

1. Agenda

Documents:

[06-27-19_AGENDA.PDF.PDF](#)

2. Meeting Materials

Documents:

[5.20.19 PC MEETING MINUTES.PDF](#)
[6.3.19 PWC MINUTES.PDF](#)
[6-13-19 COMMUNITY DEVELOPMENT MEETING MINUTES.PDF](#)
[CANCELLED MEETING REMINDER.PDF](#)
[POLICE COMPSTART REPORT.PDF](#)
[SALARY COMMISSION.PDF](#)
[VOUCHERS.PDF](#)
[6.13.19 CC REGULAR MEETING.PDF](#)
[297 ZONE RESERVOIR CONTRACT.PDF](#)
[2018 DOCKET REQUEST.PDF](#)
[NATIONAL NIGHT OUT.PDF](#)
[PROPERTY ADDRESS STANDARDS.PDF](#)
[PUBLIC HEARING - VACATION OF STREETS AND ALLEYS.PDF](#)
[SPECIAL EVENT PERMIT STANWOOD FAIR PARADE.PDF](#)



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, June 27, 2019 – 7:00 p.m.
Stanwood-Camano School District
Administration Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. CITIZEN COMMENTS**
- 5. STAFF REPORTS**
 - a. Police Compstat Report – May 2019
 - b. Salary Commission Meeting Minutes and Decision Letter – June 11, 2019
 - c. Planning Commission Meeting Minutes– May 20, 2019
 - d. Reminder - Regular City Council Meeting August 22, 2019 Canceled
- 6. COMMITTEE REPORTS**
 - a. Community Development
 - b. Public Works Committee Meeting Minutes – May 6, 2019
- 7. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks
 - b. Approve June 13, 2019 Regular Meeting Minutes
 - c. Special Event Permit – Stanwood Fair Parade
 - d. Special Event Permit – National Night Out
- 8. PUBLIC HEARING**
 - a. Ordinance 1477 – Property Address Standards Code Amendment First Reading
- 9. OLD BUSINESS**
 - a. Adopt Ordinance 1476 - Vacation of Streets and Alleys Code Amendment - Second Reading & Final Adoption
- 10. NEW BUSINESS**
 - a. Accept Planning Commission recommendation to finalize Traditional Neighborhood Docket Request
 - b. Authorize the Mayor to sign a contract with T-Bailey for the 297 Zone Knittle Reservoir II Project
- 11. REPORTS OF OFFICERS AND COMMITTEES**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember Reports/Questions
- 12. CITIZEN CLOSING COMMENTS**
- 13. ADJOURN**

Upcoming Meetings:

July 11, 2019 Regular Meeting
July 25, 2019 Regular Meeting



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5c
DATE: June 27, 2019
SUBJECT: Minutes of the May 20, 2019 Planning Commission Meeting
CONTACT PERSON: Krista Hintz, Administrative Assistant
ATTACHMENTS: A – May 20, 2019 Planning Commission Minutes

SUMMARY STATEMENT

The minutes for the May 20, 2019 Planning Commission Meetings are attached.



STANWOOD PLANNING COMMISSION MINUTES

May 20, 2019

Call to Order

Chair Utgard called the meeting to order at 6:31PM with the following Commissioners present: Darren Robb, Steve Shepro, Sid Roberts, Lance Dennis and Marcus Metz. Staff present; Community Development Director Patricia Love, City Planner Amy Rusko, and Administrative Assistant Krista Hintz. Also known to be present, Misty Blair from the Department of Ecology.

Approval of Minutes

A motion was made Commissioner Dennis to approve the minutes of the May 13, 2019 meeting. The motion was seconded by Commissioner Metz. The Commission voted unanimously to approve the minutes as presented.

New Business

Public Meeting- Joint City/State Public Hearing: Shoreline Master Program Update

Community Development Director Patricia Love presented amendments to the City's Shoreline Management regulations for compliance with state law and local policy consistency.

The Washington State Shoreline Management Act requires that all jurisdictions review and update their Shoreline Management Plans on an eight (8) year schedule established by the Legislature. This update is required to ensure that local SMP's stay current with changes in state laws and rules, and is responsive to changing local circumstances. Cities in King, Pierce and Snohomish Counties are required to update their Shoreline Master Plans by June 30, 2019.

There were no public comments.

Miscellaneous Business

- Staff is working on Park Impact Fee updates. Community Development Director Patricia Love will bring the Commission three different scenarios for consideration. Commissioner Sid Roberts inquired as to whether or not there is a way to credit developers if they make their open space public. Patricia Love will look further into this.
- The Street Vacation Ordinance will go to City Council on June 13, 2019
- Staff is working on a Code Amendment for address readability in regards to public safety
- Commissioner Shepro would like fireworks to be addressed in the public survey, specifically, the effects of fireworks on those suffering from PTSD. Can we limit the number of days and/or hours of use.
- Staff is working with Chris Collier on a Housing Affordability study. Chris is collecting US Census information to gather average salaries to see if there is an affordability issue for those with a working wage. Chris is available to speak to the Commission.

Upcoming Items

The next Planning Commission meeting will be held June 10, 2019.

Adjourn

The meeting adjourned at 7:36PM.

Krista Hintz, City of Stanwood



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6b
DATE: June 27, 2019
SUBJECT: Public Works Committee Meeting Minutes
CONTACT PERSON: Kevin Hushagen, Public Works Director
ATTACHMENTS: A – June 3, 2019 Public Works Committee Minutes

SUMMARY STATEMENT

The Public Works Committee met on Monday, June 3, 2019 at 5:15pm at the Wastewater Treatment Plant located at 26729 98th Drive NW, Stanwood, Washington, 98292.

Minutes from the meeting are attached to this staff report (Attachment A). To review the full agenda packet, please visit the City's website at www.ci.stanwood.wa.us click on the blue ribbon 'Agendas/Minutes' and then click on 'View Details' next to the date of this meeting.

AGENDA

1. Ovenell Cleanup Update
2. 297 Zone Reservoir Update
3. Long Term Water Supply Study

Discussion:

- SR532 and 72nd Ave Pedestrian Bridge

PUBLIC WORKS/PARKS COMMITTEE MEETING
Monday, June 3, 2019 – 5:15pm
Wastewater Treatment Plant – 26729 98th Drive NW
MINUTES

Attendance:

Councilmembers: Rob Johnson, Tim Pearce, Judy Williams
City Staff: Kevin Hushagen, Shawn Smith, Lisa Sokolik

The full meeting agenda packet with detailed information can be found on the City's website at www.ci.stanwood.wa.us

1. Ovenell Cleanup Update

A call for bids went out to clean up Ovenell Park. The tires, poles, concrete slabs from the previously demolished buildings, and the manure pit will all be removed. After the park is cleaned up it can be opened to citizens.

The committee had some concerns:

- Spending funds on Ovenell before Heritage Park is tournament ready, which in turn could bring in funds to use on Ovenell.
- The City has 7 years from the time buildings are demolished to be replaced using same footprint, we have approximately 5 years left to rebuild.
- What department is in charge of Park Planning, Public Works or Community Development?

Staff will review the Recreation and Conservation Office (RCO) grant and the Park Master Plan and bring these concerns up at the Management Team meeting on June 4, 2019.

2. 297 Zone Reservoir Update

Staff informed the committee that the 297 Zone Reservoir project is out to bid. The bid due date is set for June 19, 2019 at 2:00pm.

3. Long Term Water Supply Study

Staff asked the Committee if a Long Term Water Supply Study should be conducted.

Page 6-19 from the City of Stanwood Comprehensive Water System Plan was handed out (attached). The Committee discussed the potential alternative water sources and had these questions: What is our capacity? What capacity are we at now? Based on projected growth will Tatoosh meet that need?

Committee member Johnson commented that the access to Hatt Slough should be remedied or deemed too dangerous to access and look at acquiring a new source.

Discussion:

- **SR532 and 72nd Ave Pedestrian Bridge**

WSDOT came up with an option to make this intersection safer for pedestrians by adding additional signage, pavement markings and modifications to the vehicle travel. Staff will bring this item to full council on June 13, 2019 under new items.

**Table 6-4
Potential Alternative Sources of Supply**

Consideration	Alternative 1 Skagit PUD to City	Alternative 2 Tatoosh to City with Fisher/Carpenter Benefit	Alternative 3 Tatoosh to City without Fisher/Carpenter Benefit	Alternative 4 City of Marysville to City	Alternative 5 City of Arlington to City	Alternative 6 Tulalip Tribes to City
Intertie With	Skagit PUD	Tatoosh Water Company	Tatoosh Water Company	City of Marysville	City of Arlington	Tulalip Tribes
Forecast Excess Water Rights (afy)	6,103	740	740	4,535.7	280.0	TBD (E)
Year of Forecast	2027 (A)	Estimated (B)	Estimated (B)	2028 (C)	2058 (D)	TBD (E)
Approximate Total Pipeline Distance (miles)	6.7	6.5	5.4	7.7 (F)	8.5	14.6 (F)
Booster Pump Station(s) Needed	Yes	No	No	Yes	Yes	Yes
Pipeline Distance within Future Service Area (miles)	3.3	1.1	2.1	0.5	2.3	0.5
Zoning Adjacent to new pipeline within Future Service Area (miles)	Riverway Commercial Farmland, Local Commercial Farmland, Low Density Residential, and Neighborhood Business	Local Commercial Farmland	Rural Residential-5 and Local Commercial Farmland	Riverway Commercial Farmland	Riverway Commercial Farmland	Riverway Commercial Farmland
Potential Partners with the City	Skagit PUD	Tatoosh, Snohomish PUD, Ecology	Tatoosh, Snohomish PUD	Marysville, Snohomish PUD, Seven Lakes Water Association	Arlington, Snohomish PUD, Silvana Water Association	Tulalip Tribes, Snohomish PUD, Seven Lakes Water Association
Possible to Wheel Water from Regional Everett System	No	No	No	Yes	Yes	Yes

(A) - 2007 Water System Plan (Skagit PUD, 2008)

(B) - Feasibility Report, Water System Evaluation Carpenter-Fisher, Upper Nookachamps, and East Nookachamps Subbasins (RH2, 2013)

(C) - City of Marysville Water Comprehensive Plan (HDR, 2009) combined with additional water right analysis

(D) - City of Arlington Comprehensive Water System Plan (RH2, 2010)

(E) - Excess water that could be made available would need to be determined through future negotiations.

(F) - Less if Seven Lakes Water Association pipe can be used across a portion of its service area

Alternative Source of Supply Conclusions

The City is currently fully dependent on local groundwater and spring sources. Declining groundwater levels over time and difficulty in accessing and maintaining Hatt Slough Springs suggests that seeking an intertie with a larger system that has different sources of supply is a potentially beneficial long-term strategy for the City. However, due to the City's location, there are currently no large water systems that have infrastructure directly adjacent to the City's water system allowing for an intertie. Each of the six alternatives identified involve installation of at least 5 miles of transmission main, which will be a substantial investment for a system the size of the City's.

Each of the alternatives does have the potential for multiple partners, which might help defray some of the transmission main capital costs. The City plans to continue or begin discussions with the identified potential partners. The discussion will determine if the other systems are interested in contracting to provide water to the City. Other next steps include identifying fatal flaws, preparing planning-level cost estimates, formulating an ownership and operation model for new pipelines, determining the optimal alternative, and developing a capital improvement plan to fund the design



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6a

DATE: June 27, 2019

SUBJECT: Community Development Committee Meeting Minutes

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – June 13, 2019 Meeting Minutes

SUMMARY STATEMENT

Minutes from the June 13, 2019 Community Development Committee meeting are attached to this staff report for approval as presented.

**City Council
COMMUNITY DEVELOPMENT COMMITTEE
May 9, 2019 Meeting
Meeting Notes**

Attendance:

Council Committee Members and Staff:

Rob Johnson, Councilmember
Dianne White, Councilmember
Elizabeth Callaghan, Councilmember
Patricia Love, Community Development Director
Amy Rusko, Senior Planner
Tim Schmitt

1. 2018 Docket Item: TN Zoning Amendments

Staff made a recommendation to the Planning Commission on May 13th that the TN zoning regulations not be amended at this time because there are too few unencumbered TN parcels remaining and that our development history in the TN zone is producing fewer units than expected. However, it is our opinion that we continue analyzing these issues in preparation for the upcoming buildable lands assessment and 2050 population projections. In addition, the State Legislature, is considering several housing affordability bills which may mandate that the City adopt “missing middle” zoning regulations. In essence, this is not the end of the housing and population discussion, but instead the beginning of the 2023 Comprehensive Plan update process.

The Planning Commission agreed with this recommendation and voted unanimously to close out the Shepro Docket request and begin working towards the 2023 Comprehensive Plan update. If the CDC agrees, we will forward this recommendation to the full City Council.

The Community Development Committee discussed

- Preserving Stanwood’s SFR Character
- Encouraged variety-Cottage
- Looking at a variety of housing types and looks
- What do we want? How do we get it?
- Providing incentives to developers
- Looking at College Way and 30th in Mount Vernon for examples of 2/3 clusters of cottages
- Look at expanding UGA (North Area-sewer?)

2. Property Address Standards

The North County Regional Fire has brought forward concerns with the height and placement of address numerals and letters on buildings within the city. The Fire Department has asked that the city consider a minimum height and width requirement for all address numerals and letters for single-family, multi-family and commercial buildings. Visible addresses will ensure that emergency responders are able to readily identify the location of an emergency.

The Committee would like to look move forward with a public hearing on June 27, 2019. Messaging will be done via social media.

3. *Shoreline Management Regulations Code Update*

Stanwood is required to update its SMP on or before June 30, 2019. The State is not requiring any major updates to our inventory, restoration efforts, or cumulative impacts analysis. However, we must include all state mandated updated between 2007 and 2017 as well as any local changes which have occurred since the last SMP adoption.

The Planning Commission held a joint public hearing with the Department of Ecology on May 20th. The public hearing was advertised and noticed per City regulations. The proposed changes were also circulated for a 30 day review period to affected agencies and property owners within 300 feet of the shoreline jurisdiction. No comments have been received on the proposed amendments.

The Committee would like to look move forward with a public hearing.

4. *Permit Checklists*

An item on the Community Development Department's 2019/2020 work plan is to assess and update permitting procedures. Staff has been working on ways to improve our communication with the public on our processes. Part of that includes creating submittal checklists. Submittal checklists are one tool that city staff can use to help the development community know what is required based on permit type

5. *Trail Side Final Plat*

The preliminary plat of Trailside is currently under development. The project was approved by the Hearing Examiner on August 27, 2018. The plat consists of 14 single family residential lots on 2.15 acres in the multifamily residential zone. The property is located north of the library off of 271st Street and 96th Avenue. We expect that the plat improvements will be completed in the next few months and will be ready for approval by the City Council.

Chair



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5d
DATE: June 27, 2019
SUBJECT: Council Meeting Cancellation Reminder
CONTACT PERSON: Sara Robinson, Deputy Clerk
ATTACHMENT: A – Council’s Rules of Procedure
B – Council Calendar Changes – Remainder of 2019

SUMMARY STATEMENT

As approved at the January 10, 2019 City Council Meeting, the August 22nd and December 26th regular City Council Meetings are cancelled. Council cancels the second meeting in August and December each year.

As a reminder, the second meeting in November falls on Thanksgiving, and Council’s Rules of Procedure (Attachment A) allow the meeting to be moved to the previous Monday (November 25, 2019). This was also approved at the January 10, 2019 meeting. Attached is a list of Council Calendar changes for the remainder of 2019 (Attachment B).

COUNCIL MEETINGS

Rule 2. The regular meetings of the Stanwood City Council shall be held at 7:00 p.m. on the second and fourth Thursday of each month. When the date for any regular meeting of the City Council falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same hour on the next succeeding Monday or the previous Monday, not a holiday. (SMC 2.44.035)

Cancellations. During an open public meeting a majority of the Council may agree to cancel an upcoming regular meeting, special meeting, or workshop meeting. Also, if no items of business have been submitted to the City Clerk for deliberation at said upcoming meeting, the Mayor, Mayor pro tem and City Clerk may cancel the upcoming meeting, if all agree. In the case of such cancellation, payroll checks and vouchers will be approved at the next regular City Council meeting. (RCW 42.24.180/SMC 3.20.020)

ATTACHMENT B

Council Calendar 2019

Council Special Meetings

Thursday, July 11th

Thursday, October 17th

Council Meeting Changes

Thursday, August 22nd (cancel)

Thursday, November 28th (move to November 25th)

Thursday, December 26th (cancel)



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 5a
DATE: June 27, 2019
SUBJECT: Police April 2019 Compstat Report
CONTACT PERSON: Amanda Slattery, Police Records Clerk
ATTACHMENTS: A – May 2019 Compstat Report

SUMMARY STATEMENT

Attached is the May 2019 Compstat Report for council review.

Stanwood Police Department

May 2019

Administrative Personnel

Chief Norm Link

Sergeant Jason Toner

Amanda Slattery – Stanwood City Employee

Stacey Davis – Stanwood City Employee

Operational Personnel

	Assigned	Vacancies	Percentage
Sergeants	2	0	100%
MPD	0	0	N/A
Deputies	6	0	100%
SRO	1	0	100%
Detectives	1	0	100%
Total	10	0	100%

Area of Operation

The City of Stanwood contracts its police services through the Snohomish County Sheriff's Office. The population for Stanwood is currently 6,635, however due to the makeup of the community the service population is 40,000+. Stanwood's city limit encompasses 2.8 square miles.



