



Planning Commission & Special Joint Council Meeting Minutes Monday, February 10, 2025 – 5:30 pm

Call to Order: 5:30 pm

Roll Call

Commissioners Present:

Eric Warnat, Commissioner
Kathy Moe, Commissioner (Online)
Melissa Toner, Commissioner
Patrick Hosterman, Commission Chair
Cody Davis, Commission Vice-Chair
Gabrielle Braley, Commissioner (Online)
Jeff Wheatley, Commissioner

Staff Present:

Patricia Love, Community Development Director
Tansy Schroeder, City Planner
Audrey Rotrock, Associate Planner
Scott Black, Building Official
Kevin Hushagen, Public Works Director

Absent: N/A

Also known to be present: Matt Hough of CPH Consultants, Sam & Dennis Long, Cathy Wooten, Cindy Wilfong, Tim Poetzi, Beth Munson, Peter Kamb, Judy Williams, Peggy Wendel, Arne Wennerberg, Mike (online)

Public Requests and Comments: Kathy Wooten requested to have page numbers referencing to the packet materials added to the minutes.

Approval of Minutes:

The minutes from the January 13, 2025 Planning Commission meeting were unanimously approved.

New Business:

Public Meeting: Viking Village Site Development Permit 24-0121

WV Holdings I, LLC, the applicant, is proposing to construct a mixed-use development consisting of 78 townhome units, 24 multi-family flats, and 16,075 square feet of ground-level commercial space. The project is located northwest of the intersection of 88th Avenue NW and SR 532 with Viking Way traveling east-west through the site. The project is located on two parcels zoned as Mainstreet Business II (MB-II) which total 6.46 acres, of which 4.72 acres (approx. 205,603 square feet) are proposed for development. The development proposes to include 18,603 square feet of common open space areas and 19,674 square feet of "private open space" to serve as individual yards for the townhome units. The project will also include utility, storm water management, and street and landscaping improvements. This will be a two-phased project with the first phase consisting of the site area and public roadway frontage improvements on the north side of Viking Way. The second phase will complete the site area and roadway improvements on the south side of Viking Way. See page 7 of the February Planning Commission packet. Tansy Schroeder discussed the project further with residents/attendees after the meeting concluded.

Commissioner Questions & Comments

- Will the garages fit larger sized vehicles? The garages will likely be 20' wide by 24' deep. It will be a challenge to fit larger vehicles. There will be no driveways, but there will be some street parking and shared commercial parking.
- Residential units will be for sale.



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- Are there wetlands onsite? Staff has requested the work from the biologists who surveyed the site. Additional work may need to be done.
- How will the developer protect existing adjacent businesses from stormwater runoff from the project? Sheet flow is not allowed in Stanwood. Storm drainage will be installed onsite. All drainage plans will be reviewed against floodplain and city code requirements.
- Commissioners asked specific questions such as the square footage of residential and commercial spaces. Staff will follow up with these details.
- There are concerns that there is more residential and open space than commercial space proposed for this project. Since the zoning is Main Street Business II, some are concerned that more commercial space is needed.
- The developer has more experience with residential projects than commercial projects.
- The Commissioners have concerns about insufficient parking.

Public Questions & Comments

- Have current tenants in the existing building been given notice about the future of plans Viking Village? Tenants are aware of the project. The developer hopes to begin construction in 2026.
- A representative from FourSquare church has the following concerns: people using the new commercial properties might park in their parking lot; there is a potential for damage to their property from the future construction; church activities may disrupt future residents.
- Does the city have a Fee Simple Code? Currently, fee simple lots are not in the city code. Staff is considering adding it with the Municipal Code Update project.
- Please visit the city's website project page to view the Viking Village Site Development Traffic Study.
- A large sum of money was recently spent on Right of Way improvements in the Viking Village area, this project could potentially tear up that work.
- An attendee commented that this is an exciting project for Stanwood. It would provide opportunities for residents of the development to walk to church, trails, nearby businesses and more.

Special Joint Planning Commission and City Council Meeting

Commissioners Present

Eric Warnat, Commissioner
Kathy Moe, Commissioner (Online)
Melissa Toner, Commissioner
Patrick Hosterman, Commission Chair
Cody Davis, Commission Vice-Chair
Gabrielle Braley, Commissioner (Online)
Jeff Wheatley, Commissioner

Council Members Present

Sid Roberts, Mayor
Dani Gaumond, Council Position 1
Marcus Metz, Council Position 2
Darren Robb, Council Position 3
Robert 'Chili' Hicks, Council Position 4
Steve Shepro, Council Position 5
Andreena Bergman, Council Position 6
Tim Schmitt, Council Position 7

Old Business:

Unified Development Code: Housing, Subdivisions, and Flexibility Discussion

The Growth Management Act mandates that cities plan for and accommodate housing for all income levels. The City recently adopted its 2024-2044 Comprehensive Plan, which provides policy guidance on meeting this requirement. The joint City Council and Planning Commission meeting aimed to facilitate an open discussion on how these housing policies translate into



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regulations within the Municipal Code. The meeting also provided an opportunity for the Council to give direction to staff and the Planning Commission on drafting code changes that align with state law. The City has several policy plans that guide future housing decisions, including the Comprehensive Plan, Housing Action Plan, and Strategic Plan. The Comprehensive Plan and Housing Action Plan are long-term planning documents that shape city growth and development over a 20-year horizon, while the Strategic Plan serves as a short-term implementation strategy that helps the Council set annual budget priorities. Together, these plans support diversifying the city's housing stock to provide a range of housing options. See page 62 of the February Planning Commission Packet.

