensitive Church Creek environment.

The varying heights of the buildings work with the site grades to build up from the SE towards the west and north and back down to lower scaled retail structures along 72nd Avenue NW, allowing for reasonable density while still respecting the scale of the adjacent neighborhoods. Care was taken in design to avoid monolithic structures that would dominate the hillside or obscure the natural surroundings. The project materials and forms evoke a contemporary Northwest vocabulary, and a warm and tactile palate of materials in primarily earth tones, with wood accents, and complimentary colors, while breaking up the volumes into smaller areas with variation in depth to give a sense of human scale to all the various elements. Design was carefully considered to ensure an attractive and inviting space that does not dominate nearby structures or landmarks. Wood is used liberally where appropriate, to add a warmer texture to those areas where people may spend significant time, such as private decks. Durable and complimentary materials are used throughout the various buildings and site work, again in keeping with Stanwood's building design standards but upscaled compared to all nearby structures.

3. The Subject Property. The Project site is legally described in Exhibit A, attached hereto and incorporated herein by this reference, and shall hereafter be referenced as the "Subject Property."

4. Definitions. As used in this Development Agreement, the following terms, phrases and words shall have the meanings and be interpreted as set forth in this Section.

4.1. "Adopting Resolution" means the Resolution which approves this Development Agreement, as required by RCW 36.70B.200.

4.2. "Certificate of occupancy" means either a certificate issued after inspections by the City authorizing a person(s) in possession of property to

dwelling or otherwise use a specified building or dwelling unit, or the final inspection if a formal certificate is not issued.

4.3. “Council” means the duly elected legislative body governing the City of Stanwood.

4.4. “Director” means the City’s Community Development Director and/or Public Works Director.

4.5. “Effective Date” means the effective date of the Adopting Resolution.

4.6. “Existing Land Use Regulations” means the ordinances adopted by the City Council of Stanwood in effect on the Effective Date, including the adopting ordinances that govern the permitted uses of land, the density and intensity of use, and the design, improvement, construction standards and specifications applicable to the development of the Subject Property, including, but not limited to the Comprehensive Plan, the City’s Official Zoning Map and development standards, the Public Works Street and Utility Standards, SEPA, and all other ordinances, codes, rules and regulations of the City establishing subdivision standards, park regulations, building standards.

4.7. “Fees” means all monetary payment of permit fees, impact fees or fees collected for non-land use regulations. The fee resolution that is adopted by the Stanwood City Council at the time of complete building permit submittals will be the fee schedule in place.

4.8. “Landowner”, “Owner” or “Developer” means the owner or the party who has acquired any portion of the Subject Property from the Owner who, unless otherwise released as provided in this Agreement, shall be subject to the applicable provisions of this Agreement. The “Owner” is identified in Section 5 of this Agreement. The terms “Landowner”, “Owner” or “Developer” may be used interchangeably in this Agreement.

4.9. “Project” means the anticipated development of the Subject Property, as specified in Section 1 and as provided for in all associated permits/approvals, and all incorporated exhibits.

5. Exhibits. Exhibits to this Agreement are as follows:

- 5.1. Exhibit A – Legal description of the Subject Property.
- 5.2. Exhibit B – Vicinity Map.
- 5.3. Exhibit C – Enlarged Site Plan.
- 5.4. Exhibit D – Vested Studies.
- 5.5. Exhibit E – Legal Description of Property to be sold by City.
- 5.6. Exhibit F – Purchase and Sale Agreement.
- 5.7. Exhibit G – Termination of Right of First Refusal.

6. Parties to Development Agreement. The parties to this Agreement

are:

6.1. The “City” is the City of Stanwood, 10220 270th St NW, Stanwood, WA 98292.

6.2. The “Developer” or “Owner” is WEST EDGE DEVELOPMENT – THREE, LLC, a Washington limited liability company which owns the Subject Property in fee, and whose principal location is currently located at P.O. Box 430, Arlington, Washington, 98223.

6.3. The “Landowner.” From time to time, as provided in this Agreement, the Developer may sell or otherwise lawfully dispose of a portion of the Subject Property to a Landowner who, unless otherwise released, shall be subject to the applicable provisions of this Agreement related to such portion of the Subject Property. The terms “Landowner”, “Owner” or “Developer” may be used interchangeably in this Agreement.

7. Project is a Private Undertaking. It is agreed among the parties that the Project is a private development. The City has interest in the private development to ensure compatibility with the Stanwood Municipal Code and Zoning requirements that are currently adopted.

8. Term of Agreement. This Agreement shall commence upon the effective date of the Adopting Resolution approving this Agreement and shall continue in force for a period of 15 years, unless the property is developed to the terms of this agreement or unless revoked by mutual agreement of the Parties and approved by an adoption of a Resolution of the City Council. A covenant shall be recorded against the subject property stating the property is to be developed pursuant to this development agreement and with a **maximum** of five hundred sixteen (516) multi-family/townhouse units.

9. Vested Rights of Developer. During the term of this Agreement, unless sooner terminated in accordance with the terms hereof, in developing the Subject Property consistent with the Project described herein, Developer is assured, and the City agrees, that the development rights, obligations, terms and conditions specified in this Agreement, are fully vested in the Developer and may not be changed or modified by the City, except as may be expressly permitted by, and in accordance with, the terms and conditions of this Agreement, including the Exhibits hereto, or as expressly consented thereto by the Developer.

10. Permitted Uses. The property uses shall be those set forth in this Agreement, the permits and approvals identified herein, and all Exhibits incorporated herein.

COMPONENT	ORDINANCE	DEVIATION REQUEST
Density	SMC 17.60.030 allows 20du/acre. This would allow 436 dwelling units.	The proposal is for a total dwelling unit count of 516 units i.e., 444 apartment units and 72 Townhouse units. This would represent a unit density of approximately 23.77 units

		per acre. We feel that this very modest request for a slight increase in unit density should be considered and approved by the City considering the high costs that this project will face both for the 268th St. NW ROW relocation and construction but also the high cost of offsite utility improvements that have been identified and will be required for this project (these improvements both for scale and costs are more fully described in the attached documentation supporting this Development Agreement Application and in the preliminary grading, drainage and utility plans submitted.) In addition, rental housing is in significant demand in the Stanwood (and greater Stanwood area) and this proposed project will help support the residential needs that exist both now and in the future as the additional phases of this project are completed.
Dwelling Unit Mix Types	SMC 17.47.040.4 allows for multiple types of dwelling units if a project in the TN zone has 10% or more of commercial application.	Our proposal has 26,510 GSF of Commercial. This accounts for 3.43% of the project. Given the nature and design of the commercial space being proposed we believe this is an acceptable request. The marketplace buildings could meet the 10% requirement but would lose the pedestrian walking street and farmers/Saturday market. We believe that having those elements are a better fit, and of more benefit, for the community of Stanwood than the additional commercial space. To that end we are requesting a departure from code in the amount of 6.57%.
Parking	SMC 17.05.140 would require 1,254 stalls consisting of the following:	The number of parking stalls this project is proposing to provide is 1,039 total stalls. The on-site parking

	• 1 space per 200 SF of commercial – 26,510SF = 133 spaces. • 2 spaces for every 2-bedroom townhouse – 44 units = 88 spaces • 2.5 spaces for every 3-bedroom townhouse – 28 units = 70 spaces • 1 guest space for every 5 2 or 3-bedroom townhouse unit – 72 units = 14 spaces • 1.5 spaces are required for every studio/1-bedroom apartment – 264 units = 396 spaces • 2 spaces for every 2-bedroom apartment unit – 150 units = 300 spaces • 2.5 spaces for every 3-bedroom apartment – 30 units = 75 spaces • 1 guest space for every 5 apartment units – 444 units = 89 spaces	stalls proposed will include 41 Handicapped stalls, 256 compact stalls, and 105 tandem stalls. The parking stalls proposed to be constructed as structured parking (under building) will be stalls assigned to the individual units. The approximately 86 stalls that we are planning to construct along with the ROW improvements are anticipated to be public stalls that will serve both patrons of the proposed commercial spaces as well as guest parking for the residential units. While we recognize that the City of Stanwood does not provide design standards for tandem stalls it has been our experience that tandem stalls are frequently provided as assigned stalls for the larger 2- and 3-bedroom units in mixed use projects of this scope. Additional information on the tandem stalls is in the traffic addendum and in the parking management plan. A parking analysis has been provided as part of the Traffic Impact Analysis (TIA) by Kimley-Horn Associates which is attached for reference as part of the SEPA Checklist. Kimley -Horn also provided a parking management plan to address peak parking times and specifics on interplay between residential and commercial demand. The parking analysis provided as part of the TIA is as follows: Per data from ITE's Parking Generation Manual, 5th Edition, the average parking demand rates for the various land uses are: • 2.39 vehicles per 1,000 SF of office – 15,910 SF = 38 vehicles
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		• 1.95 vehicles per 1,000 SF of shopping center – 10,600 SF = 21 vehicles • 1.21 vehicles per unit for multifamily (low-rise) – 72 units = 87 vehicles • 1.31 vehicles per unit and multifamily (mid-rise) – 444 units = 582 vehicles Per ITE data, the Cedarside Commons development has a parking demand of 728 vehicles utilizing ITE parking demand data. The development is proposing to construct 1,000+ parking spaces on-site, exceeding ITE's parking demand requirements by approximately 28%. Per Stanwood Municipal Code 17.105.050, as the development meets ITE Parking Generation Manual requirements, a reduction in the required number of parking spaces to the proposed number of spaces would be allowed. In keeping with the Owner's vision of a nature-oriented development we believe that reducing the amount of parking allows for the inclusion of more natural space and will limit large areas of open empty concrete that cause hot spots and other undesirable effects.
Height limitations	SMC imposes a height limitation of 55' taken from the average frontage grades of the buildings	Of the twenty-four structures proposed for the project only buildings A1, A2 and Building C slightly exceed the height limit of 55' taken from the average frontage grades of the buildings. The average grade at the frontage for Building C for example, is 55' 6" to the parapet.

		The finished elevation at the low sloped roof is at height of 43' 6". The roof elements are highly articulated with variable height parapets that exceed the allowable height limits by in some cases as little as 6" to as much as a proposed 24" parapet extension i.e., 57'. We are also proposing a series of sheds to further articulate the roof lines of Building C. In all cases these shed roofs are above the proposed parapet heights but do not exceed the extra allowable ten feet in building height allowed under the City of Stanwood Zoning Code for sloping roof forms i.e. 65' above average front grade. It should also be noted that the added parapet height requested will not only provide more interesting and articulated roof elements but also shield from view the roof top mechanical units planned for these structures. Building A1 and A2 are modestly taller than the other structures of the Cedarside project particularly as defined by the allowable height limit of 55' in the TN zone. The A1 and A2 structures are placed at the higher, natural site elevations to enhance the view potential from the units. The backdrop of the bulk and scale of the nearby Stanwood High School facility a request for added building height above the 55' for these two buildings is appropriate. Please also note that the entry floor level transitions from an at-grade street condition at the building's frontages to a basement condition at the north ends of the two building will reduce the visual scale and height of the two structures
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		significantly at the facades that face Church Creek Park and 72nd St. The elevations for Buildings A1, A2 and C and all other structures greater than three-stories, indicate an elevator overrun and roof top stair element that may slightly exceed the maximum height requirements. These are called out on the elevations and will be held to the minimum but should not count towards total elevations per City staff. More information on the elevator over-run dimensions will be finalized when the manufacturer of the elevator is selected. The roof-stair access will be installed for the Fire Marshal and for mechanical maintenance but will not allow public access. An additional 10 feet may be allowed for multifamily, townhouse, and hotel/motels when the TN zone is located within 200 feet of SR 532 if the structure includes a pitched roof and no additional floors are added. Exhibit F attached shows the table of heights for all buildings.
Trails	The City and Developer are interested in creating a public use easement for trail systems inside the proposed development.	The City and Developer intend to create a public use easement across the internal trail systems of the Cedarside project so the trails can be connected with the Church Creek Park trail system. The easement will protect the developer from liability of general public's use of the trail system and will provide additional safe walking paths to nearby schools. It will also enhance the useability of the combined trail system for the current and future residents of Stanwood. Ownership and maintenance of the trail system

		will remain with the developer and any future owner of the project.
Traffic Mitigation	The City has requested the Developer install a roundabout at the intersection of SR 532 and 64 th Avenue N.W., which will require a right-of-way permit from WSDOT.	The City shall issue all required permits for the construction of the improvements upon Developer's property. The Developer will provide a performance bond in the amount 150% the cost of the roundabout within 60 days after completion of the Intersection Control Evaluation (ICE) with WSDOT. The City will prepare, submit, and obtain the WSDOT permit. The Developer will install the roundabout, which work will commence within thirty (30) days after issuance of the right-of-way permit from WSDOT. The City will grant Developer a credit against the traffic mitigation fees in an amount equal to, but not greater than, the cost of construction of the roundabout. If the Developer fails to begin construction of the roundabout as outlined above, after WSDOT has issued right-of-way permits, the performance bond may be utilized by the City. In the event permits for the construction of the roundabout have not been issued at the time the property improvements are completed and the Developer is seeking a final Certificate of Occupancy, the City will not delay final occupancy and will be entitled to pursue funds from the performance bond provided they are then in possession of the WSDOT right-of-way permit. The developer will carry the performance bond for duration of this agreement not to exceed fifteen (15) years unless altered in an addendum to this

		agreement. Developer shall retain traffic mitigation funds to be used toward the cost of the roundabout should the City pursue the performance bond after final occupancy has been granted and construction has ceased. In the interest of beautifying Stanwood the Developer will agree to additionally improve the roundabout at 64th and SR532 with aesthetic rockery intended to be attractive dry landscaping. This improvement will also include a concrete pad, to act as the base for a future entrance sign for the City of Stanwood and a second optional pad for an art installation. All improvements included in this paragraph are subject entirely to WSDOT approval. If said approval for any or all improvements is denied by WSDOT there will be no further requirement to pursue or provide those additional elements.
Bike Lanes/Pedestrian Access/Parking		Bike lanes and off street parking are planned, but do not need to be installed further east than the Townhouse turnout. Sidewalks are planned to the east boundary of the project on the north side of the street, but because there will be no residential structures east of the Townhouse there is no need for sidewalks further east of the Townhouse on the south side of the street.

11. Modifications. Minor amendments to the Development Agreement may be approved administratively by the community development director. Major

amendments to the Development Agreement shall be approved by City Council.

11.1. Minor amendments shall include:

- Boundary line adjustment.
- Changes to street standards.

11.2. Major amendments shall include:

- Revisions to the approved permitted uses.
- Increase of density greater than 20 dwelling units per acre.
- Additional buildings.

12. Further Discretionary Actions. Developer acknowledges that the Existing Land Use Regulations contemplate the exercise of further discretionary powers by the City. These powers include, but are not limited to, review of additional permit applications under SEPA. Nothing in this Agreement shall be construed to limit the authority or the obligation of the City to hold legally required public hearings, or to limit the discretion of the City and any of its officers or officials in complying with or applying Existing Land Use Regulations.

13. Existing Land Use Fees and Impact Fees.

13.1. Land use fees adopted by the City by ordinance or resolution as of the Effective Date of this Agreement may be increased by the City from time to time. All fees shall be those in place at the time of permit submittal or issuance.

13.2. Except as provided in the following Section, all impact fees shall be paid as set forth in the approved permit or approval, or adopted City fee schedule. All impact fees shall be those in place at the time of permit submittal or issuance.

13.3. The Developer will install the roundabout, which work will commence within thirty (30) days after the issuance of the right-of-way permit from WSDOT. The City will grant Developer a credit against the traffic mitigation fees in an amount equal to, but not greater than, the cost of construction of the roundabout. In the event permits for the construction of the roundabout have not been issued at the time the property improvements are completed and the Developer is seeking a Certificate of Occupancy, the Developer shall pay the entire amount of the traffic mitigation fees assessed, and Developer shall have no further responsibility for the construction of the roundabout at the intersection of SR 532 and 64th Ave.

14. Development Activity. The parties acknowledge that the most efficient and economic development of the Subject Property depends upon numerous factors, such as market conditions and demand, interest rates, competition and similar factors, and that generally it will be most economically beneficial to the ultimate Developer of the Subject Property to have certain aspects of the development agreed to by both the City and current Owner prior to development, in order to address health, safety and welfare of the residents. Therefore, the parties agree that the following factors will assist in the development of the project:

15. Property Uses. The subject property is designated for **Traditional Neighborhood** development and shall construct a maximum of five hundred sixteen (516) dwelling units.

15.1. Access. Access to the project will be provided from 72nd Avenue N.W. over a new Right-of-Way to be constructed by Developer.

15.2. Right-of-Way Dedication. Right-of-way dedication shall be in accordance with Section 16 below.

15.3. Development Standards. The subject property shall be developed as a multi-family/townhouse residential project with mixed use commercial development. The Developer shall submit a site development permit application for each phase of the development consistent with the submittal requirements of the Stanwood Municipal Code in effect at the time of submittal for the City to review and approve. The Developer may submit one overall site development permit application in lieu of three individual phased plans. The site development permit application (s) shall include all applicable submittal requirements in place at the time of development. The multi-family/townhouse residential project shall be designed in accordance with the architectural standards in place at the time of development permit submittal and the buildings shall be designed to reduce the mass of the structures.

15.4. Vested Studies. The following studies are vested to the development of the property:

• Traffic Impact Analysis completed by Kimley Horn dated 08/2022
• Critical Areas Study completed by Harmsen & Associates 09/20/2021
• Stormwater Drainage Report completed by Harmsen & Associates 08/19/2022
• SEPA Checklist completed by CDA Architects 09/15/2022

Changes to density, housing types, subdivision of lots, or any changes leading to an increase of development intensity, require the submittal of new documents and shall be subject to review under the regulations in place at the time of development.

15.5. Roadway Standards. Road standards shall be in accordance with SMC Street and Utility Standards, Section 2.

16. Dedication/Vacation of Right-of-Way. Except as otherwise provided herein, the Developer shall dedicate public right-of-way associated with 268th Street N.W. as follows:

16.1. Dedication of Right-of-Way. Prior to issuance of any certificate of occupancy for the subject property, approximately 72,419 square feet of property shall be dedicated to the City for a public full street constructed to city standards. The dedication shall include the entire improved street,. The required street lighting shall be installed and owned by the Developer, but will be connected to the City street

lighting grid.

16.2. Vacation of Right-of-Way. Upon the dedication of the public Right-of-Way as contemplated by the previous section, the City shall vacate approximately 66,991 square feet of the existing Right-of-Way now known as 268th Street N.W. The real property consisting of the existing Right-of-Way now known as 268th Street N.W. shall be conveyed to the Developer upon completion of the vacation of said the existing Right-of-Way now known as 268th Street N.W. referred to in the previous section.

16.3. Construction of Right-of-Way. Developer shall construct the newly created 268th Street N.W. Which will be transferred to the City upon completion and approval of completeness in exchange for the current 268th St that borders the southern portion of the property.

17. Default.

17.1. Subject to extensions of time by mutual consent in writing, failure or delay by either party or Landowner not released from this Agreement, to perform any term or provision of this Agreement shall constitute a default. In the event of alleged default or breach of any terms or conditions of this Agreement, the party alleging such default or breach shall give the other party or Landowner not less than thirty (30) days' notice in writing, specifying the nature of the alleged default and the manner in which said default may be cured. During this thirty (30) day period, the party or Landowner charged shall not be considered in default for purposes of termination or institution of legal proceedings.

17.2. After notice and expiration of the thirty (30) day period, if such default has not been cured or is not being diligently cured in the manner set forth in the notice, the other party or Landowner to this Agreement may, at its option, institute legal proceedings pursuant to this Agreement. In addition, the City may decide to file an action to enforce the City's Codes, and to obtain penalties and costs as provided in the Stanwood Municipal Code for violations of this Development Agreement and the Code.

18. Review. The City may, during the term of this Agreement, review the extent of good faith substantial compliance by Developer and Landowner with this Agreement.

19. Termination. This Agreement shall expire and/or terminate Upon the expiration of the term identified in Section 7 or when the Subject Property has been fully developed and all of the Owner's obligations in connection therewith are satisfied as determined by the City. Upon termination of this Agreement, the City shall record a notice of such termination in a form satisfactory to the City Attorney that the Agreement has been terminated. This Agreement shall automatically terminate and be of no further force and effect as to any single-family residence, any other residential dwelling unit type or any nonresidential building and the lots, parcels, or

tracts upon which such residence or building is located, when it has been approved by the City for occupancy.

20. Effect upon Termination on Owner Obligations. Termination of this Agreement as to the Owner of the Subject Property or any portion thereof shall not affect any of the Owner's obligations to comply with the terms and conditions or any applicable zoning code(s) or subdivision map or other land use entitlements approved with respect to the Subject Property, any other conditions of any other development specified in the Agreement to continue after the termination of this Agreement or obligations to pay assessments, liens, fees or taxes.

21. Effects upon Termination on City. Upon any termination of this Agreement as to the Owner of the Subject Property, or any portion thereof, the entitlements, conditions of development, limitations on fees and all other terms and conditions of this Agreement shall no longer be vested hereby with respect to the property affected by such termination (provided that vesting of such entitlements, conditions or fees may then be established for such property pursuant to the existing planning and zoning laws).

22. Assignment and Assumption. The Developer shall have the right to sell, assign or transfer this Agreement with all their rights, title and interests therein to any person, firm or corporation at any time during the term of this Agreement. Developer shall provide the City with written notice of any intent to sell, assign, or transfer all or a portion of the Subject Property, at least 30 days in advance of such action and shall provide copies of the recorded documents that sell, assign, or transfer all or a portion of the Subject Property should such action be finalized and shall provide copies of the recorded documents that sell, assign, or transfer all or a portion of the Subject Property should such action be finalized.

23. Covenants Running with the Land. The conditions and covenants set forth in this Agreement and incorporated herein by the Exhibits shall run with the land and the benefits and burdens shall bind and inure to the benefit of the parties. The Owner, Landowner and every purchaser, assignee or transferee of an interest in the Subject Property, or any portion thereof, shall be obligated and bound by the terms and conditions of this Agreement, and shall be the beneficiary thereof and a party thereto, but only with respect to the Subject Property, or such portion thereof, sold, assigned or transferred to it. Any such purchaser, assignee or transferee shall observe and fully perform all of the duties and obligations of a Developer contained in this Agreement, as such duties and obligations pertain to the portion of the Subject Property sold, assigned or transferred to it.

24. Amendment to Agreement; Effect of Agreement on Future Actions. This Agreement may be amended by mutual consent of all of the parties, provided that any such amendment shall follow the process established by law for the adoption of a development agreement (see, RCW 36.70B.200). However, nothing in this Agreement shall prevent the City Council from making any amendment to its

Comprehensive Plan, Zoning Code, Official Zoning Map or development regulations affecting the Subject Property during the term of this Development Agreement, as the City Council may deem necessary to the extent required by a serious threat to public health and safety. Nothing in this Development Agreement shall prevent the City Council from making any amendments of any type to the Comprehensive Plan, Zoning Code, Official Zoning Map or development regulations relating to the Subject Property. If the City Council approves amendments to the Comprehensive Plan, Zoning Code, Official Zoning Map or development regulations regarding uses, the approved uses on the subject properties shall be considered legal uses by the terms of this agreement.

25. Releases. Owner, and any subsequent Landowner, may free itself from further obligations relating to the sold, assigned, or transferred property, provided that the buyer, assignee or transferee expressly assumes the obligations under this Agreement as provided herein.

26. Notices. Notices, demands, correspondence to the City and Owner shall be sufficiently given if dispatched by pre-paid first-class mail to the addresses of the parties as designated in Section 5 or as updated pursuant to Section 20. Notice to the City shall be to the attention of both the City Administrator and the City Attorney. Notices to subsequent Landowners shall be required to be given by the City only for those Landowners who have given the City written notice of their address for such notice. The parties hereto may, from time to time, advise the other of new addresses for such notices, demands or correspondence.

27. Applicable Law and Attorneys' Fees. This Agreement shall be construed and enforced in accordance with the laws of the State of Washington. If litigation is initiated to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs from the non-prevailing party. Venue for any action shall lie in Snohomish County Superior Court or the U.S. District Court for Western Washington.

28. Specific Performance. The parties specifically agree that damages are not an adequate remedy for breach of this Agreement, and that the parties are entitled to compel specific performance of all material terms of this Development Agreement by any party in default hereof.

29. Severability. If any phrase, provision or section of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, or if any provision of this Agreement is rendered invalid or unenforceable according to the terms of any statute of the State of Washington which became effective after the effective date of the ordinance adopting this Development Agreement, and either party in good faith determines that such provision or provisions are material to its entering into this Agreement, that party may elect to terminate this Agreement as to all of its obligations remaining unperformed.

IN WITNESS WHEREOF, the parties hereto have caused this

Development Agreement to be executed as of the dates set forth below:

**WEST EDGE DEVELOPMENT –
THREE**, a Washington limited liability
company

CITY OF STANWOOD

By: _____
Name: Andrew D.A.W. McKinley
Title: Managing Member

Date Executed: _____

By: _____

Date Executed: _____

ATTEST:

By: _____ City Clerk

By: _____ City Attorney

STATE OF WASHINGTON)
) ss.
COUNTY OF SNOHOMISH)

On this _____ day of November, 2022, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared ANDREW D.A.W. McKINLEY, to me known to be the Managing Member of **WEST EDGE DEVELOPMENT – THREE, LLC**, the limited liability company that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said limited liability company, for the uses and purposes therein mentioned, and on oath stated that he is authorized to execute the said instrument on behalf of said limited liability company.

WITNESS my hand and official seal hereto affixed the day and year first above written.

NOTARY PUBLIC in and for the State of
Washington, residing at _____
My commission expires: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF SNOHOMISH)

On this _____ day of November, 2022, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____, to me known to be the Mayor of the City of Stanwood, the municipal corporation that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said municipal corporation, for the uses and purposes therein mentioned, and on oath stated that he is authorized to execute the said instrument and that the seal affixed (if any) is the corporate seal of said municipal corporation.

WITNESS my hand and official seal hereto affixed the day and year first above written.

NOTARY PUBLIC in and for the State of
Washington, residing at _____
My commission expires: _____

EXHIBIT A LEGAL DESCRIPTION

PARCEL A:

The Southeast quarter of the Southwest quarter of Section 20, Township 32 North, Range 4 East, W.M. Snohomish County, Washington;
 EXCEPT the North 495.00 feet thereof;
 AND EXCEPT the South 208.7 feet of the East 208.7 feet thereof;
 AND EXCEPT the South 20 feet thereof conveyed to Snohomish County for Road by Deed recorded under Recording No. 250901;
 AND EXCEPT therefrom that portion conveyed to the State of Washington by Deeds recorded under Recording Nos. 1338950, 1906778 and 1993450;
 AND EXCEPT that portion of said Southeast quarter of the Southwest quarter of Section 20, described as follows:

Commencing at the Southwest corner of the North 495.00 feet of said Southeast quarter of the Southwest quarter;
 THENCE South 88°30'55" East, along the South line of said North 495.00 feet, a distance of 23.50 feet to a point on the Easterly margin of 72nd Avenue NW, as conveyed to Snohomish County by Deeds recorded under Recording No. 166497 and 501556, the True Point of Beginning;
 THENCE South 0°39'59" West, along said Easterly margin a distance of 258.89 feet;
 THENCE South 89°20'01" East a distance of 6.50 feet to a point on a curve at which point the radial bearing of said Curve is North 89°20'01" West;
 THENCE Southeasterly along said curve, to the left, having a radius of 30.00 feet, through a central angle of 89°28'07", an arc distance of 46.85 feet;
 THENCE South 88°48'08" East a distance of 154.08 feet;
 THENCE North 0°41'13" East a distance of 287.59 feet to a point on said South line of said North 495.00 feet; THENCE North 88°30'55" West, along said South line, a distance of 190.41 feet to the True Point of Beginning;
 (Also known as Parcel B, Boundary Line Adjustment recorded under Recording No. 201811155006, records of King County, Washington).

PARCEL B:

Beginning at the Southeast corner of the Southeast quarter of the Southwest quarter of Section 20, Township 32 North, Range 4 East, W.M., Snohomish County, Washington;
 THENCE North 208.7 feet;
 THENCE West 208.7 feet;
 THENCE South 208.7 feet;
 THENCE East 208.7 feet to the True Point of Beginning;
 EXCEPT 268th Street NW.

PARCEL C:

Beginning at the Northeast corner of the Northeast quarter of the Northwest quarter of Section 29, Township 32 North, Range 4 East, W.M.;
 THENCE West along the North boundary of said Northeast quarter to the Easterly boundary of SSH 1-Y; THENCE Southeasterly along said Boundary to the East boundary of said Northeast quarter;
 THENCE North to the Point of Beginning;
 AND beginning at the Northwest corner of the Northeast quarter of Section 29;
 THENCE East along Section line to the point where said Line intersects Stanwood-Bryant County Road; THENCE in Southwesterly direction along the Northerly side of said County Road to the

point where said North boundary line intersects with the West line of the Northeast quarter of said Section 29, Township 32 North, Range 4 East, W.M.;
THENCE North along said line to the Point of Beginning;
EXCEPT County Road.
ALL SITUATE in the County of Snohomish, State of Washington

EXHIBIT B
VICINITY MAP

EXHIBIT C
ENLARGED SITE PLAN

Attachment A

EXHIBIT D
VESTED STUDIES

Traffic Impact Analysis completed by Kimley Horn dated 08/2022
Critical Areas Study completed by Harmsen & Associates 09/20/2021
Stormwater Drainage Report completed by Harmsen & Associates 08/19/2022
SEPA Checklist completed by CDA Architects 09/15/2022

EXHIBIT E
LEGAL DESCRIPTION OF PROPERTY TO BE SOLD BY CITY
(SECTION 17)

Parcel A. City of Stanwood Boundary Line Adjustment No. LBLA 2018-0360, recorded under Recording No. 201811155006, records of Snohomish County, Washington, being a portion of the Southeast quarter of the Southwest quarter of Section 20, Township 32 North, Range 4 East of the Willamette Meridian.

Situated in the County of Snohomish, State of Washington.

**EXHIBIT F
BUILDING HEIGHTS TABLE**

Building	Roof Type	Allowed Height	Original Proposed Height	New Proposed Height
A1 / A2	flat	55'	63.84' to 72.75'	65'-2" (typ parapet) 72' (stair tower)
A3 / A4	flat	55'	53.5' to 62.3'	54'-10" (typ parapet) 64'-2" (stair tower)
B1 / B2	flat	55'	53.5' to 62.3'	54'-10" (typ parapet) 61'-8" (stair tower)
B3	flat	55'	54' to 62.6'	54'-10" (typ parapet) 61'-8" (stair tower)
Commons	sloped/pitched	65'	31.58'	31'- 8 1/2"
C	flat	55'	43' to 64'	43'-6" (top of 5th floor terrace deck) 55'-6" (typ parapet) 64'-6" (stair tower)
D1 / D2	sloped/pitched	30'	29.25'	27'- 2 1/2"
Townhomes	sloped/pitched	65'	40'	39'-0"



1 SITE PLAN
1" = 50'-0"

SITE LEGEND	
	FIRE HYDRANT
	EV CHARGER
	FDC
	PIN
	ELECTRICAL JUNCTION BOX
	ELECTRICAL PULL VAULT
	ELECTRICAL TRANSFORMER
	NGPA LIMITS, PER GAS REPORT
	15' WIDE TRAIL ZONE

PARKING ANALYSIS	
STANDARD	627
ADA	41
COMPACT	256
COMPACT TANDEM	10
TANDEM	105
TOTAL	1,039

- SITE KEYNOTES - OVERALL**
- 1 EXISTING POWER LINE
 - 2 EXISTING GAS LINE
 - 3 EXISTING STORM LINE
 - 4 EXISTING UNDERGROUND TELEPHONE LINE
 - 5 STORM VAULT #4. SEE CIVIL AND STRUCT PLANS FOR MORE INFO
 - 6 WETLAND BUFFER. REFER TO WETLAND REPORT FOR MORE INFO
 - 7 PROPOSED PEDESTRIAN TRAIL
 - 8 CAST IN PLACE RETAINING WALL. SEE CIVIL AND STRUCT PLANS FOR MORE INFO
 - 9 PROPOSED WSDOT ACCESS DRIVE
 - 10 STORM VAULT #1. SEE CIVIL AND STRUCT PLANS FOR MORE INFO
 - 11 STORM VAULT #2. SEE CIVIL AND STRUCT PLANS FOR MORE INFO
 - 12 STORM VAULT #3. SEE CIVIL AND STRUCT PLANS FOR MORE INFO
 - 13 NOT USED
 - 14 SPLIT RAIL FENCING 15' FROM WETLAND BUFFER. TYP. SEE CRITICAL AREAS STUDY FOR MORE INFO AND LScape PLANS FOR PROPOSED DETAIL.
 - 15 PROPOSED TRASH ENCLOSURE LOCATION. SEE DTL 9 & 10 ON A107 FOR MORE INFO
 - 16 4' WIDE PEDESTRIAN CROSSWALK. SEE DTL 6 ON A107 FOR MORE INFO
 - 17 6' HIGH CHAINLINK FENCE ALONG PROPERTY LINE AT RETAINING WALL. SEE DTL 3 ON A107 FOR MORE INFO
 - 18 WHEELSTOPS ALONG RETAINING WALL. SEE DTL 8 ON A107 FOR MORE INFO
 - 19 STORM VAULT #5. SEE CIVIL AND STRUCT PLANS FOR MORE INFO
 - 20 FUTURE DUAL EV CHARGER. SEE ELECTRICAL PLANS FOR MORE INFO
 - 21 DUAL EV CHARGER. SEE ELECTRICAL PLANS FOR MORE INFO
 - 22 LOCATION OF POST INDICATOR VALVE (PIV)
 - 23 LOCATION OF FIRE DEPT CONNECTION (FDC)
 - 24 DRY STANDPIPE FOR PLAZA COVERAGE
 - 25 FDC FOR CONNECTION TO DRY SP.
 - 26 LIFTSTATION / ELECTRICAL STRUCTURE TO BE SUBMITTED SEPARATELY. SEE ENLARGED SITE PLAN IN CIVIL DRAWINGS FOR MORE INFO.
 - 27 SITE LIGHTING POLE AND BASE. TYP. SEE DETAILS 4 & 5 ON SHEET A107. SEE ELECTRICAL PLANS FOR MORE INFO
 - 28 BOLLARD PATH LIGHTING. TYP. SEE DETAIL 2 ON A107. SEE ELECTRICAL PLANS FOR MORE INFO



MARKS	
DATE	01.15.2024
CHECKED	CARL F. PIRSCHER
DRAWN	CARL F. PIRSCHER
JOB #	Project Number

CEDARSIDE
28603 72nd Ave NW & 6824 26th St. NW
Stanwood, WA 98292
SITE PLAN FOR CIVIL SUBMITTAL
West Edge Development



**CITY OF STANWOOD
APPROVED FOR CONSTRUCTION**

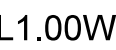
BY _____ DATE _____
PUBLIC WORKS DIRECTOR

BY _____ DATE _____
COMMUNITY DEVELOPMENT DIRECTOR

PERMIT NO. _____

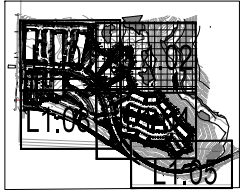
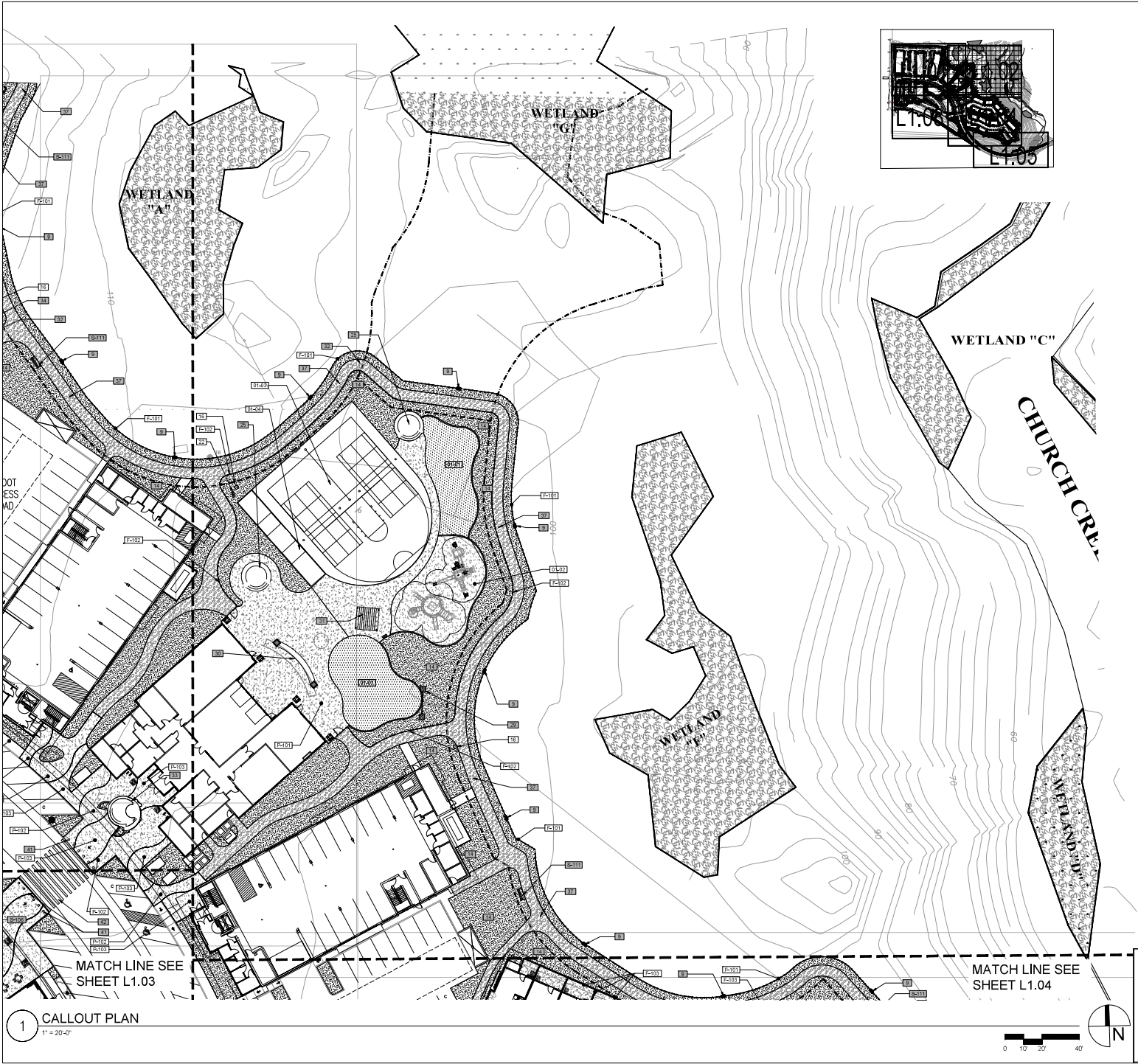
SHEET

A101





9.66



CALLOUT SCHEDULE

SYMBOL	DESCRIPTION
[S-10]	SIGNAGE - WETLAND / RESTORATION AREA
[R-10]	RESTORATION PLANTING AREA
[D-10]	DOG WASTE STATION BY DOG ON IT PARKS - SINGLE PULL - SURFACE MOUNT - COLOR: BLACK - WASTE RECEPTACLE: ROUND
[D-20]	DELUXE DOG WATERING STATION - BY DOG ON IT PARKS - COLOR: TBD - BACKFLOW PREVENTER REQUIRED - DRAIN LINE TO SEWER
[S-20]	SUNKEN FIREPIT
[S-30]	MOVIE SCREEN-TBD BY OWNER
[S-40]	OUTDOOR KITCHEN-TBD
[S-50]	SHELTER
[S-60]	HEXAGON SHELTER
[S-70]	WATER FEATURE - NATURAL ELEMENTS
[S-80]	WETLAND OVERLOOK
[S-90]	TRAIL- CRUSHED ROCK
[S-100]	TREE GRATES- IRONSMITH OR EQUAL SIZE: 48"x72"
[S-110]	BOLLARDS
[S-120]	TRAFFIC CALMING SURFACE
01 GENERAL DESCRIPTION	
[G1-01]	FOREVER LAWN SYNTHETIC TURF PER MANUFACTURER RECOMMENDATIONS
[G1-02]	RESILIENT RATED WOOD CHIP PLAY SURFACE AREA - ENGINEERED WOOD FIBER
[G1-03]	SPORTS COURT MULTI USE-6" PAINTED ASPHALT PAINTED STRIPES AS SHOWN IN PLAN
[G1-04]	BOCCY COURT- CRUSHED OYSTER SHELL SURFACE
FENCE DESCRIPTION	
[F-101]	FENCE - 2 RAIL NATURAL SPLIT CEDAR FENCE - WITH COUNTY APPROVED WETLAND SIGNAGE AT 80'-FEET ON-CENTER
[F-102]	FENCE- BLACK CHAINLINK FENCE- SECURITY GATE HT: 5 FT
[F-103]	FENCE- PATIO BARRIER-METAL FRAME HORIZONTAL WOOD HT: 3 FT
[F-104]	FENCE-BLACK VINYL CHAINLINK FENCE HT: 4 FT
PAVING DESCRIPTION	
[P-101]	CONCRETE PAVING-MEDIUM BROOM FINISH, 20'-FOOT EXPANSION JOINT SPACING, 5'-FOOT CONTROL JOINT SPACING COLOR:NATURAL
[P-102]	CONCRETE PAVING-WAVE PATTERN AS SHOWN IN PLAN BROOM FINISH -COLOR:NATURAL
[P-103]	CONCRETE PAVING-WAVE PATTERN AS SHOWN IN PLAN SANDBLAST-COLOR:SAND
[P-104]	ACCENT CONCRETE PAVING-STAMPED FLAGSTON COLOR: SAND
SITE FURNISHINGS DESCRIPTION	
[S-101]	PLANTERS - GALVANIZED OVAL STOCK TANK AVAILABLE THROUGH TRACTOR SUPPLY COMPANY
[S-102]	SQUARE PLANTER- REINFORCED FIBER GLASS SIZE: 36"x36"x31"HT
[S-103]	SQUARE PLANTER- REINFORCED FIBER GLASS SIZE: 60"x60"x31"HT
[S-104]	RECTANGLE PLANTER- REINFORCED FIBER GLASS SIZE: 96"x30"x31"HT
[S-105]	RECTANGLE PLANTER- REINFORCED FIBER GLASS SIZE: 120"x30"x31"HT
[S-106]	CUSTOM METAL PLANTER WITH WALL HANG BENCH-TOURNESOL-KITSAP MODULAR PLANTER WALL- WALLY BENCH
[S-110]	DUMOR 500 STEEL BENCHES WOOD SEAT- OR EQUAL, MOUNT: SURFACE - COLOR: TBD
[S-111]	TOURNESOL SITWORKS PZ 0100-72 PLAZA STEEL BENCH W/ BACK AND ARMS - 72" LENGTH EMBEDMENT MOUNT COLOR:TBD

CITY OF STANWOOD
APPROVED FOR CONSTRUCTION

BY: PUBLIC WORKS DIRECTOR DATE: _____
BY: COMMUNITY DEVELOPMENT DIRECTOR DATE: _____
PERMIT NO. _____



LANDSCAPE ARCHITECT
SINCE 1981
SINCE 1981
SINCE 1981



PROJECT TITLE
CEDARSIDE
CITY OF STANWOOD

SHEET TITLE
CALLOUT PLAN
SHEET L1.02

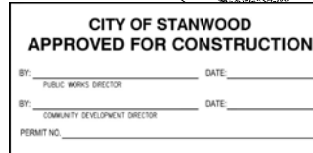
NO.	DATE	DESCRIPTION	BY
1	10/1/2020	REVISION	THOMAS RENGSTORFF
2	10/1/2020	REVISION	THOMAS RENGSTORFF
3	10/1/2020	REVISION	THOMAS RENGSTORFF
4	10/1/2020	REVISION	THOMAS RENGSTORFF
5	10/1/2020	REVISION	THOMAS RENGSTORFF
6	10/1/2020	REVISION	THOMAS RENGSTORFF
7	10/1/2020	REVISION	THOMAS RENGSTORFF
8	10/1/2020	REVISION	THOMAS RENGSTORFF
9	10/1/2020	REVISION	THOMAS RENGSTORFF
10	10/1/2020	REVISION	THOMAS RENGSTORFF

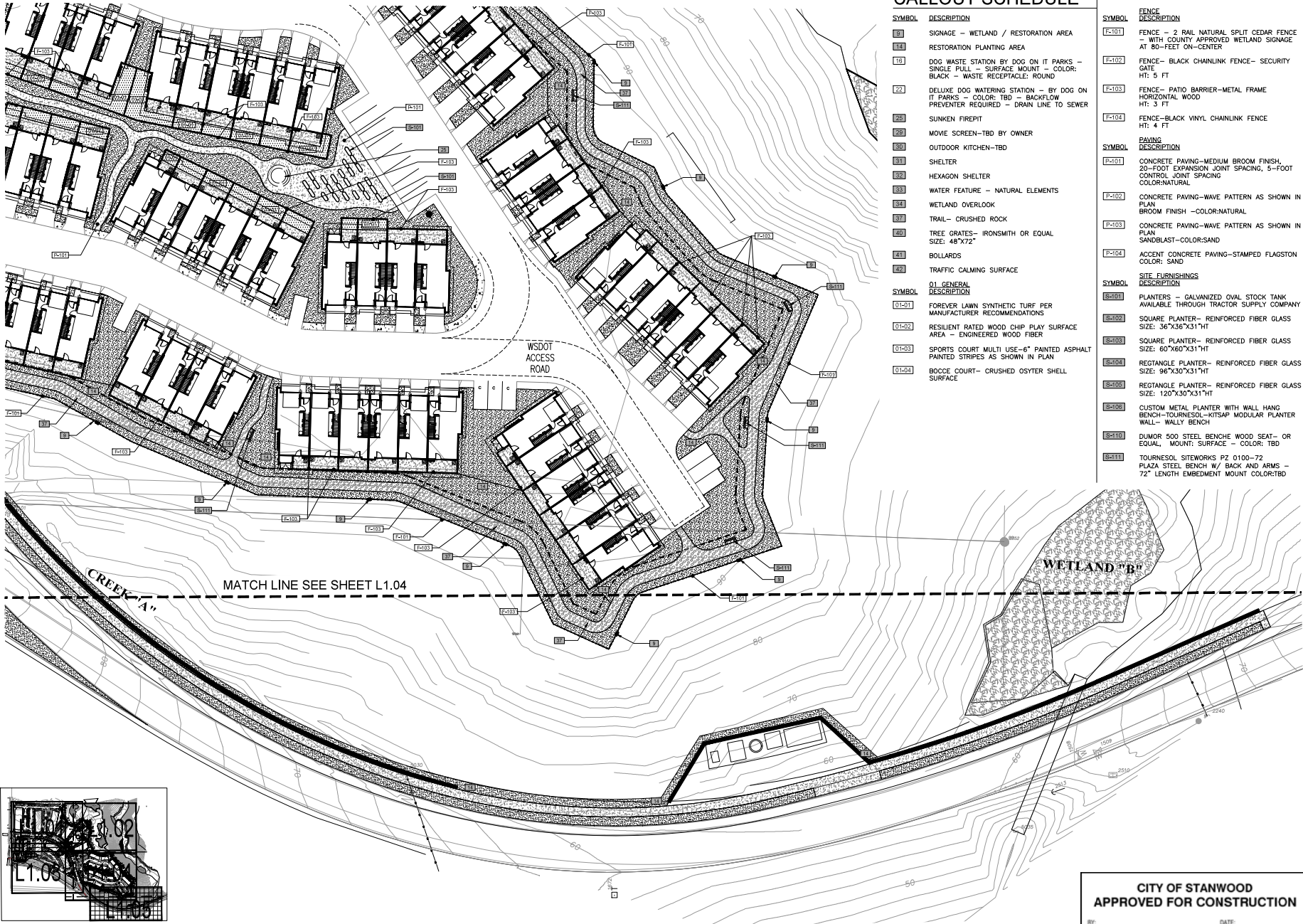
DATE: 10/1/2020

CHECKED BY: _____
DRAWN BY: _____
SCALE: 1"=20'-0"
TAX NO. _____
CADD NO. _____

SHEET NO. _____

L1.02


$$1'' = 20.0''$$

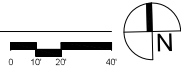


CALLOUT SCHEDULE

SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
[S-1]	SIGNAGE - WETLAND / RESTORATION AREA	[F-101]	FENCE - 2 RAIL NATURAL SPLIT CEDAR FENCE WITH COUNTY APPROVED WETLAND SIGNAGE AT 60'-FEET ON-CENTER
[S-2]	RESTORATION PLANTING AREA	[F-102]	FENCE - BLACK CHAINLINK FENCE - SECURITY GATE HT: 5 FT
[S-3]	DOG WASTE STATION BY DOG ON IT PARKS - SINGLE PULL - SURFACE MOUNT - COLOR: BLACK - WASTE RECEPTACLE: ROUND	[F-103]	FENCE - PATIO BARRIER-METAL FRAME HORIZONTAL WOOD HT: 3 FT
[S-4]	DELUXE DOG WATERING STATION - BY DOG ON IT PARKS - COLOR: TBD - BACKFLOW PREVENTER REQUIRED - DRAIN LINE TO SEWER	[F-104]	FENCE-BLACK VINYL CHAINLINK FENCE HT: 4 FT
[S-5]	SUNKEN FIREPIT	[P-101]	PAVING DESCRIPTION
[S-6]	MOVIE SCREEN-TBD BY OWNER	[P-101]	CONCRETE PAVING-MEDIUM BROOM FINISH 20'-FOOT EXPANSION JOINT SPACING, 5'-FOOT CONTROL JOINT SPACING COLOR:NATURAL
[S-7]	OUTDOOR KITCHEN-TBD	[P-102]	CONCRETE PAVING-WAVE PATTERN AS SHOWN IN PLAN BROOM FINISH -COLOR:NATURAL
[S-8]	SHELTER	[P-103]	CONCRETE PAVING-WAVE PATTERN AS SHOWN IN PLAN SANDBLAST-COLOR:SAND
[S-9]	HEXAGON SHELTER	[P-104]	ACCENT CONCRETE PAVING-STAMPED FLAGSTON COLOR: SAND
[S-10]	WATER FEATURE - NATURAL ELEMENTS	[S-101]	SITE FURNISHINGS DESCRIPTION
[S-11]	WETLAND OVERLOOK	[S-101]	PLANTERS - GALVANIZED OVAL STOCK TANK AVAILABLE THROUGH TRACTOR SUPPLY COMPANY
[S-12]	TRAIL- CRUSHED ROCK	[S-102]	SQUARE PLANTER- REINFORCED FIBER GLASS SIZE: 36"x36"x31"HT
[S-13]	TREE GRATES- IRONSMITH OR EQUAL SIZE: 48"x72"	[S-103]	SQUARE PLANTER- REINFORCED FIBER GLASS SIZE: 60"x60"x31"HT
[S-14]	BOLLARDS	[S-104]	RECTANGLE PLANTER- REINFORCED FIBER GLASS SIZE: 96"x30"x31"HT
[S-15]	TRAFFIC CALMING SURFACE	[S-105]	RECTANGLE PLANTER- REINFORCED FIBER GLASS SIZE: 120"x30"x31"HT
[O-1]	GENERAL DESCRIPTION	[S-106]	CUSTOM METAL PLANTER WITH WALL HANG BENCH-TOURNESOL-KITSAP MODULAR PLANTER WALL- WALLY BENCH
[O-21]	FOREVER LAWN SYNTHETIC TURF PER MANUFACTURER RECOMMENDATIONS	[S-107]	DUMOR 500 STEEL BENCH WOOD SEAT- OR EQUAL, MOUNT: SURFACE - COLOR: TBD
[O-22]	RESILIENT RATED WOOD CHIP PLAY SURFACE AREA - ENGINEERED WOOD FIBER	[S-108]	TOURNESOL SITWORKS PZ 0100-72 PLAZA STEEL BENCH W/ BACK AND ARMS - 72" LENGTH EMBEDMENT MOUNT COLOR:TBD
[O-23]	SPORTS COURT MULTI USE-6" PAINTED ASPHALT PAINTED STRIPES AS SHOWN IN PLAN		
[O-24]	BOCCIE COURT- CRUSHED OYSYTER SHELL SURFACE		



1 CALLOUT PLAN
1" = 20'-0"



**CITY OF STANWOOD
APPROVED FOR CONSTRUCTION**

BY: PUBLIC WORKS DIRECTOR DATE: _____
BY: COMMUNITY DEVELOPMENT DIRECTOR DATE: _____
PERMIT NO. _____

THOMAS RENGSTORFF
AND ASSOCIATES

LANDSCAPE ARCHITECTS
SINCE 1980
1000 1ST AVENUE, SUITE 100
SEASIDE, CA 94133
PHONE: (415) 441-1111 FAX: (415) 441-1112

STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

James R. Rengstorff
LANDSCAPE ARCHITECT
WASHINGTON LICENSE NO. 10000

PROJECT TITLE:
CEDARSIDE
CITY OF SEASIDE

SHEET TITLE:
CALLOUT PLAN
SHEET NO. 02 OF 02

NO.	DATE	REVISION	BY
1	01/15/2019	ISSUED FOR PERMIT	JB

DATE: 01/15/2019

DESIGNED BY	JB
DRAWN BY	JB
CHECKED BY	JB
SCALE	AS SHOWN
TITLE NO.	001
CAD FILE	001

PROJECT: CEDARSIDE

SHEET NO.

L1.05

CALLOUT SCHEDULE

SYMBOL	DESCRIPTION	
[B]	SIGNAGE – WETLAND / RESTORATION AREA	42 (2,01)
[14]	RESTORATION PLANTING AREA	
[15]	DOG WASTE STATION BY DOG ON IT PARKS – SINGLE PULL – SURFACE MOUNT – COLOR: BLACK – WASTE RECEPTACLE: ROUND	
[22]	DELUXE DOG WATERING STATION – BY DOG ON IT PARKS – COLOR: TBD – BACKFLOW PREVENTER REQUIRED – DRAIN LINE TO SEWER	
[23]	SUNKEN FIREPIT	15 (2,02)
[25]	MOVIE SCREEN-TBD BY OWNER	
[26]	OUTDOOR KITCHEN-TBD	
[31]	SHELTER	21 (2,02)
[32]	HEXAGON SHELTER	
[33]	WATER FEATURE – NATURAL ELEMENTS	25 (2,02)
[34]	WETLAND OVERLOOK	
[37]	TRAIL– CRUSHED ROCK	13 (2,01)
[40]	TREE GRATES– IRONSMITH OR EQUAL SIZE: 48"x72"	14, 15 (2,01)
[41]	BOLLARDS	
[42]	TRAFFIC CALMING SURFACE	
01-GENERAL DESCRIPTION		
[01-01]	FORDIVER LAWN SYNTHETIC TURF PER MANUFACTURER RECOMMENDATIONS	22 (2,01)
[01-02]	RESILIENT RATED WOOD CHIP PLAY SURFACE AREA – ENGINEERED WOOD FIBER	21 (2,01)
[01-03]	SPORTS COURT MULTI USE-6" PAINTED ASPHALT PAINTED STRIPES AS SHOWN IN PLAN	24 (2,01)
[01-04]	BOCCE COURT– CRUSHED Oyster SHELL SURFACE	23 (2,01)
FENCE DESCRIPTION		
[F-101]	FENCE – 2 RAIL NATURAL SPLIT CEDAR FENCE – WITH COUNTY APPROVED WETLAND SIGNAGE AT 80- FEET ON-CENTER	41 (2,01)
[F-102]	FENCE– BLACK CHAINLINK FENCE– SECURITY GATE HT: 5 FT	43 (2,01)
[F-103]	FENCE– PATIO BARRIER–METAL FRAME HORIZONTAL WOOD HT: 3 FT	92 (2,01)
[F-104]	FENCE–BLACK VINYL CHAINLINK FENCE HT: 4 FT	51 (2,01)
PAVING DESCRIPTION		
[P-101]	CONCRETE PAVING–MEDIUM BROOM FINISH, 20-FOOT EXPANSION JOINT SPACING, 5-FOOT CONTROL JOINT SPACING COLOR:NATURAL	
[P-102]	CONCRETE PAVING–WAVE PATTERN AS SHOWN IN PLAN BROOM FINISH –COLOR:NATURAL	
[P-103]	CONCRETE PAVING–WAVE PATTERN AS SHOWN IN PLAN SANDBLAST–COLOR:SAND	
[P-104]	ACCENT CONCRETE PAVING–STAMPED FLAGSTON COLOR: SAND	
SITE FURNISHINGS DESCRIPTION		
[S-101]	PLANTERS – GALVANIZED OVAL STOCK TANK AVAILABLE THROUGH TRACTOR SUPPLY COMPANY	33 (2,01)
[S-102]	SQUARE PLANTER– REINFORCED FIBER GLASS SIZE: 36"x36"x31"HT	92 (2,01)
[S-103]	SQUARE PLANTER– REINFORCED FIBER GLASS SIZE: 60"x60"x31"HT	
[S-104]	RECTANGLE PLANTER– REINFORCED FIBER GLASS SIZE: 96"x30"x31"HT	
[S-105]	RECTANGLE PLANTER– REINFORCED FIBER GLASS SIZE: 120"x30"x31"HT	92 (2,01)
[S-106]	CUSTOM METAL PLANTER WITH WALL HANG BENCH–TOURNESOL–KITSAP MODULAR PLANTER WALL– WALLY BENCH	96 (2,01)
[S-107]	DUMOR 500 STEEL BENCH/ WOOD SEAT– OR EQUAL, MOUNT: SURFACE – COLOR: TBD	90 (2,01)
[S-113]	TOURNESOL SITWORKS PZ 0100-72 PLAZA STEEL BENCH W/ BACK AND ARMS – 72" LENGTH EMBEDMENT MOUNT COLOR:TBD	16 (2,01)

CITY OF STANWOOD
APPROVED FOR CONSTRUCTION

BY: _____ DATE: _____
PUBLIC WORKS DIRECTOR

BY: _____ DATE: _____
COMMUNITY DEVELOPMENT DIRECTOR

PERMIT NO. _____



LANDSCAPE ARCHITECTURE
SITE PLANNING
URBAN DESIGN

SUITE 401 811 WESTERN AVE. SUITE 401, VAN BUREN
PHOENIX, AZ 85001 TEL: 602.944.1171 FAX: 602.944.1171



PROJECT TITLE

CEDARSIDE
CITY OF STANWOOD

PROJECT TITLE

CEDARSIDE
CITY OF STANWOOD

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CITY OF STANWOOD

PROJECT TITLE

CEDARSIDE
CITY OF STANWOOD



1 PLANTING PLAN-KEY
1" = 50'-0"

**CITY OF STANWOOD
APPROVED FOR CONSTRUCTION**

BY: _____ DATE: _____
PUBLIC WORKS DIRECTOR
BY: _____ DATE: _____
COMMUNITY DEVELOPMENT DIRECTOR
PERMIT NO. _____



THOMAS RENGSTORFF
AND ASSOCIATES

LANDSCAPE ARCHITECTURE
SITE PLANNING
URBAN DESIGN

SUITE 400, 811 WESTERN AVENUE, SEATTLE, WASHINGTON
PHONE: (206) 461-1111 FAX: (206) 461-1111



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY
LANDSCAPE ARCHITECT
THOMAS R. RENGSTORFF
CERTIFICATE NO. 100

PROJECT TITLE

CEDAR SIDE
CITY OF STANWOOD

SHEET TITLE

PLANTING PLAN
KEY

NO. DATE REVISION BY

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4 01/10/10 01/10/10

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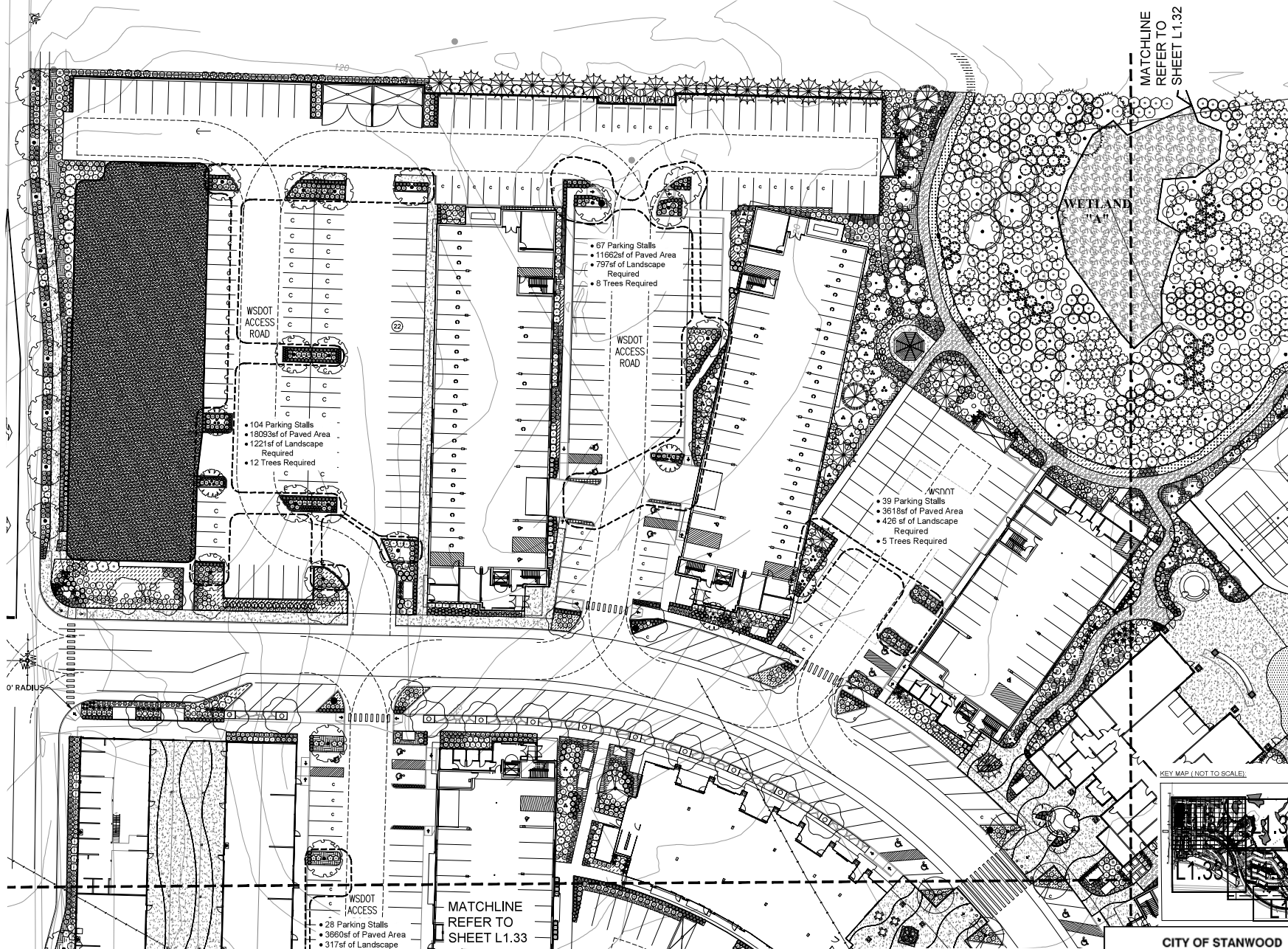
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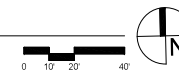
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24 01/10/10 01/10/10

L1.30



1 PLANTING PLAN
1" = 20'-0"



**CITY OF STANWOOD
APPROVED FOR CONSTRUCTION**

BY: PUBLIC WORKS DIRECTOR DATE: _____
BY: COMMUNITY DEVELOPMENT DIRECTOR DATE: _____
PERMIT NO. _____



LANDSCAPE ARCHITECTURE
SITE PLANNING
URBAN DESIGN

SUITE 100, 811 WESTERN AVENUE, SUITE 100, VANCOUVER
PHONE: (604) 681-1111 FAX: (604) 681-1111



LANDSCAPE ARCHITECT
James P. Rengstorff
REGISTERED PROFESSIONAL LANDSCAPE ARCHITECT
WASHINGTON STATE LICENSE NO. 10000

PROJECT TITLE

CEDARSIDE
CITY OF STANWOOD

SHEET TITLE

PLANTING PLAN
SHEET 1.31

NO. DATE PROJECT NO.

