

1. Agenda

Documents:

[4-13-2017 CDC AGENDA.PDF](#)

2. Meeting Materials

Documents:

[COTTAGE HOUSE SQUARE FOOTAGE.PDF](#)

[PROFESSIONAL SERVICES AGREEMENT KATHERINE BARTHOLOMEW.PDF](#)

[TN ZONING.PDF](#)

[UPDATE ON ECONOMIC DEVELOPMENT STRATEGY.PDF](#)



City Council Committee Meeting Agenda

Community & Economic Development Committee

Stanwood-Camano School District
Administration Building Board Room
26920 Pioneer Highway, Stanwood

Thursday April 13, 2017 6:00 PM

1. TN Zoning
2. Cottage House Square Footage
3. Professional Services Agreement Katherine Bartholomew
4. Update on Economic Development Strategy

What does Maximum Building Area mean?

“Cottage housing” means a minimum of four small detached single-family homes located together in a neighborhood format around common open space and intended to provide higher density alternative housing choices for retirees, singles, or smaller families.

Maximum Building Area					
Cottage	1,200 sq. ft.	1,200 sq. ft.	1,200 sq. ft.	1,200 sq. ft.	



**CITY OF STANWOOD
COMMUNITY DEVELOPMENT COMMITTEE
STAFF REPORT**

ITEM NUMBER: 3

DATE: April 13, 2017

SUBJECT: Professional Services Agreement with Intern
Katherine Bartholomew

CONTACT PERSON: Deborah Knight, City Administrator

ATTACHMENTS: A – Professional Services Agreement with Katherine
Bartholomew
B – Katherine Bartholomew Resume
C – Sample structures for active economic
development boards

ISSUE

The issue in front of the city council is to authorize the Mayor to sign a professional services agreement with Katherine Bartholomew (Attachment A), not to exceed \$2,880. The purpose of the contract is to assist city staff with conducting research, marketing, and correspondence with diverse stakeholders in support of business retention and recruitment efforts, tourism promotion, and financial sustainability.

RECOMMENDATION

Authorize the Mayor to sign a professional services agreement with Katherine Bartholomew (Attachment A), not to exceed \$2,880.

SUMMARY

The city is currently working on a number of economic development and finance projects that would benefit from focused support. Rather than hire a part-time employee or consultant, city staff recommend contracting with a graduate intern from the University of Washington Daniel J. Evans School of Public Affairs.

Under the proposed contract, the intern would:

- Accompany the city administrator and community development director in meetings, activities, and programs related to economic development initiatives.
- Assist with planning and coordination of economic development board meetings and events.

- Prepare agenda materials in support of the Economic Development Board.
- Research, recommend and prepare policies for consideration by the city council.
- Draft new or revisions to existing ordinances for adoption by City Council
- Attend meetings. Develop and implement survey tools to gain community input.
- Conduct research on potential projects, programs, and activities.
- Researches opportunities for alternative funding sources and partnerships
- Research grants and assist with applying for grants.

DISCUSSION

The Daniel J. Evans School of Public Affairs is Washington State's premier graduate school for students seeking to serve in the public sector. Graduate students are encouraged to seek internships with local governments and non-profit organizations.

In February, the city was contacted by Dave Zabell, City Manager for Pasco and graduate lecturer, Dick Zais, recommending Katherine Bartholomew for an internship with the City of Stanwood. Katherine (Kate) Bartholomew, will graduate in June 2017. She has six year of experience as a project manager for a non-profit in Seattle. A copy of her resume is included in Attachment B. Ms. Bartholomew is familiar with the Stanwood community. She is considering a career serving small cities. She is looking for an opportunity to work on specific projects.

Ms. Bartholomew has attended two economic development board meetings. She provided research on sample structures for active economic development boards (Attachment C). Ms. Bartholomew provided meaningful information during discussion with the Economic Development Board regarding the city's future economic development strategies.

Under the proposed professional services agreement, Ms. Bartholomew would assist city staff in researching and recommending a new economic development strategy. The goal is to present a new economic development strategy for the city council's consideration at the June 29, 2017 workshop.

In addition, she will assist the Finance Department with preparing recommendations to update the city's fixed asset policy; adopt a fuel card policy; and amend personnel policies to be consistent with the city's labor agreements.

Ms. Bartholomew will work from her home in Kirkland when she is not attending meetings in Stanwood. She only has one class remaining to graduate in June.

FISCAL IMPACT

The contract would be effective April 14, 2017-June 14, 2017 (approximately 8 weeks) with a maximum of 24hours in a week. 192 hours total.

The rate of pay would be \$15/hour for \$2,880 paid for out of professional services in community development and finance. Minimum wage is \$11/hour. The city's seasonal worker are paid \$12.50/hour.

COMMITTEE RECOMMENDATION

This item is scheduled for the Community Development Committee at its April 13, 2017 meeting.

CITY COUNCIL OPTIONS

The policy question for the city council is whether to hire an intern using a professional services agreement to assist the city with researching economic development strategies and updating financial policies.

The goal is to bring value both to the city and to the intern. Without the proposed contract, the scope of work would be done using in-house staff. Having intern assistance means the lower level research and analysis can be done more efficiently and at a lower cost.

The other option for the city council to consider is to hire Ms. Bartholomew as a temporary, part-time employee. The city's pay and benefit schedule includes a pay range for part-time and seasonal employees. An intern position would not be eligible for PERS or other city benefits. The benefit to the employee is that the city pays the employer payroll taxes.

RECOMMENDED ACTION

Authorize the Mayor to sign a professional services agreement with Katherine Bartholomew (Attachment A), not to exceed \$2,880.

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF STANWOOD WASHINGTON
AND KATHERINE BARTHOLOMEW
FOR CONSULTANT SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Stanwood, Washington, a Washington State municipal corporation ("City"), and Katherine Bartholomew, a Washington Sole Proprietor ("Consultant").

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

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services regarding economic development and financial policy research and as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

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

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

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

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

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

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

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

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

III.3 TERM. The term of this Agreement shall commence on April 14, 2017 and shall terminate at midnight on June 30, 2017. The parties may extend the term of this Agreement by written mutual agreement.

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

III.5 EMPLOYMENT.

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

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

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

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

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

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

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

III.6 INDEMNITY.

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

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

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

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

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

III.7 INSURANCE.

a. **Minimum Limits of Insurance.** The Consultant shall procure, and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work and services hereunder by the Consultant, its agents, representatives, employees or subcontractors. The Consultant shall, before commencing work under this agreement, file with the City certificates of insurance coverage and the policy endorsement to be kept in force continuously during this Agreement, in a form acceptable to the City. Said certificates and policy endorsement shall name the City, its officers, elected officials, agents and/or employees as an additional named insured with respect to all coverages except professional liability insurance and workers'

compensation.

b. Minimum Scope of Insurance - Consultant shall obtain insurance of the types described below:

- (1). Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

c. The minimum insurance limits shall be as follows:

- (1) Automobile Liability. \$500,000 combined single limit per accident for bodily injury and property damage.

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

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

f. Verification of Coverage. In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

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

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

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

demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

j. Public Entity Full Availability of Consultant Limits

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

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

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

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

III.11 INDEPENDENT CONTRACTOR.

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

b. The Consultant shall be solely responsible for paying all taxes, deductions, and

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

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

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

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

III.13 CITY CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

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

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

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

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

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event

shall the compensation paid to Consultant under this Agreement exceed \$2,880 without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

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

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

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

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

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

b. Public Records

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

ARTICLE V. GENERAL

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

Mayor Leonard Kelley
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292

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

Katherine Bartholomew

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

V.2 TERMINATION. The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

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

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

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

V.5 SEVERABILITY

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

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

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

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

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

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

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

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

DATED this 14th day of April 2017.

CITY OF STANWOOD

By _____
Leonard Kelley, Mayor

By _____
Katherine Bartholomew

Approved as to form:

Grant Weed, City Attorney

Exhibit A

Scope of Services

Conduct research, marketing, and correspondence with diverse stakeholders in support of business retention and recruitment efforts, tourism promotion, and financial sustainability including:

- Accompany the city administrator and community development director in meetings, activities, and programs related to economic development initiatives.
- Assist with planning and coordination of economic development board meetings and events.
- Prepare agenda materials in support of the Economic Development Board.
- Research, recommend and prepare policies for consideration by the city council.
- Draft new or revisions to existing ordinances for adoption by City Council
- Attend meetings. Develop and implement survey tools to gain community input.
- Conduct research on potential projects, programs, and activities.
- Researches opportunities for alternative funding sources and partnerships
- Research grants and assist with applying for grants.

