

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, April 10, 2025



AGENDA
CITY COUNCIL REGULAR MEETING
April 10, 2025 | 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 click this [Zoom link](#) or visit the City's website calendar
<https://www.stanwoodwa.org/calendar>

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. PRESENTATIONS**
- 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**
 - a. Police Compstat Report – March [6.1](#)
- 7. COUNCIL COMMITTEE REPORTS**
 - a. Finance Committee Meeting Minutes – March 27, 2025 [7.1](#)
 - b. Economic Development Board Meeting Minutes – January 17, 2025 [7.3](#)
- 8. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks [8.1](#)
 - b. Approve City Council Regular Meeting Minutes – March 27, 2025 [8.5](#)
 - c. Approve the Storefront Improvement Program Application for MQ Gadgets, Gifts, and Goodies [8.9](#)
 - d. Authorize the Mayor to Sign a Task Order with Perteet for the Final Design of Depot Park [8.27](#)
 - e. Authorize the Mayor to Sign a Contract with Reaper Construction for the Heritage Loop Trail Project [8.45](#)
 - f. Authorize the Mayor to Sign a Contract with Northend Excavating for the 80th Ave Sidewalk & Overlay Project [8.51](#)
- 9. UNFINISHED BUSINESS**
- 10. PUBLIC HEARING**
- 11. NEW BUSINESS**
 - a. Adopt Resolution 2025-03 Allowing the Keller Annexation 60% Petition [11.1](#)
 - b. Authorize the Mayor to sign a Task Order with Transpo Group for the SR 532 Corridor Study [11.19](#)
- 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**
- 15. ADJOURN**

Upcoming Meetings:

Thursday, April 27, 2025 City Council Meeting 7:00 pm
Thursday, May 8, 2025 City Council Workshop 5:00 pm
Thursday, May 8, 2025 City Council Meeting 7:00 pm



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 6a
DATE: April 10, 2025
SUBJECT: Police Compstat Report
CONTACT PERSON: Chief Jason Toner
ATTACHMENTS: A – March 2025 Compstat

SUMMARY STATEMENT

Attached is the March 2025 Compstat Report for council review.

Stanwood Police Department CompStat Report



City of Stanwood Police Chief Jason Toner

Prepared by: Snohomish County Sheriff Office Crime Analysis Unit and Stanwood Police Department

MARCH 2025

Stanwood Police Department

COMPSTAT REPORT



What is CompStat?

CompStat stands for 'Computer Statistics' dealing specifically with crime. It is found to be an effective way to accurately track crime and use the information to deploy officers to address it in timely manner. It is a performance management system that is used to reduce crime and achieve other police department goals. It emphasizes information-sharing, responsibility and accountability and improving effectiveness.

What is the benefit to the community?

CompStat allows us to track crime problems and allocate resources to the areas that are being affected. By being able to focus our efforts on areas being impacted, we are able to make apprehensions and drive down crime in Stanwood.

How is data collected?

Crime Analysts access a variety of systems to collect and analyze law enforcement data. Data collection begins at the 911 call center (SNO911) and carries over into law enforcement records management systems (LERMS). Much of the information presented in this report is also reported to state and federal agencies annually.

What data will you see in this report?

What occurred within the city limits of Stanwood and calls responded to by the Stanwood Police outside the city.

This is a true representation of all police activity occurring in the City of Stanwood, you will see these calls listed as "In the STW Beat". On occasion, Stanwood Police officers will be called outside the city to assist other agencies. We also have deputies who live outside of the city so on occasion they will make a traffic stop or respond to a nearby call while commuting to work. You will see these call listed as "Answered by STW ORI"

Incident data:

This represents what police were called to and includes self-initiated activity. Multiple 911 calls for the same incident are presented as a single incident.

Case data:

An incident becomes a case when the deputy determines reporting protocol is met. A case is often generated based on a specific crime, traffic collisions, arrest or the need to document specific actions or information.

MARCH 2025

Stanwood Police Department

POLICE STAFFING



The City of Stanwood contracts for law enforcement services through the Snohomish County Sheriff's Office. The contract is identified as a "stand alone" contract, which allows the City of Stanwood to maintain its own police identity to include policies and procedures that meet unique small city needs. All uniforms and vehicles are identified as Stanwood Police and we provide services to the city population of approximately 8,405.

DIVISIONS:

CHIEF OF POLICE: Has the rank of Lieutenant with the Sheriff's Office. Oversees all aspects of the Police Department daily operations. The Chief works with city staff to ensure community needs are met.

ADMINISTRATIVE SERGEANT: Administers the day-to-day administrative functions of the Police Department and oversees the day shift deputies, School Resource Officer and Detective. Steps in as the Chief of Police when the chief is absent.

NIGHT SERGEANT: Oversees the swing shift and night shift deputies.

PATROL DIVISION: Responds to crimes in progress, traffic collisions, missing persons, and other emergency and non-emergency calls for service.

SCHOOL RESOURCE OFFICER: Utilizes the concept of educator, informal counselor, and law enforcer; working to bridge the gap and build relationships between law enforcement and youth.

DETECTIVE: Works in conjunction with patrol and the resources of the Snohomish County Sheriff's Office to investigate a broad range of felony- and misdemeanor-level crimes that occurred in the City of Stanwood.

	ASSIGNED	VACANCIES	PERCENTAGE
Chief	1	0	100%
Sergeant	2	0	100%
Deputy	5	1	83.5%
School Resource Officer No longer a PD employee - SCSO contract	1	0	100%
Detective	1	0	100%

MARCH 2025

Stanwood Police Department

RECORDS UNIT



Records Summary: Job duties include, but are not limited to, the following;

- Provide administrative support for all members of the Stanwood Police Department.
- Assist the Chief of Police with police budget tracking and review.
- Verify and code all incoming invoices for the Police Department.
- Ordering of supplies for the department, and special events.
- Subject matter expert for the Law Enforcement Records Management System (LERMS) used by Stanwood Police Department.
- Manage all Stanwood Police Department documents and records.
- Review all electronic case file entries and information for accuracy.
- Scan paper records into electronic case files.
- Forward criminal arrest referrals to the Prosecuting Attorney's Office.
- Enter trespass notices, gun alerts, and other safety alerts into the agency's electronic records management system.
- Route Child Protective Services & Adult Protective Service referrals.
- Maintain department case file and document archives per Washington State records retention/destruction schedules.
- Responsible for federal reporting of crime statistics to the National Incident Based Reporting System (NIBRS).
- Run monthly case audits and records validations.
- Enter court orders, missing persons, vehicle impounds, lost or stolen property, stolen vehicles, etc. into Washington Crime Information Center and National Crime Information Center (WACIC/NCIC).
- Provide second checks for all entries made into Washington Crime Information Center and National Crime Information Center (WACIC/NCIC).
- Conduct background checks for concealed pistol license and pistol transfers applications.
- Provide fingerprint services for concealed pistol license applicants and citizen fingerprints.
- Review and fulfill public records requests within the guidelines of the Public Records Act.
- Create/update/maintain all process, procedure, and training manuals for the position.
- Serve as Stanwood Police Department's Terminal Agency Coordinator for the Washington State Patrol ACCESS program.
- Assists with walk-in and telephone customers, averaging 8,000 yearly contacts.
- Route calls to 911 and non-emergency dispatch.
- Respond to requests for service and answer general questions.
- Manage key & key fob assignments for City of Stanwood employees.

	2025	2024	2023	2022	Year to Date
Public Records Requests	41	47	46	40	74
Concealed Pistol License Issued	31	28	47	27	88
Fingerprinting & Approx Time	21 5.25 hrs	0 0.0 hrs	26 6.5 hrs	13 3.25 hrs	60 15.0 hrs

MARCH 2025

Stanwood Police Department

Message from the Chief



The calendar says it's spring—even if the weather hasn't quite gotten the memo! Still, this is one of my favorite times of year. Baseball season is back (which likely means another "so close, yet frustrating" Mariners season), and I always look forward to the longer days.

Driving Under the Influence in Stanwood

In 1979, Washington State modernized its Driving Under the Influence (DUI) rules into the laws we recognize today. Despite these advancements, DUI-related incidents—particularly collisions and fatalities—continue to rise. Fatal crashes involving impaired drivers increased from 226 in 2014 to 391 in 2023 (2024 data is not yet available).

Fortunately, Stanwood has not experienced a fatal collision in many years. However, DUI arrests have shown an upward trend: 12 in 2020, 15 in 2021, 9 in 2022, 10 in 2023, 18 in 2024, and 8 so far in 2025. In response to the growing number of DUI-related calls both locally and statewide, the Stanwood Police Department has prioritized DUI-focused training for its officers.

All Stanwood PD officers receive basic DUI training, and approximately half have completed ARIDE (Advanced Roadside Impaired Driving Enforcement) training. Additionally, Deputy Bonnell was certified as a Drug Recognition Expert (DRE) in 2024 and is scheduled to attend DUI instructor training in 2025.

The Stanwood Police Department will continue to conduct DUI emphasis patrols throughout the year, as maintaining the safety of our roadways remains a top priority.

Police Call of Note

On March 11, 2025, Stanwood Police assisted the U.S. Marshals Service and the Snohomish County Violent Offender Task Force in arresting a fugitive from Utah. The suspect was wanted for Rape of a Child in the First Degree and was safely taken into custody.

Community Engagement

I recently had the opportunity to speak with KIRO News radio about the addition of FLOCK Safety cameras in Stanwood. It was a great conversation highlighting the ways these cameras can enhance public safety and support our investigative efforts.

I also attended the Short Parade here in Stanwood. Despite a cold and rainy Saturday morning, I was impressed by the big turnout! The crowd's spirit wasn't dampened by the weather—though one person may have enjoyed the festivities a little too much and required medical attention after overindulging in alcohol.

Chief Toner

MARCH 2025

Stanwood Police Department

Detective Report



Stanwood Police Cases

2025-175, 2025-90000096, and 2025-342

ID Theft

On 01-06-2025, 01-08-2025, and 01-13-2025, wallets were stolen from men's locker room at a local fitness center. Victim credit/debit cards were used for unauthorized purchases at area businesses.

Detective Martin collected video from numerous locations showing the same male associated with the unauthorized purchases, as well as his presence at the fitness center when the wallets were stolen.

Unfortunately, the male was wearing an ankle monitor on 01-06-2025. Geo-location information from the ankle monitor confirmed his presence at the fitness center during the time frame a wallet was stolen and at a Lowes store a short time later.

The male has been identified and Detective Martin will be referring charges to the Prosecutor's Office.

The male is currently staying at the Skagit County Jail on an unrelated matter.



MARCH 2025

Stanwood Camano School District

SCHOOL RESOURCE OFFICER



READ ACROSS AMERICA

On March 21st and March 22nd School Resource Officer Deputy Bud McCurry was invited to Cedarhome Elementary to read books to several classes. He read the books "We Are Going To Be Pals" and "The Little Wooden Robot and the Log Princess" to Ms. Wayland's, Ms. Rawls', Ms. Kelley's, and Ms. Qualley's 4th and 5th grade classes. After reading the books, Deputy McCurry opened it up to questions about his job and uniform. Afterward, Ms. Pappas heard about how well it went and invited Deputy McCurry to read to her 4th grade class on Monday March 31st. A great time was had by all and Deputy McCurry offered to come back any time to hang out with the kids.

TOP 8 IN STATE!



On Friday March 7th, the Stanwood Girls Basketball team lost out to Kennewick in the 2025 State Tournament. While the tournament ended early for our Lady Spartans, it was an amazing season with several of our players being for All-Wesco teams. Thanks to our Stanwood Cheerleaders and Band for making the trip to cheer on our team.

SQUIRT GUNS?



For some reason we have seen a rash of squirt gun usage at Stanwood High School. This is obviously improper behavior, but also many modern REAL handguns are colorful just like toy guns. Mr. Washington and the admin team have done a good job at issuing discipline for these incidents, and Deputy McCurry has been reaching out to parents to advise them how dangerous this can be.

MARCH 2025



The following pages cover incidents data. This is also known as calls for service. If 30 people call because there's a wreck in front of Haggen's, it counts here once.

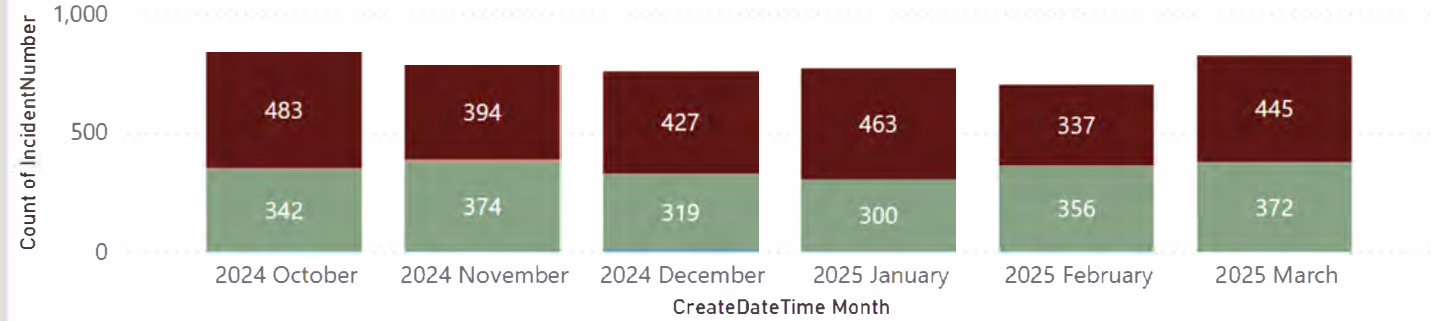


Previous Month Over Time

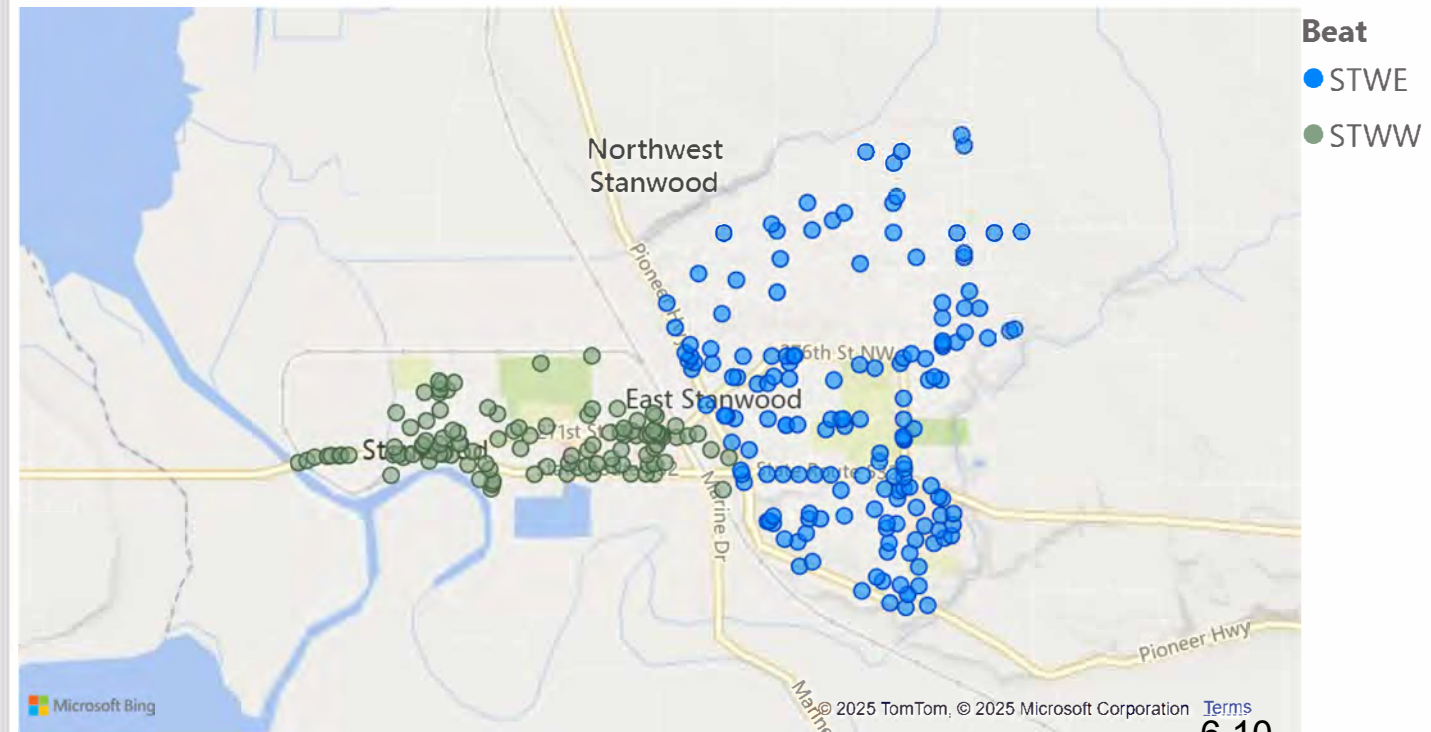
TOTAL INCIDENTS - ALL ORIS inside STW

Total Incident Counts, Past 6 Full Months by Origination Type

Call Origination (Blank) 911 call ASAP Officer-Initiated



All incidents Past 1 Month - excludes victim privacy concerning incidents



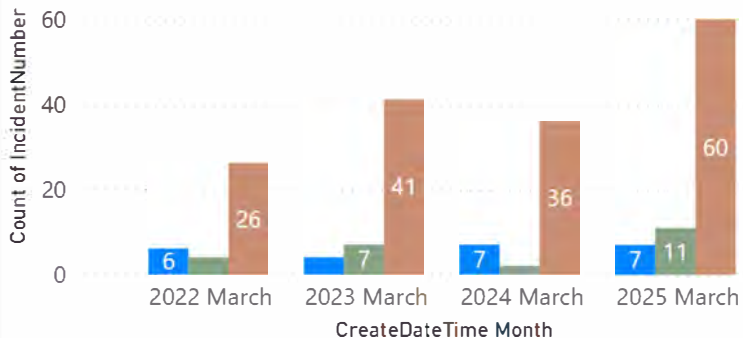


Collision, DUI, and Traffic INCIDENTS

Previous Month Over Time

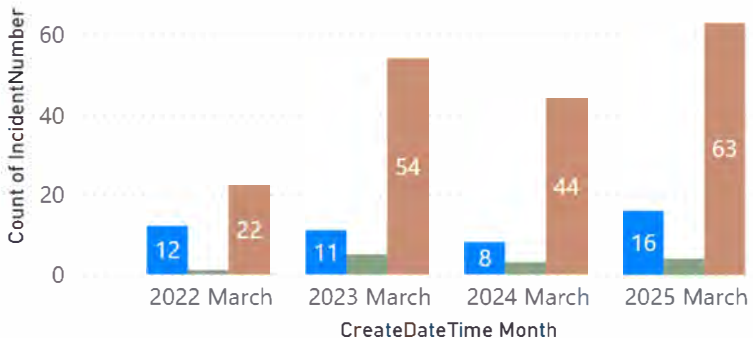
Stanwood West

IncidentType Collision DUI Traffic



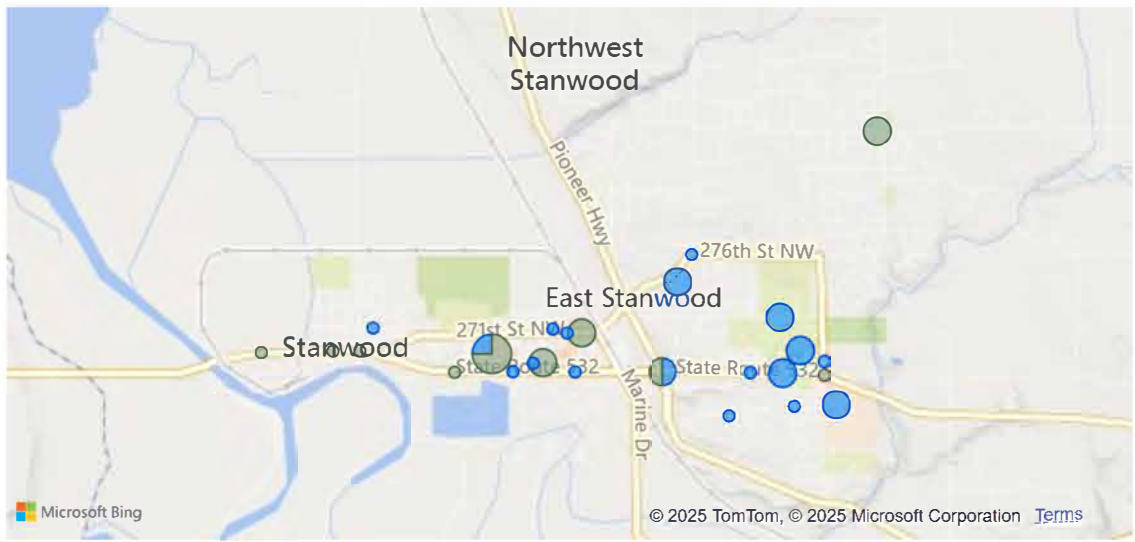
Stanwood East

IncidentType Collision DUI Traffic



Previous Month, Current Year

IncidentType Collision DUI



Traffic - Previous Month, Current Year

Call Origination 911 call Officer-Initiated



STWW & STWE

Year	Collision	DUI
2024		
October	21	6
November	28	14
December	21	5
2025		
January	14	11
February	17	9
March	23	15

STWW & STWE

Year	Traffic
2024	
October	81
November	67
December	86
2025	
January	120
February	106
March	123



Tickets - To Current Date, Current Year

of Tickets - This CY

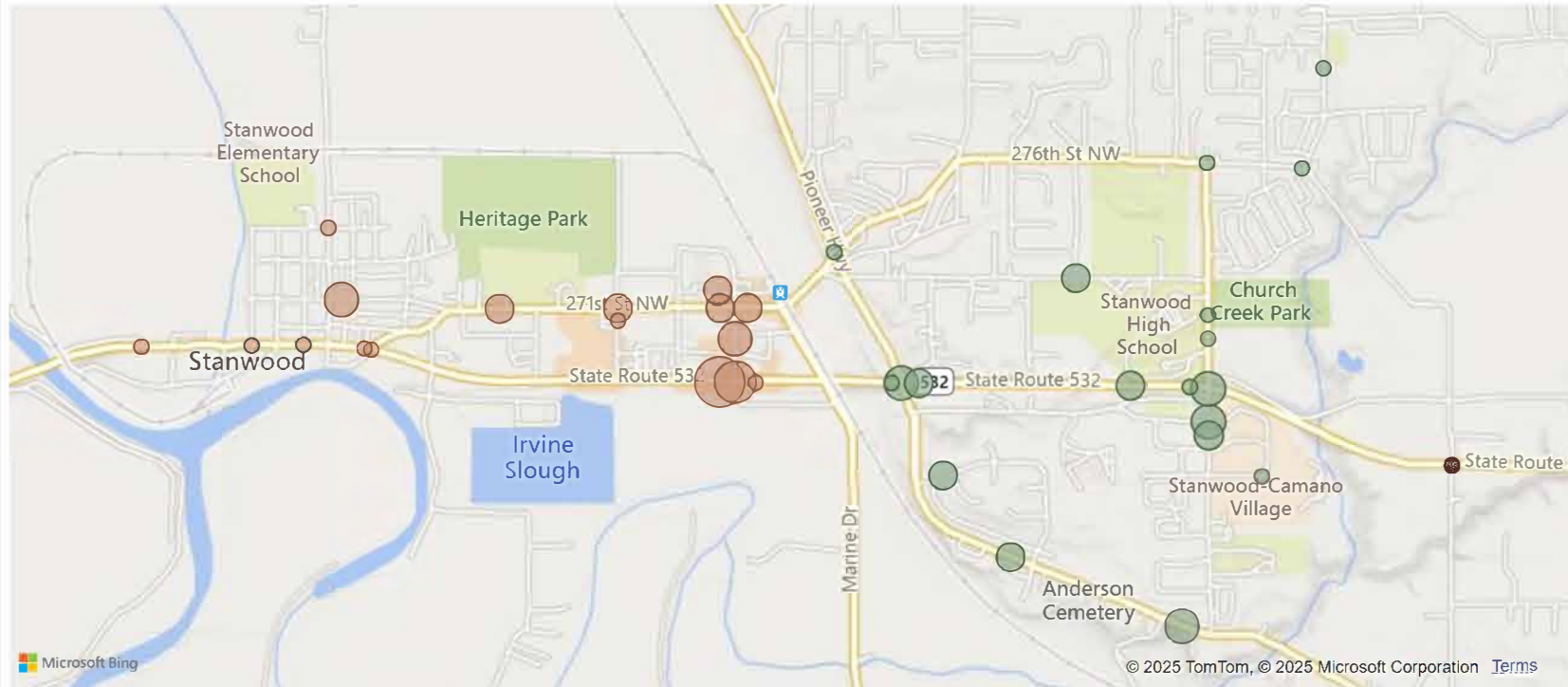
54

of Violations - This CY

77

Location of Citations this CY

Beat ● (Blank) ● STWE ● STWW ● WSPD1



Total Violations

Month	2022	2023	2024	2025
January	7	19	22	26
February	12	39	16	27
March	11	27	13	24
April	6	18	24	
May	11	24	26	
June	26	32	24	
July	30	10	21	
August	32	38	11	
September	37	39	27	
October	12	112	30	
November	15	28	17	
December	23	29	27	
Total	222	415	258	77

How Many Tickets Had More than One Citation?
2022 to present

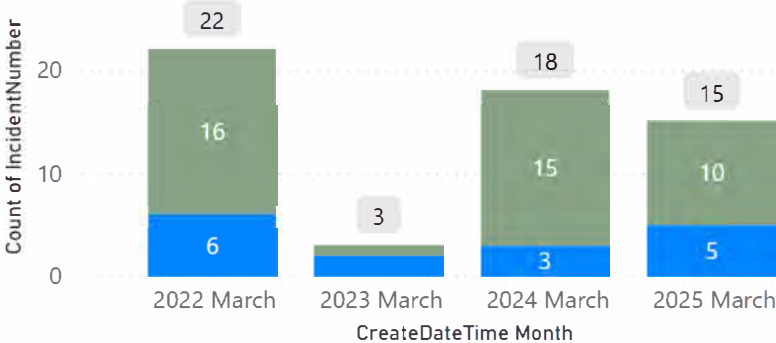
200



Alarms

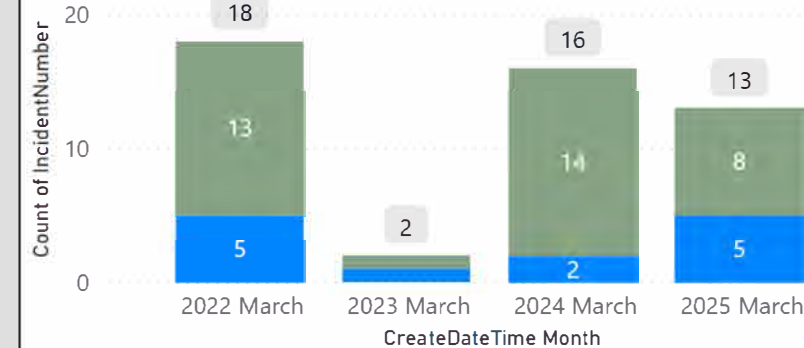
Alarms

Beat ● STWE ● STWW



Alarms that were False Alarms

Beat ● STWE ● STWW



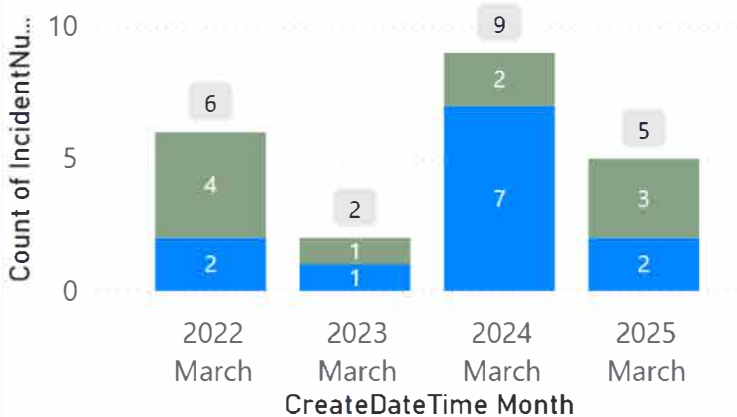
STWW & STWE

Year	Alarm
2024	
October	8
November	27
December	8
2025	
January	10
February	14
March	15