COMPSTAT REPORT

Type of Crime	May 2019	Year To Date 2019	May 2018	Year to Date 2018
Homicide	0	0	0	0
Rape	0	0	1	2
Robbery	0	1	0	3
Assault	6	21	7	23
Burglary	0	7	0	9
Larceny	5	58	8	49
Motor Vehicle Theft	0	5	2	10
General	May 2019	Year To Date 2019	May 2018	Year To Date 2018
Calls for Service (Incidents)	982	4223	611	3225
Case Reports	46	271	52	268
Traffic Collisions	12	49	9	54
Arrests (Adult/Juvenile)	14	82	15	89
Drug Arrests	1	7	1	10
Warrant Arrests	2	22	3	14
Impaired Driving Arrests	0	6	0	3
Infractions Issued	68	189	9	40
Public Disclosure Requests	30	162	29	199
Concealed Pistol Licenses	31	244	42	306
Pistol Transfer Checks	14	93	N/A	N/A
Fingerprinting & Approx. timeframe	49 = 12.25	223 = 55.75	44 = 11 hrs	233 = 58 ¼ hrs

City Collisions for May 2019

City Collisions for May Totals: 12					
Date	Case Number	Location	H & R	Injured	Reason
5/1/2019	19-3253	10200 Block of 271st ST NW			Contact made exiting parallel parking spot
5/1/2019	19-3265	PIONEER HWY / NORDIC WAY		x	Failure to Stop
5/4/2019	19-3365	8800 Block of SR532		x	Failure to yeild
5/5/2019	19-3404	9900 Block of SR532		x	Failure to yeild
5/6/2019	2019-2341	7400 272nd ST NW			Inattentive/Failure to Stop
5/6/2019	2019-3423	26700 Block of 72nd AVE NW		x	Failure to yeild
5/10/2019	2019-3577	26700 Block of 72nd AVE NW			Inattentive/Failure to Stop
5/13/2019	2019-3677	27100 Block of 88th AVE NW			Driver fell asleep
5/16/2019	2019-3755	10400 Block of SR 532		x	Inattentive/Failure to Stop
5/17/2019	2019-3812	10300 Block of SR 532			Following Too Close/Not enough space to switch lanes
5/21/2019	2019-3915	PIONEER HWY / CEDARHOME DR		x	Speed
5/29/2019	2019-4136	27100 Block of 102nd AVE NW			Failure to yeild

Stanwood School Dist. Resource Officer (SRO) Activity Report.

May 2019

ACTIVITY	SHS	PSMS	SMS	CES	SES	TCE	EBE	UBE	LHHS
Administrative	45		1						2
Arson									
Assault	2								
Bomb Threat									
Burglary									
Collision									
Counseling									
CPS Referral					1				
Crisis Planning	1								
Felony VUCSA									
Fight									
Harassment									
Mal Mis									
Marijuana	2								
Mental Health	1								
MIP									
Paraphernalia									
Public Assist									
Runaway									
Sexual Assault									
Suspicious	7	3							
Teaching	5								
Theft									
Trespass									
Violation of Order	2								
Warrant									
Weapons									

Stanwood Camano School District Resource Officer MAY NEWSLETTER

May 2019



**PARKING
PROBLEMS**

Due to the various construction projects going on, parking at and around the High School campuses is very limited. Aside from actual lots being shut down, construction workers and construction equipment are taking up parking spaces in open lots. Neighbors in the area are growing frustrated with overflow students parking haphazardly on the main and side streets, increasing parking complaints to 911, and the front desks at the schools. Deputy McCurry has given many warnings in the past, but due to the constant disregard for parking laws (too close to hydrants, too close to crosswalks, and parking on sidewalks, he has begun to issue city parking tickets. The tickets are \$35, but are only \$10 if paid within 10 days. This parking problem trend may get worse the rest of the year, and into next school year.

CONSTRUCTION



The gym and other structures are taking shape. Work also is ongoing at the stadium, with drainage and irrigation going in, along with work being done to upgrade the field-house. High School staff also attended a meeting in the library to go over the layout of their classrooms, and rules that will apply to them in the new school.

Detective Report MAY Newsletter



CASE 2019-2263– UPDATE CREDIT CARD FRAUD INVESTIGATION

On 03-28-19 a woman called police to report a wallet stolen from her car. The woman discovered one of her credit cards had been used at a Safeway store in Everett on 03-27-19.

Video from the Safeway store showed an adult female using the victim's credit card to purchase gift cards. A photo of the female subject was posted on the Stanwood Police Department Facebook page.

A citizen responded to the Facebook post and identified the woman. Detective Martin contacted the woman's mother and confirmed the identity of the subject.

Detective Martin is referring the charge of Identity Theft Second Degree to the Prosecutor's Office.

Case 2018-7229– UPDATE Purse Theft-Identity Theft Investigation

The evening of 12-15-18 a woman left her purse on a ledge in a booth at the Stanwood McDonald's. The purse was gone when the woman returned to get it.

Video showed a male take the purse, hide it under his sweatshirt and leave the restaurant. One of the employees recognized the male, but declined to provide a statement to police.

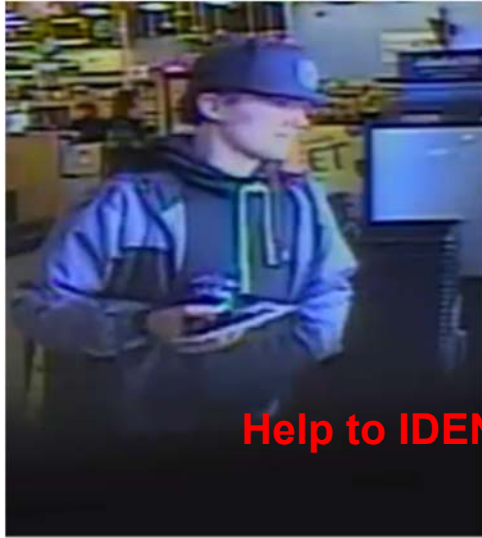
The victim discovered unauthorized use of her credit cards at several businesses in Snohomish County. The male shown in the image wearing black jacket was involved in each unauthorized transaction. The male was positively identified in May, 2019.

In February, 2019 the victim reported the use of her driver's license by a woman at the Swinomish Casino and Lodge. Detective Martin obtained video from the casino and identified the woman wearing a blue jacket in May, 2019.

Charges of Identity Theft Second Degree are being referred to the Prosecutor's Office.



Detective Report May Newsletter



Stanwood Case 2019-3202 Credit Card Fraud

On 04-28-19 a woman's car was prowled while it was parked at the Camano Island State Park. The woman's purse was stolen and her credit/debit cards were used at several businesses in the City of Stanwood.

Images of the subjects involved have been posted on the Stanwood Police Department Facebook page.

SCAM ALERT: AIRFARE CON BILLS VICTIMS FOR CANCELED TICKETS

By: Better Business Bureau. June 7, 2019.

Taking a vacation this summer? If you book your airfare through a third-party website, be sure to use caution. BBB Scam Tracker is receiving reports of scammers pretending to be online airline ticket brokers. They cancel your airline ticket reservations, but not before charging you.

How the Scam Works

While doing an online search to find the cheapest flight to your destination, you come across a website that has a great deal. You haven't heard of the company before, but the website looks legitimate and everything seems to be in order. When you begin the payment process, however, red flags start to appear.

In the most common version of the scam, you pay with your credit card like normal. But shortly after making the payment, you receive a call from the company asking you to verify your name, address, banking information or other personal details – something a legitimate company would never do.

What makes the scam so convincing is that, once you pay, you receive a confirmation code that can be verified with the airline. However, after a day or two, your reservation will be cancelled and the company that charged you will disappear. It appears the scammers booked the flight and charged your card – only to cancel it shortly after and make off with your money.

How to Avoid Travel Scams

Do your research. If you come across a company you haven't dealt with before, research it before making any purchases. Look on [org](#) for reviews and feedback from previous customers.

- **Don't cave under pressure.** Many scammers pressure you to make a payment or give up your personal details, claiming you'll lose out on a great deal or have to pay extra fees. If something doesn't feel right, hang up and contact your credit card company. Let them know about the situation and ask them to put a hold on your payment.

Only make purchases with your credit card. If a company asks you to pay with a pre-paid debit card or to wire funds, don't do it. These are not standard payment methods and, if you go through with them, there will be no way to get your money back. Credit card charges, on the other hand, can be contested.

For More Information

To learn more ways to protect yourself from travel scams, read BBB.org/TravelScam. You can also review the general tips found at BBB.org/AvoidScams.

If you've been a victim of an airline ticket or other travel scam, please report your experience at BBB.org/ScamTracker. By doing so you can help others to avoid falling prey to scammers.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5b

DATE: June 27, 2019

SUBJECT: Salary Commission Decision Letter and Meeting Minutes

CONTACT PERSON: Sara Robinson, Deputy Clerk

ATTACHMENTS: A – Salary Commission Decision Letter
B – Salary Commission June 11, 2019 Meeting Minutes

SUMMARY

Ordinance 1306 requires the Salary Commission to meet between May and July of each year to determine whether or not salary adjustments are necessary for councilmembers and the mayor. The Salary Commission met on June 11, 2019 (Attachment B) and unanimously voted to increase the mayor's compensation to \$1,500 per month, and increase councilmember compensation to \$425 per month (Attachment A).



City of Stanwood

10220 270th Street NW
Stanwood, Washington 98292
(360) 629-2181

June 11, 2019

City of Stanwood
Jennifer Ferguson, City Administrator
10220 270th Street NW
Stanwood, WA 98292

Re: Salary Commission Decision

Dear Mrs. Ferguson:

The Salary Commission met on June 11, 2019 to determine the council and mayor salary schedule for 2020. After carefully considering council and mayor salaries in comparison cities, budget forecasts, the city's economic health, and the dedication of our elected officials, the Commission unanimously voted to set compensation at the following rate:

Mayor \$1,500.00
Councilmembers/Mayor pro tem** \$425.00

**In the event of the absence of the Mayor for a period of 30 days or longer, the Mayor pro tem shall be entitled to receive the Mayor's compensation for the duration of said absence.

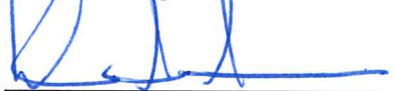
Signed and submitted this 11th day of June, 2019.



Edythe Garvey, Commissioner



Nicole Gilligan, Commissioner



Les Anderson, Commissioner



Major Freeman, Commissioner



Conner Lahtonen, Commissioner

cc: Mayor Leonard Kelley
Councilmember Rob Johnson
Councilmember Elizabeth Callaghan
Councilmember Larry Sather
Councilmember Judy Williams

Councilmember Dianne White
Councilmember Timothy Pearce
Councilmember Kelly McGill
Finance Director David Hammond

Salary Commission Meeting June 11, 2019

Finance Director David Hammond called the meeting to order at 4:30 pm.

1. Introductions

Present: Commissioner Les Anderson, Commissioner Major Freeman, Commissioner Nicole Gilligan, Commissioner Edythe Garvey, City Administrator Jennifer Ferguson, Finance Director/City Clerk David Hammond, and Deputy Clerk Sara Robinson.

New Salary Commissioner Nicole Gilligan was sworn in.

2. Salary Commission Roles and Responsibilities Overview

The commissioners reviewed Ordinance 1306 which outlined the roles and responsibilities of the salary commission. The Salary Commission will set the salary and it will go into effect on January 1.

2a. Elect Salary Commission Chairperson

Commissioner Anderson nominated Commissioner Garvey as Chair of the Salary Commission with a second from Commissioner Freeman. Motion passed unanimously.

3. Review Compensation of Council and Mayor Comparison Cities

Finance Director Hammond explained that the Salary Commission has met annually to determine the mayor and council salaries since it was created in 2012. The commission has increased the salaries three times over this period.

The commission reviewed the mayor and council salary comparison provided through the Association of Washington Cities (AWC). The comparison information is from a 2018 survey based on cities similar in size and assessed values to Stanwood. The average salary for the Mayor in other cities is \$1,505 and \$446 for councilmembers.

The 2019 salary for the mayor is \$1,400 and \$375 for councilmembers.

At 4:45 pm, Commissioner Conner Lahtonen entered the meeting. He was sworn in as a new Salary Commissioner.

4. Discussion –

How does the commission want to proceed?

David Hammond and Jennifer Ferguson outlined the mayor and councilmember duties. The current city work plan was also reviewed.

A discussion was had regarding the mayor's current wage and current minimum wage rates. The commissioners thought that the wage was lower than average and not keeping up with minimum wage.

Motion by Commissioner Anderson, second by Commissioner Lahtonen to increase the salary to \$1,500 flat rate per month for the mayor. The motion passed unanimously.

To make a decision regarding councilmembers pay there was a discussion regarding how to determine what they should be compensated. Stanwood is currently below the average wage for the comparable cities. The commissioners agreed that the pay should be caught up to the local average.

Motion by Commissioner Freeman, second by Commissioner Lahtonen to increase the salary to \$425 flat rate per month for the councilmembers. The motion passed unanimously.

5. Meeting Adjournment

Chairperson Garvey adjourned the meeting at 5:15 p.m.

Edythe Garvey, Chairwoman

David A. Hammond, City Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7a

DATE: June 27, 2019

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Reina Barber, Accounting Specialist

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 31279 through 31304 in the amount of \$193,995.76. Approve issuance of Washington Federal Bank payroll checks 1614 through 1621 and Washington Federal Bank electronic funds transfers in the amount of \$255,804.82.

RECOMMENDED MOTION

I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 31279 THROUGH 31304 IN THE AMOUNT OF \$193,995.76. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK PAYROLL CHECKS 1614 THROUGH 1621 AND WASHINGTON FEDERAL BANK PAYROLL ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$255,804.82.

CHECK REGISTER

City Of Stanwood

Time: 12:22:38 Date: 06/19/2019

MCAG #: 0695

06/06/2019 To: 06/18/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3482	06/13/2019	Claims	3	31279	APP- Associated Petroleum Products	3,746.56	04-0100494
3483	06/13/2019	Claims	3	31280	Bonner Electrical Contracting LLC	3,161.86	City Of Stanwood
3484	06/13/2019	Claims	3	31281	Cascade Septic, LLC	110.00	City Of Stanwood
3485	06/13/2019	Claims	3	31282	Edge Analytical Inc	440.00	STA01; STA01; STA01
3486	06/13/2019	Claims	3	31283	Forest Land Services Inc	206.20	City Of Stanwood
3487	06/13/2019	Claims	3	31284	Grainger Inc	206.77	848089215
3488	06/13/2019	Claims	3	31285	Herc Equipment Rental Corp.	217.31	1024925
3489	06/13/2019	Claims	3	31286	Jiffy Lube 2583	158.16	05; 05
3490	06/13/2019	Claims	3	31287	Lakeside Industries Inc	907.45	108469
3491	06/13/2019	Claims	3	31288	Les Schwab Tire Centers	98.27	S34-00006
3492	06/13/2019	Claims	3	31289	Office Depot	811.97	36274097; 36274097; 36274097; 36274097; 36274097; 36274097;
3493	06/13/2019	Claims	3	31290	PUD Of Snohomish County *	9,131.61	220923312; 202982351; 202423729; 200794063; 221854284; 200128742; 202882056; 202579512; 202694204; 200142180; 202727285; 221041510; 202670675; 200738672; 200103539; 201942398
3494	06/13/2019	Claims	3	31291	Pace Engineers, Inc	10,595.69	City Of Stanwood
3495	06/13/2019	Claims	3	31292	Refund - Jordan Brakefield	196.53	Refund - Jordan Brakefield Utility #2478 Overpayment On Acct
3496	06/13/2019	Claims	3	31293	Skagit Farmers Supply	422.33	135052
3497	06/13/2019	Claims	3	31294	Sno Co District Court	1,477.02	DCT34003
3498	06/13/2019	Claims	3	31295	Sno Co Public Works *	1,302.81	CR000024; CR000024; Cr000024
3499	06/13/2019	Claims	3	31296	Sno Co Sheriff's Office - CB	4,499.22	City Of Stanwood
3500	06/13/2019	Claims	3	31297	Sno Co Sheriffs Office *	147,654.58	SSH00001
3501	06/13/2019	Claims	3	31298	Stanwood AG Mechanics	1,139.62	City Of Stanwood
3502	06/13/2019	Claims	3	31299	Stanwood Camano News	87.26	261981
3503	06/13/2019	Claims	3	31300	Stanwood Chamber Of Commerce	2,900.00	City Of Stanwood
3504	06/13/2019	Claims	3	31301	Stanwood Hardware	417.35	1414
3505	06/13/2019	Claims	3	31302	Verizon Wireless	1,009.28	372541731-00001
3506	06/13/2019	Claims	3	31303	WA St Dept of Ecology *	2,918.16	City Of Stanwood
3507	06/13/2019	Claims	3	31304	Washington Tractor Inc.	179.75	111096; 111096; 111096; 111096
001 General Fund						161,114.38	
101 Street Fund						11,101.64	
103 Street Construction Fund						971.61	
401 Sewer Fund						4,738.98	
410 Drainage Fund						871.92	
411 Drainage Construction Fund						10,595.69	
421 Water Fund						4,331.21	
422 Water Construction Fund						270.33	
							Claims:
* Transaction Has Mixed Revenue And Expense Accounts						193,995.76	193,995.76

CHECK REGISTER

City Of Stanwood

MCAG #: 0695

Time: 12:22:38 Date: 06/19/2019

06/06/2019 To: 06/18/2019

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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