KATHRYN BARTHOLOMEW

PO Box 45002, Seattle WA, 98145 • 206-375-8761 • kebartholomew@gmail.com

SUMMARY

Professional with ten years of experience in the non-profit sector, completing a Masters of Public Administration degree by June 2017. Demonstrated outcomes in grant writing, project design, implementation, and reporting as a project manager and lead researcher. Knowledge of economic development and policy analysis as well as social marketing. Comfortable communicating with the public in a variety of modes, including public speaking. Seeking an opportunity in a small city where I can apply my organizational and analytical skills and build a career in municipal management.

EDUCATION

Masters of Public Administration

Expected June 2017

Evans School of Public Policy & Governance, University of Washington, Seattle, WA

Relevant Coursework:

- o Economics for Policy Analysis and Management
- o Managing Organizational Performance
- o Applied Cost Benefit Analysis
- o Financial Management and Budgeting
- o Economic Approaches to Environmental Management
- o Municipal Management

Graduate Course Projects:

- o Program evaluation toolkit for Seattle Park's & Recreation's Good Food Program
- o Social marketing plan for King County's Local Food Initiative
- o Case study: City of Tukwila's blight and nuisance removal and redevelopment effort

Bachelor of Arts, International Affairs Major

May 2006

Lewis & Clark College, Portland OR (3.65 GPA)

PROFESSIONAL EXPERIENCE

Research Assistant, Seattle Minimum Wage Study

April-Dec 2016

Evans School of Public Policy & Governance, University of Washington

- o Recruited Seattle-based business owners, employers, and non-profit organizations for in-depth interviews to identify the effects of Seattle's \$15/hour minimum wage ordinance.
- o Conducted over 40 semi-structured, in-person interviews to gain insight on the effects of the minimum wage increase on a wide variety of organizations and businesses.
- o Assisted with design of survey instruments, completed transcriptions of all interviews, and summarized findings for incorporation into reports to the City of Seattle and others.

Program Associate, Technology Solutions

Oct 2013-July 2016

PATH, Seattle, WA

- o Designed and managed a pilot study to investigate the barriers to adoption of gas fuel among Cambodian households that currently use biomass for cooking—a major health hazard.
- o Supervised a team locally and abroad, monitored data collection and reporting, directed course corrections, and analyzed results for dissemination externally and internally.
- o Lead author of a \$1.5M proposal for behavior change communication for cooking fuels in Ghana; developed partnerships with World Vision International and VisionFund Ghana for this effort.

KATHRYN BARTHOLOMEW

PO Box 45002, Seattle WA, 98145 • 206-375-8761 • kebartholomew@gmail.com

Portfolio Coordinator, Vaccine Technologies Group

Sept 2010-Oct 2013

PATH, Seattle, WA

- o Administrative and technical coordinator for a group of 28 staff members in three portfolios: vaccine formulation, administration, and logistics, with a total annual budget of \$10.4 million.
- o Coached new program assistants and developed training materials for administrative staff.
- o Monitored research activities between PATH scientists, collaborators, and contract laboratories.

Program Assistant, Vaccine Stabilization and Formulation Portfolio

Sept 2010-Sept 2012

PATH, Seattle, WA

- o Managed submission of several multi-million dollar grant proposals to US government agencies.
- o Provided editorial support for scholarly articles, conference presentations, and social media.
- o Interviewed Tanzanian health workers and policy decision-makers about their preferences for vaccine products, and was co-author on two scholarly journal publications on the findings.

Project Assistant

Aug 2008-June 2010

williamsworks, Seattle, WA

- o Contributed to the full lifecycle of strategic advocacy projects for clients such as the Bill & Melinda Gates Foundation, Northwest Education Loan Association, and Global Washington.
- o Drafted proposals, created briefing materials, edited deliverables, wrote project summaries, and communicated with clients and vendors.
- o Produced a community outreach plan to increase use of educational planning services by low income, minority, and first generation high school students in Washington State.

Corps Member Advisor

June-July 2008 and 2010

Teach for America, Summer Institute, Houston, TX and Greenville, MS

- o Supervised and coached 12 corps members through an intensive teacher-training program.
- o Planned and delivered instructional sessions and workshops to groups of up to 40 participants.

Kindergarten Teacher

Aug 2006-May 2008

Teach for America, American Horse Elementary School, Allen, SD

- o Taught low-income students at a Bureau of Indian Education school on Pine Ridge Reservation and achieved an average mastery of 86% of math and 93% of reading benchmarks.
- o Managed a classroom of up to 26 students and three teacher's aids.

LEADERSHIP & SERVICE

President, Board of Directors, Camp Thunderbird South Dakota

Oct 2012-Present

- o Lead a registered nonprofit organization that provides free summer camp for 50+ Native American students living on the Rosebud and Pine Ridge Indian Reservations each summer.
- o Collaborate with board members to set goals and priorities, measure and evaluate progress, write grant proposals, recruit staff and volunteers, and identify new sources of funding.
- o Within first year as Board President, doubled annual budget and tripled the number of campers.

Big Sister, Big Brothers Big Sisters of Puget Sound

Dec 2010-Present

- o Mentor a wonderful young lady who faces significant socioeconomic and academic adversity.
- o Provide regular and ongoing support in the form of tutoring, assistance with career and academic planning, accessing enrichment activities like scholarships to attend summer camp, internships, etc.

KATHRYN BARTHOLOMEW

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PUBLICATIONS

Kristensen D, Bartholomew K, Lorenson K, Villadiego S. What vaccine product attributes do immunization program stakeholders value? Results from interviews in six low- and middle-income countries. *Vaccine*. Vol. 34(50) (2016) 6236–6242.

Kristensen D, Lorenson K, Bartholomew K, Villadiego S. Can Thermostable Vaccines Help Address Cold Chain Challenges? Results from Market Research with Stakeholders in Six Low- and Middle-Income Countries. *Vaccine*. Vol. 34(7) (2016) 899-904.

Mvundura M, Lorenson K, Chweya A, et al. Estimating the costs of the vaccine supply chain and service delivery for selected districts in Kenya and Tanzania. *Vaccine*. Vol. 33(23) (2015) 2697-2703.

SKILLS & CERTIFICATIONS

Project management: Project Management for Development Professionals (PMD Pro) Level 1 certification; Completed coursework in MS Project; Competent building and maintaining MS SharePoint sites

Analysis: Proficient in STATA and SPSS statistical software; Advanced in MS Excel

Communications: Excellent in MS Word and PowerPoint

Languages: Speak fluent Italian and basic French

Other skills: Riding my bike with no hands and toasting marshmallows to a perfect golden brown

Sample structures for active Economic Development Boards

A dvice	Principal functions: • Formulate economic development goals for the city, and recommend strategies for attaining those goals. • Provide city staff with additional capacity and expertise for monitoring, assessing and strengthening existing economic development strategies.
	Example tasks/activities: • Provide the city council with a report including the top five recommendations for downtown development. • Develop a plan for the use of surplus city properties to the city council with recommendations for specific structures. • Review and advise the city council on the relative merits of individual economic development proposals. • Work with the Planning Director to research alternative models of development that are compatible with “large pad” sites, historic downtown areas, etc.
	Structure: Work collaboratively in teams or individually to research specific topics, draft recommendations, and write reports. Deliver reports and presentations to the city council and staff by agreed upon due dates.

B olster	Principal functions: • Actively work to attract and retain businesses and investments. • Be an advocate for the city’s economic development, and promote available assets and investment opportunities. • Explore ways to generate and maintain financial capacity.
	Example tasks/activities: • Develop a marketing strategy and branding platform for the city. • Recruit potential businesses to relocate or expand within the city; develop plans and programs to promote creative incentives including funding mechanisms to attract and retain commercial and industrial development. • Apply for grants, and/or research potential sources of funding and recommend them to the city council. • Communicate directly with property/industry owners to identify challenges to re-occupation, redevelopment, or expansion of properties within industrial areas. • Help small business owners in the community to connect with technical and financial support in the region.

