



Planning Commission Meeting Minutes Monday, October 14, 2024 – 6:30 pm

Call to Order: 6:30 pm

Roll Call

Commissioners Present:

Eric Warnat, Commissioner (online)
Kathy Moe, Commissioner
Cody Davis, Commission Vice-Chair
Gabrielle Braley, Commissioner
Jeff Wheatley, Commissioner

Staff Present:

Patricia Love, Community Development Director
Audrey Rotrock, Associate Planner

Absent: Melissa Toner, Commissioner; Patrick Hosterman, Commission Chair

Also known to be present: Community Members: Ronald Smith, Brian Romano, Carol Frey, Kevin Flynn. Developers: Larry Calvin, Albert Torrico

Public Requests and Comments: None

Approval of Minutes:

The minutes from the September 9, 2024 Planning Commission meeting were unanimously approved.

New Business:

Public Meeting: 24-0104 Josephine Preliminary Plat

Pursuant to Stanwood Municipal Code (SMC) 17.80.310, Type III permits are required to hold a public meeting with the City of Stanwood Planning Commission. The purpose of a public meeting is to provide the public with the opportunity to learn about a project and to ask questions in order to gain a better understanding of a project. Meetings are not as formal as a hearing, do not require public testimony, and are not required to be recorded.

Sage Homes NW LLC, the applicant, is proposing to construct an 89-lot subdivision consisting of 73 single-family residences, 8 duplex lots, and 8 townhome lots for a total of 97 units. The project is located northeast of 68th Avenue NW and 284th Street NW intersection on one Traditional Neighborhood zoned parcel approximately 16.87 acres (735,061 square feet) in size. Vehicular access to the site will be from 68th Avenue NW and 284th Street NW. The proposed community will include open space tracts, storm water management, and street and landscaping improvements.

Commissioner Questions & Comments

- Consider adding a walking trail or path throughout the neighborhood in addition to the active opens space (for basketball or pickleball for example). Try to connect those trails to trails in nearby neighborhoods.
- Create open space that is more park-like instead of a field with a picnic table.
- Will there be multi-family units/apartments? No, the property is too far from the more urban areas for multi-family units.



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- What is the price range of the units? \$600k - \$750k for the SFR's and lower for the townhomes and duplexes. It will also depend on the market at the time of sale.
- What is the square footage of the units? Townhomes and duplexes will be around 1,499 square feet and the SFR's will be around 2,300 – 2,600 square feet.
- What are the setbacks for the neighborhood? The front setbacks will be 0 ft, rear setback will be 25 ft, and the side setbacks for townhomes is 0 ft for interior units and 10 ft for end units. Side setbacks for SFR's 5 ft.
- What are the street widths for the neighborhood? Streets will be a minimum of 26 ft wide plus 8 ft for parking on one side.
- What are the lot area sizes? The minimum lot size for SFR's in the TN zone is 5000 square feet. Lot areas for townhomes are calculated differently.
- Will there be a fence around the perimeter of the development? There will be fencing along the north and east sides of the development.
- How will Native Growth Protection Areas (NGPA's) be monitored? The closing documents will specify how the NGPA's will be monitored, and later the Homeowners Association will take over.

Public Questions & Comments

- There are wetlands, an eagle's nest, and an aquifer on or abutting this property. Do your due diligence to protect these natural features.

Critical Areas Code

The City initiated the Municipal Code Update project in 2022 to modernize the code reflecting best practices with respect to content and administration of the code. The update is intended to be user friendly for staff, property owners and developers by 1) removing legalese and jargon unfamiliar to the lay person, 2) improving clarity and overall functionality, and 3) reflect regulatory best practices. The amendments will also be consistent with current case, state and federal laws.

As part of the Municipal Code Update, the City has elected to create a Unified Development Code (UDC) that merges Title 16, Subdivisions, and Title 17, Zoning, into a single Title. A UDC is a comprehensive set of regulations or standards that govern land use, zoning, and development within a single Municipal Code Title. The Critical Area Regulations will be updated and integrated in the new UDC.