() Deputy Finance Director



Date: 6-19-19

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

06/06/2019 To: 06/18/2019

Time: 12:22:56 Date: 06/19/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3301	06/07/2019	Payroll	3	EFT		4,117.69	May 2019 Payroll
3302	06/07/2019	Payroll	3	EFT		3,487.37	May 2019 Payroll
3303	06/07/2019	Payroll	3	EFT		2,252.65	May 2019 Payroll
3304	06/07/2019	Payroll	3	EFT		1,142.18	May 2019 Payroll
3305	06/07/2019	Payroll	3	EFT		345.09	May 2019 Payroll
3306	06/07/2019	Payroll	3	EFT		1,724.64	May 2019 Payroll
3307	06/07/2019	Payroll	3	EFT		3,002.47	May 2019 Payroll
3308	06/07/2019	Payroll	3	EFT		5,627.06	May 2019 Payroll
3309	06/07/2019	Payroll	3	EFT		3,744.96	May 2019 Payroll
3310	06/07/2019	Payroll	3	EFT		1,879.05	May 2019 Payroll
3311	06/07/2019	Payroll	3	EFT		5,856.55	May 2019 Payroll
3312	06/07/2019	Payroll	3	EFT		2,120.04	May 2019 Payroll
3313	06/07/2019	Payroll	3	EFT		3,897.86	May 2019 Payroll
3314	06/07/2019	Payroll	3	EFT		2,799.03	May 2019 Payroll
3315	06/07/2019	Payroll	3	EFT		2,911.40	May 2019 Payroll
3316	06/07/2019	Payroll	3	EFT		5,505.47	May 2019 Payroll
3317	06/07/2019	Payroll	3	EFT		345.02	May 2019 Payroll
3318	06/07/2019	Payroll	3	EFT		4,033.94	May 2019 Payroll
3319	06/07/2019	Payroll	3	EFT		2,121.13	May 2019 Payroll
3320	06/07/2019	Payroll	3	EFT		824.66	May 2019 Payroll
3321	06/07/2019	Payroll	3	EFT		5,357.22	May 2019 Payroll
3322	06/07/2019	Payroll	3	EFT		3,914.91	May 2019 Payroll
3323	06/07/2019	Payroll	3	EFT		3,208.74	May 2019 Payroll
3324	06/07/2019	Payroll	3	EFT		295.02	May 2019 Payroll
3325	06/07/2019	Payroll	3	EFT		345.09	May 2019 Payroll
3326	06/07/2019	Payroll	3	EFT		2,670.71	May 2019 Payroll
3327	06/07/2019	Payroll	3	EFT		3,080.34	May 2019 Payroll
3328	06/07/2019	Payroll	3	EFT		984.95	May 2019 Payroll
3329	06/07/2019	Payroll	3	EFT		4,993.63	May 2019 Payroll
3330	06/07/2019	Payroll	3	EFT		339.31	May 2019 Payroll
3331	06/07/2019	Payroll	3	EFT		2,037.19	May 2019 Payroll
3332	06/07/2019	Payroll	3	EFT		3,834.13	May 2019 Payroll
3333	06/07/2019	Payroll	3	EFT		2,399.26	May 2019 Payroll
3334	06/07/2019	Payroll	3	EFT		2,961.74	May 2019 Payroll
3335	06/07/2019	Payroll	3	EFT		3,318.38	May 2019 Payroll
3336	06/07/2019	Payroll	3	EFT		2,560.00	May 2019 Payroll
3337	06/07/2019	Payroll	3	EFT		1,660.28	May 2019 Payroll
3338	06/07/2019	Payroll	3	EFT		1,942.96	May 2019 Payroll
3339	06/07/2019	Payroll	3	EFT		2,943.45	May 2019 Payroll
3340	06/07/2019	Payroll	3	EFT		345.09	May 2019 Payroll
3341	06/07/2019	Payroll	3	EFT		345.16	May 2019 Payroll
3351	06/07/2019	Payroll	3	EFT	Internal Revenue Service (941)	48,189.93	941 Deposit for Pay Cycle(s) 06/07/2019 - 06/07/2019
3431	06/07/2019	Payroll	3	EFT	WA St Department Of Retirement Systems	40,445.45	Pay Cycle(s) 06/07/2019 To 06/07/2019 - PERS2; Pay Cycle(s) 06/07/2019 To 06/07/2019 - PERS 3; Pay Cycle(s) 06/07/2019 To 06/07/2019 - 457 - DRS (DCP)
3352	06/07/2019	Payroll	3	1614	AFLAC	614.96	Pay Cycle(s) 06/07/2019 To 06/07/2019 - AFLAC, Pre-Tax; Pay Cycle(s) 06/07/2019 To 06/07/2019 - AFLAC, Post-Tax

CHECK REGISTER

City Of Stanwood

MCAG #: 0695

06/06/2019 To: 06/18/2019

Time: 12:22:56 Date: 06/19/2019

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3353	06/07/2019	Payroll	3	1615	AWC Employee Benefit Trust	21,884.33	Pay Cycle(s) 06/07/2019 To 06/07/2019 - AWC - Medical; Pay Cycle(s) 06/07/2019 To 06/07/2019 - AWC- Dental; Pay Cycle(s) 06/07/2019 To 06/07/2019 - AWC - Vision; Pay Cycle(s) 06/07/2019 To 06/07/2019;
3354	06/07/2019	Payroll	3	1616	Colonial Life Insurance	66.75	Pay Cycle(s) 06/07/2019 To 06/07/2019 - Colonial Life Ins
3355	06/07/2019	Payroll	3	1617	Hartford Retirement Plan Services	2,158.00	Pay Cycle(s) 06/07/2019 To 06/07/2019 - 457 - MassMutual (Hartford); Pay Cycle(s) 06/07/2019 To 06/07/2019 - Roth 457(b)(MassMutual)
3356	06/07/2019	Payroll	3	1618	ICMA Retirement Trust	2,545.92	Pay Cycle(s) 06/07/2019 To 06/07/2019 - 457 - ICMA
3357	06/07/2019	Payroll	3	1619	Navia Benefits	311.66	Pay Cycle(s) 06/07/2019 To 06/07/2019 - Medical FSA- S125
3358	06/07/2019	Payroll	3	1620	Teamsters Union Local 231	1,402.00	Pay Cycle(s) 06/07/2019 To 06/07/2019 - Teamsters Dues
3359	06/07/2019	Payroll	3	1621	Washington Teamsters Welfare Trust	30,910.00	Pay Cycle(s) 06/07/2019 To 06/07/2019 - Teamsters Dental; Pay Cycle(s) 06/07/2019 To 06/07/2019 - Teamsters Medical

001 General Fund	127,983.34
101 Street Fund	18,722.08
108 Transportation Sales Tax Fund	1,196.86
401 Sewer Fund	36,580.14
410 Drainage Fund	21,099.50
421 Water Fund	50,222.90

255,804.82 Payroll: 255,804.82

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
() Deputy Finance Director



Date: 6-19-19



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7b

DATE: June 27, 2019

SUBJECT: City Council June 13, 2019 Regular Meeting Minutes

CONTACT PERSON: Sara Robinson, Deputy Clerk

ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the June 13, 2019 Regular City Council Meeting are attached.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MINUTES OF THE JUNE 13, 2019 REGULAR COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD

Regular Meeting of the City Council

Thursday, June 13, 2019 – 7:00 p.m.

Stanwood Camano School District Administration Board Room

MINUTES**1. Call to Order and Pledge of Allegiance**

Mayor Leonard Kelley called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

2. Roll Call

Deputy Clerk Sara Robinson called the roll with the following Councilmembers present: Rob Johnson, Dianne White, Elizabeth Callaghan, Timothy Pearce, Larry Sather, and Judy Williams. The meeting was quorate.

Also present: Public Works Director Kevin Hushagen, Community Development Director Patricia Love, Finance Director David Hammond, City Attorney Brett Vinson, City Administrator Jennifer Ferguson, Fire Chief John Cermak, Police Chief Norm Link and Deputy Clerk Sara Robinson.

Motion by Councilmember Sather, Second by Councilmember Pearce, to excuse Councilmember McGill. Motion carried unanimously.

3. Approval of the Agenda

Motion by Councilmember Sather, second by Councilmember Callaghan, to amend the agenda to add Item 12 Executive Session to Discuss Real Estate Acquisition/Sale, RCW 42.30.110(1)(B); and Potential or Pending Litigation RCW 42.30.110(1)(i). Motion carried unanimously.

Motion by Councilmember Sather, second by Councilmember Callaghan to approve the agenda as amended. Motion carried unanimously.

4. Citizen Comments

Tim Schmitt – 27308 101st Ave, Stanwood, WA 98292

Requested an update to the City's Business License code referencing online business transactions.

Steve Shepro- 8611 280th Street NW, Stanwood, WA 98292

Suggested that the sound system in the council chambers is improved. It's hard to hear people speak during the citizen comments portion of the meeting. Although it was much better at this meeting.

Requested that the City Council meeting audio recordings be posted online.

5. Staff Reports

- a. Planning Commission Meeting Minutes – May 20, 2019

6. Committee Reports

- a. Finance Committee Minutes – May 23, 2019
- b. Finance Committee 2018 Unaudited Financial Report

Stanwood City Council Meeting Minutes – June 13, 2019

7. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve May 9, 2019 Regular Meeting Minutes
- c. Special Event with City Contribution-Art by the Bay
- d. Special Event Permit-July 4th Parade/Ice Cream Social
- e. Special Event Permit-Vintage Trailer Show
- f. Adopt Resolution 2019-07 City of Stanwood's Six Year Transportation Improvement Plan 2020-2025.
- g. Waste Management 2019 Rate Increases
- h. Special Event Permit-Twin City Idlers Car Show
- i. Ovenell Banners

Motion by Councilmember Sather, Second by Councilmember Williams to approve the consent agenda items a through i. Motion carried unanimously.

8. Public Hearing

- a. To Hear Public Testimony regarding Ordinance 1476 Vacation of Streets and Alleys Code Amendment, First Reading.

Patricia Love, Community Development Director, presented the proposed Ordinance 1476. Stanwood currently doesn't have any regulations on how to proceed with a street vacation so we currently follow state law. This ordinance would adopt regulations for Stanwood. There will be a few administrative changes to the presented ordinance that will be made and brought back to council at the second reading on June 27.

The Mayor opened the public hearing for public comment.

There being no public comment, the Mayor closed the public hearing.

Motion by Councilmember Sather, second by Williams to approve first reading of ordinance 1476 as set forth in attachment "A" amending Title 11 Streets and Sidewalks and Title 17 Zoning Code Amendments and proceed with the second and final reading of the ordinance on June 27, 2019."
Motion carried unanimously.

9. New Business

- a. Authorize the Mayor to sign three agreements for preliminary design of the Civic Campus Project

Patricia Love, Community Development Director, presented the request to authorize the mayor to sign three contracts for preliminary design and permitting of the Stanwood Civic Campus project. This is considered Phase I of this project.

Motion by Councilmember Sather, second by Councilmember Johnson to authorize the mayor to sign the professional services agreement with Mackenzie for preliminary design and permitting of the Stanwood civic campus project. Motion carried unanimously.

Stanwood City Council Meeting Minutes – June 13, 2019

Motion by Councilmember Sather, second by Councilmember Johnson to authorize the mayor to sign the professional services agreement with Metron and Associates for supplemental survey work associated with the Stanwood Civic Campus project. Motion carried unanimously.

Motion by Councilmember Sather, second by Councilmember Johnson to authorize the mayor to sign the professional services agreement with Associated Earth Sciences for supplemental geotechnical analysis associated with the Stanwood Civic Campus project. Motion carried unanimously.

- b. Authorize the mayor to sign a professional services agreement with CivicPlus, LLC for the city website redesign not to exceed \$24,450.

David Hammond, Finance Director, presented the request to authorize the mayor to sign a professional services agreement with CivicPlus, LLC for the city website redesign. The current website was implemented in 2013. The refresh will make it a more responsive and user friendly design.

Motion by Councilmember Sather, second by Councilmember Williams, to authorize the mayor to sign a professional services agreement with CivicPlus, LLC for the city website redesign in the amount of \$24,450, substantially in a form as approved by the city attorney. Motion carried unanimously.

- c. Authorize the Mayor to sign a contract with Washington State University for the Stanwood and Camano Island community survey.

Jennifer Ferguson, City Administrator, presented the request to authorize the Mayor to sign a contract with Washington State University for the Stanwood and Camano Island community survey. Having this survey done will allow city staff to focus on aligning our resources to meet the needs of the community.

Motion by Councilmember Sather, second by Councilmember White, to authorize the mayor to sign a contract with Washington State University for the Stanwood and Camano Island Community survey in the amount of \$30,900 substantially in a form as approved by the city attorney. Motion carried unanimously.

- d. Adopt the proposed Stanwood Business Retention and Expansion Program and approval of Resolution 2019-09 implementing the business development initiative.

Jennifer Ferguson, City Administrator, presented the Stanwood Business Retention and Expansion Program, which would set economic development policy and direct staff to initiate business development activities. Having a program like this will help businesses thrive and grow in Stanwood and become a foundation for local employment and tax dollars. This Resolution has been reviewed and approved by the Economic Development Board, Community Development Committee and the Finance Committee. Staff also recommends this resolution.

Stanwood City Council Meeting Minutes – June 13, 2019

Motion by Councilmember Sather, second by Councilmember Johnson, move to approve resolution 2019-09 adopting the Stanwood Business Retention and Expansion program. Motion carried unanimously.

- e. Adopt Resolution 2019-08 accepting the conveyance of the Candle Ridge II detention facility.

Kevin Haushagen, Public Works Director, presented a Resolution accepting the conveyance of the Candle Ridge II detention facility. Currently the detention facility is owned and maintained by the Candle Ridge II Association. This resolution would transfer maintenance responsibility to the City.

Motion by Councilmember Sather, second by Councilmember Williams, move to adopt Resolution 2019-08 accepting the conveyance of the Candle Ridge II detention facility. Motion carried unanimously.

- f. Authorize the Mayor to sign a contract with WSDOT to install SR 532 and 72nd Avenue Pedestrian Crossing Improvements.

Kevin Hushagen, Public Works Director, presented the request to authorize the Mayor to sign a contract with WSDOT to install Pedestrian Crossing Improvements at SR 532 and 72nd Avenue. The improvements will include raised pavement markings, signage and striping. This project will be great for safety in that area.

Motion by Councilmember Sather, second by Councilmember White, move to authorize the Mayor to sign a contract with WSDOT to install SR 532 and 72nd Avenue Pedestrian Crossing Improvements. Motion carried unanimously.

10. Reports of Officers and Committees

- a. Mayor's Report

The mayor would like to commend the Downtown Businesses for their hard work on the local beautification project.

The Farmers Market is lots of fun and has been successful already.

The mayor will not be at the next council meeting as he is going to be attending the AWC conference. Walk with the Mayor will also be cancelled for that week.

- b. City Administrator's Report

The City's estimated population is 7070 people.

Would like to request that the council look at their calendars to check for availability. We would like to have a workshop prior to the regular city council meeting on July 11 at about 5:30 pm. The agenda will be a parks update.

Staff will have a booth at the Farmers Market starting at the end of June. Citizens can ask questions and get the community survey there as well.

- c. Councilmember Reports and Questions

Councilmember Johnson is on the North County Regional Fire Authority board. He requested that the Chief give a brief update.

Stanwood City Council Meeting Minutes – June 13, 2019

Chief Cermak stated that the fire strategic plan was recently updated. The safety of the citizens is the number one concern. The current Fire Department equipment is getting old. There will be two new ambulances and two new fire engines coming soon for the City of Stanwood.

11. Citizen Closing Comments –

Tim Schmitt – 27308 101st Ave, Stanwood, WA 98292

The Twin City Idlers car show is coming up at the end of June. He is hopeful that the group is more prepared for the attendees as it is his opinion that it attracts a rowdy group.

Would like to request that the song Stars and Stripes Forever is played at the 4th of July Parade.

12. Adjourn to Executive Session – RCW 42.30.110(1)(B) and RCW 42.30.110(1)(i)

Mayor Kelley adjourned the meeting to Executive Session at 7:55 pm for 10 minutes with no action anticipated. Council reconvened at 8:09 pm.

13. Adjourn

Mayor Leonard Kelley adjourned the meeting at 8:10 p.m.

CITY OF STANWOOD

ATTEST:

Leonard Kelley, Mayor

Sara Robinson, Deputy Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10b

DATE: June 27, 2019

SUBJECT: Authorize Mayor to sign a contract with T Bailey, Inc. to construct the 297 Zone Reservoir

CONTACT PERSON: Shawn Smith

ATTACHMENTS: A) Bid tab

ISSUE

The issue in front of the council is to authorize the Mayor to sign a contract with T Bailey, Inc. for the construction of the 297 zone water reservoir.

SUMMARY STATEMENT

During recent water availability work for new development, the future need for additional water storage was discussed as being a priority. Staff discussed this with Council at both the committee level and full Council workshop and direction was given to move forward with a new reservoir project.

DISCUSSION

With the increased new development and projected continued growth, the need for additional water storage will become necessary. In an effort to be proactive and provide current and future citizens with an adequate water supply a new reservoir was designed and put out to bid.

FINANCIAL IMPACT

There was \$3,157,000 included in the 2019 budget that will be secured with a loan. The City received two bids with the low bid being \$2,269,250+tax. To date \$140,292.24 has been spent on design and bidding the project.