	Structure: Submit specific strategies to the city for approval and, once approved, create action plans to implement those strategies. Work independently as a board to support the city's economic development priorities and goals.
--	--

C onnect	Principal functions: • Liaison between the public, business community, city council and staff, and provide an open channel for communication. • Be the “eyes and ears” on the ground, assess public opinion and concerns related to economic development proposals and activities. • Engage with other agencies such as regional economic development boards to serve as the point of contact and to form partnerships where there are shared goals.
	Example tasks/activities: • Host open-house events to gather community input and public comment; report back to the board and/or council. • Appoint individual board members to meet with consultants and city staff about proposals and projects, and update the board and the city council. • Appoint a liaison to the regional Chamber of Commerce. • Serve as a central body for the dissemination of economic development information relating to availability of land, financial tools and resources and other factors relating to successful commercial and economic development.
	Structure: Divide into sub-committees to that support and monitor specific projects. Serve as the main point-of-contact for the community on these projects, work directly with staff, and provide regular updates to the rest of the EDB.

Notes and some general guidelines:

- These examples are for illustration and don't take into account the EBD's current annual work plan.
- Of course, the Stanwood EDB could “mix and match” any features or examples that are outlined above.
- The assigned tasks and activities should also take into account board member knowledge, interest, and expertise.
- Cities often establish attendance requirements for appointed board members, and absences in excess of those requirements may result in forfeiture of a position.
- The City Council and EDB members should agree upon due dates for any reports or recommendations to the council.
- When serving in a public-facing capacity or liaison to the board, members should be careful to remain open and not inject their own opinions or interests while researching a topic or gathering public comment.



MEMORANDUM

City of Stanwood
10220 270th St NW
Stanwood, WA 98292
360-629-4577

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Community Development Committee

FROM: Ryan C. Larsen, Community Development Director

SUBJECT: Traditional Neighborhood (TN) Zone Edits

DATE: APRIL 13, 2017

ATTACHMENT: A. TN (Traditional Neighborhood) Edits
B. Density Calculations for both existing and proposed
C. FLUM and Zoning Maps

Staff is providing the Community Development Committee with the proposed edits to the Traditional Neighborhood zone. Staff would like final feedback from the Committee on the desired direction for the proposed edits. All proposed edits are in the strikethrough (for deletion) and underline (for addition) format to show the proposed changes. Changes will be highlighted during discussion with the Committee.

Staff is providing density calculations showing what density can be achieved for the existing rules today and proposed rules.

Staff is providing copies of the City zoning and Future Land Use Map (FLUM) from 2012 and the existing zoning map to show the change in the TN zoning locations since the Comp Plan Update in 2015.

PROPOSED EDITS
TRADITIONAL NEIGHBORHOOD (TN)

17.20.020 “A” definitions.

“Assisted Living Facility” means a State licensed group residence for adults, in which tenants live in individual apartments but receive some personal-care services, including shared meals, day and night supervision, assistance with medications by Caregivers, and other benefits, which vary according to state regulations. Caregivers are Certified Nursing Assistants or Home Care Aids staffed 24 hours per day. Nurses are LPN or RN and staffed typically 5 days per week.

17.20.040 “C” definitions.

“Congregate care facility” means a residential facility for the elderly and/or handicapped persons. ~~The minimum age limit shall be 55 years of age for residents, with younger spouses permitted. There shall be no age limit for the handicapped.~~ The facility must have a central lobby, common dining area, hobby and/or recreational rooms. The fee structure shall include at least one meal per day in the common dining area. Accessory support uses for the tenants, such as pharmacies, banking and other internal services, may be included. Congregate care facilities may include the definition for Skilled Nursing facility and/or Short Term Rehab facility.

17.20.100 “I” definitions.

“Independent Living Facility” means a group residence where residents are provided housing, monitoring, activities, housekeeping and laundry services with options for meals.

17.20.200 “S” definitions.

“Short Term Rehab Facility” means a skilled nursing facility that provides in-patient intensive Physical, Occupational and Speech/Swallowing Therapy and Registered Nurse medication and treatment management under the supervision of the physician after an admission to the hospital. Length of stay is generally 30 days or less before patient returns home.

“Skilled Nursing Facility” means a State and Medicare licensed skilled nursing facility where tenants require the services of a licensed nurse (RN and LPN) or therapist (PT,OT,ST) on a daily basis. Direct care for activities of daily living such as bathing dressing and grooming are provided by Certified Nursing Assistants. Residents are provided housing, meals, activities, therapy by an interdisciplinary team of consisting of social workers, activity staff, direct care givers and nurses under the supervision of their doctor.

17.30.040 Zoning Use Table.

KEY:

Blank = Not Permitted

AC = Accessory Use

ADC = Administrative Conditional Use

C = Conditional Use

P = Permitted Use

AEO = Adult Entertainment Overlay

HO = Historic Overlay

TO = Transit Overlay

MPO = Master Plan Overlay

MXO = Mixed Use Overlay

Land Use	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR	TN	MB-I ²⁹	MB-II	NB	GC	LI	GI
Personal Services												
Assisted/Independent Living					C18	C		P11, P18,		P18		

Land Use	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR	TN	MB-I ²⁹	MB-II	NB	GC	LI	GI
Residential												
Boarding house							P31	P31				
Caretaker's house											P25	P25
Congregate care facility					C18	C		P11, P18,		P18		
Dwelling, accessory	AC3	AC3	AC3	AC3		AC3						
Dwelling, cottage	P4	P4	P4	P4		P4						

Dwelling, duplex				P15	P	P		P52				
Dwelling, multiple-family					P	P11	P37TO	P		P37TO, P39MXO		P37TO
Dwelling, single-family	P	P	P	P	P	P	P38	P52				
Dwelling, townhouse				C	P	P	P37TO	P		P37TO		P37TO
Group home			P10	P10	P10			P10		P10		P37TO
Home occupation	AC5	AC5	AC5	AC5	AC5	AC5	AC5	AC5		ACTO		ACTO
Manufactured/mobile home	P9	P9	P9	P9								
Manufactured/mobile home park			P9	P9								
Mixed use						P	P	P, P37TO		P37TO		P37TO

Chapter 17.47 TN (TRADITIONAL NEIGHBORHOOD) ZONING DISTRICT

Sections:

- 17.47.010 *Repealed.*
- 17.47.020 Application procedures for TN subdivisions.
- ~~17.47.025 Minimum tract size.~~
- 17.47.030 Permitted uses.
- 17.47.035 *Repealed.*
- 17.47.040 Mix and location of uses.
- 17.47.045 Pedestrian orientation.
- 17.47.050 Street standards.
- 17.47.055 Common open space.
- ~~17.47.060 Civic uses and/or landmarks.~~
- 17.47.065 Building standards.
- 17.47.070 Parking location.

17.47.010 General description of the purpose and intent of the zoning district.
Repealed by Ord. 1294. (Ord. 1251 § 5, 2009).

17.47.020 Application procedures for TN subdivisions.

- (1) Prior to the submittal of a subdivision application within the TN zone, a pre-application meeting is required with the planning commission. ~~The planning commission shall identify any needed landmarks or civic buildings to be included in the development.~~
- (2) Applications shall meet the submittal requirements of Chapter 16.15 SMC for preliminary plats.
- (3) All TN subdivision applications shall follow the permit review and hearing procedures and meet the requirements as provided in Chapter 16.15 SMC for preliminary plat applications.
- (4) Preliminary plats for TN subdivisions shall be approved by the hearing examiner utilizing criteria set forth in SMC 16.15.090.
- (5) An approved site development permit ~~shall~~ may be required prior to construction.
- (6) Construction plan approval shall be required prior to any construction.
- (7) Final plat applications and city council approval shall be subject to the requirements of Chapter 16.20 SMC. (Ord. 1251 § 5, 2009).