Abandon Vehicles

Abandon Vehicles

Beat ● STWE ● STWW



STWW & STWE

Year	Abandoned Vehicle
2024	
October	2
November	6
December	1
2025	
January	3
February	1
March	5

Abandon Vehicles Past Calendar Month, ThisYear

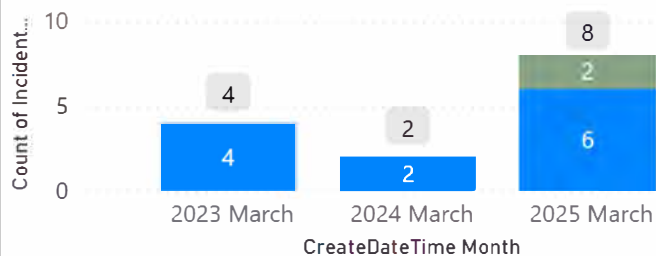
Beat ● STWE ● STWW





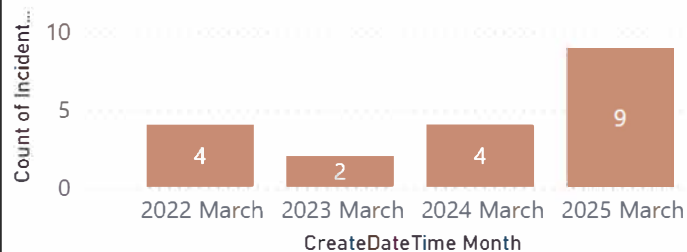
Stanwood West

IncidentType ● BHC ● Suicide



Year	BHC	Suicide
2024		
October		2
November	3	2
December	2	3
2025		
January	9	
February	1	2
March	6	2

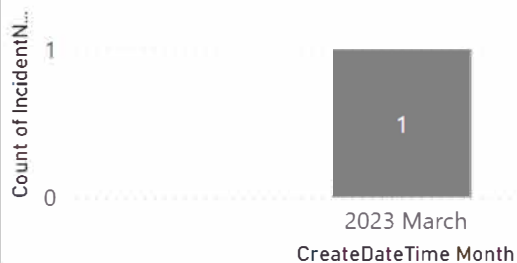
IncidentType ● Welfare Check



Year	Welfare Check
2024	
October	2
November	4
December	1
2025	
January	8
February	4
March	9

Death Investigations - STWW

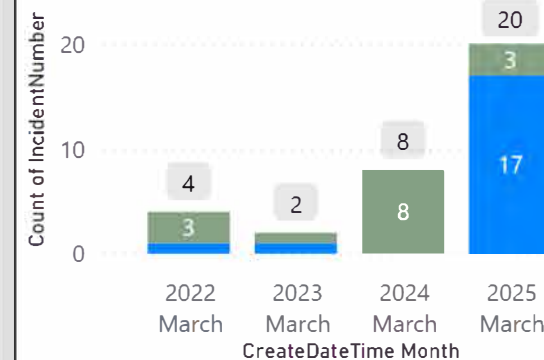
IncidentType ● Death



Stanwood East

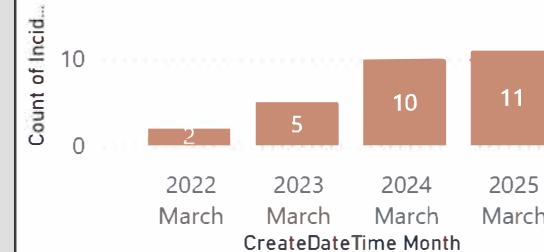
Year	BHC	Suicide
2024		
October	4	2
November	21	5
December	10	1
2025		
January	3	3
February	4	2
March	17	3

IncidentT... ● BHC ● Suicide

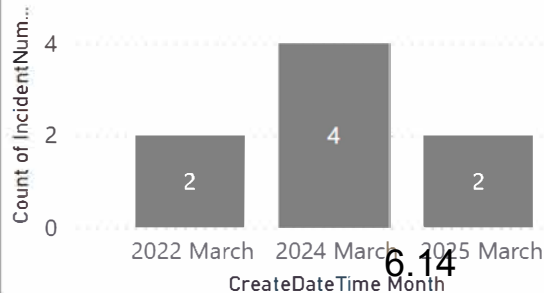


Year	Welfare Check
2024	
October	13
November	7
December	12
2025	
January	5
February	7
March	11

IncidentT... ● Welfare Check



IncidentT... ● Death



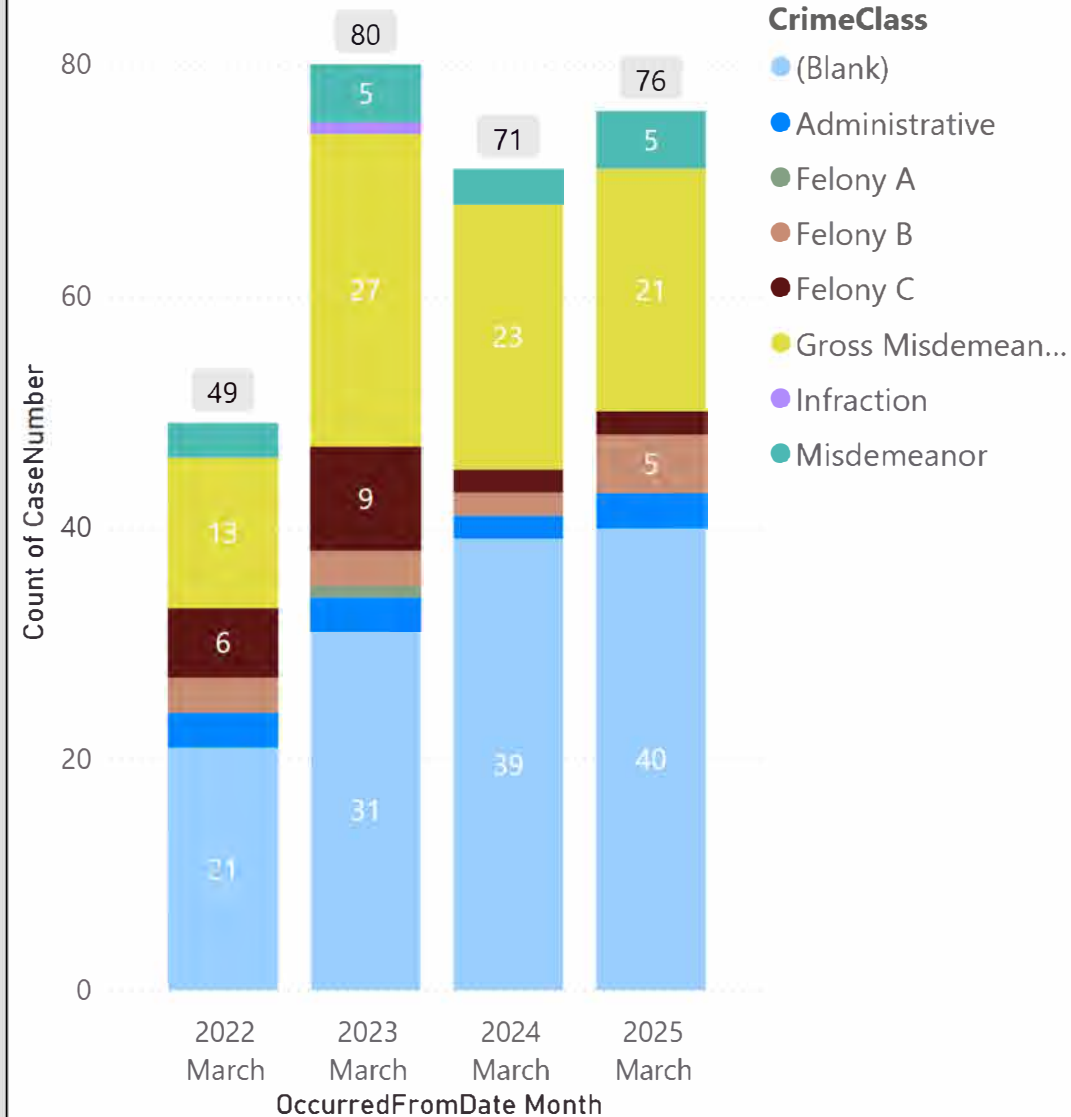


The following pages cover case data. The key difference between cases and incidents data is a Deputy has determined something did transpire that justifies writing a case report.

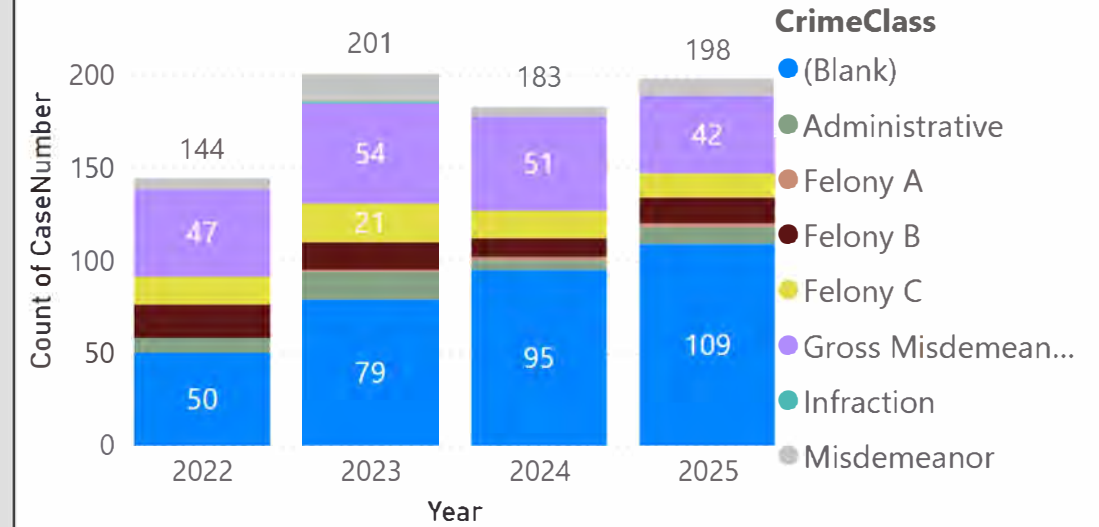
TOTAL CASES

IN THE STW BEAT

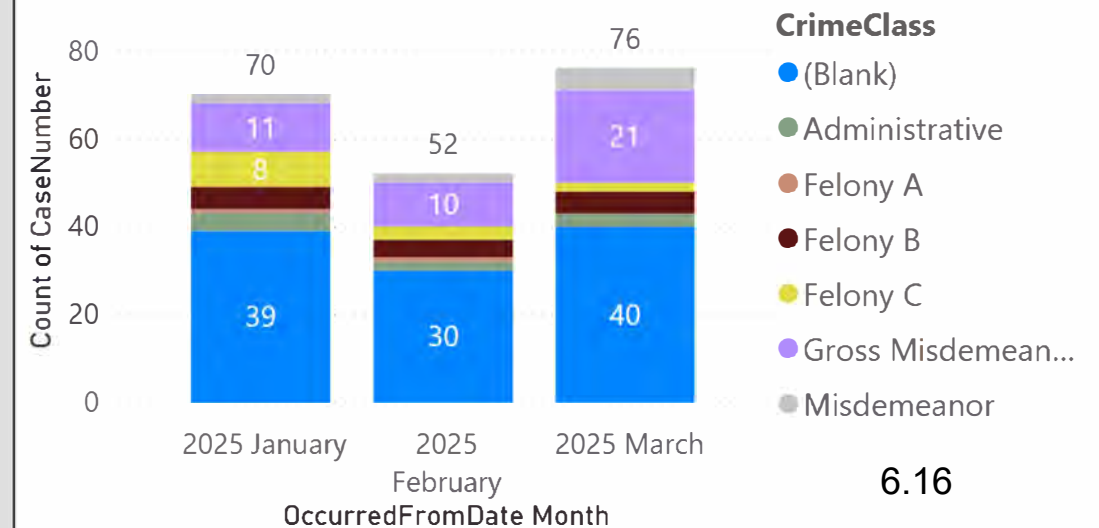
Cases, Previous Month, Yr over Yr



Case Count by Statute, Jan 1 - present, Yr over Yr



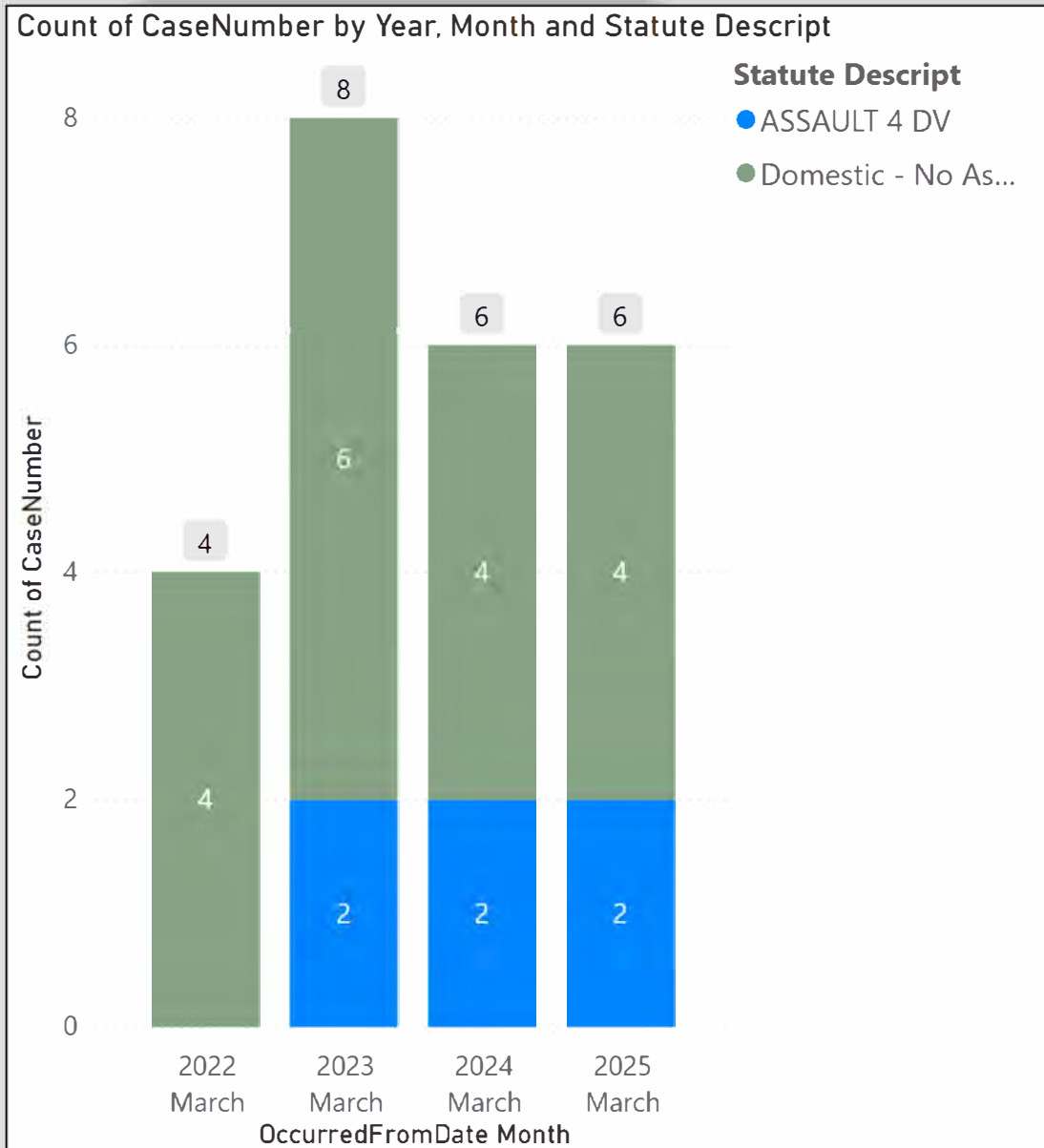
Case Count by Statute, Jan 1 - present, Current Year



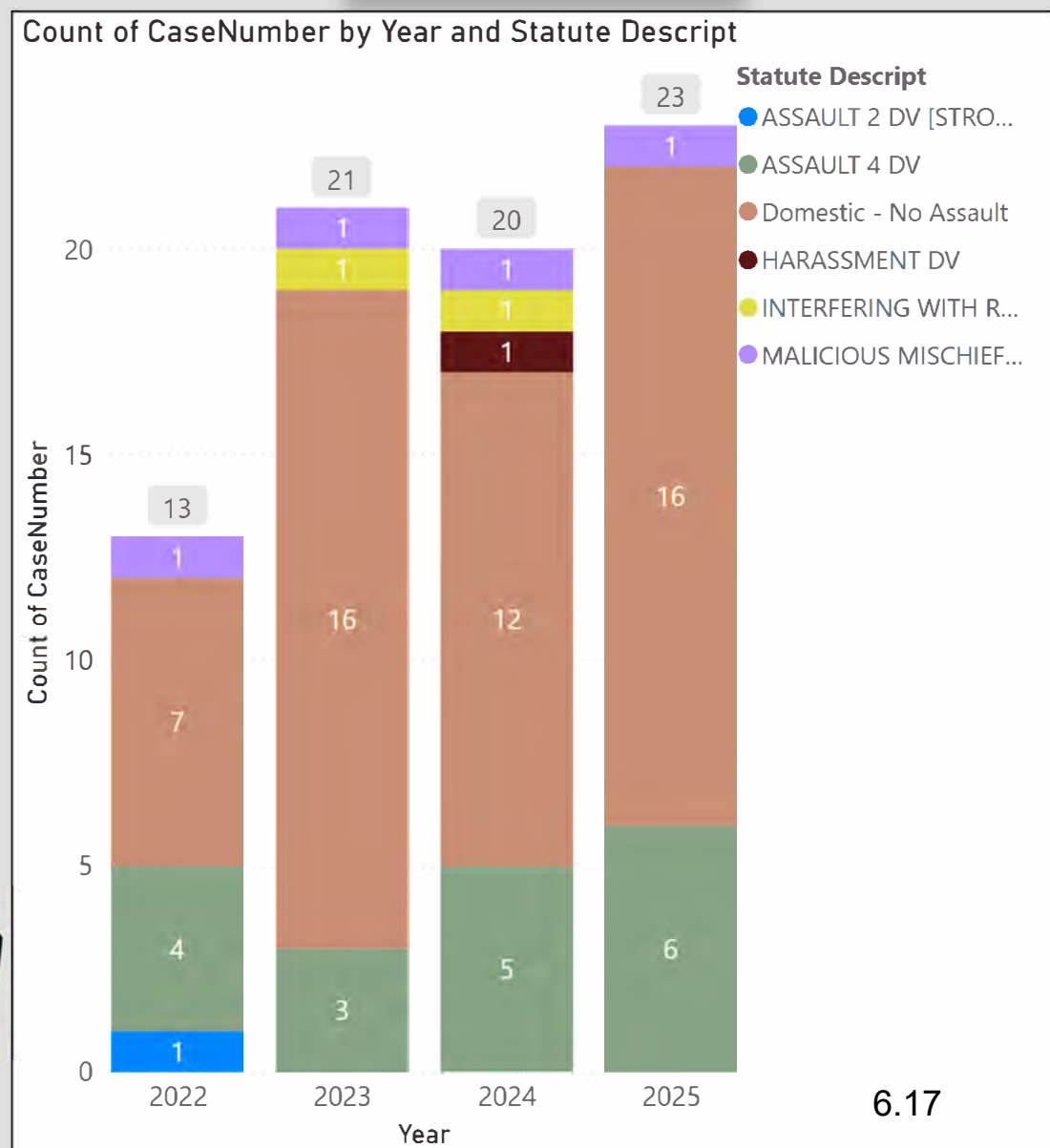
Domestic Related CASES

IN THE STW BEAT

Previous Month Over Time



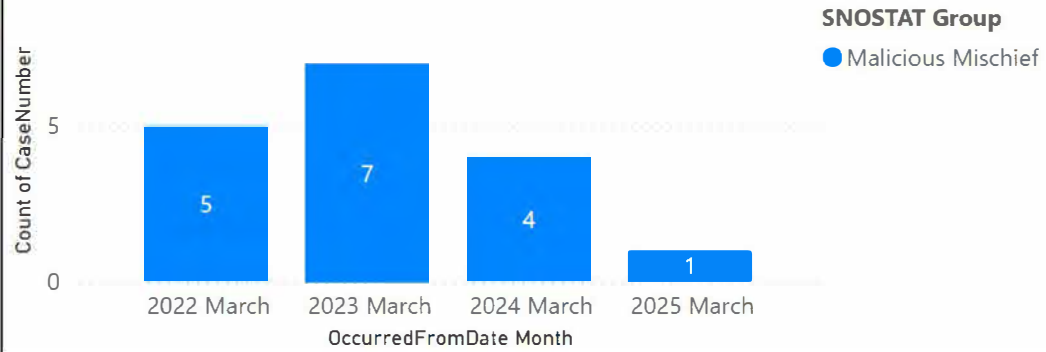
To Date By Year



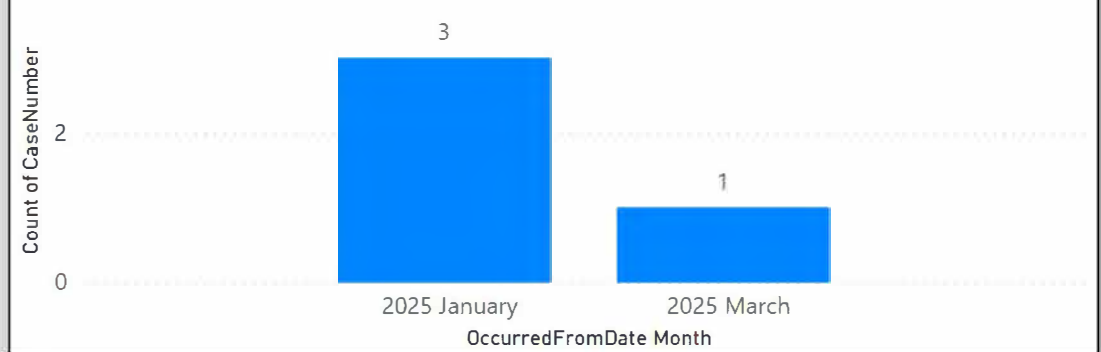


Malicious Mischief CASES

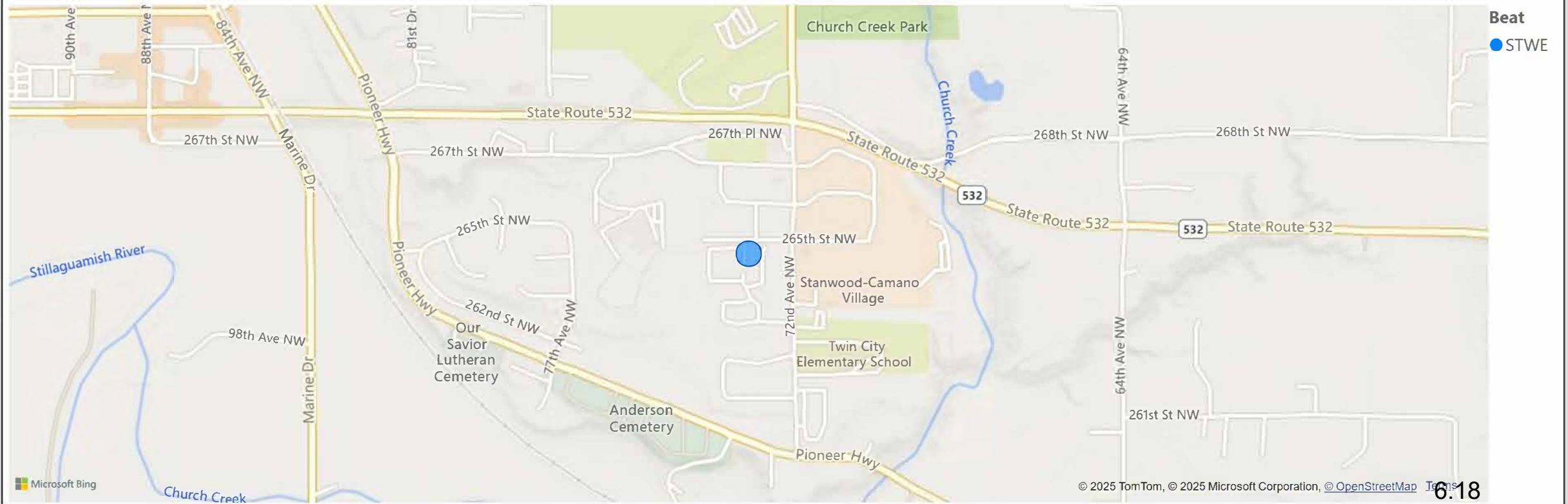
Case Counts Previous Month, Year over Year