COMMITTEE RECOMMENDATIONS

The public works committee recommended authorizing a contract with the low bidder.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN A CONTRACT WITH T BAILEY, INC. FOR THE CONSTRUCTION OF THE 297 ZONE WATER RESERVOIR NOT TO EXCEED \$2,269,250 + TAX.

CITY OF STANWOOD

297 Zone Water Reservoir

BID OPENING

City Hall 10220 270TH St. NW

Tuesday, June 19, 2019 at 2:00pm

Addend 1 & 2	NAME	ADDRESS	PHONE/EMAIL	BID AMOUNT NO TAX
VV	T. Bailey, Inc. Russ bibbs	9628 S. March Point Road Anacortes, WA 98221	360-293-0682	\$2,269,250.00
VV	CBI Services, LLC Christopher Rossi	5500 S. 1 st Ave Everett WA 98203	425-249-5715	\$2,772,000.00



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10a
DATE: June 27, 2019
SUBJECT: 2018/2019 Docket: TN Zoning Amendment
CONTACT PERSON: Patricia Love, Community Development Director

ISSUE

The issue before Council is to accept the Planning Commission's recommendation to close out the 2018 Docket application to amend the Traditional Neighborhood zoning regulations.

SUMMARY

The 2019 / 2020 work plan included an evaluation of the Traditional Neighborhood zoning regulations for community compatibility and meeting the city's population allocation targets. After a thorough review of the intent of the Comprehensive Plan's TN designation against the actual development history, the level of development being produced is significantly less than what was originally expected.

If the City takes any action to further reduce or changes the expected density in the Traditional Neighborhood zoning district, the City increases the possibility of not achieving our 2035 population targets which would be in conflict with the Growth Management Act.

It was staff's recommendation, with the Planning Commission's unanimous concurrence, that the TN zoning regulations not be amended at this time, but to further the discussion in preparation for the upcoming buildable lands assessment and 2050 population projections. In essence, this is not the end of the housing and population discussion, but instead the beginning of the 2023 Comprehensive Plan update process.

RECOMMENDATION

Attached for your review and consideration is the recommendation to close out the 2018 Shepro Docket application. Staff recommends:

1. Close out the Shepro Docket request and begin working towards the 2023 Comprehensive Plan update.

2. Send the Shepro Docket request back to the Planning Commission for further evaluation.

DISCUSSION

2015 Comprehensive Plan & Growth Targets

The Comprehensive Plan establishes future growth and population targets based on the State Office of Financial Management and Snohomish County forecasts. The growth targets in the 2015 Comprehensive Plan show a target population of 10,116 by 2035. The population in 2018 was 6,835. With an assumed growth rate of 2.7% the City is expected to meet the 2035 population target in 2033.

Land Capacity

The 2035 growth targets used the Snohomish County 2012 Buildable Lands Report. This report documents the amount of vacant and redevelopable land in the City and County wide. In Stanwood the 2012 Buildable Land report documented: 469 acres of Gross Vacant Available Land, which includes all vacant property, partially used property and re-developable property.

Once the amount of gross vacant and redevelopable land was determined, the City applied a formula to estimate the potential holding capacity of that land. The formula applies a discount factor for infrastructure and then multiplies the net available land by averaged densities, occupancy rates and persons per household to estimate future population growth. Stanwood's 2035 population projection was prepared based on the following formula:

- Gross Land = 469 acres
- Net Available Land = 347
- Stanwood City Limits has 198 net acres
- Stanwood UGA has 149 net acres
- Expected number of new residents in the Stanwood City Limits is 3,370.
- Expected number of new residents in the Stanwood UGA is 1,797.

Below is the formula showing how the 2035 population growth targets were determined for areas within the City and in our urban growth boundary.

Stanwood City Limits

198	Net Acres
X 0.20	20% Infrastructure Reduction
40	Acres Removed for Roads & Other
158	Developable Acres
X 8.57	Average "Historic Densities"
1355	Number of Expected New Units
X 0.96	X Expected Occupancy Rate
X 2.59	X Persons Per Household
3,370	Expected Number of New Residents

Stanwood UGA

149	Net Acres
X 0.20	20% Infrastructure Reduction
30	Acres Removed for Roads & Other
119	Developable Acres
X 6.05	Average "Historic Densities"
723	Number of Expected New Units
X 0.96	X Expected Occupancy Rate
X 2.59	X Persons Per Household
1,797	Expected Number of New Residents

The results of this analysis showed that if every development applied the maximum development allowed per parcel, the City could reach its projected population target. But, Stanwood's zoning does not require minimum densities; only maximum densities. The true test of the Comprehensive Plan land capacity analysis is: Are the market trends matching the expectations? To answer that question, we compared actual development data against the growth formula.

Analysis of Actual Traditional Neighborhood Zone Developments and Density

An analysis of the actual TN zone developments that have Preliminary Plat approval.

- Cedarhome Square
- Schmitt Plat

Project	Gross Acres	New ROW (20%)	Critical Areas, Easements, or Park Acres	Net Acres	Expected Lots at 10 DU/ Net Acre	Expected Lots at 20 DU/ Net Acre	Actual Lots/ Units	Actual Gross DU/Acre	Actual Net DU/Acre	Actual New Residents
Cedarhome Square	38.3	7.7	17.0	13.7	137	274	129	3.4	9.4	334
Schmitt Plat	18.5	3.7	1.8	13.0	130	260	98	5.3	7.5	254

The above two recently approved plats show that development is achieving nearly ten units per **net** acre; or less than half of the 20 units per acre as originally predicted in the TN zone. There are several reasons for this:

- The original formula did not account for critical areas, easements, or the required parks and open space. This significantly reduced the amount of developable land in each plat which in turn reduced the number of units produced.

- Market forces in Stanwood are pushing developers to maximize the number of detached single family residential units versus developing cottage or townhouse units.

TN Docket Application

The City received one docket application in 2018 requesting that the Traditional Neighborhood (TN) zones be re-evaluated to determine the best mix of land uses for compatibility with adjacent properties. Below is the basic premise behind the Docket request:

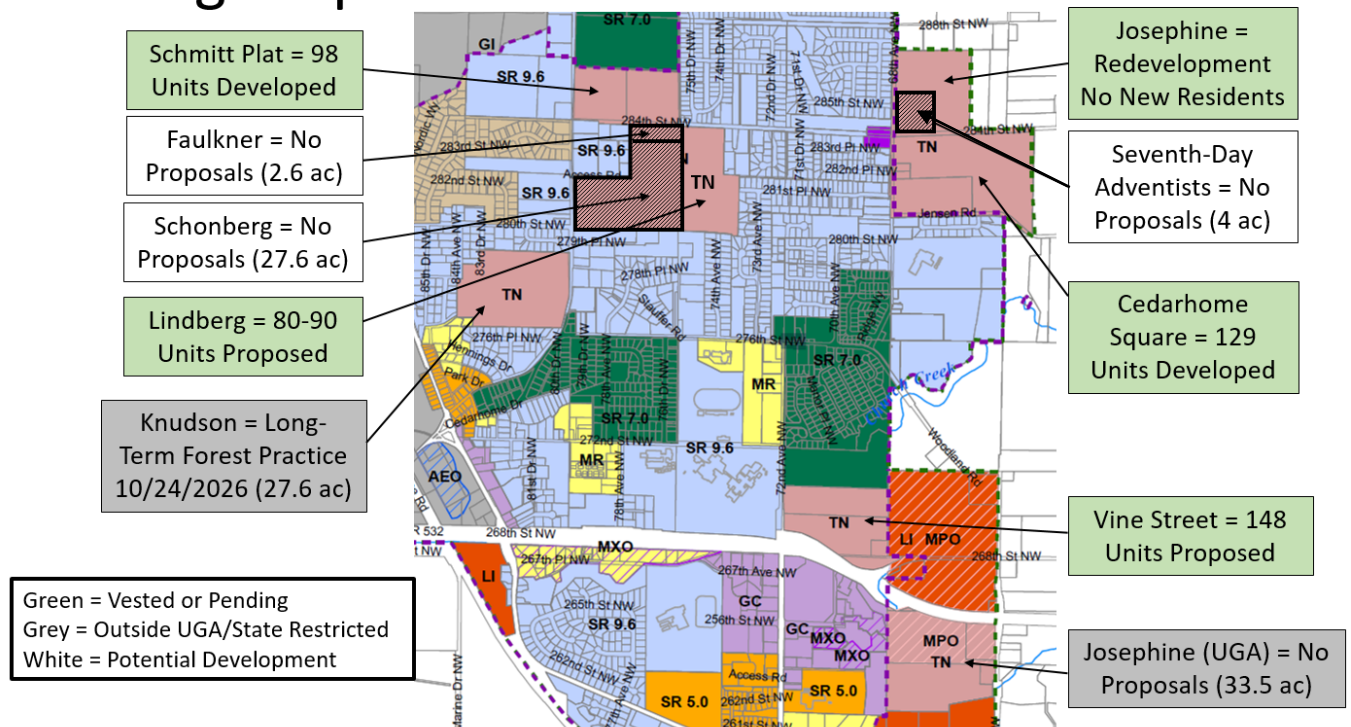
- Three of the five TN parcels are inappropriately zoned
- TN zones are being developed with “urban village” type housing in a semi-rural setting
- Existing streets are narrow with minimal pedestrian facilities
- Increased traffic flows in residential neighborhoods
- Multifamily developments being built in semi-rural single family residential areas

In reviewing the intent of the TN designation in the Comprehensive Plan against the actual development, the level of development being produced is significantly less than what was expected. When reviewing any potential code change, it is important to look its effect on the entire zone. In looking at the TN zone we found that any potential code change would only directly affect a few parcels because:

- Several parcels are either have currently vested development status or is pending
- Other properties are owned by entities which are not expected to produce new housing units

The result is there are realistically only three parcels that could be affected by any potential code change.

Zoning Map



If the city reduces the expected density expected out of the TN zone, the City will only increase the possibility of not achieving our 2035 population targets. The Buildable Lands requirement under the Growth Management Act requires cities to evaluate and implement strategies to meet their growth targets if they are not reaching their projected 20 year population forecasts. This is important as grant funding is tied to compliance with the Growth Management Act.

Conclusions:

While the TN zoning on paper presents the perception of potential incompatibility with surrounding neighborhoods, the analysis shows that the development density is lower than expected and is actually similar to that of nearby subdivisions. The lower density is due to developers choosing to build at the highest percentage the code allows for single family residences. The issue then appears to be compatibility: or housing unit type.

This Docket item brought forward several important land use issues: land use density, housing types, housing affordability, population growth targets, community character, market factors and compliance with state law (Growth Management Act). These are all issues that the City will be working on over the next couple of years as we work towards the 2023 Comprehensive Plan update.

It is staff's recommendation, with concurrence of the Planning Commission, that the TN zoning regulations not be amended because there are too few unencumbered TN parcels remaining. However, it is our opinion that we continue analyzing these issues in preparation for the upcoming buildable lands assessment and 2050 population

projections. In addition, the State Legislature, is considering several housing affordability bills which may mandate the City to adopt “missing middle” zoning regulations. In essence, this is not the end of the housing and population discussion, but instead the beginning of the 2023 Comprehensive Plan update process.

FISCAL IMPACT

There are no direct financial impacts to the City closing out the 2018 Docket. Continued work on the buildable lands analysis, 2050 population projections and the 2023 Comprehensive Plan update is part of the Community Development Departments annual work load.

COMMITTEE RECOMMENDATION

Planning Commission:

The Planning Commission has been reviewing the TN Docket Application request since September 2018. Their work began with the initial review of the docket application in September and then moved into serious consideration of the request in 2019: February 7, March 6, and May 10 meetings included robust discussions on housing options, population projections and neighborhood compatibility.

At their May 10th meeting the Planning Commission unanimously recommended to close the TN Docket Application, but continue with the larger discussion of housing, population and density city wide. The City will be expected to review our population projections as part of the upcoming Comprehensive Planning process. If we are not meeting our projected population target, then we will need to make adjustments to our Comprehensive Plan policies and potential development regulations. The Planning Commission felt it was more appropriate to discuss how population and land capacity is addressed throughout the entire city, not just a single zone focused discussion.

Council Community Development Committee:

The Community Development Committee reviewed the docket request September 27, 2018, October 11, 2018, February 14, 2019 and on June 13, 2019. Both the Planning Commission and the Community Development Committee spent a significant amount of time discussing this docket item and have agreed that the issue of housing, density, and compatibility should be considered at the city wide level. The Community Development Committee recommended that as we move forward we consider incentives that preserve Stanwood’s residential character while providing a mix of housing types. It was also suggested that we may want to consider an expansion of the urban growth boundary if it is warranted with the next Comprehensive Plan update.

CITY COUNCIL OPTIONS

City Council options include:

3. Close out the Shepro Docket request and begin working towards the 2023 Comprehensive Plan update.
4. Send the Shepro Docket request back to the Planning Commission for further evaluation.

RECOMMENDED MOTION

I MOVE TO CLOSE OUT THE 2018 TN DOCKET APPLICATION AND DIRECT STAFF TO CONTINUE ANALYZING HOUSING, DENSITY AND POPULATION ISSUES IN PREPARATION OF THE UPCOMING BUILDABLE LANDS ASSESSMENT AND 2050 POPULATION PROJECTIONS.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7d
DATE: June 27, 2019
SUBJECT: Special Event Permit –National Night Out Against Crime
CONTACT PERSON: Amanda Slattery, Admin, Chief Norm Link,
ATTACHMENTS: A – Special Event Permit Application

ISSUE

The Police Department has submitted a Special Event application to hold a National Night Out Against Crime Event on Tuesday, August 6, 2019 from 6:00pm to 8:00 p.m. in the Old Thrifty Foods Parking lot. (27725 90th Ave NW)

SUMMARY

National Night out against Crime event will be held on Tuesday, August 6, 2019 from 6:00pm to 8:00pm. It will be held in the Old Thrifty Foods Parking lot, (27725 90th Ave NW) closing 90th Ave starting at the Parking Lot, including the Service Road North of the Store.

DISCUSSION

Each year over thirty-seven million people throughout the United States celebrate the event known as National Night Out Against Crime. This traditional event was originally developed by the National Association of Town Watch (NATW). The purpose of this event was to promote involvement in crime prevention through such programs as Neighborhood Watch and by fostering community partnerships between neighborhoods and law enforcement.

The Stanwood Police Department, in cooperation with North County Fire, Snohomish County Parks and the Stanwood Chamber of Commerce, wants to recognize National Night Out by holding the annual event again this year in the City of Stanwood on Tuesday, August 6, 2019 from 6:00pm to 8:00 p.m.

This event supports the Stanwood Police Department Strategic Plan by promoting community partnerships (including Neighborhood Watch) which are proven to reduce crime because criminals realize communities that work together are organized to fight back against crime. The event is schedule to be held in the private parking lot located at 27225 90th Ave NW Stanwood (old Thrifty Foods). Participation and possible donations made by the Stanwood business community are anticipated. A variety of events will occur including display of emergency equipment, food venders, agency booths, and live music.

FINANCIAL IMPACT

The Police Department has a dedicated budget of \$3,500.00 to cover costs of this event including, food, banners, advertising, and port-a-potties. The Special Event fees are \$400.00 to pay for Public Works staff to assist with the road closure. The City will contribute 75% of the fees, (\$300.00), total fees owing is \$100.00

CITY COUNCIL OPTIONS

1. Approve the National Night out against Crime event on Tuesday, August 6, 2019 from 6:00pm to 8:00pm.
2. Remove the Special Event permit from the consent agenda for further discussion and Special Event Permit request for the National Night out against Crime to be held on August 6, 2019.
3. Don not approve the Special Event permit for the National Night out against Crime scheduled on August 6, 2019.

RECOMMENDED ACTION

I MOVE TO AUTHORIZE THE STANWOOD POLICE DEPARTMENT TO HOLD A SPECIAL EVENT ON AUGUST 6, 2019 AT 27225 90TH AVENUE NW (OLD THRIFTY FOODS) FROM 6:00 P.M. TO 8:00 P.M. IN SUPPORT OF NATIONAL NIGHT OUT AGAINST CRIME.



City of Stanwood
 10220 270th Street NW
 Stanwood, Washington 98292
 Phone: (360) 629-2181
 Fax: (360) 629-3009

Permit
 Number:

2019-0126

SPECIAL EVENT PERMIT APPLICATION

Definition: Special events means any temporary or ongoing activity that occurs on public property that affects the ordinary use of public streets, right-of-way, sidewalks, traffic and other places that reasonably expected to cause or result in more than 75 people gathering in a public place; and/or is reasonably expected to have an uncommon impact on such public place; and/or is reasonably expected to require the provision of public services.

The following items are required for all special event applications:

- ☒ Completed application - submitted 60 days prior to the event for review and processing.
- ☒ Non-Refundable Application Fee: **\$50.00, fee must accompany application.**
- ☒ Certificate of Liability Insurance *City event*
- ☒ Detailed site map showing street closures, traffic control devices, barricades and portable toilets
- ☒ Written permission from property owners if event is held on private property
- ☐ Flyer and/or schedule of event(s)
- ☒ Banner application if applicable, application located on City website or at City Hall.
- ☐ **\$200 Non refundable Fee Park Fee** if applicable due at time of application to reserve date. Fee will be applied to park use, but is non-refundable.

Park Reservations and submittal of fees must be pre-authorized with Lisa Noonchester at (360) 629-9781 ext. 4531 or lisa.noonchester@ci.stanwood.wa.us, prior to submitting the Special Event application.