~~17.47.025 Minimum tract size.~~

~~TN developments shall incorporate a minimum of 10 acres of contiguous land. (Ord. 1251 § 5, 2009).~~

17.47.030 Permitted uses.

- (1) TN developments shall provide a mix of residential uses in accordance with the zoning use table provided in SMC 17.30.040.
- (2) TN developments may include a mix of commercial and public uses in addition to residential uses in accordance with the zoning use table provided in SMC 17.30.040.
- (3) TN developments located within 200 feet of SR 532 shall be allowed to utilize the general commercial (GC) zoning uses provided in SMC 17.30.040, Zoning use table.
- (4) Public Facilities identified as a permitted use within the TN zone in 17.30.040 Zoning Use Table are allowed to be constructed outright and without providing residential units or commercial uses. Public Facilities are not required to meet the standards set forth in Chapter 17.47 TN Zone.
(Ord. 1398 § 16, 2015; Ord. 1294 § 15, 2011; Ord. 1251 § 5, 2009).

17.47.035 Table of density and dimension requirements for TNs.

Repealed by Ord. 1294. (Ord. 1251 § 5, 2009).

17.47.040 Mix and location of uses.

- (1) All TN development shall provide a mix of residential unit types. A ~~maximum~~ minimum of ~~35~~ 15 percent of any one type of residential units is allowed and shall include at least two types of residential units for projects consisting of less than 15 acres. For projects consisting of more than 15 acres three types of residential units shall be required or two types of residential and a commercial use consistent with SMC 17.47.040(2). Residential units incorporating home occupations shall not count as a separate unit type. Cottage housing shall be permitted and considered a separate residential unit type. Cottage housing units shall also comply with the requirements in SMC 17.95.450.
- (2) Up to 20 percent of the acreage of the TN development may be devoted to commercial uses (not including home occupations).
- (3) Up to 50 percent of the acreage of the TN development located within 200 feet of SR 532 may be devoted to commercial use and/or general commercial uses (not including home occupations).
- (4) Except for home occupations, commercial uses that are included shall be located along collectors, at corners, or adjacent/across from common open spaces.
- (5) Congregate care, assisted living, and independent living facilities are to be considered separate residential unit types.
(Ord. 1398 § 17, 2015; Ord. 1251 § 5, 2009).

17.47.045 Pedestrian orientation.

- (1) Pedestrian connections shall be made from residential uses along all major streets and from homes to all common open spaces ~~and to all civic and public uses and landmarks~~. Pedestrian connections that cannot be made as sidewalks along vehicle lanes shall be made as alternative access easements such as trails.
- (2) Sidewalks shall be provided on both sides of all public streets (except alleys).
- (3) No home shall be located more than one-quarter mile from at least one designated open space ~~and the nearest transit stop~~. (Ord. 1251 § 5, 2009).

17.47.050 Street standards.

- (1) ~~A hierarchy of interconnected streets that~~ Streets within new TN developments shall form a general grid pattern shall be provided in any TN development, including major collectors (boulevards), local streets, and alleys acceptable to the Public Works Director. In local street patterns, walkable blocks of 500 linear feet or less ~~are~~ should be required.
- (2) Major thoroughfares that are provided shall be consistent with the Comprehensive Plan.
- (3) ~~No cul-de-sacs or dead-ends shall be permitted.~~ Cul-de-sacs are permitted however only two cul-de-sacs are permitted for projects less than 15 acres and three for projects greater than 15 acres.
- (4) New TN developments must connect to existing neighboring developments where connections are provided and must provide new connections to future neighboring developments.
- (5) Street standards shall be consistent with Stanwood street and utility standards (Chapter 14.14 SMC) except when a different standard is specified in this chapter.
- (6) The public works director may allow for a reduction of local street width to 41 feet, based on a cross-section of two 10-foot vehicle lanes, two six-inch curbs, two five-foot planting/utility strips, and two five-foot sidewalks.
- (7) Parallel parking may be provided on one or both sides of local and major streets.
- (8) Alleys 12 to 20 feet in width ~~shall~~ may be utilized to provide access to residential parking at the back of residential units.
- (9) Applicants shall consult with transit providers, and provisions shall be made for transit stops that will serve current, future, and potential transit lines.
- (10) All TN developments shall meet parking standards of Chapter 17.105 SMC. Shared parking is encouraged where participating users have differing peak parking hours. The community development director may reduce parking requirements, when a parking study prepared by a professional transportation engineer indicates that a reduction in parking will cause no negative impacts to city streets or neighbors. (Ord. 1356 § 18, 2013; Ord. 1251 § 5, 2009).

17.47.055 Common open space.

- (1) Common open space shall be provided at the rate of one-half acre for every 10 acres of development or portion thereof.
- (2) Common open spaces shall be centrally located to provide access from all sides ("square"); but must provide vehicular access from two sides and pedestrian access to all areas.
- (3) No residential units shall be located farther than a one-quarter-mile walk to the nearest open space.
- (4) If the area is served by transit, a direct pedestrian connection shall be made between the open space and the transit stop. Also, where transit shelters are provided, they shall be placed in highly visible locations that promote security and shall be well-lighted.

- (5) Common open space shall provide a minimum of bench seating, garbage receptacles, tree shade, and at least one aesthetic amenity, such as public art, fountain, etc.
- (6) Landscape standards of Chapter 17.145 SMC shall be complied with for all parts of the TN.
- (7) Sensitive areas shall be protected per Chapters 17.115 through 17.135 SMC.
- (8) This section shall apply in the TN zoning district in lieu of the open space and recreation standards of Chapter 17.147 SMC. (Ord. 1251 § 5, 2009).

~~17.47.060 Civic uses and/or landmarks.~~

~~During the pre-application process, the planning commission shall determine the need for any civic uses or landmarks to be accommodated in the TN. (Ord. 1251 § 5, 2009).~~

17.47.065 Building standards.

- (1) All building frontages shall be served by sidewalks or provide pedestrian connection to sidewalks.
- (2) ~~All residential garages~~ If alleys are provided, residential garages shall gain access to the rear of lots from alleys.
- (3) All structures shall meet the building design guidelines set forth in Chapter 17.112 SMC.
- (4) Similar building types (e.g., single-family, multifamily, commercial) ~~shall~~ should be located on both sides of a street instead of using streets to define boundaries. (Ord. 1251 § 5, 2009).

17.47.070 Parking location.

- (1) All multi-family parking, including parking in lots, improved or unimproved parking stalls/spaces, and/or parking garages/structures shall occur in the rear or side of the lot and shall be located a minimum of 10 feet behind the front building wall of the primary structure, except for parking located within a mixed use building.
- (2) ~~All residential garages/structures and residential surface parking lots/parking spaces shall gain access to the rear of lots from alleys.~~ (Ord. 1251 § 5, 2009).

17.60.030 Residential/Commercial Zone Development Standards.

(1) Development Standards Table – Residential/Commercial Zones.

	TN	MB-I	MB-II
Maximum Residential Density. Density standards are not subject to the variance procedure. • Single-family • Duplex • Townhouse/apartment in mixed use • Multifamily	20 du/ac ⁵ for all unit types	10 du/ac 10 du/ac 20 du/ac	30 du/ac ¹⁰
• Cottage			
Minimum Residential Density	10 du/ac ⁵		
Lot Area: minimum square feet for subdivision. Base Standard Single-Family Duplex Townhouse • End lot • Interior lot Multifamily	None 5,000 6,000 2,000 1,800 20,000	2,500 2,000 1,800	5,000 2,000 1,800 7,000
Minimum Lot Width			
Base Standard	50'	35'	35'
Minimum Lot Depth			
Base Standard	70'	75'	75'
Minimum Front Setback^{1, 2}			
Base Standard	0	0	0
Accessory Structure	10'	10'	10'

	TN	MB-I	MB-II
Attached Dwelling	0	0	0
Rear Setback^{1, 2, 4}			
Base Standard	25'	25'	25'
Accessory Structure	15'	15'	15'
Side Setback^{1, 2}	5 ^{6, 7}	0	0
Base Standard	10'	0	5'
Accessory Structure	5'	0	5'
Maximum Height			
Base Standard	30' ³	35' ³	45' ⁹
Accessory Structure	20'		
Maximum Building Coverage⁸			
Base Standard	60% ⁸	90%	90%

(2) Development Conditions – Residential/Commercial Zones.