Count of Cases Jan 1 to present date, 4 year overview



Cases in the past Calendar month, Current Year





Auto Theft CASES

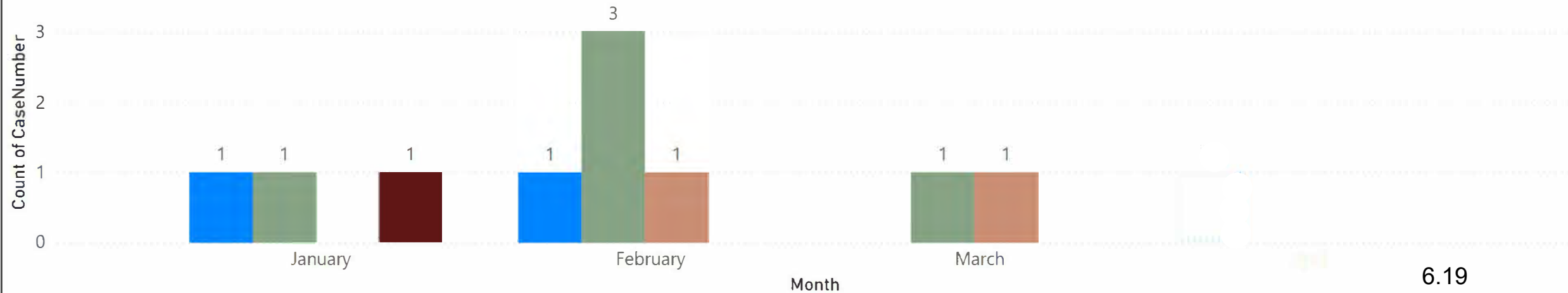
Past Six Calendar Months

Month ● January



Jan 1 - Present, each year

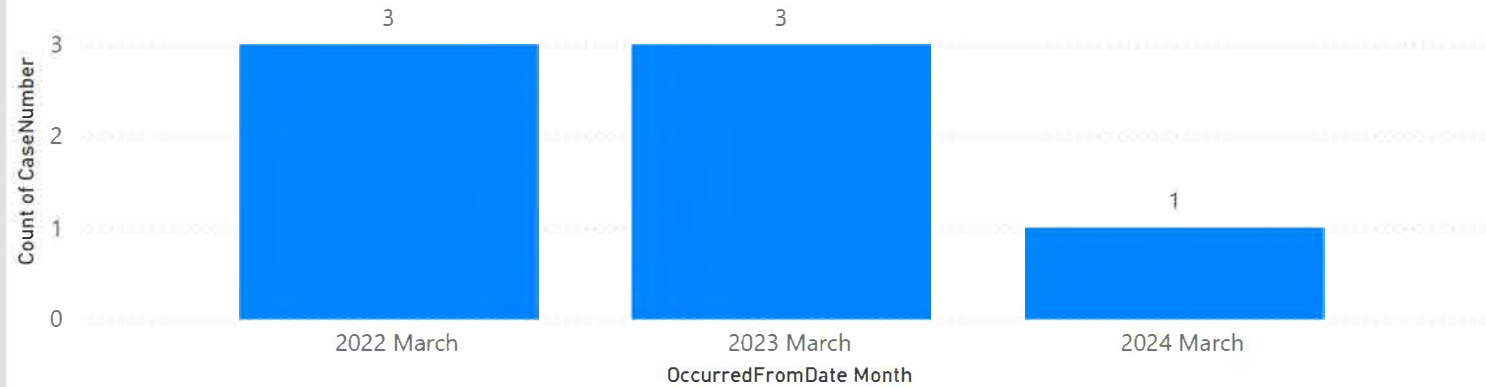
Year ● 2022 ● 2023 ● 2024 ● 2025





Vehicle Prowl CASES

Cases, previous month year over year



Jan 1 - Current Date, Year over Year

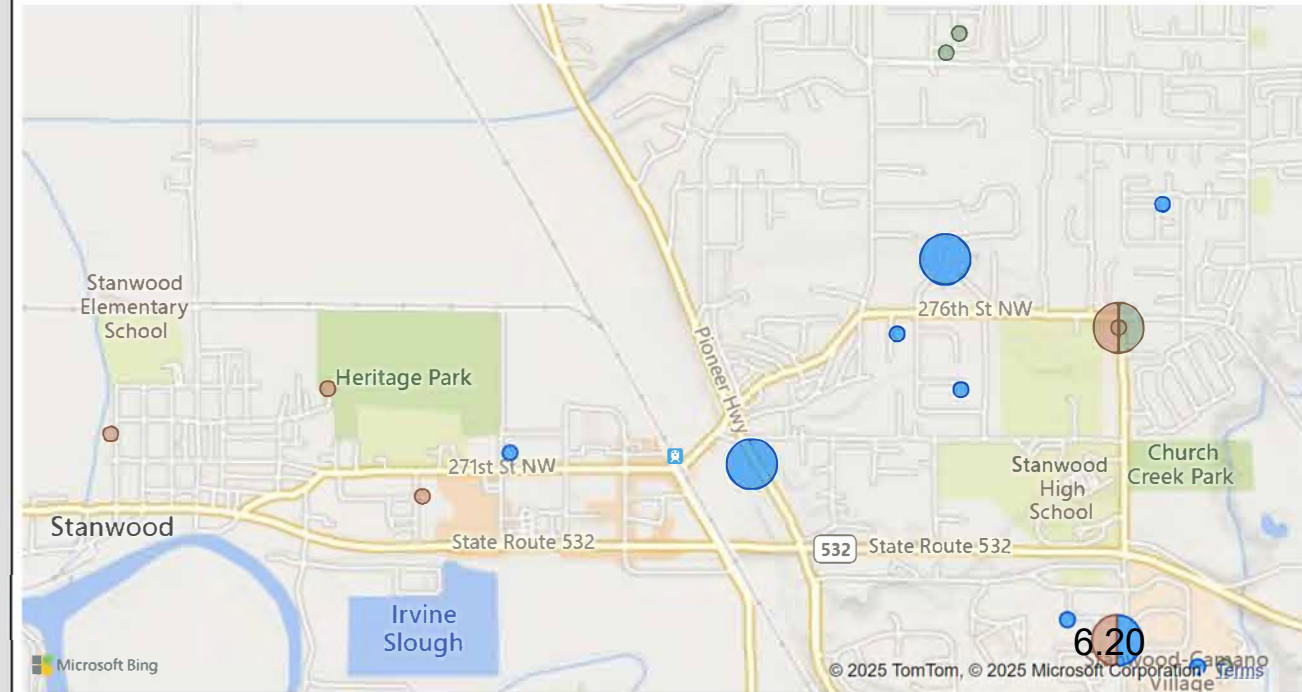
Year	Veh Prowl 2	Total
2022	11	11
2023	4	4
2024	6	6

Cases past six month to current date

OccurredFromDate Month

Count of CaseNumber by Year, Lat and Lon

Year ● 2022 ● 2023 ● 2024

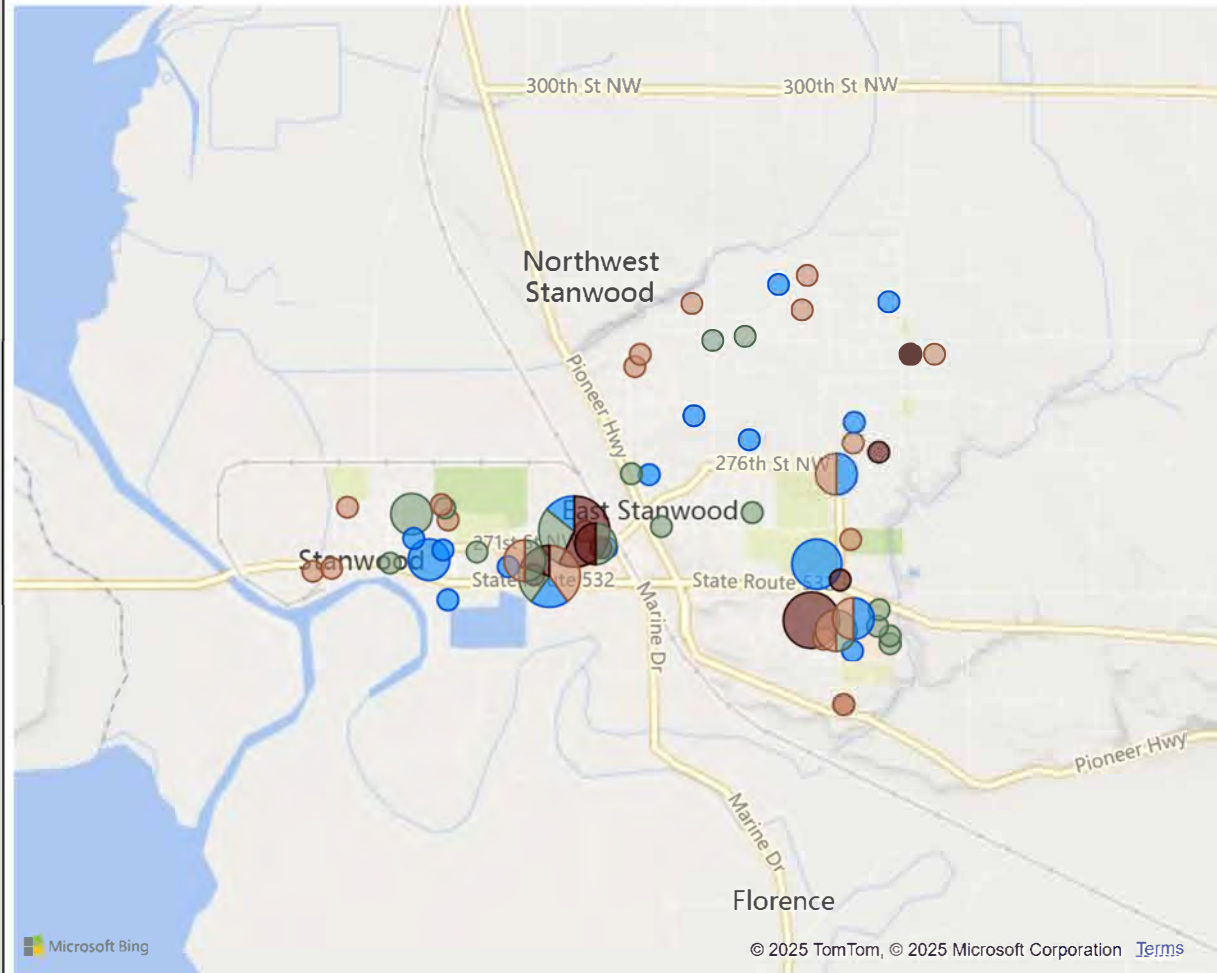




Theft CASES

Count of CaseNumber by Year, Lat and Lon

Year ● 2022 ● 2023 ● 2024 ● 2025



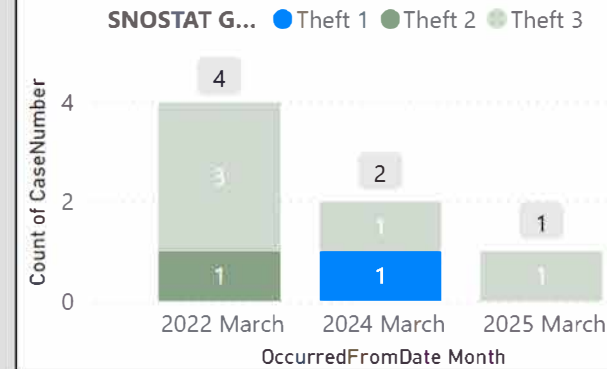
Jan 1 - Current Date

Beat	2022	2023	2024	2025
STWE	12	8	9	7
STWW	9	7	8	8
Total	21	15	17	15

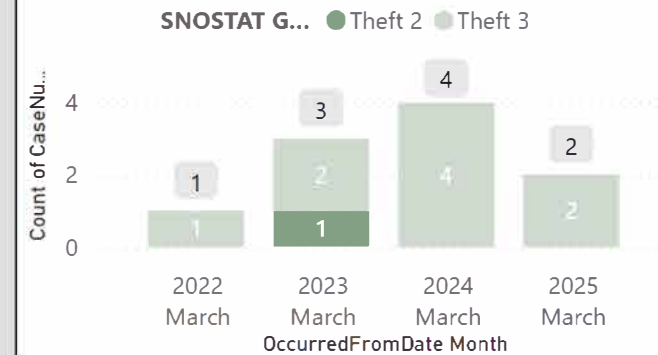
Current YTD

Year	STWE	STWW
▲		
☐ 2025		
January	4	2
February	1	2
March	2	4

Stanwood West



Stanwood East





Burglary CASES

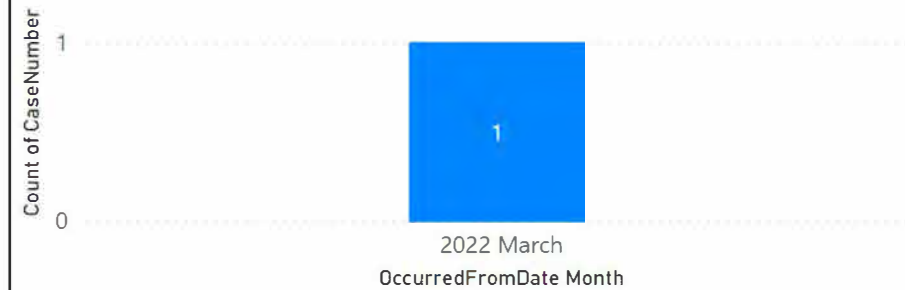
Jan 1 - Current Date

Year STWE STWW

2022	4	3
2023	4	1
2024	1	2
2025	2	2

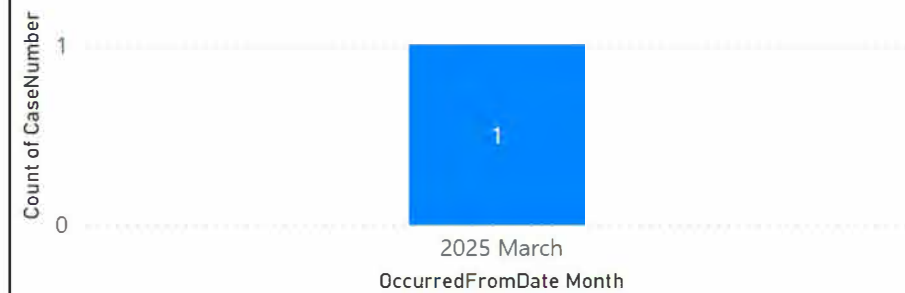
Stanwood West

SNOSTAT Group ● Burg 2 - Commercial



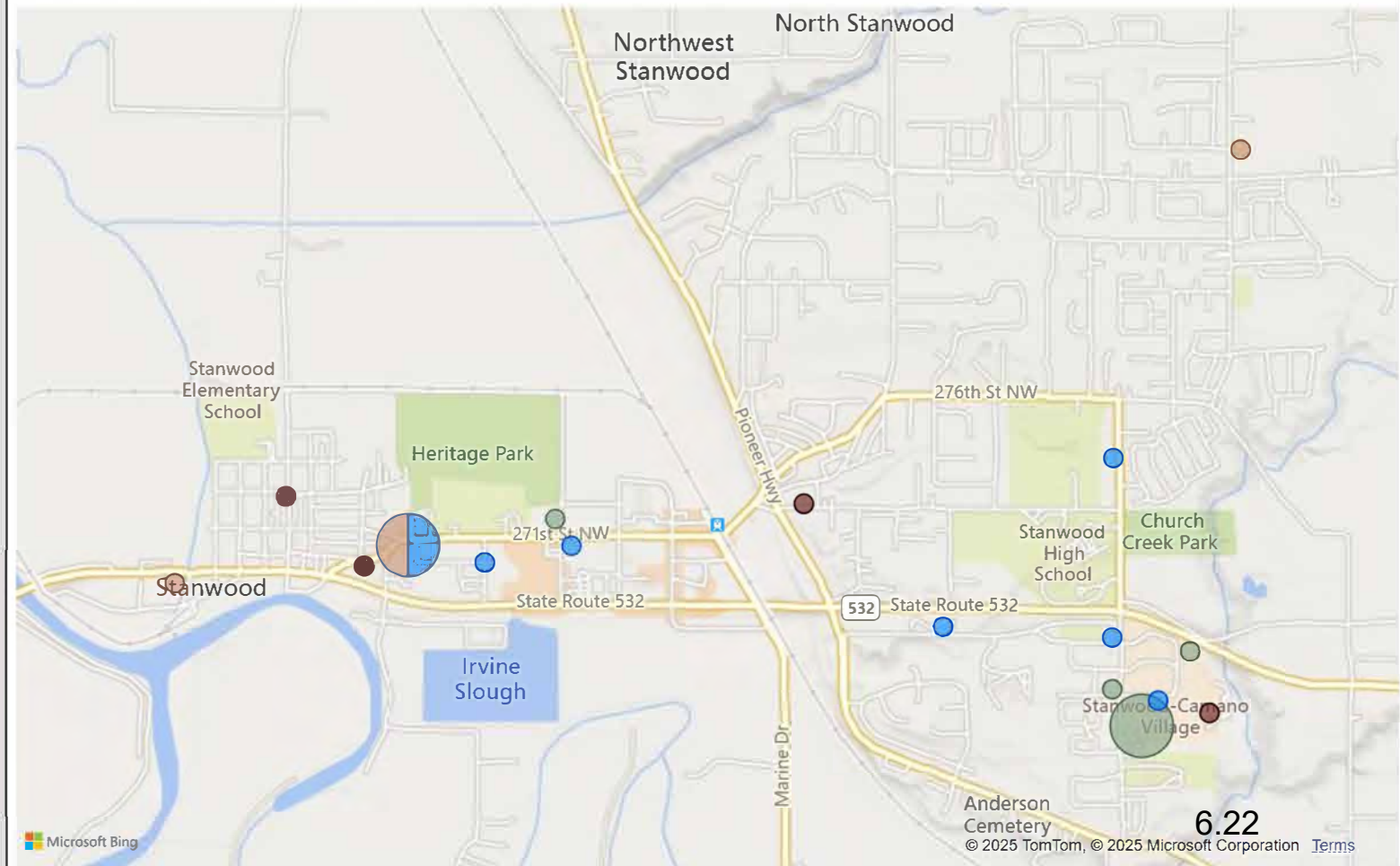
Stanwood East

SNOSTAT Group ● Burg 2 - Commercial



Count of CaseNumber by Year, Lat and Lon

Year ● 2022 ● 2023 ● 2024 ● 2025





CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7a
DATE: April 10, 2025
SUBJECT: Finance/Personnel Committee Report
CONTACT PERSON: David A. Hammond, Finance Director
ATTACHMENTS: A – Finance/Personnel Committee Meeting
Minutes for March 27, 2025

SUMMARY STATEMENT

The minutes of the March 27, 2025, Finance/Personnel Meeting are attached to this staff report for council review.



Finance & Personnel Committee
Meeting Minutes
July 25, 2024

Councilmembers Present: Tim Schmitt, Robert Hicks, Steve Shepro (alternate, arrived approximately 6:30)

Staff present: Finance Director David Hammond

Councilmember Schmitt agree to chair the meeting as a 2025 chair has not been selected. Hicks and Schmitt agreed to defer selection of a committee chair until Councilmember Gaumond is present.

Agenda Items Discussed

1. 2025-2026 Finance and Clerk Department Workplan was discussed at length.

Meeting adjourned at: 6:48 pm



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7b

DATE: April 10, 2025

SUBJECT: Economic Development Board Meeting Minutes

CONTACT PERSON: Niki Strachila, Communications and Marketing Specialist

ATTACHMENTS: A – January 17, 2025, Meeting Minutes

SUMMARY STATEMENT

Minutes from the January 17, 2025, Economic Development Board meeting are attached to this staff report for approval as presented. These minutes were approved at the March 21, 2025, Economic Development Board Meeting.



Economic Development Board Minutes Meeting Minutes Friday, January 17, 2025 | 7:30 am

Economic Development Board Members Present: Les Anderson, Kristine Birkenkopf, Dave Pelletier, Camrie Ingram, Teresa LaFleur, Dustin Dekle, Natalie Hagglund

Staff Present: Patricia Love, Niki Strachila

Les Anderson called the meeting to order at 7:30 a.m.

1. Elections

Kristine Birkenkopf was unanimously elected by the Board to serve as chair for 2025. Dustin Dekle was unanimously elected by the Board to serve as Vice Chair for 2025.

2. New Member Introduction

The newest member of the Economic Development Board, Natalie Hagglund was introduced.

3. Receive the Minutes of the November 15, 2024 Meeting

The minutes of the November 15, 2024 meeting were approved unanimously.

4. Northwest Glass Quest – Tourism and Promotion Grant

All Board members were in support of the City approving a \$2,000 Marketing and Tourism Promotion Grant for Northwest Glass Quest. Every year, Glass Quest attracts 10-15,000 visitors. It is one of Stanwood and Camano Island's largest events of the year.

5. Special Events

Les Anderson provided an update on the City and Stanwood Commerce Alliance's Summer Concert Series, renamed Stanfest. Stanfest will take place at Church Creek Park and will feature Aaron Crawford on June 28, The Olson Bros Band on July 19 and Spike and the Impalers on August 16.

6. Downtown District Initiative Update

Staff provided an update on the Downtown District Initiative. City staff have assembled a committee to help guide an initial assessment in 2025 and are holding the first committee meeting in March. Mount Vernon is an example of a City with a successful Arts District. The types of businesses allowed and zoning can largely impact a downtown.

7. Brick Road Update

Staff provided an update on the Brick Road. Staff will be receiving concepts for the Brick Road soon with the goal of preserving as much of the brick as possible. Staff



Economic Development Board Minutes Meeting Minutes Friday, January 17, 2025 | 7:30 am

will bring the brick road concepts to the next meeting for feedback. Staff will also share the full Twin City Mile Revitalization Design at the next meeting.

8. EDB Next Meeting, tentative schedule for March 21, 2025

Adjourn: 8:59 a.m.



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**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8a

DATE: April 10, 2025

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 39393 through 39450 and electronic fund transfers in the amount of \$494,634.47 Approve issuance of Washington Federal payroll electronic fund transfers in the amount of \$49,050.00.

RECOMMENDED MOTION

MOTION TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 39393 THROUGH 39450 AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$494,634.47. APPROVE ISSUANCE OF WASHINGTON FEDERAL PAYROLL ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$49,050.00.

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 09:07:06 Date: 04/03/2025

03/14/2025 To: 04/03/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1119	03/21/2025	Payroll	3	EFT		3,350.00	March 2025 Draw
1120	03/21/2025	Payroll	3	EFT		1,800.00	March 2025 Draw
1121	03/21/2025	Payroll	3	EFT		2,500.00	March 2025 Draw
1122	03/21/2025	Payroll	3	EFT		2,500.00	March 2025 Draw
1123	03/21/2025	Payroll	3	EFT		2,000.00	March 2025 Draw
1124	03/21/2025	Payroll	3	EFT		1,100.00	March 2025 Draw
1125	03/21/2025	Payroll	3	EFT		2,000.00	March 2025 Draw
1126	03/21/2025	Payroll	3	EFT		1,000.00	March 2025 Draw
1127	03/21/2025	Payroll	3	EFT		2,400.00	March 2025 Draw
1128	03/21/2025	Payroll	3	EFT		3,000.00	March 2025 Draw
1129	03/21/2025	Payroll	3	EFT		4,000.00	March 2025 Draw
1130	03/21/2025	Payroll	3	EFT		2,000.00	March 2025 Draw
1131	03/21/2025	Payroll	3	EFT		2,000.00	March 2025 Draw
1132	03/21/2025	Payroll	3	EFT		1,800.00	March 2025 Draw
1133	03/21/2025	Payroll	3	EFT		2,000.00	March 2025 Draw
1134	03/21/2025	Payroll	3	EFT		1,500.00	March 2025 Draw
1135	03/21/2025	Payroll	3	EFT		1,800.00	March 2025 Draw
1136	03/21/2025	Payroll	3	EFT		1,000.00	March 2025 Draw
1137	03/21/2025	Payroll	3	EFT		2,800.00	March 2025 Draw
1138	03/21/2025	Payroll	3	EFT		2,000.00	March 2025 Draw
1139	03/21/2025	Payroll	3	EFT		500.00	March 2025 Draw
1140	03/21/2025	Payroll	3	EFT		4,500.00	March 2025 Draw
1141	03/21/2025	Payroll	3	EFT		1,500.00	March 2025 Draw
1142	03/21/2025	Payroll	3	EFT			Deleted Payroll Entry - BIAS Client Services
1422	03/25/2025	Claims	3	EFT	Eurofins Environment Testing NW	274.00	STA23
1423	03/25/2025	Claims	3	EFT	Eurofins Environment Testing NW	2,448.00	STA23
1424	03/25/2025	Claims	3	EFT	Eurofins Environment Testing NW	35.00	STA01
1425	03/25/2025	Claims	3	EFT	Eurofins Environment Testing NW	38.00	STA01
1426	03/25/2025	Claims	3	EFT	Eurofins Environment Testing NW	416.00	STA23
1427	03/25/2025	Claims	3	EFT	Lakeside Industries, Inc.	1,238.37	108469
1428	03/25/2025	Claims	3	EFT	Perteet Inc.	1,725.00	City of Stanwood
1429	03/25/2025	Claims	3	EFT	Stanwood Auto Parts	190.90	56100
1430	03/25/2025	Claims	3	EFT	Stanwood Auto Parts	42.07	56100
1431	03/25/2025	Claims	3	EFT	Stanwood Auto Parts	185.11	56100
1432	03/25/2025	Claims	3	EFT	TMG Services Inc	946.32	1920010
1433	03/25/2025	Claims	3	EFT	US Bank	24,086.10	4485-5945-5564-1495
1434	03/25/2025	Claims	3	EFT	Vestis	52.68	937963000
1510	03/31/2025	Claims	3	EFT	Atwell, LLC	10,416.25	City of Stanwood
1511	03/31/2025	Claims	3	EFT	Databar Inc.	990.83	8952
1512	03/31/2025	Claims	3	EFT	Eurofins Environment Testing NW	273.00	STA23
1513	03/31/2025	Claims	3	EFT	Eurofins Environment Testing NW	405.00	STA01
1514	03/31/2025	Claims	3	EFT	Eurofins Environment Testing NW	25.00	STA01
1515	03/31/2025	Claims	3	EFT	David A Hammond	108.80	City of Stanwood
1516	03/31/2025	Claims	3	EFT	ICONIX Waterworks (US) Inc.	637.13	CITSTA
1517	03/31/2025	Claims	3	EFT	ICONIX Waterworks (US) Inc.	951.30	CITSTA
1518	03/31/2025	Claims	3	EFT	Kimley Horn & Associates, INC.	30,410.00	City of Stanwood
1519	03/31/2025	Claims	3	EFT	Metron And Associates, Inc.	4,484.65	City of Stanwood
1520	03/31/2025	Claims	3	EFT	Metron And Associates, Inc.	900.00	City of Stanwood
1521	03/31/2025	Claims	3	EFT	Perteet Inc.	503.14	City of Stanwood
1522	03/31/2025	Claims	3	EFT	Perteet Inc.	24,511.25	
1523	03/31/2025	Claims	3	EFT	RH2 Engineering Inc	15,419.28	City of Stanwood
1524	03/31/2025	Claims	3	EFT	RH2 Engineering Inc	6,072.01	City of Stanwood
1525	03/31/2025	Claims	3	EFT	Stanwood Auto Parts	75.42	56100
1526	03/31/2025	Claims	3	EFT	Stanwood Auto Parts	40.39	56100
1527	03/31/2025	Claims	3	EFT	Vestis	52.68	937963000
1658	03/17/2025	Claims	3	EFT	Washington Federal Bank	444.26	March Fees WAFD
1666	03/26/2025	Claims	3	EFT	HSA Bank	7.50	March Fee