DATE: 10/10/2010

DATE: 10/10/2010

DATE: 10/10/2010

DATE: 10/10/2010

DATE: 10/10/2010

DATE: 10/10/2010

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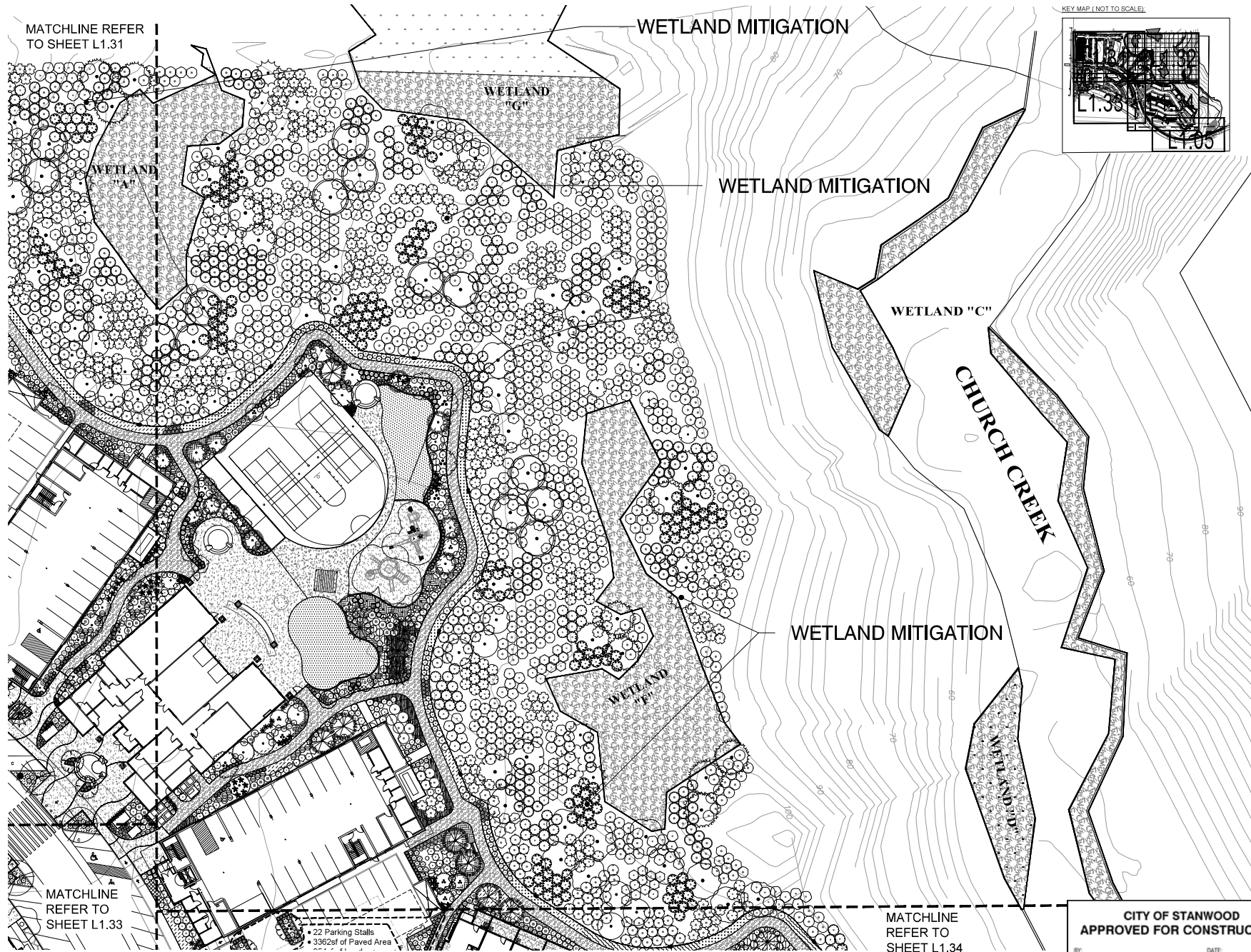
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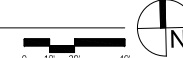
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DATE: 10/10/2010

L1.31



1 PLANTING PLAN
1" = 20'-0"



**CITY OF STANWOOD
APPROVED FOR CONSTRUCTION**

BY: PUBLIC WORKS DIRECTOR DATE: _____
BY: COMMUNITY DEVELOPMENT DIRECTOR DATE: _____
PERMIT NO. _____



LANDSCAPE ARCHITECTURE
SITE PLANNING
URBAN DESIGN

SUITE 101, 111 WESTERN AVENUE, SUITE 101, STANWOOD, WA 98281
PHONE: (360) 973-1111 FAX: (360) 973-1111



LANDSCAPE ARCHITECT
JAMES P. RENGSTORFF
WASHINGTON STATE LICENSE NO. 10000

PROJECT TITLE
CEDARSIDE
CITY OF STANWOOD

SHEET TITLE
PLANTING PLAN
FIGURE 1.4.02

NO.	DATE	DESCRIPTION	BY
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L1.32

TEL: 480.911.1878 FAX: 480.911.1879
HOM: (206) 962-7062 FAX: (206) 962-4721



THOMAS V. RENGOLD
CERTIFICATE NO. 298

PROJECT TITLE

CEDARSIDE

CITY OF STANWOOD

SHEET TITLE

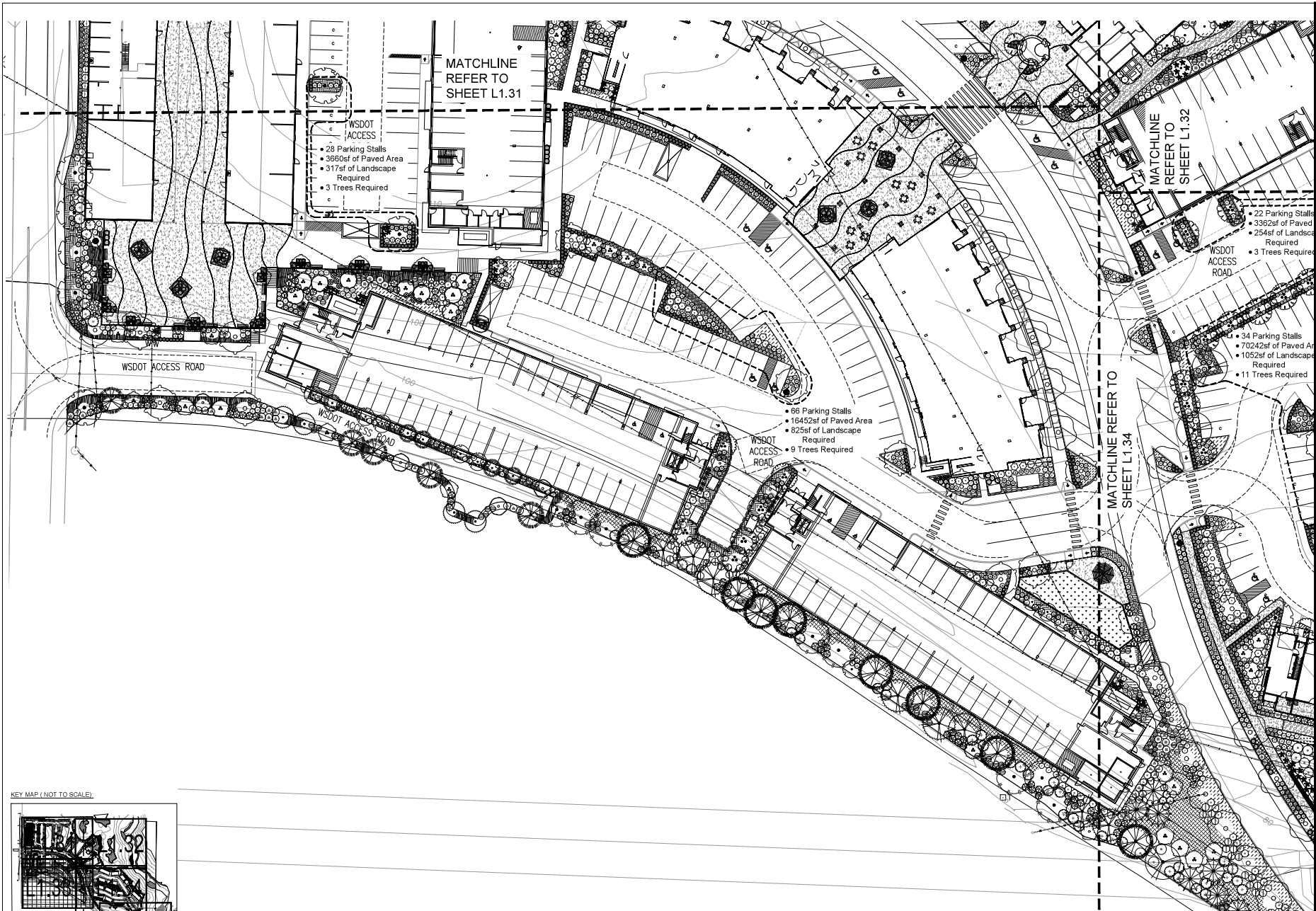
PLANTING PLAN

IN.	DATE	RECEIPTION	BY
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▲	8/27/08	OFFICE PURCHASE	STANLEY
▲			
▲			
▲			
▲			
▲			
▲			
▲			
▲			
DATE	DECEMBER 18, 2018		
RECEIVED	8/27		
PAID	8/27/08		
RECEIVED	79		
SALE	A/C DEBIT		
TRA. IN.	1000		
AD FILE			

PROJECT CELESTINE

SHEET No. _____

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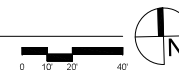
1 PLANTING PLAN

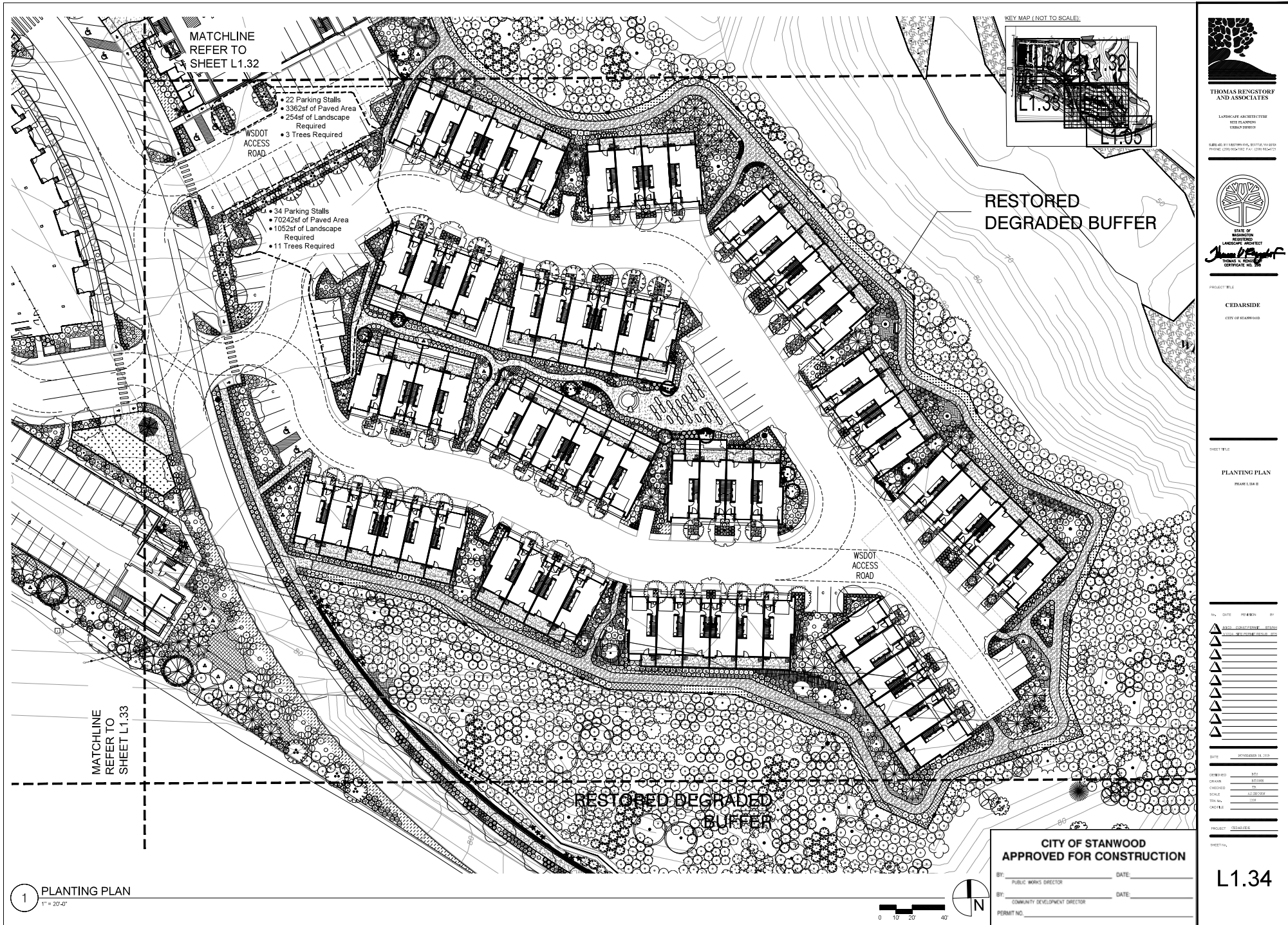
CITY OF STANWOOD
APPROVED FOR CONSTRUCTION

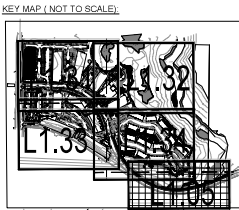
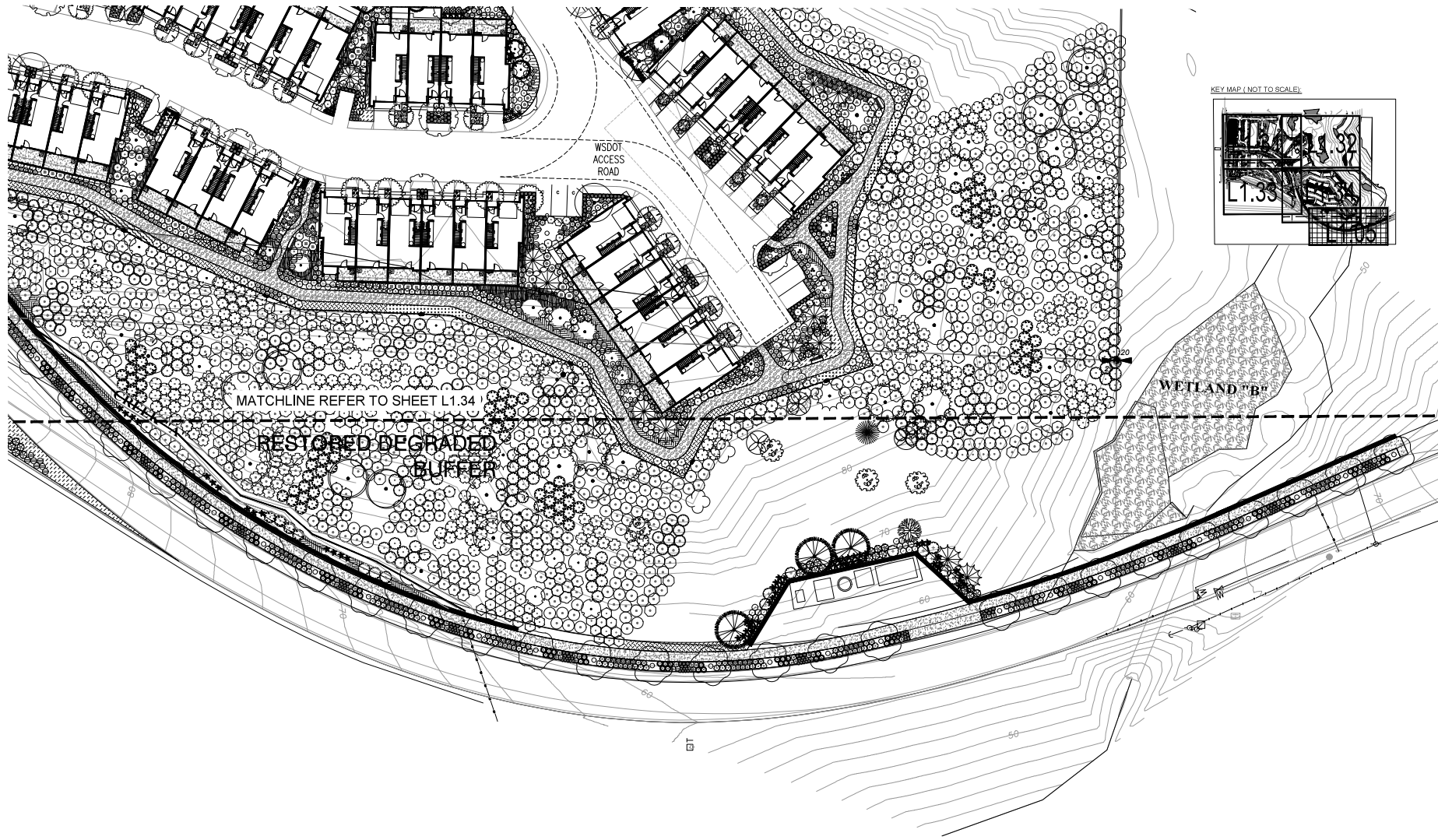
BY: _____ DATE: _____
PUBLIC WORKS DIRECTOR

BY: _____ DATE: _____
COMMUNITY DEVELOPMENT DIRECTOR

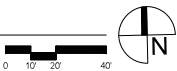
PERMIT NO. _____







1 PLANTING PLAN
1" = 20'-0"



**CITY OF STANWOOD
APPROVED FOR CONSTRUCTION**

BY: _____ DATE: _____
PUBLIC WORKS DIRECTOR

BY: _____ DATE: _____
COMMUNITY DEVELOPMENT DIRECTOR

PERMIT NO. _____

**THOMAS RENGSTORFF
AND ASSOCIATES**

LANDSCAPE ARCHITECTURE
SITE PLANNING
URBAN DESIGN

SUITE 400, 811 WESTERN AVENUE, SUITE 400, VANCOUVER, BC V6C 2M6
PHONE: (604) 681-1111 FAX: (604) 681-1111

THOMAS RENGSTORFF
LANDSCAPE ARCHITECT
REGISTERED PROFESSIONAL
LANDSCAPE ARCHITECT NO. 1234

PROJECT TITLE
CEDARSIDE
CITY OF STANWOOD

SHEET TITLE
PLANTING PLAN
PERMIT NO. 1234

NO.	DATE	REVISION	BY
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L1.35

	LIRIOPE MUSCARI 'BIG BLUE' BIG BLUE LILYTURF	1 GAL
	MAHONIA NERVOSA CASCADE OREGON-GRAPE	2" x 2"
	MAHONIA REPENS CREEPING MAHONIA	2" x 2"
	PRUNUS LAUROCERASUS 'MOUNT VERNON' MOUNT VERNON LAUREL	1 GAL
	TURF HYDROSEED DROUGHT TOLERANT FESCUE BLEND	HYDROSEED

**Before the HEARING EXAMINER for the
CITY of STANWOOD**

RECOMMENDATION: REVISED AFTER RECONSIDERATION ¹

FILE NUMBER: 22-0121

APPLICANT: West Edge Development – Three, LLC
C/o Andrew McKinley, Managing Member
516 N Olympic Avenue
Arlington, WA 98223

TYPE OF CASE: Consolidated: 1) Development Agreement; and 2) Binding Site Plan (*Cedarside Commons*, a mixed-use development)

STAFF RECOMMENDATION: Approve subject to conditions

EXAMINER RECOMMENDATION: APPROVE both applications subject to: 1) Revisions to the proposed Development Agreement; and 2) Binding Site Plan conditions

DATE OF REVISED EXAMINER RECOMMENDATION: ² December 15, 2023

INTRODUCTION ³

West Edge Development – Three, LLC (“WED 3” ⁴) and the Stanwood Community Development Department (“CDD”) have prepared a Development Agreement to control the development of approximately 21.8 acres located in the northeast quadrant of the 72nd Avenue NW/SR 532 intersection. WED 3 filed an application for Preliminary Binding Site Plan (“BSP”) approval of a preliminary development plan for the 21.8 acres on August 31, 2022, amended on October 16, 2023. (Exhibits 2; 62 ⁵) CDD determined the application to be complete as of September 15, 2022. (Exhibit 20) CDD issued a

¹ Title revised after reconsideration. All revised/new text is noted by footnote, except that the revised header on each page is not footnoted.

² Text and date revised after reconsideration.

³ Any statement in this section deemed to be either a Finding of Fact or a Conclusion of Law is hereby adopted as such.

⁴ The Examiner is using the Applicant’s acronym that is used in the proposed Development Agreement.

⁵ Exhibit citations are provided for the reader’s benefit and indicate: 1) The source of a quote or specific fact; and/or 2) The major document(s) upon which a stated fact is based. Citations to exhibits that are available electronically in PDF use PDF page numbers, not source document page numbers. While the Examiner considers all relevant documents in the record, typically only major documents are cited. The Examiner’s Recommendation is based upon all documents in the record.

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Notice of Application on November 29, 2022. (Exhibit 21) On October 16, 2023, WED 3 submitted a formal request that the proposed Development Agreement and the Preliminary BSP be consolidated for review.⁶

The street address of the subject property is 26903 72nd Avenue NW. The subject property is composed of three parcels whose Assessor's Parcel Numbers are 32042000302000, 32042000302100, and 32042900200300 (Parcels B, C, and D as listed on Exhibit 9, Legal Descriptions). (Exhibits 1, PDF 1 & 3; 9)

The Stanwood Hearing Examiner ("Examiner") viewed the subject property via Google Earth: Overhead imagery dated August 7, 2022; Street View imagery dated January, 2022.

The Examiner held a remote open record hearing on October 20, 2023, using the "Zoom" platform. CDD gave notice of the hearing as required by the SMC. (Exhibit 25)

The following exhibits were entered into the hearing record during the hearing:

Exhibits 1 - 60:	As listed on the "Table of Contents" Exhibit List provided with the Staff Report
Exhibit 61:	Letter, Request for Consolidation, October 16, 2023
Exhibit 62:	Revised Permit Application, October 16, 2023
Exhibit 63:	Written comment from Annette Bowden, October 11, 2023

On November 3, 2023, the Examiner issued a Recommendation to approve the Development Agreement subject to revisions and to approve the BSP subject to conditions (the "Recommendation"). On November 20, 2023, Applicant WED 3 filed a timely Request for Reconsideration (the "Request") in which it asked the Examiner to "remove from the recommendation the requirement that the roundabout must be completed before any Certificate of Occupancy are [sic] issued." (Exhibit 65, PDF 7) On November 21, 2023, the Examiner issued an Order inviting comments on the Request as required by SMC 17.20.380(8). On November 30, 2023, the Washington State Department of Transportation ("WSDOT") submitted a written comment. On December 13, 2023, the Stanwood Public Works Director submitted a written comment. No other comments were received. The documents described in this paragraph are herewith entered into the hearing record as follows:⁷

Exhibit 64:	Hearing Examiner Recommendation, November 3, 2023
Exhibit 65:	Request for Reconsideration, filed November 20, 2023

⁶ WED 3 had also submitted a request for vacation of a portion of the 268th Street NW right-of-way. WED 3 and CDD operated throughout the staff review period on the premise that all three requests (Development Agreement, Preliminary BSP, and right-of-way vacation) would be consolidated for review, although the record contains no formal request from WED 3 to do so. For example, the Notice of Application and Notice of Hearing both list all three requests. (Exhibits 21; 25) On October 16, 2023, WED 3 formally requested that only the Development Agreement and the Preliminary BSP be consolidated for review. (Exhibits 61; 62) Therefore, the Examiner has no jurisdiction over the right-of-way vacation request because it is a Type V application which is outside of his jurisdiction. This Recommendation will not address the right-of-way vacation other than to mention it in the context of explaining the project. Elimination of the right-of-way vacation request from the consolidation has no adverse legal effect upon the public noticing since the public notices listed more applications than are now before the Examiner. The right-of-way vacation request, a Type V land use application, will be considered by the City Council in accord with Stanwood Municipal Code ("SMC") procedures.

⁷ Paragraph and exhibit list following added after reconsideration .

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- Exhibit 66: Order Accepting a Request for Reconsideration and Inviting Comments, issued November 21, 2023
 Exhibit 67: Comment, Roland Storme, WSDOT, filed November 30, 2023
 Exhibit 68: Comment, Kevin Hushagen, Stanwood Public Works Director, filed December 13, 2023

Subsection 17.80.360(3)(a) SMC requires that decisions on Development Agreements and preliminary BSPs be issued within 120 net review days after the application is found to be complete. The Examiner's open record hearing was held beyond that day. The SMC provides that an extension of the timeline may be mutually agreed upon by the City and the applicant. [SMC 17.80.360(3)(a) and (4)(d)] WED 3 waived any irregularities in the application processing timeline. (Testimony)

The action taken herein and the requirements, limitations and/or conditions imposed by this decision are, to the best of the Examiner's knowledge or belief, only such as are lawful and within the authority of the Examiner to take pursuant to applicable law and policy.

FINDINGS OF FACT

1. WED 3 is proposing a mixed-use development of approximately 21.8 acres located in the northeast quadrant of the 72nd Avenue NW/SR 532 intersection. The proposal consists of 444 apartment units of varying sizes and 72 townhouse units, for a total of 516 residential units, plus 26,000 square feet ("SF") of retail and office space, 7,130 SF of recreational amenities for the residential occupants, and approximately 468,081 SF (10.75 acres or 49% of the subject property) of Native Growth Protection Area ("NGPA") to preserve the on-site wetlands and Church Creek as it flows southerly through the subject property. WED 3's Preliminary BSP proposes to vacate a portion of the 268th Street NW right-of-way and reroute it (more or less) through the center of the subject property. Recreational amenities and open space, storm water management, water and sewer infrastructure, and street and landscaping improvements are all included in the project. WED 3 proposes to develop *Cedarside Commons* in three phases, with each phase taking about two years. (Exhibits 3 – 8; 11 – 14; 18)

A far more detailed description of the *Cedarside Commons* proposal is contained in Appendix I; a rendering of the proposal is contained in Appendix II. The Phasing Plan is set forth in Appendix III. The proposed Development Agreement will be found in Appendix IV.

2. The subject property is a mostly rectangular property with a curved southern border (following the current 268th Street NW right-of-way) and a rectangular "exception" in the northwest corner. The "exception" is an approximate 1.25 acre parcel, approximately 195 feet east-west by 259 feet north-south, currently owned by the City. The "exception" is identified as Parcel A on Exhibit 9. The City and WED 3 were, as of the date of the Examiner's hearing, in negotiations to enter into a Purchase and Sale Agreement to sell Parcel A to WED 3. Parcel A is not part of the current plan for *Cedarside Commons*. If WED 3 does acquire Parcel A and if it wants to include it in the *Cedarside Commons*

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development, separate application(s) will be required.⁸ (Exhibits 1, PDF 3; 4, Sheet S1; 6, Sheet C1.0; 9; 19, PDF 12 & 13; testimony)⁹

3. The subject property is bordered on the west by 72nd Avenue NW with Stanwood High School across the street. It is bordered on the north by the City's Church Creek Park.¹⁰ To the east is undeveloped property located outside the City limits but within the City's adopted Urban growth Area ("UGA") whose owner has approached the City regarding a development similar in nature and scope to *Cedarside Commons*. The subject property is bordered on the south by the 268th Street NW right-of-way, to the south of which is the SR 532 right-of-way. South of SR 532 is a large mixed-use development containing commercial and residential uses. (Exhibits 1, PDF 3; 17, PDF 10; testimony)
4. The zoning pattern around the 72nd Avenue NW/SR 532 intersection is diverse. The subject property and Parcel A are both zoned Traditional Neighborhood (TN). They are the only properties in the area so zoned. Church Creek Park to the north is zoned Public Open Space (POS). The mixed-use development across SR 532 from the subject property and the high school is zoned General Commercial with a Mixed-Use Overlay. The high school property is zoned Single Family Residential – 9.6 (SR 9.6). The property to the east of the subject property lies outside the City Limits but within the City's UGA. Its current anticipated zoning upon annexation is Light Industrial (LI) with a Master Plan Overlay. However, CDD believes that post-annexation designation is likely to change when the 2024 Comprehensive Plan update process occurs. (Exhibit 1, PDF 3; testimony; Official Notice of high school site zoning designation, https://stanwoodwa.org/DocumentCenter/View/4815/ZoningMap_2021?bidId=, last viewed October 29, 2023)
5. The majority of the subject property exhibits a moderate downward slope towards the east and southeast. Church Creek flows through the eastern part of the subject property from north to south in a broad ravine approximately 35 to 40 feet below the elevation of the majority of the site. The Church Creek ravine and the northern portion of the subject property are wooded; the bulk of the site is open grass land. Numerous wetlands exist within the northeastern and eastern portions of the subject property. None of the wetlands will be impacted by *Cedarside Commons*; some wetland buffer averaging and compensatory mitigation, as allowed by the SMC, is proposed. (Exhibits 1, PDF 3; 8; 11; 12, PDF 6 & 37)
6. WED 3 is requesting to enter into a Development Agreement with the City to govern the development of *Cedarside Commons* for up to a 15-year development period. (Exhibit 19) The Development Agreement will set the standards to which *Cedarside Commons* will be vested for the term of the agreement. The Development Agreement will terminate when *Cedarside Commons* is completed or after 15 years, whichever comes first. The Development Agreement proposes that several "deviations" from standard SMC requirements be allowed:

⁸ WED 3 stated in the Request that it has now acquired title to Parcel A. (Exhibit 65, PDF 7)

⁹ Footnote 10 added after reconsideration.

¹⁰ Interestingly, park users have established disc golf fairways, tee boxes, disc baskets, and paths within the subject property. (Exhibit 11, PDF 2)

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- A. Increased residential density. The TN zone's maximum residential density is 20 dwelling units ("DU") per acre. [SMC 17.60.030] Based on the 21.8 acres comprising the subject property, the maximum residential dwelling unit yield would be 436 DU. WED 3 is seeking approval for 516 DUs, representing a density of 23.67 DU per acre. (Exhibit 3, PDF 3 & 4)

WED 3 seeks this deviation to offset

the high costs that this project will face for the 268th St. NW [right-of-way] relocation and construction, the additional lane improvements along the east frontage of 72nd Ave NW, the new "compact" roundabout at the intersection of SR 532 and 64th Ave NW, and the high cost of offsite utility improvements that have been identified will be required for this project

(Exhibit 3, PDF 3)

- B. Two instead of three housing types. The TN zone requires a mix of three housing types (*e.g.*: single-family detached, townhouse, multi-family, cottage, etc.) unless the development devotes more than 10% of its land area to commercial uses, in which case only two housing types are required. [SMC 17.47.040(1) & (4)] *Cedarside Commons* proposes to devote only 3% of its site area to commercial land uses, but wants to limit the number of housing types to two: Townhouses and apartments.

WED 3 seeks this deviation

based on the significant areas of the site that are reserved as undeveloped critical areas. This has significantly hindered the ability to place a larger portion of the commercial area at the most leasing advantages ground floor location. The reserved undeveloped areas coupled with onsite parking requirements, shared activity spaces for the residents, and the enlarged [right-of-way] development has limited the opportunities to develop prime at grade commercial spaces.

(Exhibit 3, PDF 5) Using more than 10% of the subject property for commercial uses is not realistic: The Planning Commission supports this deviation because of the substantial commercial vacancies within the City. (Exhibit 24, PDF 5) In addition, a substantial commercial area is directly across SR 532 from the subject property. WED 3 also notes that a significant demand for apartment dwellings exists in the Stanwood area. (Exhibit 3, PDF 5)

- C. Reduced on-site parking. The SMC would require 1,137 on-site parking stalls to serve the proposed mix of residential and commercial uses. The Institute of Transportation Engineers

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(“ITE”) Manual calculates only 842 on-site parking spaces for the same mix of uses.¹¹ (Exhibit 1, PDF 21)

Subsection 17.105.050(2) SMC allows the CDD Director to administratively reduce the number of required on-site parking spaces when supported by a study by a professional traffic engineer. Parking demand information has been provided by WED 3’s traffic engineer. (Exhibits 15; 59) WED 3’s site plan depicts 900+ on-site parking spaces, some 24% more than recommended by the ITE Manual.¹² (Exhibit 4, PDF 1)

- D. Tandem parking. Tandem parking is where a double-length parking stall is provided so that one car may park behind another in the same stall. The SMC does not address tandem parking. In WED 3’s experience, “tandem stalls are frequently provided as assigned stalls for the larger 2- and 3-bedroom units in mixed use projects of this scope.” (Exhibit 3, PDF 7) WED 3 proposes to provide 115 tandem parking stalls (230 parking spaces) reserved for use by 2- and 3-bedroom apartment units. (Exhibit 1, PDF 21)
- E. Building height. Two of the proposed apartment buildings (A1 and A2) exceed the SMC’s height limit because of the site’s southerly slope coupled with the requirement that building height be measured at the front (lower grade) façade of the building. Building C (mixed use) also exceeds the SMC’s maximum. Depending on the portion of the roof considered, Buildings A1 and A2 exceed the height limits by between about 4 to 10 feet; the flat-roofed portion of Building C exceeds the height limit by less than one foot. (Exhibit 1, PDF 19)

The “roof elements are highly articulated with variable height parapets” which “will not only provide more interesting and articulated roof elements but also shield from view the roof top mechanical units planned for these structures.” (Exhibit 3, PDF 14)

- 7. The City Planning Commission held a public meeting on April 10, 2023, at which it received comments from the public and discussed *Cedarside Commons*. (Exhibits 22 - 24) “The Commissioners support the majority of deviations being requested by the developer including a reduction in commercial density since Stanwood currently has many vacant businesses. However, they have significant concerns about the requested parking deviation.” (Exhibit 24, PDF 5)
- 8. The City received 24 written comments on *Cedarside Commons* from members of the public, most submitted shortly after the Notice of Application was published in late 2022. (Exhibits 28 – 50; 63) Most of the commenters opposed the location of the project more than the project itself. Primary

¹¹ WED 3’s Project Narrative, Traffic Impact Analysis, and Parking Management Plan contain slightly different numbers for on-site parking demand. (Exhibits 3, 15, & 59, respectively) Suffice it to say, all four of the record documents which contain calculations for required parking (Exhibits 1; 3; 15; 59) reach the same basic conclusion: The amount of parking required by the SMC is significantly higher than the number recommended by the respected ITE Manual.

¹² The Parking Management Plan includes 104 on-site parking spaces on Parcel A under the assumption that Parcel A will become part of *Cedarside Commons* with a building pad and parking. (Exhibit 59, PDF 1) Since Parcel A has not been included in the proposed site plan, the Examiner has ignored that possible future occurrence. As noted previously, future addition of Parcel A will require amendment to the site plan.

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issues of concern were: Traffic congestion on 72nd Avenue NW in the vicinity of the high school and the SR 532 intersection; potential impact to Church Creek; school overcrowding; out-of-character with the area; and lack of compliance with all TN zone requirements.

There was no testimony from the public at the Examiner's public hearing.

9. 268th Street NW, a Local street, intersects 72nd Avenue NW, an Urban Major Collector street, approximately 100 feet north of the 72nd Avenue NW/SR 532 signalized intersection. Because of the short distance to the traffic lights, left turns westbound to southbound from 268th Street NW are currently prohibited. WED 3 proposes to realign 268th Street NW through the subject property such that it will intersect 72nd Avenue NW in alignment with the southern high school entrance, about 480 feet north of the 72nd Avenue NW/SR 532 intersection. Full turning movements will be possible at that location. (Exhibits 1, PDF 5; 3, PDF 11; 15, PDF 2)
 10. WED 3's traffic engineers predict that *Cedarside Commons*, when fully developed, will generate an average of approximately 2,790 daily vehicle trips ("ADT"), of which approximately 260 will occur during the morning peak travel hour and approximately 270 will occur during the evening peak travel hour. (Exhibit 15, PDF 7)
- The City has established Level of Service ("LOS") standards for City streets. (Exhibit 15, PDF 7) The only intersection predicted to exceed the applicable LOS is the 64th Avenue NW/SR 532 intersection. (268th Street NW intersects 64th Avenue NW east of the subject property at the outer edge of the currently designated UGA.) WED 3, the City, Snohomish County, and WSDOT have studied the traffic situation extensively and have concluded that converting the 64th Avenue NW/SR 532 intersection from stop-controlled on the minor (64th Avenue NW) approach to a roundabout will alleviate the deficiency. (Exhibits 15 – 17; 52; 57; 67; 68)¹³
11. Stanwood's State Environmental Policy Act ("SEPA") Responsible Official issued a Mitigated Determination of Nonsignificance ("MDNS") for *Cedarside Commons* on August 1, 2023. (Exhibit 10) The MDNS was not appealed. (Testimony) The mitigation measures within the MDNS relate primarily to traffic impact and require construction of a roundabout at the 64th Avenue NW/SR 532 intersection among other traffic-related requirements. Other MDNS mitigation measures address NGPA impacts. All MDNS mitigation measures have been carried forward by CDD as recommended conditions of Preliminary BSP approval. (Exhibit 1, PDF 50 - 52)
 12. Church Creek is a Type 2 stream which, under the SMC, requires a 100-foot wide buffer plus a 15-foot building setback. If the required buffer extends beyond a regulated steep slope, then the outer edge of the buffer is 25 feet beyond the top of the slope. (Exhibit 11, PDF 9) The proposed site plan will create an NGPA which will meet or exceed those requirements. (Exhibits 5, Sheet L1.00W; 11, PDF 3)

¹³ WSDOT acronym used without explanation as it was previously introduced in new text; last two exhibit citations added after reconsideration.

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Eight wetlands are wholly or partially located on the subject property. Wetlands A, F, and G are depressional wetlands located in the wooded portion of the upland part of the subject property; Wetlands B – E and H are riverine wetlands located along the shore of Church Creek. (Exhibit 11, PDF 3 & 10) None of the wetlands will be directly affected by the proposed development; all will be provided with buffers to protect them from incursion by humans. Some buffer reduction and averaging, as allowed by the SMC, are proposed. (Exhibits 1, PDF 31 – 34; 3; 11)

13. The nearest public schools to *Cedarside Commons* are Cedarhome Elementary, Stanwood Middle, and Stanwood High Schools. The Stanwood/Camano School District (“School District”), taken as a whole, has sufficient classroom capacity to accommodate expected enrollment from students living in *Cedarside Commons*. However, some schools in Stanwood are at or over capacity; some schools on Camano Island, in particular, are under capacity. Cedarhome is one of the most crowded schools in the School District. “School assignment is contingent on available space at time of enrollment. School [attendance] boundaries may be changed, therefore, there is no guarantee students will attend [the nearest] school.” (Exhibit 54; testimony) WED 3 pointed out that about 50% of the dwelling units will be studio or one-bedroom, suggesting that those units would not be as likely to generate many students. (Testimony)

The School District does not currently have an impact fee program. (Exhibit 1, PDF 43) CDD held discussions with the School District regarding development of an impact fee program. The result of those discussions was a conclusion that the School District could not legally justify an impact fee program because it still has some available classroom capacity. (Exhibit 1, PDF 48 & 49; testimony)

14. CDD prepared an in-depth Staff Report addressing all criteria for Preliminary BSP approval and responding to the written citizen comments. (Exhibit 1) Nobody challenged CDD’s analyses and conclusions. A few clerical corrections were made to the Staff Report during the hearing:
 - A. PDF 1. The Report lists four Tax Account Numbers. As has been noted, Parcel A (the fourth Tax Parcel Number listed in the Report) is not part of the current application.
 - B. PDF 2, §I.B. The “preliminary plat” reference is incorrect: No preliminary plat is being proposed. Both application dates are incorrect: The submittal date was August 31, 2022; the date of completion was September 15, 2022.
 - C. PDF 3, § C. Parcel A is not part of the application.
 - D. PDF 5. The total intersection distances on the two figures do not match. The new intersection distance will be about 360 feet north of SR 532.
 - E. PDF 15, bottom row, right hand cell. The “X-X” was a placeholder for “38 – 41.”
 - F. PDF 24, row two, right hand column, fourth line. “24recommendation” should be simply “recommendation.”

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- G. PDF 43, § C. The “preliminary plat” reference is incorrect: No preliminary plat is being proposed.
- H. PDF 44. Discussion of SMC 16.40.020(9) would logically occur on this page. That SMC section provides that approved Preliminary BSPs are valid for three years. That 3-year term is proposed to be modified by the Development Agreement to match the 15 year term of the Agreement. (Testimony)

Subject to those corrections and the Findings of Fact set forth herein, the CDD analyses and conclusions in Exhibit 1 at PDF 1 – 49 are incorporated herein by reference as if set forth in full.

- 15. CDD recommends approval of the Development Agreement and approval with conditions of the Preliminary BSP. (Exhibit 1, PDF 50 – 55)

WED 3 supports the CDD Staff Report and recommended conditions. (Testimony)

- 16. Any Conclusion of Law deemed to be a Finding of Fact is hereby adopted as such.

LEGAL FRAMEWORK ¹⁴

The Examiner is legally required to prepare this recommendation within the framework created by the following principles:

Authority

A proposed development Agreement is a Type IV application which is subject to an open record hearing before the Examiner who forwards a written recommendation to the Council. The proposed binding site plan is a Type III application which is subject to an open record hearing before the Examiner whose decision is final subject to reconsideration and judicial appeal. [SMC 17.80.230, Table 1; SMC 17.80.310, Table 3A]

When an applicant elects to consolidate the processing of two or more applications of different types, the process for the highest numbered component application controls the consolidated applications. [SMC 17.80.250] WED 3 formally elected to consolidate the development agreement and binding site plan applications. (Exhibit 61) Therefore, the consolidated applications have been processed as Type IV applications.

Review Criteria

Development Agreement

The SMC contains no specific review criteria for Development Agreements. [SMC 17.60.060] In the absence of specific review criteria, the Examiner will consider whether the public use and interest of the City and its citizens would be served by entering into the proposed Development Agreement.

¹⁴ Any statement in this section deemed to be either a Finding of Fact or a Conclusion of Law is hereby adopted as such.

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Preliminary Binding Site Plan

The review criteria for preliminary binding site plans are contained in SMC 16.40.020(6) and .040(1):

The city shall review the proposed binding site plan to determine whether it meets the following criteria:

- (a) Comprehensive Plan – whether the proposed binding site plan and development of the parcel conforms to all elements of the Comprehensive Plan.
- (b) Zoning – whether the proposed binding site plan meets the zoning regulations.
- (c) Physical setting – whether the binding site plan properly takes into account the topography, drainage, vegetation, soils and any other relevant physical elements of the site.
- (d) Public services – whether adequate services are available, including:
 - (i) Adequate water supply.
 - (ii) Adequate sewage disposal.
 - (iii) Appropriate storm drainage improvements.
 - (iv) Adequate fire hydrants.
 - (v) Appropriate access to all anticipated uses within the plan.
 - (vi) Provisions for all appropriate deeds, dedications, and/or easements.
 - (vii) Examination of the existing streets and utilities and how the proposed binding site plan relates to them.
- (e) Environmental issues – examination of the project through the SEPA process and a determination of whether the proposed binding site plan complies with the SEPA requirements.

[SMC 16.40.020(6)]

No binding site plans shall be approved unless appropriate provisions are made for, but not limited to:

- (a) The public health, safety and general welfare.
- (b) Public use reservations.
- (c) *Street right-of-way, realignment, dedication or widening.* If the city concludes that the street right-of-way adjacent to a proposed binding site plan is inadequate for widening, and realignment of the existing street is necessary as a direct result of the proposed development, then the city may require a dedication of necessary right-of-way and improvement of that right-of-way. Nothing herein shall prohibit voluntary agreements with the city that allow a payment in lieu of dedication of land or to mitigate a direct impact that has been identified as a consequence of a binding plan as authorized by Chapter [82.02](#) RCW.
- (d) All applicable provisions of the zoning code.

[SMC 16.40.040(1)]

Vested Rights

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“An application for a permit or project permit listed as a Type I – V permit, except those which seek variance from land use regulations, shall be considered under the development regulations in effect on the date of a complete application. ...” [SMC 17.80.210(1); exceptions are set forth in SMC 17.80.210 (3)–(8)]

Therefore, this application is vested to the development regulations as they existed on September 15, 2022.

Standard of Review

The standard of review is preponderance of the evidence; the applicant has the burden of proof. [SMC 17.80.370(3)(a)] “All findings and conclusions necessary to the issuance of a decision shall be based upon reliable evidence.” [SMC 17.80.370(3)(c)]

Scope of Consideration

The Examiner has considered: all of the evidence and testimony; applicable adopted laws, ordinances, plans, and policies; and the pleadings, positions, and arguments of the parties of record.

CONCLUSIONS OF LAW

1. The design of *Cedarside Commons* is consistent with the the City’s vision for this end of the City as reflected by the existing zoning. Those who want the subject property to evidence a low density, low-rise, small town character are envisioning something that is not consistent with the existing and planned zoning of the area. The TN zone, even in its basic character without the flexibility provided by a Development Agreement, is a relatively high density zone which allows buildings up to 65 feet high. (Exhibit 1, PDF 17) The currently planned, post-annexation LI zoning for the acreage to the east of the subject property does not evidence a rural, bucolic vision. The existing mixed-use development across SR 532 from the subject property can hardly be called small town, rural.

Development Agreement

2. The Examiner believes that it would be outside his purview to advise the Council on legal aspects of the proposed Development Agreement. That should rightfully be the purview of the City Attorney. Based on that belief, this Recommendation will not address those aspects of the Agreement.
- 3.¹⁵ The Examiner has a number of changes to the Draft Development Agreement that he believes the Council should consider. There is one two major suggestion (discussed in Subsection I, below) and a number of minor suggestions. A previously recommended major suggestion (discussed in Subsection D, below) has been removed from this Revised Recommendation. Each will be explained chronologically as they appear in the text. The proposed changes are depicted on the annotated copy of the Draft Development Agreement contained in Appendix IV:
 - A. First page, second Recital. The third line refers to *Cedarside Commons* as a “516-unit multi-family project”. The SMC defines “multi-family” residence as one for three or more families. [SMC 17.20.140] The SMC defines a “townhouse” as a residence attached to two or more

¹⁵ First paragraph revised after reconsideration.

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other residences, with none above one another. [SMC 17.20.210] Thus, there could be some overlap in the definitions. But *Cedarside Commons* most definitely has both multi-family apartments and townhouses. The Examiner suggests that “516-unit multi-family project” be changed to “516-unit multi-family/townhouse project” in each place where that term appears.

- B. Section 1. This section describes the project in words, but it does not tie it to the Preliminary BSP plans that were reviewed during the Examiner’s hearing. The Examiner believes that the Development Agreement should specifically and clearly tie the Development Agreement and Preliminary BSP together. The Examiner suggests wording to do that in the first paragraph of this section.

Also in the first paragraph and in many other locations throughout the Draft Development Agreement, the word “townhome” is used. This is a very minor point, but since the SMC uses the word “townhouse,” not “townhome,” the Examiner believes that “townhouse” should be used throughout the Development Agreement to avoid a possible source of confusion or future dispute.

- C. Section 8, last line. The term “multi-family” should be replaced with “multi-family/townhouse” for the reason explained previously.
- D.¹⁶ Section 10, “Traffic Mitigation.” The reference to “64th Street N.W.” should be changed to “64th Avenue NW.”

Of major importance is the 64th Avenue NW/SR 532 intersection. The MDNS (Exhibit 10) states that traffic from *Cedarside Commons* will cause that intersection to operate below the established LOS. The MDNS lists five mitigation measures [that] are required to meet concurrency.

- a. A roundabout shall be installed as a traffic-management measure at the intersection of 64th Avenue NW and SR 532 to meet the level of service standards at the intersection from the approximately 517 new residential units that will utilize this intersection.
- b. The applicant will provide a performance bond in the amount of 150% the cost of the roundabout within 60 days after completion of the Intersection Control Evaluation (ICE) with WSDOT.
- c. The City will prepare and submit the WSDOT permit for construction of the roundabout.
- d. The applicant will begin construction of the roundabout within thirty days after the issuance of the right-of-way permit from WSDOT.

¹⁶ Subsection D, beginning with the second paragraph, revised after reconsideration.

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- e. If another development unrelated to this project impacts the design of the roundabout prior to construction of the roundabout beginning, then the applicant shall enter into an agreement with the City and the other development proponent to facilitate final design and construction of the roundabout.

(Exhibit 10, PDF 2 & 3)

At the time of the hearing, WSDOT wanted the City to block 268th Street NW at the east edge of *Cedarside Commons* until the roundabout was complete. (Exhibit 57, especially PDF 2) In its Reconsideration comment, WSDOT reiterated that it “does not support occupancy for this project prior to the construction of the roundabout unless it can be demonstrated, to the satisfaction of WSDOT, that traffic from the development will not adversely impact the operation of the intersection of SR532 and 64th Avenue NW.” (Exhibit 67, PDF 1)

At the time of the hearing, Stanwood Public Works objected to blocking 268th Street NW. (Testimony) In his Reconsideration comment, the Public Works Director stated that the City is actively engaged with WSDOT in the required ICE. (Exhibit 68, PDF 1) The Director pointed out that neither the City nor WED 3 have any control over WSDOT’s timing. Finally, the Director stated that if a fee-in-lieu-of situation developed, the City would build the roundabout using collected impact mitigation monies. (Exhibit 68, PDF 2)

In its Reconsideration, WED 3 points out that RCW 36.70A.070(6)(b) provides that “Concurrency means that the improvements or strategies are in place at the time of development, or that a financial commitment is in place to complete the improvements or strategies within six years.” (Exhibit 65, PDF 6, emphasis added) That concept is embodied in the SMC’s definition of “concurrency:” “‘Concurrency’ means that improvements or strategies are in place at the time of development, or that a financial commitment is in place to complete the improvement or strategies within six years.” [SMC 17.148.030(5), emphasis added]

Subsection 17.148.070(3)(c)(iii) SMC provides that if a project will result in an LOS below the established standard, the developer has several options, one of which is to “Mitigate the impacts of the project to ensure concurrency.”

In the Recommendation, the Examiner relied on the stated positions of WSDOT and Public Works, failed to consider the state law and SMC definitions of “concurrency,” and recommended that the last paragraph in “Traffic Mitigation” be amended to simply state that the roundabout must be completed before issuance of any certificates of occupancy.

As a result of the Reconsideration process, the Examiner recognizes that he erred: Under state law and local ordinance the actual, physical mitigation of a traffic impact does not need to be completed prior to the development’s completion so long as a financial plan is in place

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to complete the work within six years of development approval. The MDNS mitigation conditions create just such a plan. The Examiner's recommendation to revise the Development Agreement was inconsistent with state law and Stanwood ordinance. That error will be corrected by eliminating the previously recommended changes.

- E. Section 11. The word "Developers" which appears twice in this paragraph is incorrect. WED 3 and CDD agree that they intended to use the word "Development."
- F. Section 15.3. The term "multi-family" which appears twice in this section should be "multi-family/townhouse" for reasons stated previously.
- G. Section 15.3. The way this section is written could be interpreted to require submittal of only one final site development plan. Such an interpretation would be contrary to the phased development approach desired by WED 3 and supported by CDD (and the Examiner). The BSP process is a two-step review: Preliminary site plan followed by final site plan. [SMC 16.40.020 & .030] The text of this section should be revised to make clear that final BSPs may be submitted in phases.
- H. Section 16.1. This section states that curbs, gutters, and sidewalks are to remain outside of the dedicated 268th Street NW right-of-way through *Cedarside Commons*. WED 3 testified that this provision was intended to allow it to control the irrigation system within the planter strips. The preliminary plans indicate that those facilities will be within the dedicated right-of-way. (Testimony) Private ownership of curbs, gutters, and sidewalks would be very unusual; the Examiner sees no public use or benefit from such private ownership. The Examiner recommends that that provision be stricken.
- I. Section 24. This section includes wording to implement an authority granted by RCW 36.70B.170(4), sentence 3: "A development agreement shall reserve authority to impose new or different regulations to the extent required by a serious threat to public health and safety." Here, however, the Development Agreement would allow the Council to impose regulations for that purpose only during the first five years of the 15-year agreement term.

Such a five-year limitation of the Council's authority is not required by the authorizing RCW, nor would it serve the public use and interest. The Examiner believes that the Council should reserve the right to amend regulations to address "a serious threat to public health and safety" through the entire term of the Development Agreement. The Examiner recommends a simple text change to effect that change.

- 4. The SMC contains no review criteria for development agreements. Section 17.80.100 SMC does contain five requirements for development agreements, the relevant portions of all of which are fully met by the current proposal:
 - A. Subsection (1): "The city may enter into a development agreement with a person having ownership or control of property within the city's jurisdiction. The city may enter into a

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development agreement for property outside its boundaries as part of a proposed annexation or service agreement..”

Analysis: WED 3 owns the approximate 21.8 acres of land, located inside the City Limits, which is the subject of the proposed Development Agreement. This requirement (essentially a precondition) is met.

- B. Subsection (2): “A development agreement must set forth the development standards and other provisions that shall apply to and govern and vest the development, use, and mitigation of the development of the property for the duration specified in the agreement.”

Analysis: Sections 1 – 16 of the Draft Development Agreement contain specific development standards and procedures that will govern the development of *Cedarside Commons*. This requirement is met.

- C. Subsection (3): “ A development agreement may obligate a party to fund or provide services, infrastructure, or other facilities. The city and project applicants may include provisions and agreements whereby applicants are reimbursed over time for financing public facilities.”

Analysis: Off-site improvements to the City water and sewer systems are necessary to satisfactorily serve *Cedarside Commons*. (Exhibit 18) Those requirements need not be in the Development Agreement. The MDNS allows other developers to share the cost of the off-site 64th Avenue NW/SR 532 roundabout under certain conditions. This requirement is met.

- D. Subsection (4): This subsection is procedural only and imposes no requirements on the Development Agreement *per se*: “The city shall only approve a development agreement by ordinance or resolution after a public hearing.”

- E. Subsection (5): “A development agreement shall reserve authority to impose new or different regulations to the extent required by a serious threat to public health and safety.”

Analysis: Section 24 of the proposed Development Agreement, as recommended for amendment by the Examiner, reserves the City’s authority under RCW 36.70B.170(4) to impose new or different regulations to the extent required by a serious threat to public health and safety. This requirement is met.

5. ¹⁷ The Examiner concludes that execution of the proposed Development Agreement, with the revised amendments recommended by the Examiner, will serve the public use and interest. The deviations to standards that are reflected in the Agreement appropriately address issues that affect a large, complex development such as *Cedarside Commons*. The Agreement will provide consistency and predictability over the lengthy build-out period of this project. Such consistency and predictability are valuable to both WED 3 and the City. The notion that a development agreement may include

¹⁷ First sentence revised after reconsideration.

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deviations from normal standards is a built-in element of the development agreement process. The Examiner concludes that that flexibility has not been abused in this application.

- 6.¹⁸ Approval of the proposed Development Agreement, with the revised amendments recommended by the Examiner, will serve the public use and interest of Stanwood and its citizens.

Preliminary Binding Site Plan

7. The CDD Staff Report contains a lengthy analysis of Comprehensive Plan conformance. (Exhibit 1, PDF 4 – 11) That analysis and its conclusions were not challenged and are incorporated herein by reference as if set forth in full. The proposed Preliminary BSP complies with the approval criteria in SMC 16.40.020(6)(a).
8. Subject to the provisions within the associated Development Agreement, the BSP complies with zoning code requirements. The proposed Preliminary BSP complies with the approval criteria in SMC 16.40.020(6)(b).
9. The proposed design and layout work with and respect the most sensitive features of the subject property. Nearly 50% of the subject property is to be set aside as permanent NGPA to preserve the on-site wetlands and streams. The proposed Preliminary BSP complies with the approval criteria in SMC 16.40.020(6)(c).
10. Water and sewer services are available subject to developer-funded off-site improvements. The preliminary plans for stormwater runoff control show compliance with the City's adopted regulations. The proposed internal drive system will provide appropriate access to all on-site parking stalls. The relocation of 268th Street NW will result in a net benefit to the community by significantly increasing the separation of the 268th Street NW and SR 532 intersections on 72nd Avenue NW. Aligning the 268th Street intersection with the High School intersection is also a major benefit, both for the short term and the long term (potential to install traffic signals if ever warranted). The proposed Preliminary BSP complies with the approval criteria in SMC 16.40.020(6)(d).
11. The proposal avoids direct impact to all of the on-site wetlands and provides code-compliant buffers for all wetlands, Church Creek, and Stream A. Preservation of nearly 50% of the total site as permanently protected NGPA demonstrates a strong commitment to environmental consciousness. The proposed Preliminary BSP complies with the approval criteria in SMC 16.40.020(6)(e).
12. The evidence, as discussed previously throughout this Recommendation, demonstrates compliance with the criteria in SMC 16.40.040(1).
13. The Preliminary BSP for *Cedarside Commons* meets all criteria for approval.
14. The recommended conditions of approval as set forth in Exhibit 1 are reasonable, supported by the evidence, and capable of accomplishment with the following changes:

¹⁸ Revised after reconsideration.

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- A. A clear and direct linkage between this Preliminary BSP and the associated Development Agreement should be a part of the Preliminary BSP conditions. A new condition to accomplish that will be added.
 - B. The Examiner normally holds to the position that changes to MDNS conditions may not be considered absent an overt appeal from the threshold determination (which would give the Examiner authority to consider changes). The Examiner does not believe that position prevents the Examiner from making minor, non-substantive changes that make the MDNS conditions blend better with the remaining conditions. In addition, CDD testified that Recommended Conditions 11 and 12 are now moot as their requirements have already been fulfilled. The Examiner agrees with that testimony. Therefore, those two conditions will be omitted and minor, non-substantive wording changes in other MDNS conditions will be made.
 - C. A few minor, non-substantive structure, grammar, and/or punctuation revisions to Recommended Conditions 1, 4, 7.b, 7.d, 7.e, 8, 10.b, 13.a, 13.b, 15, 20, 24, 29, 32, 33, 36 - 38, 41, and 42 will improve parallel construction, clarity, and flow within the conditions. Such changes will be made.
15. Any Finding of Fact deemed to be a Conclusion of Law is hereby adopted as such.

Remainder of page intentionally left blank. ¹⁹

¹⁹ Text added after reconsideration.

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RECOMMENDATION: REVISED AFTER RECONSIDERATION ²⁰

Based upon the preceding Findings of Fact and Conclusions of Law, the testimony and evidence submitted at the open record hearing, and the Examiner's site view, the Examiner recommends that the City Council:

- A. **APPROVE** the proposed Development Agreement as set forth in Appendix IV hereto; and
- B. **APPROVE** the proposed Preliminary Binding Site Plan **SUBJECT TO THE ATTACHED CONDITIONS.**

Revised recommendation issued December 15, 2023. ²¹

\s/ *John E. Galt*

John E. Galt
 Hearing Examiner

HEARING PARTICIPANTS ²²

Carl Pirscher
 Tansy Schroeder

Dan Nelson
 Andrew McKinley

NOTICE of COUNCIL CONSIDERATION ²³

This Recommendation becomes the Examiner's final and conclusive action as of the eleventh business day after the date of mailing of the Recommendation unless reconsideration is timely requested. If reconsideration is timely requested, the order granting or denying reconsideration becomes the Examiner's final and conclusive action. The Examiner's final Recommendation will be considered by the Stanwood City Council in accordance with the procedures for Type IV actions in Chapter 17.80 SMC. Please contact the Department of Community Development for information regarding the scheduling of Council consideration of this Recommendation. Please have the applicant's name and City file number available when you contact the City.

The following statement is provided pursuant to RCW 36.70B.130: "Affected property owners may request a change in valuation for property tax purposes notwithstanding any program of revaluation."

²⁰ Title revised after reconsideration.

²¹ Text and date revised after reconsideration.

²² The official Parties of Record register is maintained by the City's Hearing Clerk.

²³ NOTICE OF RIGHT OF RECONSIDERATION paragraph deleted after reconsideration: A reconsidered action is not again subject to reconsideration. [SMC 17.80.380(8)(c)]

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CONDITIONS OF APPROVAL
22-0121
CEDARSIDE COMMONS

This Preliminary Binding Site Plan is subject to compliance with all applicable provisions, requirements, and standards of the Stanwood Municipal Code, standards adopted pursuant thereto, and the following special conditions:

Site Development Approval:

1. This Preliminary Binding Site Plan is subject to all terms, conditions, and requirements of the approved, associated Development Agreement entered into between the City and the Developer.
2. The Preliminary Architectural Plans and Site Plan, Preliminary Landscape and Planting Plan, and Preliminary Civil Construction Plans (Exhibits 4 - 6) shall be the approved plans. Minor modifications to the plans may be approved by the Community Development Director or Public Works Director if the modifications do not: 1) involve more than a 10% increase in the area or scale of the development, 2) have a significantly greater impact on the environment and facilities, and 3) change the boundaries of the originally approved plan.
3. All applicable components of the Stanwood Municipal Code shall be followed.
4. The approved permit shall expire in accordance with SMC 17.80.395.
5. Binding site plan and Development Agreement approval authorizes the permittee to proceed with application for necessary permits to construct the required improvements and to prepare construction drawings in accordance with the determinations made and conditions imposed.
6. No permits and construction pursuant to the proposed development shall begin or be authorized until expiration of the project's appeal period.
7. All solid waste disposal and storage areas shall be enclosed with block or wood fencing and be screened from all public areas.

MDNS Conditions:

8. Pursuant to the traffic study, the approximately 517 new residential units from this development are anticipated to degrade the level of service (LOS) of the 64th Avenue NW and State Route 532 intersection below adopted service levels. As such, the Developer must provide mitigation to meet traffic concurrency. The below mitigation measures are required to meet concurrency.

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- a. A roundabout shall be installed as a traffic-management measure at the intersection of 64th Avenue NW and SR 532 to meet the level of service standards at the intersection from the approximately 517 new residential units that will utilize this intersection.
 - b. The Developer will provide a performance bond in the amount of 150% the cost of the roundabout within 60 days after completion of the Intersection Control Evaluation (ICE) with WSDOT.
 - c. The City will prepare and submit the WSDOT permit for construction of the roundabout.
 - d. The Developer will begin construction of the roundabout within thirty days after the issuance of the right-of-way permit from WSDOT.
 - e. If another development unrelated to this project impacts the design of the roundabout prior to construction of the roundabout beginning, then the Developer shall enter into an agreement with the City and the other development proponent to facilitate final design and construction of the roundabout.
9. The City will grant the Developer a credit against the traffic mitigation fees in an amount equal to, but not greater than, the cost of construction of the roundabout. The aggregate of said credits shall not exceed the maximum amount payable in impact fees.
10. A construction access plan shall be submitted and approved by the City prior to issuance of a civil construction permit.
- a. The construction access plan shall be designed to reduce traffic conflicts with traffic from the high school, including avoiding construction truck access during school drop off and pick up windows.
 - b. If at any time during construction, the streets are not kept clean and clear, all work shall stop until the streets are cleaned and maintained in a manner acceptable to the Public Works Director.
11. A sight distance analysis shall be submitted and approved by the City prior to approval of civil construction plans and landscaping plans.
- a. The sight distance analysis shall address sight distances for the proposed parking lots off of the re-located 268th Street NW to ensure there are no structures, landscaping, or design features that would impede sight distance.
 - b. The sight distance analysis shall also address the intersection of 268th Street NW and 64th Avenue NW.

