

1. Agenda

Documents:

[09-14-2017 CDC MEETING AGENDA.PDF](#)

2. Meeting Materials

Documents:

[HIATT CONSULTING LLC, SUPPLEMENT AMENDMENT NO. 3.PDF](#)

[LANDED GENTRY PRELIMINARY LOT LAYOUT.PDF](#)

[MINERAL POINT - FINAL PLAT.PDF](#)

[SPECIAL EVENTS GRANT.PDF](#)

[UTILITY ZONING CHANGE.PDF](#)



City Council Committee Meeting Agenda

Community & Economic Development Committee

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

Thursday September 14, 2017 6:00 PM

- | | |
|---|-----|
| 1. Mineral Point – Final Plat | 1-1 |
| 2. Utility Zoning Change | 2-1 |
| 3. Hiatt Consulting LLC, Supplement Amendment No. 3 | 3-1 |
| 4. Special Events / Grant | 4-1 |
| 5. Preliminary Plat for Landed Gentry | 5-1 |



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

DATE: September 14, 2017

SUBJECT: Authorize the Mayor to Sign Supplemental Agreement No. 3 with Hiatt Consulting LLC to extend the term of the tourism promotion and marketing contract to September 30, 2017

CONTACT PERSON: Ryan C. Larsen, Community Development Director

ATTACHMENTS: A – Supplemental No. 3

ISSUE

The contract for services with Hiatt Consulting LLC for tourism promotion and marketing expired on May 30, 2017. The contract allows for one additional – one year extension. The City Council authorized a Supplement Agreement No. 2 to allow the contract to be extended until August 31, 2017. This was primarily done in order to accommodate for the Discover Port Susan Magazine and a transition between Hiatt Consulting and the Chamber.

City staff recommends a contract extension through September 30, 2017. This will allow for the Discover Port Susan magazine to be completed and published.

RECOMMENDATION

1. Review and discuss the proposed Supplement Agreement No. 3.
2. Provide any input on proposed changes to Supplement Agreement No. 3.

SUMMARY STATEMENT

In order to maintain consistency with the Discover Port Susan magazine, staff is suggesting that Council enter into a Supplement Agreement No. 3 with Hiatt Consulting to ensure the magazine is completed on time to publish.

DISCUSSION

City staff recommends extending the contract with Hiatt Consulting through September 30, 2017. This will allow Hiatt Consulting to continue to maintain the visitor website (www.discoverportsusan.com) and complete work on articles for the October issue of the Discover Port Susan magazine. Hiatt Consulting completed all of the articles at the end of August. However, the month of September will be utilized to make any final corrections to the articles and publication based on feedback from the publisher.

The magazine will be completed on September 26, 2017 and will be published on September 29, 2017.

FINANCIAL IMPACT

Supplemental Agreement No. 2 extended the term of the agreement from May 31, 2017 to August 31, 2017. Supplemental Agreement No. 3 will extend the terms for the agreement to September 30, 2017. The additional editing of the magazine will cost \$2,000 for 30 hours of work.

COMMITTEE RECOMMENDATIONS

- 1) Support the proposed Supplement Agreement No. 3.
- 2) Do not support the proposed Supplement Agreement No. 3 at this time and direct staff to address any of the Council's concerns.

RECOMMENDED ACTION

Support the proposed Supplement Agreement No. 3 and for the Mayor's signature of the agreement.

ATTACHMENT A

SUPPLEMENTAL AGREEMENT NO. 3 TO PROFESSIONAL SERVICES AGREEMENT 2016-42 FOR CITY OF STANWOOD AND ELLEN HIATT

This Supplemental Agreement No. 3 is made and entered into on the 1st day of September, 2017, between the City of Stanwood, hereinafter called the "City" and Hiatt Consulting LLC, hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for Tourism Promotion and Marketing, hereinafter called the "Project," said Agreement being dated May 12, 2016; and

WHEREAS, both parties approved Supplemental No. 1 on June 9, 2016, to amend the contracting entity from Ellen Hiatt, Sole Proprietor, to Hiatt Consulting LLC,

WHEREAS, the originally signed Agreement was set to terminate on May 30, 2017 and the parties may extend the term of the Agreement for one (1) additional one-year period by written mutual agreement; and

WHEREAS, City Council approved Supplemental No. 2 on June 22, 2017, to amend the contract to extend until August 31, 2017 to allow for a transition between Hiatt Consulting LLC to the Stanwood Chamber of Commerce;

WHEREAS, the parties mutually agree to extend the term of the contract until September 30, 2017 to solely work on the Discover Port Susan magazine which will be published on September 29, 2017 to ensure final editing of the magazine;

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein or attached and incorporated, and made a part hereof, the parties hereto agree as follows:

Section 1: Article III, Section III.3 of the Original Agreement, Term is amended to add that the parties agree to extend the term of the agreement to terminate at midnight September 30, 2017.

Each and every provision of the Original Agreement for Professional Services dated May 12, 2016, as amended, shall remain in full force and effect, except as modified.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 3 as of the day and year first above written.