1. The front, rear and side yard setbacks for structures in these zones are not intended to be applied to each individual building when there are multiple buildings on a site. Rather, they are meant to be used to establish the minimum dimensional requirements for the perimeter of the development.
2. Setbacks are applicable to the primary structure and attached accessory structures.
3. Height may be increased to 55 feet for hotels/motels and 40 feet for bed and breakfast accommodations, boarding houses, residential units over retail/office/personal service uses in the MB-I zone. Heights may be increased to 40 feet for multifamily, and mixed use in the TN zone and to 55 feet for multifamily, townhouse, hotel/motels, and mixed use when the TN zone is located within 200 feet of SR 532. An additional 10 feet may be allowed for multifamily, townhouse, and hotel/motels when the TN zone is located within 200 feet of SR 532 if the structure includes a pitched roof and no additional floors are added.
4. Rear setbacks of 15 feet are required for residential uses. Setbacks may be reduced to five feet when property is served by an alley.
5. **Minimum and maximum** density in the TN zone is calculated based on the total number of dwelling units of all types per gross acre. The density for each housing type within a project is determined by the minimum lot size.
6. Side setback for commercial is zero.
7. Side setback for attached townhouse units and multifamily is zero for interior units and 10 feet for end units. Side setback for utilities and public facilities is 20 feet.
8. For automobile service stations the cross-section areas of service station canopy supports where they meet the ground shall be measured as coverage for the purposes of determining maximum lot coverage, and also shall be used for measurement of setback requirements.
9. Height may be increased to 55 feet when a minimum of 50 percent of the required parking is provided on the ground floor or when the structure is at least LEED silver certified except where the MB-II zone directly abuts a residential zone and the increased height would obstruct the view corridor of the existing homes.
10. Density may be increased to 60 du/acre for mixed use developments when 100 percent of the required residential parking is provided on the ground floor and the building is at least LEED silver certified. (Ord. 1418 § 12, 2016; Ord. 1398 § 18, 2015; Ord. 1333 §§ 6 – 9 (Exh. C), 2012; Ord. 1332 § 7 (Exh. C), 2012; Ord. 1294 § 18, 2011).

Density Calculations

Density Conversation for TN Zoning.

20 du/ac max

10 du/ac min

5. Minimum and maximum density in the TN zone is calculated based on the total number of dwelling units of all types per gross acre. The density for each housing type within a project is determined by the minimum lot size.

Example:

10 acre site nothing removed from site area

15% of any one type

Example is for SFR and Duplex

SFR lot size 5,000 sf (1 unit)

10 acres x 43,560sf = 435,600 / 5,000sf = 87 units

Duplex lot size 6,000 sf (2 unit)

10 acres x 43,560sf = 435,600 / 6,000sf = 72.3 x 2 = 145 units

Density = number of units / acres

If just SFR density = 87 / 10 = 8.7

If just duplex density = 145 / 10 = 14.50

If 85/15 split for SFR vs Duplex

Proposed 75 sfr vs 11 duplex lots or 22 units = 97 units

97 / 10 = 9.7 du/ace

Here is the issue. The 10 acre site is based on no removal of roads, open space, detention ponds, critical areas and other required construction issues.

For example – in TN has a requirement for ½ acre for every 10 acres of site for open space. Or ½ acres = 21,780 sq. It is typical to also have up to 25% of the site set aside for new roads (dedication of ROW), detention ponds, open space and critical areas. If we did 25% for a 10 acres site here is what is left = 326,700 sf or 7.5 acres.

Now run the numbers above again.

SFR lot size 5,000 sf (1 unit)

7.5 acres x 43,560sf = 326,700 / 5,000sf = 65 units

Duplex lot size 6,000 sf (2 unit)

7.5 acres x 43,560sf = 326,700 / 6,000sf = 54.45 x 2 = 108 units

5. Minimum and maximum density in the TN zone is calculated based on the total number of dwelling units of all types **per gross acre**. The density for each housing type within a project is determined by the minimum lot size.

Density = number of units / acres

If just SFR density = 65 / 10 = 6.5

If just duplex density = 108 / 10 = 10.8

If 85/15 split for SFR vs Duplex

Proposed 55 sfr vs 8 duplex lots or 16 units = 71 units

71 / 10 = 7.1 du/acres

Under old system of 35% maximum of any one type.

10 acre site nothing removed from site area

Example is for SFR and Duplex and three unit town home

SFR lot size 5,000 sf (1 unit)

Duplex lot size 6,000 sf (2 units)

Townhome lot sizes 2,000 sf for end units and 1,800 sf of interior (3 units) = 5,800 sf total

44 units of SFR x 5,000 sf = 220,000 sf

44 units of Duplex x 6,000 sf = 132,000 sf

43 units of Townhomes x 5,800 sf = 83,000 sf

131 units = Total site 435,000 sf

131 / 10 = 13.10 du/acre

Here is the issue. The 10 acre site is based on no removal of roads, open space, detention ponds, critical areas and other required construction issues.

For example – in TN has a requirement for ½ acre for every 10 acres of site for open space. Or ½ acres = 21,780 sq. It is typical to also have up to 25% of the site set aside for new roads (dedication of ROW), detention ponds, open space and critical areas. If we did 25% for a 10 acres site here is what is left = 326,700 sf or 7.5 acres.

SFR lot size 5,000 sf (1 unit)

Duplex lot size 6,000 sf (2 units)

Townhome lot sizes 2,000 sf for end units and 1,800 sf of interior (3 units) = 5,800 sf total

32 units of SFR x 5,000 sf = 160,000 sf

34 units of Duplex x 6,000 sf = 102,000 sf

33 units of Townhomes x 5,800 sf = 63,800 sf

99 units = Total site 325,800 sf

99 / 10 = 9.90 du/acre

It should be noted that City Council approved a change to 17.47.040 changing the maximum from 30 percent of any one type of residential units is allowed to 35 percent under Ordinance 1398. If this was still in place here is what you could have potentially achieved.

SFR lot size 5,000 sf (1 unit)

Duplex lot size 6,000 sf (2 units)

Townhome lot sizes 2,000 sf for end units and 1,800 sf of interior (3 units) = 5,800 sf total