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12. A contiguous, safe walking path shall be constructed by the applicant from the subject property to Cedarhome Elementary School and Stanwood High School.
 - a. The areas of most pedestrian safety concern to the school district are the entrance to the high school across from this development, the intersection between 72nd Avenue NW and 272nd Street NW, and the pedestrian crossing on SR 532. To reduce the number of pedestrian street crossings across 72nd Avenue NW, the Developer shall provide a safe, contiguous walking path through the development that connects to the Church Creek Park trail system and safe pedestrian crossings at 276th Street NW and 68th Avenue NW, unless deemed unnecessary by the Public Works Director, for students from the proposed development to access Cedarhome Elementary.
 - b. The Developer shall provide a safe pedestrian crossing across 72nd Avenue NW for students from the proposed development to access the high school.
13. No signage shall be allowed along SR 532 for the proposed development.
14. The Developer shall provide a green space buffer between buildings A3 and A4 and SR 532 to reduce visual impacts from the requested height deviations.
 - a. The buffer shall be no less than 15 feet wide and consist of at least three rows of plantings that shall be installed in a staggered manner, 10 feet on center.
 - b. The tree species selected shall be 15 feet to 20 feet in height at the time of planting and shall attain a height of at least 30 feet at maturity. Such landscaping shall include one tree for each 30 lineal feet or fraction thereof.
15. Temporary NGPA signage and fencing shall be installed along the perimeter of the critical area buffer prior to grading activities on the property. This shall include staking the boundary, installing construction orange fencing, installing temporary signage for workers on-site, and installation of significant tree protection for the retained trees within the buffer area. This shall be completed prior to any construction activities on-site.
16. Permanent NGPA signage and split rail fencing shall be installed prior to certificate of occupancy. The City of Stanwood uses Snohomish County sign specifications. The permanent NGPA boundary shall include a split rail fence along the entire border of the critical area, signs shall be placed no greater than 100 feet apart around the perimeter of the NGPA. This shall be completed prior to final certificate of occupancy.
17. The binding site plan shall show a 15-foot building setback from the edge of the NGPA on the face of the binding site plan.

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Civil Construction:

18. Prior to clearing or fill and grade beginning, construction plans consistent with city standards, including a stormwater plan, clearing and grading, site utility/infrastructure improvements, road improvements, landscaping and other plans and/or information required by the Community Development Department shall be submitted for review and approval. All design and construction shall comply with the Stanwood Municipal Code, the Stanwood Street and Utility Standards, and Appendix D of the fire code.
19. The Developer and contractor shall attend a pre-construction meeting with city staff to discuss expectations and limitations of the permit before starting construction.
20. The on-site project manager shall be a Certified Erosion and Sediment Control Lead.
21. Prior to clearing or fill and grade beginning, the permittee shall notify the Stillaguamish Tribe of Indians of ground disturbance for purposes of tribal monitoring.
22. If historical, cultural, or archaeological sites or artifacts are discovered in the process of development, work on that portion of the site shall be stopped immediately, the site secured, and the find reported as soon as possible to the planning director. The property owner also shall notify the Washington State Department of Archaeology and Historic Preservation and affected tribes.
23. The Developer shall follow all recommendations and BMP's as described in the Drainage Report dated August 19, 2023 prepared by David W. Harmsen, P.E. (Exhibit 12)
24. All civil and building construction shall adhere to the following measures to minimize impacts to wetlands;
 - a. Direct construction lights away from wetland
 - b. Locate activity that generates noise away from wetland
 - c. Route all new untreated runoff away from wetland
 - d. Infiltrate or treat, detain and disperse into buffer new runoff from impervious surfaces and new lawns
 - e. Follow Best Management Practices for dust control
 - f. Install privacy fencing or landscaping to delineate buffer edge and to discourage disturbance or wildlife by humans and pets
 - g. Non-native plants to be removed and replaced with native vegetation per an approved planting plan; and restoration to be bonded and monitored per SMC 17.114.250
25. A wetland mitigation plan pursuant to Stanwood Municipal Code 17.125.090, including wetland replacement/creation, shall be approved by city staff prior to civil construction permit issuance.
26. Wetland buffer planting species shall all be appropriate, non-invasive species appropriate for Stanwood's climate.

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27. All new trees will be required to be a diameter of two inches at four and one-half feet above the ground at time of installation and details shall be shown on the final landscaping plans. Ground cover shall be planted between street trees.
28. The Developer shall coordinate with PUD in the event of potential conflicts with existing PUD facilities or necessary upgrades of PUD facilities.
29. Construction hours of operation are limited to 7:00 am to 10:00 pm on weekdays, 8:00 am to 6:00 pm on Saturdays, Sundays, and state recognized holidays.

Building Permits:

30. All projections and mechanical details shall be treated or painted to match the color of the adjacent material or a complementary color.
31. All mechanical equipment for the buildings shall be either screened or placed in areas that are not visible from public streets or adjacent residential units.

Binding Site Plan Approval:

32. A Final Binding Site Plan shall be submitted to the City for review and approval consistent with SMC 16.40.030.
33. Provide a note on the Final Binding Site Plan which states that Impact fees for traffic, parks, and schools will be required at the time of building permit issuance.
34. Provide a note on the Final Binding Site Plan for any Sewer credits received for eligible off-site improvements and Traffic Impact Fee credits received for eligible intersection/street improvements.
35. The location and limitations associated with the Native Growth Protection Area (NGPA) and its buffer shall be shown on the face of the Final Binding Site Plan and shall be recorded with Snohomish County Assessor's Office. The recorded document shall also include the following language: "All property lying within Tract ____ shall be designated as Native Growth Protection Area / Easement and shall remain in a substantially natural state. There shall be no clearing, excavation, building, or fill within a Native Growth Protection Area. Only dead, dying, diseased or hazardous trees may be removed, subject to an arborist's report or risk assessment and with the approval of the City of Stanwood. Removal of drainage obstructions may be permitted with approval by the Public Works Director and Community Development Director."
36. Provide a note on the Final Binding Site Plan that states "The building designs for each residence shall meet the architectural standards of Stanwood Municipal Code section 17.112 Architectural Design Standards. "

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37. All easements associated with the binding site plan, including recording number(s), shall be identified on the Final Binding Site Plan.
38. Dedications of streets and/or public rights-of-way shall be required on the Final Binding Site Plan.
39. All current and delinquent taxes and assessments must be paid to the Snohomish County Treasurer prior to the recordation of a binding site plan. Upon receipt of all payments due, the Snohomish County Treasurer will issue an official verification that all taxes and assessments have been collected. This official verification is required by the Snohomish County Auditor in order to allow a binding site plan to record.
40. For the Final Binding Site Plan to become effective upon recordation, the following items will need to be submitted to the Snohomish County Auditor:
 - a. Affidavit of Binding Site Plan;
 - b. Attachment of certified legal descriptions;
 - c. Attachment of Binding Site Plan map(s); and
 - d. Record of Survey
41. A conformed copy of the recorded Final Binding Site Plan shall be submitted to the City of Stanwood.

Utilities:

42. The project is subject to applicable water, sewer, and stormwater general facility (plant investments) fees and hookup fees. These fees are payable at the levels in effect at the time of building permit submittal and will be collected at the time of building permit issuance.

Other:

43. Business Licenses for all contractors working on the site shall be required to obtain a Stanwood Business License endorsement on their State Business License.

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APPENDIX I:
CEDARSIDE COMMONS PROJECT DESCRIPTION
 Source: Excerpted and modified from Exhibit 3, PDF 1 – 5, 11, & 12

Vision Statement

The Cedarside Commons project is envisioned as an all-inclusive development of residential housing, boutique commercial personal services and small retail shops with an emphasis on shared opportunities for formal and informal interactions and experiences as a community. The central organizing design element is what WED 3 calls the “Commons Building.” This is a dedicated facility offering the Cedarside Commons residents and guests meeting rooms, games rooms, exercise facilities with a dedicated yoga studio and a quiet library for reading or study. In addition, the Cedarside Commons project offers a variety of linked outdoor spaces that includes trails, sport courts, outdoor movie venues, wildlife viewing platforms, gazebos, and children’s play areas that will further foster the neighborhood associations and human interactions so important to WED 3’s vision for this project. Also integral to WED 3’s vision is the strong visual associations developed between the building forms designed for this project that include complimentary use of exterior materials and colors, the exuberant modulation of building facades and roof lines, and the insertion of small courtyards, terraces, plazas, and arcades throughout the project to further link the interior private building spaces to the outdoor shared community spaces. WED 3 also wants to foster the connection to the land and the Church Creek Park. With the proximity of Church Creek, associated wildlife areas and the park, special attention was given to integrating the project with the surrounding natural areas. Nature trails and outdoor activity spaces will create a bridge between indoor and outdoor recreation, leading to a project attuned with the natural beauty of its location. The result is a coherent, connected assemblage of architectural forms, and spaces that will contribute to a shared sense of community, conservation, and neighborhood association.

Project Description

General overall:

This is a mixed-use project on 21.82 acres, consisting of 444 studio, one-, two- and three-bedroom apartment units, and 72 two- and three-bedroom townhome units for a total of 516 residential units. There will be 26,510 square feet of retail and office space and 7,234 sq. ft. central commons building, providing fitness, gathering, BBQ, library, game room and administrative spaces. Parking is provided for more than 900 vehicles in parking structures and on the surface. (See Exhibits 4 – 6.)

A pedestrian only shopping and dining street is planned. Two retail buildings face each other across a pedestrian only street leading to an open plaza. Both structures have extended roofs to create dry walkways along the store fronts. The plaza at the end of the street is intended for use as a farmers’ market, Saturday market, or in the annual Camano art tour. The possibilities for the plaza space go beyond however and could become part of an outdoor restaurant space, music venue, or public playground.

Parking is provided for more than 900+ vehicles in both parking structures and surface parking areas. Approximately one third of the total property acreage will be reserved as riparian habitat to protect and preserve the Church Creek stream corridor and adjoining buffers. The project intends to achieve LEED Certification.

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Specific Building/Site Discussions:

Building siting and orientation is meant to emphasize street frontage associations and cross connections, to facilitate and enhance pedestrian access, and provide pedestrian amenities as outlined in Stanwood's building design standards. A pedestrian boutique shopping and dining "street" venue is planned to front the arterial of 72nd Ave. NE that will link to the other mixed-use, commons and residential structures being developed. The two retail buildings face each other across a pedestrian only lane. Both structures have extended roofs to create dry walkways along the store fronts. The end of the street has a large plaza for use as a farmers' market, Saturday market, or as part of the annual Camano art tour. The intent is to create a living, working, shopping and recreation community for the tenants and residents. Siting is also meant to facilitate views to the adjacent woodlands to the north and east, and views to the south and west; and to integrate the residential, commercial, and commons components of the project, as well as tie the site into the larger fabric of Stanwood, especially to the commercial areas to the south, the high school to the west and the City Park to the north.

The central node of the developed project will consist of the Commons Building which will served as the neighborhood gathering center and its strong axial cross street connection with the central radius mixed-use building on the south frontage of the realigned 268th Street NW right-of-way. The Commons Building is a 7,234 sq. ft. central single-story building, providing fitness, meeting rooms, BBQ, library, game room and administrative spaces. The Commons Building shares a strong architectural vocabulary with the radiused mixed-use structure as well as other planned structures. This pair of structures mark the projects "gateway" and the integration of public to more private spaces. The relocation of the 268th Street NW right-of-way from its current location which would represent an edge condition to the proposed central public pathway thru the project not only mitigates a problematic traffic condition identified by the City of Stanwood's traffic consultants, but also provides a connecting spine that helps more thoroughly integrate this project into the larger Stanwood community. Easily accessible public parking is proposed to front both sides of the realigned ROW (see attached site plans) which will greatly enhance the viability of the proposed commercial spaces and also serve as additional guest parking for the residential densities proposed.

The higher density residential structures are planned to radiate outward from the gateway elements as described above and are generally aligned perpendicularly to the proposed 268th Street NW realignment. The lower density townhome portion of the proposed development is located towards the Church Creek stream channel and associated wetlands and buffers. The townhome structures are dispersed, 4-to-6-unit buildings that will allow for increased open space around this lower density portion of the project. WED 3 feels this transition to a lower more distributed unit density is more appropriate adjacent to the sensitive Church Creek environment.

The varying heights of the buildings work with the site grades to build up from the SE towards the west and north and back down to lower scaled retail structures along 72nd Avenue NW, allowing for reasonable density while still respecting the scale of the adjacent neighborhoods. Care was taken in design to avoid monolithic structures that would dominate the hillside or obscure the natural surroundings. The project materials and forms evoke a contemporary Northwest vocabulary, and a warm and tactile palate of materials in primarily earth tones, with wood accents, and complimentary colors, while breaking up the volumes into smaller areas with variation in depth to give a sense of human scale to all the various elements. Design was carefully considered to ensure an attractive and inviting space that does not dominate nearby structures or

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landmarks. Wood is used liberally where appropriate, to add a warmer texture to those areas where people may spend significant time, such as private decks. Durable and complimentary materials are used throughout the various buildings and site work, again in keeping with Stanwood's building design standards but upscaled compared to all nearby structures.

Cedarside Commons will provide well over an acre of common outdoor gathering and recreational space in the form of open plazas, sports courts, play areas, dog parks and agility areas, as well as a walking path and educational signage along the adjacent wetlands and steep slope areas, which comprise about 10 acres of the site. The walking path will incorporate gazebos and art installations to enhance its allure and use. The site also abuts and will have paths connecting it to the existing Church Creek Park and its trail system and amenities. The site is designed to emphasize the green space, and beautiful views, provided by the adjacent wetlands, resulting nature preserve and stream, while minimizing and mitigating adverse impacts.

Street Improvements:

1. The reconstruction of 268th Street NW will move its intersection with 72nd Avenue NW approximately 270 feet north of its current location and give approximately 480 feet of distance from the signal at SR 532. This additional room will decrease conflicts at the intersection.
2. The new intersection will be located across from the exit from the high school to form a single intersection, again reducing the potential for turning conflicts.
3. 268th Street NW will be constructed with curb and gutter as well as on-street parking through the development site. Bike lanes in each direction will be provided as well as sidewalks and planters on each side per the attached plans.
4. New frontage improvements on 72nd Avenue NW along the project frontage include a sidewalk and right turn north bound drop lane to 268th Street NW. In addition, a south bound left turn lane pocket to 268th Street NW will be constructed, along with associated curb, gutter, and sidewalk.
5. The traffic impact analysis and comment response analysis shows that the development will need to construct a northbound partial right-turn lane along 72nd Avenue NW from SR-532 to the newly aligned 268th Street NW intersection. The intersection of 72nd Avenue NW at 268th Street NW will operate at an acceptable level of service with the minor legs being stop controlled with the westbound approach having a right-turn pocket and a shared left-through lane. It is anticipated that the development traffic will not significantly impact SR-532 operations.
6. The Developer of this project will design and construct a "compact" roundabout at the intersection of SR 532 and 64th Avenue NW. Contingent upon the City of Stanwood obtaining WSDOT permits for construction of said roundabout. Also contingent upon the City of Stanwood allowing sequential construction of Cedarside development to continue in the event of any delay in construction or design of said roundabout. The funding for this roundabout construction will be through the traffic mitigation fees assessed to this project.

Utilities:

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1. The project will upsize sections of the downstream sewer system, increasing flow capacity. In addition this project will add a new sewer lift station that will not only serve the proposed project site but future development in the City of Stanwood's GMA to the east of the site.
2. With the relocation of 268th Street NW, a new waterline will be constructed, upsizing the current 8" line to 12".

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**APPENDIX II:
AERIAL RENDERING OF *CEDARSIDE COMMONS***

Source: Exhibit 4, Sheet P1.2 (Exhibit 4, PDF 40)

Viewing direction is towards the northeast from a point above the 72nd Avenue NW/SR 532 intersection.
The Stanwood High School driveway is at center left; McDonald's is at lower right.



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**APPENDIX III:
 PROPOSED PHASING PLAN**
 Source: Exhibit 3, PDF 9 & 10

The overall project will be constructed in three (3) consecutive distinct phases each taking approximately 2 years to construct. The first phase of the project which will commence shortly after Land Use and Phase I building permits are issued.

Phase I Site Improvements:

1. Preliminary grading and stabilization of the approximately 21.82 acre site to rough grades. Construct erosion control measures.
2. Complete construction of ROW improvements for the relocation of a portion of the 268th St. NW as shown on the attached plans. This will include adjoining sidewalk and landscaping elements and all associated inground utilities, parking stalls and 2 bike lanes.
3. Construction of the wetland buffer mitigation elements per the attached landscape and civil engineering plans, including removal and replacement of a yet indeterminate sq. ft. of invasive vegetation
4. Construction of storm water detention and conveyance elements for the entire project.
5. Construction of the water and sewer distribution elements to serve the overall project including a sewer lift station at the SE limit of the site.
6. Construction of the parking areas, connecting sidewalks, landscaping, immediate building and parking lot landscaping required for Phase I building occupancy.
7. Construction of site amenities such as the pedestrian trail system, sport courts, dog parks, playgrounds, fire pits, refuse enclosures, etc.
8. Slope stabilization and hydroseeding of all site areas outside of the Phase I development.

Phase I Building Construction Improvements: (Building labels are shown on Exhibit 4, Sheet G1.1.)

1. Construction of the Commons Building.
2. Construction of apartment Buildings B1 and B2.
3. Construction of apartment Building B3 & associated parking garage.
4. Construction of the mixed use commercial and apartment building C1.

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Phase II Site Improvements:

1. Fine grading to rough under slab and under paving elevations for construction of the Phase II site and building elements.
2. Construction of storm water appurtenances and conveyance elements for connection to the project storm water facilities constructed as part of Phase I.
3. Construction of the water and sewer distribution elements to serve the Phase II project structures.
4. Construction of the parking areas, connecting sidewalks, landscaping, and the immediate building and parking lot landscaping required for Phase II building occupancy.
5. Construction of additional Phase II site amenities such as the further enhancements to the pedestrian trail system, sport courts, refuse enclosures etc.
6. Maintenance of native plants in buffer enhancement/mitigation area, including exclusion of non-native vegetation.

Phase II Building Construction Improvements:

1. Construction of apartment Buildings A1, A2, A3 and A4.
2. Construction of the two commercial marketplace buildings.

Phase III Site Improvements:

1. Fine grading to rough under slab and under paving elevations for construction of the Phase III site and building elements.
2. Construction of the remaining storm water appurtenances and conveyance elements for connection to the project storm water facilities constructed as part of Phase I.
3. Construction of the remaining water and sewer distribution elements to serve the Phase III project structures.
4. Construction of the parking areas, connecting sidewalks, landscaping, and the immediate building and parking lot landscaping required for Phase III building occupancy.
5. Construction of the remaining Phase III site amenities such as the further enhancements to the pedestrian trail system, sport courts, refuse enclosures, pergolas, fire pits, etc. to complete all final site work for the overall project.
6. Maintenance of native plants in buffer enhancement/mitigation area, including exclusion of non-native vegetation.

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Phase III Building Construction Improvements:

1. Construction of townhouse apartment Buildings E1 – E8 (6-unit townhouse apartments) and F1 – F6 (4-unit townhouse apartments).

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APPENDIX IV:
ANNOTATED DRAFT DEVELOPMENT AGREEMENT
Source: Exhibit 19.

This copy of the Draft Development Agreement includes textual changes which the Examiner is recommending to the City Council. Recommended deletions are denoted by ~~strike through~~; recommended additions are denoted by double underlining. Bold text and single underlining are in the original text and have not been changed by the Examiner. The Examiner has omitted the “Exhibits” pages for efficiency; the Examiner is not recommending changes to those pages.

DEVELOPMENT AGREEMENT

THE DEVELOPMENT AGREEMENT is made and entered into this _____ day of _____, 2023, by and between the **CITY OF STANWOOD**, a non- charter, optional code Washington municipal corporation (hereinafter the “City”) and **WEST EDGE DEVELOPMENT – THREE**, a Washington limited liability company (hereinafter “WED 3”).

RECITALS

WHEREAS WED 3 is the owner of real property located at 26903 72nd Avenue NW, Stanwood, WA 98292 (hereinafter the “Subject Property”), identified as Snohomish County Assessor Parcel Nos. 32042000302000, 32042000302100 and 32042900200300, and legally described on the attached Exhibit A; and

WHEREAS WED 3 has submitted to the City an application to develop the subject property under a Binding Site Plan (“BSP”), which application is for the development of a 516-unit multi-family/townhouse project, together with associated commercial development (the “Project”); and

WHEREAS WED 3 has worked with the City, Snohomish County, and Washington State Department of Transportation to propose a traffic mitigation plan agreeable to all parties; and

WHEREAS, WED 3’s proposal is acceptable to the City under certain conditions, established herein; and

WHEREAS, pursuant to RCW 36.70B.170(4) and SMC 17.60.060, the Parties recognize and agree that the execution of a development agreement is a proper exercise of the City’s police power and contract authority, that a development agreement may obligate a party to fund or provide services, infrastructure, or other facilities, and that a development agreement shall reserve to the City the authority to impose new or different regulations to the extent required by a serious threat to public health and safety; and

WHEREAS, a development agreement must set forth the development standards and other provisions that shall apply to, govern and vest the development, use and

mitigation of the development of the real property for the duration specified in the agreement (RCW 36.70B.170(1)); and

WHEREAS, for the purposes of this development agreement, “development standards” includes, but is not limited to, all of the standards listed in RCW 36.70B.170 (3); and

WHEREAS, a development agreement must be consistent with the applicable development regulations adopted by a local government planning under chapter 36.70A RCW (RCW 36.70B.170 (1)); and

WHEREAS, this Development Agreement by and between the City and the Owner (hereinafter the “Development Agreement”), relates to the real property described on Exhibit A hereto, of the development known as Cedarside, which is generally located at: 26903 72nd Avenue NW, Stanwood, WA 98292 (hereinafter the “Subject Property”); and

WHEREAS, pursuant to RCW 36.70B.200 and SMC 17.60.060 (5), on _____ [DATE OF HEARING], the City held a public hearing regarding the form and substance of this Agreement before the City Council, and the City Council has approved a resolution authorizing the Mayor to enter into this Agreement; and

WHEREAS, after due consideration of the terms of this agreement, public hearing and City Council review, the City and Owner have agreed to enter into this Development Agreement, which shall be used to establish the appropriate density, property use, access, development standards, roadway standards and terms for the Property;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises herein contained, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

GENERAL PROVISIONS

1. **The Overall Project.** The Project is the development and use of the Property, consisting of approximately 21.82 acres in the City of Stanwood, consisting of 444 studio, one-, two- and three-bedroom apartment units, and 72 two- and three-bedroom ~~townhome~~ townhouse units for a total of 516 residential units. There will be 26,000 square feet of retail and office space and a 7,130 sq. ft. central commons building, providing fitness, gathering, BBQ, library, game room and administrative spaces.

Exhibits 3 (Project Narrative), 4 (Preliminary Architectural Plans), 5 (Preliminary Landscape and Planting Plan), and 6 (Preliminary Civil Construction Plans) for the Preliminary Binding Site Plan approved under City File No. 22-0121 are the preliminary plans associated with this Development Agreement.

Project is to consist of 3 separate Phases numbered 1-3. 1 & 2 each contain mixed use and multifamily buildings. Phase 3 consists only of ~~Townhomes~~ townhouses. Each phase is expected to take 24 months to construct. Phases may be started out of order and may have delays in between phases (may not start immediately after each other). Our proposed housing type mix is 86% multifamily and 14% Single family (~~townhomes~~ townhouses).

A pedestrian only shopping and dining street is planned. Two retail buildings face each other across a pedestrian only street leading to an open plaza. Both structures have extended roofs to create dry walkways along the store fronts. The plaza at the end of the street is intended for use as a farmers' market, Saturday market, or in the annual Camano art tour. The possibilities for the plaza space go beyond however and could become part of an outdoor restaurant space, music venue, or public playground.

Parking is provided for more than 900+ vehicles in both parking structures and surface parking areas. Approximately one half of the total property acreage will be reserved as riparian habitat to protect and preserve the Church Creek stream corridor and adjoining buffers. The project intends to achieve LEED Certification. The building detailed site plans, landscape plans, floor plans, elevations and 3D models of the project are included with the Application packet to provide additional detailed information.

2. **Specific Building/Site Proposal.** Building siting and orientation is meant to emphasize street frontage associations and cross connections, to facilitate and enhance pedestrian access, and provide pedestrian amenities as outlined in Stanwood's building design standards. A pedestrian boutique shopping and dining "street" venue is planned to front the arterial of 72nd Ave. NW that will link to the other mixed-use, commons and residential structures being developed. The two retail buildings face each other across a pedestrian only lane. Both structures have extended roofs to create dry walkways along the store fronts. The end of the street has a large plaza for use as a farmers' market, Saturday market, or as part of the annual Camano art tour. The intent is to create a living, working, shopping and recreation community for the tenants and residents. Siting is also meant to facilitate views to the adjacent woodlands to the north and east, and views to the south and west; and to integrate the residential, commercial, and commons components of the project, as well as tie the site into the larger fabric of Stanwood, especially to the commercial areas to the south, the high school to the west and the City Park to the north.

The central node of the developed project will consist of the Commons Building which will served as the neighborhood gathering center and its strong axial cross street connection with the central radius mixed-use building on the south frontage of the realigned 268th St. NW ROW. The Commons building is a 7,130 sq. ft. central single-story building, providing fitness, meeting rooms, BBQ, library, game room and administrative spaces. The Commons building shares a strong architectural vocabulary with the radiused mixed-use structure as well as other planned structures. This pair of structures mark the projects "gateway" and the integration of public to more private spaces. The relocation of the 268th St. NW ROW from its current location which would represent an edge condition to the proposed central public pathway thru the project not only mitigates a problematic traffic condition identified by the City of Stanwood's traffic consultants (this is discussed more thoroughly in the attached traffic report) but provides a connecting spine that helps more thoroughly integrate this project into the larger Stanwood community. Easily accessible public parking is proposed to front both

sides of the realigned ROW (see attached site plans) which will greatly enhance the viability of the proposed commercial spaces and also serve as additional guest parking for the residential densities proposed.

The higher density residential structures are planned to radiate outward from the gateway elements as described above and are generally aligned perpendicularly to the proposed 268th St NW realignment. The lower density ~~townhome~~ townhouse portion of the proposed development is located towards the Church Creek stream channel and associated wetlands and buffers. As shown on the attached plans the ~~townhome~~ townhouse structures are dispersed, 4-to-6-unit buildings that will allow for increased open space around this lower density portion of the project. We feel this transition to a lower more distributed unit density is more appropriate adjacent to the sensitive Church Creek environment.

The varying heights of the buildings work with the site grades to build up from the SE towards the west and north and back down to lower scaled retail structures along 72nd Avenue NW, allowing for reasonable density while still respecting the scale of the adjacent neighborhoods. Care was taken in design to avoid monolithic structures that would dominate the hillside or obscure the natural surroundings. The project materials and forms evoke a contemporary Northwest vocabulary, and a warm and tactile palate of materials in primarily earth tones, with wood accents, and complimentary colors, while breaking up the volumes into smaller areas with variation in depth to give a sense of human scale to all the various elements. Design was carefully considered to ensure an attractive and inviting space that does not dominate nearby structures or landmarks. Wood is used liberally where appropriate, to add a warmer texture to those areas where people may spend significant time, such as private decks. Durable and complimentary materials are used throughout the various buildings and site work, again in keeping with Stanwood's building design standards but upscaled compared to all nearby structures.

3. **The Subject Property.** The Project site is legally described in Exhibit A, attached hereto and incorporated herein by this reference, and shall hereafter be referenced as the "Subject Property."

4. **Definitions.** As used in this Development Agreement, the following terms, phrases and words shall have the meanings and be interpreted as set forth in this Section.

4.1. **"Adopting Resolution"** means the Resolution which approves this Development Agreement, as required by RCW 36.70B.200.

4.2. **"Certificate of occupancy"** means either a certificate issued after inspections by the City authorizing a person(s) in possession of property to dwell or otherwise use a specified building or dwelling unit, or the final inspection if a formal certificate is not issued.

4.3. **"Council"** means the duly elected legislative body governing the City of Stanwood.

4.4. “Director” means the City’s Community Development Director and/or Public Works Director.

4.5. “Effective Date” means the effective date of the Adopting Resolution.

4.6. “Existing Land Use Regulations” means the ordinances adopted by the City Council of Stanwood in effect on the Effective Date, including the adopting ordinances that govern the permitted uses of land, the density and intensity of use, and the design, improvement, construction standards and specifications applicable to the development of the Subject Property, including, but not limited to the Comprehensive Plan, the City’s Official Zoning Map and development standards, the Public Works Street and Utility Standards, SEPA, and all other ordinances, codes, rules and regulations of the City establishing subdivision standards, park regulations, building standards.

4.7. “Fees” means all monetary payment of permit fees, impact fees or fees collected for non-land use regulations. The fee resolution that is adopted by the Stanwood City Council at the time of **complete building** permit submittals will be the fee schedule in place.

4.8. “Landowner”, “Owner” or “Developer” means the owner or the party who has acquired any portion of the Subject Property from the Owner who, unless otherwise released as provided in this Agreement, shall be subject to the applicable provisions of this Agreement. The “Owner” is identified in Section 5 of this Agreement. The terms “Landowner”, “Owner” or “Developer” may be used interchangeably in this Agreement.

4.9. “Project” means the anticipated development of the Subject Property, as specified in Section 1 and as provided for in all associated permits/approvals, and all incorporated exhibits.

5. **Exhibits.** Exhibits to this Agreement are as follows:

- 5.1. Exhibit A – Legal description of the Subject Property.
- 5.2. Exhibit B – Vicinity Map.
- 5.3. Exhibit C – Enlarged Site Plan.
- 5.4. Exhibit D – Vested Studies.
- 5.5. Exhibit E – Legal Description of Property to be sold by City.
- 5.6. Exhibit F – Purchase and Sale Agreement.
- 5.7. Exhibit G – Termination of Right of First Refusal.

6. **Parties to Development Agreement.** The parties to this Agreement are:

6.1. The “City” is the City of Stanwood, 10220 270th St NW, Stanwood, WA 98292.

6.2. The “Developer” or “Owner” is WEST EDGE DEVELOPMENT

– THREE, LLC, a Washington limited liability company which owns the Subject Property in fee, and whose principal location is currently located at P.O. Box 430, Arlington, Washington, 98223.

6.3. The “Landowner.” From time to time, as provided in this Agreement, the Developer may sell or otherwise lawfully dispose of a portion of the Subject Property to a Landowner who, unless otherwise released, shall be subject to the applicable provisions of this Agreement related to such portion of the Subject Property. The terms “Landowner”, “Owner” or “Developer” may be used interchangeably in this Agreement.

7. **Project is a Private Undertaking.** It is agreed among the parties that the Project is a private development. The City has interest in the private development to ensure compatibility with the Stanwood Municipal Code and Zoning requirements that are currently adopted.

8. **Term of Agreement.** This Agreement shall commence upon the effective date of the Adopting Resolution approving this Agreement and shall continue in force for a period of 15 years, unless the property is developed to the terms of this agreement or unless revoked by mutual agreement of the Parties and approved by an adoption of a Resolution of the City Council. A covenant shall be recorded against the subject property stating the property is to be developed pursuant to this development agreement and with a **maximum** of five hundred sixteen (516) multi-family/townhouse units.

9. **Vested Rights of Developer.** During the term of this Agreement, unless sooner terminated in accordance with the terms hereof, in developing the Subject Property consistent with the Project described herein, Developer is assured, and the City agrees, that the development rights, obligations, terms and conditions specified in this Agreement, are fully vested in the Developer and may not be changed or modified by the City, except as may be expressly permitted by, and in accordance with, the terms and conditions of this Agreement, including the Exhibits hereto, or as expressly consented thereto by the Developer.

10. **Permitted Uses.** The property uses shall be those set forth in this Agreement, the permits and approvals identified herein, and all Exhibits incorporated herein.

COMPONENT	ORDINANCE	DEVIATION REQUEST
Density	SMC 17.60.030 allows 20du/acre. This would allow 436 dwelling units.	The proposal is for a total dwelling unit count of 516 units i.e., 444 apartment units and 72 townhome <u>townhouse</u> units. This would represent a unit density of approximately 23.77 units per acre. We feel that this very modest request for a slight increase in unit density should be considered and approved by the City considering the high costs that this

		project will face both for the 268th St. NW ROW relocation and construction but also the high cost of offsite utility improvements that have been identified and will be required for this project (these improvements both for scale and costs are more fully described in the attached documentation supporting this Development Agreement Application and in the preliminary grading, drainage and utility plans submitted.) In addition, rental housing is in significant demand in the Stanwood (and greater Stanwood area) and this proposed project will help support the residential needs that exist both now and in the future as the additional phases of this project are completed.
Dwelling Unit Mix Types	SMC 17.47.040.4 allows for multiple types of dwelling units if a project in the TN zone has 10% or more of commercial application.	Our proposal has 26,510 GSF of Commercial. This accounts for 3.43% of the project. Given the nature and design of the commercial space being proposed we believe this is an acceptable request. The marketplace buildings could meet the 10% requirement but would lose the pedestrian walking street and farmers/Saturday market. We believe that having those elements are a better fit, and of more benefit, for the community of Stanwood than the additional commercial space. To that end we are requesting a departure from code in the amount of 6.57%.
Parking	SMC 17.05.140 would require 1,254 stalls consisting of the following: • 1 space per 200 SF of commercial – 26,510SF = 133 spaces.	The number of parking stalls this project is proposing to provide is 1,039 total stalls. The on-site parking stalls proposed will include 41 Handicapped stalls, 256 compact stalls, and 105 tandem stalls. The parking stalls proposed to be constructed as structured parking

	• 2 spaces for every 2-bedroom townhouse – 44 units = 88 spaces • 2.5 spaces for every 3-bedroom townhouse – 28 units = 70 spaces • 1 guest space for every 5 2 or 3-bedroom townhouse unit – 72 units = 14 spaces • 1.5 spaces are required for every studio/1-bedroom apartment – 264 units = 396 spaces • 2 spaces for every 2-bedroom apartment unit – 150 units = 300 spaces • 2.5 spaces for every 3-bedroom apartment – 30 units = 75 spaces • 1 guest space for every 5 apartment units – 444 units = 89 spaces	(under building) will be stalls assigned to the individual units. The approximately 86 stalls that we are planning to construct along with the ROW improvements are anticipated to be public stalls that will serve both patrons of the proposed commercial spaces as well as guest parking for the residential units. While we recognize that the City of Stanwood does not provide design standards for tandem stalls it has been our experience that tandem stalls are frequently provided as assigned stalls for the larger 2- and 3-bedroom units in mixed use projects of this scope. Additional information on the tandem stalls is in the traffic addendum and in the parking management plan. A parking analysis has been provided as part of the Traffic Impact Analysis (TIA) by Kimley-Horn Associates which is attached for reference as part of the SEPA Checklist. Kimley -Horn also provided a parking management plan to address peak parking times and specifics on interplay between residential and commercial demand. The parking analysis provided as part of the TIA is as follows: Per data from ITE's Parking Generation Manual, 5th Edition, the average parking demand rates for the various land uses are: • 2.39 vehicles per 1,000 SF of office – 15,910 SF = 38 vehicles • 1.95 vehicles per 1,000 SF of shopping center – 10, 600 SF = 21 vehicles
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		• 1.21 vehicles per unit for multifamily (low-rise) – 72 units = 87 vehicles • 1.31 vehicles per unit and multifamily (mid-rise) – 444 units = 582 vehicles Per ITE data, the Cedarside Commons development has a parking demand of 728 vehicles utilizing ITE parking demand data. The development is proposing to construct 1,000+ parking spaces on- site, exceeding ITE's parking demand requirements by approximately 28%. Per Stanwood Municipal Code 17.105.050, as the development meets ITE Parking Generation Manual requirements, a reduction in the required number of parking spaces to the proposed number of spaces would be allowed. In keeping with the Owner's vision of a nature- oriented development we believe that reducing the amount of parking allows for the inclusion of more natural space and will limit large areas of open empty concrete that cause hot spots and other undesirable effects.
Height limitations	SMC imposes a height limitation of 55' taken from the average frontage grades of the buildings	Of the twenty-four structures proposed for the project only buildings A1, A2 and Building C slightly exceed the height limit of 55' taken from the average frontage grades of the buildings. The average grade at the frontage for Building C for example, is 55' 6" to the parapet. The finished elevation at the low sloped roof is at height of 43' 6". The roof elements are highly articulated with variable height parapets that exceed the allowable

		height limits by in some cases as little as 6” to as much as a proposed 24” parapet extension i.e., 57’. We are also proposing a series of sheds to further articulate the roof lines of Building C. In all cases these shed roofs are above the proposed parapet heights but do not exceed the extra allowable ten feet in building height allowed under the City of Stanwood Zoning Code for sloping roof forms i.e. 65’ above average front grade. It should also be noted that the added parapet height requested will not only provide more interesting and articulated roof elements but also shield from view the roof top mechanical units planned for these structures. Building A1 and A2 are modestly taller than the other structures of the Cedarside project particularly as defined by the allowable height limit of 55’ in the TN zone. The A1 and A2 structures are placed at the higher, natural site elevations to enhance the view potential from the units. The backdrop of the bulk and scale of the nearby Stanwood High School facility a request for added building height above the 55’ for these two buildings is appropriate. Please also note that the entry floor level transitions from an at-grade street condition at the building’s frontages to a basement condition at the north ends of the two building will reduce the visual scale and height of the two structures significantly at the facades that face Church Creek Park and 72nd St. The elevations for Buildings A1, A2 and C and all other structures
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		greater than three-stories, indicate an elevator overrun and roof top stair element that may slightly exceed the maximum height requirements. These are called out on the elevations and will be held to the minimum but should not count towards total elevations per City staff. More information on the elevator over-run dimensions will be finalized when the manufacturer of the elevator is selected. The roof- stair access will be installed for the Fire Marshal and for mechanical maintenance but will not allow public access. An additional 10 feet may be allowed for multifamily, townhouse, and hotel/motels when the TN zone is located within 200 feet of SR 532 if the structure includes a pitched roof and no additional floors are added. Exhibit F attached shows the table of heights for all buildings.
Trails	The City and Developer are interested in creating a public use easement for trail systems inside the proposed development.	The City and Developer intend to create a public use easement across the internal trail systems of the Cedarside project so the trails can be connected with the Church Creek Park trail system. The easement will protect the developer from liability of general public's use of the trail system and will provide additional safe walking paths to nearby schools. It will also enhance the useability of the combined trail system for the current and future residents of Stanwood.
Traffic Mitigation	The City has requested the Developer install a roundabout at the intersection of SR 532 and 64 th Street <u>Avenue</u> N.W., which will require a right-of-way	The City shall issue all required permits for the construction of the improvements upon Developer's property. The Developer will install the

	permit from WSDOT.	roundabout, which work will commence within thirty (30) days after the issuance of the right-of-way permit from WSDOT. The City will bear the responsibility of obtaining the WSDOT permit. The City will grant Developer a credit against the traffic mitigation fees in an amount equal to, but not greater than, the cost of construction of the roundabout. In the event permits for the construction of the roundabout have not been issued at the time the property improvements are completed and the Developer is seeking a Certificate of Occupancy, the Developer shall pay the entire amount of the traffic mitigation fees assessed, and Developer shall have no further responsibility for the construction of the roundabout.²⁴
Bike Lanes/Pedestrian Access/Parking		Bike lanes and off street parking are planned, but do not need to be installed further east than the townhome turnout. Sidewalks are planned to the east boundary of the project on the north side of the street, but because there will be no residential structures east of the townhomes there is no need for sidewalks further east of the townhomes on the south side of the street.
Additional Property	The City has expressed an interest in selling the 1.25 acres near the northwest corner of the project	In the event this additional property is acquired by the Developer, the Developer will be entitled to develop this property through an amendment to this Developer Agreement, with a density of 25 units per acre with one (1) additional multi-family building,

²⁴

Previously recommended changes to this paragraph have been omitted after reconsideration.

		along with parking and associated amenities under the same agreements contained in this document.
--	--	---

11. **Modifications.** Minor amendments to the ~~Developers~~ Development Agreement may be approved administratively by the community development director. Major amendments to the ~~Developers~~ Development Agreement shall be approved by City Council.

11.1. Minor amendments shall include:

- Boundary line adjustment.
- Changes to street standards.

11.2. Major amendments shall include:

- Revisions to the approved permitted uses.
- Increase of density greater than 20 dwelling units per acre.
- Additional buildings.

12. **Further Discretionary Actions.** Developer acknowledges that the Existing Land Use Regulations contemplate the exercise of further discretionary powers by the City. These powers include, but are not limited to, review of additional permit applications under SEPA. Nothing in this Agreement shall be construed to limit the authority or the obligation of the City to hold legally required public hearings, or to limit the discretion of the City and any of its officers or officials in complying with or applying Existing Land Use Regulations.

13. **Existing Land Use Fees and Impact Fees.**

13.1. Land use fees adopted by the City by ordinance or resolution as of the Effective Date of this Agreement may be increased by the City from time to time. All fees shall be those in place at the time of permit submittal or issuance.

13.2. Except as provided in the following Section, all impact fees shall be paid as set forth in the approved permit or approval, or adopted City fee schedule. All impact fees shall be those in place at the time of permit submittal or issuance.

13.3. The Developer will install the roundabout, which work will commence within thirty (30) days after the issuance of the right-of-way permit from WSDOT. The City will grant Developer a credit against the traffic mitigation fees in an amount equal to, but not greater than, the cost of construction of the roundabout. In the event permits for the construction of the roundabout have not been issued at the time the property improvements are completed and the Developer is seeking a Certificate of Occupancy, the Developer shall pay the entire amount of the traffic mitigation fees assessed, and Developer shall have no further responsibility for the construction of the roundabout at the intersection of SR 532 and 64th Ave.

14. **Development Activity.** The parties acknowledge that the most efficient and economic development of the Subject Property depends upon

numerous factors, such as market conditions and demand, interest rates, competition and similar factors, and that generally it will be most economically beneficial to the ultimate Developer of the Subject Property to have certain aspects of the development agreed to by both the City and current Owner prior to development, in order to address health, safety and welfare of the residents. Therefore, the parties agree that the following factors will assist in the development of the project:

15. **Property Uses.** The subject property is designated for **Traditional Neighborhood** development and shall construct a maximum of five hundred sixteen (516) dwelling units.

15.1. **Access.** Access to the project will be provided from 72nd Avenue N.W. over a new Right-of-Way to be constructed by Developer.

15.2. **Right-of-Way Dedication.** Right-of-way dedication shall be in accordance with Section 16 below.

15.3. **Development Standards.** The subject property shall be developed as a multi-family/townhouse residential project with mixed use commercial development. The Developer shall submit a site development permit application for each phase of the development consistent with the submittal requirements of the Stanwood Municipal Code in effect at the time of submittal for the City to review and approve. The Developer may submit one overall site development permit application in lieu of three individual phase plans. The site development permit application(s) shall include all applicable submittal requirements in place at the time of development. The multi-family/townhouse residential project shall be designed in accordance with the architectural standards in place at the time of development permit submittal and the buildings shall be designed to reduce the mass of the structures.

15.4. **Vested Studies.** The following studies are vested to the development of the property:

• Traffic Impact Analysis completed by Kimley Horn dated 08/2022
• Critical Areas Study completed by Harmsen & Associates 09/20/2021
• Stormwater Drainage Report completed by Harmsen & Associates 08/19/2022
• SEPA Checklist completed by CDA Architects 09/15/2022

Changes to density, housing types, subdivision of lots, or any changes leading to an increase of development intensity, require the submittal of new documents and shall be subject to review under the regulations in place at the time of development.

15.5. **Roadway Standards.** Road standards shall be in accordance with SMC Street and Utility Standards, Section 2.

16. **Dedication/Vacation of Right-of-Way.** Except as otherwise provided herein, the Developer shall dedicate public right-of-way associated with 268th Street N.W. as follows:

16.1. Dedication of Right-of-Way. Prior to issuance of any certificate of occupancy for the subject property, approximately 72,419 square feet of property shall be dedicated to the City for a public full street constructed to city standards. The dedication shall include the entire improved street, ~~but shall exclude the curbs, gutters and sidewalk that will remain in the Developer's ownership.~~ The required street lighting shall be installed and owned by the Developer, but will be connected to the City street lighting grid.

16.2. Vacation of Right-of-Way. Upon the dedication of the public Right-of-Way as contemplated by the previous section, the City shall vacate approximately 66,991 square feet of the existing Right-of-Way now known as 268th Street N.W. The real property consisting of the existing Right-of-Way now known as 268th Street N.W. shall be conveyed to the Developer upon completion of the vacation of said the existing Right-of-Way now known as 268th Street N.W. referred to in the previous section.

16.3. Construction of Right-of-Way. Developer shall construct the newly created 268th Street N.W. Which will be transferred to the City upon completion and approval of completeness in exchange for the current 268th St that borders the southern portion of the property.

17. **Default.**

17.1. Subject to extensions of time by mutual consent in writing, failure or delay by either party or Landowner not released from this Agreement, to perform any term or provision of this Agreement shall constitute a default. In the event of alleged default or breach of any terms or conditions of this Agreement, the party alleging such default or breach shall give the other party or Landowner not less than thirty (30) days' notice in writing, specifying the nature of the alleged default and the manner in which said default may be cured. During this thirty (30) day period, the party or Landowner charged shall not be considered in default for purposes of termination or institution of legal proceedings.

17.2. After notice and expiration of the thirty (30) day period, if such default has not been cured or is not being diligently cured in the manner set forth in the notice, the other party or Landowner to this Agreement may, at its option, institute legal proceedings pursuant to this Agreement. In addition, the City may decide to file an action to enforce the City's Codes, and to obtain penalties and costs as provided in the Stanwood Municipal Code for violations of this Development Agreement and the Code.

18. **Review.** The City may, during the term of this Agreement, review the extent of good faith substantial compliance by Developer and Landowner with this Agreement.

19. **Termination.** This Agreement shall expire and/or terminate Upon the expiration of the term identified in Section 7 or when the Subject Property has been

fully developed and all of the Owner's obligations in connection therewith are satisfied as determined by the City. Upon termination of this Agreement, the City shall record a notice of such termination in a form satisfactory to the City Attorney that the Agreement has been terminated. This Agreement shall automatically terminate and be of no further force and effect as to any single-family residence, any other residential dwelling unit type or any nonresidential building and the lots, parcels, or tracts upon which such residence or building is located, when it has been approved by the City for occupancy.

20. **Effect upon Termination on Owner Obligations.** Termination of this Agreement as to the Owner of the Subject Property or any portion thereof shall not affect any of the Owner's obligations to comply with the terms and conditions or any applicable zoning code(s) or subdivision map or other land use entitlements approved with respect to the Subject Property, any other conditions of any other development specified in the Agreement to continue after the termination of this Agreement or obligations to pay assessments, liens, fees or taxes.

21. **Effects upon Termination on City.** Upon any termination of this Agreement as to the Owner of the Subject Property, or any portion thereof, the entitlements, conditions of development, limitations on fees and all other terms and conditions of this Agreement shall no longer be vested hereby with respect to the property affected by such termination (provided that vesting of such entitlements, conditions or fees may then be established for such property pursuant to the existing planning and zoning laws).

22. **Assignment and Assumption.** The Developer shall have the right to sell, assign or transfer this Agreement with all their rights, title and interests therein to any person, firm or corporation at any time during the term of this Agreement. Developer shall provide the City with written notice of any intent to sell, assign, or transfer all or a portion of the Subject Property, at least 30 days in advance of such action and shall provide copies of the recorded documents that sell, assign, or transfer all or a portion of the Subject Property should such action be finalized and shall provide copies of the recorded documents that sell, assign, or transfer all or a portion of the Subject Property should such action be finalized.

23. **Covenants Running with the Land.** The conditions and covenants set forth in this Agreement and incorporated herein by the Exhibits shall run with the land and the benefits and burdens shall bind and inure to the benefit of the parties. The Owner, Landowner and every purchaser, assignee or transferee of an interest in the Subject Property, or any portion thereof, shall be obligated and bound by the terms and conditions of this Agreement, and shall be the beneficiary thereof and a party thereto, but only with respect to the Subject Property, or such portion thereof, sold, assigned or transferred to it. Any such purchaser, assignee or transferee shall observe and fully perform all of the duties and obligations of a Developer contained in this Agreement, as such duties and obligations pertain to the portion of the Subject Property sold, assigned or transferred to it.

24. **Amendment to Agreement; Effect of Agreement on Future Actions.** This Agreement may be amended by mutual consent of all of the parties, provided that any such amendment shall follow the process established by law for the adoption of a development agreement (see, RCW 36.70B.200). However, nothing in this Agreement shall prevent the City Council from making any amendment to its Comprehensive Plan, Zoning Code, Official Zoning Map or development regulations affecting the Subject Property during the ~~next five years term~~ of this Development Agreement, as the City Council may deem necessary to the extent required by a serious threat to public health and safety. Nothing in this Development Agreement shall prevent the City Council from making any amendments of any type to the Comprehensive Plan, Zoning Code, Official Zoning Map or development regulations relating to the Subject Property. If the City Council approves amendments to the Comprehensive Plan, Zoning Code, Official Zoning Map or development regulations regarding uses, the approved uses on the subject properties shall be considered legal uses by the terms of this agreement.

25. **Releases.** Owner, and any subsequent Landowner, may free itself from further obligations relating to the sold, assigned, or transferred property, provided that the buyer, assignee or transferee expressly assumes the obligations under this Agreement as provided herein.

26. **Notices.** Notices, demands, correspondence to the City and Owner shall be sufficiently given if dispatched by pre-paid first-class mail to the addresses of the parties as designated in Section 5 or as updated pursuant to Section 20. Notice to the City shall be to the attention of both the City Administrator and the City Attorney. Notices to subsequent Landowners shall be required to be given by the City only for those Landowners who have given the City written notice of their address for such notice. The parties hereto may, from time to time, advise the other of new addresses for such notices, demands or correspondence.

27. **Applicable Law and Attorneys' Fees.** This Agreement shall be construed and enforced in accordance with the laws of the State of Washington. If litigation is initiated to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs from the non-prevailing party. Venue for any action shall lie in Snohomish County Superior Court or the U.S. District Court for Western Washington.

28. **Specific Performance.** The parties specifically agree that damages are not an adequate remedy for breach of this Agreement, and that the parties are entitled to compel specific performance of all material terms of this Development Agreement by any party in default hereof.

29. **Severability.** If any phrase, provision or section of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, or if any provision of this Agreement is rendered invalid or unenforceable according to the terms of any statute of the State of Washington which became effective after the effective date of the ordinance adopting this Development Agreement,

and either party in good faith determines that such provision or provisions are material to its entering into this Agreement, that party may elect to terminate this Agreement as to all of its obligations remaining unperformed.

IN WITNESS WHEREOF, the parties hereto have caused this Development Agreement to be executed as of the dates set forth below:

**WEST EDGE DEVELOPMENT –
THREE**, a Washington limited liability
company

CITY OF STANWOOD

By: _____

Name: Andrew D.A.W. McKinley

Title: Managing Member

Date Executed: _____

By: _____

Date Executed: _____

ATTEST:

By: _____ City Clerk

By: _____ City Attorney

West Edge Development Council Responses

After the 3/14 council meeting we came away with a few questions from the council members that needed some additional clarification.

Height Deviations:

We have three buildings that require height deviations A1, A2, and C. C is only 6" over height and can relatively easily be brought back under. It would required lowering our parapet height which messes with the aesthetic design of the building and the safety of roof top work so we would prefer to pursue a deviation. A1 and A2 are the buildings closest to Church Creek Park. We came away from the last council meeting believing we needed to better describe and show how those two buildings interplay with the park. We have included a graphic showing the elevations of building A1 with respect to the parking and park. Both buildings are set into the hill on the north side at a depth of 7'3". We also have a retaining wall north of the buildings at a height of 9'6". The site slopes up to the north property line and Church Creek Park also continues to slope up. The height comparison to the grade at the southern Park property line puts the building at 41'7" above grade. This would be 13'5" below the height limit. Due to the way Stanwood code measures building height we have to measure the opposite end of the building and cannot average the total building height. You can see on the graphic that we should not exceed the heights of the trees present at the park and there should be no issues with visual encroachment. Both buildings could be altered to have 8' ceilings instead of 9' ceilings. 9' ceilings are our standard because they make for much nicer living conditions. 8' ceilings can feel very short and uncomfortable. The height deviations here do not gain us extra floors of the building they just allow us to make living conditions in the buildings better. As a clarification to the site section drawing the retaining wall behind A1 and A2 is flat at a height of 9'6' then tapers down to meet grade before it reaches the trail that connects to Church Creek Park.

Townhome Parking:

There was a concern raised that there was insufficient guest parking at the townhomes. We have included a graphic better depicting the additional guest parking associated with the townhomes. Each townhome unit has garage parking for two cars. What is shown in blue are extra spaces for visitors to the townhomes. There are a total of 63 guest townhome spaces, I believe the code requires only 15. We also show in blue the townhomes that have driveways long enough to accommodate an additional car parking there. In doing this review we found some of the stalls added previously did not make it into our parking count. We found a total of 7 additional stalls. This brings the total stall count for the complex from 1039 to 1046.

Park Parking Impacts:

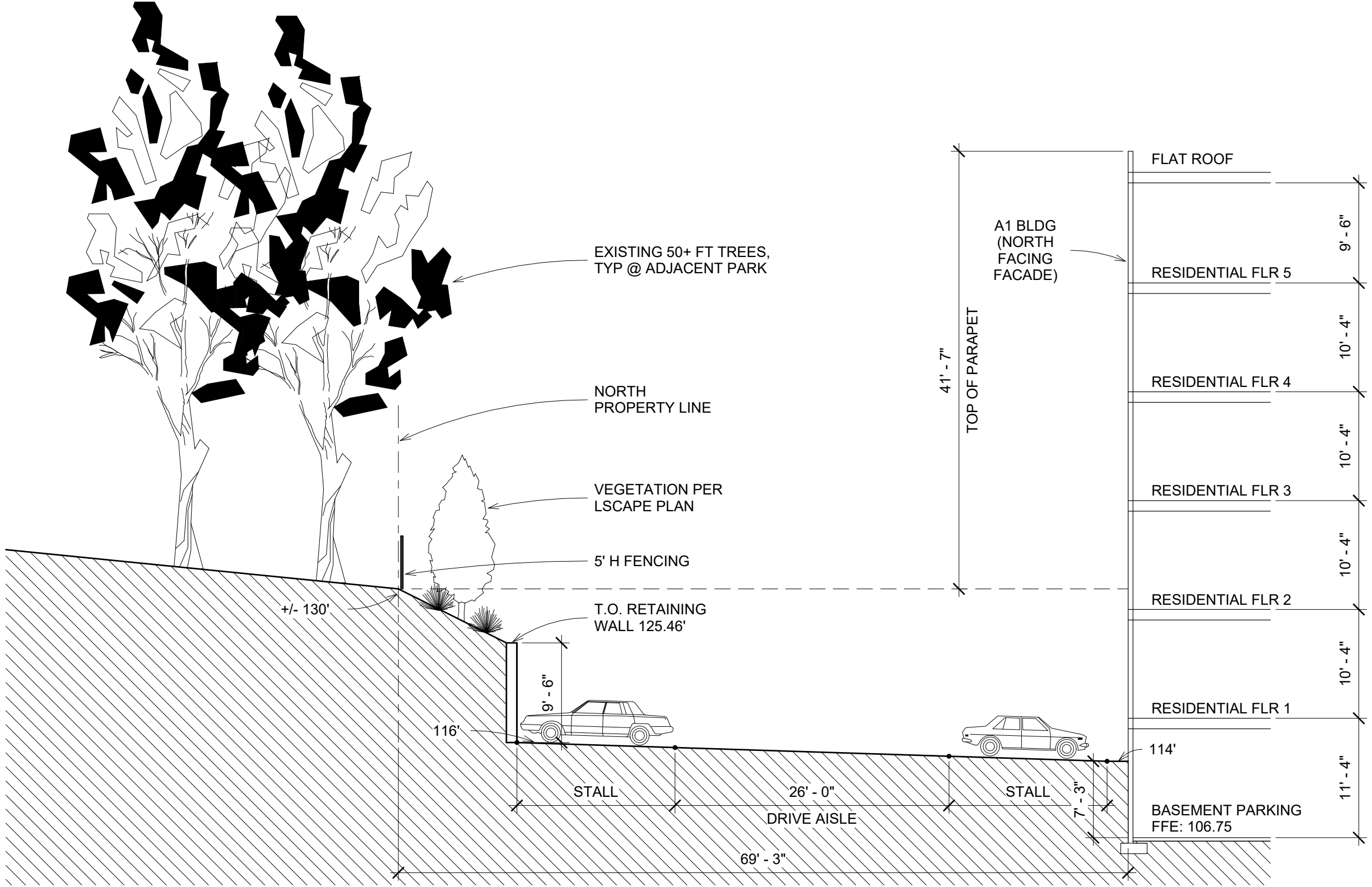
There was some concern expressed about overflow parking from our project impacting Church Creek Park. Parking enforcement would remain unchanged and unimpacted by our development. Our traffic engineer shows a peak parking demand of 38 office stalls and 20 retail stalls at noon and tapering off beginning at 5:00pm. That accounts for only 58 of a provided 70 street parking stalls and an additional 28 off street stalls all for retail/commercial use. Our over parking for these needs coupled with the public use easement for our trail system will more likely result in our site being used for overflow parking by visitors to the Park rather than the opposite.

Roundabout Beautification:

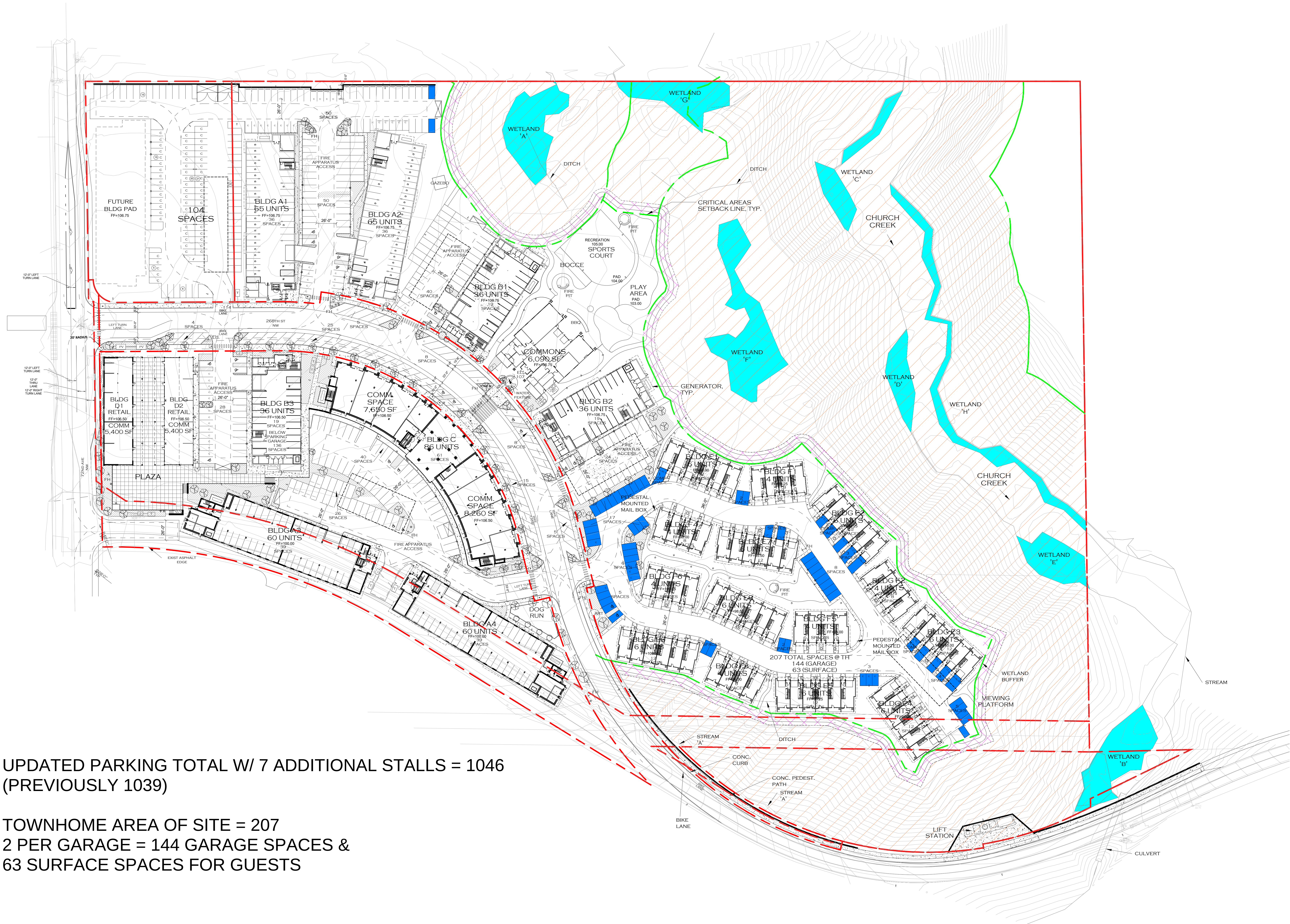
We have agreed to include in the Development Agreement a commitment to beautify the roundabout with some additional natural features to enhance it as an entrance to Stanwood. We will also create a pad on which a future Stanwood City sign can be installed. We agree that this is will make for a much nicer improvement to the City and area as a whole.

Additional Commercial space:

We acquired the City lot that sits at the corner of 72nd and Church Creek Park. There are no buildings planned for under the Development Agreement on that lot. This leaves that building pad open to become more commercial or more mixed-use space. I would reiterate that current market conditions in Stanwood have tens of thousands of vacant commercial footage in the near vicinity. We will be adding 26,000sf more commercial with our project. Even with the addition of our new residents there is not likely to be a deficiency in the amount of commercial space. We will have to plan to carry the commercial space for multiple years before it gets leased up.