Updates to the Critical Area Regulations include:

- Reorganizing and renumbering the existing critical areas regulations to new chapters and aligning them with state guidance based on Best Available Science.
- Duplicative sections were streamlined, definitions updated, and provisions made more consistent with Best Available Science and state regulations.
- Wetland regulations (SMC 18.802) and stream buffers (SMC 18.804) have been revised to align with Washington State Department of Ecology guidance, including buffer updates based on site-potential tree height (SPTH).
- The geologically hazardous areas chapter (SMC 18.806) incorporates definitions consistent with RCW and WAC.
- Floodplain management is renamed "Frequently Flooded Areas" (SMC 18.810) with added protections for HVAC systems.



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- New cultural resources provisions were added based on state recommendations.

Commissioner Questions & Comments

- How are homeowners prevented from using prohibited chemicals near the Aquifer Recharge Area? The types of prohibited hazardous materials are not generally sold for residential use. Any business that might use those hazardous materials would not likely be allowed in residential zones.
- There is no local register of historical houses in Stanwood. How would Stanwood get registered? There are multiple conditions that a historical home would have to qualify for. It would come down to each individual homes and their qualifying conditions in order to be on a register.
- The brick roads in town have important historical significance.
- The Commission supports moving the Critical Areas code forward.

Old Business

Public Hearing – Title 18, Unified Development Code

This code amendment merges Title 17, Zoning with Title 16, Subdivisions into a new Title 18 to be referred as the Unified Development Code. A UDC combines traditional zoning codes with subdivision, design standards, utility and engineering regulations into a single document to provide a comprehensive set of development standards and to avoid overlapping regulations.

The ordinance provides the outline for the new Title 18, which divides the Title into the following eight (8) logical groupings:

- Part 1: General Provisions
- Part 2: Applications
- Part 3: Permits
- Part 4: Land Divisions
- Part 5: Zoning and Uses
- Part 6: Specific Use Standards
- Part 7: Development & Design Standards
- Part 8: Environmental

UDC Project Goals:

The City Council adopted the following goals and action items to guide the adoption of Title 18 Unified Development Code Update. A checklist, so to speak, for the factors that will be used to evaluate whether the completed project is successful, on track, and consistent with the original objectives. These goals will be revisited over the life of the project and used to maintain focus over the coming months of revisions, drafts, review, and ultimately approval of the update code.

- Goal 1: Comprehensively update and modernize the Zoning Code with respect to content and administration of the code.
- Goal 2: Improve the development review process for applicants and staff.
- Goal 3: Promote development patterns consistent with the Comprehensive Plan and the 20-year growth projections.
- Goal 4: Evaluate and amend the Code to eliminate contradictions and remove barriers to development.



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- Goal 5: Adopt design guidelines and site planning standards to achieve the desired community vision as described in the Comprehensive Plan.
- Goal 6: Update Shoreline Management Plan (SMP) policies and regulations.
- Goal 7: Consider the best approach to integrate the 2023 state law requirements into the Municipal Code while ensuring consistency with the Comprehensive Plan.

Commissioner Questions & Comments

- Are there flow charts included in permit applications to show the steps involved in each permit type? No, but they can be added.
- Can applicants apply online? Yes, Stanwood has an online permitting portal.
- The commissioners are satisfied with the findings and support continuing the Public Hearing at the next Planning Commission on Monday, November 18, 2024.

Public Questions & Comments

- None

Miscellaneous Business:

- The November Planning Commission meeting will be held on Monday, November 18, 2024, instead of November 11, 2024. November 11th is Veterans Day.
- The December Planning Commission meeting is canceled for the holiday season.

Recent Council Action on Commission Items:

- City Council approval of the 2024-2044 Comprehensive Plan

Upcoming Items:

- Subdivisions.

Adjourn: 8:15 pm