Housing Units in Existing Buildings

Comments / Concerns

- What safeguards can the city put in place to preserve the commercial building stock?
- Can the City restrict small commercial along 271st Street from converting to residential?
- Is the intent of the legislation to only allow conversion of larger office buildings/big box stores to convert to residential?
- What are the impacts to Main Street if commercial buildings/uses convert to residential?
- Can Cedarside convert their commercial building space to residential? Will the development agreement prohibit conversion?
- Does the conversion law apply to schools, churches, storage unit facilities, or other types of uses?

Accessory Dwelling Units

Comments / Concerns

- Require compliance with setback and lot coverage requirements.
- Evaluate design review requirements: compatibility with house and/or neighborhood characteristics.
- Prohibit use as a short-term rental; aka "AirB&B".
- Prohibit the use of yurts, RV's, shipping containers, or similar as ADU's.
- Define a maximum allowable size – such as not more than 50% of primary house, but not less than 1,000 square feet.
- Review height limitation in state law against RCW 64.04.140 and 150; can height be limited based on sunshine / solar or privacy needs. How is building height measured?
- Address parking constraints.
- Research who are building ADU's: builders, homeowners, new construction, or additions to existing structures.
- Detached ADU's should have their own separate water meters as they can be sold as fee simple units.
- Review utility and impact fees; the city needs to recover its cost of services.

Missing Middle Housing

Comments / Concerns

- Re-evaluate percentage mix of housing types in TN zone.
- Allow mix of housing unit types in SFR zones and consider location restrictions such as:



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- Townhouses on main streets and/or corners: 80th Ave, 64th Ave, 72nd Avenue, 284th Street, 276th Street, 272nd Street
- Cottages within subdivisions.
- Restrict townhouses to 3- or 4-unit buildings in SFR zones to break up mass and scale.
- Support additional cottage housing; evaluate if 1,200 SF size limit should be changed.
- Consider cottage housing as “workforce” housing with potential density bonus and additional open space using cluster techniques.
- Mixed use buildings in industrial parks: are there any examples and how are use conflicts addressed?

Emergency Shelters, Transitional Housing, Emergency Housing & Permanent Supportive Housing

Comments / Concerns

- Concerned about potential impacts on adjacent properties.
- Are there potential mitigation measures such as fencing or landscaping?
- Consider an emergency / interim ordinance to meet GMA deadline.

Co-Living Housing

Comments / Concerns

- Can Co-Housing be prohibited in the uptown TN zone? Makes sense in TN mixed use and MF zones.

Uptown Commercial Infill

Comments / Concerns

- Carefully consider the uses that would be allowed; how would you feel living next door to a commercial use: odors, noise, trash?
- Only uses that support neighborhoods.
- Not intended to attract new traffic to neighborhoods.
- Keep small scale, “mom/pop” stores, not chain stores.

Unit Lot Subdivisions

Comments / Concerns

- Address needed easements: access, utilities, parking, landscaping, and open space.
- Require compliance with exterior setbacks.
- How is lot coverage addressed?
- Allow administrative unit lot subdivisions without public comments on built projects.

Split Lot Subdivisions

Comments / Concerns

- Allow 1 lot to be split into 2; more than 2 will require a short plat.
- Require street front improvements and utilities with building permit.



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- Address how the “existing” lot frontage improvements will be installed – prior to final plat?
- Require any potential access and utility easements with final plat.
- If a private road is proposed, then require a short plat.
- Address standards for ADU’s versus new lots meeting underlying zoning standards.

Lot Size Averaging

Comments / Concerns

- Provide examples of existing projects.
- No increase in density; only lot design flexibility.

Cluster Housing and On-Site Density Transfers

Comments / Concerns

- Creates a perceived increase in density.
- No benefit to community.
- Consider if additional community benefits are provided: open space, park space, trails – above what is required by code.
- Provide examples.

Model Home Development Option

Comments / Concerns

- Limit to 4 units.

Other Issues Reviewed by Planning Commission

Comments / Concerns

- Consider in-lieu fees for park space (in addition to park impact fees)
- Support lot dimension flexibility to create interesting subdivision design – break up rows of similar housing and lots.
- Support use of PRD regulations for new base standard.
- Define what qualifies as open space versus park space; update park improvements options.
- Address grading / elevation changes and impacts on adjacent properties during the subdivision process.
- Evaluate how to address quality materials comment – cheap materials which causes future homeowners to pay cost of replacements sooner than expected.

Recent Council Action on Commission Items:

- Public Hearing and First Reading on Procedures Code

Upcoming Items:

- Continued discussion on Critical Areas Code

Adjourn: 8:31 pm