PARTIAL SITE SECTION AT CHURCH CREEK PARK AND BUILDINGS A1 AND A2 AT REAR



UPDATED PARKING TOTAL W/ 7 ADDITIONAL STALLS = 1046
(PREVIOUSLY 1039)

TOWNHOME AREA OF SITE = 207
2 PER GARAGE = 144 GARAGE SPACES &
63 SURFACE SPACES FOR GUESTS

PARKING SPACES AMOUNT CALC							
LOCATION BUILDING/STREET	REGULAR	ADA	COMPACT	COMPACT TANDEM	TANDEM	TOTAL PARKING LOTS	NOTES
BLDG A1	8	2	26		0	36	
BLDG A2	8	2	26			36	
BLDG A3	32	2	5			39	
BLDG A4	32	2	5			39	
BLDG B1	17	1	1			19	
BLDG B2	17	1	1			19	
BLDG B3	17	1	1			19	
BLDG C	51	3	7			61	
PARKING GARAGE BELOW BDLG B3	72	5	43	8	11	139	BELOW BLDG B3, D1, D2
BLDG E1	6		1		6	13	
BLDG E2	9		2		6	17	
BLDG E3	10		1		6	17	
BLDG E4	6				6	12	
BLDG E5	6				6	12	
BLDG E6	6				6	12	
BLDG E7	6		2		6	14	
BLDG E8	6				6	12	
BLDG F1	4				4	8	
BLDG F2	4				4	8	
BLDG F3	4				4	8	
BLDG F4	4				4	8	
BLDG F5	4				4	8	
BLDG F6	4				4	8	
STRT PRKG 50 SP	31		19			50	N OF BLDGS A1, A2
STRT PRKG 104 SP	43		61			104	W OF BLDG A1
STRT PRKG 50 SP	30	4	9		7	50	BETWEEN BLDGS A1, A2
STRT PRKG 40 SP	25	2	3		10	40	W OF BLDG B1
STRT PRKG 24 SP	20	2	2			24	SE OF BLDG B2
STRT PRKG 17 SP	12		5			17	SW OF BLDG E1
STRT PRKG 8 SP	8					8	SW OF BLDG E2
STRT PRKG 5 SP	2	2	1			5	SW OF BLDG F6
STRT PRKG 26 SP	12	2	5	2	5	26	N OF BLDG A3
STRT PRKG 40 SP	38	2				40	SW OF BLDG C
STRT PRKG 15 SP	12		3			15	E OF BLDG C
STRT PRKG 5 SP	4		1			5	S OF BLDG B2
STRT PRKG 8 SP	5	2	1			8	SW OF BLDG B2
STRT PRKG 8 SP	6		2			8	SW OF BLDG B1
STRT PRKG 5 SP	4		1			5	S OF BLDG A2
STRT PRKG 6 SP	3		3			6	W OF BLDG F6
STRT PRK 3 SP			3			3	E OF BLDG E5
STRT PRKG 25 SP	22	2	1			25	N OF BLDG B3
STRT PRKG 4 SP	3		1			4	N OF BLDG D2
STRT PRK 2 SP	2					2	BTWN BLDGS E1 AND BLDG F1
STRT PRK 2 SP	2					2	BTWN BLDGS E6 AND BLDG F3
STRT PRK 2 SP	2					2	BTWN BLDGS E8 AND BLDG F5
STRT PRKG 5 SP	2		3			5	SE OF BLDG E3
STRT PRKG 28 SP	11	4	13			28	BETWEEN BLDGS D2, B3
TOTAL	632	41	258	10	105	1046	TOTAL AMOUNT OF PARKING SPACES
TOTAL: REGULAR+ADA+TANDEM	778					482	TOTAL PARKING AT SURFACE AND STREET (see by space type below)
TOTAL: COMPACT+ COMPACT TANDEM	268		RATIO COMP, COMP TNDM /RGLR, ADA, TNDM:	0.34	34.4%	175	TOTAL PARKING SPACES AT STREET
			RATIO COMP/ TOTAL:	0.256	25.6%	PER CITY REQ.	

NOTE:
BLDG XN
STRT PRKG NN SP
X
N
N,S,E,W

BUILDING XN
STREET PARKING NUMBER OF SPACES
LETTER
NUMBER
SITE/ORDINANCE

PARKING AT SURFACE BY TYPE				
REGULAR	ADA	COMPACT	COMPACT TANDEM	TANDEM
243	18	127	2	22

TOTAL

412

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE 1530

**AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON,
APPROVING THE VACATION OF RIGHT-OF-WAY ON A PORTION OF
268TH STREET NW BETWEEN 72ND AVENUE NW AND 68TH AVENUE
NW.**

WHEREAS, the City of Stanwood has received a Petition to vacate a portion of 268th Street NW between 72nd Avenue NW and 68th Avenue NW pursuant to Chapter 14.48 Stanwood Municipal Code, and

WHEREAS, said petition was signed by the owners of more than two thirds of the property abutting the street to be vacated; and

WHEREAS, the full legal description of the real property proposed to be vacated is described in Exhibit 'A' and depicted on Exhibit 'B' and is attached hereto and incorporated herein by this reference; and

WHEREAS, the petitioner has also proposed to dedicate to the City a portion of their property between 72nd Avenue NW and 68th Avenue NW to reconstruct 268th Street NW; and

WHEREAS, the full legal description of the real property proposed to be dedicated is described in Exhibit 'C' and depicted on Exhibit 'D' and is attached hereto and incorporated herein by this reference; and

WHEREAS, because the proposal exchanges right-of-way no appraisal is needed; and

WHEREAS, SMC 14.48.060.(3)(c) does not require compensation for street vacations when the vacation is traded for property of equal or greater value; and

WHEREAS, SMC 14.48.050 requires a public hearing on such an action and that the date of such public hearing must be fixed by Resolution of the City Council and shall not be more than sixty days nor less than twenty days after the date of the passage of such resolution; and

WHEREAS, the action of vacating a street or roadway is categorically exempt from environmental review pursuant to SMC 17.149.090 and is therefore not subject to SEPA rules and determinations; and

WHEREAS, Resolution 2024-04 calling for a public hearing regarding the vacation of the subject right of way was adopted by the City Council on February 22, 2024; and

WHEREAS, the City of Stanwood gave public notice of the pendency of the vacation petition and the time and place fixed for the hearing of the petition by written notice posted in three of the most public places in the City, and a like notice posted in a conspicuous place on the street sought to be vacated, and mailed notices of public hearing to adjacent property owners in accordance with the requirements of SMC 17.80.330.; and

WHEREAS, a public hearing was held before the City Council on March 14, 2024, and all persons wishing to be heard on the matter were heard; and

WHEREAS, the petitioner has agreed to meet certain conditions as set forth herein;

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

Section 1. Vacation. Subject to the conditions set forth in Section 2 of this ordinance, that a portion of 268th Street NW between 72nd Avenue NW and 68th Avenue NW as legally described on attached **EXHIBIT A** and depicted on attached **EXHIBIT B**, which are incorporated herein by this reference, is hereby vacated, and the property lying in said portion of the street right of way described in Exhibit A, shall belong to the petitioner who is the adjacent property owner.

Section 2. Condition of Vacation. The vacation is contingent on approval and recording of the Binding Site Plan and dedication of additional right-of-way as depicted in Exhibit D.

If the Binding Site Plan has not been approved within one year from adoption of this ordinance, then this ordinance shall be void unless the one-year period is extended by ordinance of the City Council.

Section 3. Continued Public Use. The portion of 268th Street NW proposed for vacation shall continue to allow public use until the relocated road is constructed, dedicated, and opened to public use.

Section 4. Effective Date. This ordinance shall not be published or become effective until all compensation and fees and costs have been paid in full by the petitioner and all conditions of the City Council have been complied with. This ordinance shall take effect five days after adoption and publication by summary. This vacation

and the transfer of title to petitioner shall be effective at such time as this ordinance is recorded in the office of the County Auditor. The City Clerk is directed to record a certified copy of this ordinance with the Snohomish County Auditor's Office upon confirmation from the Public Works Director that all conditions set forth in this ordinance, including, but not limited to payment of compensation in full to the City as set forth herein, have been fulfilled. Costs of recording shall be the responsibility of the owner/petitioner. Following recording of this ordinance, a certified copy shall be sent to the Snohomish County Treasurer's Office.

Section 5. Severability. If any section, subsection, sentence, clause, phrase, or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase, or word of this ordinance.

Section 6. Implementation. The City Administrator or his designee is hereby authorized to implement such administrative procedures as may be necessary to carry out the directives of this ordinance.

PASSED by the City Council and **APPROVED** by the Mayor this _____ day of _____, 2024.

CITY OF STANWOOD

By _____
Sid Roberts, Mayor

Attest:

By _____
Lisa M. Sokolik, City Clerk

Approved as to form:

By _____
Nikki Thompson, City Attorney

Date of Publication: _____

Effective Date: _____

**CITY OF STANWOOD
Stanwood, Washington**

ORDINANCE NO. 1530

EXHIBIT 'A'

LEGAL DESCRIPTION OF PROPOSED VACATION:

THAT PORTION OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 20, AND THAT PORTION OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 29, BOTH OF TOWNSHIP 32 EAST, RANGE 4 EAST, W.M., DESCRIBED AS FOLLOWS;

COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 20 PER BOUNDARY LINE ADJUSTMENT RECORDED UNDER AUDITOR'S FILE NUMBER 201811155006;

THENCE NORTH 87°47'29"WEST 1,319.61 FEET ALONG THE SOUTH LINE OF SAID SECTION 20 TO THE CENTERLINE OF 72ND AVE NW AS DEPICTED ON SAID BOUNDARY LINE ADJUSTMENT;

THENCE NORTH 00°39'59"EAST 229.90 FEET ALONG SAID CENTERLINE;

THENCE SOUTH 89°20'01"EAST 30.00 FEET TO THE EAST MARGIN OF 72ND AVE NW AND THE **POINT OF BEGINNING**;

THENCE NORTH 00°39'59"EAST 86.04 FEET ALONG SAID EAST MARGIN TO THE NORTH MARGIN OF OLD-STANWOOD BYRANT ROAD;

THENCE CONTINUE ALONG SAID NORTH MARGIN SOUTH 54°48'23"EAST 46.67 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 756.30 FEET, A RADIAL LINE THROUGH SAID BEGINNING OF CURVE BEARS SOUTH 02°44'53"WEST;

THENCE CONTINUE SOUTHEASTERLY ALONG SAID CURVE 401.35 FEET THROUGH A CENTRAL ANGLE OF 30°24'19";

THENCE SOUTH 56°50'48"EAST 261.67 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 520.00 FEET, A RADIAL LINE THROUGH SAID BEGINNING OF CURVE BEARS NORTH 61°36'19"EAST;

THENCE CONTINUE SOUTHEASTERLY ALONG SAID CURVE 126.32 FEET THROUGH A CENTRAL ANGLE OF 13°55'05" TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 478.34 FEET, A RADIAL LINE

TROUGH SAID BEGINNING OF CURVE BEARS SOUTH 28°51'44"WEST;

THENCE CONTINUE NORTHWESTERLY ALONG SAID CURVE 83.71 FEET THROUGH A CENTRAL ANGLE OF 10°01'37";

THENCE ON A NON-TANGENT LINE NORTH 87°47'29"WEST 0.62 FEET;

THENCE NORTH 56°50'48"WEST 295.88 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE TO THE SOUTHWEST HAVING A RADIUS OF 696.30 FEET;

THENCE CONTINUE NORTHWESTERLY ALONG SAID CURVE 405.78 FEET THROUGH A CENTRAL ANGLE OF 33°23'24" TO THE **POINT OF BEGINNING**.
EXCEPT ANY PORTION THEREOF LYING WITHING SR 532 RIGHT OF WAY.

TOGETHER WITH THAT PORTION OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 20 AND THAT PORTION OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 29 DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTH QUARTER CORNER OF SAID SECTION 20 PER BOUNDARY LINE ADJUSTMENT RECORDED UNDER AUDITOR'S FILE NUMBER 201811155006;

THENCE SOUTH 00°25'58"WEST 20.01 FEET ALONG THE EAST LINE OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 29;

THENCE NORTH 87°47'29"WEST 536.72 FEET TO A NON-TANGENT CURVE CONCAVE TO THE NORTHWEST HAVING A RADIUS OF 470.00 FEET RADIUS, A RADIAL LINE THROUGH SAID BEGINNING OF CURVE BEARS NORTH 46°57'35"EAST;

THENCE CONTINUE NORTHWESTERLY ALONG SAID CURVE 53.83 FEET THROUGH A CENTRAL ANGLE OF 06°33'43" TO A LINE 20.00 FEET NORTH AS MEASURED PERPENDICULAR TO THE NORTH LINE OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 29;

THENCE SOUTH 87°47'29"EAST 571.55 FEET TO THE EAST LINE OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 20;

THENCE SOUTH 00°41'07"WEST 20.01 FEET ALONG SAID LINE TO THE **POINT OF BEGINNING**.

ALL SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

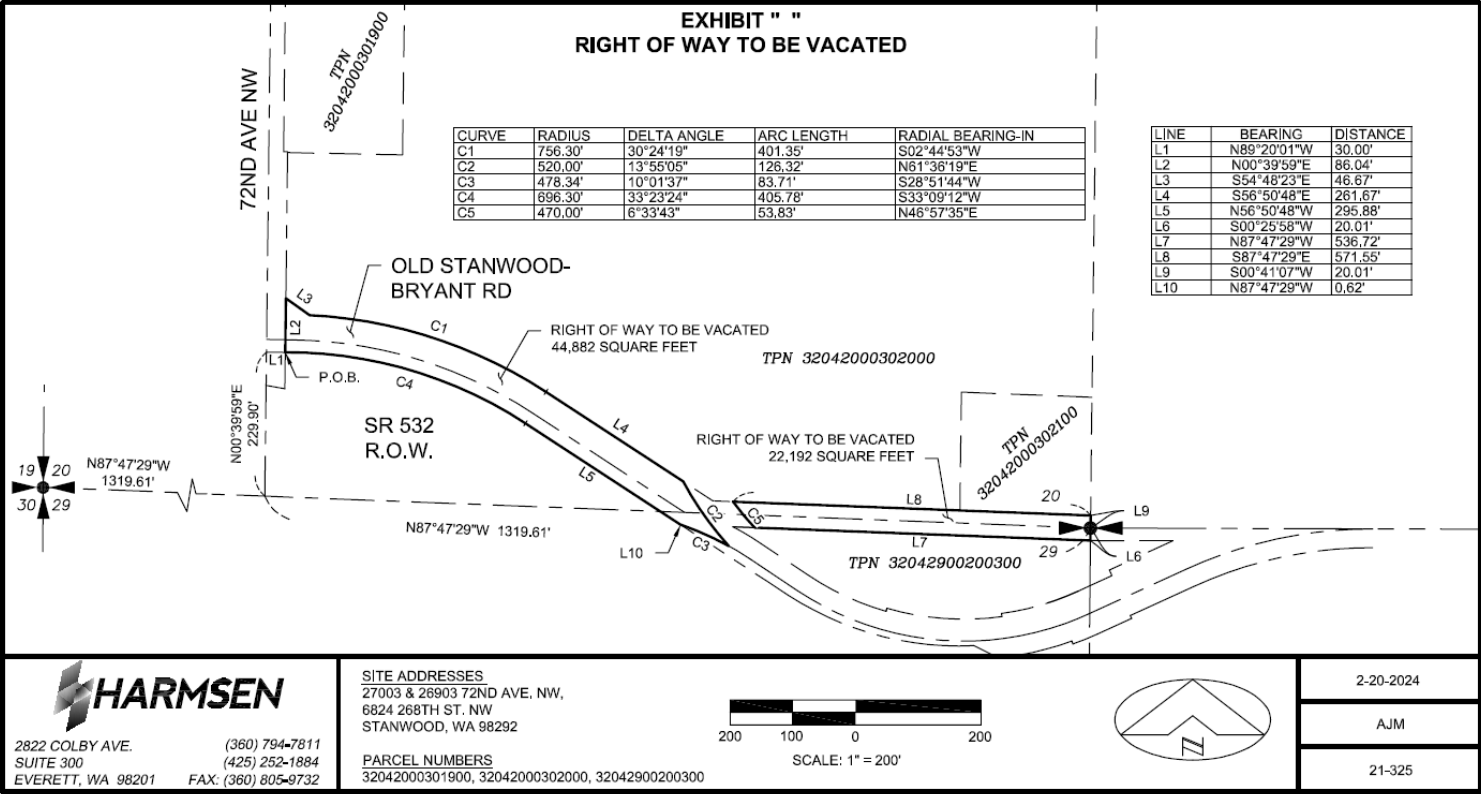
CONTAINS 67,074 SQUARE FEET (1.44 ACRES) MORE OR LESS

CITY OF STANWOOD
Stanwood, Washington

ORDINANCE NO. 1530

EXHIBIT 'B'

VICINITY MAP OF PROPOSED VACATION:



**CITY OF STANWOOD
Stanwood, Washington**

ORDINANCE NO. 1530

EXHIBIT 'C'

LEGAL DESCRIPTION OF PROPOSED DEDICATION:

THAT PORTION OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 20, AND THAT PORTION OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 29, BOTH OF TOWNSHIP 32 EAST, RANGE 4 EAST, W.M., DESCRIBED AS FOLLOWS;

COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 20 PER BOUNDARY LINE ADJUSTMENT RECORDED UNDER AUDITOR'S FILE NUMBER 201811155006;
 THENCE NORTH 87°47'29"WEST 1,319.61 FEET ALONG THE SOUTH LINE OF SAID SECTION 20 TO THE CENTERLINE OF 72ND AVE NW AS DEPICTED ON SAID BOUNDARY LINE ADJUSTMENT;
 THENCE NORTH 00°39'59"EAST 315.93 FEET ALONG SAID CENTERLINE;
 THENCE SOUTH 89°20'01"EAST 30.00 FEET TO THE EAST MARGIN OF 72ND AVE NW AND THE **POINT OF BEGINNING**;
 THENCE CONTINUE ALONG SAID MARGIN NORTH 00°39'59"EAST 234.06 FEET;
 THENCE NORTH 89°20'01"WEST 6.50 FEET;
 THENCE NORTH 00°39'59"EAST 212.95 FEET;
 THENCE SOUTH 04°16'23"EAST 75.52 FEET;
 THENCE SOUTH 00°39'59"WEST 109.24 FEET TO THE BEGINNING OF A CURVE TO THE LEFT HAVING A RADIUS OF 30.00 FEET;
 THENCE CONTINUE SOUTHEASTERLY ALONG SAID CURVE 46.85 FEET THROUGH A CENTRAL ANGLE OF 89°28'07";
 THENCE SOUTH 88°48'08"EAST 212.97 FEET TO THE BEGINNING OF A CURVE TO THE RIGHT HAVING A RADIUS OF 382.00 FEET;
 THENCE CONTINUE SOUTHEASTERLY ALONG SAID CURVE 51.98 FEET THROUGH A CENTRAL ANGLE OF 07°47'47";
 THENCE NORTH 08°59'39"EAST 16.00 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 398.00 FEET, A RADIAL LINE THROUGH SAID BEGINNING OF CURVE BEARS SOUTH 08°59'39"WEST;
 THENCE CONTINUE SOUTHEASTERLY ALONG SAID CURVE 475.61 FEET THROUGH A CENTRAL ANGLE OF 68°28'08";
 THENCE SOUTH 12°32'12"EAST 78.88 FEET TO THE BEGINNING OF A CURVE TO THE RIGHT HAVING A RADIUS OF 460.00 FEET, A RADIAL LINE THROUGH SAID BEGINNING OF CURVE BEARS NORTH 77°27'48" EAST;
 THENCE CONTINUE SOUTHEASTERLY ALONG SAID CURVE 8.13 FEET THROUGH A CENTRAL ANGLE OF 1°00'45";
 THENCE SOUTH 76°27'02"WEST 10.00 FEET TO THE BEGINNING OF A NON-TANGENT

CURVE CONCAVE TO THE NORTHWEST HAVING A RADIUS OF 470.00 FEET, A RADIAL LINE THROUGH SAID BEGINNING OF CURVE BEARS NORTH 76°27'02"EAST;
 THENCE CONTINUE SOUTHEASTERLY ALONG SAID CURVE 188.09 FEET THROUGH A CENTRAL ANGLE OF 22°55'44" TO THE NORTH LINE OF THAT PARCEL DESCRIBED BY QUIT CLAIM DEED RECORDED UNDER RECORDING NUMBER 250901;
 THENCE NORTH 87°47'29" WEST 32.24 FEET ALONG SAID NORTH LINE TO THE NORTHERLY MARGIN OF OLD STANWOOD BRYANT ROAD;
 THENCE CONTINUE ALONG SAID MARGIN NORTH 56°50'48" WEST 56.50 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 520.00 FEET, A RADIAL LINE THROUGH SAID BEGINNING OF CURVE BEARS NORTH 61°36'19"EAST;
 THENCE CONTINUE NORTHWESTERLY ALONG SAID CURVE 134.73 FEET THROUGH A CENTRAL ANGLE OF 14°50'44";
 THENCE SOUTH 76°27'02" WEST 20.00 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 540.00 FEET, A RADIAL LINE THROUGH SAID BEGINNING OF CURVE BEARS NORTH 76°27'02"EAST;
 THENCE CONTINUE NORTHWESTERLY ALONG SAID CURVE 9.54 FEET THROUGH A CENTRAL ANGLE OF 01°00'45";
 THENCE NORTH 12°32'12" WEST 78.88 FEET TO THE BEGINNING OF A CURVE TO THE LEFT HAVING A RADIUS OF 318.00 FEET;
 THENCE CONTINUE NORTHWESTERLY ALONG SAID CURVE 423.28 FEET THROUGH A CENTRAL ANGLE OF 76°15'56";
 THENCE NORTH 88°48'08" WEST 235.07 FEET;
 THENCE SOUTH 00°39'59" WEST 173.55 FEET;
 THENCE NORTH 54°48'23" WEST 8.50 FEET TO THE **POINT OF BEGINNING.**

TOGETHER WITH THAT PORTION OF SAID SECTION 29 DESCRIBED AS FOLLOWS;
 COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 20 PER BOUNDARY LINE ADJUSTMENT RECORDED UNDER AUDITOR'S FILE NUMBER 201811155006;
 THENCE SOUTH 00°25'28" WEST 20.01 FEET ALONG THE EAST LINE OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 29 TO THE SOUTH MARGIN OF THE 20 FOOT RIGHT OF WAY SHOWN ON BOUNDARY LINE ADJUSTMENT RECORDED UNDER RECORDING NUMBER 201811155006;
 THENCE NORTH 87°47'29" WEST ALONG SAID SOUTH MARGIN 536.72 FEET TO THE **POINT OF BEGINNING;**
 THENCE CONTINUE NORTH 87°47'29" WEST 34.59 FEET ALONG SAID MARGIN TO THE NORTHERLY MARGIN OF OLD STANWOOD-BRYANT ROAD AND THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF A 509.52 FEET, A RADIAL LINE THROUGH SAID BEGINNING OF CURVE BEARS SOUTH 27°50'27" WEST;
 THENCE CONTINUE SOUTHEASTERLY ALONG SAID CURVE 52.61 FEET THROUGH A CENTRAL ANGLE OF 05°54'56";
 THENCE SOUTH 56°14'17" EAST 89.89 FEET TO THE BEGINNING OF A CURVE TO THE LEFT HAVING A RADIUS OF 448.34 FEET,
 THENCE CONTINUE SOUTHEASTERLY ALONG SAID CURVE 138.16 FEET THROUGH A CENTRAL ANGLE OF 17°39'20";

THENCE NORTH 16°06'22"EAST 3.52 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 470.00 FEET, A RADIAL LINE THROUGH SAID BEGINNING OF CURVE BEARS NORTH 16°21'53"EAST; THENCE CONTINUE NORTHWESTERLY ALONG SAID CURVE 250.97 FEET THROUGH A CENTRAL ANGLE OF 30°35'42" TO THE **POINT OF BEGINNING**.

ALSO TOGETHER WITH THAT PORTION OF SAID SECTION 29 DESCRIBED AS FOLLOWS;

COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 20 PER BOUNDARY LINE ADJUSTMENT RECORDED UNDER AUDITOR'S FILE NUMBER 201811155006;
 THENCE SOUTH 00°25'28" WEST 20.01 FEET ALONG THE EAST LINE OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 29 TO THE SOUTH MARGIN OF THE 20 FOOT RIGHT OF WAY SHOWN ON BOUNDARY LINE ADJUSTMENT RECORDED UNDER RECORDING NUMBER 201811155006;
 THENCE CONTINUE SOUTH 00°25'28" WEST 92.08 FEET TO THE NORTH MARGIN OF OLD STANWOOD-BRYANT ROAD;
 THENCE SOUTH 65°23'39" WEST ALONG SAID NORTH MARGIN TO THE BEGINNING OF A CURVE TO THE RIGHT HAVING A RADIUS OF 438.34 FEET;
 THENCE CONTINUE SOUTHWESTERLY ALONG SAID CURVE A DISTANCE OF 55.55 FEET THROUGH A CENTRAL ANGLE OF 7°15'42" TO THE **POINT OF BEGINNING**;
 THENCE CONTINUE SOUTHWESTERLY ALONG SAID CURVE 72.63 FEET THROUGH A CENTRAL ANGLE OF 9°29'38";
 THENCE SOUTH 07°51'00"EAST 5.00 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE NORTH HAVING A RADIUS OF 443.34 FEET A RADIAL LINE THROUGH SAID BEGINNING OF CURVE BEARS NORTH 07°51'00" WEST;
 THENCE CONTINUE ALONG SAID CURVE AND MARGIN SOUTHWESTERLY 51.59 FEET THROUGH A CENTRAL ANGLE OF 06°40'03";
 THENCE NORTH 33°28'27"EAST 39.17 FEET;
 THENCE NORTH 78°35'48"EAST 76.86 FEET;
 THENCE SOUTH 46°51'56"EAST 33.68 FEET TO THE **POINT OF BEGINNING**.
 ALL SITUATE IN THE COUNTY OF SNOHOMISH
 STATE OF WASHINGTON.
 CONTAINS 75,330 SQUARE FEET (1.73 ACRES),
 MORE OR LESS.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10

DATE: March 28, 2024

SUBJECT: 2024 Stanwood Parks, Recreation, and Open Space Plan

CONTACT PERSON: Tansy Schroeder, City Planner
Patricia Love, Community Development Director

ATTACHMENTS: A – Resolution 2024-06 – Adoption of Plan
B – 2024 Stanwood Parks, Recreation, and Open Space Plan

PURPOSE

The purpose of this agenda item is for Council consideration of the 2024 Stanwood Parks, Recreation, and Open Space (PROS) Plan which will provide goals, policies, and funding strategies for the City's resources to operate and maintain new and existing park facilities over the next twenty years.

BACKGROUND

Staff have worked with consultants, the Parks and Trails Advisory Committee, and the community to develop the 2024 PROS Plan. The PROS Plan is a functional 20-year plan that provides goals, policies, and funding strategies in addition to providing an implementation guide for the City's resources to operate and maintain existing facilities as well as provide new facilities that increase Stanwood's park's performance and meet the future parks and recreation needs of the area's growing population. The Plan reflects the desire of the residents of Stanwood to develop a Parks Department, retain natural resources, and improve recreational opportunities in the community while coinciding with the Parks Element of the Comprehensive Plan.

DISCUSSION

Adoption of an updated PROS Plan is a pre-requisite to obtaining many state and federal grants through the Washington State Recreation and Conservation Office. These grant funds have been a significant revenue source for past improvements to city park and trail facilities and also for acquiring new park and open space land.

RCO requires that jurisdictions update their park plans at least once every six years. The last major update to the PROS Plan was adopted in June of 2015 with a minor update in 2018. The 2024 PROS Plan makes major changes that align with the Comprehensive Plan growth projections established by Snohomish County and current Washington State Recreation and Conservation Office (RCO) guidance.

In order to be eligible for the upcoming RCO grant rounds, the updated PROS Plan needed to be adopted by March 1, 2024. RCO granted the City a 6-week extension letter allowing for the 2024 Plan to be adopted by April 15, 2024 and still maintain grant eligibility.

The 2024 PROS Plan includes the following sections:

- | | |
|--|-----------------------------|
| 1) Introduction | 6) Facility Demand |
| 2) Goals and Policies | 7) Capital Improvement Plan |
| 3) Community Profile | 8) Conclusion |
| 4) Parks Classifications and Standards | 9) Appendix |
| 5) Public Engagement Strategy | |

The following is a summary of each of the enclosed sections and appendices within the PROS Plan:

Section	Description
Introduction	Goes over the purpose of the plan and background behind it. 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 Classifications and Standards	Defines the different park classifications and provides examples. This section has been updated 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 Strategy	Goes over the public process and involvement associated with the development of this plan including the Parks and Trails Advisory Committee (PTAC). This section has been updated to reflect the city’s public engagement efforts for the 2024 update including a community survey that received over 450 responses.
Facility Demand	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. Based on available park land supply, Stanwood is expected to exceed its total park needs for 2044 by more than 40 acres.
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	The conclusion of the plan addresses city budget for park development growth including funding opportunities.
Appendix	The following items are included in the plan's appendix; • Existing Inventory Maps • Public Engagement Results Summary • Adult and Youth Public Engagement Survey Questions and Results • Capital Improvement Plan • Adoption Resolution • SEPA Determination and Checklist

If the 2024 PROS Plan is not adopted by April 15, 2024, then the city will be ineligible for RCO grant funding for the 2024-2025 grant cycle.

FINANCIAL IMPACT

No direct financial impact. The Plan itself is a long-term guiding document to inform decision making on park projects. Actual projects will be funded through the City's Budget and Capital Improvement Project List process.

RECOMMENDATIONS

Staff Recommendation:

Staff recommends adoption of the 2024 Stanwood Parks, Recreation, and Open Space Plan in order to meet the April 15, 2024 RCO Planning Deadline for continued grant eligibility.

Committee/Board Recommendation:

Different components of the plan were reviewed repeatedly by different committees throughout the process including the public engagement summary results, the park goals and policies, the levels of service, and the draft plan as a whole. Changes that were recommended have been incorporated at each stage in the process. The Community Development Committee, the Planning Commission, and the Parks and Trails Advisory Committee all reviewed the final plan at their February meetings respectively. All groups were supportive of forwarding a recommendation of approval to the full City Council.

CITY COUNCIL OPTIONS

1. Approve Resolution 2024-06 for the adoption of the 2024 Stanwood Parks, Recreation, and Open Space Plan.
2. Request changes and direct staff to address specific Council issues or concerns prior to Council reconsideration of the resolution at the April 11, 2024 meeting.

PROPOSED MOTION

I MOVE TO APPROVE RESOLUTION 2024-06 FOR THE ADOPTION OF THE 2024 STANWOOD PARKS, RECREATION, AND OPEN SPACE PLAN.

CITY OF STANWOOD
Stanwood, Washington

RESOLUTION NO. 2024-06

A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON, ADOPTING THE 2024 STANWOOD PARKS, RECREATION, AND OPEN SPACE PLAN.

WHEREAS, Cities are required to update parks, recreation and open space plans every 6 years in order to maintain state and federal grant funding eligibility with the Washington State Recreation and Conservation Office; and

WHEREAS, the City of Stanwood last updated the Parks, Recreation, and Open Space (PROS) Plan in March 2018; and

WHEREAS, the City conducted a public survey to inform the PROS Plan update that received over 450 responses; and

WHEREAS, the Parks and Trails Advisory Committee (PTAC) met three times to review the draft PROS Plan; and

WHEREAS, the draft PROS Plan was submitted to the Washington State Recreation and Conservation Office on January 8, 2024 and a letter of acknowledgement was received in response; and

WHEREAS, a SEPA threshold determination of non-significance was issued for the draft PROS Plan on January 23, 2024 and no comments were received; and

WHEREAS, the City Council Community Development Committee reviewed the draft PROS Plan on February 1, 2024 and forwarded a recommendation to the full city council supporting adoption of the Plan; and

WHEREAS, the Planning Commission reviewed the draft PROS Plan on February 12, 2024 and forwarded a recommendation to city council supporting adoption of the Plan; and

WHEREAS, the PTAC reviewed the draft PROS Plan on February 20, 2024 and forwarded a recommendation to city council supporting adoption of the Plan; and

WHEREAS, the PROS Plan is intended to provide a framework for the Parks and Recreation Element of the Comprehensive Plan; and

WHEREAS, the City issued a Notice of Public Hearing for the PROS Plan on March 12, 2024; and

WHEREAS, the Stanwood City Council reviewed the PROS Plan on March 28, 2024, at a Public Hearing;

NOW, THEREFORE, THE STANWOOD CITY COUNCIL DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Adoption. The City of Stanwood Parks, Recreation, and Open Space Plan, attached to this Resolution as Exhibit A, is hereby adopted and incorporated herein by this reference as set forth in full.

Section 2. Transmittal. A copy of the adopted Parks, Recreation and Open Space Plan shall be transmitted to the Washington State Recreation and Conservation Office within ten days of adoption and copies shall be kept on file with the City Clerk and available at the Community Development Department.

Section 3. Effective Date. This resolution shall become effective upon passage.

PASSED AND APPROVED by the City Council of the City of Stanwood this ____ day of _____ 2024.

CITY OF STANWOOD

By: _____
Sid Roberts, Mayor

APPROVED AS TO FORM

By: _____
Nikki Thompson, City Attorney

ATTEST:

By _____
Lisa Sokolik, City Clerk

Exhibit A
2024 Stanwood Parks, Recreation, and Open Space Plan



City of Stanwood

Parks, Recreation and Open Space

Plan



The sun sets over a baseball field at Heritage Park (2023)
Credit: Lisa Bruce

Updated January 2024
with Appendices

Adopted March 2024

Study nature, love nature, stay close to nature. It will never fail you. —Frank Lloyd Wright



A group of schoolchildren on a quest in Church Creek Park (2022)
Credit: Lisa Bruce



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Parks, Recreation and Open Space Plan

ATTACHMENT B

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Acknowledgements

Mayor

Sid Roberts

City Council

Dani Gaumond
Marcus Metz
Darren Robb
Timothy Pearce
Robert Hicks
Steve Shepro
Andreena Bergman
Tim Schmitt

Planning Commission

Patrick Hosterman, Chair
Cody Davis, Vice Chair
Justin Burns
Eric Warnat
Robert Hicks
Melissa Toner
Jeff Wheatley

City Staff

Patricia Love, Director of Community Development
Carly Ruacho, Parks Planning Manager
Tansy Schroeder, Planner
Kevin Pellham, Parks Team Lead/Engineering Technician

Parks and Trails Advisory Committee

Dave Hall, Chair
Gordy Holmes, Vice Chair
Cathy Wooten
Matt Withers
Lisa Bruce
Judy Williams
Meagen Watne

Consultant – Atwell, LLC

Andrew McAndrews, Director of Planning
Caitlin Hepworth, Senior Planner
Cyrus Oswald, Planner I
Tanner Machala, Planner I

Thank you for Making This Possible

The City of Stanwood sincerely appreciates and thanks each member of the community that has participated and provided insights on developing the *2024 Parks, Recreation, and Open Space Plan*. Your input throughout this process is invaluable and the impacts of this plan will be felt by the community over the next 6 years and beyond.



SECTION I – INTRODUCTION

PURPOSE

The Parks, Recreation and Open Space (PROS) Plan is to serve as a tool for improving parks and recreation services and facilities within the City of Stanwood. It is a complimentary and coinciding document with the City's Parks Element of the Comprehensive Plan which provides a policy framework to guide the City's growth in the residential and commercial areas, provision of adequate public facility uses, and management and development of its park and recreation system. The PROS plan presents an implementation guide for City's resources to operate and maintain existing facilities as well as provide new facilities that increase Stanwood's park's performance and meet the future parks and recreation needs of the area's growing population. It reflects the desire of the citizens of Stanwood to develop a Parks Department, retain natural resources, and improve recreational opportunities in the community.

As part of the 2024 Comprehensive Plan efforts, the City has adopted PROS and Parks Element goals, objectives, policies, and strategies that serve as a guide to decisions about parks, recreation, and open space land and facility investment. In general, a thorough review of the Parks and Recreation Plan is done every six years to ensure that the plan remains current and reflects the community's needs. The last update was made in June of 2015. The 2024 PROS Plan makes major changes that align with the Comprehensive Plan growth projections established by Snohomish County and current Recreation and Conservation Office (RCO) guidance.

The City of Stanwood functions as the town center for to the *Greater Stanwood/Camano* region, which is the intersection of Snohomish, Skagit, and Island counties. Stanwood provides goods, services, businesses, and governmental agencies that support a diverse population of rural, suburban, and urban residents in Snohomish, Skagit, and Island counties. Stanwood is the historic center of this agricultural and rural residential area and the home of the high schools serving the entire Stanwood/Camano School District population. Many residents outside the City come to Stanwood for shopping, services, community events, and park and recreation opportunities. Planning a parks and recreation system for the 8,585 (as of 2023) residents of the City and the surrounding area's larger populations requires consideration of important policy issues. In reviewing the park and recreation needs of the community the City asked the following questions.

- How can the City shift the parks program into a Parks and Recreation Department?
- How can we improve the quality and performance of existing park and recreation opportunities and facilities?
- What is the appropriate balance between regional, community and neighborhood facilities and services?
- How can a small town with a limited tax base provide regional services?
- What is the role of private recreation providers in the mix of services?
- How can maintenance be appropriately managed?
- What role should park and recreation services play in attracting outside visitors to Stanwood?



The City prioritized the six following guiding principles for investment in the parks and recreation system as follows.

1. **Finance/Economic Development:** ensure that parks & trails are financially sustainable and generate economic development for the community.
2. **Maintenance:** invest in our existing parks – starting with Heritage Park and Church Creek Park
3. **Trails:** make progress on near-term improvements such as increased signage and wayfinding and select longer-term improvements such as improved trails and walkability.
4. **Waterfront Access:** realize connections to the waterfront – via Hamilton Landing improvements.
5. **Parks System:** prioritize improvements for existing parks, while recognizing that acquiring new properties will need to be considered at the appropriate time(s).
6. **Services:** Increase the amenities and programs offered by the city such as increased parking capacity, further parks development, a more robust sports field system, and, secondarily, more recreational programming.

USING THIS DOCUMENT

This document provides a snapshot of the state of Stanwood’s recreation facilities and guidance for the future of the city’s parks. This plan gives history of past parks planning efforts, analyzes the current Stanwood community, summarizes public engagement efforts, inventories the current facilities within the city, analyzes park needs against current facilities, and gives goals and policies to guide the development of the Stanwood parks system.

Different readers may use this document in different ways. New Stanwood residents may want to know what parks are available to them, while already deeply engaged community members may want to see where their parks system is headed. Future policymakers can use this document to understand the context from which policy has arisen or use it to apply for grant funding (this document has been developed using the Washington State Recreation and Conservation office standards). All readers can find the information they need organized by theme and type of analysis.

RCO REQUIREMENTS FOR PROS

The RCO requires plans to include certain elements to be eligible for various grant opportunities. Jurisdictions must take an inventory of the planning area to see what the current state of facilities is, involve the public in the planning process, and conduct demand and need analysis. Using these elements, the jurisdiction must develop and adopt a series of goals and objectives which support the jurisdiction’s mission. The plan must also be accompanied by a Capital Improvement Program, which outlines the implementation of the plan through land acquisition, development, renovations, and restoration projects. The City of Stanwood has developed this plan to meet the following requirements set forth by the Recreation and Conservation Office:

1. **Goals and objectives** developed to support the City of Stanwood’s mission
2. A **parks inventory** assessing the condition and capacity of the parks system.
3. An extensive **public involvement** and input process
4. A **demand and need analysis** describing the inventory and need based on public input.
5. A **capital improvement program** that lists land acquisition, development, renovation, and restoration projects for the next six years (2024-2030).
6. **Adoption** via resolution or ordinance by the City of Stanwood City Council.



THE PLANNING PROCESS

The PROS plan update has been done in conjunction with the development of the 2024 Comprehensive Plan update. The planning process began in 2023 by evaluating the existing facilities, engaging the community, and determining a list of Capital Improvement Projects (CIP). Robust public input opportunities were paramount to hosting an inclusive planning process, as described in Section 6 Public Engagement Summary.

The existing level of service of the parks was analyzed by surveying all the existing park amenities, structures, and facilities. These levels of service in tandem with public input gave a complete evaluation of the existing parks system in the city as described in Section 5 Facility Assessment. This engagement and examination phase was followed by an evaluation phase. Improvements to the parks system were outlined in a Capital Improvement Plan, which describes the timing, implementation steps, costs, and scope of work for each improvement project.

Public feedback influenced the city's selection and prioritization of projects. The city solicited public input and engagement through many outreach methods to maximize engagement. These included:

- Farmers Market Engagement Booth
- Community Parks Survey
- "Little Ones" Survey and Drawings
- Focus Group meeting with the Parks and Trails Advisory Committee



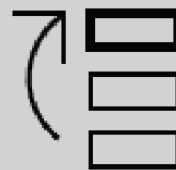
Public Engagement

Gather input from the community.



Assessment

Determine current level of service.



Prioritization

Create a CIP with projects organized by timing and complete with scope of work and estimated costs.



Implementation

Funding is allocated, and improvements begin.



PREVIOUSLY ADOPTED PLANS

2015 Comprehensive Plan / PROS Plan

Fully planning cities under the State Growth Management Act (GMA), including Stanwood, must complete a parks and recreation element in their comprehensive plans. A major review occurred in December 2012 and minor changes were made in 2015 as part of an update to the 2015 Comprehensive Plan. The Parks, Recreation, and Open Space Plan was most recently updated in 2018. Elements of the comprehensive plan must include components outlined by the GMA. Parks elements must include:

- (a) Estimates of park and recreation demand for at least a ten-year period;
- (b) an evaluation of facilities and service needs; and
- (c) an evaluation of intergovernmental coordination opportunities to provide regional approaches for meeting park and recreational demand.

The City of Stanwood's 2015 Comprehensive plan met these requirements. This plan also determined that the city's parks met their community needs for regional parks, but did not meet their needs for neighborhood parks, community parks, or linear trails. This plan adopted six- and twenty-year action items for each of the city's recreation properties. Since this plan was adopted, the population has grown by nearly 20%, up to more than 7,700 in 2021 from 6,560 in 2015. This plan evaluates if the current recreation system is against community needs and provides actions needed to improve levels of service.

REGIONAL PLANNING CONTEXT

Snohomish County's 2015 Comprehensive Plan outlines the county's vision, goals, and actions needed through 2035. This plan was developed using state guidance from the Growth Management Act and Multicounty Planning Policies from the Puget Sound Regional Council Vision 2040, and the parks element was developed using guidance from the Recreation and Conservation Office. The county followed these standards to both ensure concurrent development with surrounding jurisdictions and ensure eligibility for grant opportunities. The County's Comprehensive Plan's Parks and Recreation element includes a set of Goals and Objectives, a Capital Facility Plan, an evaluation of Parks demand and need, Implementation measures, recommended Park Improvements, and a Financing Plan, and is accompanied by the Park and Recreation Visioning Plan, and Park Inventory Report.

To ensure concurrent development and provision of services, the city is required to plan under the county's parks and recreation element. The city of Stanwood's PROS plan was developed in accordance with the Snohomish Countywide Planning Policies.

2023 Washington Recreation and Conservation Plan

Many states, including Washington, create State Comprehensive Outdoor Recreation Plans (SCORPs) to guide investment priorities. The Washington State Recreation and Conservation Plan is updated every 5 years, most recently in 2023. The state must complete this comprehensive plan to receive money from the Land and Water Conservation Fund, from which the state has received more than 92 million dollars. Beyond unlocking funding, the plan guides jurisdictions across the state in their parks planning efforts. The Stanwood PROS plan operates within the broader framework of the Washington State Recreation and Conservation Plan.



The Washington SCORP seeks to determine the top recreation needs in the state and set investment priorities to meet these demands. This plan established four priorities: providing meaningful access to outdoor recreation for all, protecting natural and cultural resources while managing increasing demand, demonstrating the essential nature of parks, natural areas, and recreation infrastructure, and supporting healthy, adaptable, and connected communities.

Many outdoor recreation activities showed significant participation increases since 2019. The state, as part of their comprehensive parks planning, has collected information on what the most popular outdoor recreation activities are in Washington State. Stanwood can use this to supplement public outreach results to indicate how community members may be using the city's recreational space. Ninety-one percent of the State-surveyed respondents walk or use mobility devices on roads or sidewalks. More than 80% people also view nature, wildlife, and scenic views. Leisurely opportunities such as hanging out, picnicking, visiting gardens or farmers market, visiting cultural or historical facilities and events are also done by more than 60% of respondents. Respondents indicated that these leisure, trail and road-oriented activities are often done within local parks. The City of Stanwood can consider catering their parks facilities to meet these common needs.

BENEFITS OF PARKS PLANNING

There are many benefits in planning and maintaining a parks system. Well planned parks remove barriers and allow parks users to fully engage with their open spaces. Physical barriers, such as distance, or perceived barriers, such as a lack of culturally diverse park staff, may prevent people from spending time in nature. Effective parks planning reduces these barriers to the outdoors and increases parks access. Parks planning allows communities to fully reap the benefits that can be provided by their outdoor spaces.



Social

There are several social benefits to parks access. Many studies support the idea that access to green space reduces crime in urban areas¹. Studies in Washington have found that more green space is linked to decreased depression and stress, especially among young people. Green space can also increase social activity and cohesion in communities by providing community space. Similarly, Parks encourage increased sense of place resulting from intimate bonds between people and the outdoor spaces they enjoy.



Movie night at Heritage Park brings residents together during a summertime evening.

¹[google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwjXoOTomrjwAhUHmuAKHTpIAY0QFjABegQIAxAD&url=https%3A%2F%2Fwww.mdpi.com%2F1660-4601%2F16%2F24%2F5119%2Fpdf&usg=AOvVaw1T0QTgQ-nR8b7tDYtffz56](https://www.mdpi.com/2016/01/24/25119/2/pdf?usg=AOvVaw1T0QTgQ-nR8b7tDYtffz56)



Environmental

Preserving natural areas is one of the original functions of parks in the county. Parks have played key roles in the recovery of endangered and threatened species, and open spaces can sequester large amounts of carbon. On the local scale, parks and open spaces can help mitigate effects of the climate crisis as well. Trees can act as cooling oases in urban areas, lowering temperatures and removing pollutants from the air. Stormwater surges can be mitigated by open spaces, improving water quality and decreasing the risk of property damage and health risks. Park planning can make cities more resilient to the changing climate.



Parks that help people engage with the natural world can also help them find value in protecting it for the enjoyment of future generations.



Physical

A plethora of research supports the health benefits for time spent outside. Many common active forms of recreation, such as walking, biking, or hiking, which increase cardiovascular health, may gain additional benefits when they are done in nature. People who live close to parks often walk recreationally more than their counterparts who live further from parks. Early exposure to nature for children is positively associated with less sedentary and more active adulthoods. The health benefits of nature are likely especially impactful for low-income populations, who are typically more vulnerable to poor health outcomes stemming from chronic stress. Physical health is greatly improved by contact with nature.²



Opportunities for active recreation can increase physical health through exercise at every age.

² [Health Benefits of Nature \(wa.gov\)](https://www.wa.gov/health/benefits-of-nature)



Financial

Planning for parks, recreation, and open space has financial benefits that enable the City to continue to improve and expand the parks system. The Washington State Recreation and Conservation Office (RCO) offers grant opportunities available for jurisdictions with an adopted and certified PROS plan. The RCO grant program includes a variety of different funding opportunities for both general improvements and specialized projects, such as developing boating facilities, conservation, trails, and habitat restoration. The Stanwood community benefits from this long-range planning effort as it creates more funding opportunities that can move key park infrastructure or acquisition projects forward.



The Stanwood Farmers Market is one of many outdoor activities and events that generate tourism, economic benefits for local businesses, and tax revenue. Community events are one activity often managed by a Parks Department



SECTION II – GOALS AND POLICIES

Below are the goals that were developed for the Parks, Recreation, and Open Space Plan and 2024 Comprehensive Plan – Parks Element. Goals and policies provide the structure implementing park project, programs, and operations considerations in relation to Stanwood’s concurrent growth. Policies were developed based on applicable policies from previous plans, desired level of service results, development of a Parks Department, and community engagement and interests.

PROSG 1 - Develop a park system throughout the City that is accessible and provides opportunities for all residents by providing a variety of park types, facilities, and uses.

- | | |
|-------------|---|
| Policy 1.1 | Prioritize development and implementation of existing park master plans over development of new parks. |
| Policy 1.2 | Maintain and expand Heritage Park as a regional attraction while providing community and neighborhood parks to meet the needs of City and UGA residents and businesses. |
| Policy 1.3 | Provide opportunities for both active recreational facilities and passive, unstructured leisure areas such as trails and open space, to meet the needs and desires of the community. |
| Policy 1.4 | Identify City owned parcels and underutilized public rights-of-ways that are not currently part of the park and recreation system and evaluate them for potential public access, trails, or other public use where appropriate. |
| Policy 1.5 | Incorporate historical and cultural lands, public art, historic sites, structures, and facilities into the park system to preserve these features and provide a balanced recreational and social experience. |
| Policy 1.6 | Design and renovate city parks, trails and facilities to be accessible to individuals and organized groups of all physical capabilities, skill levels, age, income, and recreational interests. |
| Policy 1.7 | Emphasize user input in planning, design, and development of park and trail facilities. |
| Policy 1.8 | Support the development of private recreation facilities as part of the platting process that are accessible, walkable and provides some form of space or equipment for physical activities. |
| Policy 1.9 | When considering renovations to existing parks or developing new parks, provide safe pedestrian connections, through sidewalk or trail improvements, to nearby homes, shopping, or other parks. |
| Policy 1.10 | Identify underserved neighborhoods for consideration in future park development planning. |



PROSG 2 - Work in collaboration with local, county and state agencies, special districts and businesses to provide a shared network of park facilities to accommodate the recreational needs of the greater Stanwood-Camano region.

- Policy 2.1 Work with the Snohomish County, State agencies, local Tribes, and other public and private agencies, to purchase land and open space areas necessary to provide high quality, convenient park, trail and recreation lands before the most suitable sites are lost to development.
- Policy 2.2 Pursue an agreement with the Stanwood Camano School District to create opportunities for shared open public use of school facilities such as playgrounds, gyms, and athletic fields.
- Policy 2.3 Support and partner with private and non-profit agencies to provide affordable or reduced cost recreation opportunities to the community.
- Policy 2.4 Pursue the acquisition and development of a new community park in the uptown area of the city.
- Policy 2.5 Work with state and neighboring jurisdictions to develop a comprehensive, high-quality system of multipurpose trails and corridors for pedestrians and bicyclists that provides access to downtown, public facilities, local neighborhoods and connects to Warm Beach, the Centennial Trail in Arlington, Conway, and Camano Island.
- Policy 2.6 Consider joint ventures with the Snohomish County Department of Parks & Recreation, Island County, Stanwood Camano School District, Washington State Department of Wildlife, and local public and private agencies, such as the YMCA and other local agencies, to provide coordinated and quality recreational activities and programs in the City where feasible and desirable.
- Policy 2.7 Provide a means for private philanthropy and business participation in supporting parks and recreation including legacy donations funding and volunteerism.

PROSG 3 - Reconnect Stanwood to the Stillaguamish River.

- Policy 3.1 Acquire and develop shoreline properties or easements for waterfront access and parks when opportunities become available.
- Policy 3.2 Pursue rails to trail agreements to convert historically out-of-service rail corridors to public use trails that connect city parks to the Stillaguamish River.
- Policy 3.3 Develop watercraft access opportunities including a mixture of canoe, kayak, rowboat, raft, and power boating.
- Policy 3.4 Prioritize use of the City owned property on the shoreline of the Stillaguamish River for park, recreation, educational or open space uses.
- Policy 3.5 Connect City waterfront park land and recreation uses with Downtown Stanwood.



PROSG 4 - Provide accessible recreational facilities that provides opportunities for sports, playing and exercise to foster a healthy community.

- Policy 4.1 Provide a variety of quality active recreation facilities sufficient to serve Stanwood residents and area visitors.
- Policy 4.2 Improve and maintain existing recreation facilities to meet the needs of all local residents, including barrier free access.
- Policy 4.3 Expand, upgrade, and diversify support facilities (restrooms, parking, picnic areas, shelters, and playground equipment, etc.) in recreational areas.
- Policy 4.4 Support the development of indoor community and recreational centers that provide for community usage, athletic uses, and multiuse activities on a year-round basis.
- Policy 4.5 Implement the Stanwood Port Susan Loop Trail in Downtown connecting parks, neighborhoods, and businesses.
- Policy 4.6 Improve non-motorized connections between downtown and uptown by requiring developments to install full street improvements including sidewalks, trails and bike lanes.
- Policy 4.7 Apply a wayfinding system as a means of identifying and advertising trail systems.

PROSG 5 - Promote recreation facilities and activities that will attract visitors and enhance the City's economic development initiatives.

- Policy 5.1 Encourage and promote the use of parks for sport tournaments, special events, community festivals, art shows, concerts, or other economic development activities that attract visitors to the City and that are complementary to recreational uses.
- Policy 5.2 Encourage healthy food production such as community gardens or pea patches in city parks where these uses do not conflict with established recreation uses.
- Policy 5.3 Adopt guidelines and procedures to allow concessionaires in City parks when a portion of the proceeds benefit sports leagues or as part of a special event.
- Policy 5.4 Consider adopting guidelines and procedures that allow advertising signs on ball field fencing for a fee to support the upkeep of city parks.



PROSG 6 - Establish a network of open spaces of all shapes and sizes that enhance the livability of the community.

- Policy 6.1 Acquire, preserve, and protect natural areas, critical areas, shorelines, historical sites and areas of ecological significance for open space, trails, recreation and educational opportunities for the community and visitors.
- Policy 6.2 Encourage the preservation of unique areas and/or site features including natural and exemplary built features such as the Hamilton Smokestack.
- Policy 6.3 To the maximum extent possible connect open space areas on adjacent plats to create open space and wildlife corridors.

PROSG 7 – Regularly review and update Level of Service Standards for Parks and Recreation Facilities.

- Policy 7.1 Identify the amount of land needed to meet Level of Service standards for future park development and types of facilities needed to meet recreation standards.

<u>Facility</u>	<u>Level of Service</u>
Regional Parks	0.002 - 0.003 acres per 1,000 population
Neighborhood Parks	2.5 acres per 1,000 population
Community Parks	2.5 acres per 1,000 population
Trails	2.0 acres per 1,000 population
<i>Total LOS</i>	<i>7.003 acres per 1,000 population</i>

- Policy 7.2 Update the inventory, surplus and/or deficiency of City park lands based on the official population estimates from the Washington State Office of Financial Management.
- Policy 7.3 Identify parklands for acquisition in advance of its actual need based on: a) level of service standards, b) population growth, c) neighborhood benefit, and d) regional demand.

PROSG 8 – Incorporate principles of sustainability in the site development, maintenance, operations and programming of park facilities.

- Policy 8.1 Incorporate green stormwater runoff development techniques such as rain gardens, bioswales, rainwater harvesting and permeable pavements into park design for flood prevention when converting land to recreational use.
- Policy 8.2 Develop educational materials and interpretive signs for park users to raise awareness of the importance of sensitive areas, such as wetlands, and to encourage sustainable practices in City parks such as use of compostable plastics, composting, and carpooling.
- Policy 8.3 Work with the Snohomish County Conservation District to identify and implement opportunities to incorporate conservation techniques in park design and ongoing maintenance and operations.
- Policy 8.4 Maintain the wetland area in Heritage Park as a location for offsite mitigation, and potentially convert to a wetland mitigation bank, to encourage sustainable development throughout the City.



PROSG 9 – Implement the 2022 Parks and Recreation Feasibility Study through a phased approach balancing community desires with budget constraints.

- Policy 9.1 Implement a phased and scalable approach to improving city parks and services prior to formally creating a City Parks Department.
- Policy 9.2 Focus the Public Works Parks Division on park planning and maintenance around the following generalized actions:
- Increase maintenance levels to have tournament-ready ballfields
 - Increase signage and wayfinding around the city
 - Improve trails and walkability
 - Increase parking capacity and improved parking maintenance
 - Increase park development and planning
- Policy 9.3 Consider forming a City Parks Department once recreational programming is provided which includes, but is not limited to providing recreation classes, hosting / managing tournaments, and / or building a community center or other buildings that support parks and recreation.



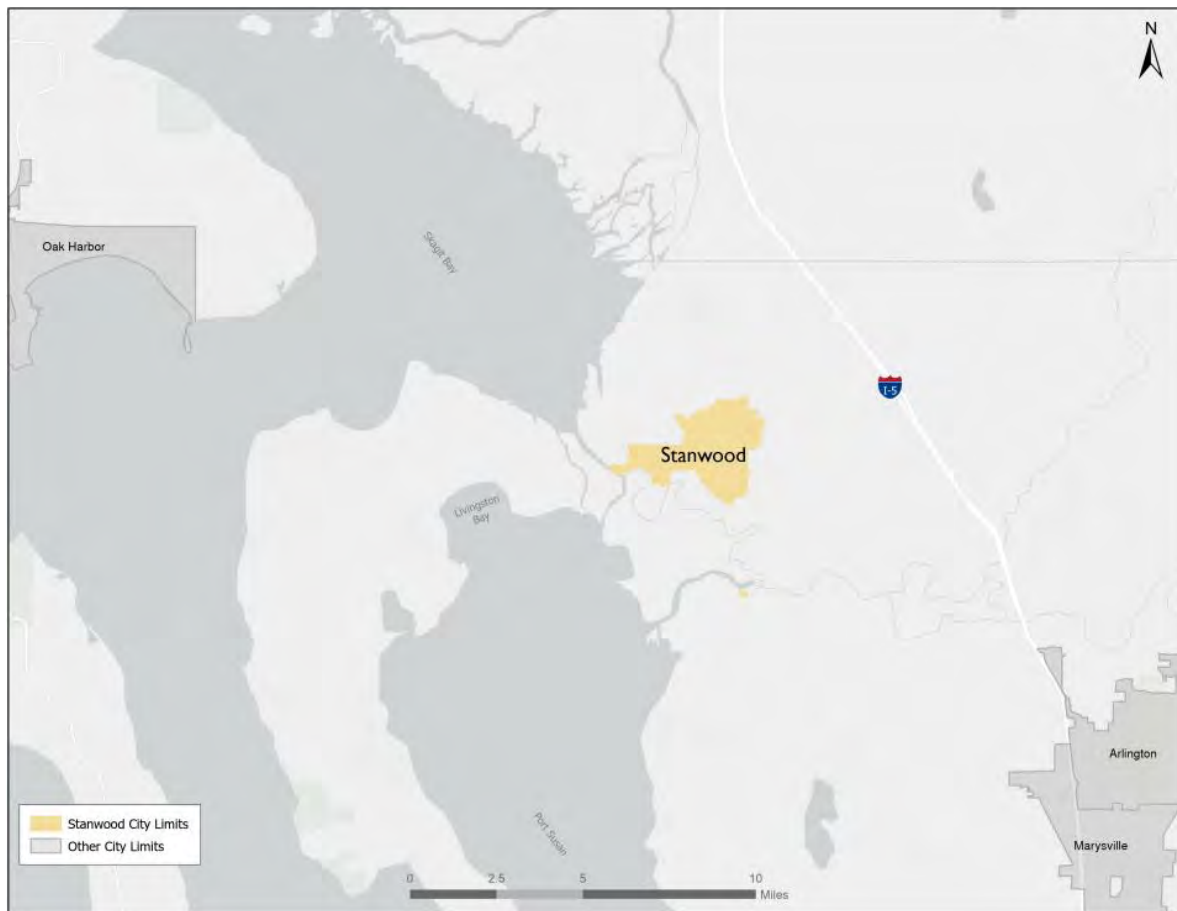
SECTION III - COMMUNITY PROFILE

INTRODUCTION

Stanwood is in the Northern Puget Sound region of Washington State, approximately halfway between Seattle and the Canadian border in northwest Snohomish County. Covering approximately 3.5 square miles, Stanwood is located along the Old Stillaguamish River channel, near the passage that connects Port Susan and Skagit Bay. The City lies approximately 4 miles west of Interstate 5 and provides the gateway to Camano Island.

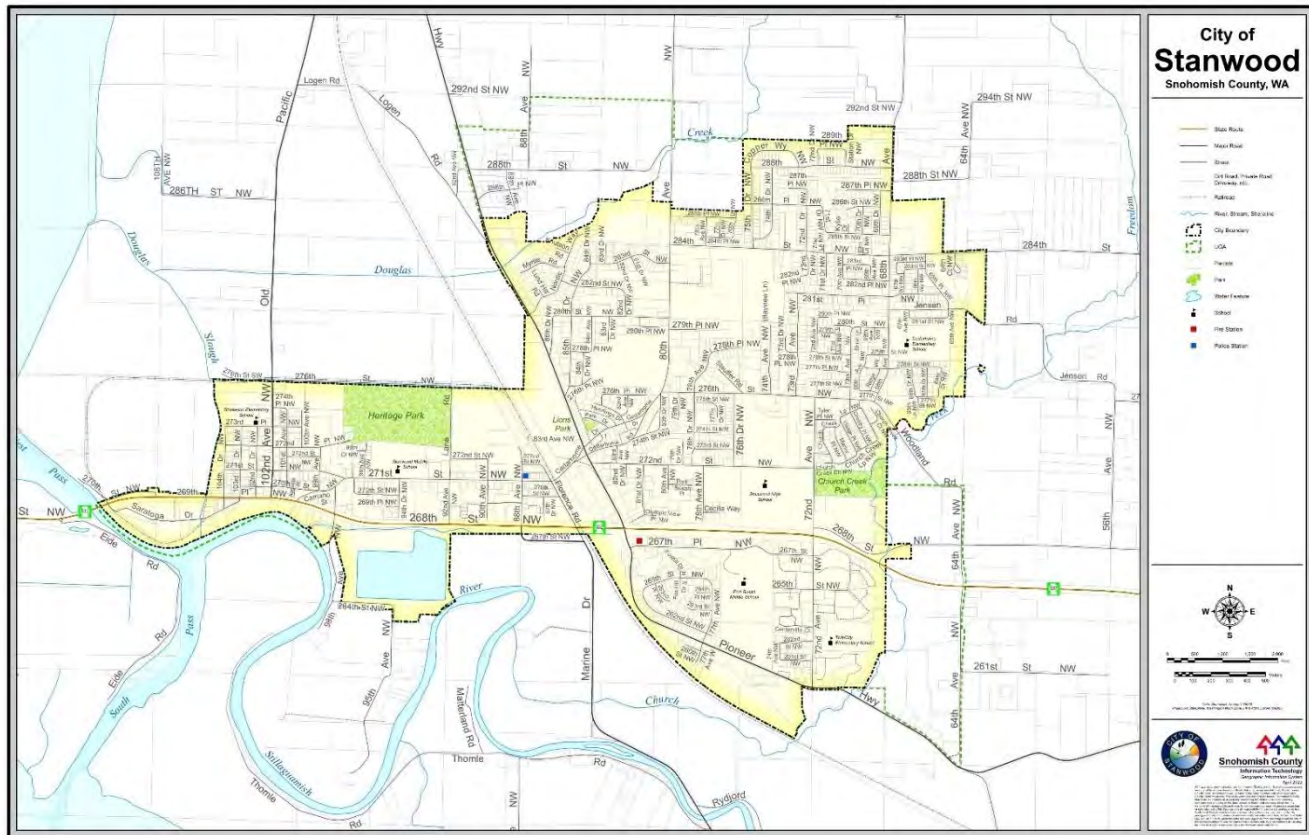
This area is rich in both scenic beauty and natural resources. Stanwood is the northernmost city in Snohomish County and is geographically separated from other urban areas. Stanwood is surrounded by unincorporated forest land, farmland, multiple sloughs, and the Stillaguamish Estuary. This setting affords a variety of both public and private recreational opportunities for both local and area populations. Stanwood is the regional center for the recreational needs of the surrounding unincorporated areas of southern Skagit, western Island and northern Snohomish Counties, including Camano Island. The proximity of the large population on Camano Island creates additional demand for City Park and recreation services that is not accounted for in the typical level of service analysis for city facilities.

Figure 3.1 Vicinity Map



The planning area for this plan is the corporate limits of Stanwood and the unincorporated urban growth area. The existing Heritage Park facility serves as a regional park for a tri- county area including portions of Snohomish, Island and Skagit Counties.

Figure 3.2: 2022 Stanwood City Limits and Urban Growth Area



HISTORY OF PARKS PLANNING

The City of Stanwood has prioritized Parks & Recreation for the past many years beginning with the purchase of the Hamilton and Ovenell properties in 2014, followed by the adoption of community-driven conceptual Master Plans for Ovenell Park and Hamilton Landing being adopted by City Council in June 2016, and the approval of the first Non-Motorized Transportation Plan (NMTP) approved in November 2016. Also in 2016 a formal process was conducted to recruit seven to ten community members to the new Parks and Trails Advisory Committee (PTAC). The Committee was appointed by City Council to ensure citizen involvement in all aspects of the parks and trails planning and development process. The Committee meets monthly and makes recommendations to the Public Works Committee, the Planning Commission and City Council.