30 units of SFR x 5,000 sf = 150,000 sf

30 units of Duplex x 6,000 sf = 90,000 sf

30 units of Townhomes x 5,800 sf = 58,000 sf

10 units of multi-family = 28,700 sf

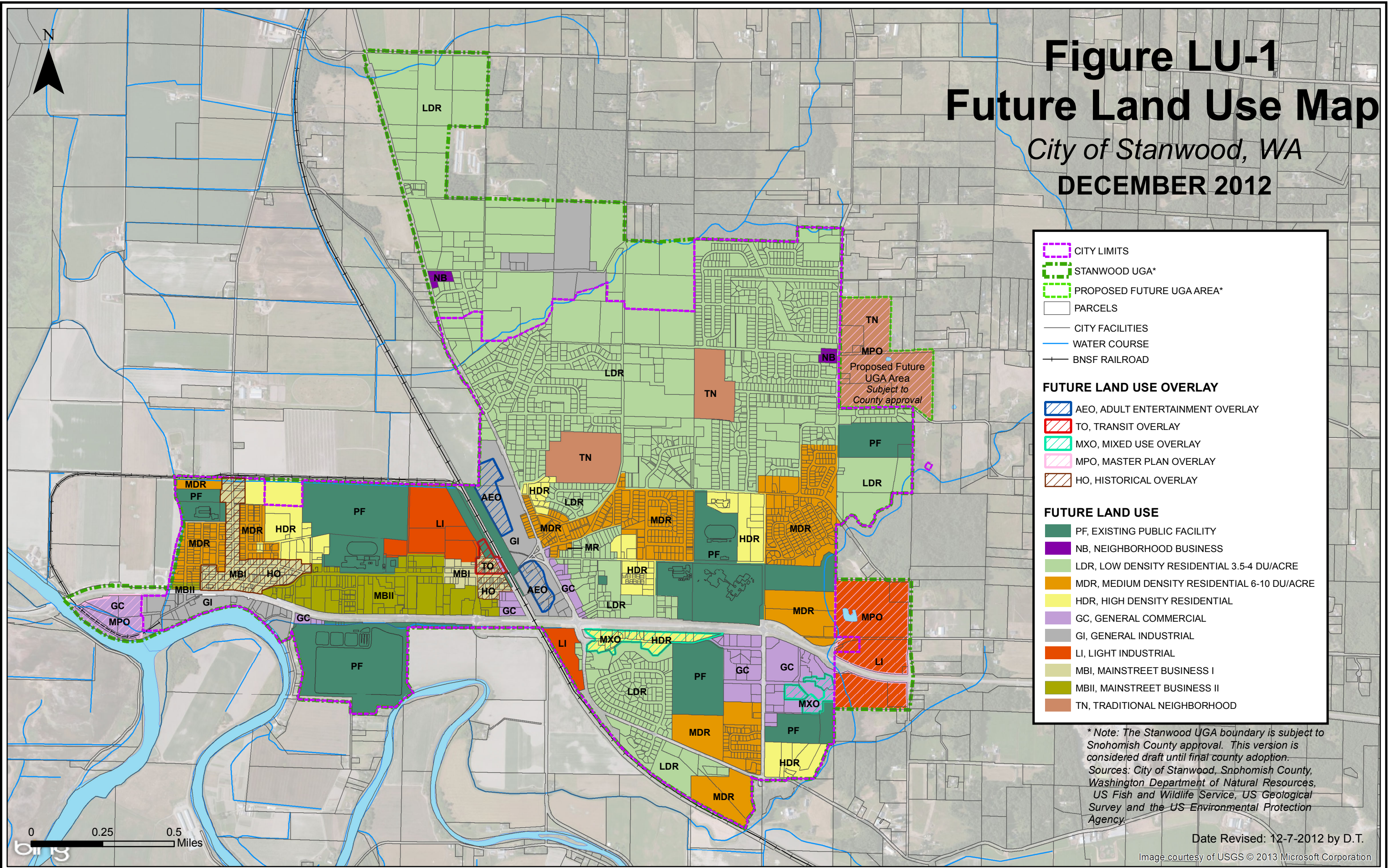
100 units = Total site 326,700 sf

100 / 10 = 10 du/acre

Figure LU-1

Future Land Use Map

City of Stanwood, WA
DECEMBER 2012





ZONING MAP

City of Stanwood, WA

JANUARY 2013

CITY LIMITS

STANWOOD UGA*

PROPOSED FUTURE UGA AREA*

PARCELS

CITY FACILITIES

BNSF RAILROAD

WATER COURSE

ZONING OVERLAY

AEO, ADULT ENTERTAINMENT OVERLAY

HO, HISTORICAL OVERLAY

TO, TRANSIT OVERLAY

MXO, MIXED USE OVERLAY

MPO, MASTER PLAN OVERLAY

ZONING

SR 5.0, SINGLE FAMILY RESIDENTIAL (5,000 SF MIN LOT SIZE)

SR 7.0, SINGLE FAMILY RESIDENTIAL (7,000 SF MIN LOT SIZE)

SR 9.6, SINGLE FAMILY RESIDENTIAL (9,600 SF MIN LOT SIZE)

SR 12.4, SINGLE FAMILY RESIDENTIAL (12,400 SF MIN LOT SIZE)

MR, MULTI-FAMILY RESIDENTIAL

NB, NEIGHBORHOOD BUSINESS

GC, GENERAL COMMERCIAL

GI, GENERAL INDUSTRIAL

LI, LIGHT INDUSTRIAL

MBI, MAINSTREET BUSINESS I

MBII, MAINSTREET BUSINESS II

TN, TRADITIONAL NEIGHBORHOOD

** Note: The Stanwood UGA boundary is subject to Snohomish County approval. This version is considered draft until final county adoption.
Sources: City of Stanwood, Snohomish County, Washington Department of Natural Resources, US Fish and Wildlife Service, US Geological Survey and the US Environmental Protection Agency.*

Date Revised: January 3, 2013 by D.T.

0 0.25 0.5 Miles

City of Stanwood, WA

Zoning Map 2016

-  City Limits
 Stanwood UGA
 Parcels
 Water
- ZONING**
- GC, General Commercial
 - GI, General Industrial
 - LI, Light Industrial
 - MB1, Mainstreet Business I
 - MB2, Mainstreet Business II
 - MR, Multi-Family Residential
 - NB, Neighborhood Business
 - SR 12.4, Single Family Residential 12.4
 - SR 5.0, Single Family Residential 5.0
 - SR 7.0, Single Family Residential 7.0
 - SR 9.6, Single Family Residential 9.6
 - TN, Traditional Neighborhood
- ZONING OVERLAYS**
- AEO, Adult Entertainment Overlay
 - HO, Historical Overlay
 - MPO, Master Plan Overlay
 - MXO, Mixed Use Overlay
 - TO, Transit Overlay

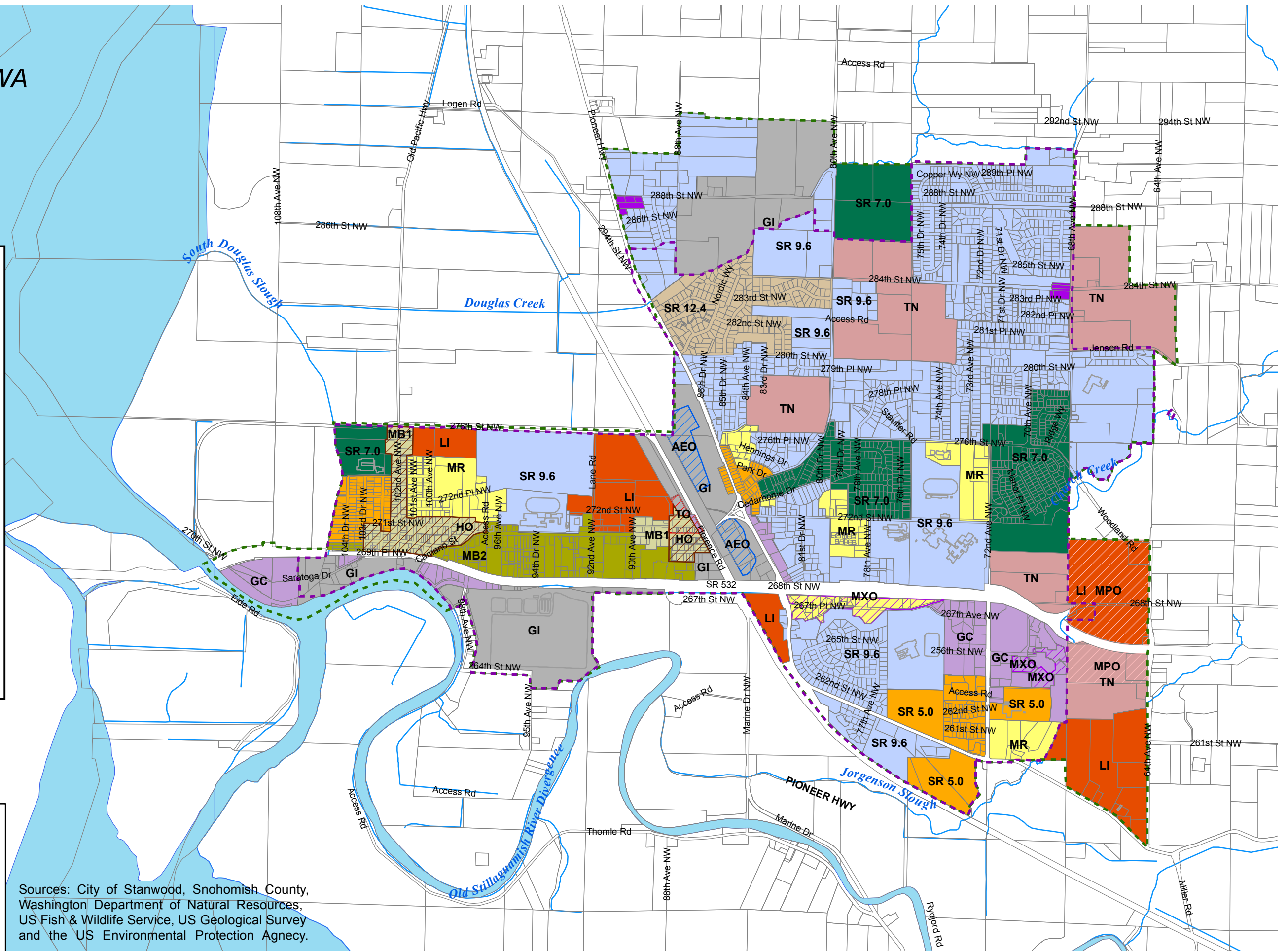
0 0.25 0.5 Miles



REVISIONS

Ordinance 777	Effective 08/13/1989
Ordinance 832	Effective 12/22/1991
Ordinance 1031	Effective 04/05/1998
Ordinance 1137	Effective 04/05/2003
Ordinance 1230	Effective 04/06/2008
Ordinance 1333	Effective 12/23/2012
Ordinance 1396	Effective 06/21/2015

Sources: City of Stanwood, Snohomish County, Washington Department of Natural Resources, US Fish & Wildlife Service, US Geological Survey and the US Environmental Protection Agency.