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 09:07:06 Date: 04/03/2025

03/14/2025 To: 04/03/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1466	03/25/2025	Claims	3	39393	Zumar Industries, Inc	185.78	000683
1435	03/25/2025	Claims	3	39394	American Ramp Company	246,600.98	City of Stanwood
1436	03/25/2025	Claims	3	39395	Dent Breakaway Industries	778.30	City of Stanwood
1437	03/25/2025	Claims	3	39396	Galt John E	1,531.25	City of Stanwood
1438	03/25/2025	Claims	3	39397	Herc Rentals Inc.	144.14	1024925
1439	03/25/2025	Claims	3	39398	Les Schwab Tire Centers	31.67	534-00006
1440	03/25/2025	Claims	3	39399	Liberty Flags Inc	507.60	City of Stanwood
1441	03/25/2025	Claims	3	39400	NCL of Wisconsin, Inc.	798.84	44599; 44599
1442	03/25/2025	Claims	3	39401	PUD Of Snohomish County *	1,183.28	200794063; 201942398; 200103539
1443	03/25/2025	Claims	3	39402	Pacific Facility Solutions, Inc	827.95	City of Stanwood
1444	03/25/2025	Claims	3	39403	Pape' Machinery, Inc.	267.23	314673; 6109854; 6109854
1445	03/25/2025	Claims	3	39404	Refund-Cornerstone Homes	11,625.00	City of Stanwood
1446	03/25/2025	Claims	3	39405	Ricoh USA, Inc.	288.47	1316669-combined INV; 1316669-3887627
1447	03/25/2025	Claims	3	39406	Seattle Daily Journal of Commerce	286.70	3941
1448	03/25/2025	Claims	3	39407	Skagit Farmers Supply	3,232.40	135052; 135052; 135052; 135052; 135052; 135052; 135052; 135052; 135052; 135052
1449	03/25/2025	Claims	3	39408	Skagit Valley Publishing	111.54	48893
1450	03/25/2025	Claims	3	39409	Sno Co District Court	735.75	DCT34003
1451	03/25/2025	Claims	3	39410	Sno Co Information Services *	13,998.13	DIS1107
1452	03/25/2025	Claims	3	39411	Snohomish County Treasurer	12,566.81	91-6001368; 91-6001368
1453	03/25/2025	Claims	3	39412	Snohomish County Treasurer	15.52	City of Stanwood
1454	03/25/2025	Claims	3	39413	Stanwood Ace Hardware #14901	613.89	20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013
1455	03/25/2025	Claims	3	39414	Stanwood Area Historical Society	1,000.00	City of Stanwood
1456	03/25/2025	Claims	3	39415	Stanwood City Utility	1,721.51	1473; 1587; 2416; 1675; 1674; 1573; 1348
1457	03/25/2025	Claims	3	39416	Stanwood Commerce Alliance	7,500.00	City of Stanwood
1458	03/25/2025	Claims	3	39417	USA Bluebook	45.14	478228
1459	03/25/2025	Claims	3	39418	VECA Electric & Technologies, LLC	3,003.56	CIT501
1460	03/25/2025	Claims	3	39419	WA St Auditor's Office	1,286.68	City of Stanwood
1461	03/25/2025	Claims	3	39420	WA St Dept of Ecology *	2,414.59	Stanwood WWTP; City of Stanwood-Leland Bartlett Group 3
1462	03/25/2025	Claims	3	39421	WA St Treasurer	1,279.98	City of Stanwood
1463	03/25/2025	Claims	3	39422	WSDA	225.00	City of Stanwood
1464	03/25/2025	Claims	3	39423	Wave Broadband	139.18	3201-0316547-01
1465	03/25/2025	Claims	3	39424	Ziply Fiber	140.71	360-629-4907-072497-5
1528	03/31/2025	Claims	3	39425	Cascade Natural Gas Corp	1,683.52	931 607 9072 6; 498 440 0000 7; 839 440 0000 5; 608 440 0000 4; 127 540 0000 3; 953 540 0000 2
1529	03/31/2025	Claims	3	39426	FedEx Freight	180.59	301209234
1530	03/31/2025	Claims	3	39427	H D Fowler Company, Inc	252.53	197360
1531	03/31/2025	Claims	3	39428	Hamilton Lumber & Rentals	76.84	66; 66
1532	03/31/2025	Claims	3	39429	KPG psomas	16,763.70	City of Stanwood
1533	03/31/2025	Claims	3	39430	Lenz Enterprises, Inc.	3,087.74	City of Stanwood; City of stanwood; City of Stanwood
1534	03/31/2025	Claims	3	39431	ODP Business Solutions, LLC	303.12	36274097; 36274097
1535	03/31/2025	Claims	3	39432	PUD Of Snohomish County *	9,600.17	200208858
1536	03/31/2025	Claims	3	39433	Republic Services #197	72.00	3-0197-0080305
1537	03/31/2025	Claims	3	39434	Ricoh USA, Inc-Maint	494.74	4250811; 4250811; 4250811; 4250811
1538	03/31/2025	Claims	3	39435	Seattle Daily Journal of Commerce	810.90	3941
1539	03/31/2025	Claims	3	39436	Skagit Farmers Supply	566.82	135052; 135052; 135052
1540	03/31/2025	Claims	3	39437	Skagit Valley Publishing	265.98	48893

CHECK REGISTER

City Of Stanwood

Time: 09:07:06 Date: 04/03/2025

03/14/2025 To: 04/03/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1541	03/31/2025	Claims	3	39438	Snohomish County Treasurer	14.54	City of stanwood
1542	03/31/2025	Claims	3	39439	Stanwood Ace Hardware #14901	219.84	20013; 20013; 20013; 20013; 20013
1543	03/31/2025	Claims	3	39440	Stanwood City Utility	914.36	4252; 4724; 1241; 1271; 1328; 1332; 4916
1544	03/31/2025	Claims	3	39441	Stilly Auto Parts LLC	139.67	27197; 27197
1545	03/31/2025	Claims	3	39442	US Postal Service-Stanwood *	5.40	City of Stanwood
1546	03/31/2025	Claims	3	39443	USA Bluebook	1,480.94	478228; 478228
1547	03/31/2025	Claims	3	39444	VECA Electric & Technologies, LLC	12,014.26	CIT501
1548	03/31/2025	Claims	3	39445	WA St Dept of Ecology *	125.00	City of Stanwood-Leland Bartlett OIT4
1549	03/31/2025	Claims	3	39446	WA St Treasurer	1,400.02	City of Stanwood
1550	03/31/2025	Claims	3	39447	WSDOT- Cashier's Office	43.49	SW00152380 2
1551	03/31/2025	Claims	3	39448	Wave Broadband	159.58	3201-031645-01
1552	03/31/2025	Claims	3	39449	Western Exterminator Company	262.90	683591; 683591
1553	03/31/2025	Claims	3	39450	Ziply Fiber	202.80	360-939-0579-080320-5

001 General Fund	97,547.27
101 Street Fund	7,019.18
103 Street Construction Fund	74,767.48
104 Park And Trail Improvement Fund	253,427.10
110 Building Improvement Fund	12,963.05
115 Tourism And Marketing	8,639.43
401 Sewer Fund	26,237.83
403 Sewer Construction Fund	2,448.00
405 Sewer Plant Investment Fund	5,172.00
410 Drainage Fund	2,312.71
411 Drainage Construction Fund	15,419.28
421 Water Fund	14,434.88
422 Water Construction Fund	16,588.26
424 Water Plant Investment Fund	6,353.00
630 Agency Fund	355.00

	Claims:	494,634.47
* Transaction Has Mixed Revenue And Expense Accounts	Payroll:	49,050.00
		543,684.47

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
 (x) Deputy Finance Director

Wendy Dowhower

Date: 4-3-2025



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8b
DATE: April 10, 2025
SUBJECT: City Council Meeting Minutes – March 27, 2025
CONTACT PERSON: Lisa Sokolik, City Clerk
ATTACHMENTS: A – Council Meeting Minutes

SUMMARY STATEMENT

The City Council meeting minutes for March 27, 2025, are attached to this staff report for Council's approval.

RECOMMENDED MOTION

"I MOVE TO APPROVE THE MARCH 27, 2025, CITY COUNCIL MEETING MINUTES AS PRESENTED."

CITY OF STANWOOD
Regular Meeting of the City Council
March 27, 2025 | 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 Shepro 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 Metz, to excuse Councilmember Dani Gaumond. **Motion carried unanimously.***

Also present: City Administrator Shawn Smith, Finance Director David Hammond, City Attorney Nikki Thompson, Police Chief Jason Toner, Police Sgt. Karl Gilje, City Engineer Alan Lytton, Building Official Scott Black, and City Clerk Lisa Sokolik.

3. Approval of the Agenda

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

4. Presentations

a. Lincoln Hill High School Update – Student Representative Luke Hoffman

Luke Hoffman's update for Lincoln Hill High School included:

- ASB met to plan the upcoming spring social events.
- The leadership team held the third quarterly pancake breakfast for students and helped at the Stanwood-Camano Area Foundation (SCAF) Award Breakfast by serving tables.
- In April, students will be focusing on requirements for graduation by working on their High School Beyond Plan and taking the SBA tests.

5. Public Comment

<u>Name</u>	<u>City</u>	<u>Topic</u>
Andrew Davis	Mount Vernon	Support for Ovenell Park electrical proposal.

6. Staff / Department Report

7. Council Committee Reports

- a. Community Development Committee Meeting Minutes – March 3, 2025
- b. Parks and Trails Advisory Committee Meeting Minutes – January 13, 2025
- c. Public Safety Committee Meeting Minutes – March 13, 2025

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve City Council Regular Meeting Minutes – March 13, 2025
- c. Authorize the Mayor to Sign a REET II Funding Agreement with Snohomish County for the Heritage Park Dugout Enclosure

*Motion by Councilmember Metz, second by Councilmember Shepro to approve consent agenda items A. approval of vouchers and payroll checks, B. approve city council regular meeting minutes for March 13, 2025, and C. authorize the Mayor to sign a grant agreement with Snohomish County for the Heritage Park Dugout Enclosure. **Motion carried unanimously.***

9. Unfinished Business

10. Public Hearing

11. New Business

- a. Authorize the Mayor to Sign a Task Order with Bonner Electric for the Ovenell Power Project

Lytton said Bonner Electric is our current on-call electrician, so the City can issue a Task Order for this work. He explained the scope of work noting that Public Works will dig the trench for Bonner and L & I will inspect the work. The Task Order amount is \$19,000, plus approximately a \$5,000 fee PUD to bring power up to the meter.

Council asked questions:

- Who pays the power bill? Lytton said they are still working that out. There are a few options such as the school and the farm split the base rate. It's a benefit to the citizens so the city could help pay a portion.
- We are installing 100 amps, is that too low? Lytton said no, standard home hookup is 200 amps and that is what the site will have; each barn will have 100 of the 200 amps which is plenty.

*Motion by Councilmember Robb, second by Councilmember Shepro to authorize the Mayor to sign a Task Order for \$19,112.09 with Bonner Electric to supply power at Ovenell park. **Motion carried unanimously.***

12. Public Closing Comments

No public closing comments.

13. Executive/Legislative Reports

- a. Mayor's Report
 - Announced that the new fire chief is Dave Kraski, his pinning will be on April 9th at 5:00 pm at Station 99.

- Stanwood had a great turnout for the first Saint Paddy's Day Shortest Parade in the World. It was a lot of fun and planning for next year has begun.
- Radar trailer is working well; thank you police department.

b. City Administrator Report

- Bids for projects have been very good; significantly below engineer estimates and from new contractors that usually do not bid for Stanwood projects.
- Met with Senator Patty Murray's aide regarding federal funding for the new police station.

c. Councilmember's Report/Questions

- Metz asked for an update on the floodwall. Smith said the project is just about completed. On March 31, Public Works will be trained on how to set it up and the ribbon cutting is scheduled for the first week of May.
- Robb congratulated Chief Kraski. Any ideas for the flood wall name? Fort Freeberg has been around and is known to the community.
- Hicks asked Smith about the virtual meeting with business owners located on the east end of 271st that was not positive. Smith said the business owners are very concerned about the construction and how it will impact their business. Some options were discussed, like starting in September or having crews work a 4/10 schedule. There is a second meeting set up for April 2nd as some business owners were not able to make the first meeting.
- Schmitt reminded everyone about Clean Sweep scheduled for May 17th.

14. Executive Session

No executive session scheduled for this meeting.

15. Adjourn

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 7:30 p.m.

CITY OF STANWOOD

ATTEST:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk



CITY OF STANWOOD STAFF REPORT

ITEM: 8c

DATE: April 10, 2025

SUBJECT: Storefront Improvement Program

CONTACT PERSON: Patricia Love, Community Development Director
Nicole Strachila, Communications and Marketing Specialist

ATTACHMENTS: A – Tami Schorno | MQ Gadgets, Gifts & Goodies Application
B – Storefront Improvement Program Summary

PURPOSE

The purpose of this item is for consideration of one (1) 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 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.

Between 2023 and 2024, the city received ten Storefront Improvement Program inquiries which resulted in seven applications being submitted and approved by City Council totaling \$78,396 in project funds. The city has received one Storefront Improvement Program application in 2025—\$50,000 is available in grant funding this year.

ANALYSIS

MQ Gadgets, Gifts and Goodies Storefront Improvement Program Application

On February 10, staff held a pre-application meeting with Tami Schorno of MQ Gadgets, Gifts and Goodies, formerly known as the Picnic Pantry, and staff are in support of Tami's vision for her storefront. Tami's application was presented to the Economic Development Board (EDB) and Community Development Committee (CDC), both of which, are in support of the proposed improvements.

Below are the application details and proposed improvements:

Applicant Information			
Applicant:	Tamara L. Schorno, MQ Gadgets, Gifts and Goodies		
Business or Property Owner:			
Business Address:	8704 271 st Street NW, 8706 271 st Street NW (2 units)		
Improvement Types:	Signage, Paint, Doors, Lighting		
Project Description:	• Update signage—window decals on windows and doors, visitor information sign; update small hanging sign (two-sided). • Paint all trim and doors. • Paint porches with non-slip safety paint and adhere reflective safety strips. • Add three new planters, two new benches, address numbers, accent lighting, sidewalk sign and wreaths for doors.		
Estimated Total Project Cost:	\$6,126.72	Requested Grant Amount:	\$3,063.36

Existing Conditions:

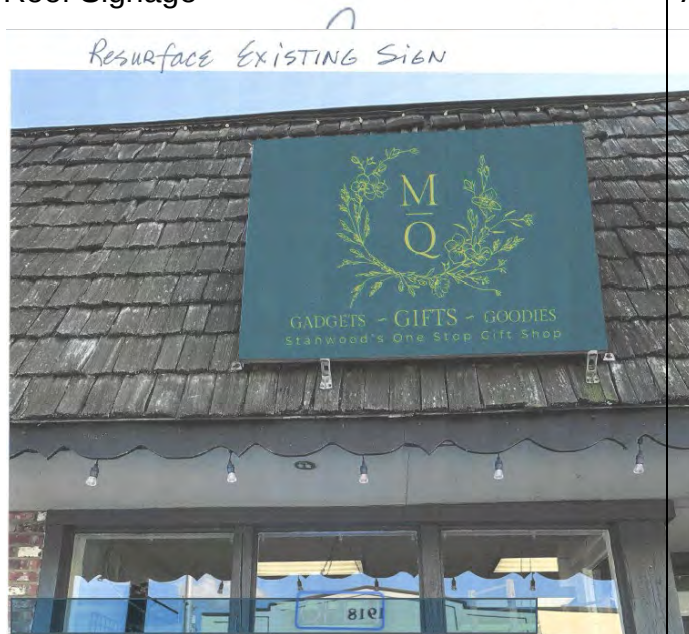


Proposed Improvements (Renderings and Samples):

Window Decals



Roof Signage



Additional Exterior Signage



Planters

Sapcore

17 in. Large Light Stone Gray Concrete Round planter / Pot with drainage holes

★★★★★ (48) Questions & Answers (8)



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Turquoise Outdoor Planter - Modern Metal Planter - Large with Drainage - Patio/Deck Decor - Garden Box Set

Quantity Three
Have friend who could reproduce for
less cost - Example Only



Benches



Outdoor Lighting



Outdoor String Lights, 240FT LED Patio Lights with 12 ST38 Vintage Edison Shatterproof Bulbs, Waterproof Connectable Dimmable Hanging Lights for Outside Backyard Bistro Porch(120FTx2)

Addressing		Safety Adhesive Strips reflective Tread 
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RECOMMENDATIONS

Staff recommend approving the Storefront Improvement Program application for Tami Schorno of MQ Gadgets, Gifts and Goodies for a total grant award of \$3,063.36

Fiscal Impact
If the application is approved, \$46,936.64 in grant funding will remain available in 2025.

CITY COUNCIL OPTIONS

1. Approve Storefront Improvement Program application.
2. Do not approve Storefront Improvement Program application and direct staff to continue review with applicant.

PROPOSED MOTION

“I MOVE TO APPROVE TAMI SCHORNO’S APPLICATION FOR THE STOREFRONT IMPROVEMENT PROGRAM AND AWARD \$3,063.36 FOR A REIMBURSEABLE GRANT.”



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:

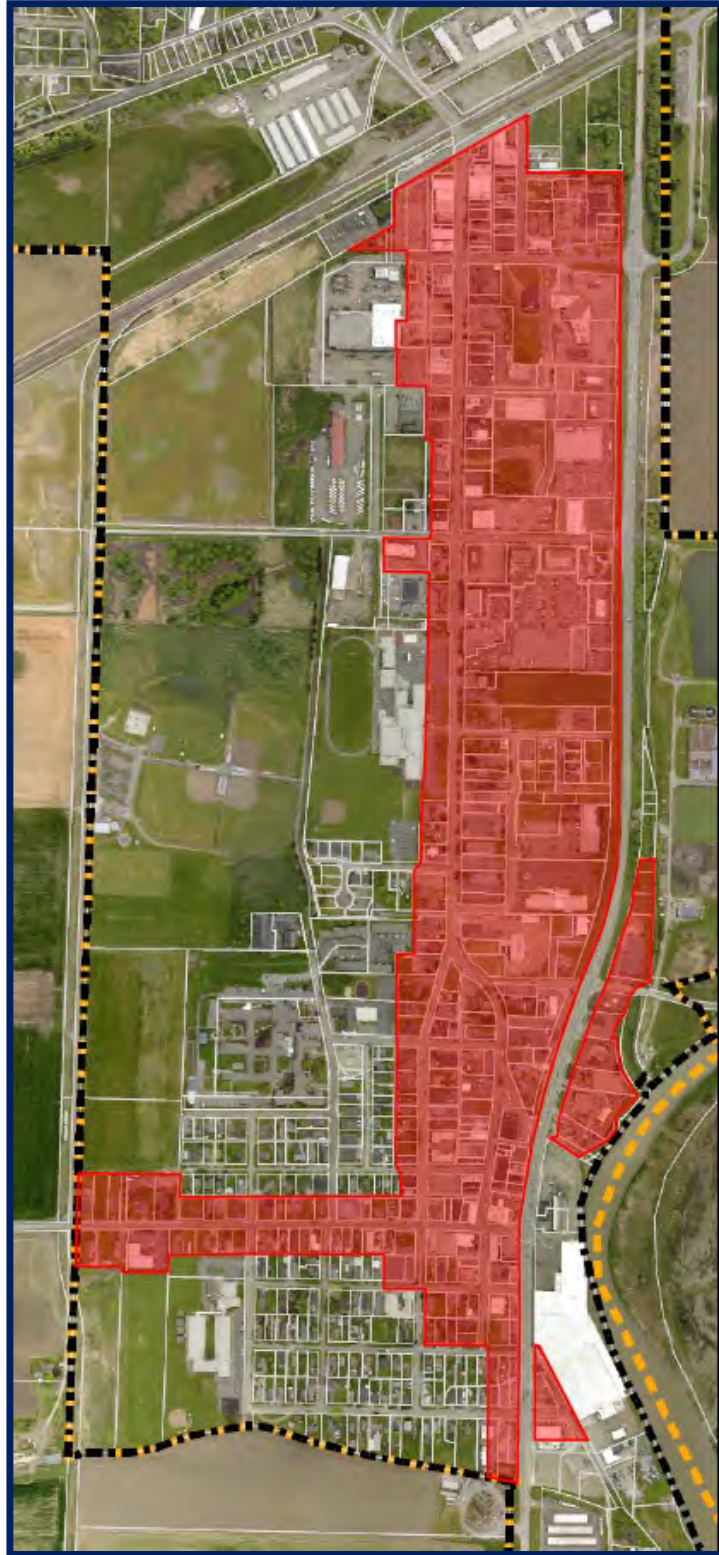
- Complements City's economic development strategies
- Revitalizes and reenforces the character of Stanwood's business districts
- Promotes the re-use and preservation of Stanwood's older and historic buildings
- Responds to the Community's need/demand for change
- Provides an incentive to property owners 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.

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8d

DATE: April 10, 2025

SUBJECT: Depot Park Final Design Scope of Work

CONTACT PERSON: Patricia Love, Community Development Director

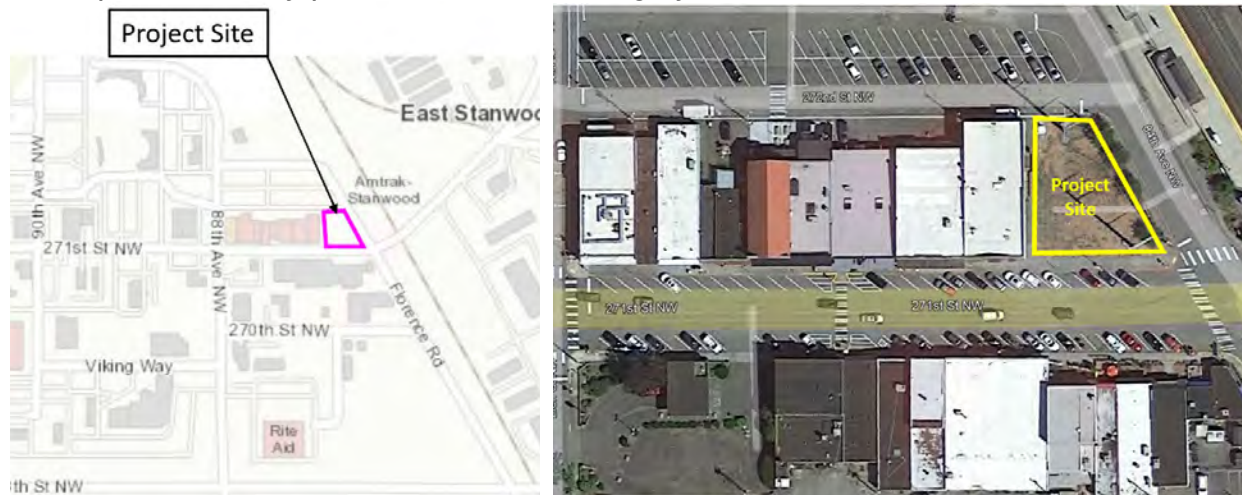
ATTACHMENTS: A - Depot Park Scope of Work

PURPOSE

The purpose of this agenda item is for Council to authorize the Mayor to sign a design task order with Perteet to prepare the final design and engineering plans for Depot Park.

BACKGROUND

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 purchased the downtown park site as part of the Twin City Mile downtown revitalization project with the vision of building an urban, hard surface downtown park, that can be used by shoppers and tourists as a place to stop, rest and enjoy the day

Council approved the concept plan for the park on June 7, 2024 and funding the final design and construction of the park in the 2025 / 2026 budget.

Depot Park Final Concept Plan



ANALYSIS

The City will continue working with Perteet and Lankford Associates, on-call consultants, to complete the final design phase of the project. This phase included the final design scope of work, including:

- **Development of 60% Design Plans:** Advancing the preliminary design to a more detailed stage, incorporating feedback and refining project specifications.
- **Permitting Coordination:** City staff will manage the permitting process, ensuring compliance with city codes.
- **Completion of 100% Construction Plans:** Finalizing all design details necessary for construction, including engineering specifications, city beautification, landscaping and construction-ready documents.
- **Utility Coordination:** Collaborating with the Public Utility District (PUD) and other utility providers to address potential conflicts and ensure continuation of service.
- **Bid Support Services:** Assisting the City during the bidding process by responding to contractor inquiries and clarifying design details.

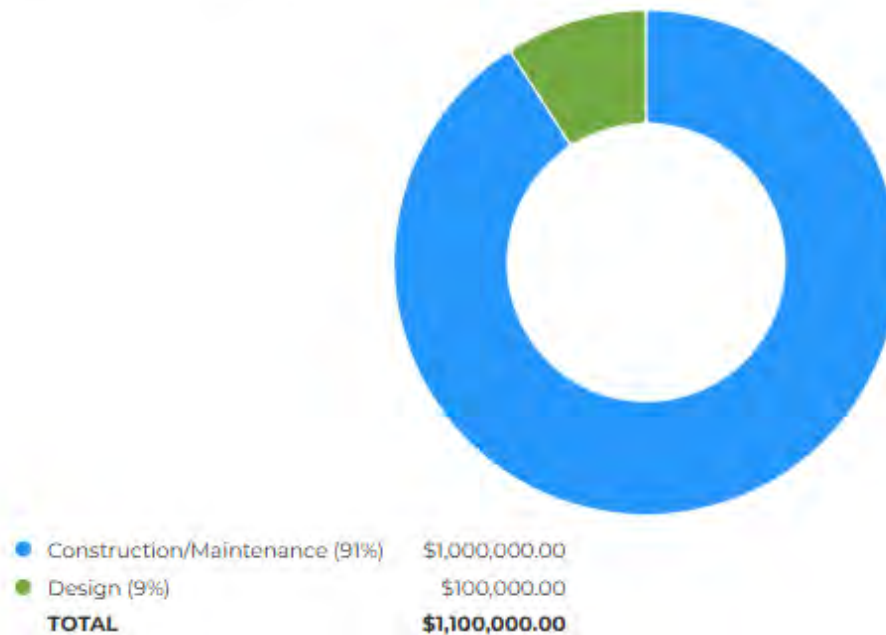
Once the final design is complete, the City will formally advertise the project for competitive bidding. Following the bid evaluation process, the City Council will review and accept the lowest responsive bid. Construction is anticipated to begin in 2026, marking a significant milestone in the Twin City Mile project.

Fiscal Impact

Initially, the City estimated \$100,000 for the final design phase of the project. However, as design work progressed, the actual cost came in slightly higher at \$114,556. While this represents a modest increase, the overall project budget has sufficient capacity to absorb the additional expense. The final cost of construction will not be known until the bidding process is complete and contractor proposals are received. Once bids are evaluated, the City Council will review and approve the lowest responsive bid before moving forward with construction.

Depot Park is a vital component of the broader City Beautification and Twin City Mile initiative, a component of the City's efforts to enhance public spaces and promote economic growth. This project represents a strategic investment promoting a vibrant and welcoming downtown for residents, businesses, and visitors alike.

Capital Costs for Budgeted Years (Proposed)



Fund(s):	594.76.63.03		
Amount:	\$114,556	Project Estimate:	\$1,100,000.00
Budget Authorized	☒ Yes ☐ No	Amendment Required?	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends that the Council authorize the Mayor to sign a task order with Perteet for the final design of Depot Park.