Since its inception the PTAC and members of the public have been requesting that the city hire a full time Parks and Recreation Director. This pressure appears to be coming from the desire to improve park aesthetics and communication with the city. However, prior to hiring a director and/or staffing a new department, the city needed a plan and vision for what the future of parks and recreation may look like in



the city, what types of service models should be considered, and a funding mechanism to support recreational programming.

A community survey conducted in 2019 placed a high priority on future parks and recreation program planning in Stanwood. Top priorities included trails and waterfront access. With the growth of Stanwood and the community's desire for a robust parks and recreation services and facilities, a Parks and Recreation Feasibility Study was included in the 2021/2022 biennial budget and associated work plan.

The Study found that the City's decentralized parks and recreation service model with multiple City departments responsible for discrete parts of the City's current parks and recreation operations (parks planning in the Community Development Department and parks scheduling / maintenance in the Public Works Department) resulted in a communication and policy implementation gap with regards to parks in the City of Stanwood. Identifying this key inefficiency in the city is a major step forward towards improving City parks for the community. On the recommendation of the Study, a phased and scalable approach to improving city parks and services prior to formally creating a City Parks Department was implemented. This scalable approach started with the creation of a "Parks Team" in May 2022 consisting of existing employees that will be dedicated to parks planning and maintenance that will work together, in the same space to improve communication. The intention of the scalable approach is to provide the City with a roadmap for addressing community priorities in the short-term and ultimately creating a dedicated parks and recreation department in the long-term once it is justified by the population and a funding mechanism is in place.



Public art is a concept that Stanwood is looking into expanding at parks. Currently, there is a historical structure representing the community's agricultural beginnings on display at Ravenna Viaduct Park.

CLIMATE

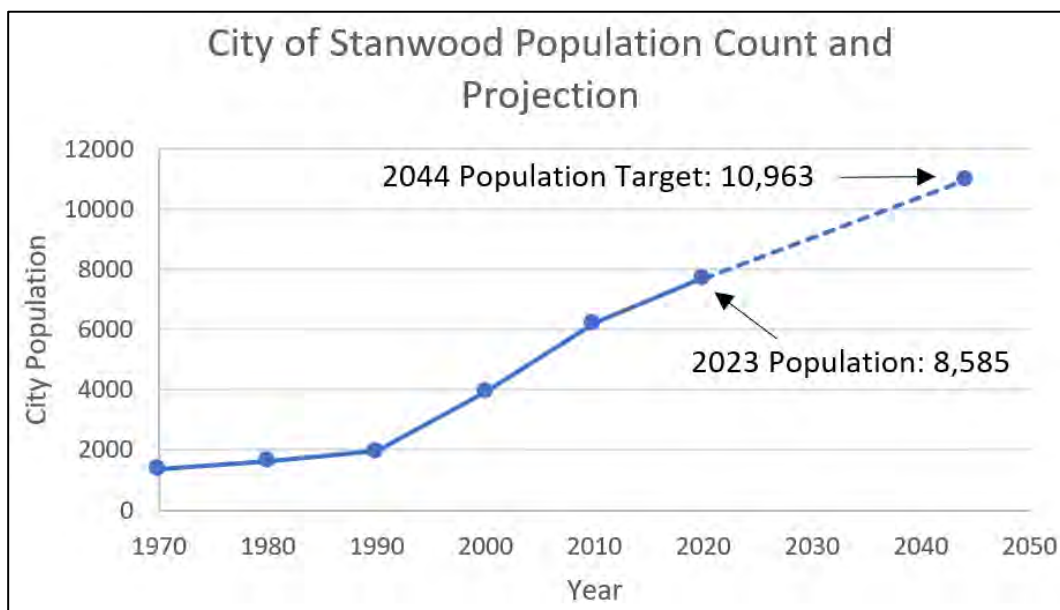
The weather and climate conditions influence attendance at parks and the types of amenities and facilities proposed for future projects. Stanwood has a cooler climate that is moist and mild. The temperature typically ranges between 36 to 76 degrees Fahrenheit throughout the year, with an average temperature of about 50.5 degrees Fahrenheit. Rainfall in Western Washington is consistent through the wet months between October through mid-April. The annual average precipitation is about 36" with about 75 percent happening within the wet months. The frost-free growing season usually extends from April through October. Prevailing winds from the west are usually gentle (0-12 knots). Summer winds are generally southwesterly and mild. Winter storms can occur with winds up to 40 knots usually coming from the southeast.

DEMOGRAPHIC TRENDS AND PROJECTED GROWTH

POPULATION

Within city limits, Stanwood has an estimated population of 8,585 as of April 1, 2023. The City has seen consistent growth over the past 10 years. In 2019, the City witnessed its largest uptick in annual population growth of 11.3% before returning back to more modest rates. On average, Stanwood grows 3.5% annually³. Stanwood's population is expected to increase over the next twenty years to its target population of 10,963 people in 2044. This would be a cumulative population increase of 27.7% over the next 20 years and requires an annual growth rate of 1.23% to achieve. This target has been set by the joint effort of Washington State's Department of Commerce, The Puget Sound Regional Council (PSRC), and Snohomish County.

Table 3.1
PSRC Stanwood Population Count and Projection (2044)
Source: OFM, Postcensal Estimates of April 1 Population, 1960 to Present (2023)



³ Based on 2000 to 2023 populations collected from the Washington Office of Financial Management, (2003).

AGE

Understanding the age distribution within the community is vital in assessing recreational needs in Stanwood. Different age groups will have different interests and needs. Over one-third of the City's population are 19 and younger. Stanwood's median age is 31.5 years. People aged 35 to 54 make up the second largest age group with 25.37%, followed by those 55 and up with 19.74%. The pyramid chart in Table 1-3 further breaks down age group with a finer grain breakdown of age group by sex⁴.

Table 3.2
Stanwood Population Age Breakdown
Source: American Community Survey 5-year Survey, Age and Sex

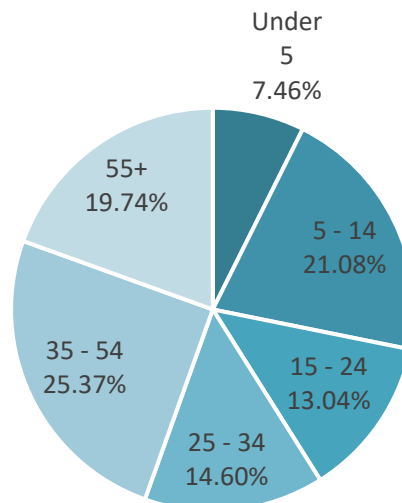
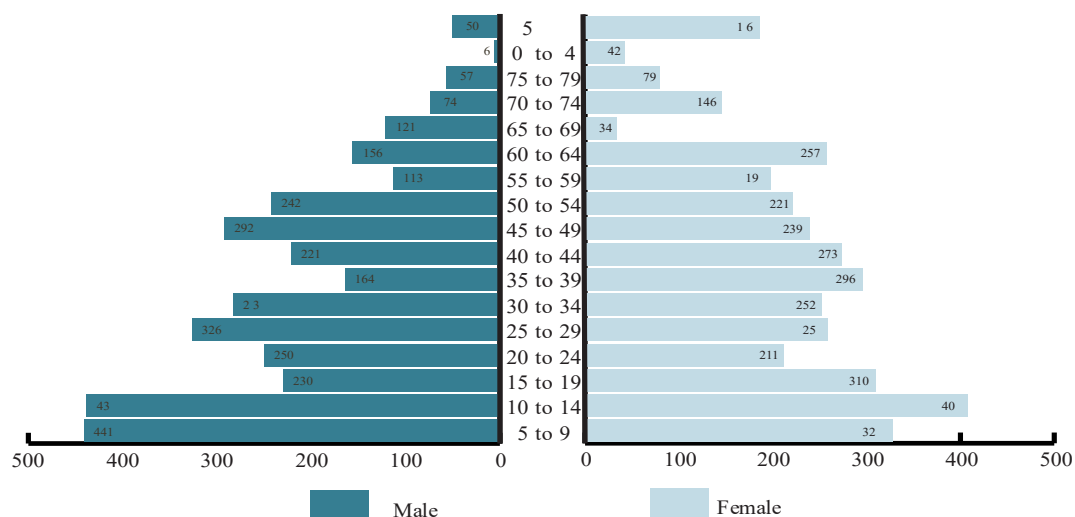


Table 3.3
Stanwood Population Gender Breakdown by Age
Source: American Community Survey 5-year Survey, Age and Sex



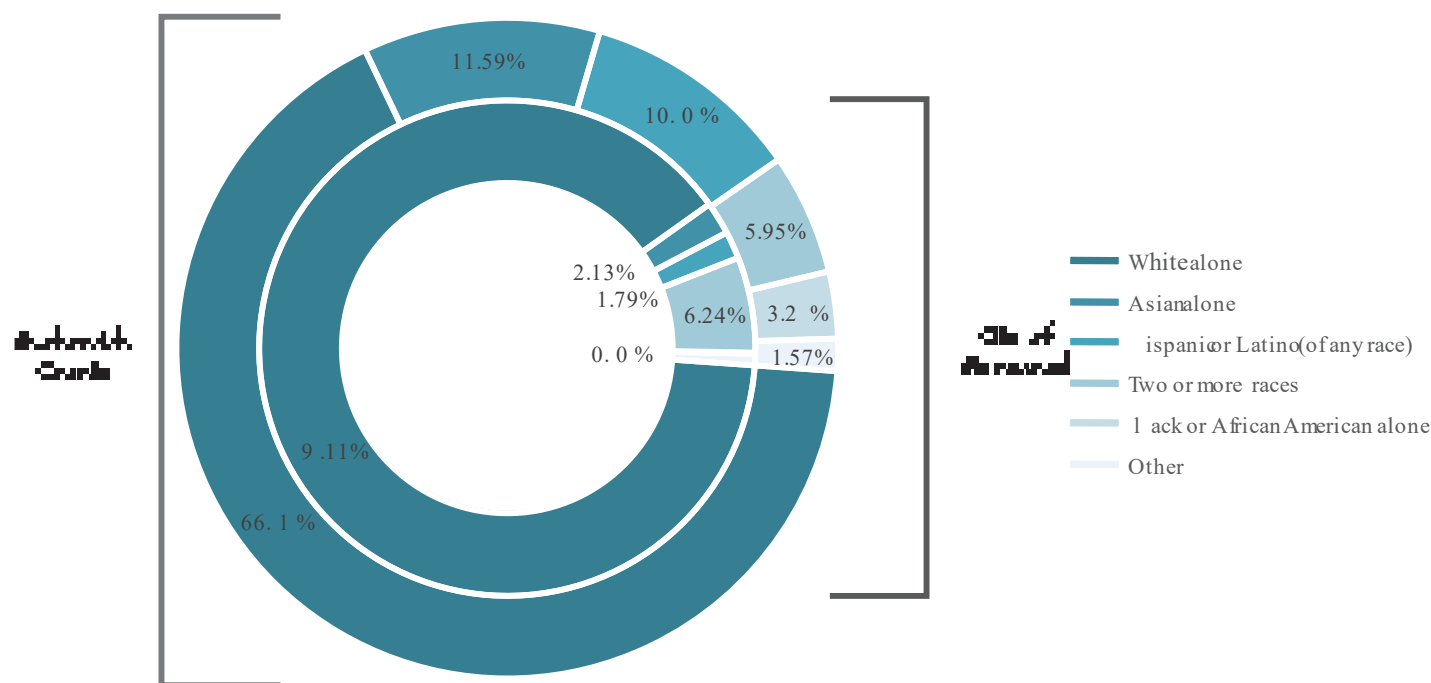
⁴ The American Community Survey only acknowledges two gender choices thus why the data is represented in a binary method. It is acknowledged that our comprehension of gender is evolving to be more inclusive of non-binary persons.

RACE AND LANGUAGE

As of 2021, the City's population was 9% White, 2% Asian, 2% Hispanic or Latino of any race, and 1% American Indian or Alaska Native. Approximately 6% of the population reported two or more races. Snohomish County is slightly more diverse with increased reporting for Asian, Black, and Hispanic and Latino of any race. Only about 2% of residents reported speaking a language other than English at home. The largest portion of this is attributed to those speaking another Indo-European language (1.35% of total reported language spoken at home). Asian and Pacific Island languages make up the last portion of non-English speaking households with less than 1% of the population.

Table 3.4
Stanwood Population by Race/Ethnicity

Source: American Community Survey 5-year Survey, Age and Sex

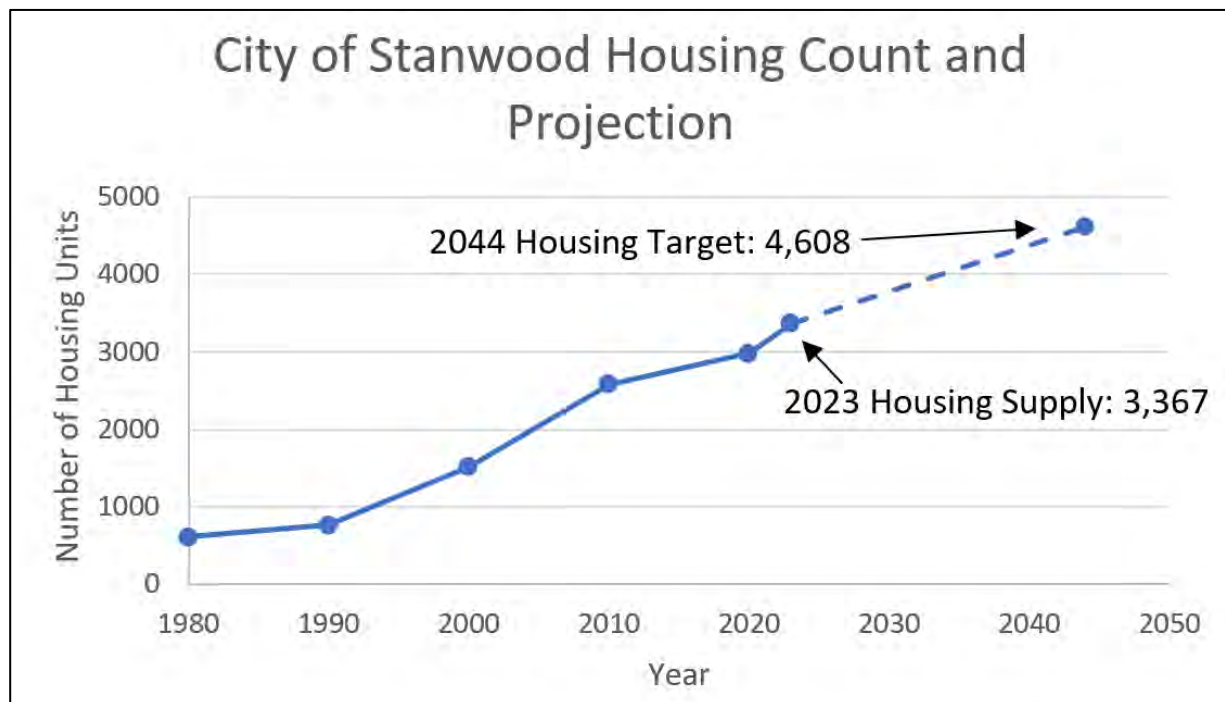


HOUSEHOLDS AND INCOME

As of 2022, there are 3,318 housing units in Stanwood. Based on population forecasts projected for the year 2044, Stanwood will need to develop an additional 1,067 housing units to meet its share of population and employment demands. The target number of housing units assigned to Stanwood by Snohomish County is 4,385 units total by 2044.

The median home sales price for a house in Stanwood for 2022 is \$685,460.98. This is slightly below the Seattle – Tacoma – Bellevue median home sale price which is \$712,044.01. Household median income in Stanwood for 2021 is \$89,231 for family and non-family households. This is also slightly below Snohomish County's median income of \$95,61 for 2021.

Table 3.5
PSRC Stanwood Housing Count and Projection (2044)
Source: OFM, Postcensal Estimates of April 1 Housing Units, 1980 to Present (2023)



PERSONS WITH DISABILITIES

Approximately 843 residents, or just under 10% of the population, within Stanwood’s city limits experience at least one disability. The ACS defines disability as those reporting one of the following types of disability: hearing, vision, ambulatory, cognitive, self-care, and independent living. The number of people with disability in Stanwood is like Snohomish County which has a slightly higher disability rate of 11%. Only 5.83% of Stanwood’s population aged 18 to 64 experience disability compared to Snohomish County’s 5.95%. Approximately 3.5 % of Stanwood’s senior population (65 and older) is experiencing disability compared to King County’s 4.47%. The most prevalent disabilities within Stanwood are cognitive, ambulatory, and being able to live independently.

SECTION IV: PARKS CLASSIFICATIONS AND STANDARDS

WHAT ARE CLASSIFICATIONS?⁵

Park classifications define the type of park based on the purpose, size, and location of a park. Classifications are a tool useful to determine what level of service metrics are appropriate for each park. Parks have unique characteristics between types indicating there is no single standard appropriate for every park type. Unique level of service standards for different park classes identify precise needs and service areas more clearly than a single standard could capture. It would be like comparing apples to oranges – they are both fruit but have different flavors, textures, and nutrients. Similarly, it is difficult to compare a regional park that serves multiple jurisdictions to a local trail.

Below is a description of each of the different classifications of parks and trails within the City and are based on current RCO guidance. Each classification has unique level of service measure that reflect the activities and amenities appropriate for the park class. The below summary is not a comprehensive list of all possible park types and only touches on facilities the City currently maintains and operates.

REGIONAL PARK

Regional parks are the largest type of park that could be developed in the City. Regional parks serve the population of large geographical areas including rural and urban areas, providing concentrated open spaces and a respite from urban lifestyles. In the context of Stanwood, a regional facility would serve residents of Camano Island in Island County, nearby Snohomish and Skagit County residents, as well as residents of the City.

General Development and Use Guidelines

The intent of regional parks is ultimately to provide broad amenities that close community or regional gaps in recreation opportunities while preserving open spaces and unique landscapes. Regional parks are generally 50 to 75 acres or larger in size to serve the number of persons and the range of interests they serve. A facility would attract activities with a regional draw such as races, tournaments, sports leagues, and community events.

Regional parks have visual and topographic variety – they can be wooded with varying elevations and natural features, have facilities suitable for large scale events (a tournament or sports league), or can have meandering walking trails and passive recreation opportunities. Regional parks are meant to provide something for everyone to enjoy and utilize.

COMMUNITY PARK

Community parks provide a focal point and gathering place for the broader community. Community park facilities are designed for organized activities and sports, although individual and family activities are encouraged. Community parks usually have sport fields or similar facilities as the central focus of the park. Community parks require more support facilities, such as parking, affixed restrooms, and playgrounds, than neighborhood or pocket parks because they serve a larger area and offer more amenities.

⁵ Enger, S. C., & MRSC. (2005, February 1). *Planning for Parks, Recreation, and Open Space in Your Community*. Planning Requirements. Retrieved August 1, 2023, from <https://rco.wa.gov/wp-content/uploads/2019/10/PlanningforParksOpenSpace.pdf>

General Development and Use Guidelines

Community parks are intended to serve the recreational needs of two or more neighborhoods. Where possible, they should be developed in a coordinated fashion with adjoining schools and located on or near arterial streets. Community parks should be located within one half (½) to 3 miles of residential units. The optimum size for a community park is 10 to 50 acres. As such, expansions to existing community parks or development of new community parks should be evaluated based on the need for the following facilities:

- Recreation/community center;
- Swimming pool;
- Lighted sports fields;
- Large group picnic areas; and
- Nature or wellness-based interpretive facilities

NEIGHBORHOOD PARK

Neighborhood parks provide basic recreation opportunities for nearby residents, enhance neighborhood identity, and preserve neighborhood open space. Neighborhood parks are large enough to include both passive and active facilities but are small enough to be placed in neighborhoods where they serve the needs of residents in a local setting. Due to their location in a neighborhood, neighborhood parks are designed to minimize, noise, traffic, light and other “spill-over” impacts to adjacent residential properties. They are designed primarily for non-supervised, non-organized recreation activities.

New developments are almost always required to provide recreational open space amenities within the development. This is most commonly represented by small, neighborhood parks within local subdivisions that are owned and maintained by a homeowner’s association. While these parks are considered private facilities, intended to only serve the residents of the development, they still contribute to Stanwood’s overall park system and provided needed neighborhood park facilities.

General Development and Use Guidelines

Neighborhood parks are typically one half (1/2) to 10 acres in size; however, neighborhood parks in Stanwood are smaller due to the built-out nature of existing neighborhoods limiting land available to dedicate to parks. In Stanwood, neighborhood parks are considered to be at least one half (½) acre in size. A neighborhood park should generally be located with a ½-mile walk from the residential units it serves, uninterrupted by arterial roads or other physical barriers. Ideally, all neighborhood parks shall contain more than half of the following amenities:

- Play equipment – Separate structures for 2 to 5 year olds and 5 to 12 year olds will be required
- Playground surfacing shall be engineered wood fiber or other surfacing as approved by the City
- Drinking fountain(s)
- Picnic tables, barbeques, and benches
- Open turf areas for casual play
- Trees

- Security lighting
- Waste disposal and recycling containers
- Accessible, concrete walkways that connect all of the amenities in the park
- A loop walk or trail around the park

A neighborhood park may include the following additional amenities based upon neighborhood preference:

- Basketball courts
- Tennis courts
- Pickleball courts
- Horse shoe and/or cornhole toss
- Skateboard play area
- Zero depth water play area
- A handball, volleyball, or tether ball court
- Community garden
- One or more multi-purpose fields (typically unlighted but could be lighted under certain circumstances)
- Picnic shelter
- Restroom building
- Lighted parking lot

TRAILS

A park trail is defined as a trail located within a greenway⁶, park, or natural resource area. They are intended to primarily serve recreational needs within a designated park. There are three types of park trails:

Type 1 Trail: Type 1 park trails are hard surface trails for a single designated use, such as walking, biking, or in-line skating. The intent is that only a single use is being served – pedestrians, cyclists, or skaters.

Type 2 Trail: A type 2 park trail is a hard surface trail intended for multiple uses to share the pathway. Type 2 park trails are wider than other types in this category and are typically 10-12 feet wide to accommodate two-way circulation and multiple users.

Type 3 Trail: Also known as a nature trail, type 3 trails are intended to only serve pedestrian needs. Trails may be hard or soft surfaced. This trail type is most commonly associated with hiking trails or soft pathways through natural resource areas.

⁶ A greenway is defined by the Washington Recreation and Conservation Office as a park system that ties together nearby parks together to form a continuous park environment.



The trail in the Church Creek Park is considered a Type 3 Park Trail because it is a recreational trail with a soft surface.

Connector trails primarily serve to connect residents or park users to points of interest throughout the City. They are intended to serve both recreational and non-motorized transportation needs. Connector trails typically connect residents to parks from neighborhoods reducing the demand for parking and roadways. There are two types of connector trails:

Type 1 Trail: A type 1 connector trail separates pedestrians and cyclists from the right of way on a hard-surfaced trail located independently from a right-of-way. While a sidewalk would not be considered a type 1 connector trail, the Stanwood Camano Loop Trail falls into this category.

Type 2 Trail: A type 2 connector trail separates pedestrians and cyclists from the right of way on a hard-surfaced trail located within the right of way. The Pioneer Highway Trail or a sidewalk would be considered a type 1 connector trail.

SCHOOL FACILITIES

The Stanwood-Camano School District operates several passive and active recreational areas on each of its campuses. These facilities are not part of the PROS Plan Level of Service calculations, but they are available for recreational use to Stanwood and area residents.

The Stanwood-Camano School District maintains combined school-park acreage within the Stanwood city limits at the three Elementary, three Middle schools, and two High schools. that is not included for level of service analysis but do provide recreation opportunities.

PRIVATE PARKS/FACILITIES

Private facilities include recreation areas such as trails, open space and neighborhood parks including play areas. These parks are often established through the development process to meet neighborhood recreation needs as new neighborhoods are created, they serve only the residents of neighborhoods and are maintained by homeowners' associations.

The City also has several private recreation clubs providing workout facilities as a business activity. In addition, a YMCA facility opened in 2017 in uptown Stanwood. The City has one private non-profit community center, the Community Resource Center, which is located in downtown Stanwood. This facility specializes in serving middle school teens with afterschool, recreation and job training, and also supports low-income families within the school district attendance area. These private parks and facilities are not included in the City's inventory for purposes of establishing the Level of Service necessary to support development under the Growth Management Act.

TABLE 4.1: Classification Standards for Recreation Facilities

<u>Classification</u>	<u>Description</u>	<u>Size Range</u>	<u>Service Area</u>
Regional Park	Regional parks serve as a main focal point and are used for broad active or passive recreation purposes. Regional parks typically have sports fields, trails, and supportive amenities such as flushable toilets and lighting.	50 – 75 acres	Determined case-by-case. Likely the entire community and adjacent jurisdictions
Community Park	A park that serves broader purposes than a neighborhood park. A community park closes gaps on unmet recreational needs as much as preserving unique landscapes or open spaces.	10 - 50 acres	Within 3 miles
Neighborhood Park	The basic unit of the park system that serves as the recreational and social focus of a neighborhood. Focus is on informal active and passive recreation opportunities.	0.5 – 10 acres	Within ½ mile
Trails	Multipurpose trail(s) located within an existing greenway, park, or natural resource area. Focus is on recreational value and interface with natural environment. Trails intended to emphasize safe travel for non-motorized transportation between parks or around the community. Focus is equal between passive recreation and transportation.	Not Applicable	Determined case-by-case

Source: National Park Recreation and Open Space Standards, National Recreation and Park Association, Washington D.C., (1997).

CLASSIFYING STANWOOD'S PARKS

The City of Stanwood presently operates one regional park, two community parks, one neighborhood park, and several designated trails. The City also owns several small parcels of land that have potential for more productive public use. Some are developed as small plazas or are parts of parking lots, and others remain undeveloped. The City has no community center facility. See *Appendix A* for a map of city-owned facilities and images of the facilities.

Table 4.2: Park Summary by Classifications

<u>Name</u>	<u>Size</u>	<u>Classification</u>
Church Creek Park	15.45 acres	Community
City Hall Park	0.28 acres	Undeveloped/Neighborhood
Downtown / Depot Park	0.11 acres	Undeveloped/Neighborhood
Hamilton Landing Park	2.84 acres	Community
Heritage Park	55.97 acres	Regional
Heritage Park Trail	0.5 miles in length	Trail
Johnson Farm	14.83 acres	Undeveloped/Trail
Lindstrom Trail	0.5 miles in length	Trail
Lions Park	0.68 acres	Neighborhood
Ovenell Farm	17.65 acres	Undeveloped/Community
Pioneer Highway Trail	1 mile in length	Trail
Ravenna Viaduct Triangle	0.38 acres	Undeveloped/Neighborhood
Riverfront Trail	0.2 miles in length	Undeveloped/ Trail
Stanwood Port Susan Loop Trail	1 mile in length	Trail

PARK PROFILES AND INVENTORY

Church Creek Park

Church Creek Park sits east of Stanwood high school, providing structured and unstructured recreation opportunities to the community. This park provides an 18-hole disc golf course, a trail system, a baseball field, a playground, a full-size basketball court, and several educational or interpretive signs. There is a two-sided restroom at the park, along with a large, covered shelter, and a grill at one of the five uncovered picnic tables provides a basic cooking facility. A municipal storage shed on site can be accessed without entering the main park entrance from an external facing gate.

This park offers opportunities for lots of different recreation, including structured, unstructured, active, and passive uses. The 18-hole disc golf course provides an active amenity not found in other Stanwood public parks, and the large shelter on site provides a gathering space for larger groups than in other parks. Several signs throughout the park provide instructional, educational, and interpretive content. The park generally has two sides: a more structured half and a less structured half. The structured half features pastoral landscaping, a baseball field, a basketball court, a playground, and a large shelter. The unstructured half is a trail system through a natural wooded landscape. Church Creek runs through the wooded unstructured half on the east side of the park.

History

In 1971, the city purchased the Church Creek Park property. The next year, the city received State and Federal grants to develop the park, and in 1973 park redevelopment began. In 1974, a cabin as old as 1890 was moved to the park site. In 1985-1986, a baseball field was constructed on site. In 2015, a series of disc golf holes were added and expanded four years later. The original playground equipment was replaced in 2020 and the basketball court was reconstructed in 2023.



Wooded open space dominates the east half of the park.

INVENTORY:

FURNISHINGS	No.	Details /Notes
BENCH	2	
PICNIC TABLE	5	Uncovered
SHELTER/SHADE STRUCTURE (I.E. CANOPY, PAGODA)	1	Large wood framed shelter. Includes 4 more picnic tables inside
RESTROOM	1	Two individual restroom facilities
DRINKING FOUNTAIN	No.	None
PARK SIGNAGE	1	Various purposes. The structure uses disc golf instructions, etc.
INTERPRETIVE SIGNAGE OR FEATURES (NATURE OR HISTORIC)	1	Rocket your future signage. Disc golf signage, no nature signage seen
PORTABLE RESTROOM (I.E. HONEY BUCKET)	No.	
RESTROOM (AFFIXED, PLUMBING)	1	One structure, two restrooms
LIGHT POSTS	No.	
BIKE PARKING	No.	
COOKING FACILITIES (I.E. GRILL, SINK, COUNTER)	1	One grill next to a picnic table
PARKING LOT/STALLS	27	3 ADA, ~25 more spots (curb stops line the parking area, but no stall markings)
TRASH RECEPTACLE	7	Various forms. One bear-proof, one dumpster
RECYCLING RECEPTACLE	1	1 bear proof
MUNICIPAL BUILDING/STORAGE SHED	1	Vehicle access from outside park, inside has a mural on it
OTHER	1	The access to the creek is a unique aspect of this site.
SPORTS FIELD (GRASS OR TURF)	1	Baseball field (grass outfield)
SPORTS COURT	1	Full-size basketball court
PLAYGROUND	1	Typical structure and swings
TOT LOT	No.	But there is a small sandbox
GRASS LAWN	Yes.	Mowed pastoral-style lawn goes around the front side of the park
OPEN SPACE	Yes.	Lawn, pastoral, and forest land covers
PAVED PATHWAYS	Yes.	From parking area to picnic shelter, restrooms, and baseball field
TRAILS (PAVED OR NATURAL)	Yes.	Both natural land covers go down to the creek area and around disc golf. Paved on the front side of the park
COMMUNITY SPACE (I.E. GARDEN)	No.	
WATER FEATURE (I.E. SPLASH PARK, FOUNTAIN)	No.	
SKATEPARK/BIKE TRACK	No.	
SHORELINE ACCESS	No.	There is creek access.
BOAT RAMP (MOTORIZED OR NONMOTORIZED)	No.	
DISC GOLF	1	Explanatory sign, 18 holes
OTHER	Yes	Two sets of horseshoe pits

City Hall Park

City Hall Park is a 0.28-acre undeveloped pocket park on the west end of Stanwood next to the City Hall. There are a few furnishings on site, including an old bench, two picnic tables, and a labyrinth path with instructional signage. There are no restrooms, drinking fountains, parking, trash cans, or other similar facilities in the park, however, the city hall just next door has a number of these amenities available. A grass lawn occupies most of the site. The labyrinth, bench, and one of the picnic tables are located on a remnant concrete pad pathway that runs across much of the south side of the site. There are three fruit trees on site, and there has been interest in creating a community garden in the park.

While there are currently very limited recreational opportunities available on the site, the great location and interest from the surrounding community give this park a high potential for redevelopment.

History:

This lot previously was developed with a single-family structure which was acquired by the City in 1994. The residence was demolished in 2009.



A fruit tree in City Hall Park.

INVENTORY:

FURNISHINGS	No.	Details /Notes
BENCH	1	Older, wood on concrete
PICNIC TABLE	2	One typical in the dirt, one with concrete top and metal chairs
SHELTER/SHADE STRUCTURE (I.E. CANOPY)	No.	
RESTROOM	No.	But city hall is adjacent, which has restrooms
DRINKING FOUNTAIN	No.	But city hall is adjacent, which has water available
PARK SIGNAGE	No.	
INTERPRETIVE SIGNAGE OR FEATURES (NATURE OR HISTORIC)	1	One sign for the labyrinth path
PORTABLE RESTROOM (I.E. HONEY BUCKET)	No.	
RESTROOM (AFFIXED, PLUMBING)	No.	
LIGHT POSTS	No.	While there are no light posts on site, the surrounding streetlights likely provide enough light.
BIKE PARKING	No.	
COOKING FACILITIES (I.E. GRILL, SINK, COUNTER)	No.	
PARKING LOT/STALLS	No.	Technically the parking is for "city hall business" but it seems like the park can use them too
TRASH RECEPTACLE	Yes.	one trash receptacle is available
RECYCLING RECEPTACLE	No.	But city hall is adjacent, which has it
MUNICIPAL BUILDING/STORAGE SHED	No.	But city hall is adjacent, which has it
OTHER	No.	
SPORTS FIELD (GRASS OR TURF)	No.	
SPORTS COURT	No.	
PLAYGROUND	No.	
TOT LOT	No.	
GRASS LAWN	Yes.	
OPEN SPACE	Yes.	
PAVED PATHWAYS	1	one paved pathway goes through the site on the south side, it's broken up concrete, and likely doesn't meet ADA standards
TRAILS (PAVED OR NATURAL)	1	just the one mentioned above
COMMUNITY SPACE (I.E. GARDEN)	No.	
WATER FEATURE (I.E. SPLASH PARK, FOUNTAIN)	No.	
SKATEPARK/BIKE TRACK	No.	
SHORELINE ACCESS	No.	
BOAT RAMP (MOTORIZED OR NON MOTORIZED)	No.	
DISC GOLF	No.	
OTHER	1	A painted labyrinth is present

Downtown / Depot Park

The City of Stanwood purchased a 0.11-acre parcel on the eastern edge of Stanwood's main street business district and near the Amtrak train station for an urban business district park and entry point for visitors arriving by train. The City has planted trees and placed a "Stanwood Home of Scandinavian Hospitality" sign at the edge of the lot as gateway feature into the historic downtown area. The City plans to redevelop the site as a small public park that will enhance the experience of visitors on main street, supplement special event space and provide a small outdoor space that complements downtown including include improving pedestrian safety and comfort, reconfiguring travel lanes and parking, building wider sidewalks and plaza areas, improved street lighting, adding wayfinding signage, building park areas and gateway features, and installing street trees, art, and other curb appeal amenities.

History

The site is bordered by historic commercial buildings on the west side of the property and the railroad line used by Amtrak and general freight to the east. During the 1950s, an auto repair and parts buildings, a filling station, and an area for auto grease and oil storage were located on the site. During the 1980s and early 1990s, an antique business and later a hair salon operated on the Site. During the early 1990s, buildings on the site were destroyed by a fire and the site has since remained a vacant, undeveloped lot.



The site of the future Downtown Park.

INVENTORY:

FURNISHINGS	No.	Details /Notes
BENCH	No.	
PICNIC TABLE	1	Including one with concrete top and metal chairs
SHELTER/SHADE STRUCTURE (I.E. CANOPY, PAGODA)	No.	
RESTROOM	No.	
DRINKING FOUNTAIN	No.	
PARK SIGNAGE	No.	
INTERPRETIVE SIGNAGE OR FEATURES (NATURE OR HISTORIC)	1	“Stanwood Home of Scandinavian Hospitality” sign
PORTABLE RESTROOM (I.E. HONEY BUCKET)	1	ADA accessible portable restroom on site
RESTROOM (AFFIXED, PLUMBING)	No.	
LIGHT POSTS	No.	While there are no light posts on site, the surrounding streetlights likely provide enough light.
BIKE PARKING	No.	
COOKING FACILITIES (I.E. GRILL, SINK, COUNTER)	No.	
PARKING LOT/STALLS	117	Adjacent to city-owned parking lot with 112 stalls and 5 adjacent street parking stalls
TRASH RECEPTACLE	1	One dumpster on site
RECYCLING RECEPTACLE	No.	
MUNICIPAL BUILDING/STORAGE SHED	No.	
OTHER	No.	
SPORTS FIELD (GRASS OR TURF)	No.	
SPORTS COURT	No.	
PLAYGROUND	No.	
TOT LOT	No.	
GRASS LAWN	1	There is a grass lawn in the center of the site
OPEN SPACE	1	The center of the site is a grass open lawn
PAVED PATHWAYS	1	A paved walkway fully encompasses the site
TRAILS (PAVED OR NATURAL)	No.	
COMMUNITY SPACE (I.E. GARDEN)	No.	
WATER FEATURE (I.E. SPLASH PARK, FOUNTAIN)	No.	
SKATEPARK/BIKE TRACK	No.	
SHORELINE ACCESS	No.	
BOAT RAMP (MOTORIZED OR NONMOTORIZED)	No.	
DISC GOLF	No.	
OTHER	No.	

Hamilton Landing

Hamilton Landing Park on the southwest side of Stanwood off 9 th Ave NW is the City's newest park with construction of the park being completed in 2024. The park is approximately two acres, with the southwest side fronting the Old Stillaguamish River channel. This park has significant, historical industrial character which is incorporated into the park's design by maintaining the a milton landing stack and protecting the existing bunker.

The new park provides access to the shoreline both through a hand-carry boat launch and a trailered boat launch through a partnership with the Department of Fish and Wildlife. A trail around the site provides access to views of the water and the Zis a Ba estuary.

The park provides opportunities for picnicking, recreation in open space, and water access for both hand-carry and trailered boats. An accessible path will wind around the site and provide access to major features, several interpretive signs, and a restroom. The City also has a holiday light storage facility on site.

History:

From the 1880s to the 1960s, the Hamilton Mill operated along the Stillaguamish river divergence. The smokestack, which still stands, was associated with a refuse burner. After the company stopped operating in the 1960s the property lied vacant. The property was acquired by the city in 2014. In 2015 the city began envisioning use of the site as Hamilton Landing Park, with feasibility, planning, and design running through 2023. Construction began in August 2023, with park development completion anticipated by the end of the year.

Prior to park construction looking west from the south end of the park down the Old Stillaguamish River channel past the old dock. The sign reads Danger No Trespassing. The dock structure will be removed, and a new boat launch will be constructed in its place with the park development.



INVENTORY:

FURNISHINGS	No.	Details /Notes
BENCH	10.	9 typical benches, 1 seatwall
PICNIC TABLE	3.	Including 1 accessible picnic table
SHELTER/SHADE STRUCTURE (I.E. CANOPY, PAGODA)	1	Existing bunker will be saved
RESTROOM	1	Two units within one structure.
DRINKING FOUNTAIN	No.	
PARK SIGNAGE	1	Park entry sign
INTERPRETIVE SIGNAGE OR FEATURES (NATURE OR HISTORIC)	2	Interpretive signs
PORTABLE RESTROOM (I.E. HONEY BUCKET)	No	
RESTROOM (AFFIXED, PLUMBING)	1.	Two units within one structure.
LIGHT POSTS	No.	
BIKE PARKING	1.	In the parking lot
COOKING FACILITIES (I.E. GRILL, SINK, COUNTER)	No.	
PARKING LOT/STALLS	24	9 Trailer stalls, 15 standard length
TRASH RECEPTACLE	1	One trash can and one dog waste station
RECYCLING RECEPTACLE	No.	
MUNICIPAL BUILDING/STORAGE SHED	1.	Holiday light storage fenced enclosure
OTHER	1	The Hamilton Landing Tower
SPORTS FIELD (GRASS OR TURF)	No	
SPORTS COURT	No.	
PLAYGROUND	No.	
TOT LOT	No.	
GRASS LAWN	1	There is a grass lawn in the center of the site
OPEN SPACE	1	The center of the site is a grass open lawn
PAVED PATHWAYS	No.	
TRAILS (PAVED OR NATURAL)	1	A trail winds around the site, providing access to the major features, including the waterfront
COMMUNITY SPACE (I.E. GARDEN)	No.	
WATER FEATURE (I.E. SPLASH PARK, FOUNTAIN)	No.	
SKATEPARK/BIKE TRACK	No.	
SHORELINE ACCESS	1	Pedestrian access to the Stillaguamish diversion
BOAT RAMP (MOTORIZED OR NONMOTORIZED)	1	Access to the diversion for both trailered boats and hand carry boats.
DISC GOLF	No.	
OTHER	No.	

Heritage Park and Heritage Park Trail

Heritage Park is a 56-acre regional park on the northern edge of the downtown. It has a variety of amenities, including two soccer/lacrosse fields, three baseball fields, two pickleball courts, two horseshoe pits, a playground, a skate park, a dirt pump track, and large amounts of grassy open space. In addition to the many opportunities for structured recreation, there is a trail that runs along the south side of the park, a small dog park, a wetland complex and several sheltered picnic tables. The trail on the south side of the park joins with sidewalks on either side and could easily be integrated into a larger trail system. The park features a large parking lot and a storage facility for the city as well as restrooms for public use.

This large park is in excellent condition and appeals to a wide variety of park users. Snohomish County has identified Heritage Park as a major regional complex in the Snohomish County Parks and Recreation Plan. There are ample opportunities for structured, active recreation through the many sports fields and courts on site, active and less structured recreation through the playground, skate park, and bike pump track, and unstructured or passive recreation through the many picnic tables, shelters, and expanses of grassy open space.

History

The City, Snohomish County, and Stanwood School District jointly purchased the site in 1991. Two agreements were signed: an interlocal agreement between the City and the County and another between the City and the School District which provides for continued non-resident use of this facility. An Interagency Committee for Outdoor Recreation (IAC) grant was secured for both acquisition and Phase I & II construction of the Heritage complex. Phase I & II construction included baseball/softball fields, a children's play area, a major east-west section of walking/jogging trail and paving the existing parking area. The skate park, individual picnic tables under small shelters, a small dog park, and wetland areas were added in 2013.

As part of the 2012 PROS Plan update Heritage Park was reclassified from a community park to a regional facility. Although it is shy of the National Recreation and Parks Association recommended acreage standard for a regional facility, it was funded as a regional park and operates as regional facility with regular usage from residents across the tri-county area.



*The Skate Park gives new opportunities to skate, board, and scooter at Heritage Park
Photo Credit: Discover Stanwood Camano*

INVENTORY:

FURNISHINGS	No.	Details /Notes
BENCH	6	2 in the dog park, 2 by the playground, one on the trail, one by the soccer field
PICNIC TABLE	4	
SHELTER/SHADE STRUCTURE (I.E. CANOPY, PAGODA)	4	All shelters have picnic tables
RESTROOM	1	One structure, two facilities
DRINKING FOUNTAIN	1	
PARK SIGNAGE	1	Safety and rules in various locations
INTERPRETIVE SIGNAGE OR FEATURES (NATURE OR HISTORIC)	No.	
PORTABLE RESTROOM (I.E. HONEY BUCKET)	2	
RESTROOM (AFFIXED, PLUMBING)	1	
LIGHT POSTS	No.	
BIKE PARKING	No.	
COOKING FACILITIES (I.E. GRILL, SINK, COUNTER)	No.	
PARKING LOT/STALLS	95	5 ADA, 90 standard
TRASH RECEPTACLE	4	
RECYCLING RECEPTABLE	No.	
MUNICIPAL BUILDING/STORAGE SHED	2	4 bay garage, a roybo storage box, landscaping materials
OTHER	No.	
SPORTS FIELD (GRASS OR TURF)	5	Soccer and lacrosse, baseball 3, grass field
SPORTS COURT	4	pickleball 2, horseshoe 2
PLAYGROUND	1	Standard age
TOT LOT	No.	
GRASS LAWN	Yes	Large areas of grass lawn
OPEN SPACE	Yes	Large areas of grass lawn, a wetland area on the east side of the site
PAVED PATHWAYS	Yes	Provide access to all amenities
TRAILS (PAVED OR NATURAL)	1	Gravel and concrete, and some cow trails. One trail goes into the wetland on the east side of the property.
COMMUNITY SPACE (I.E. GARDEN)	No.	
WATER FEATURE (I.E. SPLASH PARK, FOUNTAIN)	No.	
SKATEPARK/BIKE TRACK	2	Skate park, dirt pump track
SHORELINE ACCESS	No.	
BOAT RAMP (MOTORIZED OR NON MOTORIZED)	No.	
DISC GOLF	No.	
OTHER	1	Dog park

Johnson Farm

The Johnson Farm property is located just outside of city limits along the Stillaguamish River. The property is involved in the Skagit Bay / Diking District 7 Dike Improvement Project. Eventually, a parking lot and trail head will be constructed with the new dike.

History

The City purchased the Johnson Farm property in 2018 for estuary restoration projects, farmed waterfowl forage, walk-in hunting and wildlife viewing. With this purchase, they also acquired a dike and levee system that would grant Stanwood long-term flood protection.



Buildings on the Johnson Farm property were demolished in 2023 in preparation for the Skagit Bay / Diking District 7 Dike Improvement Project.

INVENTORY:

FURNISHINGS	No.	Details /Notes
BENCH	No.	
PICNIC TABLE	No.	
SHELTER/SHADE STRUCTURE (I.E. CANOPY, PAGODA)	No.	
RESTROOM	No.	
DRINKING FOUNTAIN	No.	
PARK SIGNAGE	No.	
INTERPRETIVE SIGNAGE OR FEATURES (NATURE OR HISTORIC)	No.	
PORTABLE RESTROOM (I.E. HONEY BUCKET)	No.	
RESTROOM (AFFIXED, PLUMBING)	No.	
LIGHT POSTS	Yes.	
BIKE PARKING	No.	
COOKING FACILITIES (I.E. GRILL, SINK, COUNTER)	No.	
PARKING LOT/STALLS	No.	A future parking lot is planned for this property.
TRASH RECEPTACLE	No.	
RECYCLING RECEPTACLE	No.	
MUNICIPAL BUILDING/STORAGE SHED	No.	
OTHER	No.	
SPORTS FIELD (GRASS OR TURF)	No.	
	No.	
SPORTS COURT	No.	
PLAYGROUND	No.	
TOT LOT	No.	
GRASS LAWN	No.	
OPEN SPACE	Yes.	
PAVED PATHWAYS	No.	
TRAILS (PAVED OR NATURAL)	No.	A future trail head is planned for this property.
COMMUNITY SPACE (I.E. GARDEN)	No.	
WATER FEATURE (I.E. SPLASH PARK, FOUNTAIN)	No.	
SKATEPARK/BIKE TRACK	No.	
SHORELINE ACCESS	Yes.	
BOAT RAMP (MOTORIZED OR NONMOTORIZED)	No.	
DISC GOLF	No.	
OTHER	No.	

Lindstrom Trail

Lindstrom Trail is a developed 0.50-mile trail located on the southeast edge of Stanwood. One concrete path runs from 72nd Ave NW through the site to the north side of the site. The trail is surrounded by a stormwater pond facility which serves the Lindstrom development and wooded landscape. Besides these three features, no amenities or facilities exist. While there is no parking explicitly for this trail, the large commercial development adjacent to the site contains a large parking area.

There are some opportunities for unstructured passive recreation provided by picnic tables, benches, and artwork along the trail. Streetlights provide lighting at night, and benches and picnic tables provide patrons with places to rest. The trail could be used for running, walking, biking, or some form of immobile passive recreation. The surface of this trail is variable through the length of the trail. There is a potential to develop more of the land adjacent to the trail with shaded resting and open space recreation.

History

The undeveloped land where Lindstrom Trail is sited was dedicated to the city as part of the Stanwood-Camano Village Development.



The trail runs between a small stand of trees and the stormwater detention pond on the park property.

INVENTORY:

FURNISHINGS	No.	Details /Notes
BENCH	4.	All grouped in a circle along path
PICNIC TABLE	3	Square style along path
SHELTER/SHADE STRUCTURE (I.E. CANOPY, PAGODA)	No.	
RESTROOM	No.	
DRINKING FOUNTAIN	No.	
PARK SIGNAGE	No.	
INTERPRETIVE SIGNAGE OR FEATURES (NATURE OR HISTORIC)	No.	
PORTABLE RESTROOM (I.E. HONEY BUCKET)	No.	
RESTROOM (AFFIXED, PLUMBING)	No.	
LIGHT POSTS	Yes.	Light bleeds from the adjacent parking lot
BIKE PARKING	No.	
COOKING FACILITIES (I.E. GRILL, SINK, COUNTER)	No.	
PARKING LOT/STALLS	No.	But it is directly adjacent to a large commercial area with several associated parking lots
TRASH RECEPTACLE	No.	
RECYCLING RECEPTACLE	No.	
MUNICIPAL BUILDING/STORAGE SHED	No.	
OTHER	No.	
SPORTS FIELD (GRASS OR TURF)	No.	
SPORTS COURT	No.	
PLAYGROUND	No.	
TOT LOT	No.	
GRASS LAWN	No.	
OPEN SPACE	Yes.	This is a stormwater retention site with a path. There is some mowed area, which is fenced off and likely just there for maintenance access
PAVED PATHWAYS	Yes.	One goes around the site. It is in fair condition.
TRAILS (PAVED OR NATURAL)	No.	
COMMUNITY SPACE (I.E. GARDEN)	No.	
WATER FEATURE (I.E. SPLASH PARK, FOUNTAIN)	Yes.	The retention pond. Visual only, no public access.
SKATEPARK/BIKE TRACK	No.	
SHORELINE ACCESS	No.	
BOAT RAMP (MOTORIZED OR NONMOTORIZED)	No.	
DISC GOLF	No.	
OTHER	No.	

Lions Park

Lions Park is a neighborhood park in central Stanwood just off Cedarhome Drive. A playground and basketball court are the main recreation opportunities on site, accompanied by a gently sloping grass open space. There are seven benches, a lit concrete pathway that runs from the parking lot to the playground, a portable restroom, and two picnic tables, one of which is covered. There is a small parking lot with one ADA stall, a bike parking pole, and a covered trash receptacle. This tidy park is nestled in the middle of a neighborhood and provides standard recreation opportunities in an efficient space. Several large trees on the southeast corner provide shade and a natural aesthetic.

This park has an accessible layout for a variety of users, with recreation opportunities available for many patrons. This park provides the surrounding neighborhood with structured and unstructured recreation opportunities in a neat and accessible setting. City branding on the playground along with donated park benches demonstrates the park's community integration.

History

This site has been owned by the city since the 1980s.



The three main amenities in this neighborhood park are the playground, basketball court, and grassy open space.

Parks, Recreation and Open Space Plan

ATTACHMENT B

INVENTORY:

FURNISHINGS	No.	Details /Notes
BENCH	7	Wrought iron
PICNIC TABLE	2	1 uncovered, 1 covered
SHELTER/SHADE STRUCTURE (I.E. CANOPY, PAGODA)	1	One cover
RESTROOM	No.	
DRINKING FOUNTAIN	No.	
PARK SIGNAGE	2	Safety and dog-oriented signage, one city of Stanwood Lion Park sign on the play structure
INTERPRETIVE SIGNAGE OR FEATURES (NATURE OR HISTORIC)	No.	
PORTABLE RESTROOM (I.E. HONEY BUCKET)	1	Honey bucket
RESTROOM (AFFIXED, PLUMBING)	No.	
LIGHT POSTS	5	Ground-level light posts to illuminate the path (5)
BIKE PARKING	1	One bike-locking spot
COOKING FACILITIES (I.E. GRILL, SINK, COUNTER)	No.	
PARKING LOT/STALLS	8	1 ADA
TRASH RECEPTACLE	1	1 covered
RECYCLING RECEPTACLE	No.	
MUNICIPAL BUILDING/STORAGE SHED	No.	
OTHER	No.	
SPORTS FIELD (GRASS OR TURF)	No.	
SPORTS COURT	1	Basketball, a short full court
PLAYGROUND	1	Typical age
TOT LOT	No.	
GRASS LAWN	1	Most of the site is a mowed grass/clover mix
OPEN SPACE	1	The open space is mostly lawn. Some mature cedar and Douglas fir trees with their needle ground cover on the southeast side of the site
PAVED PATHWAYS	1	Parking to playground
TRAILS (PAVED OR NATURAL)	No.	
COMMUNITY SPACE (I.E. GARDEN)	No.	
WATER FEATURE (I.E. SPLASH PARK, FOUNTAIN)	No.	
SKATEPARK/BIKE TRACK	No.	
SHORELINE ACCESS	No.	
BOAT RAMP (MOTORIZED OR NONMOTORIZED)	No.	
DISC GOLF	No.	
OTHER	No.	

Ovenell Park

The Ovenell property is a planned future park located on the west end of Stanwood south of Highway 532. It is the site of an old dairy farm and contains several barns as well as a prior residence. It remains closed to the public while park plans are developed. The property technically includes water access, but a railroad right of way disconnects the main acreage from the water-facing portion, so likely water views will be the only benefit recognized from the shoreline proximity. The property is largely open space with antiquated farm facilities. These farm facilities create some safety hazards for visitors and will have to be addressed before opening the park to the public. The onsite wetlands also represent a significant site constraint for new development. There are no public amenities or features available, but the park's large size, waterfront location, and level topography provide multiple opportunities for future development.

There are several directions the City could choose for a future park: a walking/nature park, a dog park, a community farm, or an event space. This large 18-acre property could provide a lot of room for visitors to use, be separated into multiple uses, or something in between. Significant decisions will have to be made about what infrastructure, if any, will remain as the park is developed. While issues must be resolved before the property can be developed as a park and opened for public use, Ovenell Park is a site with high future potential.

History

The Ovenell property is a former dairy, berry, and fruit farm with a long history. The site includes old barns which were used by the Ovenell farm for milk production. The farm was recognized in 1989 by the Washington State Department of Agriculture as a "Centennial Farm". The property also has one unoccupied home and fallow agricultural land.

Purchasing the Ovenell property was part of a larger effort by the City of Stanwood, Stillaguamish Tribe, Department of Fish and Wildlife, Nature Conservancy, Marine Resources Committee and others to preserve, restore and enhance estuarine habitat and provide public access to a unique environment. The Stillaguamish Tribe has also purchased the Matterand property to the south of the Ovenell property. The Tribe has received funding from the State Legislature and Salmon Recovery Funding Board and Puget Sound Partnership to restore about 40 acres to intertidal estuary. Setback levees will be built on the south and east ends of the property to reconnect Port Susan Bay with the Stillaguamish River.



One of several agricultural buildings on the Ovenell property.

INVENTORY:

FURNISHINGS	No.	Details /Notes
BENCH	No.	
PICNIC TABLE	No.	
SHELTER/SHADE STRUCTURE (I.E. CANOPY, PAGODA)	Yes	The old farm infrastructure
RESTROOM	No.	
DRINKING FOUNTAIN	No.	
PARK SIGNAGE	yes,	Future site of Ovenell city park
INTERPRETIVE SIGNAGE OR FEATURES (NATURE OR HISTORIC)	No.	
PORTABLE RESTROOM (I.E. HONEY BUCKET)	No.	
RESTROOM (AFFIXED, PLUMBING)	No.	
LIGHT POSTS	No.	
BIKE PARKING	No.	
COOKING FACILITIES (I.E. GRILL, SINK, COUNTER)	No.	
PARKING LOT/STALLS	No.	
TRASH RECEPTACLE	No.	
RECYCLING RECEPTACLE	No.	
MUNICIPAL BUILDING/STORAGE SHED	Yes.	This is what this site is used for, both by the city and PUD
OTHER	No.	
SPORTS FIELD (GRASS OR TURF)	No.	
SPORTS COURT	No.	
PLAYGROUND	No.	
TOT LOT	No.	
GRASS LAWN	No.	
OPEN SPACE	Yes.	
PAVED PATHWAYS	No.	
TRAILS (PAVED OR NATURAL)	Yes.	Several unmaintained paved/gravel trails traverse the site
COMMUNITY SPACE (I.E. GARDEN)	No.	
WATER FEATURE (I.E. SPLASH PARK, FOUNTAIN)	No.	
SKATEPARK/BIKE TRACK	No.	
SHORELINE ACCESS	Yes.	Unimproved and access is prohibited due to railroad ROW
BOAT RAMP (MOTORIZED OR NONMOTORIZED)	No.	
DISC GOLF	No.	
OTHER	No.	

Pioneer Highway Trail

The Pioneer Highway Trail runs along the southern edge of Stanwood, below several residential developments located upslope of the trail.



The Pioneer Trail currently runs along residential neighborhoods, the Anderson Cemetery, and will eventually be built out to connect to SR 532.

INVENTORY:

FURNISHINGS	No.	Details /Notes
BENCH	No.	
PICNIC TABLE	No.	
SHELTER/SHADE STRUCTURE (I.E. CANOPY, PAGODA)	No.	
RESTROOM	No.	
DRINKING FOUNTAIN	No.	
PARK SIGNAGE	No.	
INTERPRETIVE SIGNAGE OR FEATURES (NATURE OR HISTORIC)	No.	
PORTABLE RESTROOM (I.E. HONEY BUCKET)	No.	
RESTROOM (AFFIXED, PLUMBING)	No.	
LIGHT POSTS	Yes.	
BIKE PARKING	No.	
COOKING FACILITIES (I.E. GRILL, SINK, COUNTER)	No.	
PARKING LOT/STALLS	No.	
TRASH RECEPTACLE	No.	
RECYCLING RECEPTACLE	No.	
MUNICIPAL BUILDING/STORAGE SHED	No.	
OTHER	No.	
SPORTS FIELD (GRASS OR TURF)	No.	
SPORTS COURT	No.	
PLAYGROUND	No.	
TOT LOT	No.	
GRASS LAWN	No.	
OPEN SPACE	No.	
PAVED PATHWAYS	Yes.	This park is a paved pathway with some landscaping to either side
TRAILS (PAVED OR NATURAL)	Yes.	This park is a paved pathway with some landscaping to either side
COMMUNITY SPACE (I.E. GARDEN)	No.	
WATER FEATURE (I.E. SPLASH PARK, FOUNTAIN)	No.	
SKATEPARK/BIKE TRACK	No.	
SHORELINE ACCESS	No.	
BOAT RAMP (MOTORIZED OR NONMOTORIZED)	No.	
DISC GOLF	No.	
OTHER	No.	

Ravenna Viaduct Park

Ravenna Viaduct Park is a landscaped area within a right of way around the intersection of Cedarhome Road and Pioneer Highway. The grass lawn, sculpture, and landscaping frame the underpass under Pioneer Highway along Cedarhome. There is a staircase that brings pedestrians down from Pioneer Highway to Cedarhome on one side of the park. This park provides no structured recreation opportunities and almost no unstructured opportunities. The small amount of open lawn space in the park is irregularly shaped and almost entirely hemmed in by streets. The park features no real amenities.

This park operates as landscaping best viewed while in transit. The site placement, grade, and usable area provide little opportunity for more recreational uses. This park will likely remain valuable as an aesthetic improvement to the transportation system.



The park is divided by Cedarhome Road and overlooks the historic downtown core.

INVENTORY:

FURNISHINGS	No.	Details /Notes
BENCH	No.	
PICNIC TABLE	No.	
SHELTER/SHADE STRUCTURE (I.E. CANOPY, PAGODA)	No.	
RESTROOM	No.	
DRINKING FOUNTAIN	No.	
PARK SIGNAGE	Yes.	Big "S" landscaped in rocks
INTERPRETIVE SIGNAGE OR FEATURES (NATURE OR HISTORIC)	No.	
PORTABLE RESTROOM (I.E. HONEY BUCKET)	No.	
RESTROOM (AFFIXED, PLUMBING)	No.	
LIGHT POSTS	No.	
BIKE PARKING	No.	
COOKING FACILITIES (I.E. GRILL, SINK, COUNTER)	No.	
PARKING LOT/STALLS	No.	
TRASH RECEPTACLE	No.	
RECYCLING RECEPTACLE	No.	
MUNICIPAL BUILDING/STORAGE SHED	No.	
OTHER	No.	
SPORTS FIELD (GRASS OR TURF)	No.	
SPORTS COURT	No.	
PLAYGROUND	No.	
TOT LOT	No.	
GRASS LAWN	Yes.	There is grass lawn that dominates most of the site, mowed
OPEN SPACE	Yes.	Open space
PAVED PATHWAYS	Yes.	One paved pathway goes through the site, connecting two adjacent streets
TRAILS (PAVED OR NATURAL)	No.	
COMMUNITY SPACE (I.E. GARDEN)	No.	
WATER FEATURE (I.E. SPLASH PARK, FOUNTAIN)	No.	
SKATEPARK/BIKE TRACK	No.	
SHORELINE ACCESS	No.	
BOAT RAMP (MOTORIZED OR NONMOTORIZED)	No.	
DISC GOLF	No.	
OTHER	No.	

Riverfront Trail

The Riverfront Trail is undeveloped open space that runs along the northern shoreline of the Stillaguamish River in west Stanwood. This property connects to the Hamilton Landing Park.



The Riverfront Trail property runs along the Stillaguamish River in west Downtown Stanwood.

INVENTORY:

FURNISHINGS	No.	Details /Notes
BENCH	No.	
PICNIC TABLE	No.	
SHELTER/SHADE STRUCTURE (I.E. CANOPY, PAGODA)	No.	
RESTROOM	No.	But Hamilton Landing Park is adjacent, which has restrooms
DRINKING FOUNTAIN	No.	
PARK SIGNAGE	No.	
INTERPRETIVE SIGNAGE OR FEATURES (NATURE OR HISTORIC)	No.	
PORTABLE RESTROOM (I.E. HONEY BUCKET)	No.	
RESTROOM (AFFIXED, PLUMBING)	No.	
LIGHT POSTS	No.	
BIKE PARKING	No.	
COOKING FACILITIES (I.E. GRILL, SINK, COUNTER)	No.	
PARKING LOT/STALLS	No.	
TRASH RECEPTACLE	No.	
RECYCLING RECEPTACLE	No.	
MUNICIPAL BUILDING/STORAGE SHED	No.	
OTHER	No.	
SPORTS FIELD (GRASS OR TURF)	No.	
SPORTS COURT	No.	
PLAYGROUND	No.	
TOT LOT	No.	
GRASS LAWN	No.	
OPEN SPACE	No.	
PAVED PATHWAYS	No.	
TRAILS (PAVED OR NATURAL)	No.	A future trail is planned for this property.
COMMUNITY SPACE (I.E. GARDEN)	No.	
WATER FEATURE (I.E. SPLASH PARK, FOUNTAIN)	No.	
SKATEPARK/BIKE TRACK	No.	
SHORELINE ACCESS	Yes.	
BOAT RAMP (MOTORIZED OR NONMOTORIZED)	No.	
DISC GOLF	No.	
OTHER	No.	

Stanwood Port Susan Trail

The Stanwood/Port Susan Trail currently runs along Highway 532 and will be built out in five phases to encircle the downtown area of Stanwood. This trail is in largely good condition and provides a bike and pedestrian connection between the east and west halves of the City. There is one bench along the trail, landscaping in the median, and an informative sign, but besides those features, there are no amenities or facilities. The path along Highway 532 provides a smooth surface for bicyclists and other forms of wheeled transportation.

There are views of nature looking south from the path, however, there is little opportunity to engage with nature while on this portion of the trail. The main use presented by this park is as a corridor for non-motorized forms of transportation. The expansion of this trail around the rest of the city will help users access more recreation opportunities.

History

Transportation infrastructure and parks and recreation opportunities have been established as priorities for Stanwood residents. This trail, which will join several historic sites such as Hamilton Landing Park and Heritage Park together with the downtown businesses, helps to implement this vision.



Looking east along the SPS trail. A large, landscaped area with stormwater features separates the trail from the roadway.