CITY OF STANWOOD

HIATT CONSULTING, LLC

By: _____
Leonard, Kelley, Mayor

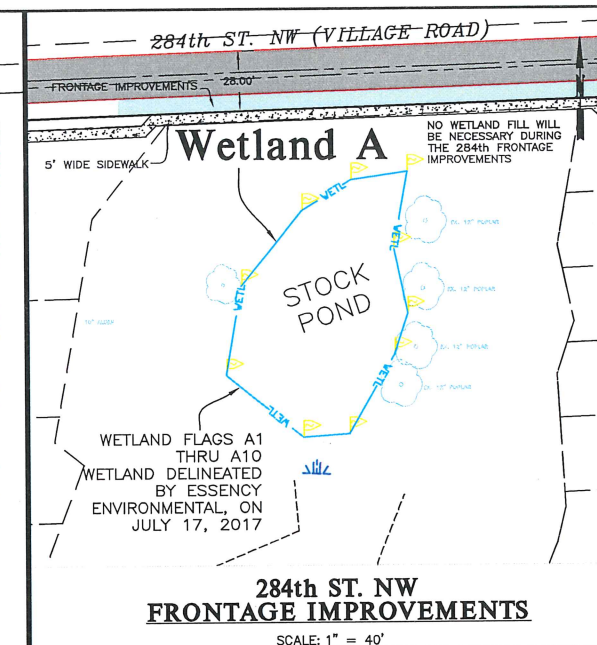
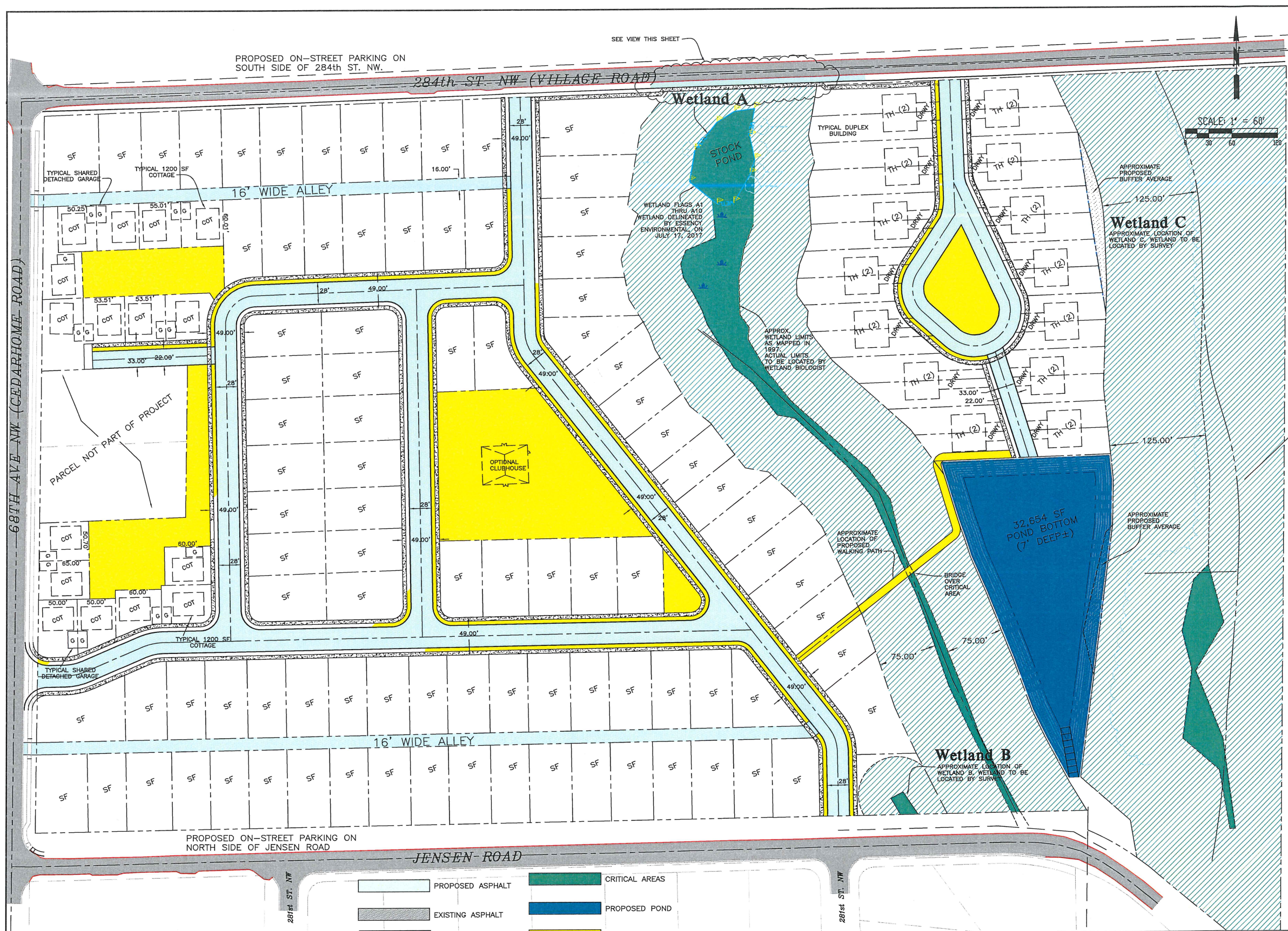
By: _____
Ellen Hiatt, President

Approved as to form:

Attest:

Grant K. Weed, City Attorney

David Hammond, City Clerk



PROJECT AREA = 1,526,074 S.F. = 34.9 ACRES
WETLAND AREA = 10.2 ACRES
PROPOSED POND AREA = 1.6 ACRES
R.O.W. AREA = 4.9 ACRES
DEVELOPABLE LOT AREA = 16.3 ACRES

SF = SINGLE FAMILY LOT
COT = COTTAGE STYLE LOT
TH (#) = TOWNHOUSE # UNITS
(WITH COMMON WALL PROPERTY LINE)

PROPOSED LOTS (AS SHOWN) = 136 LOTS

80% TO BE SINGLE FAMILY (SF)
20% TO BE "OTHER"
OF THE "OTHER" 75% MAX. TO BE TOWNHOUSE (FEE SIMPLE DUPLEX)
OF THE "OTHER" 25% MIN. TO BE COTTAGE

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OPEN SPACE REQUIRED:
0.5 AC/10 GROSS ACRES = 1.75 ACRES
OPEN SPACE AREA PROVIDED
= 78,716 S.F. = 1.80 ACRES