Committee/Board Recommendation:

This project has undergone extensive review by committees, received concept design approval from the City Council, and has been fully funded in the 2025/2026 budget.

CITY COUNCIL OPTIONS

1. Authorize the Mayor to sign a task order with Perteet for the design of Depot Park in the amount of \$114,556.00.
2. Delay the project to another time.

PROPOSED MOTION

“I MOVE TO AUTHORIZE THE MAYOR TO SIGN A TASK ORDER WITH PERTEET FOR THE FINAL DESIGN OF DEPOT PARK IN THE AMOUNT OF \$114,556.00.”



PER ON-CALL PROFESSIONAL SERVICES AGREEMENT #2025-002
BETWEEN CITY OF STANWOOD, WASHINGTON (CITY) AND
PERTEET, INC. (CONSULTANT)

APPROVED TASK ORDER

TASK ORDER: 2025-002.01

PROJECT NAME: Depot Park Final Design

This shall constitute an approved Task Order pursuant to the On-Call Professional Services Agreement between CITY and CONSULTANT dated February 1, 2025 ("AGREEMENT"). The scope of services, cost estimate, and rate sheet are incorporated into the Agreement.

Project Scope of Services:

The consultant shall prepare the final design documents for Depot Park per attached Exhibit A.

The following is a summary of tasks:

Tasks:

- 1 – Project Management
- 2 – 60% Plans
- 3 – 100% Plans
- 4 – Final Specification and Cost Estimate
- 5 – Utility Coordination
- 6 – Bid Support
- 7 – Landscape and Urban Design Support

CONSULTANT agrees to perform the tasks listed above and described in Exhibit A for a fee amount of not to exceed **\$114,556.00 (One hundred fourteen thousand, five hundred and fifty-six 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 **27th day of March 2025**

CITY OF STANWOOD

By: _____
Sid Roberts
Mayor

PERTEET

By: Crystal L. Donner
Crystal L. Donner (Mar 25, 2025 13:51 PDT)
Crystal Donner
President

City of Stanwood
2025-034

EXHIBIT A
Scope of Services
Task Order #01
Depot Park Design

INTRODUCTION

This is Task Order #01 in association with the 2025 On-Call Consulting Agreement with the City of Stanwood (City) and Perteet Inc. (Consultant) to provide professional services.

The Consultant will provide a design and prepare contract documents for Depot Park, occupying the City-owned parcel at the northwest corner of 271st Street NW and 84th Avenue NW. These services will be based on the approved preliminary concept that was prepared by Lankford Associates and the specified limitations of the site development as identified in the Cleanup Action Completion Report as prepared by Maul Foster & Alongi, Inc. on June 20, 2023. This project will include the engineering and urban design of the park site, the preparation of the plans, specifications, quantities, and opinion of costs, the preparation of bid documents, and bidding support.

Consultant services shall be limited to those expressly set forth herein. If the service is not specifically identified herein, it is expressly excluded. The Consultant shall have no other obligations, duties, or responsibilities associated with the project except as expressly provided in this Agreement.

Transferring Budget within Contract Maximum: The level of effort is specified in the scope of services. The budget may be transferred between discipline tasks at the discretion of the Consultant, provided that the total contracted amount is not exceeded. The Consultant will have the flexibility to manage budget within a given discipline on a subtask level.

Services provided by the Consultant will consist of:

GENERAL SCOPE OF SERVICES

This Scope of Services describes the work elements to be accomplished by the Consultant as summarized under each Task. This scope consists of the following elements:

Task 1 – Project Management and Coordination

Task 2 – 60% Plans and Opinion of Cost

Task 3 – 100% Plans, Specifications, and Opinion of Cost (PS&E)

Task 4 – Final/Ad-Ready Plans, Specifications, and Opinion of Costs

Task 5 – Utility Coordination

Task 6 – Bid Support

Task 7 – Landscape and Urban Design (by Lankford Associates)

SCOPE OF SERVICES DEFINED

Task 1 – Project Management and Coordination

Overall project management and coordination work elements include:

1.1 Project Coordination with City

The Consultant will coordinate with the City of Stanwood on a regular basis to keep the City's project manager informed about project progress, project issues, and schedule. Communication with the City will occur on an as needed basis, to be coordinated and determined with the City's project manager.

1.2 Project Schedule, Budget, and Team Management

The Consultant will develop an overall project schedule, which will include a detailed schedule by task, for the project phases, through bid advertisement for the full project. The Consultant will prepare a draft and final schedule for City review. The Consultant will also manage the Consultant budget, monitor staff, manage change and prepare amendments, and monitor work progress under this work element.

1.3 Progress Reports and Invoices

As part of the project, the Consultant will prepare monthly progress reports that describe the work items and percentage of work items that were accomplished during a given month, as well as a forecast of work to be completed over the following month. Progress report will include a status of budget spent and remaining. The monthly progress reports will also identify other issues that may be occurring, if any. The Consultant will submit these monthly progress reports to the City's Project Manager with the monthly invoices. The monthly invoices will bill by individual tasks. The Consultant Project Manager will notify City's Project Manager, in writing (memo format), of any out of scope and/or budgetary issues that are inconsistent with this Scope of Services.

Assumptions:

- This contract duration shall be no longer than 10 months.

Deliverables:

- Project Schedule (Microsoft Project format), submitted as a PDF for City review
- Invoices and Progress Reports

Task 2 – 60% Plans and Opinion of Costs

The Consultant will prepare 60% plans and opinion of costs for the construction contract. The plans and opinion of cost will be submitted to the City for review and comment.

2.1 60% Design and Plans

The 60% design will be based on the approved concept drawing prepared previously by Lankford and Associates and the specified limitations of the site development as identified in the Cleanup Action Completion Report as prepared by Maul Foster & Alongi, Inc. on June 20, 2023.

The 60% level design effort will include the development of the site design, including the site grading, stormwater approach, water service location, paving treatments and sections, site illumination and electrical connections, site furnishings, and landscape elements.

Site Grading and Design

The Consultant will prepare a 60% level site grading plan to achieve ADA compliance, manage stormwater, and provide connections to the existing adjacent sidewalks as shown in the concept plan. The site grading will remain within the clean backfill soil placed as part of the site cleanup.

Utility Design

The Consultant will prepare a design and plans to provide a water service from the existing water main located under the sidewalk along the north side along 271st Street NW to the location of the proposed people/pet water fountain.

Assumptions:

- Water service is limited to the people/pet water fountain. This Scope of Services does not include any other types of water services. The inclusion of the people/pet water fountain assumes there is an existing water service within the City right-of-way that will be utilized as the connection point and that the water service pipes on the park site will be able to be located above the demarcation line of the “clean soils” on the site.

Landscape/Site Furnishings

The Consultant will coordinate with Lankford Associates on the landscape and site furnishing elements of the site and include plan sheets and details as necessary to convey the design. Lankford Associates will perform their work under Task 7.

Storm Drainage Design

The Consultant will prepare a stormwater drainage analysis and design. The storm drainage design will manage the stormwater produced by the developed park site.

Stormwater Design Criteria

The 2005 Department of Ecology Stormwater Management Manual for Western Washington and the City’s Street and Utility Standards will be used as the drainage design manuals for this project. Prior to beginning project drainage design, a Storm Drainage Design Criteria matrix will be prepared summarizing drainage related requirements and standards.

Assumptions:

- The Storm Drainage Design Criteria matrix will be shared with the City for review and concurrence before the Consultant proceeds with detailed design work.

Deliverables:

- One (1) PDF copy of the Storm Drainage Design Criteria matrix, to be included in the appendix of the Stormwater Technical Memorandum

Illumination/Electrical Connections Design

The City desires to have pedestrian-level illumination with the park site, as well as electrical connections for the bandstand, holiday tree, and sun shade areas. The Consultant will design the illumination system, perform illumination calculations, coordinate with the City and PUD on power source, and prepare illumination and electrical connection plans.

Work Elements:

- Lighting analysis using AGi32.

Assumptions:

- Due to limited excavation available on the site, standard WSDOT illumination foundations are not feasible. The Consultant will work to find lighting options suitable for the site that will provide pedestrian level lighting.
- The City will obtain any electrical permits from the serving utility

At this time, a total of up to 16 plan sheets (including cover and legend sheets) are anticipated. The plans will be prepared utilizing 11" by 17" sheets at 1" = 40' scale (for most sheets). These plans will be used as a basis for development of detailed plans in the future PS&E tasks of the project, and to develop the 60% level opinion of cost for the project.

Specific plans are anticipated to consist of:

- Cover Sheet w/Vicinity Map and Index (1 sheet)
- Legend and Abbreviations (1 sheet)
- Survey Control Plan (1 sheet)
- Site Preparation/Temporary Erosion and Sediment Control Plans (1 sheet)
- Site Grading Plan (1 sheet)
- Paving Plan (1 sheets)
- Utility Plan and Profile (2 sheets)
- Site Furnishing Details (3 sheets)
- Miscellaneous Site Details (2 sheets)
- Illumination/Electrical Plans and Details (3 sheets)
- Landscape Planting Details (1 sheet) (by Lankford Associates)

Assumptions:

- The basemapping previously prepared and provided for the Depot Park conceptual design task will be used for the design performed under this task order.
- Geotechnical investigations will not be performed under this Scope of Services. Geotechnical recommendations and soils information from the City's current Viking Way project, as well as geotechnical information provided in the *Cleanup Action Completion Report* for the site, will be used to determine excavation depths and foundations.
- Per the categorical exemptions outlined in WAC 197-11-800 and SMC 17.149, the SEPA process is not required for minor new construction projects with grading activities less than 1,000 CY. The grading

required for this project is anticipated to be less than 1,000 CY, and thus, the SEPA process will not be required.

Deliverables:

- Electronic copy of the 60% plan set in PDF format via e-mail

2.2 60% Opinion of Costs

The Consultant will calculate 60% level quantities and opinion of construction costs based upon the 60% design plans and current unit bid prices.

Deliverables:

- Electronic copy of the 60% opinion of cost summary submitted in PDF format via e-mail

2.3 60% PS&E QA/QC and Constructability Review

An internal Consultant quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

The Consultant will also perform a preliminary constructability review of the 60% PS&E under this task. This will be done by a member of the Consultant's construction management team.

Task 3 – 100% Plans, Specifications, and Opinion of Costs (PS&E)

The Consultant will revise the 60% plans, specifications, and opinion of cost estimate to incorporate the applicable comments based on the City's 60% review comments and prepare a 100% design and PS&E package. This submittal will include the preparation of the Bid Schedule to be included in the Specifications.

The Consultant will submit the 100% PS&E package, including the Bid Schedule, to the City for a 100% check print review before assembling the final/ad-ready contract documents. Review comments will be delivered electronically and incorporated into the 100% bid documents. It is assumed that the 100% review comments will be minor in nature and not reflect any significant changes to design. If there are significant changes to the design or Plans, this would be considered an additional service, and a supplement to the Agreement would be required.

3.1 Response to 60% Comments

The Consultant will attend one (1) comment review meeting with the City staff and provide the City with written responses to the City's comments. Responses will be provided on the commented documents provided by the City.

Assumptions:

- 60% plan review comments from City staff will be consolidated by the City and conflicting comments will be resolved by City staff prior to transmitting to the Consultant.
- The Consultant will attend one (1) comment review meeting at the City offices.

Deliverables:

- Written responses to 60% comments

3.2 100% Plans

The Consultant will prepare 100% design level Plans and incorporate the City's applicable comments. The Plan sheets are anticipated to be the same as those identified under the 60% design phase.

Deliverables:

- Electronic copy of the 100% plans; half-size and full-size, in PDF format via e-mail

3.3 100% Opinion of Costs

The Consultant will update the project quantities and prepare a 100% opinion of construction costs based upon the 100% construction plans and current unit bid prices. The Consultant will address applicable 60% review comments and make revisions as necessary.

Deliverables:

- Electronic copy of the opinion of cost summary submitted in PDF format via electronic e-mail

3.4 100% Specifications

The Consultant will prepare the 100% Specifications based upon the 100% design. Bid forms will be filled out with the project quantities with this submittal.

Assumptions:

- The City will prepare the front-end documents of the Project Manual.

Deliverables:

- Electronic copy of the 100% bid documents Contract Specifications, including the Bid Schedule, submitted in PDF and Microsoft Word format via electronic e-mail

3.5 Stormwater Technical Memorandum

The Consultant will assemble a stormwater technical memorandum. The memorandum will include a written assessment and summary of the surface water design features on the project, summary tables, flow control and water quality treatment assumptions, pipe capacity assumptions, drainage basin maps, and supporting exhibits. Independent QA/QC reviews of the Stormwater Technical Memorandum will be conducted by senior staff.

Assumptions:

- The project will achieve a flow control exemption due to discharge into Irvine Slough. The City will confirm this exemption in writing.
- The project will not be subject to water quality treatment as the project is not adding new pollution-generation impervious surface.
- The Consultant will use the stormwater reports from prior projects within the Twin City Mile project and the Viking Way project as the basis for some of the assumptions and stormwater requirements. The

Stormwater Technical Memorandum will be a summary of the stormwater requirements and design, and will not be a detailed Drainage Report.

Deliverables:

- Stormwater Technical Memo (electronic copy, PDF)

3.6 100% PS&E QA/QC

An internal Consultant quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

Task 4 – Final/Ad-Ready Plans, Specifications, and Opinion of Costs

4.1 Final/Ad-Ready Contract Documents

The Consultant will finalize the 100% plans, specifications and opinion of cost estimate and prepare final, Ad-Ready, Bid Documents. It is assumed that 100% review comments will be minor in nature and not reflect any changes to the design.

Assumptions:

- The fee effort for this task assumes the City will provide one (1) set of compiled and consolidated comments reflective of all City comments from the final check set submittal. It is assumed that pre-final review comments will be minor in nature and not reflect any changes to design. If additional comments are made, or if any comments are made that alter the design, and it is determined that addressing them would cause significant changes to the plans, this may be considered additional work to be included in a supplement.
- Prior to bid advertisement, the Consultant may make minor revisions to the plans, specifications, and opinion of costs. It is assumed that the stormwater and ADA compliance standards applying to this project will not be changed.
- The City will provide Builders Exchange with a camera-ready or electronic plan set for purposes of their scanning and contract document distribution during bidding.
- The City will provide Builders Exchange with a camera-ready or electronic set of Contract Specifications for purposes of their scanning and contract document distribution during bidding.

Deliverables:

- Electronic copy of the final plans; half-size and full-size signed plans, in PDF format via e-mail
- Electronic copy of the opinion of cost summary submitted in PDF format via e-mail
- Electronic copy of the final bid documents Contract Specifications, including the Bid Schedule, submitted in PDF and Microsoft Word format via e-mail
- Written responses to the Final review comments

Task 5 – Utility Coordination

The Consultant will assist the City in managing the utility coordination process for the project areas under this Scope of Services, which will include providing utility franchises (Snohomish County PUD, Cascade Natural Gas, Frontier, Zayo, Cable) and City-owned utilities (water and sewer) with project information, copies of PS&E submittals, and identification of potential utility conflicts and relocations. The Consultant will identify potential utility conflict locations for the City to pothole during 60% design. The Consultant will also prepare and maintain a utility coordination log, and conflicts and resolution spreadsheet, both of which will be maintained and updated throughout the design phase of the project.

The Consultant will perform the utility impact assessment and coordinate on work elements as described below.

The Consultant will coordinate with the various public and private utilities, within the project work site, listed above.

Services provided by the Consultant under this subtask will include:

- Preparing and maintaining a utility coordination contact log containing company addresses, contact staff, e-mail addresses, and phone numbers.
- Acquire and review record drawings of existing utilities within the project limits.
- The Consultant will request the utilities review the existing basemapping for the project and verify the locations and presence of the utilities. Discrepancies with the existing basemap will be coordinated by the Consultant with each utility.
- Prepare a Utility Conflicts Spreadsheet. Track potential utility conflicts and resolution of those conflicts throughout the project in the spreadsheet. This includes identification of pothole needs. This includes documentation of which facilities will be relocated prior to, or during, construction.
- Provide the utility owners with electronic (PDF) copies of the 60%, 100%, and Final plan sheets, as well as potential conflict locations.

Assumptions:

- The City will perform potholing services for the project. Any potholing expenses related to this project are not included under the Consultant's costs under this Agreement.
- The City will distribute internally the plan sets for City-owned utilities for review.
- The budget assigned for this work element will be limited to the amount designated for this work element. Services by the Consultant under this task are provided only for the projects/areas identified under this specific task.

It is assumed that the following utility franchises exist in the project area. These include:

- Power (SnoPUD)
- Communication and Fiber-optics (Ziplay and Astound)
- Gas Distribution (Cascade Natural Gas)
- Water (City of Stanwood)
- Sanitary Sewer (City of Stanwood)
- Stormwater (City of Stanwood)

Deliverables:

- Utility contact log in Microsoft Excel format

- Utility conflict and relocation spreadsheet in Microsoft Excel format – updated with potholing results (electronic copy)
- Half-size 60% and 100% PS&E plan sets sent to applicable utility franchises with conflicts noted (PDF format)

Task 6 – Bid Support

The Consultant will support the City during the bidding phase of the project. The Consultant will respond to requests for clarifications and prepare support information for Addendums. The budget assigned for this work element will be limited to the amount designated for this work element.

6.1 Provide Bid Clarifications

The Consultant will respond to Contractor questions as requested by the City during the bidding process. The Consultant will provide clarifications to the City, which may include Plan sheet revisions, Special Provision language, or information clarification.

Deliverables:

- Written clarifications to bid questions, including text and plan sheet revisions if applicable (email format)

6.2 Addenda

The Consultant will assist the City with preparing materials to be included with up to two (2) Addenda, as required.

Assumptions:

- The City will prepare the formal addendums for distribution during the bidding process.
- The City will prepare the bid tabulation.
- The City will determine if the bids are responsive or not.
- The City will track bid questions and communicate with bidders.
- The City will produce bid sets.
- The City will review bid tabulations against the opinion of cost (engineer's estimate).
- The budget assigned for this work element will be limited to the amount designated for this work element.

Deliverables:

- Materials to be included with Addenda, as requested, for up to two (2) Addenda.

Task 7 – Landscape, Urban Design, and Site Furnishings (Lankford Associates)

Lankford Associates will support in the selection of the landscape, urban design, and site furnishing elements and construction details of selected elements as needed for the site. The following elements have been identified through the conceptual design process for inclusion in the project: bandstand structure, play area

material, sun shades and supports, historic photo boards, people/pet water fountain, tables and chairs, raised seating walls, and small lighting fixtures (in-ground or in-wall) around proposed raised seating walls.

During the 60% design phase, Lankford Associates will research options for each of these elements and present options to the City. Cut sheets and costs will be provided as applicable for elements identified above for the City's review, consideration, and selection.

Upon the confirmation of selection of landscape, urban design, and site furnishing elements by the City, Lankford Associates will work with manufacturers/vendors to provide details to be incorporated into the 100% submittal and Ad-Ready set. Lankford will also work with manufacturers/vendors to provide costs to Perteet for incorporation into the project opinion of cost. As necessary, Lankford Associates will produce details for items that are not pre-fabricated or items that do not have details that can be provided by a manufacturer/vendor. Additionally, Lankford and Perteet will coordinate on the specific location of the park signage and play structure equipment within the site.

Deliverables:

- Name, make/model, details, and specifications of each selected product to Perteet for incorporation into the 100% submittal and Ad-Ready documents.
- Manufacturer/vendor costs provided to Perteet for incorporation into the project opinion of cost
- Landscape Detail sheet, provided for 60% and 100% submittals
- Details, as needed, for products/selections without standard details or cut sheets

Assumptions:

- Options will be provided to the City for review and comment during the 60% design phase. Not all selections may be finalized prior to the 60% submittal. If this is the case, placeholders will be included for any items still under consideration.
- All selected options for landscape, urban design, and site furnishings will be provided to Perteet prior to the 100% submittal
- Pavers used for Depot Park will be the same pavers used on the 92nd/271st intersection project
- Play structure/equipment for Depot Park will be selected by the City as part of a separate RFP process
- Park signage will be Meyer wayfinding signs used on the 92nd/271st intersection project and throughout downtown Stanwood

Additional Services

The Consultant may provide additional services as directed by the City which are not identified in this Scope of Services. Additional services shall not commence without written authorization and approval from the City and a supplement to the contract.

Services Not Included in this Scope of Services

1. Preparation of local permitting documents
2. SEPA and NEPA documentation
3. Right-of-way services, such as right-of-way boundary determination, negotiations, acquisition services, and preparation of legal descriptions and depictions
4. Topographic survey and basemapping

5. Construction design support
6. Construction inspection and management services
7. Public outreach efforts

Information Provided by Others:

The City shall furnish, at the City's expense, all information, requirements, reports, data, surveys, and instructions required by this Agreement. The Consultant may use such information, requirements, reports, data, surveys, and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof. Further, the City agrees that the Consultant shall have no responsibility for any portion of the Project designed by other consultants engaged by the City.

The Engineer and its consultants may reasonably use and rely upon information and design elements furnished by the Owner or customarily furnished by others, including, but not limited to, other design professionals, specialty contractors, manufacturers, suppliers, and publishers of technical standards.

Exhibit D

Consultant Fee Determination Summary

2707 Colby Avenue, Suite 900, Everett, WA 98201 P 425-252-7700 F 425-339-6018

Project: Depot Park Design
 Client: Stanwood
 Consultant: Perteet
 Perteet Project No. 20250015.0001
 Date: February 28, 2025

HOURLY COSTS

<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal	8	\$394.00	\$3,152.00
Lead Engineer/ Manager	154	\$210.00	\$32,340.00
Civil Designer II	162	\$163.00	\$26,406.00
Lead Tech/ Designer	92	\$163.00	\$14,996.00
Civil Designer II	55	\$163.00	\$8,965.00
Lead Engineer/ Manager	20	\$210.00	\$4,200.00
Senior Associate	12	\$289.00	\$3,468.00
Accountant	6	\$158.00	\$948.00
Construction Supervisor	4	\$315.00	\$1,260.00
Senior Engineer/ Manager	8	\$252.00	\$2,016.00
Labor Total	521		\$97,751.00

REIMBURSABLES

<u>Expenses</u>	<u>Cost</u>	<u>Markup</u>	<u>Amount</u>
Mileage	\$110.00	1.0	\$110
Total Expenses			\$110

SUBCONSULTANTS

<u>Subconsultants</u>	<u>Amount</u>
Lankford Associates	\$16,695
Total Subconsultants	\$16,695

CONTRACT TOTAL	\$114,556
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Rates shown reflect the typical compensation rate of employees assigned to the billing category listed. Each category may have multiple employees assigned to that billing category and each employee may have a different hourly rate of pay. Employee compensation is subject to adjustment in June of each calendar year.

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8e
DATE: April 10, 2025
SUBJECT: Heritage Park Trail Paving Project
CONTACT PERSON: Alan Lytton, City Engineer
ATTACHMENTS: A – Exhibit A – Bid Tab
B – Drawings

PURPOSE

The purpose of this agenda item is to authorize the Mayor to sign a contract with Reaper Construction for the Heritage Park Trail Paving project.

BACKGROUND

This project will construct pedestrian walking paths within Heritage Park. Sections will include a loop around the new dog park, access to the pickleball and skate park, paving the south leg of the path between fields 2 & 3, and along the northern property line adjacent to the soccer fields. The City received a total of five (5) bids with the low being Reaper Construction at \$109,425. The average was \$140,706 with an engineer's estimate of \$160,0100. We have \$200,000 in the Heritage Park budget for trail paving.

ANALYSIS

Fiscal Impact			
Fund(s):	594 76 63 18		
Amount:	\$200,000	Project Estimate:	\$109,425
Budget Authorized	☒ Yes ☐ No	Amendment Required?	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends awarding the low bid to Reaper Construction Inc.

Committee/Board Recommendation:

The Public Works Committee has moved their April meeting back to the 14th. They are aware of the project but have not reviewed bids.

COUNCIL OPTIONS

1. Authorize the Mayor to sign a contract with Reaper Construction Inc.
2. Send back to the Public Works Committee for additional discussion.
3. Reject or amend the proposal and delay project.

RECOMMENDED MOTION

“I MOVE TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH REAPER CONSTRUCTION FOR THE HERITAGE PARK PAVING PROJECT IN THE AMOUNT OF \$109,425.”



BID TABULATION
Heritage Park Loop Trail
Bid Opening: March 25, 2025 @ 2PM

Item No.	Description of Item	Units	Est	Engineering Est.		Reaper Construction Inc.		Reece Construction		KonnerUp		H&L Tree and Landscape		Huizenga Enterprise	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Minor Changes	EST	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
2	Mobilization, Cleanup & Demo.	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 1,000.00	\$ 1,000.00	\$ 10,500.00	\$ 10,500.00	\$ 12,000.00	\$ 12,000.00	\$ 7,000.00	\$ 7,000.00	\$ 20,253.12	\$ 20,253.12
3	Erosion Control and Water Pollution Prevention inc	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 1,000.00	\$ 1,000.00	\$ 950.00	\$ 950.00	\$ 3,000.00	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	\$ 3,772.00	\$ 3,772.00
4	Clearing and Grubbing	LS	1	\$ 15,000.00	\$ 15,000.00	\$ 2,500.00	\$ 2,500.00	\$ 20,500.00	\$ 20,500.00	\$ 12,000.00	\$ 12,000.00	\$ 4,000.00	\$ 4,000.00	\$ 27,694.00	\$ 27,694.00
5	Roadway Ex. Incl. Haul	CY	15	\$ 35.00	\$ 525.00	\$ 100.00	\$ 1,500.00	\$ 205.00	\$ 3,075.00	\$ 80.00	\$ 1,200.00	\$ 65.00	\$ 975.00	\$ 306.80	\$ 4,602.00
6	Crushed Surfacing Top Course	TN	300	\$ 60.00	\$ 18,000.00	\$ 85.00	\$ 25,500.00	\$ 35.00	\$ 10,500.00	\$ 40.00	\$ 12,000.00	\$ 90.00	\$ 27,000.00	\$ 155.13	\$ 46,539.00
7	HMA Cl. 1/2" PG 58H-22	TN	400	\$ 200.00	\$ 80,000.00	\$ 160.00	\$ 64,000.00	\$ 145.00	\$ 58,000.00	\$ 180.00	\$ 72,000.00	\$ 200.00	\$ 80,000.00	\$ 206.28	\$ 82,512.00
8	Remove Cement Conc. Sidewalk	SY	85	\$ 35.00	\$ 2,975.00	\$ 30.00	\$ 2,550.00	\$ 29.00	\$ 2,465.00	\$ 20.00	\$ 1,700.00	\$ 35.00	\$ 2,975.00	\$ 72.38	\$ 6,152.30
9	Cement Conc. Sidewalk & Driveway (6", 4000 PSI)	SY	85	\$ 160.00	\$ 13,600.00	\$ 75.00	\$ 6,375.00	\$ 129.00	\$ 10,965.00	\$ 112.00	\$ 9,520.00	\$ 100.00	\$ 8,500.00	\$ 120.71	\$ 10,260.35
Total					\$ 160,100.00		\$ 109,425.00		\$ 121,955.00		\$ 128,420.00		\$ 136,950.00		\$ 206,784.77



ATTACHMENT B

CONSTRUCTION NOTES

1. SILT FENCE PER I-30.15-02



CITY OF
STANWOOD
PUBLIC WORKS
9800 276TH ST NW
STANWOOD WA
98292

TEMPORARY
EROSION AND
SEDIMENT
CONTROL PLANS

Project	Sheet
H ¹ Trail Paving	3
Date	3/4/2025
Scale	NTS



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8f
DATE: April 10, 2025
SUBJECT: 80th Ave Sidewalk & Overlay project
CONTACT PERSON: Alan Lytton, City Engineer
ATTACHMENTS: A – Bid Tab
B – Drawings

PURPOSE

The purpose of this agenda item is to authorize the Mayor to sign a contract with Northend Excavating for the 80th Ave Sidewalk and Overlay project.