Any changes to the area where the event is held must be returned to its original condition. Only chalk is allowed on streets, no paint of any kind is allowed.

City Contribution

- For large events 1000 people or more, the City to contribute 75% of the cost of staff labor and equipment costs.
- For small events less than 1000 people, the City to contribute up to a limit of \$325 value of staff time and equipment costs.

See the City Contribution form attached to this document for more information. To request City Sponsorship, the application for City Sponsorship must accompany this application

Applicant Information

Applicant's Name: City of Stanwood (Police) - Chief Link
 Company/Organization: Stanwood Police
 Contact Person to be available at event: Norm Link & Amanda Slattery

*emailed
 City 3/19/19*

Mailing address: 40 Box 127 Stanwood, WA 98292

Phone: (425) 388-5290 Cell: ^{NORM} (425) 754-4183 Email: amanda.slattery@snoco.org

Event Information

Name of Event: National Night Out

Event Date(s): August 6, 2019

Event open time: 6pm Event close time: 8pm

Set up date and time 5pm

Break down date and time: 8pm - 10pm (est)

Event Location (must include address) 27225 90th AVE NW

Does your event cause any street closures? Yes

Which streets will be closed? 90th Ave NW / 88th St NW (see map)

Attendance

Estimated Total Attendance: 1,500+

How many registered Participants? 35(est) Spectators? 1500 Volunteers? 12 Staff? 5-6

Event Site Plan

Attach proposed event map and site plan with the following indicated for review, potential amending and approval:

- Detailed event layout/route with directional arrows, street names
- Placement and collection of signage, traffic control devices, barricades, toilets, etc
- Parking Plan
- Tents, Canopies and Awnings
- Stages, booths, trailers, motorhomes

City Services

Will any other City services or supplies be requested? If so, please describe in detail below:

a. Police: police vehicles, Police sponsored

b. Fire: Ladder truck, Aid car

c. Public Works: Barricades, no parking signs, road closed signs, garbage cans, help set up-take down (work order to follow)

Plan for police services, security/crowd control, first aid/medical assistance, street closures and traffic route/intersection control:

Police @ event

Plan for portable toilets, garbage, sanitation and clean-up (please include delivery and pick up dates):
Applicant must provide for their own portable toilets, but explain plan: _____

portable toilets - pd budgeted

Garbage - PW to provide cans & pick-up

Temporary Signage (describe number and size and diagram location)

signs "yard stake" style will be out 1 week prior to event
all throughout the city.

Will there be organizations or vendors involved in the event? Yes ☒ No ☐

If yes, How many? Local within Stanwood City Limits: 10 (est)

Outside Stanwood City Limits: 25 (est)

Applicant must collect and maintain all Vendor Insurance and food handler information.

Will food and/or liquor be distributed/sold at event: Yes ☒ No ☐ (if yes, please explain plan)

Note: per SMC 9.24.080 "No person shall consume liquor ... in a public place".

Free

Once application is approved, within 72 hours of event, applicant shall notify all parties' impacted (residents, businesses, transit, fire, police, public works).

AGREEMENT

The City of Stanwood does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Applicant will provide the City with a Certificate of Liability Insurance naming the City as an additional insured on the policy. Applicant's insurance coverage shall be primary as respects to the City. The policy must include bodily injury and property damage coverage limits of no less than \$1,000,000 for each occurrence and \$2,000,000 general aggregate. Insurance is to be placed with insurers with a current AM Best rating of not less than A: VII who are authorized to do business in the State of Washington. Insurance may be purchased through the City's insurance carrier at an additional cost to meet this requirement.

The applicant shall defend, indemnify and hold harmless the City of Stanwood, its officers, officials, employees and volunteers, while acting within the scope of their duties, from any and all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Signature of Applicant: A. Slattey c24

Organization/Title Stanwood PD, Records Date: 03-19-2019



Request for City Contribution
(submit with special event application)

Name of Applicant: City of Stanwood - Police

Name of organization requesting contribution: National Night Out

Name of event: _____

Event Dates: August 6, 2019

Mailing Address: PO Box 127

City Stanwood State WA Zip 98292

Phone: (425) 388-5290 Cell: _____

Email: amanda.slattery@snoco.org

Criteria for approval of city contribution:

As part of the review of a City contribution the following findings shall be made:

- o The event contributes to marketing of the City
- o The event will attract the general public into the downtown or uptown commercial areas and will be conducted in a way that creates potential for additional retail or service business transactions that will contribute to the City's tax base.
- o The event provides recreation benefit to the general public.
- o The event promotes the general public welfare.

As part of City contribution, the City of Stanwood logo and/or text indicating the City role may, in sole discretion of the City be included in signage, posters and other advertising materials for the event.

Briefly describe how your event will meet the above listed criteria:

City event, 1500+ people, community involvement

Amount requested: \$ banner hanging fees, permit fee's

City services requested for sponsorship: banner hanging on 88th





Special Event Fee Schedule

Name of Event: National Night Out 8/2/18

Fees	No. Requested	Cost/Fee	Unit	Total	City Comments
Application Fee	1	\$50.00	Each	\$50.00	transferred on 5/24/18, not eligible for city contribution-
Additional Vendors not local	10	first 10 free	Each	\$0.00	
Additional Vendors local	25	\$2.50	each	\$0.00	
Banner	0	\$180.00	each	\$0.00	
Other					
Personnel Services					
Public Works	8	\$50.00	hourly rate	\$400.00	
Community Development	0	\$90.00	hourly rate	\$0.00	
Police Services					arrangements to be made directly with Police
Other					
Refundable Deposits					
Refundable Deposits	0	\$150.00	flat rate	\$0.00	
Total fees				\$400.00	
City Contribution				\$300.00	
Applicants fees				\$100.00	
Total deposits				\$0.00	
Applicants total fees				\$100.00	



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8a

DATE: June 27, 2019

SUBJECT: Property Address Standards

CONTACT PERSON: Amy Rusko, Senior Planner

ATTACHMENT: A. Draft Ordinance 1477
B. Findings of Fact and Conclusions

ISSUE:

The issue before City Council is to review the proposed language for property address standards, along with related edits to the details and index of the Street and Utility Standards.

RECOMMENDATION

1. Review and discuss the draft Property Address Standards Code Amendment
2. Open the public hearing and allow for the first reading of Ordinance 1477 making changes to the City of Stanwood Street and Utility Standards.

SUMMARY:

Amendments to Stanwood's Street and Utility Standards Chapter 2, Transportation and Streets to establish property address standards. North County Regional Fire brought forward concerns with the height and placement of address numerals and letters on buildings within the city. The Fire Department has asked that the city consider a minimum height and width requirement for all address numerals and letters for single-family, multi-family and commercial buildings. Visible addresses will ensure that emergency responders are able to readily identify the location of an emergency.

COMPREHENSIVE PLAN GUIDANCE:

Stanwood's Comprehensive Plan notes that providing efficiency to the transportation system is an integral part of the city. The proposed amendment provides for efficiency to emergency responders.

LUG-1: Plan current and future land uses in accordance with the Washington State Growth Management Act, Snohomish Countrywide Planning Policies and the values and vision of Stanwood residents and business people.

TG-1: Continue to develop a transportation system that encourages, supports, and enhances the safe, efficient and reliable movements of people, vehicles, and goods.

TG-6: Apply technological solutions to improve the efficiency of the transportation system.

TP-6.1: Identify and implement strategies for the efficient movement of emergency responses.

FINANCIAL IMPACT:

There are no direct financial impacts to the City.

COMMITTEE RECOMMENDATION:

City Council Public Works Committee Recommendation:

The Council Public Works Committee's April meeting included a briefing on the proposed property address standards code amendment. At that meeting the Committee recommended minor changes and to proceed with the proposed amendment.

City Council Community and Economic Development Committee Recommendation:

The Council Community Development Committee's June meeting included a briefing on the proposed property address standards code amendment. At that meeting the Committee recommended to proceed with the proposed amendment and supports adding it to the Council's agenda.

CITY COUNCIL OPTIONS:

1. Accept the first reading of Ordinance 1477 making changes to Stanwood's Street and Utility Standards relating to establishing property address standards and proceed with the second and final reading on July 11, 2019.
2. Request changes to Ordinance 1477 making changes to Stanwood's Street and Utility Standards relating to establishing property address standards and direct staff to address specific Council issues or concerns prior to Council reconsidering the ordinance.

RECOMMENDED MOTION:

"I MOVE TO APPROVE FIRST READING OF ORDINANCE 1477 AS SET FORTH IN ATTACHMENT "A" AMENDING STREET AND UTILITY STANDARDS CHAPTER 2 CODE AMENDMENTS AND PROCEED WITH THE SECOND AND FINAL READING OF THE ORDINANCE ON JULY 11, 2019."

Or

"I MOVE TO AMEND ORDINANCE 1477 AS DISCUSSED AND TO HAVE STAFF BRING BACK CHANGES FOR THE SECOND READING AMENDING STREET AND UTILITY STANDARDS CHAPTER 2 AND PROCEED WITH THE SECOND AND FINAL READING OF THE ORDINANCE ON JULY 11, 2019."

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. 1477

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING CHAPTER 2 OF THE STANWOOD STREET AND UTILITY STANDARDS ADOPTING A NEW SECTION AND STANDARD DETAILS RELATING TO PROPERTY ADDRESS STANDARDS; AND ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE.

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

WHEREAS, the City has adopted ‘Street and Utility Standards’ by reference pursuant to SMC 14.14.010; and

WHEREAS, there is a need to establish procedures regarding standards for address numerals and letters on single-family, multi-family and commercial buildings; and

WHEREAS, the City’s Street and Utility Standards do not presently have standards regulating the minimum height of address numerals or letters; and

WHEREAS, the intent of this Ordinance is to amend Chapter 2 of the Street and Utility Standards and adopt consistent regulations regarding the placement and size of address numerals and letters; and

WHEREAS, the code amendments are consistent with the Comprehensive Plan and meet the requirements and intent of the Plan, including Land Use Goal 1, Transportation Goal 1, 2, 6 and Transportation Policies 6.1.

WHEREAS, the code amendment was circulated for public review on June 11, 2019; and

WHEREAS, the City Council Public Works Committee reviewed the proposed language and amendments set forth in this Ordinance at their April 1, 2019 meeting; and

WHEREAS, the City Council Community Development Committee reviewed the proposed language and amendments set forth in this Ordinance at their June 13, 2019 meeting; and

WHEREAS, the City Council held their first reading of the draft code amendments on June 27, 2019 and their second reading on July 11, 2019 and _____; and

WHEREAS, pursuant to RCW 36.70A.106, the City notified the Washington State Department of Commerce of the City’s intent to adopt the proposed amendments to the Stanwood Municipal Code; and

WHEREAS, the amendments are beneficial to the public health, safety and welfare and is in the public interest by providing reliable and consistent rules and procedures for street numerals and letters; and

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

Section 1. Street and Utility Standards Chapter 2 entitled "Transportation and Streets" is hereby amended by adopting a new section 2G.110 to read as follows:

2G.110 Address Numerals and Letters

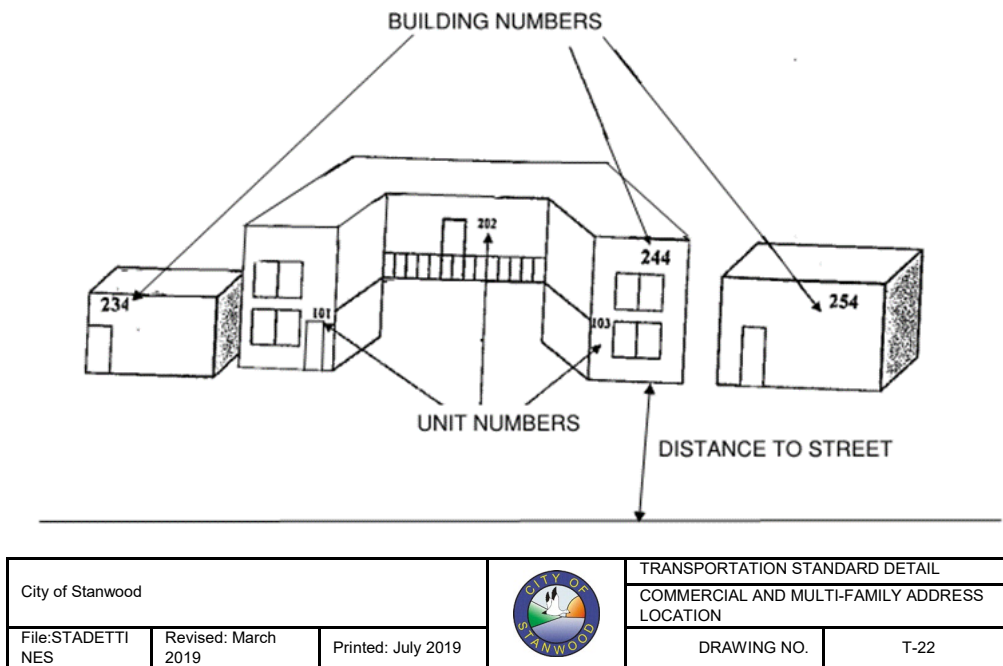
- A. The design, style, and shape of address numbers shall render them easily readable from the street. Numbers shall contrast with building background.
- B. Commercial and Multi-Family address numbers shall be located on the high point corner of the building facing the street so as to be readily visible from the public street fronting the building at all times.
- C. Address numbers on windows or other glazing require prior approval; contrasting may appear acceptable at certain times of day but may be non-acceptable at others.
- D. Property owners shall be required to have all address numerals and letters visible and legible from the street. In cases where shadows or building locations adversely affect the visibility, then additional numbers, larger numbers or other modification shall be required. In cases where overgrown vegetation adversely affects the visibility, then the property owner shall be required to trim or remove the vegetation from blocking the address.
- E. The rear entrances or access doors of all strip malls, commercial center buildings, and other areas with multi-tenant spaces shall be posted with the unit/suite number.
- F. All address numerals and letters shall be in compliance with this section at the time of business license issuance.
- G. Numeral and Letter Calculations:

Type of Building	Minimum Numeral or Letter Height	Minimum Numeral or Letter Width
Residential	4 inches	2 inches*
Commercial / Multi-Family	10 inches	5 inches*
* Except when the number 1 is used, it may be used in proportion with the other numbers of the address.		

Section 2. Street and Utility Standards Transportation Standard Details Index is hereby amended by adopting a new standard detail to read as follows:

T-22 COMMERCIAL AND MULTI-FAMILY ADDRESS LOCATIONS

Section 3. Street and Utility Standards Transportation Standards Details T-22 is hereby amended to read as follows:



Section 4. Findings of Fact and Conclusions. In support of the amendment approved in this Ordinance the Stanwood City Council adopts the Findings of Fact and Conclusions and incorporated herein by reference and the analysis contained in the Staff Report on the amendments.

Section 5. Severability. The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

Section 6. Authority to Make Necessary Corrections. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers and any references thereto.

Section 7. Conflict. In the event that there is a conflict between the provision of this Ordinance and any other City ordinance, the provision of this Ordinance shall control.

Section 8. Effective Date. This Ordinance shall take effect from and after five (5) days after its passage and publication as required by law.

PASSED AND APPROVED by the Stanwood City Council this ____ day of ____ 2019.

CITY OF STANWOOD

Leonard Kelley, Mayor

ATTEST:

By: _____
David Hammond, City Clerk

APPROVED AS TO FORM:

By: _____
Grant Weed, City Attorney

Date of Publication: _____

Effective Date: _____



City of Stanwood
Findings of Fact and Conclusions of Law

Stanwood City Council
Property Address Standards

A. GENERAL INFORMATION

File Number(s): 2019-0162

Project Summary: The Public Hearing is to consider a code amendment to amend portions of Stanwood's Street and Utility Standards Chapter 2, to create Property Address Standards.

Applicant: City of Stanwood

Location: City of Stanwood

Public Hearing Date: June 27, 2019

Staff Contact: Amy Rusko, Senior Planner

B. BACKGROUND AND DESCRIPTION OF PROPOSAL

Amendments to Stanwood's Street and Utility Standards Chapter 2, Transportation and Streets to establish property address standards. North County Regional Fire brought forward concerns with the height and placement of address numerals and letters on buildings within the city. The Fire Department has asked that the city consider a minimum height and width requirement for all address numerals and letters for single-family, multi-family and commercial buildings. Visible addresses will ensure that emergency responders are able to readily identify the location of an emergency.

C. CODE AMENDMENT CRITERIA

The city may approve or approve with modifications amendments to the text of the zoning code if:

(a) The purpose and desired effect of the proposed zoning code amendment are consistent with the Stanwood Municipal Code;

Currently the City does not have regulations regarding the height and location of address numerals and letters for residents or businesses.

The following are a list of the proposed changes to Stanwood's Street and Utility Standards.

Edits to Street and Utility Standards Chapter 2:

- 2G.110 – Address Numerals and Letters
- Detail – T-22 Commercial and Multi-Family Address Locations

(b) There is a positive relationship to the public health, safety and welfare of the community; and

The intent of the amendments is to develop property address standards regarding height and placement of numerals and letters to provide better visibility for emergency responders to locate residents and businesses.

(c) The proposed amendment is consistent with the Stanwood Comprehensive Plan.

Stanwood's Comprehensive Plan notes that providing efficiency to the transportation system is an integral part of the city. The proposed amendment provides for efficiency to emergency responders.