PLAN STATUS: PLANNING COMMISSION

SCALE: 1" = 60'
DRAWN BY: H. NELSON
CHECKED BY: J. RAVNIK
DATE: 08.29.17

SHEET TITLE:
**STANWOOD PRELIMINARY PLAT
FOR
LANDED GENTRY
SECTION 20, T. 32 N, R. 4 E, W.M.**

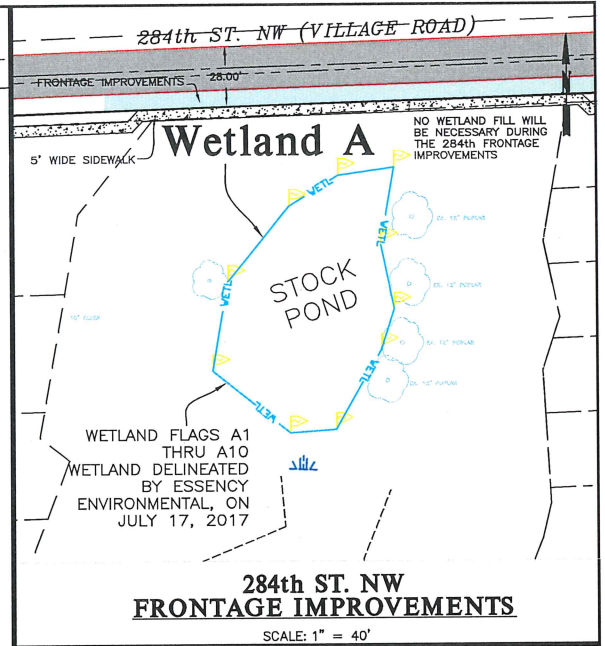
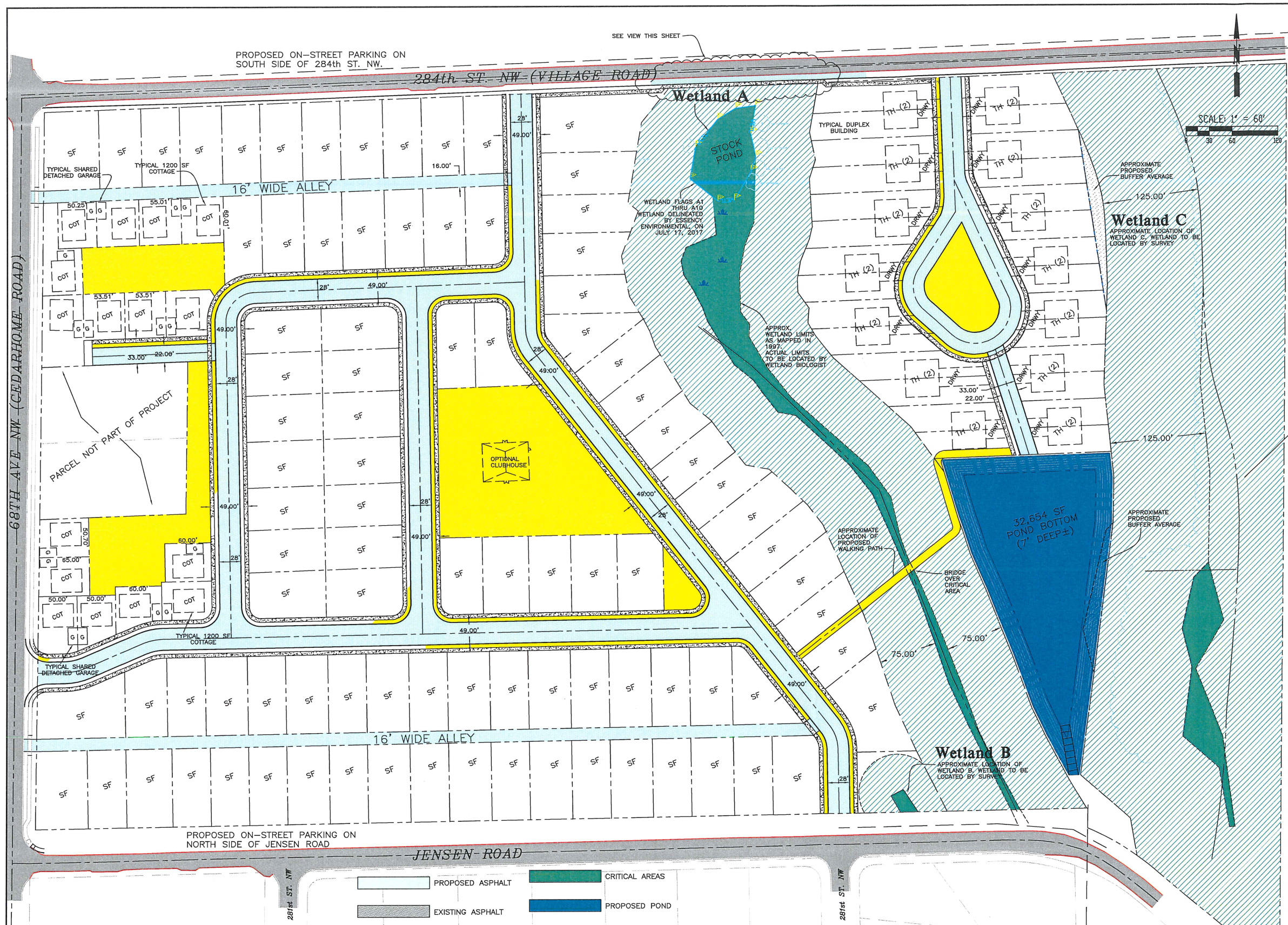
DRAWING NO.
17005.Color.Plan.Comm.dwg
JOB NO.
17005
SHEET NO.
3 OF 3

REV. NO.	REVISION	DATE	BY	APPROVED

Ravnik & Associates, Inc.
CIVIL ENGINEERING & LAND-USE PLANNING
1633 LINDAMOOD LANE/P.O. BOX 361
BURLINGTON, WA 98233
PH: (360) 707-2048 FAX: (360) 707-2216

SHEET DESCRIPTION:

**PRELIMINARY
LOT LAYOUT**



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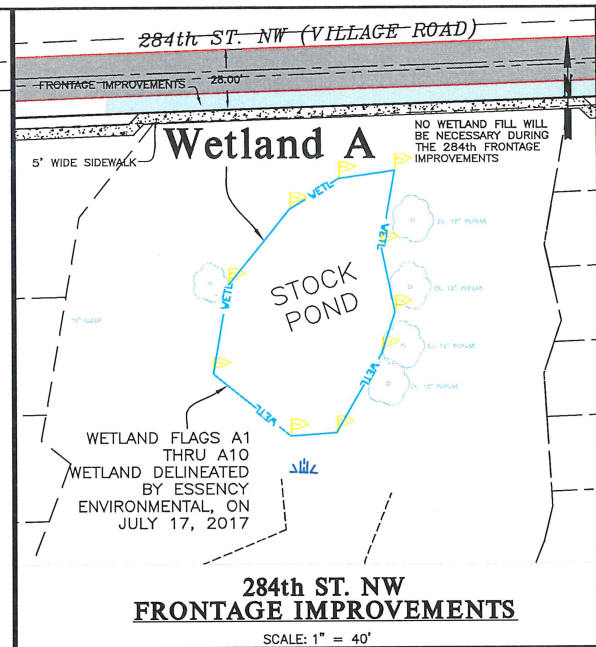
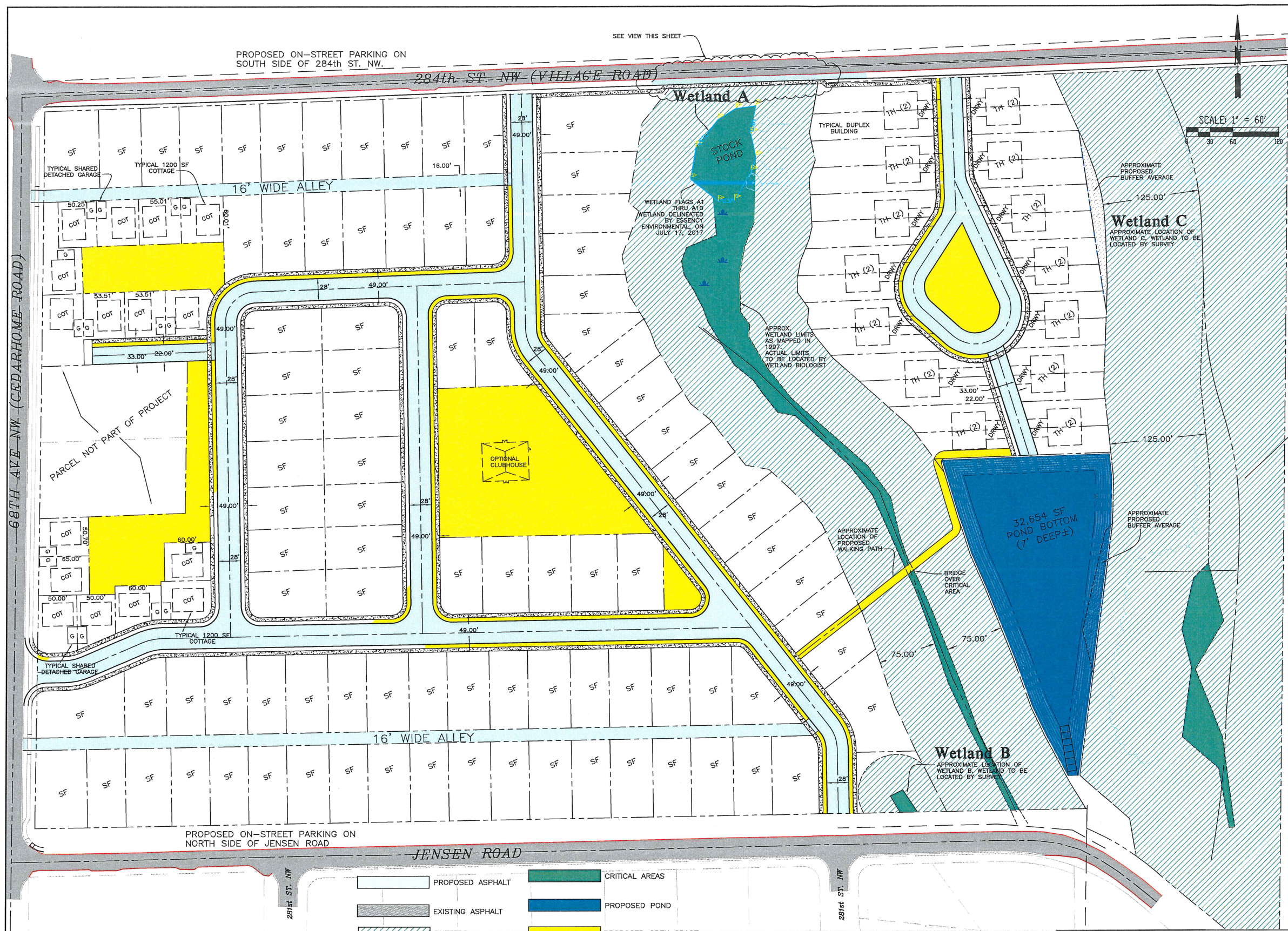
STANWOOD PRELIMINARY PLAT FOR LANDED GENTRY