INVENTORY:

FURNISHINGS	No.	Details /Notes
BENCH	1	Facing out towards the farmland and Stillaguamish River
PICNIC TABLE	No.	
SHELTER/SHADE STRUCTURE (I.E. CANOPY, PAGODA)	No.	
RESTROOM	No.	
DRINKING FOUNTAIN	No.	
PARK SIGNAGE	1	Informative/safety oriented
INTERPRETIVE SIGNAGE OR FEATURES (NATURE OR HISTORIC)	No.	
PORTABLE RESTROOM (I.E. HONEY BUCKET)	No.	
RESTROOM (AFFIXED, PLUMBING)	No.	
LIGHT POSTS	Yes.	For the road, likely spill over
BIKE PARKING	No.	
COOKING FACILITIES (I.E. GRILL, SINK, COUNTER)	No.	
PARKING LOT/STALLS	No.	
TRASH RECEPTACLE	No.	
RECYCLING RECEPTACLE	No.	
MUNICIPAL BUILDING/STORAGE SHED	No.	
OTHER	No.	
SPORTS FIELD (GRASS OR TURF)	No.	
SPORTS COURT	No.	
PLAYGROUND	No.	
TOT LOT	No.	
GRASS LAWN	No.	
OPEN SPACE	Yes.	Landscaping between the elevated trail and the road, relatively new
PAVED PATHWAYS	Yes.	This is a paved multi-use trail
TRAILS (PAVED OR NATURAL)	Yes.	This is a paved multi-use trail
COMMUNITY SPACE (I.E. GARDEN)	No.	
WATER FEATURE (I.E. SPLASH PARK, FOUNTAIN)	No.	
SKATEPARK/BIKE TRACK	No.	
SHORELINE ACCESS	No.	
BOAT RAMP (MOTORIZED OR NONMOTORIZED)	No.	
DISC GOLF	No.	
OTHER	No.	

Trails

Four designated trails exist in the area:

- The Lindstrom Loop Trail consists of a one-mile, paved connector trail that weaves around the perimeter of the development.
- The Pioneer Highway Trail consists of an approximately one-mile paved trail on the north shoulder of Pioneer Highway and runs from SR-532 southward to within 200 yards of 72nd Avenue NW. The trail functions as a connector trail.
- The Heritage Park Trail consists of approximately one half (½) mile paved trail running east/west along the southern perimeter of the park and north/south between the play fields. The Heritage Park Trail is considered a park trail.
- The Stanwood/Port Susan Trail currently consists of .25 miles along SR-532 with 2 additional miles planned for construction in 2024 to connect to the new Hamilton Landing Park. Future phases will connect to Heritage Park and create a 5 mile loop system around the downtown portion of the city.

Stanwood School District Facilities

The district has baseball, football, soccer fields, six tennis courts, a track, gymnasiums, and playground equipment located at the high school, two middle schools, and three elementary schools. For a fee, the district lets the public use their outdoor facilities for organized events when they are not in use by the schools.

Facilities outside the City Limits

There are a number of existing parks and recreational facilities, outside of City of Stanwood corporate limits that provide service to Stanwood residents. These facilities are not included in the Level of Service analysis for the Stanwood Parks Plan but are presented here to provide a summary of all of the facilities available in the region.

Washington State Parks:

- | | | |
|----|----------------------------|--|
| 1. | Cama Beach State Park | 383 acres — cabins, lodge, boating, trails, fishing |
| 2. | Camano Island State Park | 134 acres — camping, boating, picnic areas, viewpoint, restrooms |
| 3. | Leque Island Wildlife Area | 427 acres – hunting, wildlife observation, photography, walking |

Island County Parks:

- | | | |
|----|------------------------------|---|
| 1. | Utsalady Point Vista Park | 1 acre — picnic area, barbecue, viewpoint, historical information board |
| 2. | English Boom Historical Park | 6.8 acres — undeveloped beach & forest. Planned facilities include: parking, viewpoint, ADA access, trail, historical interpretive board, restrooms |
| 3. | Cavalero Beach Park | .5 acre — picnic tables, small boat launch |
| 4. | Freedom Park | 3.5 acres — Pearl Harbor memorial, sculpture garden |
| 5. | Hutchinson Park | 5 acres — trail and picnic area |

- | | | |
|----|----------------------------|--|
| 6. | Four Springs Lake Preserve | 50 acres — natural habitat preserve with Four Springs |
| 7. | Iverson Spit Waterfront | 330 acres — waterfront preserve, birding area, trails |
| 8. | Barnum Point County Park | 167 acres – waterfront preserve, beach access, birding area, trails, fishing, mountain biking, leashed dog-walking |

Snohomish County Parks:

- | | | |
|----|---------------------|--|
| 1. | Kayak Point Park | 400 acres — fishing pier, boat launch, trails, restrooms, picnic facilities, beach access, yurt, cottages, camping |
| 2. | Wenberg County Park | 45 acres – Beach, boat launch, campsites, fishing, lake access, picnic tables, wading area |

Privately Owned:

- | | | |
|----|----------------------|---|
| 1. | Camaloch Golf Course | 79 Acres — public golf course with 18-holes |
|----|----------------------|---|

Washington State

- | | | |
|----|----------------------|--|
| 1. | Cascade Marine Trail | Segment of water trail passes through the South and West Pass of the Stillaguamish River |
| 2. | Eide Road Trail | 0.7 mile trail along the Leque Island Levee with benches and interpretive signage |



Wave your hands like you just don't care! Bring your kids along the Heritage Park trail for a bike ride rain or shine.

SECTION V PUBLIC ENGAGEMENT SUMMARY

A major component of PROS planning is identifying the operational, functional and physical components of Stanwood parks as envisioned by its community. The City has undertaken a public participation strategy to encourage feedback from users of all backgrounds. The public outreach strategy was broken down into three components: surveying, public meetings, and community event activities. These methods were employed to provide the community with overlapping opportunities to increase participation in the planning process.

The Parks and Trails Advisory Committee (PTAC), a seven-member resident committee appointed by the City Council, was formed in 2016 to advise the City on parks and trails planning. The PTAC acts as a valuable liaison between the community and the City Council and ensures citizen involvement in all aspects of the parks and trails planning and development process. With the assistance of staff and other professionals, the committee will cooperatively plan and prepare park planning and project recommendations for presentation to the Planning Commission and City Council.

Feedback generated by the on-going process was relayed to City staff and members of the planning commission and City Council. This section describes the extent of the outreach effort and key takeaways from each phase.

COMMUNITY SURVEY

A community survey was conducted to help the City understand local values, priorities, and desired changes to the parks system. The survey was opened on June 14, 2023 and closed on July 31, 2023. The adult survey received 384 electronic responses, five hard copy responses, and four email responses. The youth survey received 72 electronic responses and one hard copy response. In total, 466 responses were received for the 2023 Parks, Recreation, and Open Space Survey.

The purpose of the two-survey approach was to gather and separate input between adults and youth. Survey questions collected information on demographics, perceptions, and activity preferences. Respondents were asked to rate the cleanliness, quality, and accessibility of parks and to describe their preferred activities. The questions and results for both the adult and youth surveys can be found in *Appendix C*. Short answer responses from the adult and youth survey have been included in *Appendix D*. Responses included in this section were selected randomly from the survey.

Draw Yourself at the Park  	Name: <u>HUNTER</u> Age: <u>4</u> My Favorite Park: <u>Church Creek Park</u> My Favorite Park Activity: <u>Swings</u> I Wish Our Parks Had More: <u>Tire Swings</u>
--	--

SURVEY FINDINGS

Community perceptions on existing facilities were mixed: approximately 40% of adult respondents indicated neutral feelings towards local park facilities with some respondents demonstrating somewhat satisfaction with the parks. Between 15% - 20% of adult respondents are somewhat unsatisfied with the availability and quality of parks facilities and the cleanliness of bathroom facilities. Youth respondents indicated strongly that parks are not well maintained or available. Over a third of youth respondents said that local parks don't have the activities they want, and an additional quarter of respondents said parks are out of reach from their homes.

Perceptions of Facilities

Respondents were given the opportunity to report which park facilities are the most important to respondents. 73% of adult respondents value open space, trails, and nature viewing in City parks. A majority of adult respondents also value playgrounds, picnic or seating areas, Under half value grassy sports fields for organized sports like soccer, football, and lacrosse. An additional 15% indicated value in skate parks and disc golf courses as well. 78% of youth participants indicated the value of local playgrounds. A majority of youth also indicated the importance of grassy field areas. Between a quarter and a third of youth participants indicated the value of paved courts, skate parks, dirt bike courses, nature areas, and baseball fields. Less than 12% showed value in dog parks or disc golf courses.

Perceptions of Programming and Activities

When asked which activities are important to park users, 63% of adult respondents responded with farmers markets, community events, and concerts. A majority of adults also showed strong value in organized sports and water recreation. Under half of respondents indicated value in youth programs, fitness or wellness programs, environmental stewardship and outdoor programs, and arts-and-crafts programs. The youth survey shows that 64% of respondents enjoy participating in organized sports while just under half enjoy farmers market activities. An additional third indicated movies in the park, summer camp or day camp activities as important.

Perceptions of Park Access

When asked what challenges or barriers prevent respondents from using Stanwood's parks, 41% of adults indicated a lack of park amenities. A quarter of adult participants indicated regular usage of park facilities. 59% of youth survey participants indicated unmaintained parks as a barrier while another 3 % indicate parks don't host activities that interest them.

In terms of most popular and regularly used facilities, grassy fields and playgrounds are used most frequently by both adults and youth respondents. Both groups also indicated walking trails, open space areas, and picnic areas as second most used. Youth participants also indicated skate parks, paved courts, baseball fields, and movies in the park.

Survey participants were also asked what would increase parks and recreation facilities, programs, and services if addressed by Stanwood. Nine key themes were identified through the survey process, as described below and in *Appendix B* for survey result summaries.

1. ADA Accessibility
2. Safety
3. Outdated, Unmaintained playground Equipment and Facilities
4. Communication and Signage
5. Shade and Covered Areas
6. Events and Activities
7. Cleanliness
8. Trails and Fields
9. Parking

Planning Café

A Planning Café was hosted on May 26, 2022, consisting of city officials of the Administrative, Economic Development and Planning Departments. The Planning Café is based on the World Café Method used to create special environments for hosting dialogue. City staff broke into small groups for a twenty-minute period to discuss specific topics. At the end of these conversations, a participant from each group would share topics touched in the small groups period. Topics discussed included ranged from land-use to economic development to parks.

Farmers Market

In June through August of 2022, the City reserved a booth at three Stanwood Farmers Markets. The purpose was to solicit feedback on different topics related to the upcoming Comprehensive Plan periodic update. The August booth granted residents the opportunity to provide open feedback on infrastructure and amenities they would want to see over the next 20 years. Comments on parks primarily were focused on acquisition, new equipment and activities, and maintenance.

PTAC Focus Group

On September 22, 2023, the City of Stanwood held a public engagement meeting to review the public engagement results to date and gather feedback from the participants. A presentation gave an overview of PROS plans generally, the public engagement process, and key results from the survey effort. The city asked participants what they felt was left out of previous engagement results, what seemed inaccurate, and what survey findings they wanted to emphasize. The group reviewed the next six years of planned parks capital improvements, suggested additional projects, and provided input on their prioritized order.

PTAC Focus Group Findings

The PTAC group largely agreed with the survey findings. The group was surprised by how many survey respondents like walking trails but agreed that there was a need for greater pedestrian access. The major topics discussed by the group were park access through transportation connectivity and the desired amenities and services.

Park Access

Participants felt that increasing the connectivity between the community and the parks system would increase the overall parks level of service. Throughout the conversation, there were several mentions of pedestrian and driving access to the parks system. Some members mentioned a disconnect between where people live and where parks are located, creating issues such as increased travel time, a lack of accessibility for children, and lower park usage. Greater connectivity was proposed through multiple methods, such as registration with the Leafline Trails Coalition to encourage pedestrian tourism in Stanwood, increased signage, guided tours, improved sidewalk infrastructure, and parks closer to population centers in town. Some members of the group felt that parks were accessible, especially to

school-aged children. Overall, there was a perceived mismatch between the location of parks and the populations they serve which could be improved through better pedestrian and bike infrastructure connectivity.

Desired Amenities and Services

The group highlighted several amenities and services they felt would greatly increase community satisfaction with the parks system. Several participants mentioned environmental and nature-oriented programs, especially for children. Church Creek Park was mentioned as a site for educational programs. Many participants also highlighted the need to improve the structured recreation facilities based on the increasing community needs. The group mentioned high use of parking lots during sports events and frequent fully booked fields. As the community expands sports leagues, the need for additional parking will only increase. Parking at Heritage Park was perceived by the group as especially in need. Heritage Park's use as a sports center could also be strengthened by adding concession stand services. Court and field lighting were recognized as expensive but necessary investments to improve and expand service. Similarly, some participants felt that turf fields are needed to increase the availability of fields to sport leagues.

SECTION VI FACILITY DEMAND

Parks and recreation facility demand involves many different variables that influence recreation participation by the public. Many factors have influenced recreational trends. There is an increased need to address the traditional recreation needs as well as newer sports. Projects were determined based on a mixture of community input generated from the public engagement process and level of service (LOS) results. For a summary of the public engagement process, see *Appendix B*. Level of service (LOS) analysis is described in *Section VI* below which describes how Stanwood's parks are performing from a service area and equipment/facility availability analysis.

ANALYSIS OF NEEDS

Stanwood's access to terrestrial and aquatic natural spaces defines its historic and present character. But measuring the importance of parks can be difficult for communities to do, considering the many intrinsic values and benefits parks provide.

This analysis evaluates existing parks, current demands, and gaps in service. This provides standards to quantify park function and use to improve Stanwood's understanding of its parks and parks programs' performance. Tracking standards allows the city to create benchmarks and trends to track progress over time. This assessment, along with public input and facility inventory, determines how Stanwood's funds should be appropriated in the next six years.

Parks and recreation amenities typically do not have measurable features, we enjoy, value, and experience parks in a way that can be difficult to quantify. Measurable standards provide specific feedback on service shortcomings and can evaluate progress made on improvement projects or plan objectives. Standards also provide a platform for comparison against previous parks systems and similar jurisdictions systems.

Level of Service (LOS) standards are inherently flexible and unique to each jurisdiction. The city can select the type of service standard that appropriately evaluates how the park's program operates. By tailoring specific metrics and standards to Stanwood's community, the city has a plan that represents local values and needs. LOS standards are required by the Growth Management Act, and the standards found in this PROS Plan will be incorporated and used within the Parks and Recreation chapter. Standards provide guidance on how park projects within the Capital Improvement Plan (CIP) should be prioritized as the city continues to see population growth and accompanying rising parks demand.

National standards for classifying park facilities were previously developed by the National Recreation and Parks Association (Table 6.1) for assessing parkland needs and are commonly used by jurisdictions for Level of Service (LOS) standards. Stanwood's 2023 population of 8,585 and projected 2044 population of 10,963 have been used for the analysis of the needs section. All population figures, analyses, and calculations in this section include the city limits as well as the urban growth area (UGA). The 2044 population estimate is based on the Countywide Planning Policies for Snohomish County, *Appendix B*.

Table 6.1 Classification Standards for Recreation Facilities

Recreation Facility Classification	Acres/1,000 Pop.	Size Range	Pop. Served	Service Area
Regional Park*	.002-.003	50-75 acres	25,000	Multi County
Community Park	2.5	20-100 acres	2,000-10,000	½ mile
Neighborhood Park	2.5	5-20 acres	560-2,000	¼-½ mile
Trails	2.0	Not Applicable	Determined case-by-case	
Cumulative Park Needs	7.03 acres per 1,000 population			

Source: National Park Recreation and Open Space Standards; National Recreation and Park Association; Washington, D.C., 1983.

**Based on community facility standard Neighborhood Parks Future Need*

Existing LOS for Regional Parks

Stanwood has one regional park, the 56-acre Heritage Park. A typical Level of Service Analysis is not used for regional parks because the population served includes the entire area of the Stanwood-Camano School District. The 2020 School District service area population was approximately 25,050 residents, about three times the Stanwood population. In addition, there are other regional park facilities within this school district attendance boundary making it difficult to correlate Stanwood population and levels of service. Only looking at the population located within the City of Stanwood, the City is meeting its regional LOS need at a current level of service of 6.5 acres per 1,000 people. Although there are other parks within the district, Heritage Park is the only non-school facility offering fields for team sports such as baseball, football, lacrosse and soccer.

Existing LOS for Community Parks, Neighborhood Parks and Trails

The greatest deficiencies include community parks and trails including bicycle, walking, and jogging trails. The existing LOS for community parks is calculated by dividing total inventory of facilities (18.23 acres) by the total city population of 8,585 to understand how many people likely rely on each park facility. This results in a current LOS of 2.12 acres per 1,000 people.

The only developed neighborhood park (Lions Park) is in the Cedarhome area. The existing LOS for neighborhood parks is calculated the same way. The City of Stanwood has 21.3 acres of neighborhood parks. The current level of service is 2.48 acres per 1,000 people.

The national standard LOS for trails is 2 acres per 1,000 people. This equates to a trail 8 feet wide and approximately two miles long for each 1,000 people. The City presently has a total of 4.4 miles (4.3 acres). The current level of service is 0.5 acres per 1,000 people.

Future LOS for Community Parks

Table 6.2 describes projected community park needs between now and 2044. The City has sufficient capacity within the existing or planned community park facilities and will be able to meet the community park level of service needs in 2044.

Table 6.2 Community Parks LOS
(LOS=2.5 acres per 1,000 population)

Time Period	Pop.	Acreage Needed	Acreage Avail.	Net Reserve (Deficit)
2023	8,585	21.5	18.2	(3.3)
2024-2044	10,963	27.4	35.9	8.5

Future LOS for Neighborhood Parks

The following table describes projected neighborhood park needs now and in 2044. Stanwood will require additional neighborhood park facilities; more than 6 acres, over the planning period to meet the neighborhood park level of service needs in 2044.

Table 6.3 Neighborhood Parks LOS
(LOS=2.5 acres per 1,000 population)

Time Period	Pop.	Acreage Needed	Acreage Avail.	Net Reserve (Deficit)
2023	8,585	21.5	21.3	(0.2)
2024-2044	10,963	27.4	21.3	(6.11)

Future LOS for Trails

The following table describes projected trail needs now and in 2044. Stanwood will require additional trail facilities; more than 11 acres, over the planning period to meet the trail level of service needs in 2044.

Table 6.4 Trails LOS
(LOS=2 acres per 1,000 population)

Time Period	Pop.	Acreage Required	Acreage Available	Deficit in Acres
2022	8,585	17.2	4.3	(12.9)
2024-2044	10,963	21.9	10.2	(11.7)

Future LOS for Recreation Opportunities

City of Stanwood residents want more structured recreation opportunities. Creating more fields for active recreation, increased signage and wayfinding, and improving recreation programming and events will raise quality of life for residents in the city. The City of Stanwood should consider looking into levels of service for recreational opportunities in the future.

NEEDS SUMMARY

Regional Park Need

The regional park need is met and will be met by the 56-acre Heritage Park recreation complex. The intent for this facility is to serve the regional population for sports league play, serving the Stanwood Camano School District, and providing a location for multi-county tournaments league play for teams from Stanwood and Camano Island in Island County, regional bicycle events and major community. The addition of further facility improvements would bring the park to completion to fully serve this need. The park also has ongoing maintenance needs.

Community Parks Need

Based on national standards, Stanwood will need to develop acreage for community parks over the planning period. The City owns sufficient acreage to be able to meet the community park needs if developed. If the 17.5-acre Ovenell Farm property is developed as a community park, then the City will be able to meet its 2044 community park needs.

Neighborhood Parks Need

Based on the national standards, Stanwood does not have adequate acreage for neighborhood parks. Private HOA parks are included towards the neighborhood park needs but are often lacking facilities and improvements to function as recreation areas for their neighborhoods, such as restrooms. There is a projected net deficit of 6.11 acres of neighborhood parks in the city. The city owns additional undeveloped area dedicated to parks, and this could meet some of this unmet need. In terms of acquisition needs, the north and northeast section of Stanwood lacks neighborhood park facilities and the town lacks a facility serving downtown residents and the commercial area.

Trails Need

The city's large linear trail deficit is expected to slightly decrease through the year 2044. The Stanwood Port Susan loop trail, which is anticipated to be expanded, should help provide some of this deficit in demand. Residents identify trail systems as in high demand and want more placemaking and wayfinding signage to engage with. The city should prioritize creating linear trails to meet desire levels of service.

Structured Recreation Need

There is demand for additional structured recreation opportunities in Stanwood. Public outreach has determined that additional programmed recreation is desired, however a lack of level of service averages from similar jurisdictions makes level of service analysis and comparison difficult. Stanwood needs significant parks funding moving forward to perform similarly to neighboring jurisdictions.

Cumulative Park Needs

While the City can set levels of service for specific classifications of park facilities, it is also important to look at the entire park system cumulatively. If Stanwood is meeting its total park needs but not specific park classification needs, then the City may want to consider changes to the specific breakdown of park classification levels of service. Based on national standards, Stanwood's cumulative park needs are met and exceeded by the existing park facilities.

Table 6.2 Cumulative Park Needs LOS
(LOS=7.03 acres per 1,000 population)

Time Period	Pop.	Acreage Needed	Acreage Avail.	Net Reserve (Deficit)
2023	8,585	60.4	99.8	39.4
2024-2044	10,963	77.07	123.4	46.3

SECTION VII CAPITAL IMPROVEMENT PLAN

Introduction

A Capital Improvement Plan (CIP) summarizes projects under consideration for the next six (6) years. A Parks CIP is included in *Appendix E* and describes projects the City is pursuing for parks through 2029. The CIP includes project name, description of work, estimated costs, and start dates.

The majority of projects focus on enhancing access, walkability, and creating new opportunities to get outside. The following recommended actions are based on the facility demand and needs analysis and results from public engagement, and are consistent with the goals and objectives contained in this document. To aid in budget planning and qualifications for financial assistance, the City of Stanwood has prioritized the action items and developed both six-year and twenty-year action plans. More detail on the six-year action items can be found in the City's Capital Facilities Plan.



Wildlife is within Stanwood's fingertips. English Boom Deer and Bald Eagles soar along the Stillaguamish River in the vicinity of Leque Island.

Photo Credit: Issac Martin

SECTION VIII CONCLUSION: INVESTING IN OUR FUTURE

Cities and towns face a challenge in meeting growing demand for new recreational opportunities, increasing lands available for a greater number of residents, and meeting diverse needs for all age groups, ability levels, and interests. This section summarizes how Stanwood is addressing growing needs programmatically, including developing a Parks Department and summarizing historic funding and federal, state, or local funding options.

PARKS DEPARTMENT – 3 PHASE PLAN

Currently, Stanwood operates a Parks Program under the Public Works Department and has a Parks Manager lead on all projects and Public Works Technicians coordinating operations and maintenance. With a growing population, the City has invested in understanding *when* and *how* a Parks Department should be established. In 2021, the City contracted *Berk Consultants* to develop a feasibility study evaluating when it is possible to develop an independent Parks Department and even begin offering opportunities for recreation programs. The *Parks and Recreation Feasibility Study*, published in March 2022, evaluated the City's current model for parks and recreation and determined a phased approach Stanwood is utilizing to establish a full-fledged Parks Department. The following describes the three phase plan and identifies which phase the City is currently in.

Phase 1: Phase 1 describes the 2022 existing conditions of the Parks Program, which was a decentralized program with staff from different departments coordinating with one another.

Phase 2: The City is currently in Phase 2 of the plan to develop a department. A dedicated parks team is needed to provide maintenance, capital facility design, and construction coordination. Additionally, a parks manager that worked part or full time on parks planning, including but not limited to feasibility studies, engagement, acquisition, and grant management, is needed to have designated, focused leadership on park projects and program maintenance.

Phase 3: The final phase of the plan would develop a Parks Department with independent departmental annual funding, operate a recreation program, and expand the parks system. There are no dates anticipated for Park Department development since it is highly dependent on the rate of population growth. More residents and businesses mean the City has a greater general fund to work with and invest in projects. It is anticipated that a Parks Department would require between \$1.1 and \$1.5 million per year to effectively operate.

Recreation Programming

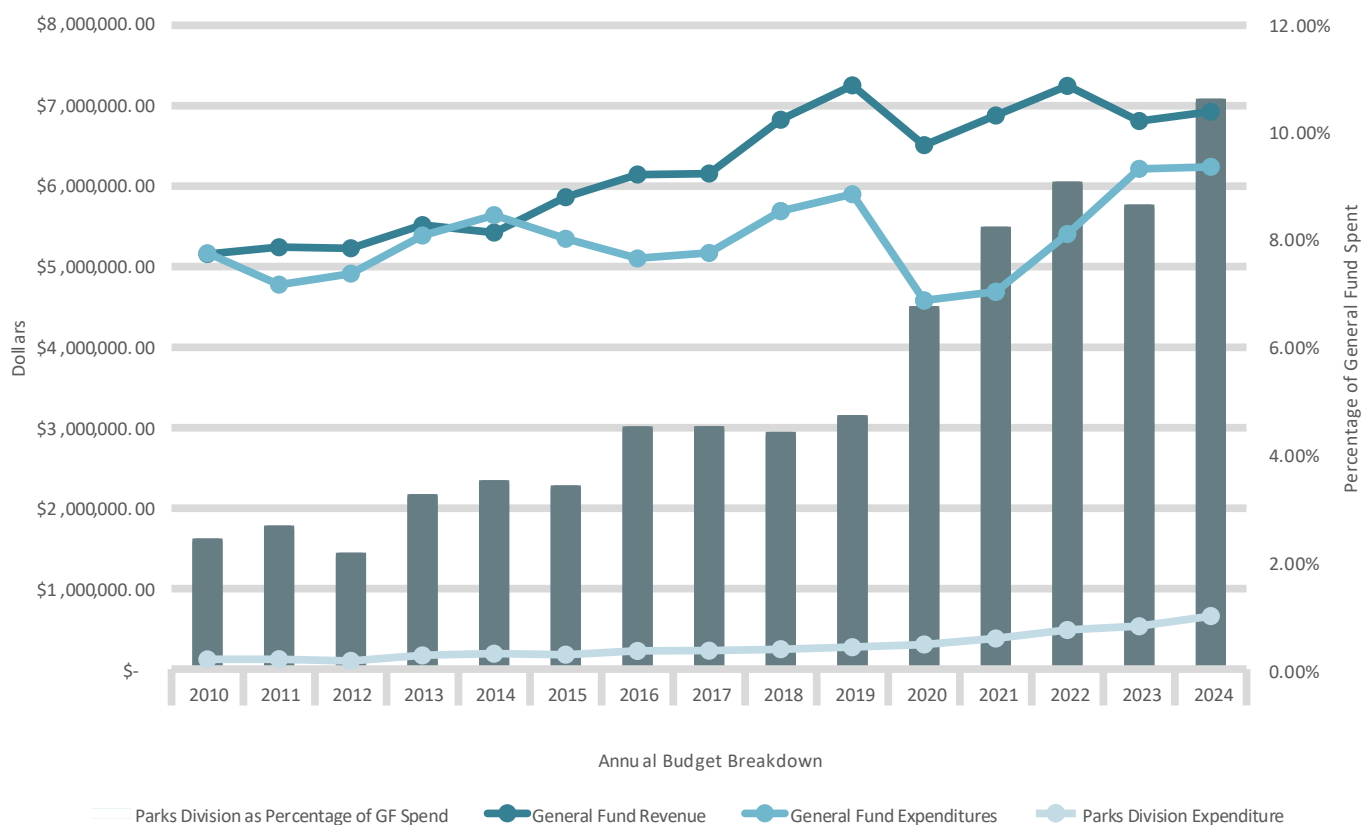
Residents continuously expressed excitement and interest in developing a recreation program with both youth and adult programming. Development of a recreation program requires consistent funding, full-time and part-time staff, and designated indoor and outdoor spaces to conduct programs. While Stanwood has parks staffing, there are not enough residents to fund a recreation program and there are no indoor spaces available for recreation programs at the time of this report.

Recreation programs can be sources of City revenue and are not typically developed unless there is a larger population to support recreation services. Other similar sized cities, such as Sedro-Woolley, do not currently possess a recreation program and it can be assumed a recreation program is currently not financially possible at this time. It is recommended that a feasibility study on recreational programming happens when Phase 3 of the Parks Department Plan becomes viable. A greater population is needed to increase local tax revenue and potential participants in recreation programs.

CITY BUDGET ANALYSIS

The City of Stanwood has set its budget for the 2023 and 2024 fiscal years. For 2023, the City is operating with a budget of \$69 million based on the projected \$35.8 million in revenue. Of this budget, just over \$6.8 million is allocated to the General Fund which pays for the general operation and maintenance of non-capital projects. \$.5 million or 8.59% of the projected revenue has been allocated through the General Fund to the Parks Division of the Public Works Department. The City is expecting to further increase Park Division funding to approximately \$660,000 (10.56% of the General Fund) in 2024 while the General fund grows at a smaller rate of 2%. 2023 and 2024 have the largest revenue allocations for parks in recent history compared to the 4.9% allocated on average over the past ten years.

Table 8.1
Stanwood Park Division Funding Compared to Overall General Fund
Source: City of Stanwood



Starting in 2022, the Parks Division has made progress towards fully integrating and operating a Parks Department. Currently, Stanwood is implementing a phased approach recommended by *Berk Consulting LLC*. Per the firm's recommendation, it is estimated that the first of three phases will have a total operating cost of \$1.2 to \$1.4 million, the second phase totaling at \$1.7 to \$2.1 million, and the third/final phase totaling between \$2.3 and \$2.7 million. On a biennial basis, phase one may not change spending or increase by as much as \$150,000 above current expenses. Phase two would cost between \$500,000 and \$900,000 above current levels. Phase three would cost \$1 million to \$1.5 million more than current levels. It is important here to note the importance of maintaining concurrent growth within Stanwood and

the neighboring region to promote full implementation of a Parks Department. The ability to grow the operations and functions intended for the Parks Department is directly correlated with Stanwood's growing population. Snohomish County has indicated that Stanwood is expected to grow in the next 20 years in population, employment, and housing. It is integral that the City promotes sustainable growth in order to maintain concurrent and future development.

PARK IMPACT FEES, IMPROVEMENT FUNDS, AND REET

Funding for parks can come from a variety of revenue sources including the General Fund, Park Impact Fees, Real Estate Excise Taxes (REET), and other sources such as grants. Maintenance of the City's existing parks is specifically funded through the General Fund. General Funds are used for the operations of the Parks Division including salaries, benefits, office expenses, and ongoing park maintenance. All other funds can be used towards expanding and improving parks.

Park Impact Fees are funds accumulated through on-going land-use development stimulated by growth. The formula for establishing Park Impact Fees can be found in Stanwood Municipal Code 3.24.120. Park Impact fees specifically fund new park facilities based on impacts to existing parks and increased demand for park space. In Washington, impact fees are authorized for those jurisdictions planning under the Growth Management Act (RCW 82.02.050-.100) as part of "voluntary agreements" under RCW 82.02.020, and as mitigation for impacts under the State Environmental Policy Act (SEPA – CH. 43.21C RCW). GMA impact fees are only authorized for: public streets and roads; publicly owned parks, open space, and recreation facilities; school facilities; and fire protection facilities in jurisdictions that are not part of a fire district.

Determining impact fees for a specific project is based on an equation considering the cost of land, the standard level of service for park type average number of occupants per dwelling unit, and adjustments of rate portion of anticipated tax revenue resulting from that development. Per Snohomish County Buildable Lands Report, Stanwood needs to plan to accommodate an additional 1,067 housing units by the year 2044; increase the housing supply from 2,986 to 4,559 housing units. Park Impact Fees will continue to play an important role in expanding equal access to park facilities.

REET funds are special revenue funds used to accumulate the proceeds from real estate sale transactions. There are two REET funds in Stanwood as is authorized to municipalities in Washington State. REET 1 gathers funding for capital projects for park and trail development. REET 2 is authorized to fully planning cities under the GMA and used for street maintenance as well as park and trail projects.

GRANT OPPORTUNITIES

Public grants create additional funding opportunities that can supplement a city's local budget for parks acquisition, planning, design, and construction. The City of Stanwood has successfully obtained parks grants in the past to assist with capital improvements and development. Regional, state, or federal funding are available options to consider alternative methods of funding local projects.

The grant process is competitive and should not be relied upon for annual parks funding. Grants have specific requirements to be eligible or apply for the program. The adoption of the Stanwood PROS Plan opens opportunities at the Washington State level for funding programs that would otherwise be unavailable to the city. Grants typically require a match, or equal funding, from the city between 20 to 100 percent of the requested grant funds which is a major consideration the city must make prior to

investing resources into a grant application and signing a grant contract. Grant funding reduces the overall burden of a project's gross cost on the city's taxpayers and can be critical to provide financial resources to smaller jurisdictions. The following is a list of grant programs the City is currently eligible to pursue in the future:

SNOHOMISH COUNTY
Local Funding Programs: America the Beautiful Challenge 2023 – Enables applicants to conceive and develop large-scale projects that address shared funder priorities including connecting wildlife corridors, restoring rivers and coasts, expanding outdoor access particularly for underserved communities, and more
Snohomish County Conservation Futures Program Grants – \$10 million is being allocated to preserve agricultural land, timberland, and open space
WASHINGTON STATE
Washington RCO Grants: Local Parks Maintenance Grant Provides funding opportunities to address maintenance backlogs for key local parks facilities
Community Outdoor Athletic Facilities Provides funding to build, Expand, or renovate outdoor athletic facilities
NATIONAL PROGRAMS
National Parks Service – Rivers, Trails, and Conservation Assistance Program While this program does not provide financial assistance, it does provide technical assistance in the planning and design process for locally led conservation and outdoor recreation projects.
National Fish and Wildlife – National Fish Passage Program Provide financial and technical assistance to support projects that improve fish passage.
National Fish and Wildlife –Fisheries Innovation Fund The National Fish and Wildlife Foundation's Fisheries Innovation Fund supports effective participation of fishermen and fishing communities in the implementation of sustainable fisheries in the United States. The Fisheries Innovation Fund releases two requests for proposals (RFP) each year to work towards sustainable fisheries in the United States: a Fisheries Innovation Fund RFP and an Electronic Monitoring and Reporting Grant Program RFP.
National Fish and Wildlife – Youth Engagement, Educations, and Employment The U.S. Fish and Wildlife Service (FWS, Service) is committed to building and retaining a diverse and inclusive workforce that reflects the ethic, age, socioeconomic and cultural backgrounds, and language diversity of contemporary America. The Service operates a variety of programs that promote wildlife conservation and public land management under the Public Lands Corps Act (PLC, FWS Youth Corps) through engagement, employment, and education of our nation's diverse youth and veterans.
National Fish and Wildlife – Killer Whale Conservation Program The program supports efforts to advance the knowledge and protection of killer whales with a primary focus on activities that aid in the recovery of the southern resident killer whale distinct population segment. The program may also support catalytic projects in other killer whale populations
Non-Profits – Miscellaneous Programs While the federal government does not currently provide consistent grant opportunities for city jurisdictions, there are non-profits that administer privately operated grant funding programs, partnerships, and assistance on park projects. Organizations such as the National Recreation and Park Association, National Fish and Wildlife Foundation, and the National Park Trust offer annual grant funding opportunities.

LOCAL PARTNERSHIPS

Local partnerships provide another avenue for achieving the goals of the PROS Plan through a joint approach to park programming. They can improve park programs through contributions including land donations, providing funds, and potentially volunteer-driven park stewardship groups. This collaborative approach allows for communities to jointly approach issues in park access, programming, and funding through the pooling of resources. The Snohomish County Rangers is exemplary of this. Along with law enforcement duties, rangers also provide general maintenance and environmental education programs that reach out to park visitors, schools, and community organizations.

Did You Know:

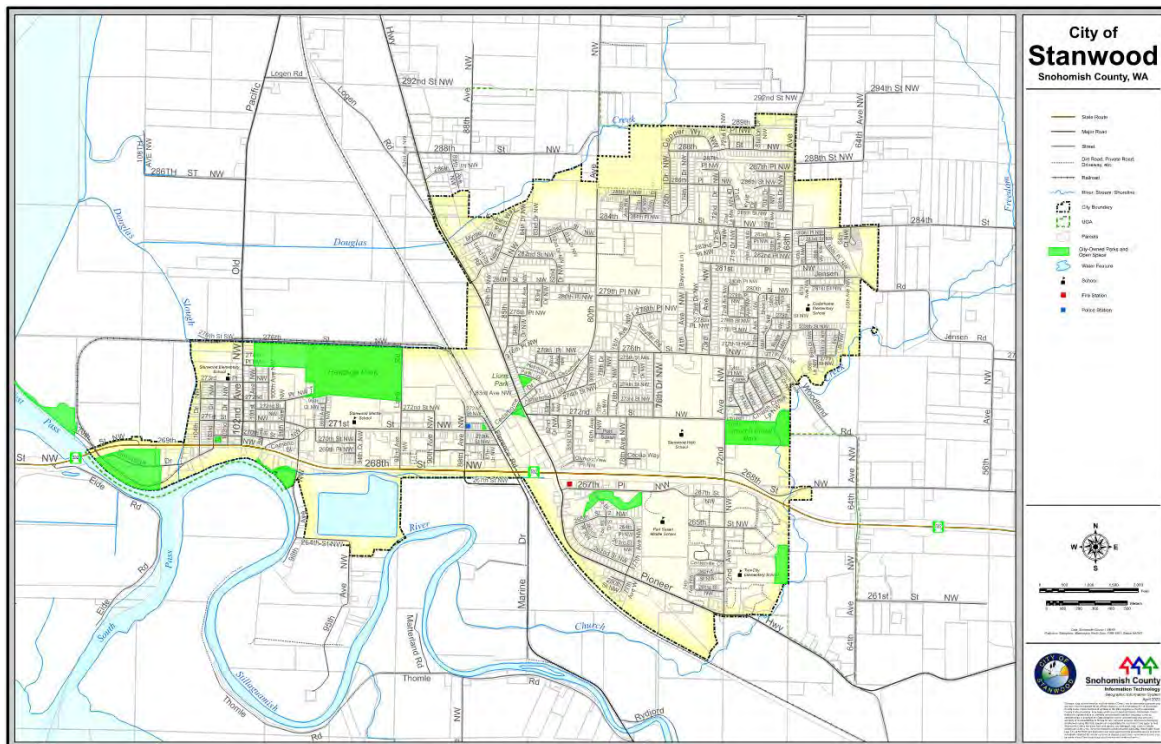
Stanwood once hosted a State Parks Day back in 1949, 500 residents from Stanwood and Camano Island held a unique community effort to build a park in one day. This effort resulted in the creation of the Camano Island State Park, the first public park and public access to the shoreline on the island. By day's end, the volunteers created picnic tables, cleared paths, and leveled a road and parking lot. From then on, beach access was publicly accessible!

DEVELOPMENT AGREEMENTS

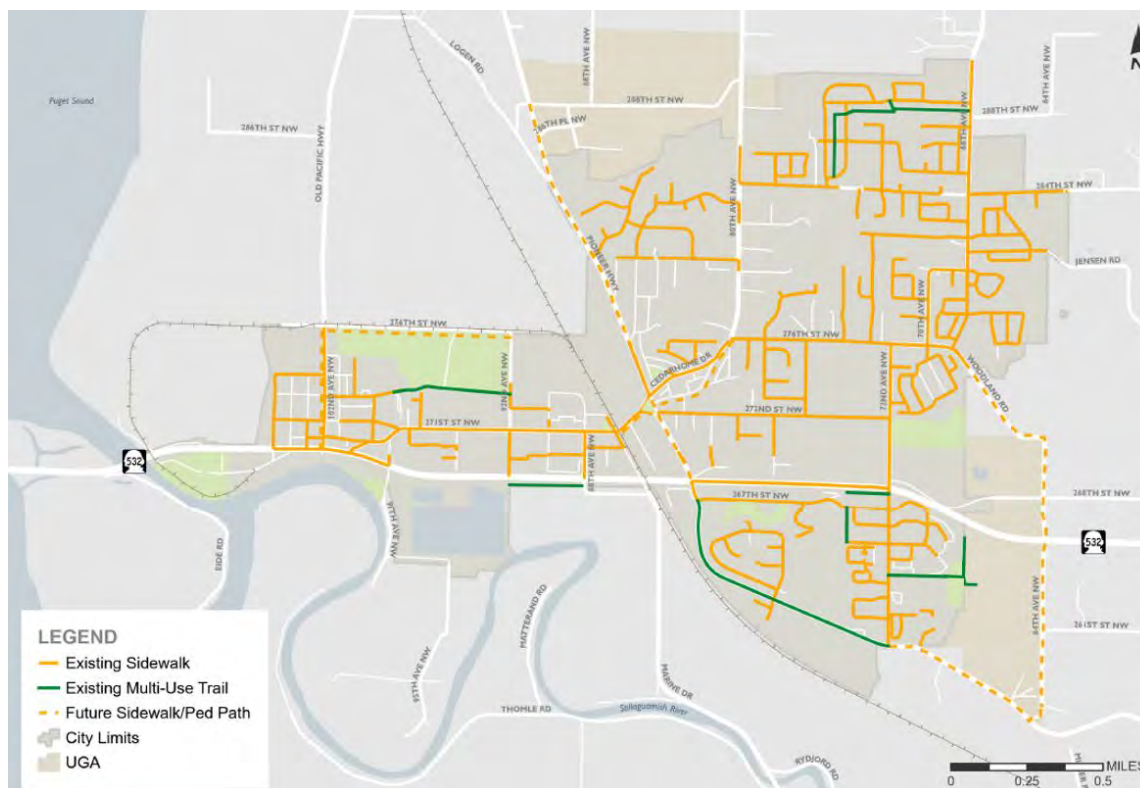
Developing accessible and enriching park facilities can be advanced further through development agreements. Development agreements are contracts negotiated between a developer and a city to specify the terms for a proposed project to be approved. Usually, they are used to resolve site specific issues not addressed through existing development standards. They can also be utilized so that the developer provides certain public benefits in return for concessions on regulatory flexibility. Lindstrom Park in Stanwood is an example of a successful development agreement. In this agreement, the applicant developed the detention ponds and funded the creation of the park for the right to develop the commercial retail center.

Appendix A: Existing Inventory Maps

A.1: City-Owned Parks and Open Space Inventory Map



A.2: Sidewalk and Trails Inventory Map



Appendix B: Public Engagement Results Summary



2023 PARKS, RECREATION, AND OPEN SPACE SURVEY RESULTS

In conjunction with updating the Comprehensive Plan, the City of Stanwood is updating its 2016 Parks, Recreation, and Open Space Plan (PROs Plan). This survey aims to help the City understand local values, priorities, and desired changes to the parks system. Feedback will inform how the city can improve its parks system, facilities, and programs and shape what projects and services the city will invest resources in over the next twenty years.

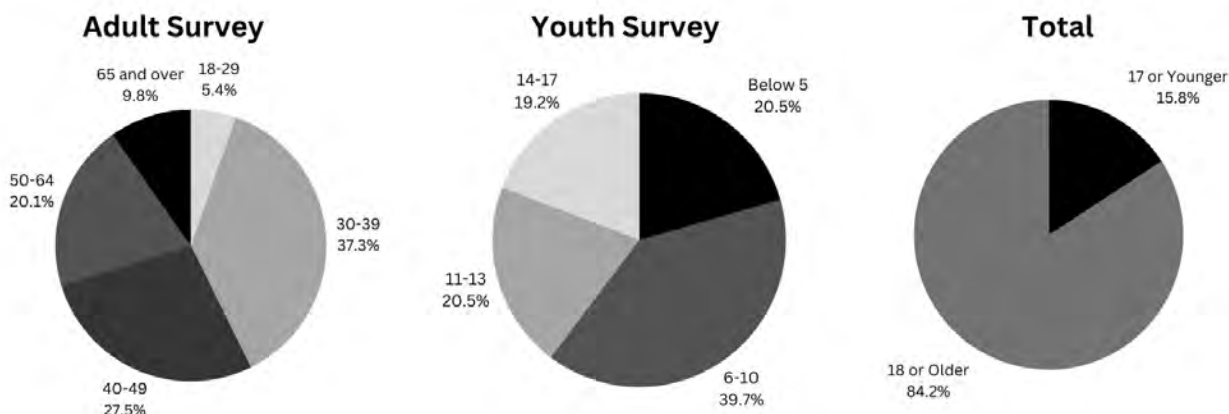
The survey was formatted into a youth survey for park users 17 or younger, and an adult survey for park users 18 or older with both an electronic option and hard-copy option. The survey was advertised on the City's website, social media, an in-person Farmer's Market event, and an in-person tabling event at the local library. The survey was open June 14, 2023 through July 31, 2023. The City received 384 electronic responses, five hard copy responses, and four email responses to the adult survey. The City also received 72 electronic responses and one hard-copy response to the youth survey. In total, 466 responses were received for the 2023 Parks, Recreation, and Open Space Survey. Below is a condensed summary of the comments received.



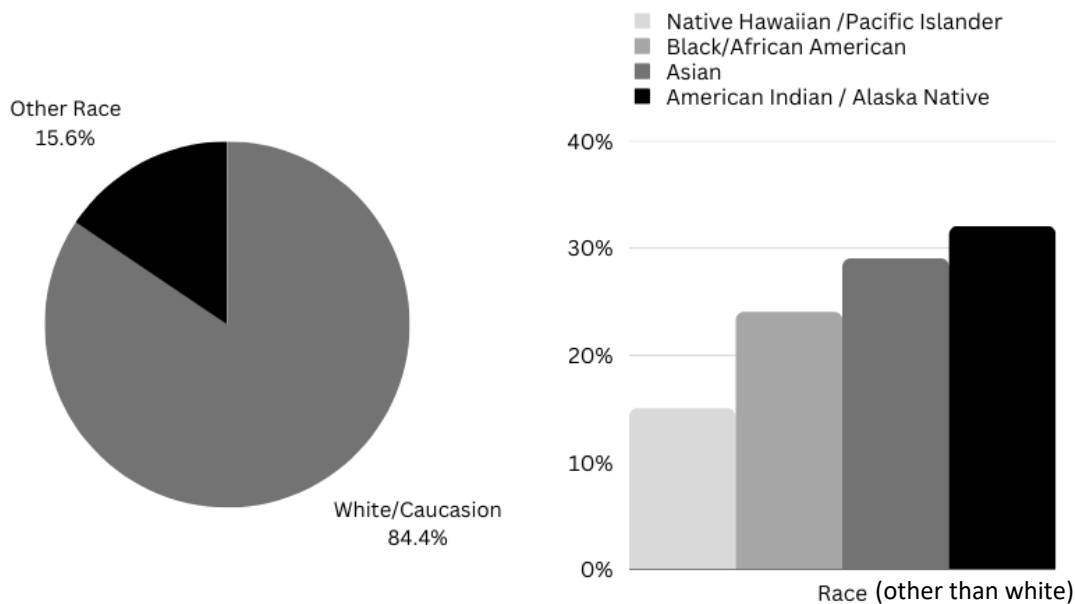
Photo Credit: Lisa Bruce

Survey Demographics

Respondent Age Breakdown



Respondent Race Breakdown



Approximately 7% of respondent park users speak a language other than English with Spanish, French, and German being the tree most common.

Other dominant languages spoken include American Sign Language, Tagalog, Russian or Ukrainian, and Czech.

The majority of respondent park users either drive (over 90%) or walk (15-22%) to the parks.



13% of respondent park users have a need for accessible park facilities and / or have been unable to use the City's parks due to physical or sensory limitations

Park Usage

Which park facilities are the most important to respondent park users?

Adult Respondents	Youth Respondents
73% value open space, trails, and nature viewing in the city's parks	78% value local playgrounds
The majority of adult respondents also value playgrounds and picnic or seating areas	The majority of youth respondents also value grassy field areas
Just under half value grassy sports fields for sports like soccer, football, and lacrosse	Between a quarter to a third value paved sport courts, skate parks and dirt bike courses, nature areas, and the baseball fields
A third value paved sport courts and a quarter value dog parks	Less than 12% value dog parks or disc golf courses
Less than 15% value skate parks or disc golf courses	

What other activities are important to respondent park users?

Adult Respondents	Youth Respondents
63% value the farmer's market, community events, and concerts	64% value participating in sports
The majority of adult respondents also value organized sports and water recreation	Just under half value the farmer's market
Between a third to just under half value youth programs, fitness or wellness programs, environmental stewardship and outdoor programs, and arts/craft programs.	A third value movies in the park and summer camp or day camp programs

What challenges or prevents respondents from using Stanwood's parks?

Adult Respondents	Youth Respondents
41% stated that lack of park amenities prevent them from using local parks	59% stated that the parks are not maintained
A quarter of adult respondents use Stanwood parks regularly	38% stated local parks don't have activities that interest them

How often are park facilities used?

Grassy fields and playgrounds are used the most frequently by all ages
 Walking trails, open space areas, and picnic areas are the second most frequently used by all ages
 Youth respondents also use the skate park, paved courts, baseball fields, and movies in the park

Other facilities important to park users include:

Clean and accessible bathrooms
 Parking and electric vehicle charging stations
 Covered areas and BBQ's
 Water access and boat launch
 Sculpture gardens and labyrinths
 Accessible playground equipment
 Amphitheater and / or permanent stage area
 Interpretative center and educational opportunities

Indoor sports facility and covered courts
 Swings and slides at playgrounds

Trees and shaded areas
 Splash pad and water features
 Community gardens
 Paved bike trails and pump tracks
 Paved walking and running trails
 Turf fields
 Tennis Courts
 Public pool
 Large dog area
 Recreational activities
 Events like glass quest



What would increase your usage of parks and recreation facilities, programs, and services, if addressed by Stanwood?



ADA Accessibility

Many comments spoke to the inaccessibility of Stanwood's parks including inaccessible access and walkways, inaccessible restrooms, and inaccessible playgrounds.

Safety

Church Creek Park has the largest amount of safety concerns ranging from troublesome teens to drug use and abandoned needles.

Increased lighting in the parks (including field lighting) was a significant comment for both safety and usability.

Outdated, unmaintained playground equipment and facilities

Many existing playgrounds are older and outdated. There is a large need for more, updated playgrounds for a variety of ages including toddlers and older children to use.

Multiple community members expressed desire for a larger dog park with shade and seating areas in a location that is less distracting for the dogs.

Communication and Signage

There is a lack of knowledge in the community regarding Stanwood's parks and amenities. Many comments spoke to the need for improved signage, publicity, and communication of park facilities to the public.

Interpretative signage, educational opportunities, and art installations are all passive ways of improving the parks

Shade and Covered Areas

More shade is needed at the parks, especially Heritage Park. Additional trees, plantings, and nature areas are desired in addition to having covered seating/picnic areas and covered sports courts.

Events and Activities

There is a strong desire to have more city events and activities hosted at the parks. Consider hosting farmer's market and summer concerts at parks instead of closing main street.

Cleanliness

Lack of clean restrooms and lack of trash cans prevent people from wanting to use the parks

Trails and Fields

Improved trails and walking paths/biking are needed both within the city's parks and trails connecting city parks throughout town

One of the most common comments was a need for turf fields to accommodate a variety of sports in addition to more green space areas in general

Parking

Church Creek Park needs more parking or safe pedestrian connectivity from off-site parking areas

Electric vehicle charging infrastructure should be installed in parks

What are the most important existing facilities and amenities the city should maintain?



What does the community want to see that Stanwood currently does not offer?



1 SPLASH PAD



2

PARK ACTIVITIES, EVENTS, PROGRAMS, AND CLASSES

The most commonly requested facility that the City currently does not offer is a playable water feature such as a splash pad or pool. At this time, the City does not have staff capacity to appropriately manage a playable water feature but it could be considered for long term growth.

The second most common requested is for organized recreational and community activities. Comments ranged from requesting adult and youth sport programs, wellness programs, special events and concerts, outdoor education opportunities, and more.

Park Satisfaction

How satisfied are respondents with Stanwood's parks?

Approximately 40% of adult respondents feel neutral towards local park facilities

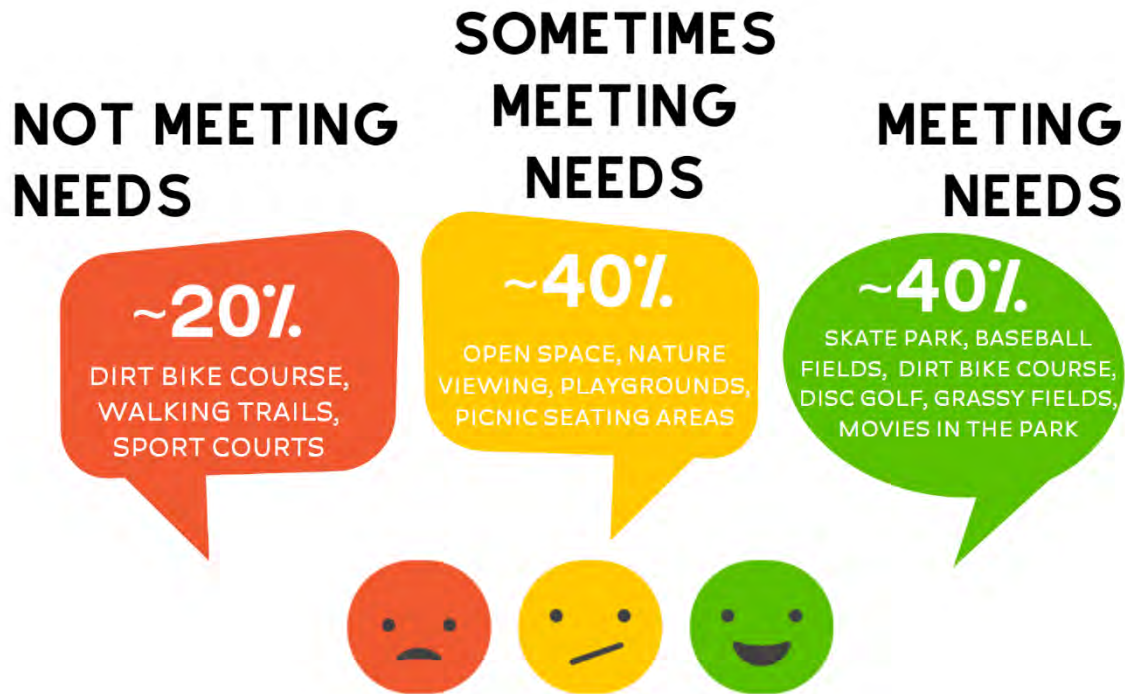
A quarter to a third are somewhat satisfied with parking and safety at local parks

15-20% of adult respondents are somewhat unsatisfied with the availability and quality of park amenities/facilities and the cleanliness of bathroom facilities

A majority of youth respondents feel that parks are not well maintained

Over a third of youth respondents said that local parks don't have the activities they want to do and a quarter said parks are too far away from their homes

Are Stanwood's existing park facilities, amenities, and services meeting the needs of the community?



How the city can improve its parks and recreation system, facilities, and programs in different ways than what has already been mentioned?

Tree coverage has both positives and negatives. It provides shade and nature viewing as positive features. Too much tree coverage can result in undesirable activity in parks and stinging insects. Strong community support for additional parks throughout the City and a parks and recreation department

Consider a parks volunteer program

Provide amenities and park facilities for a variety of ages and needs (toddlers, children, teenagers, adults, and caregivers)

Consider partnerships with local organizations, local sport groups, and regional agencies for recreational and educational park opportunities

Communication of park facilities and events is essential

More swings and larger slides in playgrounds are desired

Current soccer fields are in poor condition with uneven ground and overgrown lawn

Make sure there's upkeep trash cans in all parks

Add more art to local parks

Accessibility should always be included in park design

The need for fields significantly outweighs the supply and many local sport groups are being forced to leave town for games/tournaments

Also consider construction of rentable concession stands

Appendix C: Adult and Youth Public Engagement Survey Questions and Results

2023 Parks, Recreation and Open Space Survey (Youth)

Q1. How old are you?

Answer Choices	Response Percent	Responses
Below 5	19.44%	14
6-10	40.28%	29
11-13	20.83%	15
14-17	19.44%	14
	Answered	72
	Skipped	0

Q2. How do you get to the park? (Select all that apply)

Answer Choices	Response Percent	Responses
I walk to the park	15.28%	11
I ride my bicycle to the park	6.94%	5
A family member or friend drives me to the park	84.72%	61
I drive myself to the park	12.5%	9
I ride the bus to the park	0.0%	0
	Answered	72
	Skipped	0

Q3. What do you like to do at the park? (Select all the activities you enjoy)

Answer Choices	Response Percent	Responses
Walking around and watching nature	29.17%	21
Going to the playground	77.78%	56
Playing sports in the grassy fields (soccer, football, lacrosse, etc)	50.0%	36
Playing sports on the paved courts		

(basketball, pickleball, etc)	36.11%	26
Using the baseball fields	22.22%	16
Using the skate park or dirt bike course	27.78%	20
Playing disc golf / frisbee golf	11.11%	8
Going to the dog park	11.11%	8
Other (please specify)	11.11%	8
	Answered	72
	Skipped	0

Q4. What other kinds of activities do you enjoy in Stanwood? (Select all the activities you enjoy)

Answer Choices	Response Percent	Responses
After school programs	25.0%	18
Summer Camp or Day Camp programs	29.17%	21
Participating in sports	63.89%	46
Going to the farmers market	41.67%	30
Learning about the environment	19.44%	14
Dance or Theater programs	18.06%	13
Movies in the Park	33.33%	24
Summer Concerts	22.22%	16
Cultural Events or Programs	12.5%	9
Special needs programs or quiet events	6.94%	5
Other (please specify)	6.94%	5
	Answered	72
	Skipped	0

Q5. How frequently do you use the following park activities? (Never, Rarely, Sometimes, Frequently)

Answer Choices	Never	Rarely	Sometimes	Frequently
Playgrounds	7	5	24	34
Skate Park	38	9	16	7
Dirt Bike Course	49	8	9	3
Walking Trails	12	8	34	16
Disc Golf Course	54	7	8	1

Dog Park	47	11	10	1
Grassy athletic fields (soccer, baseball, football, lacrosse, etc)	11	8	29	23
Paved athletic courts (pickleball, basketball, etc)	24	17	22	7
Baseball Fields	32	13	17	10
Picnic or seating areas	4	15	31	20
Movies in the Park and Summer Concerts	27	10	23	9

Q6. What don't you like about the city's parks? (Select all that apply)

Answer Choices	Response Percent	Responses
Parks are not well maintained (broken playgrounds, litter, etc)	59.72%	43
Parks don't have activities that I want to do	38.89%	28
Parks are not accessible to me	6.94%	5
Parks are too crowded	11.11%	8
Parks are too far away from my home	23.61%	17
I don't feel safe in the parks	13.89%	10
I like everything about Stanwood's parks	13.89%	10
Other (please specify)	20.83%	15
	Answered	72
	Skipped	0

Q7. What do you wish Stanwood had more of in its parks? (Write N/A if you have no comments)

Answered	72
Skipped	0

Q8. How can Stanwood make its parks better? (Write N/A if you have no comments)

Answered	72
Skipped	0

2023 Parks, Recreation and Open Space Survey (Adults)

Q1. Please select your age range.

Answer Choices	Response Percent	Responses
18-29	5.47%	21
30-39	37.5%	144
40-49	27.86%	107
50-64	20.05%	77
65 or over	9.11%	35
	Answered	384
	Skipped	0

Q2. Are you of Hispanic, Latino, or Spanish origin?

Answer Choices	Response Percent	Responses
Yes	4.69%	18
No	95.31%	366
Answered	384	
Skipped	0	

Q3. What race do you consider yourself to be? (Check all that apply)

Answer Choices	Response Percent	Responses
White/Caucasian	89.32%	343
Asian	2.6%	10
American Indian or Alaska Native	2.86%	11
Black or African American	2.08%	8
Native Hawaiian or Other Pacific Island	1.3%	5
Other or two races	7.81%	30
	Answered	384
	Skipped	0

Q4. What languages, other than English, are spoken at home? (Write N/A if not applicable)

Answered 384

Skipped

0

Q5. How long have you lived in Stanwood or the surrounding areas of Stanwood?

Answer Choices	Response Percent	Responses
Less than a year	1.04%	4
1-3 years	14.58%	56
3-5 years	13.02%	50
6-10 years	21.35%	82
11-20 years	18.23%	70
Over 20 years	31.77%	122
	Answered	384
	Skipped	0

Q6. Does your household have a need for ADA-accessible facilities, programs, and parks?

Answer Choices	Response Percent	Responses
Yes	12.76%	49
No	87.24%	335
	Answered	384
	Skipped	0

Q7. Have there been challenges to anyone in your household in accessing parks or programs due to physical or sensory limitations?

Answer Choices	Response Percent	Responses
Yes	12.5%	48
No	87.5%	336
Answered	384	
	Skipped	0

Q8. Who do you go to the parks with? (Select all that apply)

Answer Choices	Response Percent	Responses
Myself	66.41%	255
My partner	68.75%	264
My children	77.08%	296
Friend(s)	57.55%	221
My pet(s)	35.68%	137

Other family members		
(ie grandparents)	42.45%	163
	Answered	384
	Skipped	0

Q9. How do you get to the park? (Select all that apply)

Answer Choices	Response Percent	Responses
Bicycling	9.9%	38
Driving	97.14%	373
Public Transportation		
(Bus)	1.82%	7
Walking	21.88%	84
	Answered	384
	Skipped	0

Q10. How far do you travel to your preferred park or activity?

Answer Choices	Response Percent	Responses
Less than a quarter mile, or a 10 minute walk	5.21%	20
Quarter to half mile, or a 10 to 20 minute walk	8.85%	34
Half mile to one mile, or a 40 minute walk	8.33%	32
One to five miles	32.55%	125
Greater than five miles	45.05%	173
	Answered	384
	Skipped	0

Q11. Which park facilities are the most important to you and your household (Select all that apply)

Answer Choices	Response Percent	Responses
Open space, trails, and nature viewing	73.44%	282
Grassy sports fields (soccer, football, lacrosse, etc)	44.53%	171
Paved sports courts (basketball, pickleball, etc)	31.77%	122
Baseball fields	20.05%	77
Skate Park	13.28%	51
Disc Golf Courses	11.46%	44
Dog Park	24.22%	93

Playgrounds	64.06%	246
Picnic or seating areas	55.21%	212
Other (please specify)	21.09%	81
	Answered	384
	Skipped	0

Q12. What other activities are important to you and your household? (Select all that apply)

Answer Choices	Response Percent	Responses
Youth programs (after school, daycare, summer camp)	46.35%	178
Adult fitness or wellness programs	40.36%	155
Senior programs and services	16.93%	65
Environmental stewardship and outdoor programs	34.11%	131
Farmers market	63.54%	244
Arts or crafts programs	34.11%	131
Dance or theater programs	20.57%	79
Organized sports (adults or youth)	54.17%	208
Community concerts or events (movies in the park, summer concerts, etc)	62.5%	240
Culturally specific events or programs	17.19%	66
Adaptive/special needs programs	10.68%	41
Water recreation (swimming, boating, fishing, kayaking, etc)	58.07%	223
Other (please specify)	7.03%	27
	Answered	384
	Skipped	0

Q13. How frequently do you or a member of your household visit or use the following park facilities provided by Stanwood? (1 = have not visited and 5 = once a week).