BACKGROUND

This project will construct a sidewalk from 284th to 283rd on the East side of the road. There is existing sidewalk on each end of the project. Along with the sidewalk we will grind and overlay 80th from 284th to 279th. In our budget this is two separate projects as Public Works decided to combine the projects to provide a cleaner product and receive favorable bids. We received a total of thirteen (13) bids, with the low being Northend at \$234,225. The average bid was \$271,436, the engineer's estimate was \$360,000. We have been approved for \$133,627 for construction and engineering for the overlay from TIB. The remaining balance will be paid with a combination impact! fees! transportation benefit funds!and general funds.

ANALYSIS

Fiscal Impact			
Fund(s):	103		
Amount:	\$405,000	Project Estimate:	\$234,225
Budget Authorized	☒ Yes ☐ No	Amendment Required?	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends awarding the low bid to Northend Excavating Inc.

Committee/Board Recommendation:

The Public Works Committee is aware of the project but have not reviewed the bids as the March 7th committee meeting was moved to the 14th.

COUNCIL OPTIONS

1. Authorize the Mayor to sign a contract with Northend Excavating Inc.
2. Send back to the Public Works Committee for additional discussion.
3. Reject or amend the proposal and delay project.

RECOMMENDED MOTION

"I MOVE TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH NORTHEX EXCAVATING FOR THE 80TH SIDEWALK AND OVERLAY PROJECT IN THE AMOUNT OF \$234,225."

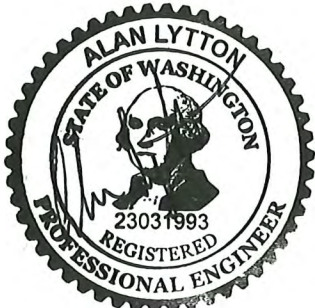


BID TABULATION
80th Ave Overlay
Bid Opening: March 27, 2025 @ 3PM

ATTACHMENT A

Item No.	Item Description	Est. UNITS	Unit	Engineering Est.		Northend Ex. Inc.		Konnerup Cn Inc		Interwest Construction		H&L Tree and Landscaping		Reaper Construction	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
A-1.	1-04.4(1) Minor Change	1	EST		\$5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
A-2.	1-05.4(2) Survey	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 3,800.00	\$ 3,800.00	\$ 2,000.00	\$ 2,000.00	\$ 3,700.00	\$ 3,700.00	\$ 4,700.00	\$ 4,700.00	\$ 3,370.00	\$ 3,370.00
A-3.	1-07.15(1) SPCC Plan	1	LS	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00
A-4.	1-09.7 Mobilization, Cleanup and Demobilization	1	LS	\$ 14,000.00	\$ 14,000.00	\$ 19,500.00	\$ 19,500.00	\$ 12,000.00	\$ 12,000.00	\$ 10,500.00	\$ 10,500.00	\$ 12,000.00	\$ 12,000.00	\$ 20,000.00	\$ 20,000.00
A-5.	1-10.5 Project Temporary Traffic Control	1	LS	\$ 14,000.00	\$ 14,000.00	\$ 4,000.00	\$ 4,000.00	\$ 10,000.00	\$ 10,000.00	\$ 19,000.00	\$ 19,000.00	\$ 15,000.00	\$ 15,000.00	\$ 25,000.00	\$ 25,000.00
A-6.	2-01.5 Clearing and Grubbing	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 2,000.00	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00
A-7.	2-02.5 Saw Cutting Existing Pavement	150	LF	\$ 6.00	\$ 900.00	\$ 5.00	\$ 750.00	\$ 4.00	\$ 600.00	\$ 5.25	\$ 787.50	\$ 10.00	\$ 1,500.00	\$ 4.00	\$ 600.00
A-8.	2-02.5 Removing Asphalt Conc. Pavement	10	SY	\$ 35.00	\$ 350.00	\$ 30.00	\$ 300.00	\$ 50.00	\$ 500.00	\$ 25.00	\$ 250.00	\$ 100.00	\$ 1,000.00	\$ 50.00	\$ 500.00
A-9.	2-03.5 Excavation, Embankment and Grading, Incl. Haul	20	CY	\$ 50.00	\$ 1,000.00	\$ 40.00	\$ 800.00	\$ 50.00	\$ 1,000.00	\$ 46.00	\$ 920.00	\$ 100.00	\$ 2,000.00	\$ 100.00	\$ 2,000.00
A-10.	2-03.5 Gravel Borrow, Incl. Haul	250	TN	\$ 65.00	\$ 16,250.00	\$ 36.00	\$ 9,000.00	\$ 36.00	\$ 9,000.00	\$ 42.00	\$ 10,500.00	\$ 70.00	\$ 17,500.00	\$ 40.00	\$ 10,000.00
A-11.	4-04.5 Crushed Surface Top Course	75	TN	\$ 65.00	\$ 4,875.00	\$ 37.00	\$ 2,775.00	\$ 60.00	\$ 4,500.00	\$ 73.00	\$ 5,475.00	\$ 80.00	\$ 6,000.00	\$ 45.00	\$ 3,375.00
A-12.	8-01.5 Erosion Control and Water Pollution Prevention	1	LS	\$ 1,500.00	\$ 1,500.00	\$ 1,250.00	\$ 1,250.00	\$ 2,000.00	\$ 2,000.00	\$ 2,200.00	\$ 2,200.00	\$ 2,500.00	\$ 2,500.00	\$ 1,500.00	\$ 1,500.00
A-13.	8-02.5 Topsoil, Type A	50	CY	\$ 80.00	\$ 4,000.00	\$ 60.00	\$ 3,000.00	\$ 80.00	\$ 4,000.00	\$ 79.00	\$ 3,950.00	\$ 80.00	\$ 4,000.00	\$ 47.00	\$ 2,350.00
A-14.	8-02.5 Property Restoration	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,300.00	\$ 1,300.00	\$ 500.00	\$ 500.00	\$ 2,000.00	\$ 2,000.00
A-15.	8-02.5 Hydroseed	250	SY	\$ 12.00	\$ 3,000.00	\$ 4.00	\$ 1,000.00	\$ 4.00	\$ 1,000.00	\$ 12.50	\$ 3,125.00	\$ 3.40	\$ 850.00	\$ 7.00	\$ 1,750.00
A-16.	8-14.5 Cement Conc. Curb Ramp	1	EA	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 2,600.00	\$ 2,600.00	\$ 4,200.00	\$ 4,200.00	\$ 2,300.00	\$ 2,300.00	\$ 2,645.00	\$ 2,645.00
A-17.	14-Aug Cement Conc. Sidewalk	175	SY	\$ 175.00	\$ 30,625.00	\$ 80.00	\$ 14,000.00	\$ 86.00	\$ 15,050.00	\$ 90.00	\$ 15,750.00	\$ 75.00	\$ 13,125.00	\$ 86.25	\$ 15,093.75
A-18.	4-Aug Cement Conc. Traffic Curb & Gutter	312	LF	\$ 70.00	\$ 21,840.00	\$ 40.00	\$ 12,480.00	\$ 46.00	\$ 14,352.00	\$ 42.00	\$ 13,104.00	\$ 43.00	\$ 13,416.00	\$ 33.25	\$ 10,374.00
A-19.	4-Aug Cement Conc. Driveway	1	EA	\$ 6,000.00	\$ 6,000.00	\$ 5,000.00	\$ 5,000.00	\$ 2,662.00	\$ 2,662.00	\$ 3,450.00	\$ 3,450.00	\$ 2,500.00	\$ 2,500.00	\$ 2,875.00	\$ 2,875.00
A-20.	8-24.5 Gravity Block Wall	125	LF	\$ 100.00	\$ 12,500.00	\$ 30.00	\$ 3,750.00	\$ 85.00	\$ 10,625.00	\$ 98.00	\$ 12,250.00	\$ 111.00	\$ 13,875.00	\$ 80.00	\$ 10,000.00
Total					\$ 159,840.00		\$ 96,905.00		\$ 104,889.00		\$ 120,461.50		\$ 120,766.00		\$ 121,432.75

Item No.	Item Description	Est. UNITS	Unit	Engineering Est.											
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
B-1.	1-09.7 Mobilization, Cleanup and Demobilization	1	LS	\$ 17,000.00	\$ 17,000.00	\$ 7,500.00	\$ 7,500.00	\$ 10,000.00	\$ 10,000.00	\$ 8,500.00	\$ 8,500.00	\$ 12,000.00	\$ 12,000.00	\$ 3,000.00	\$ 3,000.00
B-1.	1-10.5 Project Temporary Traffic Control	1	LS	\$ 18,000.00	\$ 18,000.00	\$ 4,500.00	\$ 4,500.00	\$ 10,000.00	\$ 10,000.00	\$ 11,000.00	\$ 11,000.00	\$ 4,000.00	\$ 4,000.00	\$ 21,000.00	\$ 21,000.00
B-3.	4-04.5 Crushed Surface Top Course	50	TN	\$ 65.00	\$ 3,250.00	\$ 37.00	\$ 1,850.00	\$ 60.00	\$ 3,000.00	\$ 83.00	\$ 4,150.00	\$ 80.00	\$ 4,000.00	\$ 45.00	\$ 2,250.00
B-4.	8-01.5 Erosion Control and Water Pollution Prevention	1	LS	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00
B-5.	5-04.5 HMA CL 1/2" PG 58H-22	540	TN	\$ 200.00	\$ 108,000.00	\$ 150.00	\$ 81,000.00	\$ 146.00	\$ 78,840.00	\$ 155.00	\$ 83,700.00	\$ 155.00	\$ 83,700.00	\$ 138.00	\$ 74,520.00
B-6.	5-04.5 Planing Bituminous Pavement	4540	SY	\$ 8.00	\$ 36,320.00	\$ 6.50	\$ 29,510.00	\$ 4.00	\$ 18,160.00	\$ 4.65	\$ 21,111.00	\$ 2.60	\$ 11,804.00	\$ 3.84	\$ 17,433.60
B-7.	5-Jul Adjust Manhole	9	EA	\$ 1,500.00	\$ 13,500.00	\$ 500.00	\$ 4,500.00	\$ 500.00	\$ 4,500.00	\$ 600.00	\$ 5,400.00	\$ 700.00	\$ 6,300.00	\$ 250.00	\$ 2,250.00
B-8.	5-Jul Adjust Catch Basin	1	EA	\$ 800.00	\$ 800.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 600.00	\$ 600.00	\$ 1,000.00	\$ 1,000.00	\$ 400.00	\$ 400.00
B-9.	13-Aug Adjust Monument Case and Cover	2	EA	\$ 1,000.00	\$ 2,000.00	\$ 400.00	\$ 800.00	\$ 1,000.00	\$ 2,000.00	\$ 530.00	\$ 1,060.00	\$ 500.00	\$ 1,000.00	\$ 2,000.00	\$ 4,000.00
B-10.	22-Aug Painted Line	1540	LF	\$ 3.00	\$ 4,620.00	\$ 4.00	\$ 6,160.00	\$ 3.70	\$ 5,698.00	\$ 2.00	\$ 3,080.00	\$ 3.85	\$ 5,929.00	\$ 3.74	\$ 5,759.60
Total					\$ 204,990.00		\$ 137,320.00		\$ 134,698.00		\$ 139,101.00		\$ 130,733.00		\$ 131,113.20
Total					\$ 364,830.00		\$ 234,225.00	\$ -	\$ 239,587.00	\$ -	\$ 259,562.50	\$ -	\$ 251,499.00	\$ -	\$ 252,545.95



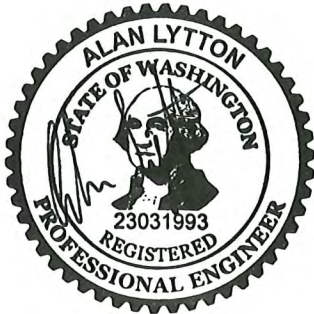
3/31/25



BID TABULATION
80th Ave Overlay
Bid Opening: March 27, 2025 @ 3PM

	Item No.	SCHEDULE A	Trico		Colacurcio		SRV		Ryatt Con.		Moeco LLC		Reece		Dawson		Lakeside Industries	
		Item Description	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
A-1.	1-04.4(1)	Minor Change	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
A-2.	1-05.4(2)	Survey	\$ 3,250.00	\$ 3,250.00	\$ 5,000.00	\$ 5,000.00	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00	\$ 3,465.00	\$ 3,465.00	\$ 5,300.00	\$ 5,300.00	\$ 7,250.00	\$ 7,250.00	\$ 4,400.00	\$ 4,400.00
A-3.	1-07.15(1)	SPCC Plan	\$ 500.00	\$ 500.00	\$ 200.00	\$ 200.00	\$ 300.00	\$ 300.00	\$ 1,000.00	\$ 1,000.00	\$ 450.00	\$ 450.00	\$ 1,400.00	\$ 1,400.00	\$ 1,000.00	\$ 1,000.00	\$ 1,200.00	\$ 1,200.00
A-4.	1-09.7	Mobilization, Cleanup and Demobilization	\$ 23,300.00	\$ 23,300.00	\$ 18,000.00	\$ 18,000.00	\$ 20,500.00	\$ 20,500.00	\$ 9,250.00	\$ 9,250.00	\$ 14,973.00	\$ 14,973.00	\$ 20,900.00	\$ 20,900.00	\$ 12,423.86	\$ 12,423.86	\$ 16,500.00	\$ 16,500.00
A-5.	1-10.5	Project Temporary Traffic Control	\$ 12,400.00	\$ 12,400.00	\$ 28,000.00	\$ 28,000.00	\$ 15,000.00	\$ 15,000.00	\$ 7,000.00	\$ 7,000.00	\$ 15,341.00	\$ 15,341.00	\$ 11,800.00	\$ 11,800.00	\$ 7,500.00	\$ 7,500.00	\$ 25,500.00	\$ 25,500.00
A-6.	2-01.5	Clearing and Grubbing	\$ 5,700.00	\$ 5,700.00	\$ 3,500.00	\$ 3,500.00	\$ 2,725.00	\$ 2,725.00	\$ 5,000.00	\$ 5,000.00	\$ 4,220.00	\$ 4,220.00	\$ 2,200.00	\$ 2,200.00	\$ 5,000.00	\$ 5,000.00	\$ 4,750.00	\$ 4,750.00
A-7.	2-02.5	Saw Cutting Existing Pavement	\$ 7.70	\$ 1,155.00	\$ 8.00	\$ 1,200.00	\$ 6.00	\$ 900.00	\$ 10.00	\$ 1,500.00	\$ 11.50	\$ 1,725.00	\$ 50.00	\$ 7,500.00	\$ 10.00	\$ 1,500.00	\$ 6.25	\$ 937.50
A-8.	2-02.5	Removing Asphalt Conc. Pavement	\$ 45.00	\$ 450.00	\$ 40.00	\$ 400.00	\$ 43.00	\$ 430.00	\$ 150.00	\$ 1,500.00	\$ 69.73	\$ 697.30	\$ 81.00	\$ 810.00	\$ 25.00	\$ 250.00	\$ 29.50	\$ 295.00
A-9.	2-03.5	Excavation, Embankment and Grading, Incl. Haul	\$ 83.00	\$ 1,660.00	\$ 70.00	\$ 1,400.00	\$ 54.00	\$ 1,080.00	\$ 300.00	\$ 6,000.00	\$ 98.00	\$ 1,960.00	\$ 139.00	\$ 2,780.00	\$ 65.00	\$ 1,300.00	\$ 54.25	\$ 1,085.00
A-10.	2-03.5	Gravel Borrow, Incl. Haul	\$ 44.00	\$ 11,000.00	\$ 38.00	\$ 9,500.00	\$ 37.00	\$ 9,250.00	\$ 90.00	\$ 22,500.00	\$ 66.53	\$ 16,632.50	\$ 50.00	\$ 12,500.00	\$ 44.00	\$ 11,000.00	\$ 49.50	\$ 12,375.00
A-11.	4-04.5	Crushed Surface Top Course	\$ 65.00	\$ 4,875.00	\$ 50.00	\$ 3,750.00	\$ 53.00	\$ 3,975.00	\$ 90.00	\$ 6,750.00	\$ 77.85	\$ 5,838.75	\$ 54.00	\$ 4,050.00	\$ 60.00	\$ 4,500.00	\$ 86.00	\$ 6,450.00
A-12.	8-01.5	Erosion Control and Water Pollution Prevention	\$ 2,900.00	\$ 2,900.00	\$ 3,050.00	\$ 3,050.00	\$ 2,100.00	\$ 2,100.00	\$ 4,000.00	\$ 4,000.00	\$ 2,627.00	\$ 2,627.00	\$ 2,300.00	\$ 2,300.00	\$ 4,750.00	\$ 4,750.00	\$ 3,100.00	\$ 3,100.00
A-13.	8-02.5	Topsoil, Type A	\$ 83.00	\$ 4,150.00	\$ 85.00	\$ 4,250.00	\$ 106.00	\$ 5,300.00	\$ 50.00	\$ 2,500.00	\$ 84.40	\$ 4,220.00	\$ 117.00	\$ 5,850.00	\$ 90.00	\$ 4,500.00	\$ 93.00	\$ 4,650.00
A-14.	8-02.5	Property Restoration	\$ 1,700.00	\$ 1,700.00	\$ 1,500.00	\$ 1,500.00	\$ 4,400.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 3,652.00	\$ 3,652.00	\$ 3,250.00	\$ 3,250.00	\$ 5,000.00	\$ 5,000.00	\$ 1,800.00	\$ 1,800.00
A-15.	8-02.5	Hydroseed	\$ 5.30	\$ 1,325.00	\$ 4.00	\$ 1,000.00	\$ 5.00	\$ 1,250.00	\$ 4.00	\$ 1,000.00	\$ 5.25	\$ 1,312.50	\$ 5.50	\$ 1,375.00	\$ 5.00	\$ 1,250.00	\$ 15.00	\$ 3,750.00
A-16.	8-14.5	Cement Conc. Curb Ramp	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 3,175.00	\$ 3,175.00	\$ 4,000.00	\$ 4,000.00	\$ 2,364.00	\$ 2,364.00	\$ 2,400.00	\$ 2,400.00	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00
A-17.	14-Aug	Cement Conc. Sidewalk	\$ 79.00	\$ 13,825.00	\$ 76.00	\$ 13,300.00	\$ 83.00	\$ 14,525.00	\$ 90.00	\$ 15,750.00	\$ 71.00	\$ 12,425.00	\$ 72.00	\$ 12,600.00	\$ 105.00	\$ 18,375.00	\$ 106.00	\$ 18,550.00
A-18.	4-Aug	Cement Conc. Traffic Curb & Gutter	\$ 44.00	\$ 13,728.00	\$ 42.50	\$ 13,260.00	\$ 48.00	\$ 14,976.00	\$ 40.00	\$ 12,480.00	\$ 35.50	\$ 11,076.00	\$ 36.00	\$ 11,232.00	\$ 50.00	\$ 15,600.00	\$ 49.50	\$ 15,444.00
A-19.	4-Aug	Cement Conc. Driveway	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,775.00	\$ 2,775.00	\$ 1,000.00	\$ 1,000.00	\$ 1,891.00	\$ 1,891.00	\$ 1,900.00	\$ 1,900.00	\$ 3,500.00	\$ 3,500.00	\$ 4,100.00	\$ 4,100.00
A-20.	8-24.5	Gravity Block Wall	\$ 57.00	\$ 7,125.00	\$ 100.00	\$ 12,500.00	\$ 150.00	\$ 18,750.00	\$ 60.00	\$ 7,500.00	\$ 80.90	\$ 10,112.50	\$ 114.00	\$ 14,250.00	\$ 125.00	\$ 15,625.00	\$ 127.00	\$ 15,875.00
				\$ 118,343.00		\$ 129,110.00		\$ 129,911.00		\$ 123,730.00		\$ 119,982.55		\$ 129,397.00		\$ 128,823.86		\$ 150,761.50

	Item No.	SCHEDULE B																
		Item Description	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
B-1.	1-09.7	Mobilization, Cleanup and Demobilization	\$ 14,000.00	\$ 14,000.00	\$ 13,000.00	\$ 13,000.00	\$ 10,500.00	\$ 10,500.00	\$ 9,250.00	\$ 9,250.00	\$ 12,159.00	\$ 12,159.00	\$ 20,300.00	\$ 20,300.00	\$ 17,250.00	\$ 17,250.00	\$ 11,700.00	\$ 11,700.00
B-1.	1-10.5	Project Temporary Traffic Control	\$ 14,000.00	\$ 14,000.00	\$ 18,890.00	\$ 18,890.00	\$ 11,750.00	\$ 11,750.00	\$ 4,500.00	\$ 4,500.00	\$ 15,341.00	\$ 15,341.00	\$ 26,310.00	\$ 26,310.00	\$ 20,600.00	\$ 20,600.00	\$ 24,000.00	\$ 24,000.00
B-3.	4-04.5	Crushed Surface Top Course	\$ 75.00	\$ 3,750.00	\$ 50.00	\$ 2,500.00	\$ 61.00	\$ 3,050.00	\$ 100.00	\$ 5,000.00	\$ 77.85	\$ 3,892.50	\$ 101.00	\$ 5,050.00	\$ 110.00	\$ 5,500.00	\$ 100.00	\$ 5,000.00
B-4.	8-01.5	Erosion Control and Water Pollution Prevention	\$ 2,600.00	\$ 2,600.00	\$ 1,200.00	\$ 1,200.00	\$ 1,850.00	\$ 1,850.00	\$ 1,000.00	\$ 1,000.00	\$ 2,627.00	\$ 2,627.00	\$ 84.00	\$ 84.00	\$ 2,000.00	\$ 2,000.00	\$ 1,200.00	\$ 1,200.00
B-5.	5-04.5	HMA Cl. 1/2" PG 58H-22	\$ 133.00	\$ 71,820.00	\$ 121.00	\$ 65,340.00	\$ 144.00	\$ 77,760.00	\$ 170.00	\$ 91,800.00	\$ 183.90	\$ 99,306.00	\$ 140.00	\$ 75,600.00	\$ 167.50	\$ 90,450.00	\$ 140.00	\$ 75,600.00
B-6.	5-04.5	Planing Bituminous Pavement	\$ 3.60	\$ 16,344.00	\$ 4.00	\$ 18,160.00	\$ 3.35	\$ 15,209.00	\$ 9.00	\$ 40,860.00	\$ 5.25	\$ 23,835.00	\$ 5.00	\$ 22,700.00	\$ 7.00	\$ 31,780.00	\$ 5.60	\$ 25,424.00
B-7.	5-Jul	Adjust Manhole	\$ 900.00	\$ 8,100.00	\$ 800.00	\$ 7,200.00	\$ 1,150.00	\$ 10,350.00	\$ 500.00	\$ 4,500.00	\$ 1,182.00	\$ 10,638.00	\$ 1,250.00	\$ 11,250.00	\$ 850.00	\$ 7,650.00	\$ 1,200.00	\$ 10,800.00
B-8.	5-Jul	Adjust Catch Basin	\$ 900.00	\$ 900.00	\$ 800.00	\$ 800.00	\$ 1,150.00	\$ 1,150.00	\$ 500.00	\$ 500.00	\$ 1,182.00	\$ 1,182.00	\$ 1,250.00	\$ 1,250.00	\$ 850.00	\$ 850.00	\$ 1,200.00	\$ 1,200.00
B-9.	13-Aug	Adjust Monument Case and Cover	\$ 665.00	\$ 1,330.00	\$ 3,000.00	\$ 6,000.00	\$ 1,150.00	\$ 2,300.00	\$ 500.00	\$ 1,000.00	\$ 660.00	\$ 1,320.00	\$ 630.00	\$ 1,260.00	\$ 850.00	\$ 1,700.00	\$ 600.00	\$ 1,200.00
B-10.	22-Aug	Painted Line	\$ 2.20	\$ 3,388.00	\$ 1.80	\$ 2,772.00	\$ 3.60	\$ 5,544.00	\$ 5.00	\$ 7,700.00	\$ 3.58	\$ 5,513.20	\$ 2.25	\$ 3,465.00	\$ 2.00	\$ 3,080.00	\$ 2.25	\$ 3,465.00
				\$ 136,232.00		\$ 135,862.00		\$ 139,463.00		\$ 166,110.00		\$ 175,813.70		\$ 167,269.00		\$ 180,860.00		\$ 159,589.00
			\$ -	\$ 254,575.00	\$ -	\$ 264,972.00	\$ -	\$ 269,374.00	\$ -	\$ 289,840.00	\$ -	\$ 295,796.25	\$ -	\$ 296,666.00	\$ -	\$ 309,683.86	\$ -	\$ 310,350.50



3/31/25



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11a
DATE: April 10, 2025
SUBJECT: Notice of Intention to Annex – Keller Property
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A – 10% Annexation Petition Resolution 2025-03
B – Notice of Intent to Commence Annexation

PURPOSE

The purpose of this agenda item is for Council consideration of whether to accept the Keller 10% petition and to allow for the circulation of a 60% petition to annex approximately 26.75 acres into the City of Stanwood. The requested annexation consists of two properties:

<i>Address</i>	<i>Parcel Number</i>
6713-268 th Street NW	32042000400800
27004-64 th Avenue NW	32042000400900

BACKGROUND

On February 10, 2025, the City received a request from the applicant, Tyson O-Neill, on behalf of KO2 LLC, to annex approximately 26.75 acres into the City. Their application became complete on February 10, 2025. The annexation consists of two parcels located at the addresses noted above (Parcel No. 32042000400800 and 32042000400900). Both parcels are located within the Stanwood eastern Urban Growth Area (UGA).

ANALYSIS

Annexation Process:

The most frequently used method of annexing territory is by petition of the owners of at least 60 percent of the property value in the area, computed according to the assessed valuation of the property in the proposed annexation area for general taxation purposes.

This process begins by the applicant submitting a 10 percent petition, commonly referred to as a Notice of Intent to Annex, consisting of signatures representing not less than 10 percent of the assessed value of the property value in the proposed annexation area. As the subject property is owned by a single entity, KO2 LLC, the submitted petition is sufficient to meet this requirement.

Once a sufficient 10% petition is received, state law requires a meeting with the petitioner and City Council to consider the annexation request. Under state law the Council will need to consider three key items as the annexation is considered:

- Whether the city will accept, reject, or geographically modify the proposed annexation;
- Whether it will require the simultaneous adoption of a comprehensive plan; and
- Whether it will require the assumption of all or any portion of existing city indebtedness by the area to be annexed.