LUG-1: Plan current and future land uses in accordance with the Washington State Growth Management Act, Snohomish Countrywide Planning Policies and the values and vision of Stanwood residents and business people.

TG-1: Continue to develop a transportation system that encourages, supports, and enhances the safe, efficient and reliable movement of people, vehicles, and goods.

TG-6: Apply technological solutions to improve the efficiency of the transportation system.

TP-6.1: Identify and implement strategies for the efficient movement of emergency responses.

D. FINDINGS OF FACT

1. It is necessary and beneficial for the health, safety and welfare of the community to establish property address standards.
2. There is a need to establish standards for property addresses. The standards provide for consistent addresses throughout the city emergency responders.
3. Stanwood's 2015 – 2035 Comprehensive Plan addresses the need to provide necessary regulations regarding transportation systems that encourages and supports efficient and reliable movements:
 - LUG-1: Plan current and future land uses in accordance with the Washington State Growth Management Act, Snohomish Countrywide Planning Policies and the values and vision of Stanwood residents and business people.
 - TG-1: Continue to develop a transportation system that encourages, supports, and enhances the safe, efficient and reliable movement of people, vehicles, and goods.
 - TG-6: Apply technological solutions to improve the efficiency of the transportation system.
 - TP-6.1: Identify and implement strategies for the efficient movement of emergency responses.

4. On April 10, 2019 the proposed amendments were transmitted to the State of Washington Department of Commerce for state agency review in accordance with 36.70A.106.
5. The proposed code changes is procedural in nature and contains no substantive changes to the street and utility standards or the environment therefore a State Environmental Policy Act (SEPA) Exemption was issued on the proposed amendment on April 16, 2019.
6. Notice of Public Hearing was published in the Stanwood Camano News on June 11, 2019.
7. The City Council Public Works Committee reviewed the proposed amendments set forth in this Ordinance at their April 1, 2019 meeting.
8. The City Council Community Development Committee reviewed the proposed amendments set forth in this Ordinance at their June 13, 2019 meeting.
9. Staff prepared a report summarizing the proposed code amendment. This report is part of the public record and was presented to the City Council at the public hearing on June 27, 2019 for their consideration.

E. CONCLUSIONS OF LAW

1. The City of Stanwood has authority under RCW Title 35A, to adopt plans and regulations related to development and operations within the City of Stanwood.
2. The proposal is consistent with the Comprehensive Plan and meets the requirements and intent of the Plan, including Land Use Goals 1, Economic Development Policies 6.1 and 8.11, Transportation Goal 1, and Transportation Policies 1.8, 1.9 and 5.9.
3. The proposal is beneficial to the public health, safety and welfare and is in the public interest by providing reliable and consistent standards for single-family, multi-family and commercial property addresses.
4. Providing consistent address standards creates an ease of visibility to emergency responders ensuring reliable and timely services.
5. After considering staff comments and public testimony the Stanwood City Council determined the draft code amendment is consistent with the Comprehensive Plan and should be adopted.

Now therefore the City Council of the City of Stanwood hereby **ADOPTS** the Findings of Fact and Conclusions of Law contained herein.

Dated this 27th of June 2019.

Leonard Kelley, Mayor
City of Stanwood



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9a

DATE: June 27, 2019

SUBJECT: **Vacation of Streets and Alleys Code Amendment**, Title 14 Buildings and Construction and Title 17 Zoning

CONTACT PERSON: Amy Rusko, Senior Planner

ATTACHMENT: A. Draft Ordinance 1476
B. Findings of Fact and Conclusions

ISSUE

The issue before City Council is to hold the second reading and final adoption of Ordinance 1476, Vacation of Streets and Alleys Code Amendment.

RECOMMENDATION

Conduct second reading and final adoption of Ordinance 1476 amending Title 14 and Title 17 of affecting the procedures of the Vacation of Streets and Alleys in the City of Stanwood Municipal Code.

SUMMARY

Implement new code and edit code sections to the Stanwood Municipal Code for the proposed language regarding the vacation of streets and alleys ordinance. The draft ordinance for Chapter 14.48 Vacation of Streets and Alleys establishes procedures to process a vacation of streets and alleys. The changes to Chapter 17 include text edits to three areas of the code that mentioned right-of-way vacations.

Minor Changes from 1st Reading

- Changed Title 11 to Title 14. The Vacations of Streets and Alleys will be under Chapter 14, Buildings and Construction of the Stanwood Municipal and not create a new title for streets and sidewalks.
- Changed all numbers within the Ordinance to reflect the change of chapters from 11 to 14.
- Expanded the summary description of the Ordinance

Vacation of Streets and Alleys Amendments

- Chapter 14.48, Vacation of Streets and Alleys is a new Chapter to the Stanwood Municipal Code. Chapter 14.48 established procedures for processing vacations of streets and alleys within the city.
- Chapter 17.81A Edits. Table 17.81A-I: Classifications of Permits and Decisions has been edited to read “Vacations of Streets and Alleys” instead of Right-of-Way Vacation to have the same name as the new chapter.
- Chapter 17.81B.515 Edits. Remove the language that discusses the Notice of Application requirements listed in (4). The new code regulates the noticing procedures.
- Chapter 17.81B.555 Edits. Remove the language within the Expiration of Approval section that references right-of-way vacations. The new code address proposed timelines throughout the vacation process.

COMPREHENSIVE PLAN GUIDANCE:

Stanwood’s Comprehensive Plan notes that improvements to transportation, parks, bicycle paths, and trail systems are an integral part of the city. The proposed chapter provides clear procedures and criteria enabling the city can make strategic decisions regarding the needs of public right-of-way.

LUG-1: Plan current and future land uses in accordance with the Washington State Growth Management Act, Snohomish Countrywide Planning Policies and the values and vision of Stanwood residents and business people.

EDP-6.1: Ensure that City licensing and permitting procedures and development regulations are coherent, fair, and expeditious.

EDP-8.11: Create an interconnected grid street system that give public access to the interior of large parcels.

TG-1: Continue to develop a transportation system that encourages, supports, and enhances the safe, efficient and reliable movement of people, vehicles, and goods.

TP-1.8: Encourage or require where appropriate a grid of through-streets to create a transportation system with east-west and north-south connections.

TP-1.9: Work toward completing an integrated street network for automobiles, bicycles, and pedestrians by using complete streets program provisions as a guideline.

TP-5.9: Preserve unimproved public rights-of-way when reasonable to assure they are available in the future for development of an interconnected network of pedestrian and bicycle trails.

FINANCIAL IMPACT:

There are no direct financial impacts to the City except the staff and attorney time to review any subsequent permit applications.

COMMITTEE RECOMMENDATION:

City Council Public Works Committee Recommendation:

The Council Public Works Committee's April meeting included a briefing on the proposed vacation of street and alley code amendment. At that meeting the Committee recommended to proceed with the proposed edits.

City Council Community and Economic Development Committee Recommendation:

The Council Community Development Committee's March meeting included a briefing on the proposed vacation of street and alley code amendment. At that meeting the Committee agreed with the need to have an ordinance and supports adding it to the Council's agenda upon receipt of the Planning Commission's Recommendation.

Planning Commission Recommendation:

The Planning Commission held a Public Hearing on April 22, 2019. The Public Hearing included a presentation of the proposed vacation of street and alley code amendment. No public comments were made at the hearing. The Planning Commission voted unanimously to adopt the Findings of Fact and Conclusions of Law (Attachment B) and recommend approval of the code amendments to Title 14 Building and Construction and Title 17 Zoning to City Council.

CITY COUNCIL OPTIONS:

1. Approve second reading and final adoption of Ordinance 1476.
2. Do not adopt Ordinance 1476.
3. Delay adoption of Ordinance 1476 and direct staff to address specific council concerns or provide additional information.

RECOMMENDED MOTION:

I MOVE TO APPROVE THE SECOND READING AND FINAL ADOPTION OF ORDINANCE 1476 AMENDING TITLE 14 BUILDINGS AND CONSTRUCTION AND TITLE 17 ZONING CODE AMENDMENTS, PROVIDING PROCEDURES FOR THE VACATION OF STREETS AND ALLEYS IN THE CITY OF STANWOOD.

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. 1476

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING STANWOOD MUNICIPAL CODE TITLE 14, ENTITLED BUILDINGS AND CONSTRUCTION BY ADDING A NEW CHAPTER 14.48 VACATION OF STREETS AND ALLEYS, FURTHER AMENDING CHAPTER 17.81A, AND CHAPTER 17.81B, RELATING TO PROCEDURES TO VACATE STREETS AND ALLEYS; AND ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE.

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

WHEREAS, there is a need to establish procedures for vacating streets and alleys. The vacation procedures provide a consistent process that evaluates all vacations using the same criteria; and

WHEREAS, the City does not have a vacation of streets and alleys chapter in the Stanwood Municipal Code and follows the standards set forth by Chapter 35.79 RCW; and

WHEREAS, the intent of the new chapter is to develop consistent regulations in regards to: petition, compensation, analysis, hearings, and granting criteria to process a vacation of street or alley within the City; and

WHEREAS, the code amendments are consistent with the Comprehensive Plan and meet the requirements and intent of the Plan, including Land Use Goal 1, Economic Development Policies 6.1 and 8.11, Transportation Goal 1, and Transportation Policies 1.8, 1.9 and 5.9; and

WHEREAS, the code amendment was circulated for public review on March 21, 2019; and

WHEREAS, the City Council Public Works Committee reviewed the proposed language and amendments set forth in this Ordinance at their April 1, 2019 meeting; and

WHEREAS, the City Council Community Development Committee reviewed the proposed language and amendments set forth in this Ordinance at their March 14, 2019 meeting; and

WHEREAS, the Planning Commission held a Public Hearing April 22, 2019 and _____ of the code amendments to the City Council; and

WHEREAS, the City Council held their first reading of the draft code amendments on June 13, 2019 and their second reading on June 27, 2019 and _____; and

WHEREAS, pursuant to RCW 36.70A.106, the City notified the Washington State Department of Commerce of the City's intent to adopt the proposed amendments to the Stanwood Municipal Code; and

WHEREAS, the amendments are beneficial to the public health, safety and welfare and is in the public interest by providing reliable and consistent rules and procedures for street vacation applications; and

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

Section 1. SMC 14.48 entitled "Vacations of Streets and Alleys" is hereby amended to read as follows:

Chapter 14.48

VACATIONS OF STREETS AND ALLEYS

Sections:

<u>14.48.010</u>	Statement of Purpose
<u>14.48.020</u>	Petition – Fee – Subdivision Vacation.
<u>14.48.030</u>	Pre-application Procedure.
<u>14.48.040</u>	Petition – Procedure – Investigation.
<u>14.48.050</u>	Resolution Setting Public Hearing.
<u>14.48.060</u>	Compensation.
<u>14.48.070</u>	Nonuser Statute
<u>14.48.080</u>	Public Hearing Notice – Fifty Percent Objection.
<u>14.48.090</u>	Appraisal – Survey – Fees.
<u>14.48.100</u>	Granting Criteria.
<u>14.48.110</u>	Right to Reserve Easements.
<u>14.48.120</u>	Vacation Ordinance.
<u>14.48.130</u>	Notice of Action to Auditor and Appraiser.
<u>14.48.140</u>	Use of Proceeds of Vacation.
<u>14.48.150</u>	Title to Vacated Street or Alley.

14.48.010 Statement of Purpose

This chapter establishes the procedures and criteria that the city will use to decide upon vacation of streets, alleys and other types of public easements relating to street, pedestrian or travel purposes.

14.48.020 Petition – Fee – Subdivision Vacation.

(1) The owner of an interest in any real estate abutting on any street or alley who may desire to vacate any street or alley, or any part thereof, shall petition the City Council for the vacation of such street or alley or any part thereof in the manner hereinafter provided in this chapter and pursuant to Chapter 35.79 RCW. Such petition shall be on such form as may be prescribed by the City, shall contain a full and correct legal description and map of the property sought to be vacated, and shall be signed by the owners of more than two-thirds of the property abutting upon the part of such street or alley sought to be vacated.

(2) Fees to be paid on the filing of a petition shall be established by resolution of the City Council. Until all fees have been paid in full, no action shall be taken on the petition.

(3) If a proposed street vacation is part of a proposed vacation of a subdivision or short subdivision, then the procedure for vacation of subdivisions under RCW 58.17.212 shall be used and complied with, and the street vacation procedure under this chapter shall not be used.

14.48.030 Pre-application Procedure.

(1) Prior to submitting a petition for the vacation of any street or alley, any abutting property owner may submit a written request to the Public Works Director for a pre-application meeting to discuss the proposal. The request shall include a description of the right-of-way for which vacation is intended to be sought, a statement of the applicant's reasons for requesting vacation, and a statement as to how the requested vacation meets the criteria for granting a vacation as set forth in SMC 14.48.100. No fee shall be required in connection with the pre-application meeting request.

(2) Upon receipt of a request for a pre-application meeting, the Public Works Director shall schedule the meeting. The Public Works Director may preliminarily determine if there are any of the granting criteria that the proposal appears incapable of complying with. This preliminary determination shall not be final or binding in any respect. If the applicant thereafter decides to proceed with a street vacation petition, all provisions of this chapter shall apply.

14.48.040 Petition – Procedure – Investigation.

(1) Upon receiving a petition, and payment of fees for the vacation of a City street or alley, and upon completion of the report referenced in Subsection 3 below, from the Public Works Director or designee (hereafter "Public Works Director"), will place the matter upon the agenda of a meeting of the City Council. The Petitioners shall be notified in writing of the date the matter shall come before the City Council.

(2) The City Clerk shall notify the Public Works Director of all proposed vacations. It shall be the duty of the Public Works Director to investigate and report on the matters set forth in SMC 14.48.040(3).

(3) Prior to the presentation of the petition to the City Council, the Public Works Director shall investigate and report on the following:

(a) Ownership of the property abutting on the street or portion sought to be vacated. Proof of ownership of abutting property by the title insurance or certificates may be required, such proof to be furnished by, and at the expense of, the petitioners;

(b) Whether and in what respect the public may be benefited or harmed by the vacation;

(c) Whether the public benefit of the area's use is insufficient to justify the cost of maintenance;

(d) Which property or properties will be directly benefited or adversely affected by the vacation, and in what way;

(e) What effect the vacation will or may have upon property served or which might be served by said vacated street, and whether said street has been opened or constructed, and if so, to what standard;

(f) How said street relates to other streets and highways, and whether other portions of the Subject Street or alley have already been vacated;

(g) Whether the substitution of an alternate way would be more useful to the public;

(h) Whether future changes in conditions may increase public use or need;

(i) How and when the street or alley sought to be vacated became a public right-of-way;

(j) Whether any utilities now exist in said street, or whether such street may be reasonably necessary for future utility uses;

(k) The necessity or desirability of the City retaining an easement or the right to exercise and grant easements for emergency vehicle access and construction, repair, and maintenance of public utilities and services over the land sought to be vacated;

(l) Whether any abutting owner would become landlocked or its access substantially impaired; i.e., whether there is an alternative motive ingress and egress, even if less convenient;

(m) If the right-of-way abuts a body of water, how the proposed vacation would or would not comply with the requirements set forth in RCW 35.79.035;

(n) Whether there is compliance with the Comprehensive Plan, Transportation Plan and future road alignments; and

(o) Any other matters relevant to the vacation of the street or alley.

(4) The Public Works Director shall determine the location and general legal description of the street or alley proposed for vacation and sufficiently known to the City.

14.48.050 Resolution Setting Public Hearing.

(1) The City Council shall consider the report of the Public Works Director, shall consider whether the Council will require that the City be compensated as a condition of the vacation, and shall determine whether to adopt a resolution setting a public hearing on the proposed vacation. The Council will generally make its determination regarding compensation before it adopts the resolution, but the Council shall retain the discretion to review its determination following the public hearing.

(2) For both petition and Council-initiated vacations proposed for public hearing, the City Council shall adopt a resolution setting a time for the hearing, which is not less than 20 nor more than 60 days from the date of passage of the resolution.

14.48.060 Compensation.

The City Council may require the petitioners to compensate the City of Stanwood, prior to the vacation becoming effective, in accordance with the following criteria:

(1) If the City Council determines in its discretion to grant the petition for vacation or any part thereof, the Council may by ordinance vacate such street or alley. Except as otherwise provided herein, such ordinance shall not become effective until the City is compensated in an amount which does not exceed one-half the appraised value of the area to be vacated;

(2) Notwithstanding (1) above, when the street or alley has been part of a dedicated public right-of-way for twenty-five years or more, or when the street or alley or portions thereof were acquired at public expense, an amount that does not exceed the full appraised value of the area vacated;

(3) Compensation may be waived or reduced either when the vacation is initiated by the City of Stanwood or when the City Council deems it to be in the best interest of the City in accordance with the following criteria:

(a) When the abutting property is owned by a governmental entity or by a non-profit corporation whose purpose is for the necessary support of the poor or infirm; or

(b) When the street or alley was vacated by the provisions of Section 32, Chapter 19, Laws of 1889-90 (as described in SMC 14.48.050).

(c) When the street or alley (right-of-way) vacated is traded for property of greater or approximately equal value;

(d) When the street or alley (right-of-way) vacated is abutting residential properties and is 1500 square feet or less, the appraisal required under SMC section 14.48.090 may be waived and the value calculated as a percentage of the average Snohomish County Assessor assessed value of the abutting properties.

- (e) When the street or alley (right-of-way) vacated is de Minimis, under 500 square feet, or otherwise has little to no assessed value.