Answer Choices	Have never used	A few times a year	Once a month	Once a week	Multiple times a week	Total	Weighted Average
Open space, trails, and nature viewing	32	145	91	64	48	380	2.87
Playgrounds	64	103	66	79	57	369	2.9
Skate Park	224	84	33	13	15	369	1.67
Dirt Bike Course	294	37	22	4	8	365	1.34
Walking Trails	49	145	86	54	44	378	2.73
Disc Golf Course	298	45	10	6	9	368	1.32
Dog Park	259	62	28	10	12	371	1.53
Grassy athletic fields (soccer, baseball, football, lacrosse, etc)	110	89	40	37	98	374	2.8

Paved athletic courts (pickleball, basketball, etc)	204	78	33	23	35	373	1.95
Baseball Fields	225	66	17	13	48	369	1.9
Picnic or seating areas	50	172	90	36	25	373	2.5
Movies in the Park and Summer Concerts	207	134	21	8	5	375	1.59
						Answered	384
						Skipped	0

Q14. How satisfied have you and your family been with the quality of Stanwood parks? (1 = not satisfied, 3 = neutral, and 5 = very satisfied)

Answer Choices	Not satisfied	2	Neutral	4	Very satisfied	Total	Weighted Average
Selection of amenities/facilities available in parks	69	69	156	69	18	381	2.73
Quality of amenities/facilities in parks	65	82	159	60	18	384	2.7
Parking	36	33	130	11 2	73	384	3.4
Safety	26	39	160	97	61	383	3.33
Cleanliness and restroom facilities	51	62	171	72	27	383	2.9
Overall	45	60	173	83	21	382	2.93
						Answered	384
						Skipped	0

Q15. What challenges prevent you or your household from accessing or using the city's parks, recreation opportunities, or open spaces? (Select all that apply)

Answer Choices	Response Percent	Responses
Lack of park maintenance	15.36%	59
Lack of park amenities	41.15%	158
Lack of water access	23.44%	90
Parks are too crowded and insufficient parking	16.41%	63
Parks are too far away or located inconveniently	17.19%	66
Parks are not ADA-accessible	5.47%	21
I'm too busy and don't know what is offered at Stanwood's parks	12.76%	49
I feel unsafe in Stanwood's parks	9.11%	35

None, I regularly use Stanwood's parks and recreation facilities	26.56%	102
Other (please specify)	17.71%	68
	Answered	384
	Skipped	0

Q16. What would increase your usage of parks and recreation facilities, programs, and services, if addressed by Stanwood? (Example: Better signage/wayfinding, enhanced access for persons with disabilities, better safety and security measures such as lighting, etc. Write N/A if you have no comments)

Answered	384
Skipped	0

Q17. What are the most important existing facilities and amenities the city should maintain? (Write N/A if you have no comments)

Answered	384
Skipped	0

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ATTACHMENT B

Q18. How do you think existing facilities, amenities, and services are meeting the needs of the community?
(1 = not meeting needs of the community, 3 = meeting needs of the community, and 5 = exceeding needs of the community)

Answer Choices	Not impor- tant	Not meeting needs of the community	2	Sometimes meeting needs of the community	Neutral	Meeting needs of the community	4	Sometimes exceeding needs of the community	Very important	Exceeding needs of the community	Total	Weighted Average
Open space, trails, and nature viewing	2	56	1	169	7	107	1	23	4	7	377	2.36
Playgrounds	2	65	1	149	5	117	2	13	4	6	364	2.32
Skate Park	2	21	1	66	9	193	1	24	1	22	340	2.88
Dirt Bike Course	3	63	1	60	9	144	2	15	0	18	315	2.56
Walking trails	2	78	1	146	5	95	2	20	5	10	364	2.3
Disc Golf Course	6	28	1	68	5	165	2	22	1	34	332	2.87
Dog Park	3	62	1	98	8	129	1	11	2	19	334	2.48
Grassy athletic fields (soccer, baseball, football, lacrosse, etc)	2	68	0	87	3	153	3	19	7	12	354	2.53
Paved athletic courts (pickleball, basketball, etc)	1	71	1	107	6	129	3	18	4	10	350	x
Baseball Fields	3	38	0	69	3	177	4	23	5	17	339	2.76
Picnic or seating areas	1	65	0	149	4	107	4	10	6	8	354	2.32
Movies in the Park and Summer Concerts	3	58	0	95	7	147	1	16	3	11	341	2.5
Answered Skipped											384 0	

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Q19. What programs, activities, or facilities have you seen elsewhere that are unavailable in the city? What should be considered a priority for future investment into Stanwood parks? (Write N/A if you have no comments)

Answered 384
Skipped 0

Q20. Please share any additional comments or suggestions on what the city can improve in its parks and recreation system, facilities, and programs. (Write N/A if you have no comments)

Answered 384
Skipped 0

Q21. Would you like to be added to a contact list for future updates on the city's 2024 Parks, Recreation, and Open Space Plan update?

Answer Choices	Response Percent	Responses
No	60.42%	232
Yes (enter email)	39.58%	152
	Answered	384
	Skipped	0

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Appendix D: Public Engagement Survey Written-in Responses

This appendix includes the random sampling of raw responses written in by survey participants.

Adult Suvery:

Q4

Jul 27 2023 06:34 AM Spanish, svenska, and Esperanto
 Jul 26 2023 11:56 PM Tagalog (Filipino) and Spanish.
 Jul 26 2023 04:55 PM Mandarin, Vietnamese, French
 Jun 28 2023 04:44 PM Ukrainian/Russian
 Jul 26 2023 05:36 PM Scottish Gaelic
 Jun 14 2023 06:07 PM Czech
 Jun 14 2023 05:56 PM German

Q11

Jul 31 2023 09:37 AM Accessible bathrooms
 Jul 27 2023 09:28 PM Shaded areas
 Jul 26 2023 08:33 PM Splash pad. Clean bathrooms. Good parking
 Jul 26 2023 04:55 PM electric vehicle (EV) charging station?
 Jul 18 2023 06:28 PM We need more Pickleball Courts please.
 Jun 20 2023 05:50 PM Tennis courts! Pickle ball is fun, but please consider a public tennis facility for Stanwood.
 Jun 28 2023 03:21 PM We need a running trail.
 Jun 27 2023 04:20 PM Biking trails with food/drink stops closely
 Jun 16 2023 11:06 PM BBQs
 Jun 14 2023 07:08 PM Splash pads
 Jun 14 2023 05:34 PM clean plumbed bathrooms
 Jun 14 2023 05:12 PM Inclusive playground for wheelchair
 Jun 14 2023 03:04 PM Indoor sports facility. We have so much rain and cold weather. It would be amazing to have an indoor sports facility with astroturf for baseball practices, football practices, youth wrestling practices etc. Please look at the NW Sports Hub Complex in Centralia as inspiration: <https://www.nwsportshub.com/sportlayouts>
 Jun 14 2023 02:59 PM Splash pad, volleyball/bocce ball

Q12

Jul 30 2023 09:27 AM Pickering Barn in Issaquah is a good example, check it out.
 Jul 26 2023 04:27 PM It would be great to see more community events throughout the yearQ15
 Jul 26 2023 02:59 PM Ultimate frisbee
 Jul 19 2023 01:51 PM Pickleball courts
 Jul 03 2023 11:39 AM Bicycle Trails
 Jul 02 2023 08:24 AM peace and quiet
 Jul 01 2023 10:22 PM Indoor field for sports
 Jun 14 2023 07:18 PM Upgrade the baseball fields!! Heritage park could be incredible to host tournaments!
 Jun 14 2023 07:08 PM Splash pads
 Jun 14 2023 06:11 PM Equestrian
 Jun 14 2023 05:27 PM Spray park
 Jun 14 2023 04:59 PM Biking paths

Q15

Jul 31 2023 09:37 AM In line with ADA, I have mobility issues and some of the parks don't have safe walking paths from parking to play areas.
 Jul 28 2023 08:31 PM Size of amenities, ex: dog park is too small

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Jul 28 2023 09:45 AM Not enough parks. Existing playgrounds are small
 Jul 28 2023 09:12 AM Lack of clean restrooms not porta potties
 Jul 27 2023 09:28 PM Lack of shade at Heritage
 Jul 26 2023 11:56 PM Church Creek parking lot since it has been redone is too close to each other and angled weirdly to where most of the time people that park are not even following the bumpers.
 Jul 26 2023 03:41 PM The park nearest me doesn't have many trees so I usually walk, not hang out
 Jul 15 2023 05:55 AM No swings at some parks, no shaded areas on hot or rainy days,
 Jul 08 2023 05:09 PM Only one pickleball area
 Jun 30 2023 10:42 AM not much of a need for city parks
 Jun 29 2023 02:14 PM Found needles at Church Creek Park while with my toddler.
 Jun 28 2023 04:44 PM Have found a slide broken and visited a few times and it was not repaired. Trash laying around. Could use fresh paint.
 Jun 15 2023 07:30 AM Parks are disconnected from other city features like restaurants, stores, shopping, food
 Jun 15 2023 07:20 AM My kids would love a splash park closer to home

Q16

Jul 31 2023 09:37 AM I would absolutely make parks more disability accessible. Safer paths from parking to play areas, swings where adults can swing with their children. Fences to prevent kids from wandering into parking lots. Better bathrooms (freedom park is especially gross) with changing tables.
 Jul 30 2023 04:19 AM "Access to toilets, handrails "
 Jul 29 2023 09:57 PM "Better safety/security in church creek park. More options for toddlers"
 Jul 29 2023 04:23 PM Signage and publicity
 Jul 28 2023 09:45 AM Larger playgrounds, safe space for young kids on bikes and scooters
 Jul 27 2023 10:19 PM More marked, planned walking trails, updated playground equipment, and more trash cans.
 Jul 27 2023 09:35 PM The playgrounds are so outdated and not usable for kids in wheelchairs or with physical limitations. It's too bad there's no place for these kids to interact with their peers. All the money being put into the parks and kids with physical limitations have nothing to do.
 Jul 26 2023 11:56 PM With all the land at Heritage Park, please please please enlarge the bicycle tracks and create a long, separate dirt bike track with larger mounds for adult electric bikes and kids electric ride on toys. Bathrooms can be bettered with decent mirrors, automatic faucets, soaps, and hand dryers. The sink water doesn't last long enough to rinse off the soap without recontaminating your hands again by pressing the knobs. Please make the bathroom doors open backwards (pull) so you can just use your foot to open the door (pushing, from the inside) instead of holding it. It is so much more sanitary this way. Please have garbage bins in each stall.
 Jul 26 2023 04:33 PM Better lighting in parking areas and upped patrols.
 Jul 26 2023 04:55 PM Installation of EV charging stations.
 Jul 20 2023 08:34 PM Additional pickleball courts
 Jul 18 2023 01:27 PM Organized sports tournaments, increased signage, covered facilities for winter months
 Jul 07 2023 07:13 PM Enhance security measures, better signage and marketing of events at the parks and recreation.
 Jun 28 2023 02:40 PM All age activities, pickle ball, turf fields
 Jun 18 2023 08:11 AM Larger footprint and wildlife corridors. Currently, the park and open space in Stanwood is being overrun by development and required "parks" in each development are worthless for wildlife habitat. If we want to be a "city" see parks land set aside in other regional cities: i.e. Bellingham, Anacortes or even Mount Vernon.
 Jun 16 2023 07:23 PM Splash park, better play areas, shade trees, increased safety at Church Creek, less busy at Kayak Point and Lake Goodwin. Freedom Park is best in Stanwood. Haller splash pad in Stanwood would be amazing for an addition to Heritage park. Bring back fireworks show to Stanwood.

Q17

Jul 31 2023 09:37 AM Bathrooms, walking paths, okay equipment

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Jul 30 2023 04:19 AM Toliets, diet bike course should be larger

Jul 28 2023 08:31 PM The sports facilities are very important to families with children. However, our daughter plays sports that the city does not provide fields for.

Jul 27 2023 09:52 PM Continue with developing park to East of bridge to Camano! Those at Church Creek Park (for bathrooms clean & safe to use).

Jul 27 2023 03:34 PM Bathroom

Jul 26 2023 08:44 PM Open space. Just give me a big field

Jul 26 2023 12:01 PM soccer fields

Jul 23 2023 06:11 PM Ball fields and playgrounds

Jul 20 2023 10:33 PM Pickleball

Jul 18 2023 01:01 PM Heritage Park

Jul 18 2023 12:50 PM Pickleball courts

Jul 02 2023 08:24 AM access to water and views and quiet nature viewing

Jul 01 2023 10:22 PM Baseball fields

Jun 28 2023 09:54 PM grass fields & baseball/softball fields

Jun 28 2023 09:51 PM Soccer fields, trails and playgrounds

Jun 21 2023 09:51 PM Baseball and soccer fields/bathroom cleanliness.

Jun 21 2023 08:53 PM eritage skate ramps...

Jun 16 2023 07:13 PM Walkway at Heritage

Jun 16 2023 06:22 PM Trashcans/dumpsters - clean bathrooms.

Jun 15 2023 09:02 PM Love the trails in the parks

Jun 15 2023 08:00 PM Disc golf course, baseball fields

Jun 14 2023 09:45 PM All of them should be properly maintained and cleaned

Jun 14 2023 09:44 PM Bathroom

Q19

Jul 31 2023 07:02 AM A large, covered, rentable outdoor space for events with tables and grills (family bbqs, for example). An amphitheater - permanent outdoor concert space; having the summer concerts move around (and on paved areas) makes it confusing and less appealing. Would turn the summer concerts into festivals, which could draw crowds.

Jul 29 2023 09:57 PM "Larger dog park. More options for toddlers on playgrounds"

Jul 28 2023 08:31 PM Access to the water. A complete walking track (ours is partial at best). Swimming. Sports sponsored/run by the city. Kitchen shelters - or multiple shelters to rent for events. A nice farmers market - ours often has as many craft vendors as food vendors. Believe it or not I come for the offerings of farmers and farmers don't want to come to our meager farmers market. If it is still run by a non-profit, please stop relying on non-profits to do the work of the city - they struggle with the ability to draw and maintain volunteers as well as funds.

Jul 27 2023 08:47 PM Splash pad

Jul 26 2023 05:03 PM More open feeling, safe playground area with a fun water park for kids.

Jul 26 2023 03:07 PM Bigger Skateparks and nicely maintained fields with lighting for evening/night games

Jul 22 2023 01:47 PM A dock for fishing on the river.

Jul 20 2023 08:34 PM Pickleball is growing. Covered courts to play in Fall/Winter would be immensely popular.

Jul 20 2023 07:30 PM Access to Water, picnic areas, concerts in the parks

Jul 08 2023 12:09 PM Nice ballfield complex.

Jul 08 2023 10:31 AM Full size basketball courts

Jun 30 2023 01:48 PM Turf fields

Jun 30 2023 10:42 AM turf fields

Jun 27 2023 01:35 PM Safer connections between neighborhoods and parks.

Jun 26 2023 11:07 PM Security

Jun 16 2023 12:51 PM access to the beautiful water views

Jun 16 2023 11:50 AM Have a Parks and Rec Department with classes for all ages. They Y is crowded and people

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are turned away for daytime exercise classes because they're full. The facility is too small to meet the needs of the population.

- Jun 15 2023 08:00 PM Splash park, more playground equipment, better parking, better cared for baseball fields at church creek, better youth soccer fields at heritage park
- Jun 15 2023 07:47 PM Oak harbor has an amazing waterfront Park that even includes a water treatment facility.
- Jun 14 2023 07:51 PM A splash pad would bring so many people to Stanwood! Moms are always on the hunt for splash pads but we have to drive to Everett or Arlington.

Q20

- Jul 29 2023 09:57 PM Clearing out tree coverage in church creek park or increasing security to promote safety after its had such a bad reputation for so long.
- Jul 28 2023 08:31 PM Get a parks and recreation department. Quit doing these surveys every so many years and run a bond or whatever needs done to get a parks department. If there is no department who cares about what is added. Nothing will be maintained if there is no department to maintain it.
- Jul 28 2023 10:02 AM More playgrounds and parks to go to. More fields for sports games.
- Jul 27 2023 08:47 PM Splash pad
- Jul 27 2023 04:58 PM Smooth grounds
- Jul 27 2023 03:34 PM Better parking at church creek
- Jul 26 2023 07:13 PM This is the first town I've ever lived in without a Parks and Rec Department that provides classes and activities. Is there a reason we don't have one and could one be created?
- Jul 26 2023 05:03 PM More open and inviting playground at church creek park. Too dark with trees and feels unsafe and un-inviting for families
- Jul 18 2023 02:35 PM Due to the weather in spring, fall and winter, pickleball players have to drive to Mount Vernon to play. The city needs to build covered pickleball courts!!
- Jul 18 2023 01:27 PM Incorporate off leash areas in dog park designs. Plan for covered courts in any future pickleball facilities that includes electrical and water access.
- Jun 30 2023 10:42 AM spend more time and energy on crime, graffiti, and the wandering crack heads we are being invaded by. Dont build nicer parks for them to ruin
- Jun 30 2023 06:58 AM Create more parks
- Jun 29 2023 09:42 AM Turf fields, lights at facilities, the baseball fields have been improved but the dirt surfaces are hard like concrete. The grass play field at heritage at times cannot be used at peak times due to maintenance or other restrictions.
- Jun 21 2023 05:36 PM City parks fall short of representing of the area's beauty and family-friendly ideals. There are no parks worthy of taking out-of-town visitors to, or saying "it's a nice day, let's take the kids to the park
- Jun 16 2023 09:30 PM We need far better sports fields access to promote healthy lifestyles for the youth in our community.
- Jun 16 2023 08:40 PM Activities that are not targeted at little kid football players. My kids hate going places if these foot ball kids are there. The bullying is ridiculous. They are in elementary school so I'd hate to see what it's like when they get older. Have more programs for kids interested in stem
- Jun 14 2023 08:08 PM Youth programs something other than the y for before and Afterschool care. Summer and school break camps.
- Jun 14 2023 08:08 PM We need a public pool and at the very least a splash pad for kids

Youth Survey

Q3

- Jul 26 2023 09:52 AM Just the skate park in particular

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Jul 07 2023 06:58 PM make new friends. but sometimes that is hard because not that many people go to the park near my house, the Church Creek park because usually a lot of teenagers are there vaping and climbing on the roofs above the park benches. Parents don't want their kids around vaping teens who are doing things that they shouldn't be doing. I already hear my parents saying be careful when at the park.

Jun 21 2023 08:15 PM Using softball fields

Jun 21 2023 06:07 PM glass quest

Jun 18 2023 10:08 AM Bike riding

Jun 15 2023 12:25 AM Swings specifically

Jun 14 2023 05:38 PM chalk art

Jun 14 2023 03:57 PM Bars or swings

Q4

Jun 18 2023 10:08 AM Shopping

Jun 15 2023 12:25 AM Legos

Jun 14 2023 08:11 PM Splash park

Jun 14 2023 05:38 PM there isn't much to do in Stanwood

Jun 14 2023 03:57 PM Meeting with friends

Q5

Jul 26 2023 09:52 AM Needs garbage can

Jul 07 2023 06:58 PM At the Church Creek park, there are a lot of teens there vaping and it is to dark there.

Jun 30 2023 01:43 PM Fields are filled with pot holes and uncared for grass

Jun 28 2023 07:03 PM Soccer fields have lots of holes to trip in

Jun 21 2023 08:15 PM Ball fields have terrible drainage and are not kept up well

Jun 21 2023 06:07 PM empty hand sanitizer stations

Jun 19 2023 08:01 PM I don't have enough info about the parks

Jun 16 2023 11:09 PM Need bathrooms

Jun 16 2023 06:10 PM Skatepark is small and doesn't allow for flow and creativity

Jun 15 2023 09:14 PM Bathrooms filthy

Jun 15 2023 07:21 PM Not safe to walk or ride my bike to Church Creek Park, and lots of ants crawling around

Jun 15 2023 06:57 PM Bathroom at church creek is not well-maintained

Jun 15 2023 12:25 AM There have been slippery things on the skatepark, I fell walking across it. Hills and certain areas sometimes have bullies

Jun 14 2023 10:22 PM to many teen usings bad words

Jun 14 2023 09:20 PM Need more variety of play ground, obstacles, shaded area

Q7

Jul 27 2023 04:48 PM "More swings, tetter tootter"

Jul 27 2023 07:36 AM Expand the bike pump track.

Jul 27 2023 12:56 AM Water park and more toys. Bike track for kids

Jul 26 2023 11:25 PM I really wish for a plash pad for the summer and a huge dirt bike and Power Wheels track for me and my friends to play in. We also need a basketball court with different hoop heights so we can start young.

Jul 26 2023 02:28 PM Bigger playgrounds

Jul 26 2023 12:52 PM Water fountains especially at heritage, i skateboard all the time there and have to go all the way to Starbucks to get water because the one at the baseball field doesn't work or is never on.

Jul 26 2023 09:52 AM Trash cans, an actually working seesaw, more playground

Jul 08 2023 02:50 PM Courts and playgrounds

Jul 07 2023 06:58 PM swings, monkey bars, fire poles, round a bouts (safer versions please)

Jul 07 2023 06:18 PM Nicer ball fields

Jun 14 2023 05:38 PM I have autism and want friends and things to do with them

Jun 14 2023 04:36 PM Playground equipment to play on. Picnic tables close to equipment. More parks

Jun 14 2023 03:57 PM Splash pads or a pool!

Parks, Recreation and Open Space Plan

Jun 14 2023 03:40 PM Bigger slide less dog poop
 Jun 14 2023 03:34 PM More bigger playgrounds!
 Jun 14 2023 03:19 PM Disability Inclusive park
Q8
 Jul 27 2023 04:48 PM More places to sit and have picnic. Lighting
 Jul 27 2023 07:36 AM More things to do
 Jul 27 2023 12:56 AM Another nice park closer to Frank waters road downtown is far
 Jul 26 2023 11:25 PM More benches with shade to sit in will be good. There are not enough bike trails in Heritage Park.
 Jul 26 2023 02:28 PM Bigger playgrounds
 Jul 26 2023 12:52 PM I think what you are doing is great, seriously considering what the people that use them have to say is great.
 Jul 26 2023 09:52 AM More playgrounds, more community artwork
 Jun 23 2023 02:29 PM Better playground options, more sports options (VOLLEYBALL NET/SOCCER GOALS/PICKLEBALL COURTS)
 Jun 22 2023 01:14 PM Turn the Heritage ballfields into turf like the HS and please put in lights because its hard to see the ball at night
 Jun 21 2023 08:15 PM Add a softball fields since we have to share it with boy's baseball too!
 Jun 21 2023 06:07 PM bigger playground, more nature, picnic tables and spots to hang out or have a birthday part, closer so I can ride my bike, little store (concession stand), bathrooms that are not gross
 Jun 14 2023 08:05 PM Cleaner and less mean high schoolers.
 Jun 14 2023 07:55 PM Multiple fenced basketball courts
 Jun 14 2023 07:39 PM Clean them, we don't like playing on dirty toys
 Jun 14 2023 04:36 PM Have more of them. Tahallah in Bonney Lake has some amazing neighborhood parks.
 Jun 14 2023 03:57 PM Install a pool or splash pad
 Jun 14 2023 03:40 PM Bathrooms and better

Appendix E: Capital Improvement Plan

6 Year Plan
2023 - 2028

PARK IMPROVEMENTS

Project Name	Priority / Project ID	Project Location	Project Type	Scope	2023	2024	2025	2026	2027	2028	2029	Total
Cover Dugouts/ Foul Netting	I-1	Heritage Park	Improvements	Add netting to the baseball fields to prevent injury or damage from Foul Balls. Covering Dugouts to protect athletes from weather	\$55,000							\$55,000
Skate Park Expansion		Heritage Park		Adding more features to skate park to expand capacity and options	\$175,000							\$175,000
Improve Soccer Fields		Heritage Park		Adding soccer-specific amenities to the currently unimproved field	\$10,000							\$10,000
Large Dog Park		Heritage Park		Construction of the designed larger off-leash area.	\$75,000							\$50,000
Restroom Plumbing Upgrade		Heritage Park		Renovating restroom plumbing to bring to the standard level.	\$10,000							\$10,000
Field #3 Irrigation		Heritage Park		Adding automatic irrigation to the existing baseball field to reduce long-term maintenance costs.	\$40,000							\$40,000
Drainage Pumps		Heritage Park		Installing automatic pumps to address drainage issues in the baseball fields	\$35,000							\$50,000
Loop Trail		Heritage Park		Fully developing the planned trail		\$385,000						\$550,000
Gateway/ Wayfinding Signage		Heritage Park		Adding signage to trails to improve placemaking		\$15,000						\$15,000
Park Entry Drive		Heritage Park		Adding vehicle circulation to facilitate drop-offs. Circular landscaping will be added to			\$100,000					\$100,000

				improve the site aesthetically								
Park Entry Drive		Heritage Park		Adding vehicle circulation to facilitate drop-offs. Circular landscaping will be added to improve the site aesthetically			\$100,000					\$100,000
Pump Track Upgrade		Heritage Park		Improving the Pump Track with asphalt pavement			\$350,000					\$350,000
Pickleball Courts		Heritage Park		Adding the 3rd and 4th planned pickleball courts			\$100,000					\$100,000
Restroom Renovation		Heritage Park		Renovating the Silo Restroom to improve user experience			\$75,000					\$75,000
New Baseball Field		Heritage Park		Fully developing the fourth Baseball field, including bleachers, backstop, fence, drainage, and irrigation.				\$1,500,000				\$1,500,000
Concession Stands		Heritage Park		Adding concession stands and restrooms for community use at sports events			\$1,000,000					\$1,000,000
Josephine Property		Heritage Park		Designing the site directly to the southwest of the park.				\$400,000				\$400,000
Covered Storage		Heritage Park		Adding a permanent covered storage facility for the city.				\$100,000				\$100,000
Additional Soccer Field (3)		Heritage Park							\$350,000			\$350,000
Additional Parking Lot		Heritage Park								\$350,000		\$350,000
Pickleball Courts		Heritage Park							\$125,000			\$125,000
Windbreak Landscaping		Heritage Park								\$50,000		\$50,000
Site Furniture (benches, trash cans)		Heritage Park									\$50,000	\$50,000
Baseball Lighting/ Scoreboard		Heritage Park									\$375,000	\$375,000
Add Crosswalk to High School		Church Creek Park		Improve pedestrian connectivity by creating crosswalk from high	\$35,000							\$35,000

				school to Church Creek								
Gateway/ Wayfinding Signage		Church Creek Park		Adding signage to trails to improve placemaking		\$15,000						\$15,000
Continued Tree Management		Church Creek Park		Maintaining tree canopy for ecological and social benefits	\$75,000	\$35,000						\$110,000
Loop Trail(s) with Viewpoint		Church Creek Park		Extending loop trail through the park along with improving viewpoint access	\$45,000	\$200,000						\$245,000
Critical Areas Study		Church Creek Park		Understanding the critical areas within the park	\$15,000							\$15,000
Picnic Shelter Roof		Church Creek Park		Replacing the picnic shelter roof to improve park user experience	\$30,000							\$30,000
Complete disc golf course		Church Creek Park									\$50,000	\$50,000
Improve park host area		Church Creek Park									\$75,000	\$75,000
Improve park trails		Church Creek Park							\$300,000			\$300,000
New NW park entrance (including signage)		Church Creek Park								\$145,000		\$145,000
Creek view points		Church Creek Park								\$65,000		\$65,000
Park edge plantings		Church Creek Park							\$40,000			\$40,000
Create forest glade recreation area		Church Creek Park									\$35,000	\$35,000
Forest picnic area		Church Creek Park									\$50,000	\$50,000
Safety Measures Clean-up		Ovenell Park		Making the site safe for the public per WCIA insurance assessment			\$65,000					\$65,000
Entry, parking, Temporary Restroom, Lighting		Ovenell Park		Developing common park elements, including the necessary utilities, to accommodate public			\$225,000					\$225,000

				use.								
Gateway Signage		Ovenell Park		Developing an inviting entryway for the park.			\$10,000					\$10,000
Park Construction		Hamilton Park		Developing this city owned and currently undeveloped park into a more usable space for the community	\$1,000,000							\$1,000,000
Trail Design		Port Susan Trail		Creating a phased design for the trail to circumnavigate the older half of the city	\$160,000							\$160,000
Trail Construction		Port Susan Trail		Construction of further phases of the designed trail- proposed increase. Current total budget is 1,333,000		\$1,500,000						\$1,500,000

20 Year Plan

PARK IMPROVEMENTS

Project Type	Project ID	Project Name	Project Location	Description
Improvements	I-1	Cover Dugouts/ Foul Netting	Heritage Park	Add netting to the baseball fields to prevent injury or damage from Foul Balls. Covering Dugouts to protect athletes from weather.
	I-2	Improve Soccer Fields	Heritage Park	Adding soccer-specific amenities to the currently unimproved field.
	I-3	Gateway/ Wayfinding Signage	Heritage Park	Adding signage to trails to improve placemaking, signs to direct traffic to park at Stanwood Middle School when overcrowded.
	I-4	Concession Stands	Heritage Park	Adding concession stands and restrooms for community use at sports events.
	I-5	Covered Storage	Heritage Park	Adding a permanent covered storage facility for the city.
	I-6	Site Furniture (benches, trash	Heritage Park	More benches.

	cans)		
I-7	Picnic Shelter/Group Area	Heritage Park	
I-8	Existing Playground Improvements	Heritage Park	
I-9	Trail System Connections	Heritage Park	
I-10	Reforestation/ Wetland buffer	Heritage Park	
I-10 I-11	Reforestation/ Wetland buffer Gateway/Wayfinding Signage	Heritage Park Church Creek Park	Adding signage to trails to improve placemaking.
I-11 I-12	Gateway/Wayfinding Signage Critical Areas Study	Church Creek Park Church Creek Park	Adding signage to trails to improve placemaking. Understanding the critical areas within the park.
I-13	Picnic Shelter Roof	Church Creek Park	Replacing the picnic shelter roof to improve park user experience.
I-14	Improve trails/paths in NW park	Church Creek Park	
I-15	Improve Park Host Area	Church Creek Park	
I-16	Park Edge Planting	Church Creek Park	
I-17	Renovate Baseball Field	Church Creek Park	
I-18	Frog Pond Restoration	Church Creek Park	
I-19	Wetland enhancements and mitigation plantings	Church Creek Park	
I-20	Safety Measures Clean-up	Ovenell Park	Making the site safe for the public per WCIA insurance assessment.
I-21	Gateway Signage	Ovenell Park	Developing an inviting entryway for the park.
I-22	Art Installation in Parks		
I-23	Interpretative Signs		
EX-1	Skate Park Expansion	Heritage Park	Adding more features to skate park to expand capacity and options.

Expansions

EX-2	Large Dog Park	Heritage Park	Construction of the designed larger off-leash area.
EX-3	Loop Trail	Heritage Park	Fully developing the planned trail.
EX-4	Pump Track Upgrade	Heritage Park	Improving the Pump Track with asphalt pavement.
EX-5	Pickleball Court	Heritage Park	Adding the 3rd and 4th planned pickleball courts.
EX-6	Josephine Property	Heritage Park	Designing the site directly to the southwest of the park.
EX-7	Additional Soccer Field (#3)	Heritage Park	
EX-8	Additional Parking Lot	Heritage Park	
EX-9	Pickleball Courts	Heritage Park	
EX-10	Picnic Shelter/ Restroom #3	Heritage Park	
EX-11	Viewing Mound/ Labyrinth	Heritage Park	
EX-12	Gathering Meadow	Heritage Park	
EX-13	Open Meadow/Landscaping	Heritage Park	
EX-14	Basketball Courts	Heritage Park	
EX-15	Additional Playground	Heritage Park	
EX-16	Wetland Viewpoints	Heritage Park	
EX-17	Viewing Mound #1	Heritage Park	
EX-18	Viewing Mound #2	Heritage Park	
EX-19	RV Parking	Heritage Park	
EX-20	Zipline	Heritage Park	
EX-21	Bull Pen	Heritage Park	

Infrastructure	EX-22	Batting Cage	Heritage Park	
	EX-23	Loop Trails with Viewpoints	Church Creek Park	
	EX-24	Loop trail around NE wetland	Church Creek Park	Extending loop trail through the park along with improving viewpoint access.
	EX-25	Complete disc golf course	Church Creek Park	
	EX-26	New picnic shelter/plaza space	Church Creek Park	
	EX-27	Creek view points	Church Creek Park	
	EX-28	Create forest glade recreation area	Church Creek Park	
	EX-29	Forest picnic area	Church Creek Park	
	EX-30	Outdoor classroom and environmental education area	Church Creek Park	
	EX-31	Park Construction	Hamilton Park	
	EX-32	Trail Design	Stanwood Port Susan Trail	
	EX-33	Trail Construction	Stanwood Port Susan Trail	
	EX-34	Covered Sport Courts		
	EX-35	Amphitheater/ permanent stage area		
	EX-36	Splash Pad / Playable Water Feature		
	EX-37	Community garden		
	EX-38	Turf Fields		
	IN-1	Restroom Plumbing Upgrade	Heritage Park	Renovating restroom plumbing to bring to the standard level.
	IN-2	Field #3 Irrigation	Heritage Park	Adding automatic irrigation to the existing baseball field to reduce long-term maintenance costs.

IN-3	Drainage Pumps	Heritage Park	Installing automatic pumps to address drainage issues in the baseball fields.
IN-4	Park Entry Drive	Heritage Park	Adding vehicle circulation to facilitate drop-offs. Circular landscaping will be added to improve the site aesthetically.
IN-5	Restroom Renovation	Heritage Park	Renovating the Silo Restroom to improve user experience.
IN-6	Windbreak Landscaping	Heritage Park	
IN-7	Baseball Lighting/ Scoreboard	Heritage Park	
IN-8	Skatepark Lighting	Heritage Park	
IN-9	Soccer Field Lighting	Heritage Park	
IN-10	Pickleball/Basketball Lighting	Heritage Park	
IN-11	Add Crosswalk to High School	Church Creek Park	
IN-12	New NW park entrance (including signage)	Church Creek Park	Improve pedestrian connectivity by creating crosswalk from high school to Church Creek.
IN-13	Entry, Parking, Temporary Restroom, Lighting	Ovenell Park	
IN-14	Heritage Park Trail Connections	92nd Ave north of 272nd St	Developing common park elements, including the necessary utilities, to accommodate public use.
IN-15	Electric Vehicle Charging Stations		Heritage Park trail abruptly transitions from grass to concrete and ends at 92nd Ave with nowhere to go.
IN-16	ADA Accessibility		
IN-17	Parking Lot Lighting		

Appendix F: Adoption Resolution

Appendix G: SEPA Determination and Checklist



City of Stanwood
10220 270th Street NW
Stanwood, Washington 98292

NOTICE OF PARKS, RECREATION, AND OPEN SPACE PLAN ADOPTION PROCESS & STATE ENVIRONMENTAL POLICY ACT NOTICE OF DETERMINATION OF NONSIGNIFICANCE

The City of Stanwood has initiated an update to the City's 2024 Parks, Recreation, and Open Space Plan (PROS Plan) in accordance with the Washington State Recreation and Conservation Office guidelines.

File Number:	24-0003
Proposal name:	Stanwood 2024 Parks, Recreation, and Open Space Plan
Applicant:	City of Stanwood
Lead Agency:	City of Stanwood
Project Location:	10220 270 th Street NW, Stanwood, WA 98292
Tax Parcel Numbers:	All lands within the City of Stanwood city limits
Date of Notice:	January 23, 2024
Written comment deadline:	Wednesday, February 7, 2024 at 4:30 pm

Project Description: The City of Stanwood has issued a Notice of Application and SEPA Notice of Determination of Non-Significance (DNS) for the non-project action of adopting the City-initiated 2024 Parks, Recreation, and Open Space Plan (PROS Plan). The PROS Plan is a functional 20-year plan that provides goals, policies, and funding strategies in addition to providing an implementation guide for the City's resources to operate and maintain existing facilities as well as provide new facilities that increase Stanwood's park's performance and meet the future parks and recreation needs of the area's growing population. The last update to the PROS Plan was adopted in June of 2015. The 2024 PROS Plan makes major changes that align with the Comprehensive Plan growth projections established by Snohomish County and current Washington State Recreation and Conservation Office (RCO) guidance.

Project Location: All lands within the City of Stanwood city limits

Existing Environmental Documents: Environmental checklist (01/2024)

Preliminary Determination of Consistency: At a minimum, this project will be subject to the following plans and regulations: Stanwood Comprehensive Plan; Stanwood Municipal Code; Stanwood Street and Utility Standards, Department of Ecology Stormwater Manual.

SEPA Threshold Determination: The lead agency for this proposal has determined that this project does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the City of Stanwood. This information is available to the public on request.

Comment Period: This DNS is issued under WAC 197-11-340(2); the lead agency will not act on this proposal for 14 days from the date issued. Any person may comment on this determination by writing to the mailing or email address below. Comments must be submitted by **4:30 PM on Wednesday, February 7, 2024**. Please reference file number 24-0003.

Appeals: You may appeal this threshold determination in writing by addressing the criteria outlined in SMC 17.80.390 and sending it to the lead agency at the address below. Appeals must be submitted by 4:30 PM on **Wednesday, February 7, 2024**. Appeals must provide specific reasons for the appeal and be accompanied by a \$500.00 non-refundable filing fee.

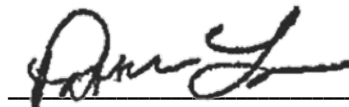
How to become a party of record: You may become a party of record by submitting written comments, including a (USPS) mailing address, to the City of Stanwood Community Development at the address listed below. E-mailed comments must include a return (USPS) mailing address in order for the sender to be considered a party of record. Questions about this proposal, requests to receive future notices of the decision, once made, and/or appeal procedures should be directed to the contact person listed below. The application and complete case file are available for review at the City of Stanwood Community Development Department.

Documents available at: City of Stanwood Community Development Department or www.stanwoodwa.org under Public Notice

Responsible Official: Patricia Love, Community Development Director

Contact Person: Tansy Schroeder, Planner, (360) 454-5211;
tansy.schroeder@stanwoodwa.org
City of Stanwood, 10220 270th St. NW, Stanwood, WA 98292

Signature:



Patricia Love, Community Development Director

Published: January 23, 2024



City of Stanwood, WA
10220 – 270th Street
Stanwood, WA 98292
www.stanwoodwa.org

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies:

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals:

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

SEPA File Number: 230141**A. Background** [\[HELP\]](#)**1. Name of proposed project, if applicable:**

City of Stanwood 2024 Parks, Recreation, and Open Space Plan Update ("2024 PROS Plan")

2. Name of applicant:

City of Stanwood
Community Development Department
10220-260th Street
Stanwood, WA 98292

3. Address and phone number of applicant and contact person:

Patricia Love
Community Development Director
City of Stanwood
10220 – 270th Street
Stanwood, WA 98292
Phone: 360-454-5206
Email: Patricia.Love@ci.stanwood.wa.us

4. Date checklist prepared: January 2024**5. Agency requesting checklist:** City of Stanwood, Community Development Department**6. Proposed timing or schedule (including phasing, if applicable):**

Final action on the proposed plan is anticipated to occur by April 15, 2024. The 2024 PROS Plan will go to the Parks and Trails Advisory Committee on February 20, 2024 for a recommendation to City Council. City Council will review the plan for adoption in March 2024.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

Periodic updates of the PROS Plan are required and considered by the City on an as needed basis. Specific development proposals that occur in the future will be subject to project-specific SEPA review. The City is also working on updating the Stanwood Municipal Code which will reflect the vision and guidance of the Comprehensive Plan and PROS Plan.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

1. Stanwood Parks and Trails Phase II Final Report, November 2017
2. Determination of Non-Significant for the City of Stanwood Parks, Recreation and Open Space

(PROS) Plan, January 2018

3. 2018 Parks, Recreation and Open Space (PROS) Plan adopted by Resolution 2018-03, February 2018
4. State Environmental Policy Act (SEPA) checklist review, and threshold determination for non-project actions

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

None currently known. At any given time there are land use and building permit applications in review for development projects throughout the city. Also, the City is actively working on making updates to the Stanwood Municipal Code and the 2024 Comprehensive Plan. Any development applications currently under review by the City will be reviewed against the policies and regulations.

10. List any government approvals or permits that will be needed for your proposal, if known.

The proposed 2024 PROS Plan Update is subject to the following governmental approvals:

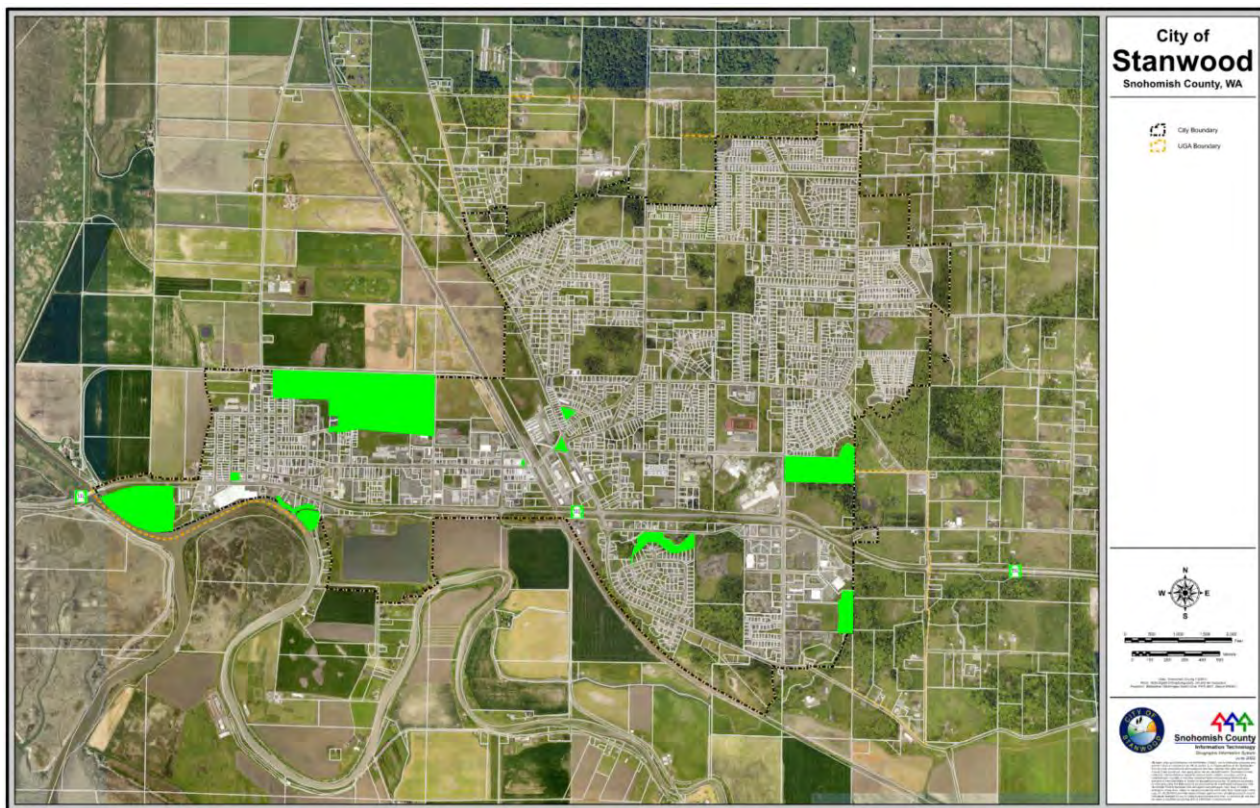
- State Environmental Policy Act (SEPA) review and threshold determination for non-project actions
- Adoption by Stanwood City Council
- Plan Certification by Recreation and Conservation Office (RCO)

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

The 2024 PROS Plan Periodic Update is intended to update the Parks, Recreation and Open Space Plan to correct inconsistencies, eliminate outdated information and include language to reflect recent planning efforts regarding parks, trails and open space in the city of Stanwood. Additional information regarding regional park planning and benefits of park planning have been added to the plan. Park goals and policies have been updated to reflect the vision of the community. Park classifications have been updated to reflect the park classifications used by the City. Park inventories have been updated to reflect new facilities and improvements since the 2018 update.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

The proposed 2024 PROS Plan Update would apply citywide. Locations of specific park and open space properties are shown below.



B. Environmental Elements [\[HELP\]](#)

1. Earth [\[help\]](#)

a. General description of the site:

(circle one): Flat, rolling, hilly, steep slopes, mountainous, other _____

The Stanwood area fluctuates between flat areas in the flood plain and the hills to the east of the City. Flat areas are typically four to five feet above mean sea level. Slopes in the City of Stanwood vary throughout the city ranging from 0-100%.

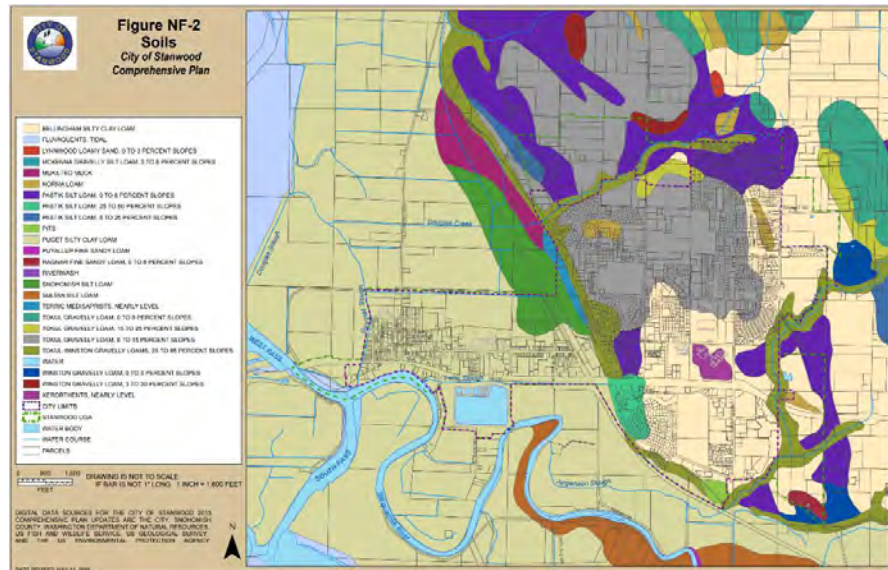
b. What is the steepest slope on the site (approximate percent slope)?

During the advance and retreat of the glaciers, various layers of soils were deposited throughout the region. Subsequent erosional actions created several “step benches” in the Stanwood area. These “benches” are characterized by escarpments with slopes that are often greater than 25 percent. An escarpment that generally parallels the Burlington Northern railroad separates the Stillaguamish (and Skagit) floodplain from one such “bench.” Slopes were classified as slight (0%-15%), moderate (15%-25%), and steep (greater than 25%). The majority of slopes within the city limits are between 0% to 15%. There are some areas of the city where slopes are greater than 25%. The 2024 PROS Plan is a non-project action that would not have any direct impacts on critical area steep slopes.

- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

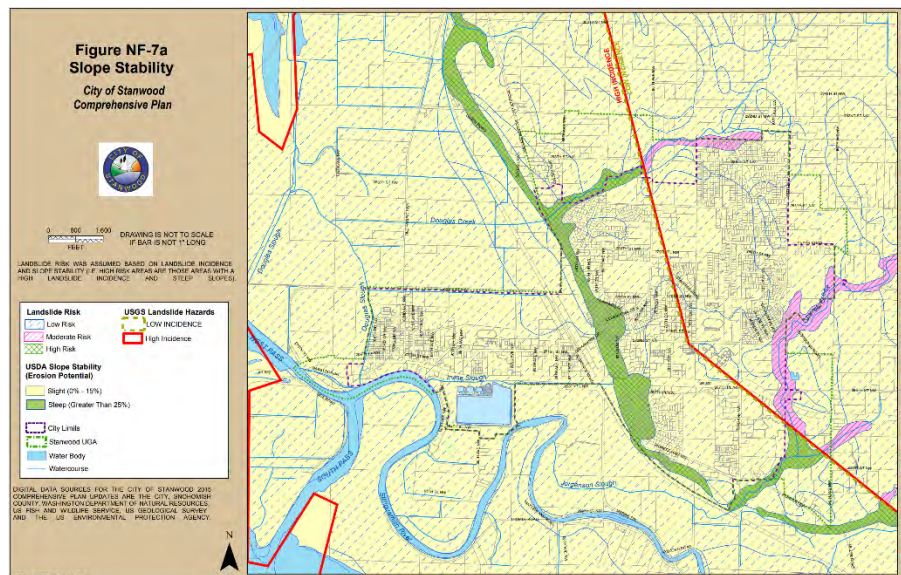
There are several soil types across the City of Stanwood. According to the US Department of Agriculture's Natural Resources Conservation Service Soil Maps, the most predominate soil types are Puget Silty Clay Loam, Bellingham Silty Clay Loam, and Tokul Gravelly Loam. Other less predominate soil types present include Pastik Silt Loam, Snohomish Silt Loam, Tokul-Winston Gravelly Loam, Mckenna Gravelly Silt Loam, Norma Loam, and Ragnar Fine Sandy Loam.

This soil is very acidic and very productive for grasses, berries, vegetable and vegetable seed crops. Surface water runoff is slow and the soil has slow internal drainage, making it unsuitable for septic drainfield systems. Winter water tables are usually high. The 2024 PROS Plan is a non-project action that would not have any direct impacts on soils.



- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

According to the Washington Geologic Information Portal, accessed via the Washington State Department of Natural Resources website, the majority of the city is identified as having low landslide risk with minor areas having moderate to high landslide risk. Western Stanwood has a high risk of lahar and eastern Stanwood has very low to low risk. The soils which comprise the steep slopes are Everett and Tokul gravelly sandy loams and are highly erodible. Steep slopes, coupled with certain soils, indicate potential areas of landslides. The 2024 PROS Plan is a non-project action that would not have any direct impacts on unstable soils.



- e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.**

This is a non-project action. There is no filling, excavation, or grading proposed related to the adoption of the 2024 PROS Plan. Future projects involving fill and/or grading will be evaluated by the policies and regulations adopted in the Stanwood Municipal Code (SMC).

- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.**

Erosion will not occur because there is no clearing, grading, or construction proposed.

- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?**

Not Applicable – there will be no change in the amount of impervious surfaces as there is no construction proposed. Additionally, the 2024 PROS Plan does not propose any changes be made to maximum amount of building coverage, hard surfaces coverage, or impervious surface coverage anywhere in the city. Total impervious surface areas of subsequent and future development will vary based on the underlying zoning designation.

- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:**

None needed at this time. Future development proposals must adhere to adopted erosion control standards as well as provisions to protect critical areas, which include geologically hazardous areas.

2. Air [\[help\]](#)

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.**

There will be no emissions to the air as a result of adopting the 2024 PROS Plan. The 2024 PROS Plan is a non-project action and will not directly affect air quality or change the amount and type of emission than allowed by the existing code.

- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.**

The 2024 PROS Plan is a non-project action that would not be impacted or affected by off-site emissions. There are none known off-site sources of emissions other than standard urban emissions generated from streets and regional highways.

- c. Proposed measures to reduce or control emissions or other impacts to air, if any:**

None. The 2024 PROS Plan is a non-project action that would not have any direct impacts on emissions. Future developments will be required to use Best Management Practices which typically includes turning off idling equipment or hauling trucks waiting to queue for either loading or unloading of material, keeping all large equipment in good working

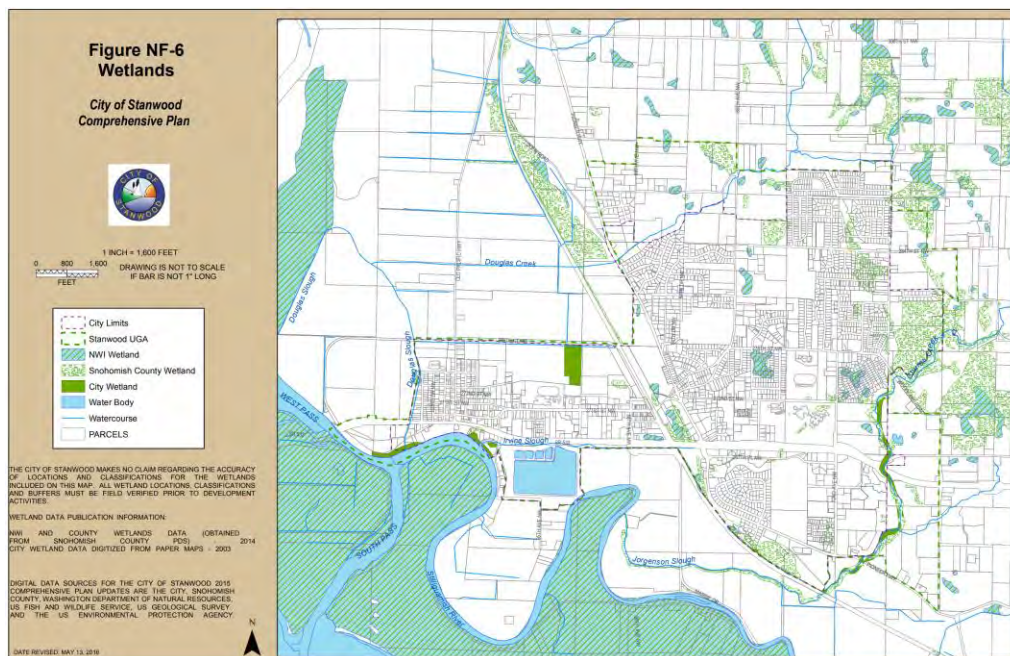
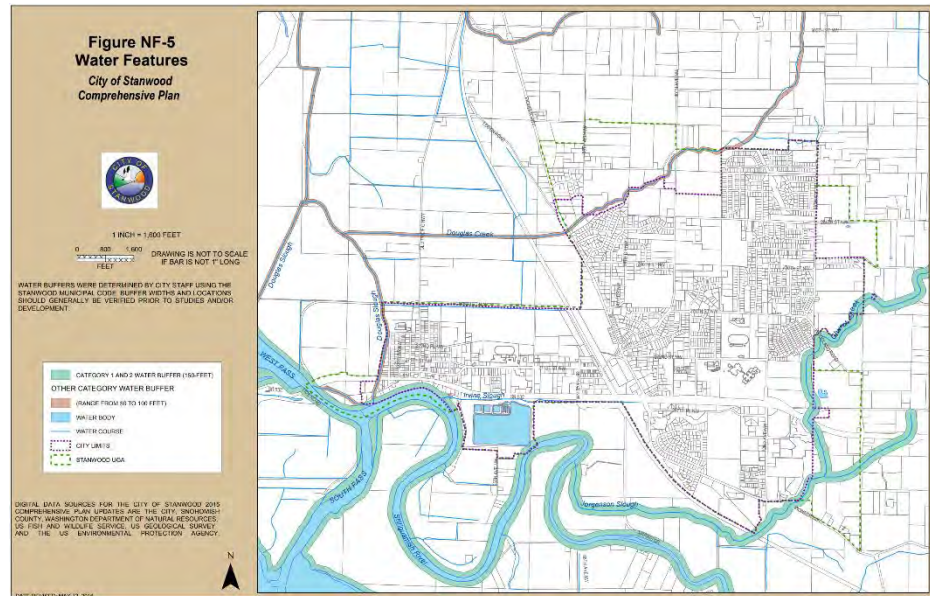
condition, wheel washing, street cleaning, and de-watering storm runoff, and adhering to a spill prevention plan.

3. [Water](#) [\[help\]](#)

a. [Surface Water:](#) [\[help\]](#)

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

Throughout the city, there are surface waters in the form of streams and wetlands. The 2024 PROS Plan is a non-project action that would not have any direct impacts on surface water bodies. Future development proposals must adhere to adopted critical area and shoreline regulations as applicable.



2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

No – adoption of the 2024 PROS Plan will not require any work over, in, or adjacent to water sources.

3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

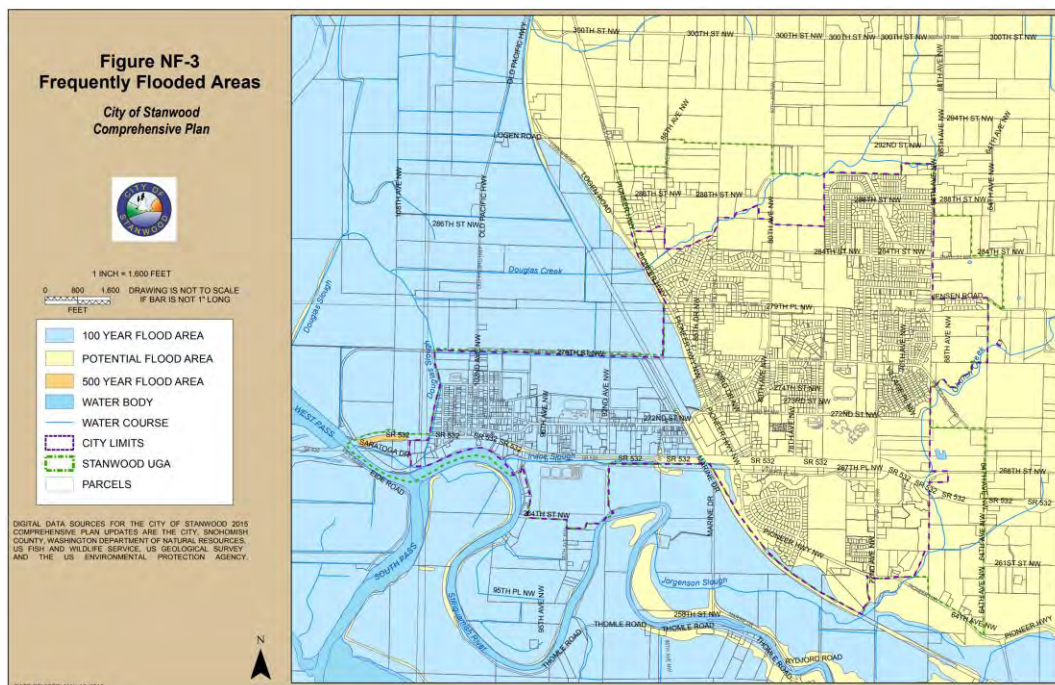
None – there is no dredging or construction occurring as a result of adopting the 2024 PROS Plan.

4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

No – adoption of the 2024 PROS Plan will not require surface water withdrawals or diversions.

5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

Portions of the city are designated as 100-year floodplain. The 2024 PROS Plan is a non-project action that would not have any direct impacts on the 100-year floodplain.



6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

No, adoption of the 2024 PROS Plan will not involve any discharges of waste materials to surface waters.

b. Ground Water: [help](#)

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.**

No – groundwater will not be withdrawn for any purpose as a result of adopting the 2024 PROS Plan. Subsequent residential, commercial, and industrial development is not expected to affect ground water since the supply of potable water will be provided by the City of Stanwood Water Department.

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.**

None. The 2024 PROS Plan is a non-project action that would not have any direct impacts on discharge of waste material into ground. The majority of the City is on public water and sewer. Properties subject to redevelopment or development are either currently being serviced by public services or will be required to connect to public water and sewer prior to acceptance or occupancy of their proposed development.

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.**

N/A. The project is a non-project action. Stormwater runoff from rooftops and impervious surfaces is tightlined and collected in the City's storm water system. Subsequent development will be required to control storm water release rates to pre-development conditions, in accordance with the Department of Ecology's stormwater standards, as a condition of permit approval.

- 2) Could waste materials enter ground or surface waters? If so, generally describe.**

Not with this project as it is a non-project action. Subsequent development will be required to comply with the policies and regulations of the Stanwood Utility Standards for size, capacity, and connection to the City's stormwater system.

- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.**

Not with this project as it is a non-project action. Subsequent development will be required to comply with the policies and regulations of the Stanwood Utility Standards for stormwater management which requires that drainage should follow the natural drainage pattern per the Department of Ecology stormwater standards.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

N/A. The project is a non-project action. During subsequent development, all improvements to the stormwater system shall meet the requirements of the Department of Ecology Stormwater standards. Temporary erosion control measures will be required to control runoff, including use of silt fences, straw bales across drainage ways, placement of riprap, construction of temporary siltation/holding ponds, and use of oil/water separators. The limits of clearing and grading will be posted prior to any site disturbance.

4. Plants [\[help\]](#)

a. Check the types of vegetation found on the site:

- ☒ **deciduous tree: alder, maple, aspen, other**
- ☒ **evergreen tree: fir, cedar, pine, other**
- ☒ **shrubs**
- ☒ **grass**
- ☒ **pasture**
- ☒ **crop or grain** (generally personal or small scale gardens)
- ☒ **orchards, vineyards, or other permanent crops** (generally personal or small scale gardens)
- ☒ **wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other**
- ☒ **water plants: water lily, eelgrass, milfoil, other**
- ☒ **other types of vegetation**

Portions of the City may contain different types of vegetation consistent with a suburban community

b. What kind and amount of vegetation will be removed or altered?

None at this time – the 2024 PROS Plan is a non-project action that would not have any direct impacts on the removal or alternation of vegetation.

c. List threatened and endangered species known to be on or near the site.

The proposed non-project action does not include any construction or development that would impact any listed threatened or endangered species. Potential impacts of future regulatory changes will be addressed through additional non-project environmental reviews. Potential impacts of future developments will be addressed through regulations and/or project specific environmental review.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

None at this time as the project is a non-project action. Subsequent development will include, where applicable, installation of landscaping, and the designation of site sensitive buffers, open space tracts, native growth protection areas, and protection of critical areas pursuant to the Stanwood Municipal Code.

e. **List all noxious weeds and invasive species known to be on or near the site.**

Noxious weeds known to be present in Stanwood include Himalayan blackberry, hedge bindweed, and reed canarygrass. The 2024 PROS Plan is a non-project action that would not have any direct impacts on noxious weeds or invasive species.

5. Animals [\[help\]](#)

a. **List any birds and other animals which have been observed on or near the site or are known to be on or near the site.**

Examples include:

birds: hawk, heron, eagle, songbirds, **other:**

mammals: deer, bear, elk, beaver, **other:**

fish: bass, salmon, trout, herring, shellfish, **other** _____

Portions of the City may contain different species of animals consistent with a suburban community. Animals that have been observed in Stanwood include hawks, herons, eagles, songbirds, shorebirds, deer, beavers, rodents, salmon, and trout. The 2024 PROS Plan is a non-project action that would not have any direct impacts on animals.

b. **List any threatened and endangered species known to be on or near the site.**

The City of Stanwood does not have a comprehensive list of all threatened or endangered species within the city. According to USFWS and NMFS, species that are considered threatened or endangered within Snohomish County, which may or may not be found in Stanwood, include:

- Oregon spotted frog (*Rana pretiosa*)
- Brown pelican (*Pelecanus occidentalis*)
- Yellow-billed Cuckoo (*Coccyzus americanus*)
- Northern spotted owl (*Strix occidentalis caurina*)
- Marbled murrelet (*Brachyramphus marmoratus*)
- Bull Trout (*Salvelinus confluentus*)
- Dolly Varden (*Salvelinus malma*)
- Gray wolf (*Canis lupus*)
- Grizzly bear (*Ursus arctos horribilis*)
- Chinook Salmon (*Oncorhynchus tshawytscha*)
- Steelhead (*Oncorhynchus mykiss*)

The 2024 PROS Plan is a non-project action that would not have any direct impacts on threatened or endangered species.

c. **Is the site part of a migration route? If so, explain.**

Yes, the City of Stanwood is within the Pacific Flyway migratory pathway for birds. Snow geese fly through the Stanwood / Camano / Skagit Valley by the thousands every winter. The 2024 PROS Plan is a non-project action that would not have any direct impacts on migration routes.

d. Proposed measures to preserve or enhance wildlife, if any:

None at this time – the 2024 PROS Plan is a non-project action that would not have any direct impacts on wildlife. Any future development are required to meet the City's adopted critical areas regulations which includes impacts to steep slopes, frequently flooded areas, wetlands, and fish and wildlife habitat. In addition, projects that impact wetlands or marine / fresh waters are subject to the permitting requirements of the Corp of Engineers, Department of Fish and Wildlife, and the Department of Ecology.

f. List any invasive animal species known to be on or near the site.

None known.

6. Energy and Natural Resources [\[help\]](#)

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.**

The City of Stanwood is currently served with all the utilities necessary to serve an urban environment: public water, sewer, natural gas, power, telephone, and cable. The 2024 PROS Plan is a non-project action that would not have any direct impacts on energy

- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.**

No at this time, adoption of the 2024 PROS Plan would not affect the potential use of solar energy by adjacent properties.

- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:**

None at this time as the project is a non-project action. Subsequent development will be required to meet the minimum requirements of the State Energy Code.

7. Environmental Health [\[help\]](#)

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.**

No – the 2024 PROS Plan is a non-project action that would not have any direct impacts on environmental health. Any future development will be reviewed for potential environmental health hazards, as required by the SMC.