SECTION 20, T. 32 N., R. 4 E., W.M.

DRAWING NO. 17005.Color.Plan.Comm.dwg

JOB NO. 17005

SHEET NO. 3 OF 3



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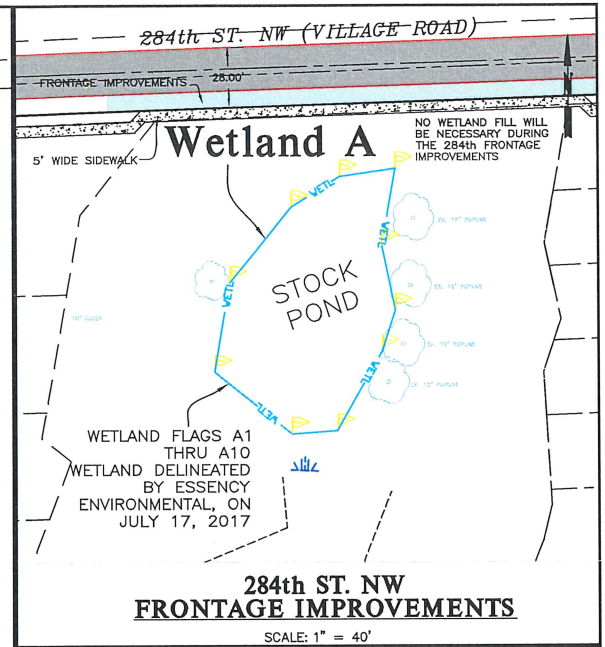
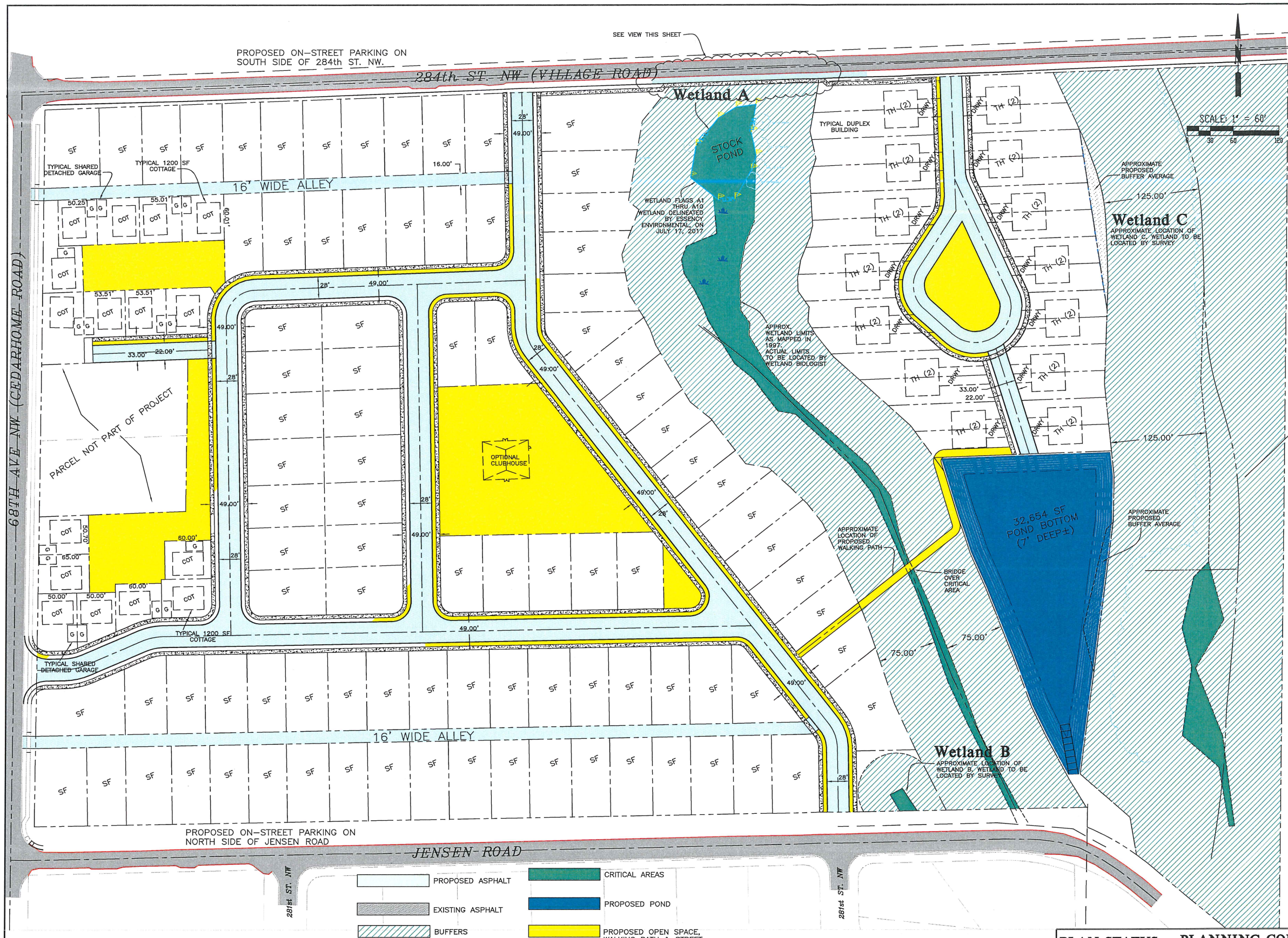
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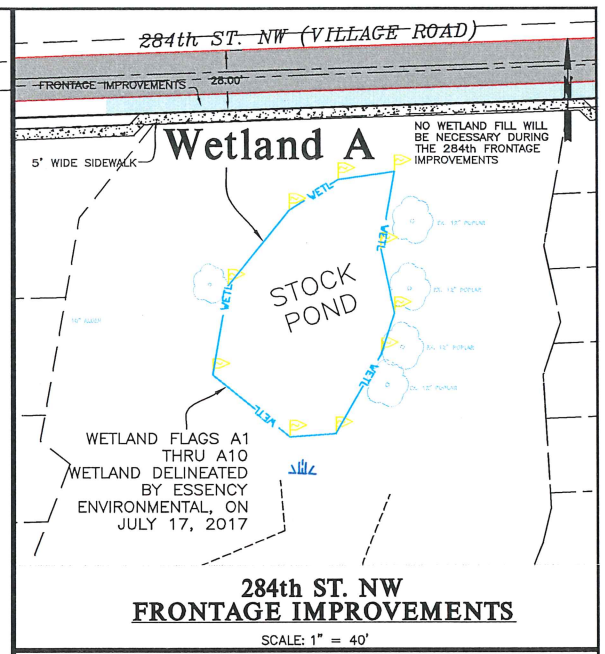
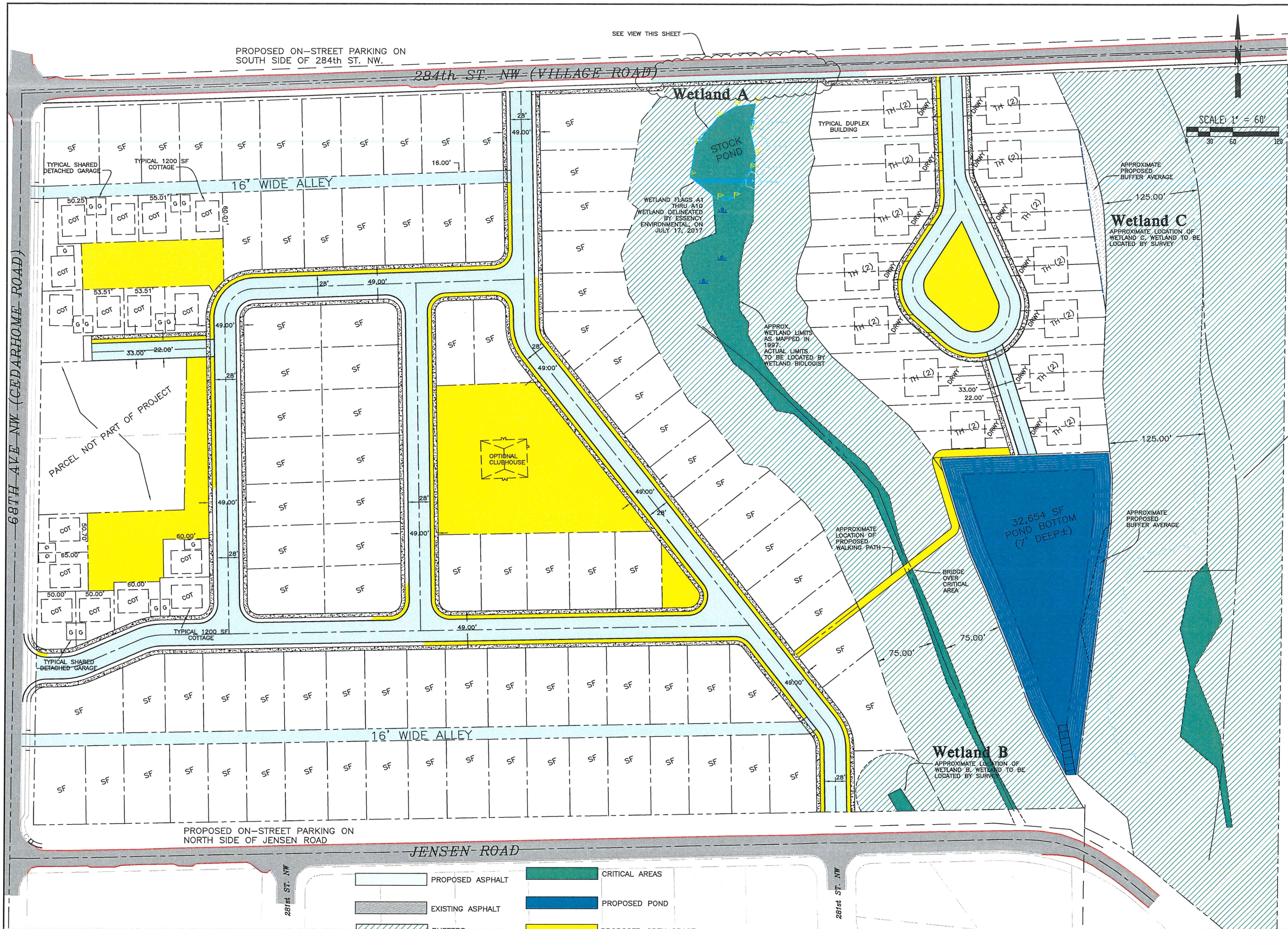
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**CITY OF STANWOOD
COMMUNITY DEVELOPMENT COMMITTEE
AGENDA STAFF REPORT**

DATE: September 14, 2017

SUBJECT: Mineral Point – Final Plat

CONTACT PERSON: Ryan C. Larsen, Community Development Director

ATTACHMENTS: A. Mineral Point Final Plat

ISSUE

The Community Development Committee is being asked to review the final plat of Mineral Point and allow the applicant to record the plat of Mineral Point Phase I.

RECOMMENDATION

1. Review and discuss the final plat of Mineral Point.

SUMMARY STATEMENT

The plat of Mineral Point was preliminary approved for 69 new single family residential lots on approximately 19.92 acres. The property fronts 68th Avenue NW to the west and abuts the Cedarhome Elementary to the north. The Comprehensive Plan designation for the site was LDR – Low Density Residential and zoned SR 9.6 at the time of application.

DISCUSSION

In 2007, the applicant participated in a proposed annexation of a larger 31.76 acre area known as the Manning-Dickenson, a.k.a. Weatherby/Leavitt, annexation as a signatory to the 60% annexation petition. On February 4, 2008, the Snohomish County Boundary Review Board approved the annexation and authorized the City to proceed with annexation of this area. The City Council on February 26, 2009 approved the annexation by adopting Ordinance 1244. The applicant originally filed for and received preliminary plat approval from Snohomish County for a 52 unit single family development of the property known as Weatherby North in 2005. In 2007 the applicant applied for, from the County, a major revision to increase the number of lots from 52 to 69 lots. However, the major revision was not completed by the County, it was transferred to the City to complete once the annexation was final. The city hearing examiner approved the major revision on February 10, 2010.