If the council requires simultaneous adoption of a comprehensive plan or the assumption of indebtedness, it is to record this action in its meeting minutes.

The Council has full discretion in deciding whether to "accept" the proposed annexation. Acceptance does not commit the Council to annexing the territory; it simply initiates the annexation process by allowing the applicant to circulate a petition to obtain consent from property owners representing at least 60% of the assessed value. If the Council rejects the proposal, the initiating parties have no right to appeal.

Keller Annexation Request:

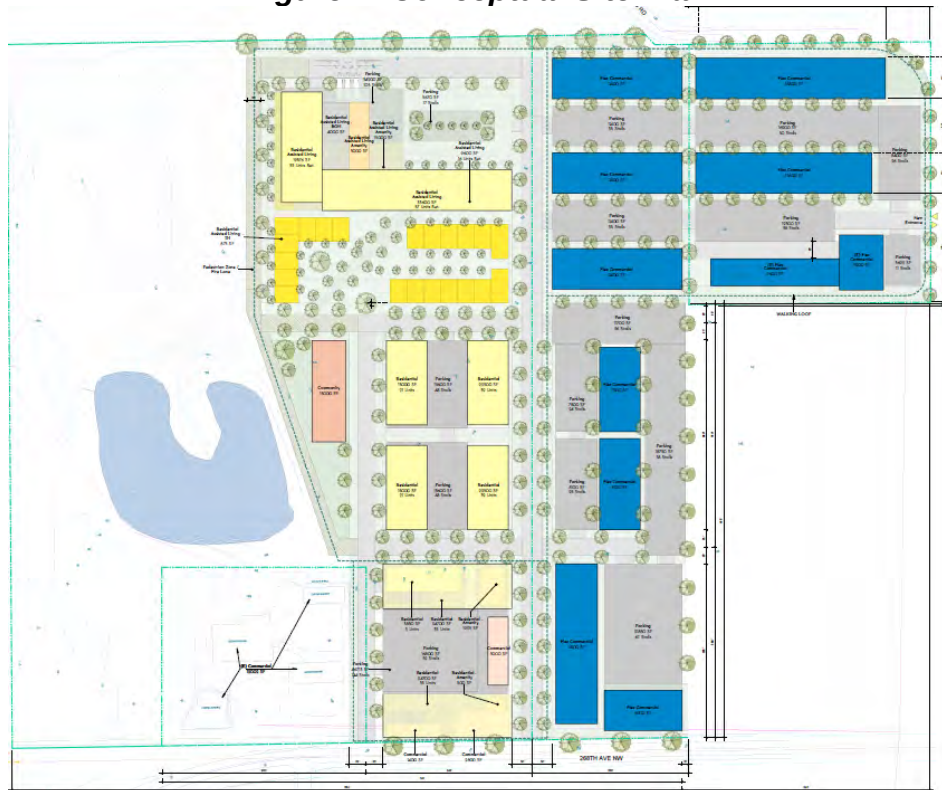
The applicant is requesting annexation into the City of Stanwood in order to connect to the City's sewer services and construct a mixed-use project to City of Stanwood's development standards. City Staff will conduct a preliminary internal review of the application concurrently with the annexation proposal; however, no approvals will be given until the annexation is complete. The annexation proposal consists of the following proposed uses:

Use	Estimated Area Size	Estimated Unit Count or Square Footage
Open Space	8 Acres	N/A
Senior Housing	4.2 Acres	131 Units
Multifamily	2.42 Acres	106 Units
Community Space	0.82 Acres	15,000 gsf
Mixed – Use	1.06 Acres	4,500 gsf 75 Units
New Commercial / Flex Incubator Business Space	7.56 Acres	84,300 gsf
Existing Commercial / Flex Space	2.8 Acres	24,800 gsf

Figure 1: Conceptual Layout Plan



Figure 2: Conceptual Site Plan



Annexation Size and Location:

Stanwood's 2024-20244 Comprehensive Plan identifies those areas within the Urban Growth Area (UGA) which are intended to eventually be annexed into the city. The City has two urban growth areas: 1) the northwest uptown area and 2) along the city's eastern border between 68th and 64th Avenue.

The Keller annexation will add approximately 26.75 acres to the City directly adjacent to the city's most eastern boundary between 64th Avenue and the Cedarside development.

The figures below show the proposed annexation in relation to the UGA.

Figure 3: Stanwood Urban Growth Areas

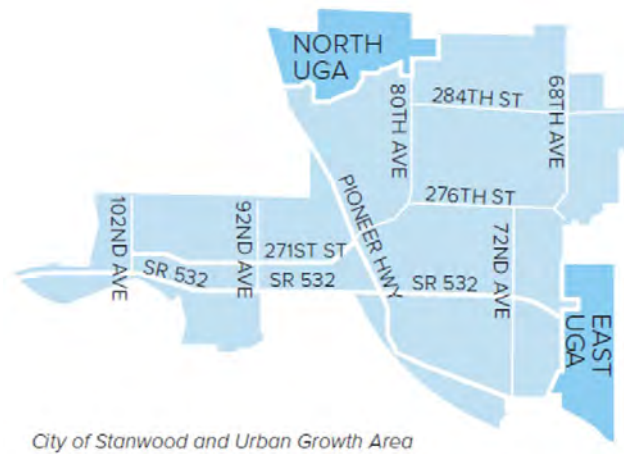


Figure 4: Proposed Annexation Area

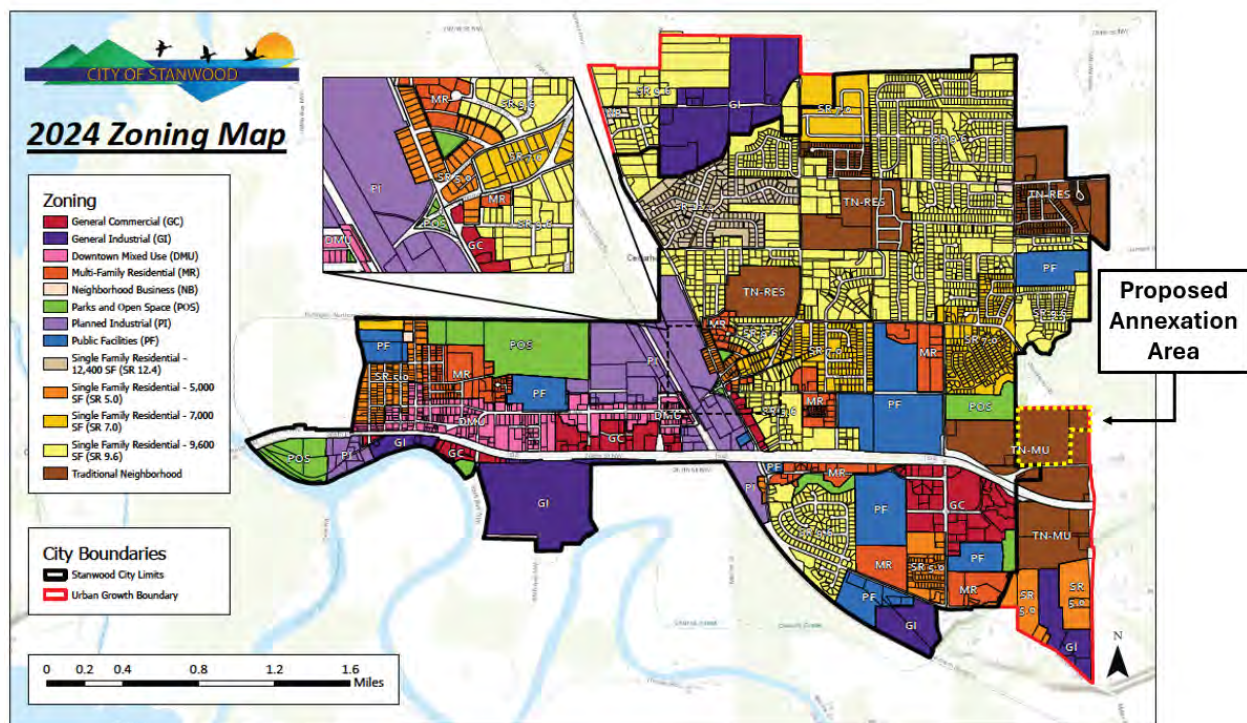


Figure 5: Proposed Annexation Area (large-scale)

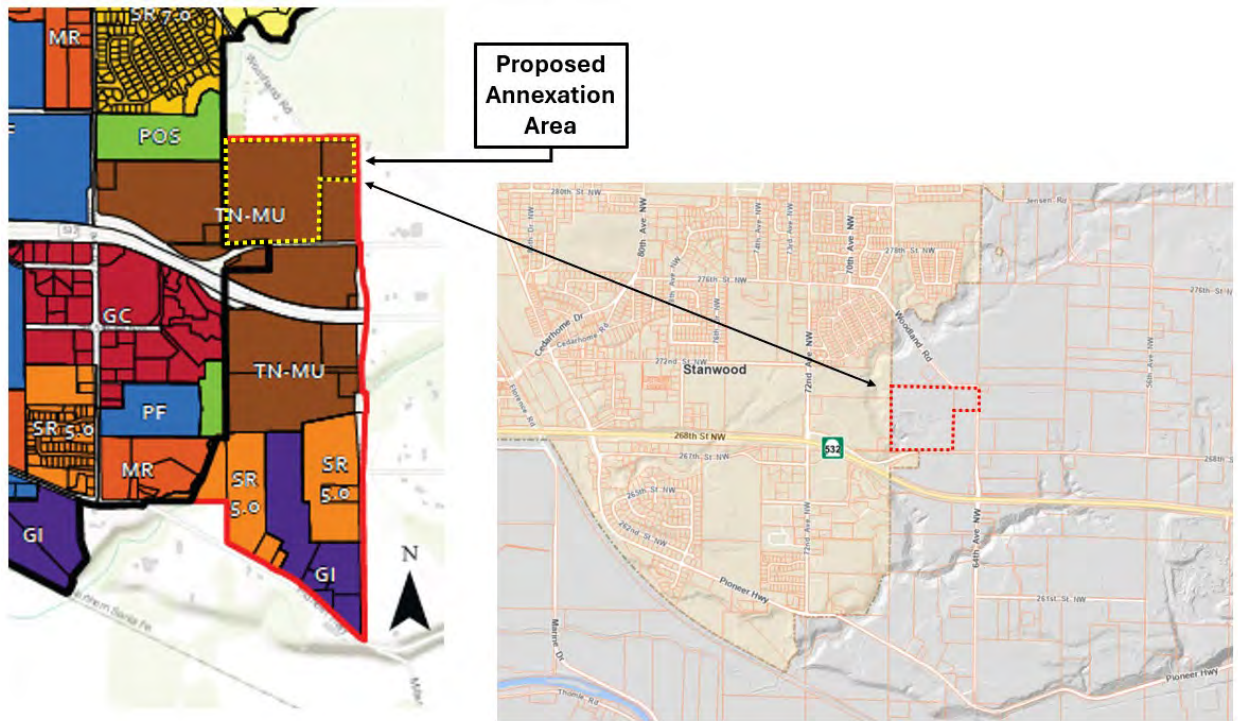


Figure 6: Aerial Photo



Land Use Comparison:

The property is located within the City's Urban Growth Area but remains under Snohomish County jurisdiction until it is officially annexed. Below is a summary comparing the land use regulations of each jurisdiction.

Standard	Stanwood	Snohomish County
Comprehensive Plan Designation	Traditional Neighborhood	Urban Medium Density
Zoning Designation	Traditional Neighborhood – Mixed Use	Low Density Multiple Residential
Density	20 Units / Acre	11 - 17 Units / Acre

Stanwood Annexation Policy:

The Comprehensive Plan provides detailed policy guidance for annexations: outlining the City's approach to expanding its boundaries. These policies ensure that annexations support responsible growth, align with long-term land use and infrastructure planning, and promote efficient service delivery. The Comprehensive Plan contains the following annexation policies:

Goal LUG -12: Annexations:

Allow phased annexation of the City's adopted Urban Growth Area (UGA) consistent with the Growth Management Act.

Annexation Policies:

- LUP 12.1: Unincorporated areas must annex to Stanwood for eligibility to receive a full range of City-provided services.
- LUP 12.2: Within the UGA, consult and inform affected residents in the land use designation of potential annexation areas to determine if concurrent rezones are necessary to reflect the use and intent of geographic areas in the UGA and if there will be changes to public services that warrant public notice.
- LUP 12.3: The areas for annexation to Stanwood are determined by Snohomish County and include the territory contiguous with boundaries of the City. Annexations shall be processed under the adopted annexation approval criteria within the Stanwood Municipal Code.
- LUP 12.4: Annexation efforts should be coordinated and processed efficiently among interested property owners of contiguous property within the UGA to establish uniform development requirements appropriate to the subject annexation area. Individual property owners should not be precluded from pursuing annexation.

- LUP 12.5: Annexation impacts shall be balanced with other annexation policy goals such as providing public service, governmental structure, or infrastructure.
- LUP 12.6: Individual annexation areas should be part of logical, orderly growth for the City in accordance with the Office of Financial Management and U.S. Census Bureau.
- LUP 12.7: The property owners of the annexation area should fund the public facility improvements necessary to serve new development. The funding requirements shall be consistent with applicable Stanwood policies and regulations.
- LUP 12.8: Existing development within newly annexed areas should have a full level of public services and facilities at the time of annexation or as soon as practicable thereafter. Flexibility in full sewer connection shall be granted to individual or phased projects with a signed annexation agreement.

As part of the annexation process, staff will prepare an evaluation report that analyzes:

- Consistency with the City's Comprehensive Plan policies and Urban Growth Boundary;
- The availability and capacity of municipal services which includes: overall governmental functions, water, sewer, drainage, parks, fire, police and transportation facilities; and
- The financial impact to the City and County on the proposed annexation.

In addition, an Annexation Agreement will be prepared confirming the allowed uses and required public infrastructure improvements which include water and sewer improvements.

Initial Annexation Criteria Analysis:

As noted above, in accepting the annexation petition, the Council will need to consider three key items as the annexation is considered. Below is a summary of the considerations and proposed findings:

1. Whether the city will accept, reject, or geographically modify the proposed annexation.
 - o *Applicant Response:* The proposed annexation is designated as part of the UGA. This annexation would form a rational geographic area that is bounded by the existing road network. The annexation area includes just two parcels, both of which are owned by the petitioner. Therefore, the proposed annexation would easily meet the 60% valuation criteria for annexation.

Staff Response: Staff is considering if an expansion to the requested annexation boundary may be necessary to avoid the adoption irregular boundaries as required by annexation law. If the annexation petition is accepted, city staff will meet with the adjacent property owners and Snohomish County to discuss potential annexation boundary options. The following three options will be evaluated.

Option1: <i>Proceed with annexation as requested.</i>	
Option 2: <i>Add in corner parcel to square up annexation boundary.</i>	

*Option 3:
In the
eastern
UGA, annex
all properties
north of SR
532.*



2. Whether it will require the simultaneous adoption of a comprehensive plan.
 - o *Applicant Response:* The latest comprehensive plan designates these parcels proposed for annexation as part of the UGA with the future zoning designation of TN (Traditional Neighborhood). This is consistent with the planned future use of the property, so no change to the comprehensive plan is required.

Staff Response: City's pre-zoning of the property is Traditional Neighborhood (TN). If the annexation petition is accepted staff will prepare a comprehensive review of the proposed uses to verify compliance with the TN zone or suggest potential zoning amendments as may be needed.

3. Whether it will require the assumption of all or any portion of existing city indebtedness by the area to be annexed.

Applicant and City Response: None known.

Next Steps:

The annexation request is reviewed by and accepted by the City Council. Acceptance of the 10% Petition Resolution is the first step in the annexation process and does not obligate the City or the petitioners to finalize the annexation: it allows the study, preparation of the annexation agreement and annexation evaluation process to begin.

The following generalized actions are necessary to finalize the annexation:

- The applicant will submit their 60% petition to the City;
- Public infrastructure improvements will be determined;
- The City and Applicant will negotiate an annexation agreement;
- Staff analyses of annexation proposal and determination if an amendment to the Comprehensive Plan or rezone is needed;
- The Council holds a public hearing and determines whether to annex the property or not;

- If Council chooses to annex, then a Notice of Intent will be sent to the Snohomish County Boundary Review Board for review and approval; and
- Council adopts final annexation ordinance and Comprehensive / Rezone if needed.

Fiscal Impact			
No financial impact at this time. If City Council accepts the 10% petition, it allows the applicant to circulate a 60% petition. Staff will then address any fiscal impacts associated with this annexation. Impacts of annexation are typically associated with traffic, parks, water, sewer, staffing needs, and property taxes.			
Fund(s):	N/A		
Amount:	\$ N/A	Project Estimate:	\$ N/A -
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

As the property is located within the City's adopted Urban Growth Area and intended to be annexed into the city, staff recommends that the Council accept the 10% annexation petition and allow the annexation process to begin.

1. Review and discuss the proposed annexation.
2. Deliberate and provide direction to city staff on how to proceed with the request to annex.

Committee/Board Recommendation:

During the Comprehensive Plan Amendment process (exact date unconfirmed), the Community Development Committee (CDC) reviewed and discussed potential future annexations, including the Keller and Josephine annexations. As part of this discussion, staff raised the question of whether the City should proactively pursue a full annexation of the eastern UGA or continue its current approach of reviewing annexation applications as they are submitted by property owners.

After considering the implications of each approach—including factors such as infrastructure planning, service delivery, and zoning issues—the CDC recommended that the City maintain its existing practice. This means that rather than initiating large-scale annexations, the City will continue to evaluate and process individual annexation proposals as they come forward, ensuring a case-by-case assessment that aligns with the City's growth management strategies and resource availability.

CITY COUNCIL OPTIONS

1. Support the Mayor signing the Resolution 2025-03 to allow for the applicant to circulate the 60% petition.
-
2. Do not support the Mayor signing the Resolution and deny the request of the applicant to further pursue annexation into the City.
3. Do not support the Mayor signing the Resolution at this time and direct staff to address specific Council issues or concerns prior to Council reconsidering the Resolution.

PROPOSED MOTION

“I MOVE TO ADOPT RESOLUTION 2025-03 TO ALLOW FOR THE CIRCULATION OF A 60% PETITION AND IMPACT ANALYSIS OF THE KELLER ANNEXATION REQUEST.”

Resolution No. 2025-03

A RESOLUTION OF THE CITY OF STANWOOD, SNOHOMISH COUNTY, WASHINGTON RELATING TO THE RECEIPT OF A NOTICE OF INTENT TO ANNEX CERTAIN REAL PROPERTY KNOWN AS THE KELLER ANNEXATION AND AUTHORIZING THE CIRCULATION OF A 60% ANNEXATION PETITION SUBJECT TO CONDITIONS.

WHEREAS, the City of Stanwood has received a 10 percent petition and Notice of Intent for an annexation meeting the requirements of RCW 35A.14.120; and

WHEREAS, the City of Stanwood desires to work with property owners adjacent to the City of Stanwood in unincorporated Snohomish County and within the established Urban Growth Area of the City to become part of the City of Stanwood; and

WHEREAS, the proposed annexation area contains approximately 26.75 acres; and

WHEREAS, the area proposed for annexation is within the Urban Growth Area established by Snohomish County under the State Growth Management Act; and

WHEREAS, Snohomish County tax records available through the Assessor's Office reflect that 100% of the parcel owners (KO Group LLC and KO2 LLC) have signed said petition in the proposed annexation area, which contain a total assessed value of approximately \$2,225,000 representing more than 10% percent of the assessed value in the annexation area, and

WHEREAS, having received the written notification of intent to annex that satisfies the ten percent assessed value threshold, the City Council reviewed the matter for consideration at its regular public meeting on April 10, 2025, and

WHEREAS, upon receiving a written notification of intent to commence annexation proceedings from the property owner or owners holding assessed valuation to make such request, the City Council has considered the matter at a public meeting, at which time the City Council may accept, reject, or geographically modify the proposed annexation; determine if the City will require the simultaneous adoption of proposed comprehensive plan and zoning regulations; and determine whether the City will require the assumption of all or any portion of existing City indebtedness by the area to be annexed; and

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

Section 1. Circulation of Annexation Petitions Approved. Under authority of Chapter 35A.14 RCW, the City Council of the City of Stanwood hereby approves the written request by KO Group LLC and KO2 LLC to circulate an annexation petition for an area of

unincorporated Snohomish County that is generally located at 6713-268th Street NW (parcel number 32042000400800) and 27004-64th Avenue NW (parcel number 32042000400900) generally at the intersection of 268th Street NW and 64th Avenue NW and is more specifically depicted on Exhibit "A," a copy of which is attached hereto and incorporated by this reference.

Section 2. Petitions to Require Assumption of Existing City Indebtedness. It is the intent of the Stanwood City Council that, upon annexation, all property within the proposed annexation area shall be assessed and taxed at the same rate and on the same basis as other property within the City of Stanwood including assessments or taxes in payment of all or any portion of the outstanding indebtedness of the City contracted, incurred prior to, or existing on the date of annexation. Accordingly, any annexation petition circulated under approval granted by this Resolution shall be written to clearly indicate this fact.

Section 3. Comprehensive Plan and Zoning. The City of Stanwood will require the simultaneous implementation and adoption of the Comprehensive Plan and zoning regulations.

PASSED AND APPROVED by the City Council of the City of Stanwood this 10th day of April 2025.

CITY OF STANWOOD

Sid Roberts, Mayor

ATTEST:

Lisa Sokolik
City Clerk

APPROVED AS TO FORM:

Nikki Thompson, City Attorney

EXHIBIT A
Resolution 2025-03

Parcel Number 1:

6713-268th Street NW, Stanwood WA
32042000400800

Legal Description (Assessor Page)

Section 20 Township 32 Range 04 Quarter SE TH PTN SW1/4 SE1/4 SEC 20 TWP 32N
RNG 4E DAF BEG AT SW COR SE1/4 SD SEC 20 TH N 1056FT TH E 1320FT TH S
1056FT TH W 1320FT TO POB EXC CO RD & EXC FDTBEG SE COR SW 1/4 SE1/4
SEC 20 TWP 32N RNG 4E TH N 655FT TO POB TH W 376FT TH N 361FT M/L TO S
BDY CO RD TH E 376FT ALG S BDY CO RD TO E LN OF SW1/4 SE1/4 SD SEC TH S
ALG SD E LN SD SW1/4 SE1/4 SDSEC 361FT M/L TO POB EXC CO RD & EXC BEG
SE COR OF ABV DESC PAR TH N01*06 50E ALG E LN SD PAR & W MGN 64TH AVE
NW 634.92FT TO NE COR SD PAR TH N89*31 31W ALG N LN SD PAR 356FT TO ANG
PT IN N & W LN SDPAR TH S01*06 50W PLW E LN SD PAR 636.17FT TO S LN SD
PAR & N MGN 268TH ST NW TH S89*48 49E ALG SD S LN 356.02FT TO TPB AKA
PAR B SNO CO SHORT SUB EX PFN 16-103507ES REC AFN 201603230341 & AMD
RECAFN 201603300439 & AS DELINEATED ON ROS REC AFN 201603235004 & AMD
ROS REC AFN 201603305009 BEING A PTN OF SW1/4 SE1/4 SD SEC 20 (23.75
ACRES) OSA-1987

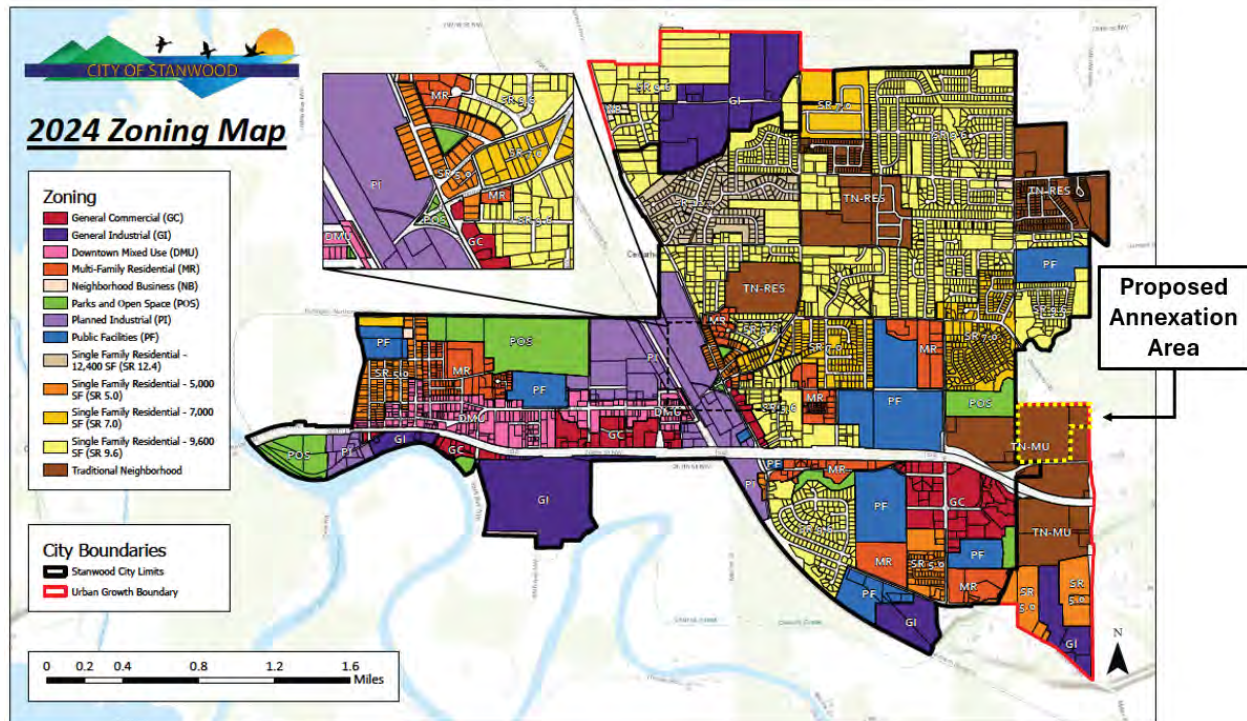
Parcel Number 2:

27004-64th Avenue NW, Stanwood, WA
32042000400900

Legal Description (Assessor Page):

SEC 20 TWP 32 RGE 04RT-58A) BEG SE COR SW1/4 SE1/4 TH N 655 FT TO TPB TH
W 376FT TH N 361FT M/L TO SBDY CO RD TH E 376FT ALG S LN SD CO RD TO E
LN SW1/4 SE1/4 TH S 361FT M/L TO TPB LESS CO RD

City of Stanwood Future Land Use Map with Annexation Area Noted:



Aerial Image of Annexation Area:





NOTICE OF INTENT TO COMMENCE ANNEXATION PROCEEDINGS

COMMUNITY DEVELOPMENT
10220 270th Street NW Stanwood, WA 98292

PURPOSE: To annex 26.75 acres into the Stanwood City limits, including parcel number(s):
32042000400800 & 32042000400900

TO: THE HONORABLE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON

We the undersigned, do hereby notify the City Council of the City of Stanwood of our intent to annex property, as described in the attached legal description and shown on the attached map, to the City of Stanwood of the State of Washington. This notice is signed by owners of not less than 10 percent of the valuation of the acreage for which annexation is sought.