14.48.070 Nonuser Statute

(1) Section 32, Chapter 19, Laws 1889-90, is known as the “nonuser” statute and reads as follows: “Any county road, or part thereof, which remains unopened for public use for a period of five years after the order is made or authority granted for opening it, shall be thereby vacated, and the authority for building it barred by lapse of time.”

(2) The nonuser statute was amended in 1909 by adding a significant proviso, which is set forth in the current, codified version of the statute, which reads as follows:

RCW 36.87.090 Vacation of road unopened for five years -- Exceptions.

Any county road, or part thereof, which remains unopened for public use for a period of five years after the order is made or authority granted for opening it, shall be thereby vacated, and the authority for building it barred by lapse of time: PROVIDED, That this section shall not apply to any highway, road, street, alley, or other public place dedicated as such in any plat, whether the land included in such plat is within or without the limits of an incorporated city or town, or to any land conveyed by deed to the state or to any county, city or town for highways, roads, streets, alleys, or other public places.

(3) The proviso in RCW [36.87.090](#) exempts streets dedicated in a plat from the nonuser statute. In applying this proviso, the statute cannot have a retroactive effect, if it would interfere with vested rights. Thus, where a county road was dedicated and unopened for five years prior to the 1909 proviso and was not annexed into a city during said five year period, the right of abutting property owners to the vacated road vested and is unaffected by the proviso. On the other hand, where the five-year period had not run by the time of the 1909 proviso, the abutting property owner did not have a vested right and the proviso “saved” the unopened road from automatic vacation.

(4) Although the nonuser statute applies without regard to the City’s street vacation process under Ch. 35.79 RCW, property owners who abut a street vacated under the nonuser statute may nonetheless apply to the City to “formally” vacate the street by ordinance. Abutting property owners may use this method to clear title to right-of-way vacated under the nonuser statute rather than filing a quiet title action in Superior Court, which can be more costly and cumbersome than the street vacation ordinance process. Accordingly, the City will consider petitions to formally vacate streets or alleys that have been vacated by operation of the nonuser statute, if said streets or alleys were dedicated and unopened as county roads for five years prior to the 1909 proviso and if the City has not acquired said streets or alleys by prescription /adverse possession, purchase, eminent domain, or other means. The burden shall be on the property owner requesting vacation to provide all necessary title and historical information to the City to demonstrate that the nonuser statute operates to vacate the subject property.

14.48.080 Public Hearing Notice – Fifty Percent Objection.

(1) Upon the passage of the resolution referenced in SMC 14.48.050 the City Clerk shall give twenty days’ notice of the pendency of the petition by a written notice posted in three of the most public places in

the City and a like notice in a conspicuous place on the street or alley sought to be vacated. The said notice shall contain a statement that a petition has been filed to vacate the street or alley described in the notice, together with a statement of the time and place fixed for the hearing of the petition. In all cases where the proceeding is initiated by resolution of the City without a petition having been signed by the owners of more than two-thirds of the property abutting upon the part of the street or alley sought to be vacated, in addition to notice hereinabove required, there shall be given by mail at least fifteen days before the date fixed for the hearing, a similar notice to the owners or reputed owners of all lots, tracts, or parcels of land or other property abutting upon any street or alley or any part thereof sought to be vacated, or within 300 feet thereof, as shown on the rolls of the County Treasurer, directed to the addresses thereon shown. Failure to send notice by mail to any such property owner where the current address of such property owner is not a matter of public record shall not invalidate any proceedings in connection with the proposed street vacation. The costs of the notice shall be borne by the applicant.

(2) In all cases, the City shall be prohibited from proceeding further with the street vacation process, if fifty percent or more of the abutting property owners file written objection to the proposed vacation with the City Clerk prior to the time of hearing.

14.48.090 Appraisal – Survey – Fees.

(1) In all cases where the City Council requires compensation for the vacated right-of-way, except for those cases where compensation is waived pursuant to SMC 14.48.060(3), an appraisal of the right-of-way proposed for vacation shall be made. Said appraisal shall be by a professional appraiser selected by the City unless otherwise determined by the Public Works Director. The cost of the appraisal shall be borne by the applicant.

The petitioner may select the appraiser of their choice as follows:

- (a) either from a list of appraisers approved by the City, or
- (b) by selecting a Washington State Certified and licensed Real Estate Appraiser who is familiar with the local market conditions and with a reputation for respecting the rules and regulations applicable to appraisers. The petitioner must submit the Appraisers name and credentials to the City and receive prior written approval by the Public Works Director.

(2) Petition Denial for nonpayment of fee or Failure to submit appraisal.

(3) The petitioners shall provide to the City an accurate professional survey of the property proposed for vacation with the boundaries of the proposed vacation marked upon the ground and an accurate legal description by a licensed surveyor at the applicant's expense.

Pursuant to SMC 14.48.020(2), no action shall take place on the Petition until fees have been paid in full. Therefore, if the application fee is not paid by the petitioner, the professional survey, legal description, and the appraisal is not received by the City within twelve (12) months of the petition filing date, the petition will be denied and the petitioner/applicant/ owner will be required to re-apply and pay a new filing fee.

14.48.100 Granting Criteria.

(1) The City Council shall not vacate any street, alley, or any parts thereof, if any portion thereof abuts a body of saltwater or freshwater, unless such vacation is sought to enable the City or State to acquire the property for port purposes, boat moorage or launching sites, park, viewpoint, recreational, or educational purposes, or other public uses and unless the requirements of RCW 35.79.030 and this chapter are complied with.

(2) The City Council shall use the following criteria for deciding upon all street vacation petitions:

- (a) That the vacation will provide a public benefit, and/or will be for a public purpose, which public benefit may consist of economic and business support derived by the community from the petitioners;
- (b) That the right-of-way vacation shall not adversely affect the street pattern or circulation of the immediate area or the community as a whole;
- (c) That the public need shall not be adversely affected;
- (d) That the right-of-way is not contemplated or needed for future public use;
- (e) That no abutting owner becomes landlocked or its access will not be substantially impaired; i.e., there must be an alternative motive ingress and egress, even if less convenient; and
- (f) That provision has been made for utility easements, when needed for the right to construct, repair, and maintain public utility facilities.

14.48.110 Right to Reserve Easements.

(1) The City Council may, at the time of its public hearing, determine that the City may retain an easement or right to exercise and grant easements in respect to the vacated land for:

- (a) The construction, repair, and maintenance of public utilities and services;
- (b) Public utilities and services;
- (c) Pedestrian trail purposes; and
- (d) Any other type of easement relating to the city's right to control, use and manage rights-of-way.

14.48.120 Vacation Ordinance.

If the City Council determines to grant such petition, or any part thereof, the Council shall authorize by ordinance the vacation of such street or alley, or any part thereof. Such ordinance may provide for the retention by the City of all easements or rights in respect to the vacated land for the construction or repair

and maintenance of public utilities and services. If the City Council determines that compensation shall be paid as a condition of the vacation, then the ordinance shall not be published or become effective until all compensation and fees and costs have been paid in full by the petitioners and all conditions imposed by the City Council have been complied with. When there are multiple properties which are adjacent to right-of-way which is petitioned for vacation, any one or more of the applicants may pay the total compensation, fees and costs in order to complete the vacation and to cause the ordinance to be published and become effective. Such payment shall not affect the vacated right-of-way vesting to the adjacent property owner. If the compensation is not paid and the conditions are not complied with within one year from adoption of the ordinance, then the ordinance shall be void unless the one year period is extended by ordinance of the City Council.

14.48.130 Notice of Action to Auditor and Appraiser.

A certified copy of the ordinance vacating any such street or alley, or part thereof, shall be filed with the Snohomish County Auditor's Office. Following the recording of the ordinance, a certified copy shall be sent to the Snohomish County Treasurer's Office.

14.48.140 Use of Proceeds of Vacation.

One-half of the revenue received by the City as compensation for area vacated under this chapter shall be dedicated to the acquisition, improvement, development, and related maintenance of public open space or transportation capital projects within the City.

14.48.150 Title to Vacated Street or Alley.

(1) Pursuant to RCW 35.79.040, and regardless of who pays the compensation, fees and expenses of vacation, vacated streets, or alleys shall belong to the abutting property owners, one-half to each, provided that:

- (a) When only part of the street or alley is requested to be vacated, only that portion of the adjacent right-of-way up to the center line shall belong to the abutting owner; or
- (b) When the street or alley requested to be vacated is wholly contained within a subdivision and is part of the boundary of the subdivision, the entire street shall belong to the owner or owners of the property within the vacated subdivision, in compliance with RCW 58.17.212; or
- (c) When dictated by the particular circumstances of the situation, ownership of the underlying fee of a street or alley may be allocated by the City as equally and fairly as possible.

(2) The ownership of the vacated street or alley shall be set forth in the street vacation ordinance in accordance with SMC 14.48.150(1).

Section 2. Table 17.81A-I Classification of Permit and Decisions is hereby amended to read as follows:

Table 17.81A-I: Classification of Permit and Decisions

Type of Application	Public Comment Notice Period	Pre-Application Meeting	Public Meeting/ Recommendation	Open Record Hearing	Decision	Open Record Appeal	Closed Record Appeal	Non-City or Judicial Appeal
Type V:								
Comprehensive plan amendment	NOA 10-day NOH	None	Yes	PC++	PC Recommendation **10-day NOH	No	No	Yes
Development regulations amendments	10-day NOH	None	No	PC++	PC recommendation** CC decision**	No	No	Yes
Annexation	15-day NOA 10-day NOH	CDD, CE	No	CC/SC BRB	CC/SCBRB	No	No	Yes
Final plat	No	No	No	No	CC	No	No	Yes
Right of Way Vacation Vacations of Streets and Alleys	10-day NOH	CE	No	CC	CC Committee recommendation CC decision	No	No	Yes
Zoning map amendment	10-day NOH	CDD	No	PC	CC	No	No	Yes

Section 3. Chapter 17.81B entitled “Types of Land Use and Review: is hereby amended to read as follows:

17.81B.515 Notice of Application.

(4) Posted Notices. Posted notices shall be completed pursuant to SMC [17.81A.225](#) with the additional requirements stated in subsection (4) (c) of this section:

~~(d) Additional Requirements – Right of Way Vacation. A written notice giving 20 days’ notice of the pendency of the petition for vacation shall be posted in conspicuous place on the street or alley sought to be vacated.~~

17.81B.555 Expiration of Approval.

Approval of the Type IV application, ~~except for right of way vacations,~~ shall expire five years from the date approval was final unless significant action proposed in the application has been physically commenced and remains in progress pursuant to SMC 17.81A.250. ~~Right of way shall expire one year from the date approved, if compensation has not been provided to the city or other conditions have not been met as required in the vacation decision or ordinance.~~

Section 4. Findings of Fact and Conclusions. In support of the amendment approved in this Ordinance the Stanwood City Council adopts the Findings of Fact and Conclusions

attached hereto and incorporated herein by reference and the analysis contained in the Staff Report on the amendments.

Section 5. Severability. The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

Section 6. Authority to Make Necessary Corrections. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers and any references thereto.

Section 7. Conflict. In the event that there is a conflict between the provision of this Ordinance and any other City ordinance, the provision of this Ordinance shall control.

Section 8. Effective Date. This Ordinance shall take effect from and after five (5) days after its passage and publication as required by law.

PASSED AND APPROVED by the Stanwood City Council this ____ day of ____ 2019.

CITY OF STANWOOD

Leonard Kelley, Mayor

ATTEST:

By: _____
David Hammond, City Clerk

APPROVED AS TO FORM:

By: _____
Grant Weed, City Attorney

Date of Publication: _____

Effective Date: _____



City of Stanwood Findings of Fact and Conclusions of Law Planning Commission Recommendation

A. GENERAL INFORMATION

File Number(s): 2019-0053

Project Summary: Title 11 Streets and Sidewalks, Chapter 11.48 Vacation of Streets and Alleys, and Title 17 Code Amendments

Applicant: City of Stanwood

Location: City of Stanwood

Public Hearing Date: April 22, 2019

Staff Contact: Amy Rusko, Senior Planner

B. BACKGROUND AND DESCRIPTION OF PROPOSAL

Implement new and edit code sections to the Stanwood Municipal Code for the proposed language regarding the vacation of streets and alleys ordinance. The draft ordinance for Chapter 11.48 Vacation of Streets and Alleys establishes procedures to process a vacation of streets and alleys. The changes to Chapter 17 include text edits to three areas of the code that mentioned right-of-way vacations.

Over the past several years, the city has received a handful of street vacation applications. The City of Stanwood currently does not have a code section that addresses the process or procedures for street vacations. The City follows Chapter 35.79 RCW for the review and approval of street vacations. In 2017 a draft street vacation ordinance was started, but never completed. In December of 2017, staff took the draft street vacation ordinance to the Public Works Committee where discussion items included: concerns with the current process, assessing property valuation, creating a new title in the Stanwood Municipal Code and a new chapter for street vacation. Committee recommendation at that time was to take to full council with the recommendation to approve the proposed language for the street vacation ordinance. For unknown reasons, work on the ordinance was delayed.

C. CODE AMENDMENT CRITERIA

The city may approve or approve with modifications amendments to the text of the zoning code if:

(a) The purpose and desired effect of the proposed zoning code amendment are consistent with the Stanwood Municipal Code;

Currently the City does not have a Vacation of Streets and Alleys chapter in the Stanwood Municipal Code and follows the standards set forth by Chapter 35.79 RCW. The draft code amendment combines the procedures of Chapter 35.79 RCW with new language specific for the City of Stanwood.

The city has developed a new code section and new chapter to address the vacation of streets and alleys and edits to three chapters of the zoning code. The following are a list of the proposed changes to the Stanwood Municipal Code.

New Title and Chapter:

- Title 11, Streets and Sidewalks
- Chapter 11.48, Vacations of Streets and Alleys

Edits to Title 17:

- Chapter 17.81A – Table 17.81A-I Classification of Permit Decisions
- Chapter 17.81B.515, Notice of Application
- Chapter 17.81B.555, Expiration of Approval

(b) There is a positive relationship to the public health, safety and welfare of the community; and

The intent of the new chapter is to develop consistent regulations in regards to: petition, compensation, analysis, hearings, and granting criteria to process a vacation of street or alley within the city.

(c) The proposed amendment is consistent with the Stanwood Comprehensive Plan.

Stanwood's Comprehensive Plan notes that improvements to transportation, parks, bicycle paths, and trail systems are an integral part of the city. The proposed chapter provides clear procedures and criteria enabling the city to make informed and strategic decisions regarding the needs of public right-of-way.

LUG-1: Plan current and future land uses in accordance with the Washington State Growth Management Act, Snohomish Countrywide Planning Policies and the values and vision of Stanwood residents and business people.

EDP-6.1: Ensure that City licensing and permitting procedures and development regulations are coherent, fair, and expeditious.

EDP-8.11: Create an interconnected grid street system that give public access to the interior of large parcels.

TG-1: Continue to develop a transportation system that encourages, supports, and enhances the safe, efficient and reliable movement of people, vehicles, and goods.

TP-1.8: Encourage or require where appropriate a grid of through-streets to create a transportation system with east-west and north-south connections.

TP-1.9: Work toward completing an integrated street network for automobiles, bicycles, and pedestrians by using complete streets program provisions as a guideline.

TP-5.9: Preserve unimproved public rights-of-way when reasonable to assure they are available in the future for development of an interconnected network of pedestrian and bicycle trails.

D. FINDINGS OF FACT

1. It is necessary and beneficial for the health, safety and welfare of the community to establish regulations for the process of vacating streets and alleys within the city.
2. There is a need to establish procedures for vacating streets and alleys. The vacation procedures provides a consistent process that evaluates all vacations using the same criteria.
3. Stanwood's 2015 – 2035 Comprehensive Plan addresses the need to provide necessary regulations regarding transportation systems that encourages and supports efficient and reliable movements:
 - LUG-1: Plan current and future land uses in accordance with the Washington State Growth Management Act, Snohomish Countrywide Planning Policies and the values and vision of Stanwood residents and business people.
 - EDP-6.1: Ensure that City licensing and permitting procedures and development regulations are coherent, fair, and expeditious.
 - EDP-8.11: Create an interconnected grid street system that give public access to the interior of large parcels.
 - TG-1: Continue to develop a transportation system that encourages, supports, and enhances the safe, efficient and reliable movement of people, vehicles, and goods.
 - TP-1.8: Encourage or require where appropriate a grid of through-streets to create a transportation system with east-west and north-south connections.

- TP-1.9: Work toward completing an integrated street network for automobiles, bicycles, and pedestrians by using complete streets program provisions as a guideline.
 - TP-5.9: Preserve unimproved public rights-of-way when reasonable to assure they are available in the future for development of an interconnected network of pedestrian and bicycle trails.
4. Pursuant to RCW 36.70A.106, the City has notified the Washington State Department of Commerce of the City's intent to adopt the proposed amendments to the zoning code.
 5. The Planning Commission held a public hearing on April 22, 2019 considered all relevant matters, and heard all parties in support or opposition, and subsequently forwarded a recommendation to the City Council.
 6. The City of Stanwood SEPA Responsible Official reviewed the amendments and issued a SEPA Exemption on March 6, 2019.
 7. The code amendment was circulated for public review on March 21, 2019. No comments were received on the amendments.
 8. The City Council Public Works Committee reviewed the proposed amendments set forth in this Ordinance at their April 1, 2019 meeting.
 9. The City Council Community Development Committee reviewed the proposed amendments set forth in this Ordinance at their March 14, 2019 meeting.
 10. Staff prepared a report summarizing the proposed code amendment. This report is part of the public record and was presented to the Planning Commission at the public hearing on April 22, 2019 for their consideration.