City staff has reviewed and approved a minor revision of the approved preliminary plat. Changes include moving the detention pond from the west side of the plat to the east. The detention pond is now located within a short plat owned by the applicant which will

serve the plat and short plat. The revision also included an increase in the number of lots. The road configuration stays the same.

Community Development and Public Works Departments have inspected the construction of public improvements and indicated that all items have been completed to their satisfaction.

Based on staff review, the applicant has completed all other applicable conditions of the preliminary plat approval. Any conditions to be completed prior to building permit issuance and other restrictions are identified on the face of the plat map.

SMC 16.20.060(3) states

(3) After being approved as required above, the final plat shall be presented to the city council. After finding that the final plat has been completed in accordance with the provisions of this code, and that all required improvements have been completed or that arrangements or contracts have been entered into to guarantee that such required improvements will be completed, and that the interests of the city are fully protected, the mayor shall sign the final plat accepting such dedications and easements as may be included thereon, and the final plat shall be returned to the applicant for filing for record with the auditor.

The applicant has submitted the necessary bonds and performance bonds satisfactory to both Public Works and Community Development. Landscaping will not be installed at this time due to the current weather and will be installed later this year when the season becomes wetter. The landscaping is covered under a performance bond. The as-builts have been submitted and have been reviewed.

Upon approval by the City Council, the Mayor will sign the final plat along with city staff. The final plat will be returned to the applicant to record with the Snohomish County Auditor. Also, the applicant has provided the necessary bonding for installed improvements.

FINANCIAL IMPACT

Upon recording of the final plat, the plat will be recorded and each lot will contribute by paying property tax.

COMMITTEE RECOMMENDATIONS

- 1) Support approved final plat of Mineral Point as presented.
- 2) Suggest returning the final plat of Mineral Point to the applicant to make final correction or edits to the plat and/or final plat.

RECOMMENDED ACTION

No recommendation provided.

DRAINAGE FACILITY MAINTENANCE COVENANT

WE, THE OWNERS AND CONTRACT PURCHASERS OF THE LANDS HEREIN PLATTED (GRANTOR), AGREE THAT THE OBLIGATIONS OF THE COVENANTANT SHALL BE THE OBLIGATIONS OF THE GRANTOR. THE GRANTOR, BY EXECUTION OF THIS COVENANT, ACKNOWLEDGES THAT THE BENEFITS OF THIS COVENANT INURE TO THE GRANTOR, THE OWNERS AND CONTRACT PURCHASERS OF THE LANDS HEREIN PLATTED (GRANTOR), AGREE THAT THE OBLIGATIONS OF THE COVENANTANT SHALL BE THE OBLIGATIONS OF THE GRANTOR. THE GRANTOR, BY EXECUTION OF THIS COVENANT, ACKNOWLEDGES THAT THE BENEFITS OF THIS COVENANT INURE TO THE GRANTOR, THE OWNERS AND CONTRACT PURCHASERS OF THE LANDS HEREIN PLATTED (GRANTOR), AGREE THAT THE OBLIGATIONS OF THE COVENANTANT SHALL BE THE OBLIGATIONS OF THE GRANTOR.

THE GRANTOR, IN CONSIDERATION OF THE APPROVAL OF THIS SUBDIVISION, HEREBY COVENANTS TO PERFORM REGULAR MAINTENANCE UPON THE DRAINAGE FACILITIES INSTALLED, OR TO BE INSTALLED, UPON GRANTOR'S PROPERTY. REGULAR MAINTENANCE SHALL INCLUDE AT A MINIMUM, ANNUAL INSPECTION OF THE STORMWATER DRAINAGE SYSTEM, AS APPLICABLE, THE SYSTEM SHALL INCLUDE THE STORMWATER CONVEYANCE SYSTEM PIPES, DITCHES, SWALES, AND CATCH BASINS; STORMWATER FLOW REGULATION SYSTEM DETENTION PONDS; VAULTS, PIPES, FLOW REGULATION AND CONTROL STRUCTURES; INFILTRATION SYSTEMS AND WATER QUALITY CONTROL SYSTEM. THE SCOPE OF THIS COVENANT AND RIGHT OF ENTRY SHALL BE ADEQUATE TO PROVIDE FOR THE ACCESS, INSPECTION, AND MAINTENANCE OF THE STORMWATER DRAINAGE SYSTEM, AND SHALL BE SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. THE CITY SHALL HAVE THE PERPETUAL RIGHT OF ENTRY ACROSS ADJACENT LANDS OF THE GRANTOR FOR PURPOSES OF INSPECTING, AUDITING, OR CONDUCTING REQUIRED MAINTENANCE OF THE DRAINAGE FACILITY;

2. IF CITY INSPECTION DETERMINES THAT MAINTENANCE IS NOT BEING PERFORMED, CITY SHALL ENDEAVOR TO PROVIDE THE GRANTOR REASONABLE ADVANCE NOTIFICATION OF THE NEED TO PERFORM THE MAINTENANCE AND A REASONABLE OPPORTUNITY FOR THE GRANTOR TO PERFORM THE MAINTENANCE. IF THE GRANTOR DOES NOT PERFORM THE MAINTENANCE WITHIN THE SPECIFIED TIME FRAME, THE CITY SHALL HAVE THE RIGHT TO PERFORM OR CONTRACT WITH OTHERS TO PERFORM IT AT THE SOLE EXPENSE OF THE GRANTOR. IF THE CITY, IN ITS SOLE DISCRETION DETERMINES THAT AN IMMINENT OR PRESENT DANGER EXISTS, REQUIRED MAINTENANCE AND/OR REPAIR MAY BEYEN IMMEDIATELY AT GRANTOR'S EXPENSE, WITHOUT PRIOR NOTICE TO THE GRANTOR. IN SUCH EVENT, THE CITY SHALL PROVIDE GRANTOR WITH A WRITTEN STATEMENT AND ACCOUNTING OF ALL WORK PERFORMED AND THE FEES, CHARGES, AND EXPENSES INCURRED IN MAKING SUCH REPAIRS. GRANTOR SHALL AGREE TO REIMBURSE THE CITY OR PAY THE CITY'S VENDORS DIRECTLY FOR ALL REASONABLE FEES, CHARGES, AND EXPENSES IDENTIFIED IN THE CITY'S STATEMENT.

3. IF THE CITY IS REQUIRED TO ACT AS A RESULT OF GRANTOR'S FAILURE TO COMPLY WITH THIS COVENANT, THE CITY MAY REMOVE ANY OBSTRUCTIONS AND/OR INTERFERENCES THAT IN THE SOLE OPINION OF THE CITY IMPAIR THE OPERATION OF THE DRAINAGE FACILITY OR THE MAINTENANCE THEREOF. GRANTOR AGREES TO HOLD THE CITY, ITS OFFICERS, EMPLOYEES, AND AGENTS HARMLESS FROM ANY AND ALL CLAIMS, ACTIONS, SUITS, LIABILITY, LOSS, EXPENSES, DAMAGES AND JUDGMENTS OF ANY NATURE WHATSOEVER, INCLUDING COSTS AND ATTORNEY'S FEES INCURRED BY THE REMOVAL OF VEGETATION OR PHYSICAL INTERFERENCE FROM THE DRAINAGE FACILITY.