**CITY OF STANWOOD
COMMUNITY DEVELOPMENT COMMITTEE
STAFF REPORT**

ITEM NUMBER: 4

DATE: April 13, 2017

SUBJECT: Update on Economic Development Strategy

CONTACT PERSON: Deborah Knight, City of Stanwood

ATTACHMENTS: A – Economic Development Board PowerPoint 3/30/17
B – Sample Structures

ISSUE

Since 2012, the city has pursued an economic development strategy focused on tourism promotion and marketing. This strategy was anchored in the 2010 Economic Development Action Plan and the 2012 Sustainable Design Action Team efforts. Both efforts recommended the city use its resources to bring outside visitors to community.

The city has accomplished a number of the specific initiatives identified in the 2010 Economic Plan and the 2012 SDAT:

- Developing the recognizable “Discover Port Susan” brand to bring visitors to Stanwood and surrounding communities
- Publishing a successful visitor magazine paid for by advertisers, grant revenues and city funds
- Launching the Discover Port Susan website and Facebook page
- Building a positive working relationship with the Stanwood and Camano Island Chambers; and business owners in the historic business districts
- Growing family friendly special events using community sponsors to underwrite costs – Touch a Truck, Summer Concert Series, Movies in the Park, National Night Out and Light Up Your Holidays
- Acquiring publicly accessible park land on the Stillaguamish River
- Planning a motorized and non-motorized boat launch
- Using grant funds and city revenues to address long-term flooding issues
- Connecting trails and sidewalks to downtown Stanwood
- Improving the city’s reputation as a place to develop and do business
- Creating a customer focused staff

The city pursued this strategy, in part, because there was limited opportunity for business recruitment and retention efforts during the Great Recession. It now appears that the recession has ended and economic development is returning to Stanwood.

The policy question for the city council is whether to advance the city's economic development strategy from tourism promotion and marketing to business recruitment and retention.

NEXT STEPS

In order to help answer this question, city staff asked the economic development board to review the city's past economic development efforts, assess the current market and recommend whether a new approach would be beneficial at this time.

City staff introduced this idea to the city's economic development board at its February meeting. The featured speaker in February was Bob Stowe, the former city manager for the City of Bothell. Mr. Stowe was also the city manager in Mill Creek and is credited with developing the Mill Creek Town Center.

The board discussed Mr. Stowe's presentation at its March meeting and agreed to a special meeting on March 30, 2017 to revisit the city's long-range economic development plans. Attachment A is a copy of the PowerPoint slides used at the special meeting.

The board will meet in April and May to discuss the areas of focus and craft a proposal. The goal is to bring a recommended strategy and a funding proposal to the city council's consideration at its June 29, 2017 workshop.

Part of the proposed strategy may include changing the nature of the economic development board from acting solely as an advisory board to actively working to attract and retain businesses and investments in Stanwood. Attachment B includes sample structures for economic development boards.

RECOMMENDATION

This is an opportunity for the Community Development Committee to review the materials presented to the economic development board. The committee may want to provide direction to city staff regarding the board's work and the city's future economic development efforts.



Welcome!!

Economic Development Stakeholders
March 30, 2017 Meeting

Agenda

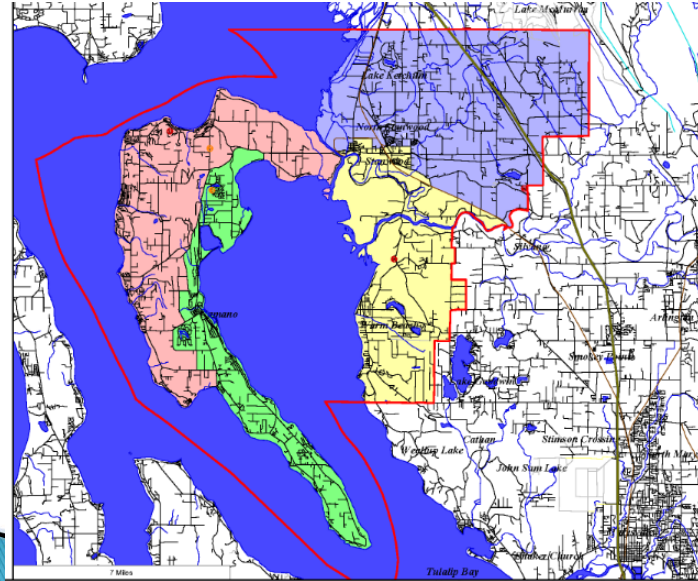
1 Introductions

2 City / Area Overview

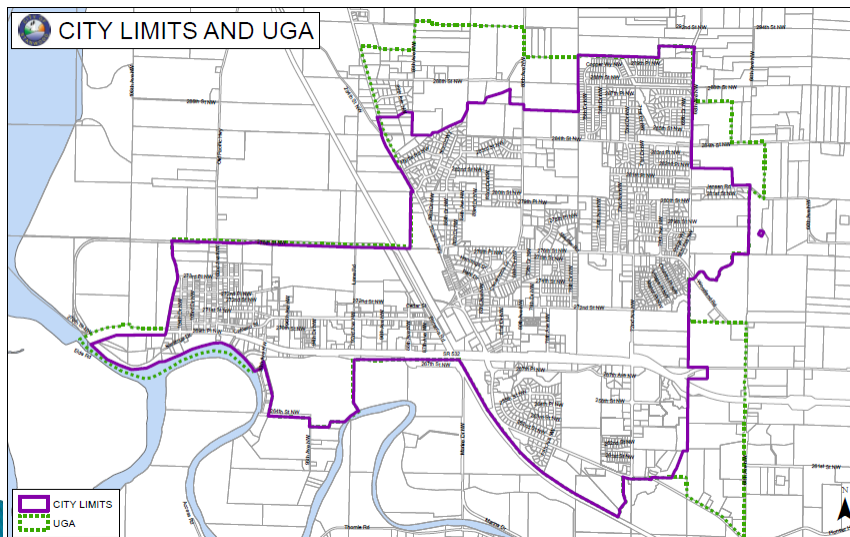
3 Economic Development History

4 Current Projects & What's Next

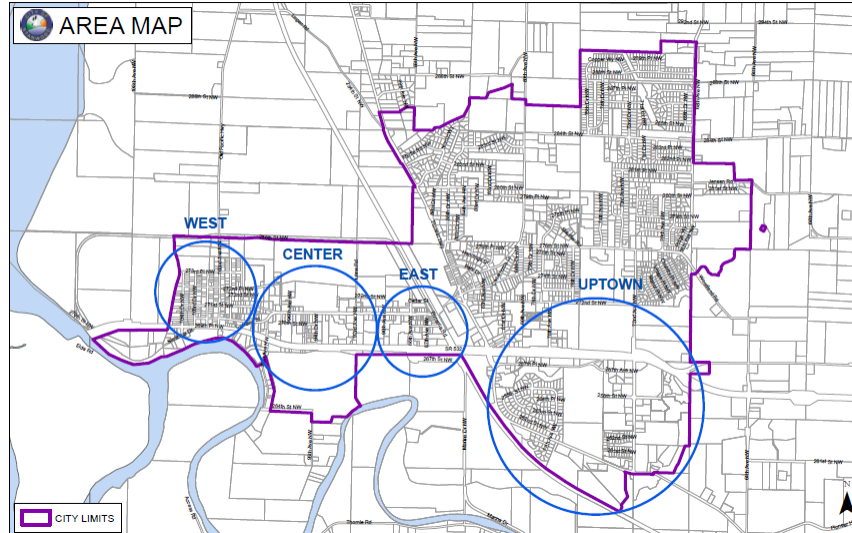
Stanwood-Camano School District



Stanwood City Limits & UGA



Stanwood Sub-Areas



Facts & Figures

- ▶ Stanwood's population is 6,635
- ▶ City area is less than 2 square miles
- ▶ SCSD population is approximately 40,000
- ▶ 50% Camano Island population is over 55