WARNING

Every person who signs this petition with any other than his or her true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he or she is not a legal voter, or signs a petition when he or she is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

Each signature shall be executed in ink and shall be followed by the name and address of the signor and the date of signing.

PETITION FOR ANNEXATION SIGNATURES

	SIGNATURE	PRINT NAME	ADDRESS	DATE
1.	Tyson O'Neill Digitally signed by Tyson O'Neill DN: cn=US, e=Tyson@bvelectric.net, o=Bayview Electric LLC, cn=Tyson O'Neill Reason: I am approving this document Date: 2025.02.07 14:22:46 -08'00'			
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

ATTACHMENT C

ORIGINAL SITE - (MODIFIED)

AREA - COMMERCIAL - Opt 2	AREA - PARKING - Opt 2
AREA PARKING REQ.	AREA TOTAL PARKING
7200 SF 29	225583 SF 1894

AREA - COMMUNITY - Opt 2
AREA PARKING REQ.
15000 SF 38

AREA - FLEX - Opt 2
AREA PARK @ 400gsf PARK @ 300gsf
70800 SF 177 236

AREA - RESIDENTIAL - Opt 2
AREA PARKING REQ. GUEST PARKING UNITS TOTAL PARKING
128250 SF 318 36 162 354

AREA - RES TH - Opt 2
TH UNITS PARKING REQ.

AREA - RESIDENTIAL ASSISTED LIVING - Opt 2
AREA PARKING REQ. UNITS
62776 SF 106 106

AREA - RESIDENTIAL - TH - ASSISTED LIVING - Opt 2
AREA PARKING REQ. TH UNITS
24375 SF 38 28

PARKING REQ.	TOTAL UNITS
679 STALLS	25 TOWNHOMES (SENIOR / ASSISTED LIVING)
+36 GUEST STALLS*	106 APARTMENT UNITS (SENIOR / ASSISTED LIVING)
	182 APARTMENT UNITS
	= 313 TOTAL UNITS

+SITE (OPT-2)

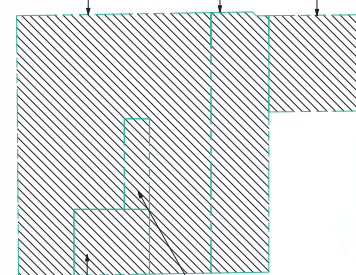
AREA - FLEX - +SITE - Opt 2	AREA - PARKING - +SITE - Opt 2
AREA PARK @ 400gsf PARK @ 300gsf	AREA TOTAL PARKING
32400 SF 81 106	40592 SF 125

AREA - (E) FLEX - +SITE - Opt 2
AREA PARK @ 400gsf PARK @ 300gsf
12800 SF 32 43

GROSS AREA (ORIGINAL MODIFIED + SITE)

TYPE	AREA
(E) Commercial	12002 SF
(E) Flex Commercial	12800 SF
Commercial	7200 SF
Commercial - BOH	525 SF
Community	15000 SF
Flex Commercial	103200 SF
Residential	128250 SF
Residential - Amenity	4175 SF
Residential - BOH	1663 SF
Residential Assisted Living	62776 SF
Residential Assisted Living - TH	24375 SF
Residential Assisted Living - BOH	10750 SF
Residential Assisted Living Amenity	25200 SF

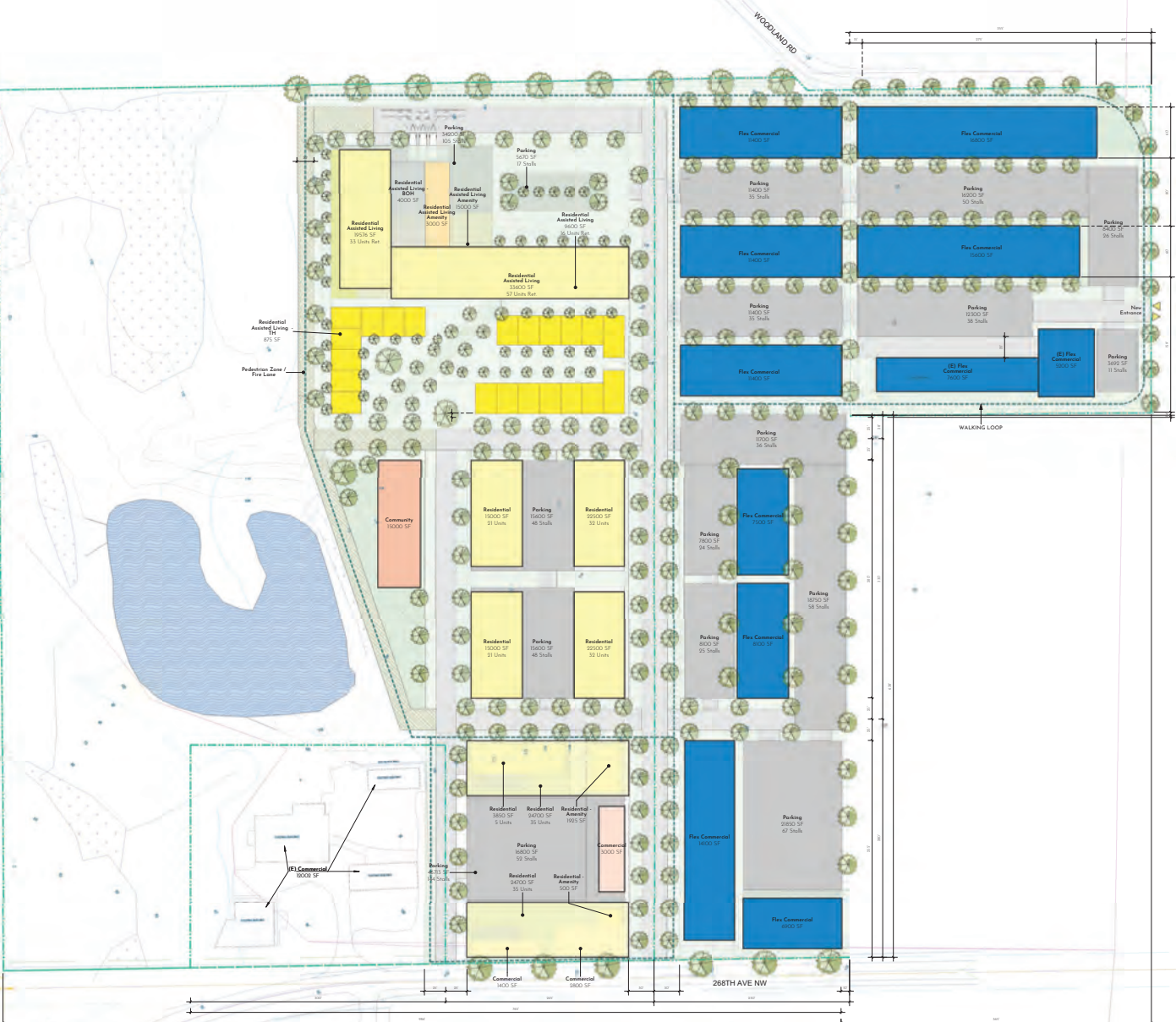
RESIDENTIAL SITE AREA = 683,249 SF = 15.68 ACRES = 313 ALLOWED UNITS	FLEX SITE AREA = 237,423 SF = 5.45 ACRES	+ SITE FLEX SITE AREA = 130,680 SF = 3 ACRES
--	--	--



(E) COMMERCIAL SITE AREA = 78,020 SF = 1.79 ACRES	COMMUNITY SITE AREA = 36,000 SF = .82 ACRES
---	---

KEY PLAN LOT AREAS
1" = 200'-0"

CONCEPTUAL SITE PLAN - OPT 2
1" = 50'-0"



NO.	DATE	REVISION
		DESCRIPTION

ARTANAKA, LLC
ARCHITECTS
PLANNERS & ENGINEERS

PROJECT: STANWOOD 268TH NW
6713 268th St NW
Stanwood, WA 98292
SHEET CONTENTS: CONCEPTUAL SITE PLAN + SITE - OPT 2

PROJECT NUMBER: 2023004
DRAWING SCALE: As indicated
DRAWN BY: A CHECKED BY: A DATE: 12/09/2024
SHEET NO: A102

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11b
DATE: April 10, 2025
SUBJECT: SR 532 Corridor Study Scope of Work
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A - SR 532 Corridor Study Scope of Work

PURPOSE

The purpose of this agenda item is for Council to authorize the Mayor to sign a task order with TranspoGroup to prepare a corridor plan for SR 532.

BACKGROUND

Included in the 2025 budget is funding for two Intersection Control Evaluation (ICE) projects on SR 532, focusing on the intersections at 102nd Avenue and 72nd Avenue. Each of these intersections presents distinct challenges:

- 102nd Avenue experiences significant congestion during peak morning and evening traffic hours, impacting overall traffic flow and mobility.
- 72nd Avenue requires improvements to enhance pedestrian safety and accessibility: addressing concerns related to pedestrian crossings and walkability.

Recognizing the need for a comprehensive approach to intersection improvements, the City reached out to the Washington State Department of Transportation (WSDOT) for support in conducting a corridor study along SR 532. By working together with WSDOT, the City seeks to ensure that improvements at 102nd and 72nd Avenues contribute to a cohesive, long-term transportation strategy that enhances mobility for all users along the SR 532 corridor. The intent of the proposed plan is to create a long term strategy for improving mobility, safety, and accessibility along the corridor. This plan will:

- Integrate past planning efforts to build upon previous studies and evaluations, ensuring continuity and alignment with state and local transportation goals.
- Identify and address information gaps by analyzing current conditions, traffic patterns, and multimodal needs to provide a more complete and data-driven understanding of the corridor.

- Develop a prioritized list of improvement projects, including high-level cost estimates, to serve as a foundation for future grant applications and funding opportunities.
- Engage stakeholders and the public through targeted outreach efforts, specifically focusing on businesses and residents affected by potential access modifications. This engagement will help shape the plan to reflect community needs and concerns.
- Establish an implementation strategy, outlining phased improvements and preliminary design concepts.

WSDOT has expressed strong support for the project and has committed to providing technical assistance throughout its development. They value our ongoing partnership and has encouraged the City to go beyond the Intersection Control Evaluation (ICE) study and develop a 10% design plan for the corridor, ensuring a more comprehensive and forward-thinking approach to future improvements.

ANALYSIS

The City seeks to conduct a comprehensive, corridor-wide traffic analysis along SR 532 in collaboration with WSDOT. This study will assess current and future traffic operations at key intersections with the primary goal to plan for the long-term transportation and pedestrian mobility needs along the corridor. The study will analyze various traffic control measures, including traffic signals, roundabouts, and access management solutions, to balance regional mobility, local accessibility, and multimodal connectivity. Additionally, the project will consider the unique needs of downtown Stanwood, ensuring that transportation improvements align with the City's broader revitalization efforts.

TranspoGroup, the City's on-call traffic engineering firm, has been selected to lead this study. Their expertise in transportation planning and traffic engineering will ensure a thorough evaluation of SR 532's current and future transportation needs. As outlined in their attached scope of work, TranspoGroup will undertake the following key tasks:

- *Traffic Analysis of SR 532:* Conduct a thorough assessment of existing traffic conditions, congestion patterns, and operational challenges along the corridor. This analysis will include evaluating traffic volumes, travel times, intersection performance, and multimodal interactions to establish a baseline for improvement strategies.
- *Public Outreach and Stakeholder Engagement:* Collaborate with city staff, an advisory group, business owners, and the City Council to gather input and ensure the study aligns with community priorities.
- *Intersection Control Evaluations (ICEs) for Key Intersections:* Perform detailed Intersection Control Evaluations at critical points along SR 532 to assess various traffic control options, such as traffic signals, roundabouts, and access

management strategies. These evaluations will help identify the most effective solutions to improve traffic flow, safety, and multimodal access.

- **10% Corridor Design Plan:** Develop a preliminary corridor design concept that incorporates recommended improvements. This plan will serve as an early-stage blueprint for future transportation investments, guiding potential infrastructure upgrades and supporting long-term transportation planning efforts.

Through this study, the City aims to create a comprehensive strategy that improves mobility, safety, and accessibility along SR 532, while balancing regional traffic demands. Given that this will be a long-term plan for the City, it is essential to periodically review and update the foundational assumptions every 3 to 5 years. This will ensure that traffic volumes, patterns, and the overall plan remain aligned with evolving city priorities and the latest engineering standards.

Fiscal Impact

The adopted 2025/2026 Capital Improvement Plan allocates \$80,000 for two ICE projects on 102nd and 72nd Avenues. Initially, the plan focused on conducting an intersection analysis for these areas; however, transitioning to a corridor-wide approach has led to an increase in the total project cost to \$150,000. While this scope expansion raised the budget by \$70,000, the value of a comprehensive corridor plan outweighs the additional expense. A corridor plan provides a holistic analysis of SR 532, evaluating the entire corridor rather than examining individual intersections in isolation. This approach ensures that the project addresses the broader context and interconnectivity of the roadway, resulting in a more cohesive, long-term solution.

Staff strongly supports allocating the extra funds necessary to complete both the corridor and 10% design plans, as this will provide a strategic framework for SR 532's future development. Additionally, the City's general fund budget has the flexibility to absorb these additional costs without jeopardizing other planned projects or services.

This approach is similar to the strategy used for the IS4 projects, which took a comprehensive view of the downtown drainage and flooding issues. Rather than addressing individual problem areas in isolation, the IS4 Plan developed a long-term, phased approach to reduce flooding and improve drainage infrastructure throughout the downtown area. By taking a holistic approach, the City was able to prioritize improvements, secure funding, and implement solutions in a logical, step-by-step manner. To date, three out of the six planned phases have been successfully completed, demonstrating the effectiveness of a well-structured, long-term planning approach. This method ensures that each phase builds upon the previous work, creating a cohesive and efficient system rather than a series of disconnected fixes.

Similarly, shifting from an intersection-based analysis to a full corridor plan for SR 532 follows this proven methodology of infrastructure planning. By investing in a broader, long-term vision, the City can develop a more resilient and efficient transportation network where each improvement contributes to a larger, integrated solution.

The additional cost will be funded partly with REET and Transportation Benefit Fund or Street Impact fees.

Capital Improvement Street Construction (19)				
Request	Project Number	Department	Request Groups	Capital Cost
Twin City Mile Downtown Renova...	R-16	Street Capital		\$5,969,552
80th Ave Reconstruction Phase 2 ...	R-18	Street Capital		\$5,000,000
64th and SR532 Intersection	I-2	Street Capital		\$3,700,000
SR532 Hamilton Entrance Interse...	I-5	Street Capital		\$3,500,000
101st Ave Reconstruction & Overlay	R-5	Street Capital		\$2,856,368
Overlay and ADA Improvements	R-19	Street Capital		\$2,288,000
Sidewalk Repair and Maintance	60	Street Capital		\$2,000,000
Viking Way - 90th Ave Phase 2	72	Street Capital		\$1,800,000
Westside Overlays	R-17	Street Capital		\$1,250,000
Sidewalk: Cedarhome Drive NW	S-22	Street Capital		\$1,042,000
284th Street NW Improvements	R-7	Street Capital		\$1,000,000
272nd & 72nd Sidewalk		Street Capital		\$800,000
Sidewalk: 272nd St NW	S-17	Street Capital		\$430,000
City Beautification Projects		Street Capital		\$365,000
Sidewalk: 98th Dr. NW	S-8	Street Capital		\$350,000
Sidewalk: 284th St NW. South	S-23	Street Capital		\$350,000
SR532 & 72nd Crosswalk and Sign...		Street Capital		\$200,000
80th & 284th Sidewalk Connectio...	61	Street Capital		\$150,000
SR 532 Intersection Control Evalu...		Street Capital		\$80,000
Total (All Years)				\$33,138,928

Fund(s):	103—Street Construction		
Amount:	\$80,000.00	Project Estimate:	\$150,000.00
Budget Authorized	☒ Yes ☐ No	Amendment Required?	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends that the Council authorize the Mayor to sign a task order with TranspoGroup for the SR 532 Corridor Study.

Committee/Board Recommendation:

This is a project of the whole City Council and is included in the 2025 / 2026 budget. Once the project begins, the results and recommendations will be reviewed at the Committee and Council level.

CITY COUNCIL OPTIONS

1. Authorize the Mayor to sign a task order with TranspoGroup for the SR 532 Corridor Study in the amount of \$150,000.00.
2. Do not do the project at this time.

PROPOSED MOTION

"I MOVE TO AUTHORIZE THE MAYOR TO SIGN A TASK ORDER WITH TRANSPGROUP FOR THE SR 532 CORRIDOR STUDY IN THE AMOUNT OF \$150,000.00."

ATTACHMENT A



PER ON-CALL PROFESSIONAL SERVICES AGREEMENT #2025-012 BETWEEN CITY OF STANWOOD, WASHINGTON (CITY) AND TRANPO GROUP USA, INC. (CONSULTANT)

APPROVED TASK ORDER

TASK ORDER: 2025-012.02

PROJECT NAME: SR 532 Corridor Study

This shall constitute an approved Task Order pursuant to the On-Call Professional Services Agreement between CITY and CONSULTANT dated February 1, 2025 ("AGREEMENT"). The scope of services, cost estimate, and rate sheet are incorporated into the Agreement.

Project Scope of Services:

Prepare a corridor study for SR 532 as detailed in Exhibit A.

The following is a summary of tasks:

Tasks:

- 1 – Traffic Analysis
- 2 – Public Outreach (Advisory Group and City Council)
- 3 – Intersection Control Evaluation
- 4 – 10% Corridor Design

CONSULTANT agrees to perform the tasks listed above and described in Exhibit A for a fee amount of not to exceed **\$150,000.00 (one hundred fifty 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 **10th day of April 2025**

CITY OF STANWOOD

By: _____

Sid Roberts
Mayor

TRANPO GROUP USA, INC.

By:  _____
Patrick B. Lynch
2025.03.26 11:42:19-07'00'

Patrick Lynch
Principal, Director of Planning

City of Stanwood
2025-036

Attachments:
Exhibit A – Scope of Work

Purpose

The City of Stanwood desires to conduct a corridor wide traffic analysis and series of Intersection Control Evaluations (ICEs) in collaboration with the Washington State Department of Transportation on SR 532. This study will also assess the corridor's long-term needs to enhance traffic efficiency, downtown access and circulation, multimodal connectivity, and overall safety. The project will explore various traffic control options, including traffic signals, roundabouts, and access management solutions, to determine the optimal balance between regional traffic flow and local access while supporting the City's downtown revitalization efforts.

Scope of Work

Task 1 – Traffic Analysis

Transpo will collect AM and PM peak hour traffic counts at the following seven (7) intersections along the SR 532 corridor:

1. SR 532 / 102nd Ave (Signal)
2. SR 532 / 270th St NW (Two-way Stop)
3. SR 532 / 98th Ave NW (Two-way Stop)
4. SR 532 / 92nd Ave NW (Signal)
5. SR 532 / 88th St NW (Signal)
6. SR 532 / Pioneer Hwy (Signal)
7. SR 532 / 72nd Ave NW

Traffic analysis will be performed during the AM and PM peak hour for both existing 2025 and for 2044 horizon year. The 2044 forecasts will be based on the travel demand model forecasts within the city's recently updated Transportation Element. The following alternatives will be evaluated for the 2044 forecasts:

1. No Build – Existing Intersection Configuration
2. Signal Improvements at 102nd, 92nd, 88th, Pioneer Hwy and 72nd
3. Roundabouts at 102nd Ave NW, 92nd Ave NW, 88th Street, Pioneer Hwy and 72nd Ave NW, no changes at the other intersections
4. Roundabouts at 102nd Ave NW, 92nd Ave NW, 88th Street, Pioneer Hwy and 72nd Ave NW with right-in/right-out restrictions at 270th St NW and 98th Dr NW

The traffic analysis will evaluate each alternative's impact on traffic operations for the length of the corridor. The analysis will focus on intersection LOS, volume to capacity ratios (for roundabouts), and queue lengths. Transpo will submit the analysis to both Stanwood city staff and WSDOT staff for review and comment. The intersection analysis will use Synchro and Sidra software per WSDOT guidance.

Deliverables:

- Traffic forecast volumes by alternative
- Intersection LOS Summary by Alternative including v/c ratios and queue lengths

Task 2 – Advisory Group and City Council Presentations

To gather public input and help shape the development of the City's SR 532 plans, the city intends to form a "SR 532 Advisory Committee" for the duration of the project. The advisory committee will include members of the public, local business owners, stakeholders and a city council member. Transpo will meet virtually (via MS Teams or Zoom) four (4) times during the duration of the project to check in with the committee and gather feedback. The anticipated meetings are:

1. Project Kickoff – Explain Project Scope, Schedule and Committee Expectations
2. Present Traffic Analysis Results – present the results of the traffic analysis and forecasts, gather feedback about initial reactions to any intersection treatments (signals, roundabouts, right-in/right-out restrictions, etc.)
3. Draft Intersection Control Report – present the results and gather feedback of the draft intersection control evaluation report, and the recommended intersection controls
4. Corridor Design Alternatives – present the results and gather feedback on initial corridor designs

In addition to committee meetings, Transpo will virtually attend and present at up to two City Council meetings throughout the project duration. Transpo will prepare PowerPoint slides summarizing work and will assist city staff with the development of council packet materials in a timely manner.

Deliverables:

- PPT Slides, virtual attendance, meeting notes at four SR 532 Advisory Committee Meetings
- Materials to be inserted into City Council Packets
- Virtual Attendance, slide deck preparation and presentation at two city council meetings

Task 3 – Intersection Control Evaluation

This task will use the traffic analysis results from Task 1 to develop an Intersection Control Evaluation for the length of the corridor consistent with Chapter 1300.05(1) of the WSDOT Design Manual, as summarized below.

Task 1.0 Public Outreach/Engagement Plan. Transpo will support the City of Stanwood in the development of a public engagement plan at the outset of the project. It is assumed that Stanwood will lead the formation of the committee identified in Task 2, but Transpo will support in the development of materials and lead meetings. WSDOT will be involved as a project stakeholder in the selection of the committee members and ensuring the outreach and public engagement meets the requirements of the Intersection Control Evaluation process.

Task 1.1 Background and Project Needs. The existing conditions will be described, including physical characteristics of the intersections, posted speed, average annual daily traffic (AADT) volumes, channelization and control features, intersection operations, multimodal facilities, context, and modal priority. The intersection operations will include evaluation of LOS and vehicle queues. A description of alternatives, project needs, and analysis of performance measures will be provided as well. The most recent 5-year history of collision data for the intersections will be summarized.

Task 1.2 Feasibility. Conceptual layouts of each intersection and respective alternative will be developed to evaluate right of way, environmental, cost, context-sensitive/ sustainable design, and geometrics/physical constraints.

Each alternative will evaluate:

- **Rights of Way.** Identify the right of way requirements and feasibility as well as discuss the feasibility of acquiring necessary right of way for each alternative. Sketches or plan sheets with sufficient detail to identify topography, existing utilities, environmental constraints, drainage, buildings, and other fixed objects will be included.
- **Environmental Factors.** Any known environmental factors that could influence the selected alternative will be identified, including any environmental risks that may substantially increase the cost of the intersection improvement.
- **Context Sensitive/Sustainable Design.** Effects on the aesthetic, social, economic and environmental values, needs, constraints, and opportunities as part of a larger community setting will be identified and summarized in a qualitative manner.

Task 1.3. Operational and Safety Performance Analysis. This scope assumes the use of Synchro and Sidra traffic operations software to evaluate the proposed changes in traffic control at the study intersection.

- **Traffic Analysis.** The results of the traffic analysis performed in Task 1 will be used to summarize intersection LOS, the volume to capacity ratio and queuing by approach, for each alternative.
- **Traffic Safety.** A safety performance evaluation of each alternative will be updated based on the WSDOT Safety Analysis Guide. The most recent collision data will be reviewed and summarized.
- **Multimodal Analysis.** The expected effect of each alternative design on multimodal users will be described. Consideration will be given to items such as pedestrian delay, number of lanes to cross, protected versus permitted turning movements, and motorist approach speeds.

Task 1.4. Alternative Selection and Documentation. The recommended traffic control alternative for the study intersections will be selected based on performance tradeoffs and documented project needs. The draft ICE report will document the background and project needs as well as the feasibility, and performance measures for the traffic control alternatives. The report will be finalized following one round of review from city staff and one round of review comment from WSDOT.

Deliverables:

- Public engagement plan
- Draft and Final ICE Report

Task 4 – 10% Corridor Design

Based on the results of the traffic analysis, outreach and the Intersection Control Evaluation report, Transpo will prepare a corridor conceptual design from 102nd Avenue NW to 64th Avenue NW for the preferred alternative as decided upon with both Stanwood and WSDOT staff in Task 3. The corridor design will include intersection conceptual designs and corridor level active transportation enhancements (such as bike lanes, sidewalks, multiuse paths, etc.) in accordance with WSDOT Complete Street principles and WSDOT Design Standards to meet Level of Traffic Stress (LTS) 2 or better. The conceptual design may also include recommended access management treatments. The corridor conceptual designs will be submitted to WSDOT and City staff for one round of review before being presented to City Council. Transpo staff will also develop planning level cost estimates for all

improvements along the corridor. Transpo will break the corridor into multiple segments to align project extents and improvement types to best align for potential future grant funding.

Assumptions:

- Transpo will provide corridor-wide conceptual design and cost estimates for one alternative including, but not limited to:
 - Intersection improvements
 - Corridor active transportation facilities for LTS 2 or better in accordance with WSDOT Design Standards

Deliverables:

- Corridor-wide conceptual design drawings
- Cost estimates for corridor active transportation treatments
- Cost estimates for intersection improvements identified in ICE document

Proposed Fee and Schedule

Transpo proposes a fee not to exceed \$150,000 to complete this task order and a timeline of approximately 12 months. Attachment A shows a breakdown of the cost estimate, and Attachment B shows the project schedule.

Assumptions

Assumptions for the traffic analysis, intersection control evaluation, corridor design and outreach support include the following:

- AM and PM peak hour traffic counts will be collected at the intersections of SR 532 and 102nd Ave NW, 270th St NW, 98th Dr NW, 92nd Ave NW, 88th Ave NW, Pioneer Hwy and 72nd Ave NW
- The future 2044 traffic forecasts will be based on the recently updated City of Stanwood's travel demand model.
- Synchro and Sidra will be used to evaluate the performance of the intersection.
- Transpo will submit the draft corridor intersection control evaluation for one round of comment from City staff and one round of comment from WSDOT
- Corridor conceptual designs will be prepared for the preferred alternative identified within the ICE document
- Transpo will prepare materials and virtually attend up to four SR 532 advisory group meetings
- Transpo will prepare materials and virtually attend up to two City Council meetings
- Transpo will prepare planning level cost estimates for one corridor design alternative
- All deliverables will be provided electronically via PDF and/or in their original file format.