4. WHEN EXERCISING THE MAINTENANCE PROVISIONS OF THE COVENANT, IN THE EVENT OF NONPAYMENT, THE CITY MAY BRING SUIT TO RECOVER SUCH COSTS, INCLUDING ATTORNEY'S FEES, AND UPON OBTAINING A JUDGEMENT, SUCH AMOUNT SHALL BECOME A LIEN AGAINST THE PROPERTY OF GRANTOR AS PROVIDED IN RCW 4.56.194.

5. GRANTOR COVENANTS THAT ALL OF THE OWNERS, CONTRACT PURCHASERS AND LIEN HOLDERS OF THE PROPERTY DESCRIBED HEREIN HAVE SIGNED THE DEDICATION AND/OR DECLARATION OF THIS SUBDIVISION, THAT THEY HAVE THE RIGHT TO GRANT THIS COVENANT ON THE PROPERTY, AND THAT THE TITLE TO THE PROPERTY IS FREE AND CLEAR OF ANY ENCUMBRANCES WHICH WOULD INTERFERE WITH THE ABILITY TO GRANT THIS COVENANT.

NATIVE GROWTH PROTECTION AREAS

ALL NATIVE GROWTH PROTECTION AREAS SHALL BE LEFT PERMANENTLY UNDISTURBED IN A SUBSTANTIALLY NATURAL STATE. NO CLEARING, GRADING, FILLING, BUILDING CONSTRUCTION OR PLACEMENT, OR ROAD CONSTRUCTION OF ANY KIND SHALL OCCUR, EXCEPT REMOVAL OF HAZARDOUS TREES. THE ACTIVITIES AS SET FORTH IN SNOHOMISH COUNTY CODE 30.910.010 ARE ALLOWED WHEN APPROVED BY THE CITY.

EASEMENT PROVISIONS

UTILITY EASEMENT

GRANTOR HEREBY RESERVES FOR AND GRANTED ALL UTILITIES SERVING SUBJECT PLAT AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, UNDER AND UPON THE EXTERIOR 10 FEET PARALLEL WITH AND ADJOINING THE STREET FRONTAGE OF ALL LOTS, TRACTS AND COMMON AREAS IN WHICH TO INSTALL, LAY, CONSTRUCT, RENEW, OPERATE AND MAINTAIN UNDERGROUND CONDUITS, CABLES, PIPES, AND WIRES WITH NECESSARY FACILITIES AND OTHER EQUIPMENT FOR THE PURPOSE OF SERVING THIS SUBDIVISION AND OTHER PROPERTY WITH ELECTRIC, TELEPHONE, GAS, TELEVISION CABLE AND OTHER UTILITY SERVICES TOGETHER WITH THE RIGHT TO ENTER UPON THE LOTS, TRACTS AND COMMON AREAS AT ALL TIMES FOR THE PURPOSES HEREIN STATED.

DRAINAGE EASEMENT

DRAINAGE EASEMENTS DESIGNATED ON THE PLAT ARE HEREBY RESERVED FOR AND GRANTED TO THE HOMEOWNERS ASSOCIATION, EXCEPT FOR THE PURPOSES OF MAINTAINING, REPAIRING, REPLACING, OR REBUILDING ANY ENCLOSED OR OPEN CHANNEL STORM WATER CONVEYANCE SYSTEM AND/OR OTHER DRAINAGE FACILITIES, UNDER, UPON OR THROUGH THE DRAINAGE EASEMENT.

PRIVATE DRAINAGE EASEMENT (PDE)

PRIVATE DRAINAGE EASEMENTS ARE HEREBY GRANTED TO THE HOMEOWNERS ASSOCIATION, EXCEPT FOR THE PURPOSES OF MAINTAINING, REPAIRING, REPLACING, OR REBUILDING ANY ENCLOSED OR OPEN CHANNEL STORM WATER CONVEYANCE SYSTEM AND/OR OTHER DRAINAGE FACILITIES, UNDER, UPON OR THROUGH THE DRAINAGE EASEMENT.

THE PRIVATE DRAINAGE EASEMENTS ARE AS FOLLOWS:

PDE WITHIN LOTS 2 AND 3 IS FOR THE BENEFIT OF LOTS 1-4;

PDE WITHIN LOT 5 IS FOR THE BENEFIT OF LOTS 5 AND 6;

PDE WITHIN LOT 7 IS FOR THE BENEFIT OF LOTS 7 AND 8;

PDE WITHIN LOT 20 IS FOR THE BENEFIT OF LOTS 19 AND 20.

NOTES:

1. THE LOTS WITHIN THIS SUBDIVISION SHALL BE SUBJECT TO SCHOOL IMPACT MITIGATION FEES FOR THE BENEFIT OF THE STANWOOD-GAMANO SCHOOL DISTRICT, TO BE DETERMINED BY THE CERTIFIED AMOUNT WITH THE BASE FEE SCHEDULE IN EFFECT AT THE TIME OF BUILDING PERMIT APPLICATION, AND TO BE COLLECTED PRIOR TO ISSUANCE OF EACH BUILDING PERMIT, IN ACCORDANCE WITH THE PROVISIONS OF SMC 17.151. CREDIT SHALL BE GIVEN FOR ONE (1) EXISTING UNIT. LOT 1 SHALL RECEIVE THE CREDIT.

2. THE DWELLING UNITS WITHIN THIS DEVELOPMENT ARE SUBJECT TO PARK IMPACT FEES IN THE AMOUNT OF \$640.00 PER NEWLY ISSUED BUILDING PERMIT APPLICATION, AND TO BE COLLECTED PRIOR TO ISSUANCE OF EACH BUILDING PERMIT, IN ACCORDANCE WITH THE PROVISIONS OF SMC 17.151. CREDIT SHALL BE GIVEN FOR ONE (1) EXISTING UNIT. LOT 1 SHALL RECEIVE THE CREDIT.

3. THE DWELLING UNITS WITHIN THIS DEVELOPMENT ARE SUBJECT TO FIRE IMPACT FEES IN THE AMOUNT OF \$600.00 PER NEWLY APPROVED DWELLING UNIT. PAYMENT OF THESE MITIGATION FEES IS REQUIRED PRIOR TO ISSUANCE OF EACH BUILDING PERMIT IN ACCORDANCE WITH THE PROVISIONS OF SMC 17.151 AND THE DEVELOPMENT AGREEMENT. THE PER DWELLING UNIT FEE STATED HEREIN WILL REMAIN IN EFFECT FOR A PERIOD OF FIVE (5) YEARS FROM FEBRUARY 4, 2010.

4. THE DWELLING UNITS WITHIN THIS DEVELOPMENT ARE SUBJECT TO THE PROVISIONS OF SMC 17.112, ARCHITECTURAL DESIGN STANDARDS. TENDING SHALL BE REVIEWED BY THE CITY AT THE TIME OF SITE DEVELOPMENT PLAN REVIEW.