Agenda

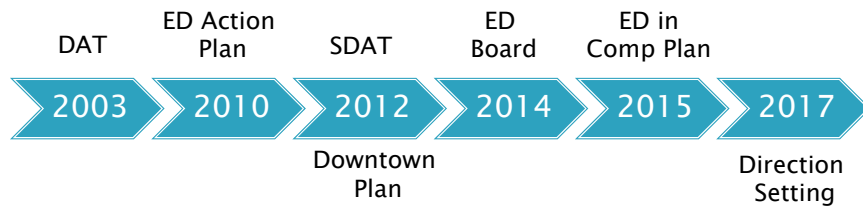
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Economic Development Timeline



2003 DAT: STRATEGIES

- ▶ Business Retention strategies
- ▶ Cooperative among merchants
- ▶ Development and marketing of a business-friendly environment.
- ▶ Business Attraction may be achieved by:
 - Providing information on opportunities
 - Enlisting partners – continue participation with Snohomish County Economic Development Council, and work with regional real estate community
- ▶ Communicating that Stanwood is a place to live, work, locate business
- ▶ Welcoming potential entrants by business community and public

2010 Economic Development Action Plan: PROGRAMS

1. Education
2. Development Services
3. Zoning and Development Standards Work
4. Historic Resources
5. Economic Development Direct Support
6. Downtown Revitalization
7. Uptown
8. Sustainable Development
9. Business Retention
10. Business Recruitment
11. Community Marketing
12. Tourism

2012 SDAT: FOCUS

- Water Management and Flooding Mitigation
- Downtown & Village Revitalization
- Economic Development Strategies
 - Agrarian urbanism: Focus existing and new food-related businesses on locally produced products, including locally-manufactured food items.
 - Art (especially art glass): Cultivate an art-glass presence in Stanwood to reflect the nearby Pilchuck Glass School and the cottage-industry glass producers around the region.
 - Crowdsourcing, crowdfunding, and community-initiated economic development such as a community-owned general store:
- Sustainable Urban Design
- Transportation and Connectivity

2012 Downtown Plan: GOALS

- Promote Downtown as the heart and core of the community
- Recognize and Designate East and West Districts as the Historic Downtown
- Unify Downtown
- Develop Transportation systems that reinforce the development of downtown and provide regional access to and from the community
- Effectively Identify Stanwood
- Separate downtown from the commercial area on the hill

2014 ED Board: RESPONSIBILITIES

- ▶ Provide a communication link between the City and the business community.
- ▶ Advise the City on implementation of the Economic Development Work Program.
- ▶ Advise the City on business perspective on a range of policy issues such as capital planning, zoning amendments and land use policy plans.
- ▶ Advise the City on grant applications for
 - special events grants that benefit Stanwood
 - small capital projects grants benefiting Stanwood Downtown.

2015 Comp Plan: ED GOALS

- ▶ Promote economic vitality
- ▶ **Develop strong community partners**
- ▶ Promote a strong, diversified and sustainable local and regional economy
- ▶ Encourage economic development activities which respect the natural environment
- ▶ Support economic development strategies by including amenities attractive to employees and investors into project design
- ▶ **Support local business by providing up to date information and equitable and efficient licensing permitting procedures**
- ▶ Within Commercial Centers support amenities such as convenient parking, weather protection and public spaces
- ▶ Enhance the city's historic downtown commercial areas
- ▶ Strengthen Stanwood's concentration of "green" businesses and its reputation as an environmentally-friendly community

Agenda

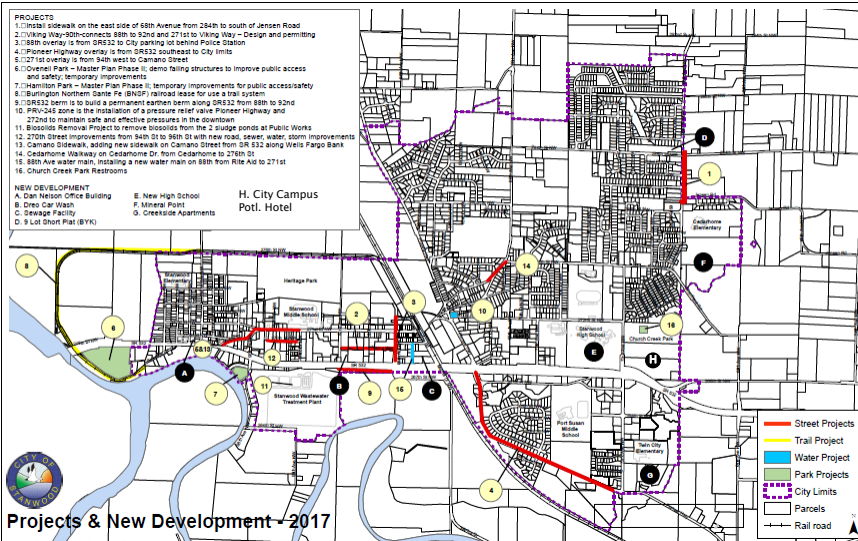
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Current City Projects



2017: Direction Setting Discussion

- ▶ Area of Focus
 - Uptown
 - East Stanwood
 - Central District
 - West Stanwood
 - Combination?
 - Other?
- ▶ What is Success?
- ▶ Next Steps



Sample structures for active Economic Development Boards

A dvice	Principal functions: • Formulate economic development goals for the city, and recommend strategies for attaining those goals. • Provide city staff with additional capacity and expertise for monitoring, assessing and strengthening existing economic development strategies.
	Example tasks/activities: • Provide the city council with a report including the top five recommendations for downtown development. • Develop a plan for the use of surplus city properties to the city council with recommendations for specific structures. • Review and advise the city council on the relative merits of individual economic development proposals. • Work with the Planning Director to research alternative models of development that are compatible with “large pad” sites, historic downtown areas, etc.
	Structure: Work collaboratively in teams or individually to research specific topics, draft recommendations, and write reports. Deliver reports and presentations to the city council and staff by agreed upon due dates.

B olster	Principal functions: • Actively work to attract and retain businesses and investments. • Be an advocate for the city’s economic development, and promote available assets and investment opportunities. • Explore ways to generate and maintain financial capacity.
	Example tasks/activities: • Develop a marketing strategy and branding platform for the city. • Recruit potential businesses to relocate or expand within the city; develop plans and programs to promote creative incentives including funding mechanisms to attract and retain commercial and industrial development. • Apply for grants, and/or research potential sources of funding and recommend them to the city council. • Communicate directly with property/industry owners to identify challenges to re-occupation, redevelopment, or expansion of properties within industrial areas. • Help small business owners in the community to connect with technical and financial support in the region.

	Structure: Submit specific strategies to the city for approval and, once approved, create action plans to implement those strategies. Work independently as a board to support the city's economic development priorities and goals.
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C onnect	Principal functions: • Liaison between the public, business community, city council and staff, and provide an open channel for communication. • Be the “eyes and ears” on the ground, assess public opinion and concerns related to economic development proposals and activities. • Engage with other agencies such as regional economic development boards to serve as the point of contact and to form partnerships where there are shared goals.
	Example tasks/activities: • Host open-house events to gather community input and public comment; report back to the board and/or council. • Appoint individual board members to meet with consultants and city staff about proposals and projects, and update the board and the city council. • Appoint a liaison to the regional Chamber of Commerce. • Serve as a central body for the dissemination of economic development information relating to availability of land, financial tools and resources and other factors relating to successful commercial and economic development.
	Structure: Divide into sub-committees to that support and monitor specific projects. Serve as the main point-of-contact for the community on these projects, work directly with staff, and provide regular updates to the rest of the EDB.

Notes and some general guidelines:

- These examples are for illustration and don't take into account the EBD's current annual work plan.
- Of course, the Stanwood EDB could “mix and match” any features or examples that are outlined above.
- The assigned tasks and activities should also take into account board member knowledge, interest, and expertise.
- Cities often establish attendance requirements for appointed board members, and absences in excess of those requirements may result in forfeiture of a position.
- The City Council and EDB members should agree upon due dates for any reports or recommendations to the council.
- When serving in a public-facing capacity or liaison to the board, members should be careful to remain open and not inject their own opinions or interests while researching a topic or gathering public comment.