E. CONCLUSIONS OF LAW

1. The City of Stanwood has authority under RCW Title 35A, to adopt plans and regulations related to development and operations within the City of Stanwood.
2. SMC section 17.155.030 requires that the Planning Commission review and make recommendations to the Stanwood City Council regarding code amendments to Title 17, Zoning.
3. Planning Commission briefings to discuss the proposed code amendment was held on February 19, 2019.

4. On April 16, 2019, the public hearing notice was printed in the Stanwood Camano News as required by law that a public hearing was to be held by the Planning Commission and all persons wishing to provide public input concerning the proposed amendments set forth in this Ordinance were heard.
5. SEPA review was conducted on the proposal and a SEPA Exemption was issued on March 6, 2019 under WAC 197-11-800(19).
6. The proposal is consistent with the Comprehensive Plan and meets the requirements and intent of the Plan, including Land Use Goals 1, Economic Development Policies 6.1 and 8.11, Transportation Goal 1, and Transportation Policies 1.8, 1.9 and 5.9.
7. The proposal is beneficial to the public health, safety and welfare and is in the public interest by providing reliable and consistent rules and procedures for street vacation applications.
8. After considering staff comments and public testimony the Stanwood Planning Commission determined the draft code amendment is consistent with the Comprehensive Plan and should be adopted.

F. STAFF RECOMMENDATION

Move that the Planning Commission **ADOPT** the Findings of Fact and Conclusions of Law contained herein and **AUTHORIZE** the Planning Commission Chair to sign the Findings on behalf of the Commission and recommend that the Stanwood City Council **APPROVE** the proposed amendments to Title 11 and Title 17 of the Stanwood Municipal Code.

Dated this 22nd of April 2019.

A handwritten signature in blue ink, reading "Linda M. Utgard", is written over a horizontal line.

Linda Utgard, Planning Commission Chair

City of Stanwood



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7c

DATE: June 27, 2019

SUBJECT: Special Event Permit-Stanwood Fair Parade

CONTACT PERSON: Corinne Schakel, Permit Specialist

ATTACHMENTS: A – Special Event Permit Application
B -- Map

ISSUE

The Stanwood Rotary has submitted a Special Event Permit application with the \$50 application fee and a request for City contribution to the City for Council approval of a Stanwood Fair Parade on August 3, 2019.

DISCUSSION

The Stanwood Fair Parade is a community parade in conjunction with the annual Stanwood Fair. The Stanwood Rotary is asking for City contribution of this annual event which meets the requirements for a large event of more than 1000 people.

Findings for City Contribution:

1. *The event contributes to the marketing of the city.*

The event will bring families and participants to Stanwood for a parade that is held in conjunction with the Stanwood Fair. Flyers and advertising for the event will include marketing for the city by distributing attractive materials incorporating the city logo.

2. *The event will attract the public into the downtown or uptown commercial areas and will be conducted in a way that creates potential for additional retail or service business transactions that contribute to the city's tax base.*

The parade route starts at the intersection of 271st St. NW & Florence Way in East Stanwood and concludes at the west end of Stanwood, just past the

Stanwood Library. The event will attract visitors, participants, and the public to the downtown commercial area before, during and after the activities. No meals or snacks will be offered at the event so spectators and participants can patronize local restaurants and other food establishments for breakfast and/or lunch in the downtown areas.

3. *The event provides recreation benefit to the public.*

- a. The event provides an enjoyable parade for participants & spectators.
- b. The event promotes the public welfare.
- c. This event promotes safe, wholesome family fun in Stanwood while promoting the Stanwood Fair.

The event has been held for many years with no significant issues.

FINANCIAL IMPACT

The \$50.00 permit fee was paid by the applicant. The remaining costs are \$200.00 pay for Public Works to put out the barricades and road closed signs. The City will contribute up to 75% of the cost, ($\$200 \times 75\% = \150) ($\$200 - \$150 = \$50.00$.) The amount of the contribution will be \$150.00, with the applicant paying \$50.00

CITY COUNCIL OPTIONS

- 1) Approve the Special Event Permit request including City contribution for the Stanwood Fair Parade on August 3, 2019
- 2) Remove the special event permit from the consent agenda for further discussion and then approve the Special Event Permit and City contribution request for the Stanwood Fair Parade on August 3, 2019.
- 3) Approve the Special Event Permit request but not City contribution of the Stanwood Fair Parade on August 3, 2019.
- 4) Do not approve the Special Event Permit and City contribution request for the Stanwood Fair Parade on August 3, 2019.

RECOMMENDED ACTION

I MOVE TO APPROVE THE SPECIAL EVENT PERMIT INCLUDING CITY CONTRIBUTION FOR THE STANWOOD FAIR PARADE ON AUGUST 3, 2019.



City of Stanwood
 10220 270th Street NW
 Stanwood, Washington 98292
 Phone: (360) 629-2181
 Fax: (360) 629-3009

Permit
Number:

2019-0219

SPECIAL EVENT PERMIT APPLICATION

Definition: Special events means any temporary or ongoing activity that occurs on public property that affects the ordinary use of public streets, right-of-way, sidewalks, traffic and other places that reasonably expected to cause or result in more than 75 people gathering in a public place; and/or is reasonably expected to have an uncommon impact on such public place; and/or is reasonably expected to require the provision of public services.

The following items are required for all special event applications:

- ☒ Completed application - submitted 60 days prior to the event for review and processing.
- ☐ Non-Refundable Application Fee: \$50.00, fee must accompany application.
- ☐ Certificate of Liability Insurance
- ☒ Detailed site map showing street closures, traffic control devices, barricades and portable toilets *on file previous year.*
- ☐ Written permission from property owners if event is held on private property *DNA*
- ☐ Flyer and/or schedule of event(s) *DNA*
- ☐ Banner application if applicable, application located on City website or at City Hall. *DNA*
- ☐ **\$200 Non refundable Fee Park Fee** if applicable due at time of application to reserve date. Fee will be applied to park use, but is non-refundable. *DNA*

Park Reservations and submittal of fees must be pre-authorized with Lisa Noonchester at (360) 629-9781 ext. 4531 or lisa.noonchester@ci.stanwood.wa.us, prior to submitting the Special Event application.

Any changes to the area where the event is held must be returned to its original condition. Only chalk is allowed on streets, no paint of any kind is allowed.

City Contribution

- For large events 1000 people or more, the City to contribute 75% of the cost of staff labor and equipment costs.
- For small events less than 1000 people, the City to contribute up to a limit of \$325 value of staff time and equipment costs.

See the City Contribution form attached to this document for more information. To request City Sponsorship, the application for City Sponsorship must accompany this application

Applicant Information

Applicant's Name: Stanwood Rotary Club

Company/Organization: Stanwood Rotary

Contact Person to be available at event: Dan Sailer

Mailing address: P.O. Box 1754 Stanwood, WA 98292

Phone: 360-629-9555 Cell: 206-780-5756 Email: dkstaiter@aol.com

Event Information

Name of Event: Stanwood Parade

Event Date(s): August 3, 2019

Event open time: August 3, 2019 8:00 am Event close time: 1:00 pm

Set up date and time barriers put out day/night before + block off assembly area train station to Country Store

Break down date and time: after 1:00 August 3

Event Location (must include address) 271st St. Stanwood; 99th Ave NW by Josephine to 272nd Pl. NW ends at end of street.

Does your event cause any street closures? yes

Which streets will be closed? 271st from RR tracks to, 99th Ave NW + 272nd Pl. NW parade route

Attendance

Estimated Total Attendance: 2500 +

How many registered Participants? 125 Spectators? lots Volunteers? 20 Staff? —

Event Site Plan

Attach proposed event map and site plan with the following indicated for review, potential amending and approval:

- Detailed event layout/route with directional arrows, street names
- Placement and collection of signage, traffic control devices, barricades, toilets, etc
- Parking Plan
- Tents, Canopies and Awnings
- Stages, booths, trailers, motorhomes

City Services

Will any other City services or supplies be requested? If so, please describe in detail below:

a. Police: yes - road blocks

b. Fire: yes - emt's on standby.

c. Public Works: yes signage

Plan for police services, security/crowd control, first aid/medical assistance, street closures and traffic route/intersection control: yes -

Plan for portable toilets, garbage, sanitation and clean-up (please include delivery and pick up dates):
Applicant must provide for their own portable toilets, but explain plan: 4 toilets 1 handicap toilets total.
4 square does clean up.

Temporary Signage (describe number and size and diagram location)

none

Will there be organizations or vendors involved in the event? Yes ☐ No ☒

If yes, How many? Local within Stanwood City Limits: _____

Outside Stanwood City Limits: _____

Applicant must collect and maintain all Vendor Insurance and food handler information.

Will food and/or liquor be distributed/sold at event: Yes ☐ No ☒ (if yes, please explain plan)

Note: per SMC 9.24.080 "No person shall consume liquor ... in a public place".

Once application is approved, within 72 hours of event, applicant shall notify all parties' impacted (residents, businesses, transit, fire, police, public works).

AGREEMENT

The City of Stanwood does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Applicant will provide the City with a Certificate of Liability Insurance naming the City as an additional insured on the policy. Applicant's insurance coverage shall be primary as respects to the City. The policy must include bodily injury and property damage coverage limits of no less than \$1,000,000 for each occurrence and \$2,000,000 general aggregate. Insurance is to be placed with insurers with a current AM Best rating of not less than A: VII who are authorized to do business in the State of Washington. Insurance may be purchased through the City's insurance carrier at an additional cost to meet this requirement.

The applicant shall defend, indemnify and hold harmless the City of Stanwood, its officers, officials, employees and volunteers, while acting within the scope of their duties, from any and all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Signature of Applicant: Dan Scales

Organization/Title Rotary

Date: 5/29/18

Parade Chairperson



Special Event Contact List

This list is provided for you in case your event will involve other agencies. You will be required to make the appropriate contacts, as your event requires.

Washington State Department of Transportation (WDOT)
Phone: (360) 705-7000

Community Transit
Phone: (800) 562-1375 or (425) 353-RIDE
Website: www.communitytransit.org

Island County Transit
Phone: (360) 387-7433
Website: www.islandtransit.org

Washington State Liquor Control Board
Phone: (360) 664-1600

Snohomish County Health District
Phone: (425) 339-5200
(425) 339-5250 Food Handler Cards

Waste Management Northwest
Phone: (800) 592-9995
Website: www.wmnorthwest.com/stanwood

Snohomish County PUD
Phone: (360) 629-5700
Website: www.snopud.com

Cascade Gas Company
Phone: (888) 522-1130
Web-site: www.cngc.com

Stanwood-Camano School District
Phone: (360) 629-1200
Website: www.stanwood.wednet.edu

Burlington Northern Railroad
Phone: (206) 625-6220
Website: www.bnsf.com

Amtrak
Phone: (800) 872-7245
Web-site: www.amtrak.com

City of Stanwood Contact List

Community Development (processes application)
(360) 629-2181 ext 124
Corinne.schakel@ci.stanwood.wa.us

Fire Department:
(360) 629-2184

Public Works
(360) 629-9781
Lisa.noonchester@ci.stanwood.wa.us

Clerk's Office (completes application & takes to City Council if applicable)
(360) 629-2181 ext 106
patricia@ci.stanwood.wa.us

Police Dept.
(425) 388-5290



Request for City Contribution

(submit with special event application)

Name of Applicant: Dan Sailer

Name of organization requesting contribution: Stanwood Camano Rotary

Name of event: Stanwood Camano Fair Parade

Event Dates : August 3, 2019

Mailing Address: _____

City Stanwood State WA 98292

Phone: cell: 206-780-5756

Email: dksailer@aol.com

Criteria for approval of city contribution:

As part of the review of a City contribution the following findings shall be made:

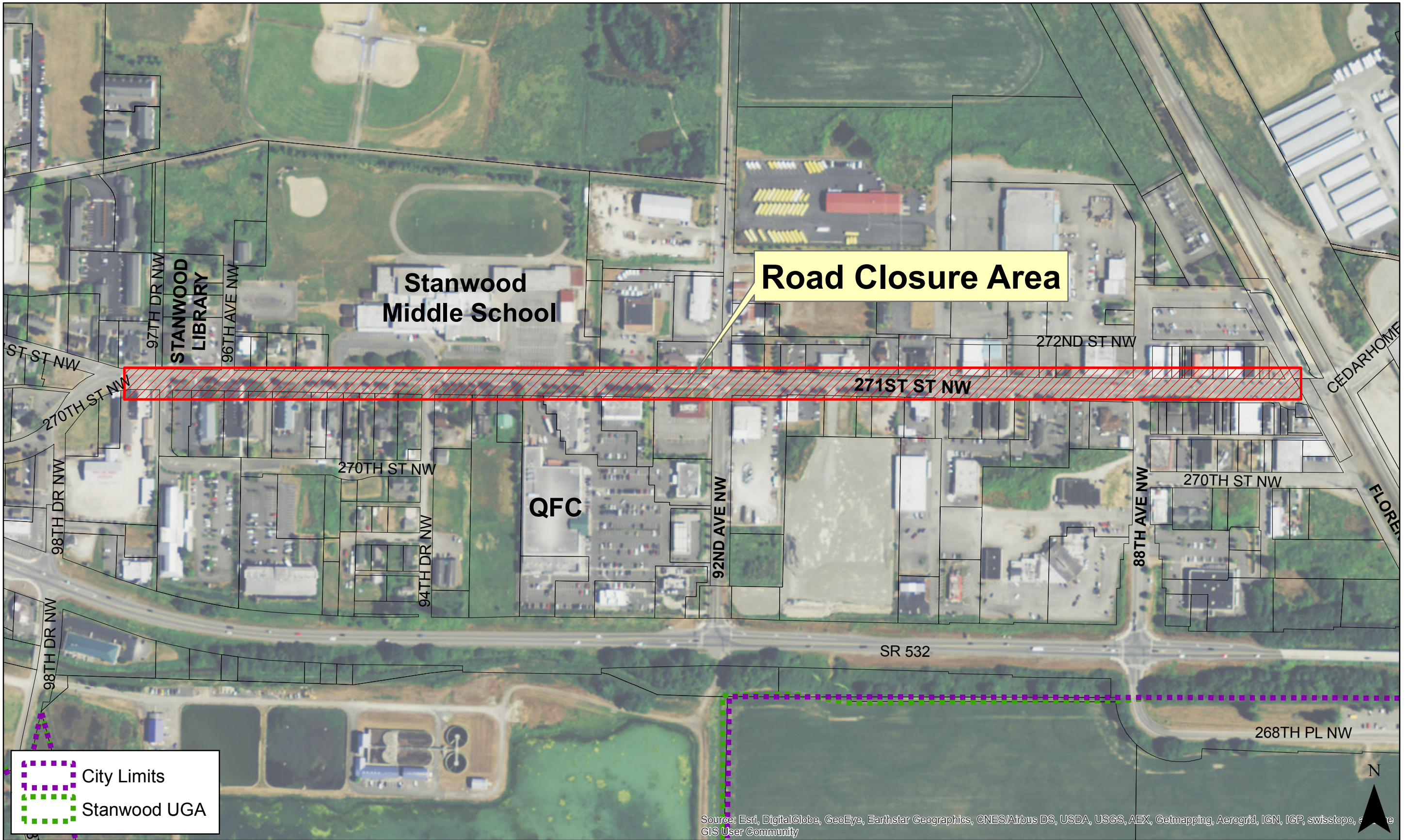
- The event contributes to marketing of the City o The event will attract the general public into the downtown or uptown commercial areas and will be conducted in a way that creates potential for additional retail 01' service business transactions that will contribute to the
- City's tax base,
- o The event provides recreation benefit to the general public.
- o The event promotes the general public welfare.
- As part of City contribution, the City of Stanwood logo and/or text indicating the City role may, in sole discretion of the City be included in signage, posters and other advertising materials for the event

Briefly describe how your event will meet the above listed criteria:

This parade is an annual event in which thousands of people come out to view and participate in. There are activities planned in the downtown area by merchants to offer retail products and services. The added spending provides taxes to the city and provides recreation to the general public. This is a fun event for all the participants and observers. If the city approves this, we can add the city logo to the parade banner if so desired.

Amount requested: \$ _____

City services requested for sponsorship: To provide the barricades for the parade route and their placement. And any other services needed as required in the past that I am not aware of.





Special Event Fee Schedule

Name of Event: Stanwood Camano Fair Parade

Fees	No. Requested	Cost/Fee	Unit	Total	City Comments
Application Fee	1	\$50.00	Each	\$50.00	6/13/2019, not eligible for city contribution
Additional Vendors not local	0	\$5.00	Each	\$0.00	
Additional Vendors local	0	\$2.50	each	\$0.00	
Banner	0	\$180.00	each	\$0.00	
Other					
Personnel Services					
Public Works	4	\$50.00	hourly rate	\$200.00	
Police Services					
Other					arrangements to be made directly with Police
Refundable Deposits					
Refundable Deposits	1	\$150.00	flat rate	\$150.00	
Total fees				\$200.00	\$200 x 75% = \$150= City contribution
City Contribution				\$150.00	
Applicants fees				\$50.00	
Total deposits				\$150.00	refundable cleaning/damage deposit
Grand total (deposit & fees)				\$200.00	