- 1) Describe any known or possible contamination at the site from present or past uses.**

There may be specific sites within the city with possible contamination. The 2024 PROS Plan is a non-project action that would not have any direct impacts on possible site

contamination. However, if contaminants are found during future design or construction of project sites, removal of the materials will be handled and disposed of in accordance with federal, state and local laws.

2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

There is a natural gas transmission pipeline owned by Williams – Northwest Pipeline that runs through portions of the City's northern jurisdictional boundary. The 2024 PROS Plan is a non-project action that would not be impacted by existing hazardous conditions.

3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

None – the 2024 PROS Plan is a non-project action that would not have any direct impacts on hazardous chemicals. No storage or use of hazardous chemicals are being proposed at this time. Future uses of the rezone sites are anticipated to be general commercial, compatible industrial, retail, restaurant, or residential. Storage and handling of any chemicals used during the operation of these facilities will be required to meet the requirements the Occupational Safety and Health Administration (OSHA).

4) Describe special emergency services that might be required.

The City of Stanwood and the North County Fire District provides full emergency services to residents and property owners directly or through contract services. No additional or special services are required for the proposed rezones as these properties are currently within the City and Fire District service areas and are not anticipated to affect service call times or response rates.

5) Proposed measures to reduce or control environmental health hazards, if any:

None as this time – the 2024 PROS Plan is a non-project action that would not have any direct impacts on environmental health. Future developments are required to adhere to Occupational Safety and Health Administration (OSHA), Washington Industrial Safety and Health Act (WISHA) guidelines and state law during construction of their project.

The City and Fire District will continue to provide emergency response to 911 calls. The Stanwood Police, North County Fire District, and City Public Works Department are experienced in containing and managing an on-site spill if one occurs. The Department of Ecology will be notified per standard procedures if needed. As a standard practice, an emergency response plan is prepared by contractors working individual projects and will be used in the event that an accident occurs during construction.

b. Noise

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?**

The 2024 PROS Plan is a non-project action that would not be impacted by existing noise. There are several sources of noise within the City limits consistent with a suburban community.

- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.**

None – the 2024 PROS Plan is a non-project action that would not have any direct impacts on noise. The proposal will affect zoning that regulates residential, commercial, and industrial uses, all of which produce different levels of noise in the short-term or long-term. There would be temporary impacts from construction noise. These impacts will be limited in duration and would not present human health risks to construction personnel assuming routine occupational safety measures are implemented. Construction noise generated from subsequent development is regulated by the City's Noise Ordinance and is generally limited after 10:00 p.m. on weekdays and 6:00 p.m. on weekends and holidays. Long term noise levels must meet the state noise levels adopted in Chapter 173-60 WAC - Maximum Environmental Noise Levels.

- 3) Proposed measures to reduce or control noise impacts, if any:**

None at this time. Future development noise levels will be minimized by ensuring that construction equipment follows best management practices and ensuring that construction activities are not conducted during early morning or late evening hours. Short-term impacts associated with construction activities would be insignificant, temporary, and cease at the completion of these activities. The Stanwood Municipal Code establishes noise thresholds for residential, commercial, and industrial zones.

8. Land and Shoreline Use [\[help\]](#)

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.**

The city contains lands that are designated in the Comprehensive Plan for, and zoned for, residential, commercial, mixed use, and industrial uses. Those designations are not anticipated to change as a result of the adoption of the 2024 PROS Plan.

- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or non-forest use?**

The 2024 PROS Plan would apply in various areas citywide. Portions of the city have been used for farming or forestry in the past.

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

Stanwood is an urban city in a rural community. The city is surrounded by working farms. The proposed rezone sites will not be impacted any more than the rest of the city which on occasion experiences tractors on its major roadways or has large semi-trucks transporting crops.

c. Describe any structures on the site.

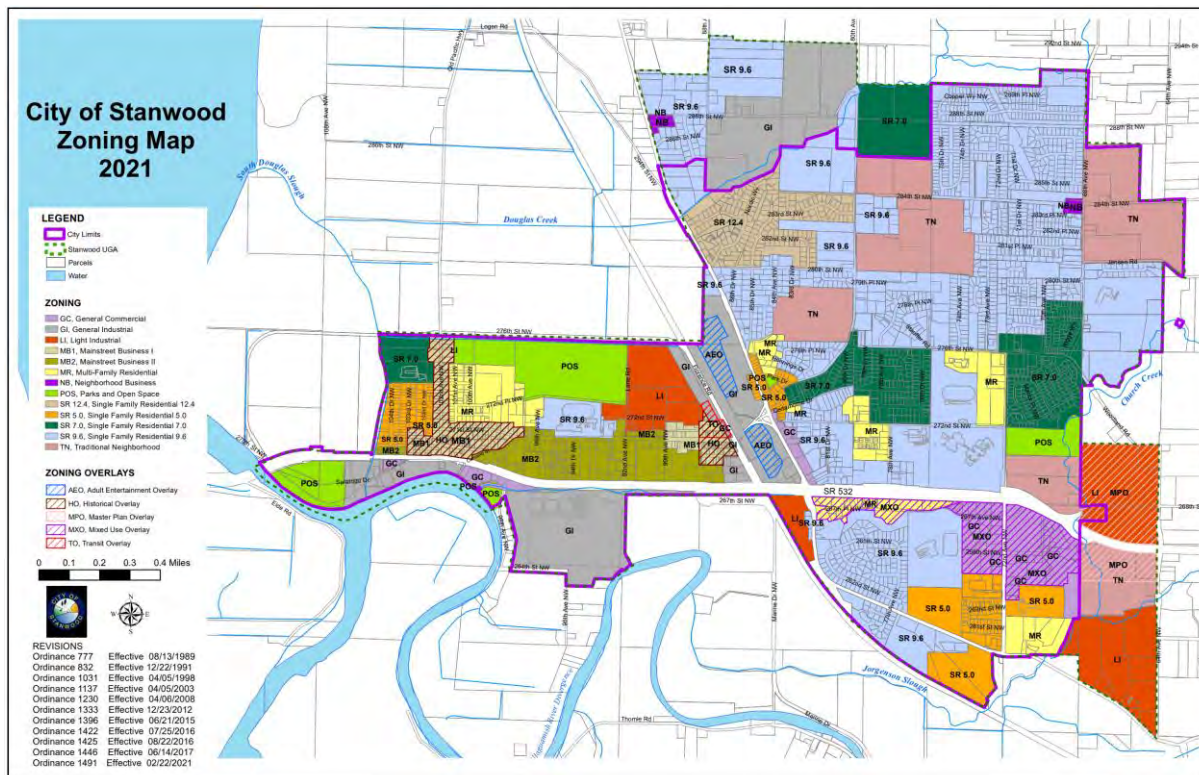
There are a wide variety of structures throughout the city including public, commercial, residential, industrial, and mixed use buildings. Fences, sheds, and other structure types are also present.

d. Will any structures be demolished? If so, what?

The 2024 PROS Plan is a non-project action. No buildings are proposed to be demolished as part of the project or is anticipated in the future.

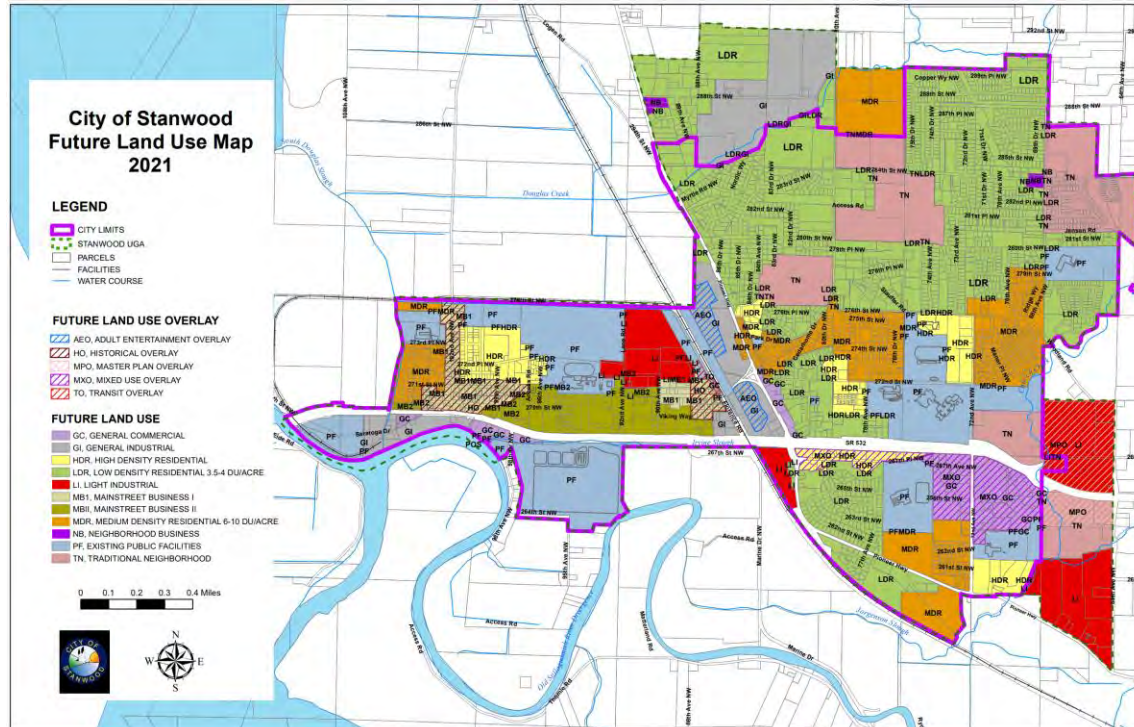
e. What is the current zoning classification of the site?

The City of Stanwood includes residential, commercial, mixed use, and industrial zoning classifications. The zoning district boundaries are not proposed to change as a result of adopting the 2024 PROS Plan. Below is the current zoning of the City of Stanwood.



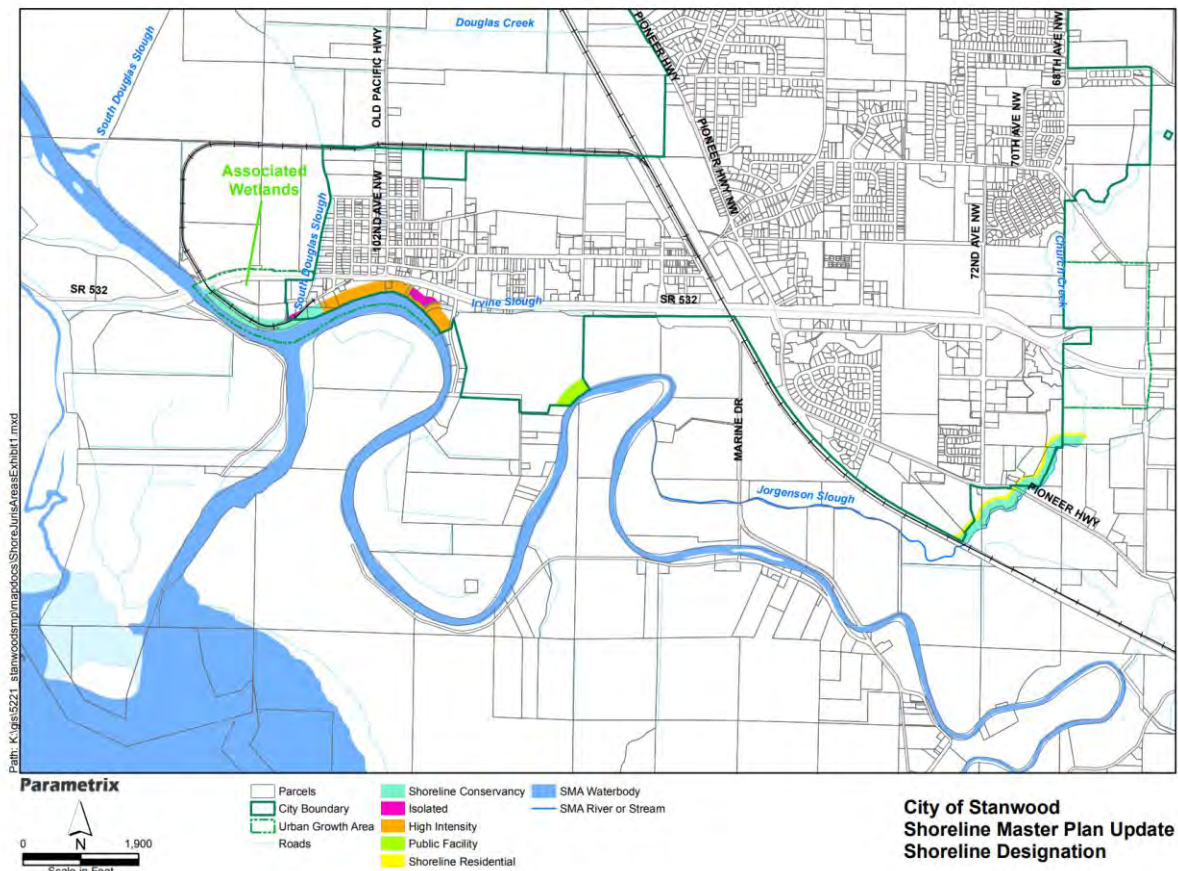
f. What is the current comprehensive plan designation of the site?

The City of Stanwood includes residential, commercial, mixed use, and industrial comprehensive plan designations. The comprehensive plan designation boundaries are not proposed to change as a result of adopting the 2024 PROS Plan. Below are the current comprehensive plan designations of the City of Stanwood.



g. If applicable, what is the current shoreline master program designation of the site?

The City of Stanwood includes several shoreline designations from conservancy to urban and high intensity uses. The 2024 PROS Plan is a non-project action that would not have any direct impacts on shorelines. Below are the current shoreline master plan designations of the City of Stanwood.



h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

Yes, there are critical areas within the City of Stanwood including shoreline frontage, wetlands, streams or steep slopes. The 2024 PROS Plan is a non-project action that would not have any direct impacts on critical areas.

i. Approximately how many people would reside or work in the completed project?

The City of Stanwood currently has a population of 8,405 people with an estimated housing supply of 2,979 residential units and approximately 3,865 jobs as of 2020. Stanwood is required to plan for an additional 1,630 housing units and an additional 1,208 jobs by 2044. The Land Use Capacity Analysis performed by the City demonstrates a projected job total of 8,392 and a housing capacity of 1,965 units by 2044.

g. Approximately how many people would the completed project displace?

Displacement of people is not anticipated to result from adoption of the 2024 PROS Plan.

h. Proposed measures to avoid or reduce displacement impacts, if any:

None, as there are not people being displaced by the proposed non-project action.

L. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

The proposed 2024 PROS Plan is consistent with the regional planning document, Vision 2050, prepared by the Puget Sound Regional Council and the Snohomish County County-Wide Planning Policies. Consistency with the state, regional, and county wide planning policies ensures consistency with existing and proposed land uses throughout the region. The subsequent Municipal Code Update will further ensure compatibility between existing zoning and proposed zoning changes.

i. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:

None – the 2024 PROS Plan is a non-project action that would not have any direct impacts on farm or forest lands.

9. Housing [\[help\]](#)

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

No new housing units will be built with the adoption of the non-project 2024 PROS Plan.

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

Demolition of existing housing units are not expected to occur in conjunction with this non-project action.

c. Proposed measures to reduce or control housing impacts, if any:

None as this project is a non-projection action. Future development will be required to meet the city's development standards (SMC Title 17) for multifamily and mixed use developments which includes: density, building height, landscaping, setback, parking, utility, and architectural design standards.

10. Aesthetics [\[help\]](#)

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

N/A; no structures or revisions to building height standards are proposed with the adoption of the 2024 PROS Plan.

b. What views in the immediate vicinity would be altered or obstructed?

None – the 2024 PROS Plan is a non-project action that would not have any direct impacts on views. Typical scenic views in Stanwood include the downtown area and valley farmlands. Building heights are regulated by the Stanwood Municipal Code.

f. Proposed measures to reduce or control aesthetic impacts, if any:

None at this time as the project is a non-project action. Subsequent development after the Comprehensive Plan amendments will be required to comply with zoning (SMC Title 17) and building codes (SMC Title 14) at the time of development.

11. Light and Glare [\[help\]](#)

a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

None – the 2024 PROS Plan is a non-project action that would not have any direct impacts on light or glare.

b. Could light or glare from the finished project be a safety hazard or interfere with views?

None – the 2024 PROS Plan is a non-project action that would not have any direct impacts on light or glare.

c. What existing off-site sources of light or glare may affect your proposal?

None – the 2024 PROS Plan is a non-project action that would not be impacted by existing light or glare.

d. Proposed measures to reduce or control light and glare impacts, if any:

None at this time as the project is a non-project action. Subsequent and future development will be required to meet the City's Development Standards (Title 17) which require street lighting to be shielded from adversely affecting neighboring properties and from lighting shining directly into the eyes of passing pedestrians, cyclists or motorists.

12. Recreation [\[help\]](#)

a. What designated and informal recreational opportunities are in the immediate vicinity?

Currently all of the Stanwood public parks are managed under the Parks and Open Space zoning district. The City has received state funding for most of these parks from the Recreation and Conservation Office and have also purchased properties with Snohomish County Conservation Easement Funds which require these properties to be held in public ownership in perpetuity.

There are multiple recreational opportunities throughout the city, including parks and open spaces, and nearby waterfronts.

b. Would the proposed project displace any existing recreational uses? If so, describe.

No – the 2024 PROS Plan is a non-project action that would not have any direct impacts on recreational uses. The PROS Plan provides guidance for where the City should consider future investments into recreational uses.

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

None – the 2024 PROS Plan is a non-project action that would not have any direct impacts on recreational uses. The PROS Plan provides guidance for where the City should consider future investments into recreational uses.

13. Historic and cultural preservation [\[help\]](#)

a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.

There are multiple historical structures and sites present throughout the City. Key local parks and trails, such as the Ovenell Park and Hamilton Landing, establish and interpret some of the economic, social, and cultural heritage of the greater Stanwood area. The smoke stack on Hamilton Park and the Ovenell Barns may qualify for listing on the state register of historic places.

b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

The city and nearby area has a rich history of use by Native Americans and other historic uses. The City of Stanwood has a standard process to review for and protect cultural resources, which will not change as a result of adopting the 2024 PROS Plan. Cultural resource studies have been prepared for various sites and projects in the city.

c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

None – the 2024 PROS Plan is a non-project action that would not have any direct impacts on cultural or historic resources.

d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

This is a non-project action, however, if during future project construction any evidence of archeological or historic resources are found, all work will be stopped, and a qualified professional will be consulted. The Washington State Department of Archeology and Historic Preservation and the office of the Stillaguamish Tribes will also be contacted and consulted to determine the correct course of action. An Inadvertent Discovery Plan summarizing actions the developer may need to take in the event something is discovered during construction may be required if requested by the Department of Archaeology and Historic Preservation.

Subsequent and future development shall demonstrate compliance with archaeological and historic resources development standards in SMC 17.150.27. The Washington State Department of Archaeology and Historic Preservation and affected tribes hold sensitive mapping resources that can be reviewed by State or Tribal Staff to confirm the presence of structures or sites eligible for listing in national, state, or local preservation registers.

14. Transportation [\[help\]](#)

a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

The primary north-south route within the City of Stanwood is Pioneer Highway, an original farm-to-market road, which has one travel lane in each direction within the City limits. Pioneer Highway connects Stanwood north to Interstate 5, just to the south of Mount Vernon. South of Stanwood, Pioneer Highway veers east and again connects to Interstate 5, just northwest of Arlington. The primary east-west route within the City of Stanwood is State Route 532 which connects to Interstate 5 and continues west to Camano Island. In the western half of the City, 102nd Avenue NW (Old Pacific Highway) provides the only north-south connection to areas north of the City limits. A secondary north-south route within the western part of the City is 92nd Avenue NW between SR 532 and 276th Street NW (Lovers Lane). In the eastern half of Stanwood, 80th Avenue NW and 68th Avenue NW are main north-south thoroughfares in the City. Both provide one lane in each direction. Marine Drive is a north-south route connecting the downtown region to areas south of the City; it has two lanes in each direction. The 2024 PROS Plan is a non-project action that would not have any direct impacts on roads or access.

b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

Yes; the City of Stanwood is served by Community Transit, Island Transit, and Snow Goose Transit.

c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

None – the proposed 2024 PROS Plan is a non-project action that does not include removal or addition of any parking stalls.

d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

No – the 2024 PROS Plan is a non-project action that would not have any direct impacts on roads, pedestrian systems, public transportation or access. The PROS Plan includes guidance on where the City should consider locating new, future trails.

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.**

Adoption of these the proposed 2024 PROS Plan will not use water, rail, or air transportation. There is an existing Amtrak rail station located at 27111 Florence Way in downtown Stanwood.

- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and non-passenger vehicles). What data or transportation models were used to make these estimates?**

None – the 2024 PROS Plan is a non-project action that would not have any direct impacts on vehicular trips per day.

- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.**

No, the 2024 PROS Plan is a non-project action. Adoption of the plan will not interfere with, affect, or be affected by the movement of agricultural and forest products on roads or streets in the area any more than build out at existing zoning.

- h. Proposed measures to reduce or control transportation impacts, if any:**

None – the 2024 PROS Plan is a non-project action that would not have any direct impacts on transportation.

15. Public Services [\[help\]](#)

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.**

No – the 2024 PROS Plan is a non-project action that would not have any direct impacts on public services.

- b. Proposed measures to reduce or control direct impacts on public services, if any.**

None at this time as the project is a non-project action. Any future development will be reviewed for measures to reduce or control potential impacts on public services, as required by the City Municipal Code.

16. Utilities [\[help\]](#)

- a. Circle utilities currently available at the site:
electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other _____**

A full range of urban utilities are available in the city, including electricity, natural gas, domestic water, refuse service, telephone, and sanitary sewer. There are some on-site septic systems in the city as well. Stormwater systems are also present. Prior to city approval for

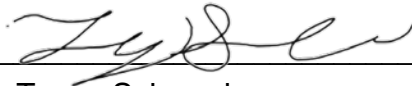
development provisions must be made to connect to utilities, in accordance with other city development standards

- c. **Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.**

N/A; this project is a non-project action. All development in the City must connect to public water, sewer, and power. Existing and new development shall adhere to the regulations governed by utility companies to obtain service.

C. Signature [\[HELP\]](#)

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: _____

Name of signee Tansy Schroeder

Position and Agency/Organization City Planner, City of Stanwood

Date Submitted: 01/23/2024

D. Supplemental sheet for nonproject actions [\[HELP\]](#)

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Existing policies and regulations in the Stanwood Municipal Code and Street and Utility Standards are designed to reduce discharges to water and impacts on the natural environment. In addition, individual projects are required to connect to public water and sewer as well as comply with the policies and regulations of the city's municipal code and development standards. Air emissions are also regulated by the Puget Sound Clean Air Agency. Storage and handling of any chemicals regulated by the Occupational Safety and Health Administration (OSHA). Emissions will be reviewed at the time of subsequent permit applications.

Increases in discharges, emissions, production, storage, or release of toxic or hazardous substances are not likely to result from adoption of the 2024 PROS Plan. The purpose of the plan is to provide guidance for park planning and development from 2024 to 2044. The plan does not propose any changes regulating water, air, and noise pollution.

There are no anticipated impacts nor additional mitigation measures proposed with the 2024 PROS Plan.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

The City's Critical Areas Ordinance and Shoreline Master Program include measures to protect and conserve plants, animals, fish, and marine life. Projects must first prioritize avoiding impacts to critical areas. If avoidance is not possible, then projects must minimize impacts to the greatest extent feasible and mitigate for any unavoidable impacts pursuant to City regulations.

Adoption of the 2024 PROS Plan is not likely to increase any impacts to plants, animals, fish, or marine life. The guidance provided in the proposed plan are recommendations for how the City should invest and manage its parks in the future. It does not propose any changes to the City's Critical Areas Ordinance or Shoreline Master Program. All future developments in the City will continue to be subject to existing city, state and federal regulations and/or any additional project-level environmental review. There are no anticipated impacts nor additional mitigation measures proposed with the 2024 PROS Plan.

3. How would the proposal be likely to deplete energy or natural resources?

Applications for development are required to comply with the City adopted building, electrical and energy codes as well as the city's critical area codes, which include protection of streams and wetlands. These codes adequately address energy conservation and protection of natural resources.

The 2024 PROS Plan does not propose any changes to the existing energy code. Park projects and facilities encouraged by the plan are not anticipated to deplete energy or natural resources beyond normal usage associated with construction and recreational uses. There are no anticipated impacts nor additional mitigation measures proposed with the 2024 PROS Plan.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

Future development will continue to be subject to existing city, state and federal regulations and/or additional project-level environmental review. Those regulations are not proposed to be amended at this time and remain in full force and effect.

The 2024 PROS Plan is intended to provide strategies with guidance for park planning and development from 2024 to 2044 within the City of Stanwood. The plan does not propose any changes to the City's Critical Areas Ordinance or Shoreline Master Program. All future developments in the City will continue to be subject to existing city, state and federal regulations and/or any additional project-level environmental review. The City's cultural resources and historic preservation regulations will not be amended by this action and will also remain in effect. There are no anticipated impacts nor additional mitigation measures proposed with the 2024 PROS Plan.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Future development will continue to be subject to existing city, state and federal regulations and/or additional project-level environmental and shoreline review.

The 2024 PROS Plan does not adopt new land use or shoreline standards but provides guidance and visioning for the long term planning and development of city parks. While adoption of the plan will not result in immediate changes, the plan provides recommendations for future park facilities. Any new or additional uses proposed through future code updates will be subject to compatibility with existing plans. There are no anticipated impacts nor additional mitigation measures proposed with the 2024 PROS Plan.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

SMC 17.148 – Transportation Concurrency is intended to allow development while minimizing impacts on the City road network. Subsequent development will be subject to

the City's concurrency standards and be subject to traffic impact mitigation fees. Site specific road / traffic improvements will be evaluated at the time of actual development.

There are no additional vehicular trips anticipated with adoption of the 2024 PROS Plan, and as such, there are no anticipated impacts nor additional mitigation measures proposed with the 2024 PROS Plan.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

The proposed code changes would not affect any local, state, or federal laws. Future developments will be required to meet all city, state, and federal laws applicable to their facility use requirements.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11a

DATE: March 28, 2024

SUBJECT: Storefront Improvement Program

CONTACT PERSON: Patricia Love, Community Development Director
Niki Strachila, Communications and Marketing Specialist

PURPOSE

The purpose of this agenda item is for Council to consider approval of the Pure Smoke NW Storefront Improvement Program Application.

BACKGROUND

The City of Stanwood has a rich history, with many historic and unique buildings, housing locally owned businesses in the downtown commercial retail area. In 2023, City Council approved the Storefront Improvement Program. The Storefront Improvement Program is intended to both preserve and enhance the character and charm of downtown Stanwood, while also encouraging investment in downtown through physical and visual improvements to storefront buildings. The program was funded for a minimum of two years – 2023 and 2024 at \$100,000 per year.

The Storefront Improvement Program incentivizes businesses and property owners to make improvements to the appearance of their buildings by offering up to \$20,000 in matching grant funds for qualifying projects. Storefront improvements that are eligible for reimbursement include but are not limited to, exterior paint, roofs and awnings, doors and windows, streetscapes and signage. In 2023, the City received ten Storefront Improvement Program inquiries which resulted in five applications being submitted and approved by City Council last year, totaling \$52,971.00 in project funds.

ANALYSIS

This year, the City received a Storefront Improvement Program application from Pure Smoke NW, LLC 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 exterior paint.

The Pure Smoke building was originally built in 1955 as a full-service gas station. The building has now been converted to a commissary kitchen utilized by Pure Smoke NW,

LLC to prepare their menu items. They also rent kitchen space to independent chefs in the area for their commercial food preparation.

Pure Smoke NW, LLC and D&D Nelson, LLC plan to paint the Pure Smoke building white to preserve 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 with a grant request of \$13,000. See the table below for additional details. Renderings are also provided in the next few pages.

Applicant Information			
Applicant:	James Walrath (Business Owner)		
Business or Property Owner:	Pure Smoke NW, LLC D&D Nelson, LLC (Property Owner)		
Business Address:	10219 269 th Street NE		
Improvement Types:	Signage, outdoor seating area improvements, exterior paint		
Project Description:	• Paint exterior of kitchen facility white to restore character • Install canopy structure to accommodate customers • Construct architectural concrete wall • Fabricate and install metal sign on front of the building – there is currently no sign on the building.		
Estimated Project Budget	Sign: \$2,000 Architectural Concrete Wall: \$6,500 Canopy: \$14,000 Exterior Paint: \$3,500 Total Project Cost: \$26,000	Requested Grant Amount:	\$13,000

Existing Conditions:



Renderings of Proposed Improvements:





RECOMMENDATIONS

Staff Recommendation:

City staff held a pre-application with Pure Smoke NW, LLC and D&D Nelson, LLC. During this meeting, staff were able to confirm that the proposed improvements were eligible. Staff also made recommendations, such as painting the exterior of the building, and were able to answer questions that the applicants had. Upon further review of the application documents, staff recommended that Pure Smoke Northwest LLC's submittal be brought to the Economic Development Board for consideration.

Committee/Board Recommendations:

Economic Development Board:

The Economic Development Board met on February 16, 2023. James Walrath with Pure Smoke NW, LLC and Dan Nelson with D&D Nelson, LLC both attended the Board meeting to answer questions and discuss the project scope in detail. Board members shared an appreciation of the historical preservation of the proposed project, as well as the installation of a canopy to provide more outdoor dining options for community members. The Board is optimistic that this project will drive more traffic to the west end of town and supported the application being presented to City Council for final approval.

Community Development Committee:

The Pure Smoke application was included as a discussion item on the Community Development Committee's March 7th agenda. However, due to staff illnesses, this meeting was canceled. Two committee members emailed staff with their support of the project and recommended that the application be forwarded to the City Council for review and approval.

CITY COUNCIL OPTIONS

1. Approve Pure Smoke NW Storefront Improvement Program Application.
2. Do not approve Pure Smoke NW Storefront Improvement Program application.

PROPOSED MOTION

I MOVE TO APPROVE PURE SMOKE STOREFRONT IMPROVEMENT PROGRAM APPLICATION AND AWARD \$13,000 AS A REIMBURSABLE GRANT AWARD.

CITY OF STANWOOD

Storefront Improvement Program



10220 270th St NW
Stanwood, WA 98292

Introduction

The purpose of the Storefront Improvement Program to improve the look and feel of downtown Stanwood for residents and tourists shopping in the city. This program is designed to provide financial incentives to businesses and building owners to improve their building facades in keeping with the city's goals to preserve and promote Stanwood as the commercial heart of the greater Stanwood – Camano region.

City of Stanwood Economic Development Strategy

2015
Comprehensive Plan

2015
Downtown Plan

2012
SDAT: Destiny by
Design

2010
Economic Development
Action Plan

2003
Design Stanwood

The City's Comprehensive Plan, Downtown Plan, SDAT: Destiny by Design, Economic Development Action Plan and Design Stanwood envision a vibrant, robust downtown business district that promotes buying local and hosting special events and festivals. To achieve these goals, the downtown needs to be attractive, inviting, and well-maintained. A combination of public and private investment is needed:

- **City Responsibilities:** Improve and maintain the Twin City Mile Main Street infrastructure to be a safe pedestrian and business friendly space; and
- **Private Owner Responsibilities:** Maintain the appearance of buildings to attract local shopping and tourism.

Project Vision

The intent of the Storefront Improvement Program is to preserve and enhance the charm of the downtown commercial retail area by encouraging private investment, through physical improvements, to building storefronts. This program is designed to support the city's economic development and tourism goals and policies as adopted by the Stanwood City Council.

Vision Statement:

Promote a vibrant and economic robust downtown with its own unique identity through public / private partnerships to encourage attractive, well maintained and inviting storefronts in Stanwood's downtown shopping district.

Mission Statement:

The mission of the Storefront Improvement Program is to generate additional business revenue by stimulating private investment in the downtown to make the business and surrounding communities more attractive.

Goals:

- Preserve and beautify the downtown district.
- Encourage and stimulate investment in private property.
- Foster community ownership and commitment to revitalization.

Policy Analysis

The City of Stanwood is committed to helping small businesses thrive. A key part to business success is that first impression: what a customer sees from the outside of the building. The Storefront Improvement Program offers construction matching grants to boost the city's curb appeal and draw in more customers and creating a shopping district that represents the pride of the community.

The Storefront Improvement Program provides financial incentives to small business or property owners to improve their storefronts consistent with City policies to maintain and promote Stanwood as a tourism destination. Attachment A provides a full list of adopted plans and policies that encourage economic development, preservation, and promotion of Stanwood for its residents and tourist alike. The proposed program:

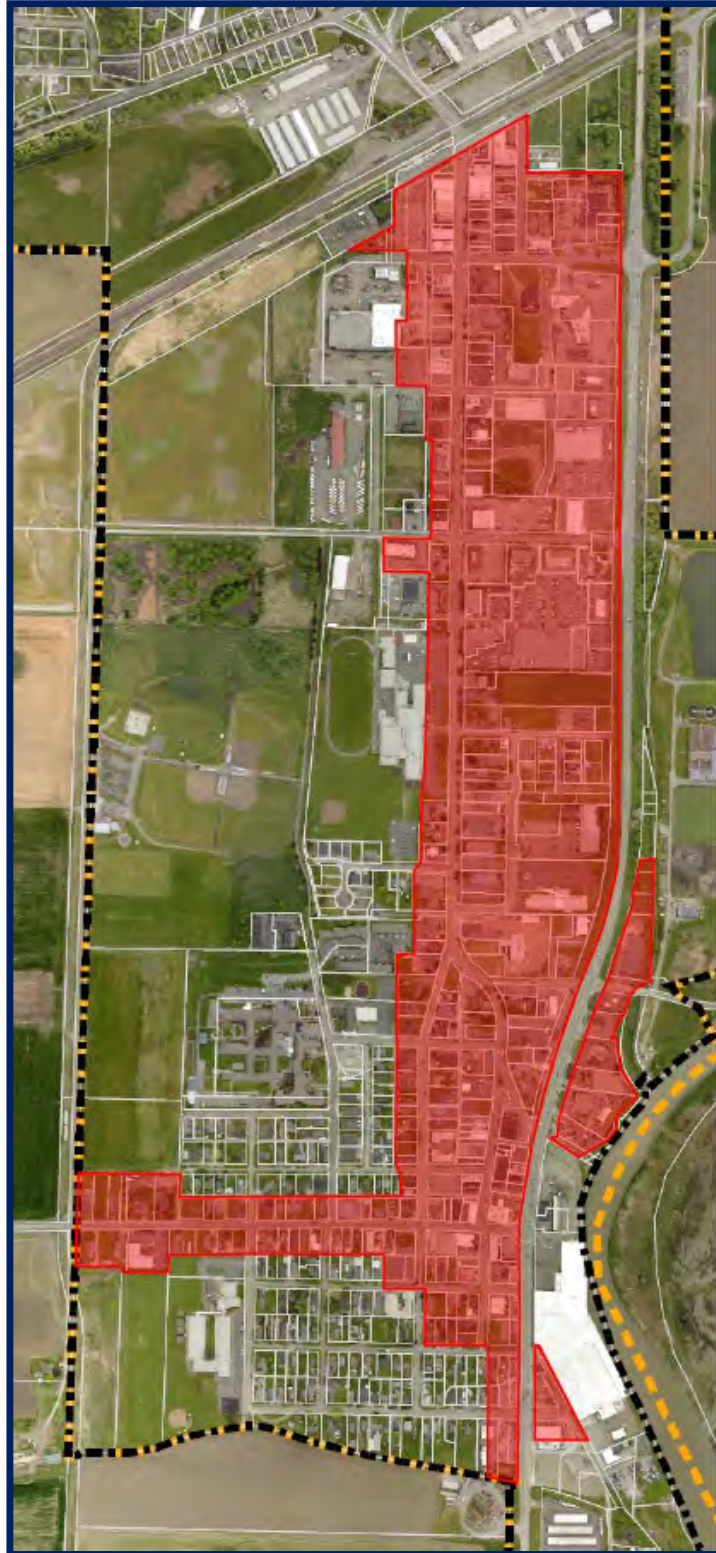
- Complements City's economic development strategies
- Revitalizes and reenforces the character of Stanwood's business districts
- Promotes the re-use and preservation of Stanwood's older and historic buildings
- Responds to the Community's need/demand for change
- Provides an incentive to property owners to improve their building facades
- Emphasizes the importance of the City's Mainstreet
- Encourages street level pedestrian amenities
- Encourages new businesses
- Provides a financial tool to property owners and businesses to invest in their properties
- Creates new opportunities for businesses

Downtown Revitalization Improvement District Boundaries

The vast majority of the City's historic commercial buildings are in the downtown area and a significant amount of public effort has gone into developing plans and economic development strategies to preserve and enhance the downtown shopping corridor. As such, the City has selected the downtown commercial retail area for a Storefront Improvement Program.

Property and business owners within the Downtown Revitalization Improvement District are eligible to apply for this program if their improvement plans meet the program guidelines and eligibility criteria. Refer to page 4 for the district map.

Downtown Revitalization Improvement District Map



Program Guidelines

This program is a tool intended to support existing businesses and to assist in the attraction of new businesses to the City of Stanwood by providing incentives for the owner to improve the exterior of their commercial storefront buildings and lots. This in turn improves the look of the City. The following program guidelines establish the basis for the Storefront Improvement Program.

Grant Amount: Variable amounts up to \$20,000

Matching Funds: 1:1 match, up to the maximum grant amount of \$20,000
(Example: If you are requesting a \$1,000 grant award, this will require a minimum \$2,000 total project cost. If you are requesting a \$5,000 grant award, this will require a minimum \$10,000 total project cost. If you are requesting a \$20,000 grant award, this will require a minimum \$40,000 total project cost)

Allowed Matching Funds:

- **Cash:** Must be paid up front to all parties involved with the project
- **Loan:** Evidence of the loan must be provided to the City
- **In-kind contributions:** Labor/materials that are contributed by the business owner, property owner, or an agent of either party may be proposed and are subject to review from the City. These contributions should correspond to an item on the quote/budget and must not require professional-level skill or expertise. Under no circumstances will a property or business owner be paid directly for labor costs
- **Architectural design costs:** Evidence of payment made toward design costs must be provided to the City

Eligible Applicants:

- Business/building must be located in the Downtown Revitalization Improvement District (refer to map)
- Allowed business types: Office, retail, mixed use, commercial service
- Business must have continuous pedestrian activity and mixed-use buildings with retail must have street frontage
- Business owner(s) and property owner(s) (if different individuals) must agree in writing to the project and improvements
- Business owner(s) and property owner(s) (if different individuals) shall agree to maintain the improvements to the property for a minimum of a five-year period

Design Theme:

Many buildings in the downtown corridor have early century design elements with characteristic window proportions, brick detailing, awnings, and varying detailing and embellishments to the facades. All projects should take this historic downtown storefront appearance and style into consideration for this program.

Eligible Uses:

Eligible façade expenses may include but are not limited to rehabilitation, reconstruction, or restoration to existing commercial building facades, including (refer to page 8 for examples) *:

1. Signage
 - Main frontage signs
 - Pedestrian signs
2. Paint (color palette provided)
3. Streetscapes
 - Seating
 - Lighting
 - Tables and chairs
 - Landscaping
 - Other: public art, signs, etc.
4. Awnings
 - Vinyl, metal, synthetic, acrylic
5. Doors and windows
6. Creative and imaginative exterior elements
 - Murals
 - Historic building features
 - Maintenance of historic features

Façade improvements must be adjacent from the right-of-way, priority will be given to 270th, 271st, Camano Street, 102nd, 88th, 92nd, 99th and SR 532. If your business or building has rear public access, projects may be considered.

*Certain restrictions may apply on eligible uses based on business and/or building type. Any deviations from the eligible uses are subject to approval from the City.

Technical Assistance:

10% of each year's budget will be allocated for technical assistance services, which can include:

- Architectural design assistance
- Building design assistance
- Permitting assistance
- Floodplain development permit assistance

Technical assistance services are in addition to the awarded grant amounts and will be facilitated by the City and local partners.

Non-Eligible Applicants/Uses:

- National franchises
- Residential/Multifamily buildings
- Government occupied space
- Businesses with more than 25 full time employees
- Roof repair/restoration/replacement
- Foundation repair/restoration/replacement
- Sidewalk repair/restoration/replacement
- Interior improvements
- Non-street facing entrances
- Temporary or non-permanent structures or signage

Eligibility Criteria/Prioritization

- The property must be within the Downtown Revitalization Improvement District (page 4)
- Improvements must be eligible under the program criteria.
- Leasing businesses/tenants must have a minimum of two years remaining on their lease or have the option to renew.
- Business owner(s) and property owner(s) shall agree to maintain the improvements to the property for a minimum of a five-year period.
- Priority will be given to retail business(es) and building(s) with walkable pedestrian traffic activity.
- Priority will be given to business(es) and building(s) that involve a historical restoration/renovation.
- All funded activities must comply with federal, state and local laws pertaining to labor standards.

Application Process

1. Applicant must schedule a pre-application meeting with City staff prior to a submittal. This meeting is required to find out whether a project is eligible for the Storefront Improvement Program. A site visit with City staff may be required.
2. Applicant will submit a complete application to the City. Incomplete applications will not be accepted. Applications shall be reviewed on a first come – first served basis.
3. Upon receiving a complete application, City staff will review the application and meet with applicant if additional information is needed.
4. A complete application will be presented by City staff to the Economic Development Board which meets once a month. The Board will approve or deny the project proposal and may inquire for more information if needed. ***It is recommended that the applicant be present at this meeting to make any comments or answer any questions.***
5. If the Economic Development Board approves the project proposal, it will then be presented to the Community Development Committee before final recommendation to City Council.
6. Once the grant has been approved by the Economic Development Board and Community Development Committee, City staff will draft an agreement for the grant and present to the Mayor and City Council at the next City Council meeting for final approval.
7. Once the Mayor has given final approval for the award of the grant, City staff will finalize the agreement between the City and applicant/property owner.

Reimbursement Process

Upon approval, the City will enter into agreement with the applicant and the approved work may begin after the agreement is fully executed. Grant funds will only be disseminated to the applicant once they have scheduled a final inspection with City staff, who will verify that the project has received a passing final inspection. After all additional requirements have been met, the City will issue a Notice of Completion. Reimbursement requests are due no later than November 30, 2024.

- All projects must be completed before November 30, 2024.
- All work must comply with the approved plans.
- Applicants are responsible for obtaining all permits and authorities from the City.
- City staff will inspect the project to ensure compliance with the grant.
- Business owner(s) and property owner(s) shall agree to maintain the improvements to the property for a minimum of a five-year period.

Project Examples

Signage



Recommendations for signage include main frontage signs and hanging signs for further visibility to pedestrians. Signs must be used to indicate the business name/type.

Paint



The color palette provided is for illustrative purposes. This palette provides complementary colors to match the red brick design in downtown. Suggestions are to use lighter colors (orange and light blue) exclusively as accents. Colors that are one shade lighter or darker from the color palette will be allowed. *Deviations from the color palette will need review and approval from the City.

Streetscapes



Streetscape improvements include seating, lighting, tables and chairs, landscaping, and other items such as signs or public art.

Awnings



Awnings are a key element of many buildings and businesses in downtown. Projects proposing awnings should focus on adding or replacing existing awnings that may need repair. Several options for materials include vinyl, metal, synthetic, and acrylic.

Doors and Windows



Projects proposing new doors and windows must have glass paneled elements to increase the visibility to the businesses and to entice visitors to shop local and stay in downtown.

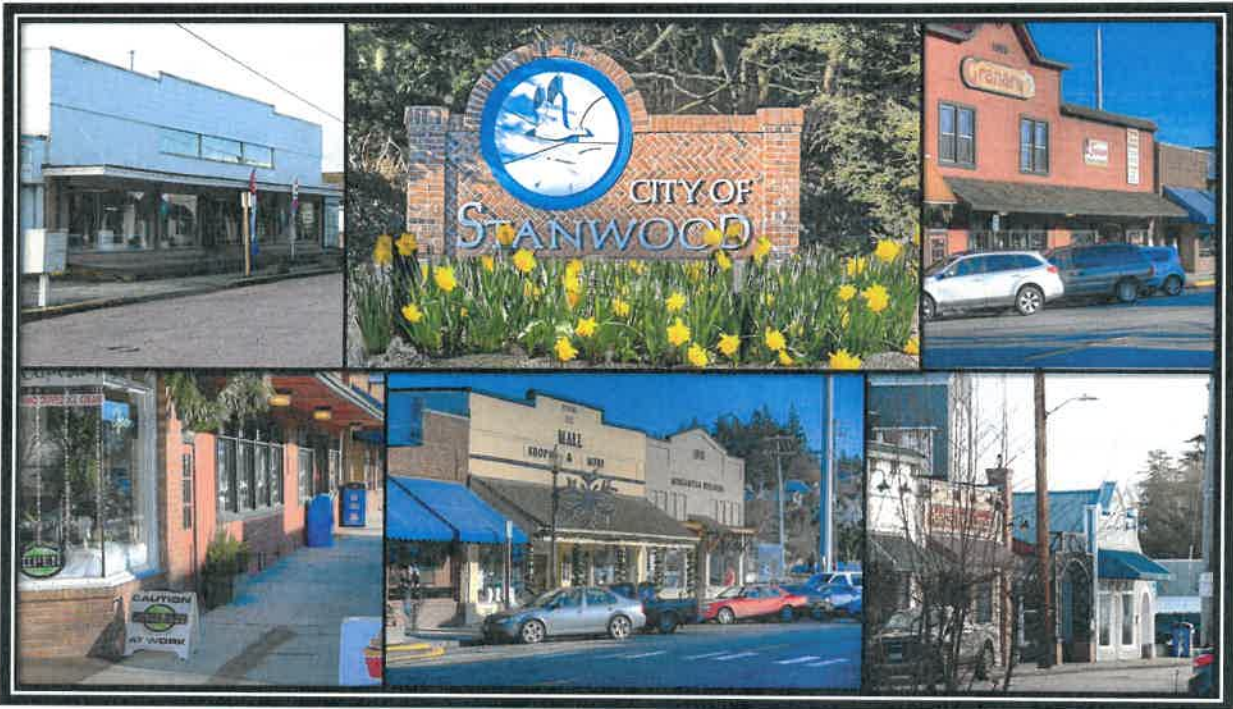
Creative and Imaginative Exterior Elements



Creative and imaginative exterior elements projects that may include murals, historic building features, and maintenance of historic building features.



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

Storefront Improvement
Program Application



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. NE.		
	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:	State:	Zip:
	Arlington	WA.	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 COUNTTS96848		

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	\$ 3250.00
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



[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









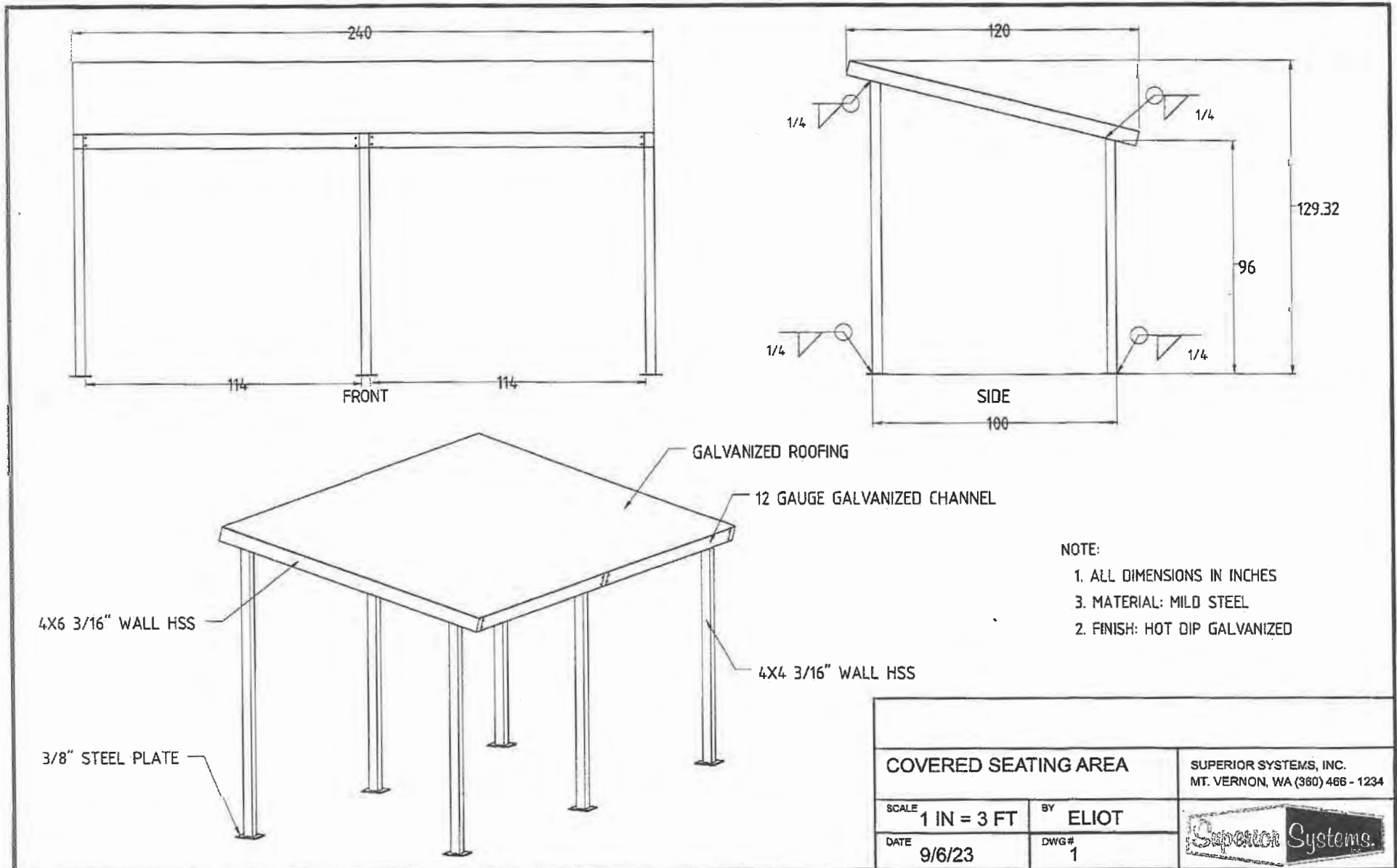






















CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11b
DATE: March 28, 2024
SUBJECT: Authorize Mayor to sign Snohomish County Public Works Assistance Fund Loan Agreement
CONTACT PERSON: Kevin Hushagen, Public Works Director
ATTACHMENTS: A) Loan agreement

ISSUE

The issue in front of the Council is to authorize the Mayor to sign a Public Works Assistance Fund (PWAFF) loan agreement with Snohomish County.

RECOMMENDATION

Staff recommends approval of the PWAFF loan.

SUMMARY STATEMENT

The City has designed and permitted the Viking Way Phase 2 project and have a shovel ready project, once given construction obligation from WSDOT Local Programs. The City applied for and received a loan with Snohomish County to secure a low interest (1.5%) loan through the County's Public Works Assistance Fund program for use of the construction of the Viking Way.

DISCUSSION

Snohomish County is offering a 20-year, \$1,000,000 low interest loan to agencies that qualify and have an allowable project. The City met the criteria with our Viking Way Phase 2 project and are now seeking Council approval to allow for the Mayor to sign an agreement to secure the loan. The project has an engineer's estimate of \$2,123,336. The City previously received \$865,000 in federal grant money from the PSRC Rural Town Centers and Corridors grant program for construction. This loan will provide additional funding in addition to local and grant funds.

COMMITTEE RECOMMENDATION

The public works committee has not discussed this agreement.

FINANCIAL IMPACT

The first year interest-only payment will be due July 1, 2024, although this is not budgeted, it will have small impact and may be paid from the General Fund. Staff plan to budget future years' Principal (estimated \$50,000) and interest payments

(approximately \$12,500) from the Streets fund, which will require transfers from other funds, including Street Impact Fees, REET (1 or 2 are eligible), the Transportation Benefit Fund, or the General Fund.

COUNCIL OPTIONS

- 1) Authorize the Mayor to sign the agreement
- 2) Direct staff to areas of concern

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN A PUBLIC WORKS ASSISTANCE FUND LOAN AGREEMENT WITH SNOHOMISH COUNTY FOR \$1,000,000.

SNOHOMISH COUNTY PUBLIC WORKS ASSISTANCE FUND
LOAN AGREEMENT
LOAN NUMBER 07-2024

This loan agreement (“AGREEMENT”) is made and entered into by and between Snohomish County, a political subdivision of the State of Washington, (“COUNTY”) and, the City of Stanwood, a Washington municipal corporation (“BORROWER”).

I. PURPOSE

Pursuant to chapter 36.135 RCW, and chapter 4.117 SCC, the COUNTY has awarded the BORROWER a Public Works Assistance Fund loan. The COUNTY and the BORROWER enter into this AGREEMENT to memorialize the terms by which the COUNTY will make the loan to the BORROWER for the purpose of undertaking a public works project that furthers the goals and objectives of the Snohomish County Public Works Assistance Fund Program.

II. LOAN

2.1 Amount, Interest Rate, and Term of Loan.

2.1.1 The COUNTY promises to loan the BORROWER one million dollars and no cents (\$1,000,000.00) and the BORROWER promises to repay this principal amount to the COUNTY, with interest payable on the unpaid principal at the rate of 1.5% per annum.

2.1.2 The BORROWER will repay the loaned amount over twenty years in annual installments as required by Section 2.3.

2.2 Disbursement of Loan Proceeds.

Funds will be disbursed to BORROWER as follows:

- a. Twenty-five Percent (25%) upon formal execution of this AGREEMENT.
- b. Fifty Percent (50%) after the BORROWER has awarded the construction contract and provided its contractor with a Notice to Proceed.
- c. The final Public Works Assistance Fund loan disbursement shall be the lesser of the balance of the loan proceeds or an amount as determined after the BORROWER submits to the COUNTY a certification certifying the total actual costs to complete the Scope of Work. In the event the certification of total actual costs is less than the total amount of the loan stated above, the parties will amend the AGREEMENT to reflect the actual total costs, which will not exceed the amount listed above.

2.3 Repayment of Loan.

Loan repayment installments are due on or before July 1st of each year during the term of the loan. The first loan repayment is due on or before July 1, 2024, and will be for interest only. All subsequent payments shall consist of principal and accrued interest due on or before July 1st of each year during the remaining term of the loan.

Repayment of the loan under this AGREEMENT shall include an interest rate of 1.5% per annum based on a 360 day year of twelve 30 day months. Interest will begin to accrue from the date each warrant is issued to the BORROWER. The final payment shall be due on or before July 1, 2044, in an amount sufficient to bring the loan balance to zero.

The BORROWER has the right to repay the unpaid balance of the loan in full at any time or make accelerated payments without penalty.

The BORROWER will repay the loan in accordance with the preceding conditions through the use of a check, money order, or equivalent means made payable to Snohomish County, or its successor.

2.4 Loan Interest Earned.

All interest earned on Public Works Assistance Fund Monies held by the BORROWER shall accrue to the benefit of the BORROWER and be applied to the eligible costs of the approved project. Benefits shall accrue in one of two ways:

- a. Reduce the amount of the Public Works Assistance Fund loan, or
- b. Pay any part of eligible project costs in excess of ATTACHMENT I: SCOPE OF WORK estimates, if there is an overrun of project costs.

The BORROWER shall establish procedures to ensure that all monies received from the Public Works Assistance Fund loan can be readily identified and accounted for at any time during the life of this AGREEMENT. Such procedures shall consist of the establishment of a separate fund, account, sub-account or any other method meeting generally accepted accounting principles. In event of termination, all principal, interest earned on invested loan principal, and accrued interest payable shall be repaid in full within 30 days by the BORROWER.

2.5 Delinquent Payment

A payment not received within thirty (30) days of the due date shall be declared delinquent. Delinquent payments shall be assessed a monthly penalty beginning on the first (1st) day past the due date. The penalty will be assessed on the entire payment amount. The penalty will be one percent (1%) per month or twelve percent (12%) per annum.

2.6 Default

If the BORROWER defaults in the performance of any obligation under this Agreement, the COUNTY may declare the principal amount owing and interest due under this Agreement at that time to be immediately due and payable.

III. SCOPE OF WORK, TIME OF PERFORMANCE, and COMPLETION

3.1 Scope of Work and Time of Performance

In consideration of the loan, the BORROWER promises to use the borrowed funds solely for costs related to those activities identified in Attachment I, Scope of Work. The BORROWER shall begin the activities identified within Attachment I, Scope of Work, no later than three (3) months after mutual execution of this Agreement. The BORROWER must award a construction contract and issue a Notice to Proceed to the contractor performing the Scope of Work no later than twenty-four (24) months after mutual execution of this Agreement. The BORROWER must complete the Scope of Work no later than forty-eight (48) months after mutual execution of this Agreement.

3.2 Completion and Certification of Total Actual Costs

The BORROWER shall submit a certification of the total actual costs when the Scope of Work is complete.

At completion of the Scope of Work, BORROWER shall provide the following information to the COUNTY in the certification of total actual costs:

- a. A certified statement of the actual dollar amounts spent, from all fund sources, in completing the Scope of Work as described.
- b. A certified statement that the Scope of Work is complete and has been designed/constructed to required standards.
- c. Certification that all costs associated with the Scope of Work have been incurred; Costs are incurred when goods and services are received and/or contract work is performed.
- d. Provide status of performance measures identified in the Scope of Work as applicable.
- e. In accordance with Section 2.2 of this AGREEMENT, the BORROWER will submit, together with the certification of total actual costs, either (a) a request for a sum not to exceed the loan amount, or (b) a refund of any excess loan funds. Any final disbursement shall not occur prior to the completion of the Scope of Work.
- f. Repayment of excess loan funds disbursed to the BORROWER must be made within (30) days of completion of the Certified Closeout Amendment.

3.3 Contractor Compliance with Laws

BORROWER shall be responsible to ensure that all work its contractor(s) perform under this Agreement is performed in compliance with all applicable federal, state, and local laws.

3.4 Project Signs

If the BORROWER displays, during the period covered by this Agreement, signs or markers identifying those agencies participating financially in the approved project, the

sign or marker must identify the Snohomish County Public Works Assistance Fund as a participant in the project.

IV. INDEMNIFICATION & INSURANCE

BORROWER will defend, protect, indemnify, save, and hold harmless the COUNTY, and the state of Washington from and against any and all claims, costs, damages, expenses, or liability for any or all injuries to persons or property damage, arising from the acts or omissions of the BORROWER or any of its contractors or subcontractors, or any employees or agents in the performance of this AGREEMENT, however caused. In the case of concurrent negligence of both the COUNTY and the BORROWER, any damages allowed shall be levied in proportion to the percentage of negligence attributable to each party.

BORROWER will maintain its own insurance and/or self-insurance for its liabilities from damage to property and/or injuries to persons arising out of its activities associated with this AGREEMENT as it deems reasonably appropriate and prudent. The maintenance of, or lack thereof of insurance and/or self-insurance shall not limit the liability of the indemnifying party to the indemnified party(s). The BORROWER shall provide the COUNTY with a certificate of insurance or letter of self-insurance annually as the case may be. Further, the BORROWER shall assure that the contractor(s) associated with this AGREEMENT maintain its own insurance for its liabilities from damage to property and/or injuries to persons arising out of its activities and adds the BORROWER as an additional insured on said insurance.

V. SPECIAL CONDITIONS

There are no special conditions.

VI. SPECIAL ASSURANCES

BORROWER shall comply with all applicable federal, state and local laws, requirements, and ordinances as they pertain to public works projects.

VII. TERMINATION

7.1 Termination for Cause

If the BORROWER fails to comply with the terms of this Agreement, the COUNTY may declare the BORROWER in default and terminate the Agreement in whole or in part.

The COUNTY shall notify the BORROWER in writing of any default. The BORROWER shall have five (5) days to remedy said default. In the event the BORROWER fails to remedy the default within five (5) days of written notice, the COUNTY shall issue the BORROWER written notice of termination of this Agreement and declare the principal amount owing and interest due under this Agreement at that time to be immediately due and payable.

Nothing in this section shall affect the BORROWER's obligation to repay the unpaid balance of the loan. The BORROWER's obligations to repay the unpaid balance of the loan including any accrued interest shall survive early termination of this Agreement.

7.2 Termination for Convenience

The COUNTY may terminate this AGREEMENT in the event that COUNTY funds are no longer available to the COUNTY or are not appropriated for the purpose of meeting the COUNTY'S obligations under this Agreement. Termination will be effective when the COUNTY sends written notice of termination to the BORROWER.

Nothing in this section shall affect BORROWER's obligations to repay the unpaid balance of the loan. The BORROWER's obligations to repay the unpaid balance of the loan including any accrued interest shall survive early termination of this Agreement.

VIII. OTHER TERMS AND CONDITIONS

8.1 Recordkeeping and Access to Records

The COUNTY shall have full access and the right to examine, copy, excerpt, or transcribe any pertinent documents, papers, records, and books of the BORROWER and of persons, firms, or organizations with which the BORROWER may contract, involving transactions related to this Agreement.

The BORROWER agrees to retain all records pertaining to this project and this AGREEMENT for a period of six years from the date of project closeout or early termination of this Agreement. If any litigation, claim or audit is started before the expiration of the six-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

8.2 Reports

The BORROWER shall furnish the COUNTY with quarterly progress reports, a Certified Closeout Amendment and other periodic reports at such times and on such forms as the COUNTY may require, pertaining to the activities undertaken pursuant to this Agreement.

8.3 Amendments, Modifications, Assignments, and Waivers

BORROWER may request an amendment to this AGREEMENT, which does not increase the amount of the loan, for the purpose of modifying the Scope of Work or for extending the time of performance as provided for in Section III. Neither this AGREEMENT nor any claims arising under this AGREEMENT may be transferred or assigned by the BORROWER without prior written consent of the COUNTY. No conditions or provisions of this AGREEMENT may be waived unless approved by the COUNTY in writing. No amendment or modification shall take effect until approved in writing by both the COUNTY and the BORROWER and attached hereto.

8.4 Governing Law and Venue

This AGREEMENT shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by, the laws of the state of Washington. Venue of any suit between the parties arising out of this AGREEMENT shall be the Superior Court of Snohomish County, Washington.

8.5 Severability

If any provision under this AGREEMENT or its application to any person or circumstances is held invalid by any court of rightful jurisdiction, this invalidity does not affect other provisions of the AGREEMENT which can be given effect without the invalid provision.

VIII. EXECUTION IN COUNTERPARTS

This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same agreement.

“COUNTY”

SNOHOMISH COUNTY

“BORROWER”

CITY OF STANWOOD

Signature Date

Signature Date

Title

Title

Federal Taxpayer Identification Number

Approved as to Form:

Approved as to Form:

/s/ George B Marsh 03/06/2024
Deputy Prosecuting Attorney

BORROWER Attorney

ATTACHMENT I

SNOHOMISH COUNTY PUBLIC WORKS ASSISTANCE FUND
LOAN AGREEMENT

LOAN NUMBER 07-2024

SCOPE OF WORK AND LOAN APPLICATION

Project Title: Viking Way Phase 2

This project is the second and final phase of a larger 90th Avenue Extension and Viking Way. This project received funding from the Puget Sound Regional Council RTCC program for engineering, right of way, and construction. We have received the final documentation for the right of way portion of the project, we anticipate all easements and acquisitions to be recorded within the next two weeks. We have all permits in hand, with our 100% design and bid package completing within the next two weeks. The construction phase received \$865,000 of federal funding. This project will provide a completed road from the existing termination approximately 300 feet east of 92nd Avenue to 92nd Avenue. The design includes a new road with curb, gutter, planter strips, street lighting and sidewalks on both sides. The project required the acquisition of one property totaling approximately 18,500 square feet. We have reached an agreement with the seller a signed deed in hand to be recorded in the coming weeks.