GRAPHIC SCALE



500
0
500
1000
SCALE: 1" = 500'

1/4 CORNER, SECTION 20,
P.L. MON. CONC. FILLED
2" FROM PIPE WITH COPPER TACK,
DOWN, VISTED MAY, 2017

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PLAT OF
MINERAL POINT PHASE I

IN THE SW 1/4 OF THE NE 1/4
OF SECTION 20, T.32N., R.4E., W.M.

CITY OF STANWOOD, SNOHOMISH COUNTY, WASHINGTON



JOB NO. 2016-083
DATE: 09/07/17
DWC BY: AP/AMS
F.B. 1611, P. 40
SHEET 2 of 5

REFERENCES:

- (R1) PLAT OF ROSELAND ESTATES, APN 200602215094
- (R2) PLAT OF CEDARHOM ESTATES, APN 200504145430

SECTION BREAKDOWN

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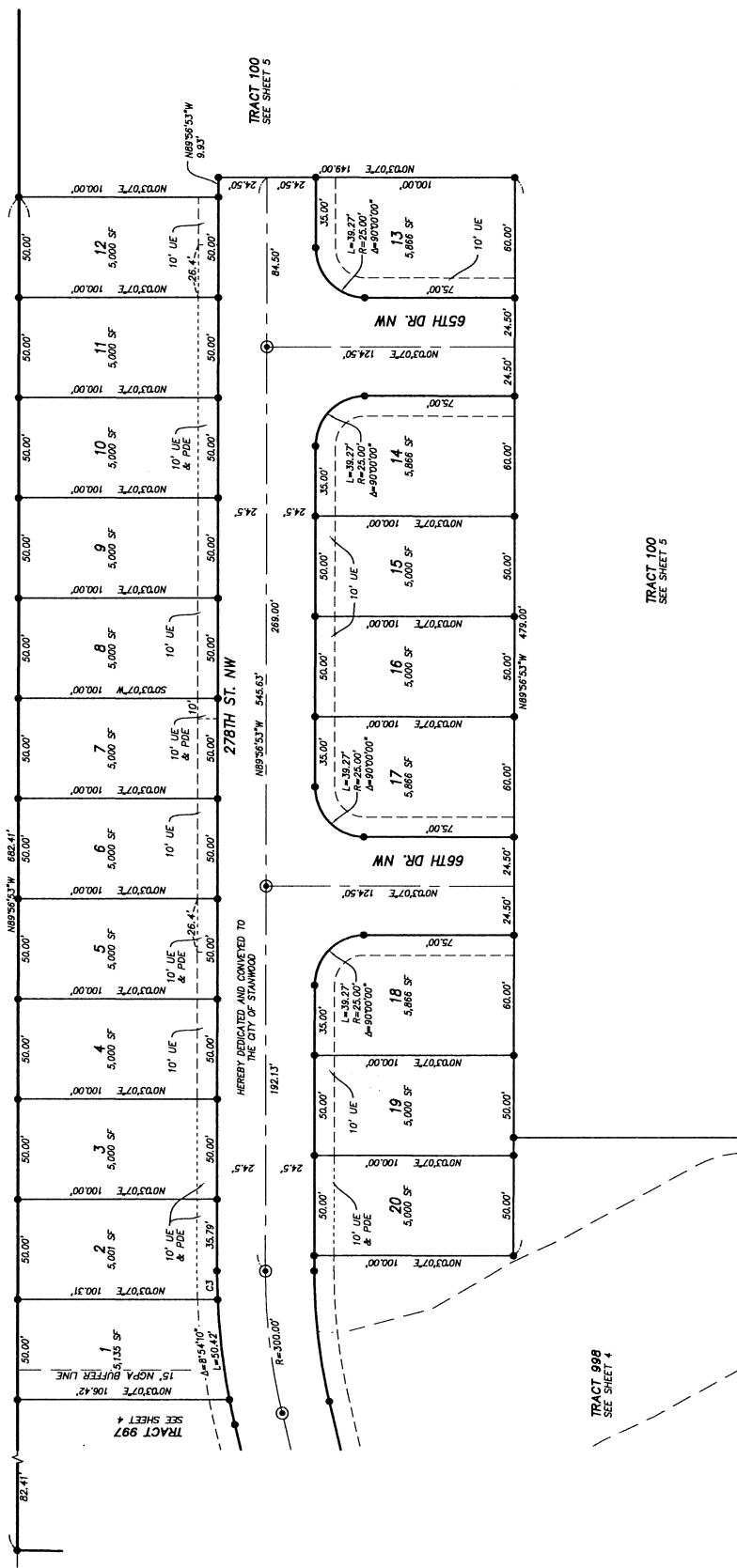
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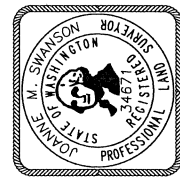
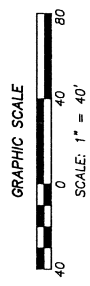
- ADDRESSES AS PROVIDED BY THE CITY OF STANWOOD
- LOT 1 6621 - 278TH STREET NW
 - LOT 2 6617 - 278TH STREET NW
 - LOT 3 6613 - 278TH STREET NW
 - LOT 4 6609 - 278TH STREET NW
 - LOT 5 6605 - 278TH STREET NW
 - LOT 6 6523 - 278TH STREET NW
 - LOT 7 6519 - 278TH STREET NW
 - LOT 8 6515 - 278TH STREET NW
 - LOT 9 6511 - 278TH STREET NW
 - LOT 10 6507 - 278TH STREET NW
 - LOT 11 6503 - 278TH STREET NW
 - LOT 12 6439 - 278TH STREET NW
 - LOT 13 6508 - 278TH STREET NW
 - LOT 14 6510 - 278TH STREET NW
 - LOT 15 6514 - 278TH STREET NW
 - LOT 16 6518 - 278TH STREET NW
 - LOT 17 6608 - 278TH STREET NW
 - LOT 18 6612 - 278TH STREET NW
 - LOT 19 6616 - 278TH STREET NW
 - LOT 20 6616 - 278TH STREET NW

CURVE	LENGTH	RADIUS	DELTA	LOCATION
C3	14.21	324.50	230.33°	LOT 2

NOTE: SPOILING CAPS IN THE TABLES ON THIS SHEET CAN BE FOUND ON SHEET 4 OF 5

LEGEND

- SET BASED CONCRETE MONUMENT PER CITY OF STANWOOD STANDARD WITH A 3" BRASS CAP WITH PUNCH MARK AND STAMPED "ORCA 3467"
- SET 1/2"x24" REBAR W/CAP "ORCA 3467"
- UTILITY EASEMENT (SEE NOTE ON SHEET 2 OF 5)
- PRIVATE DRAINAGE EASEMENT (SEE NOTE ON SHEET 2 OF 5)
- UTILITY EASEMENT LINE
- PRIVATE DRAINAGE EASEMENT LINE

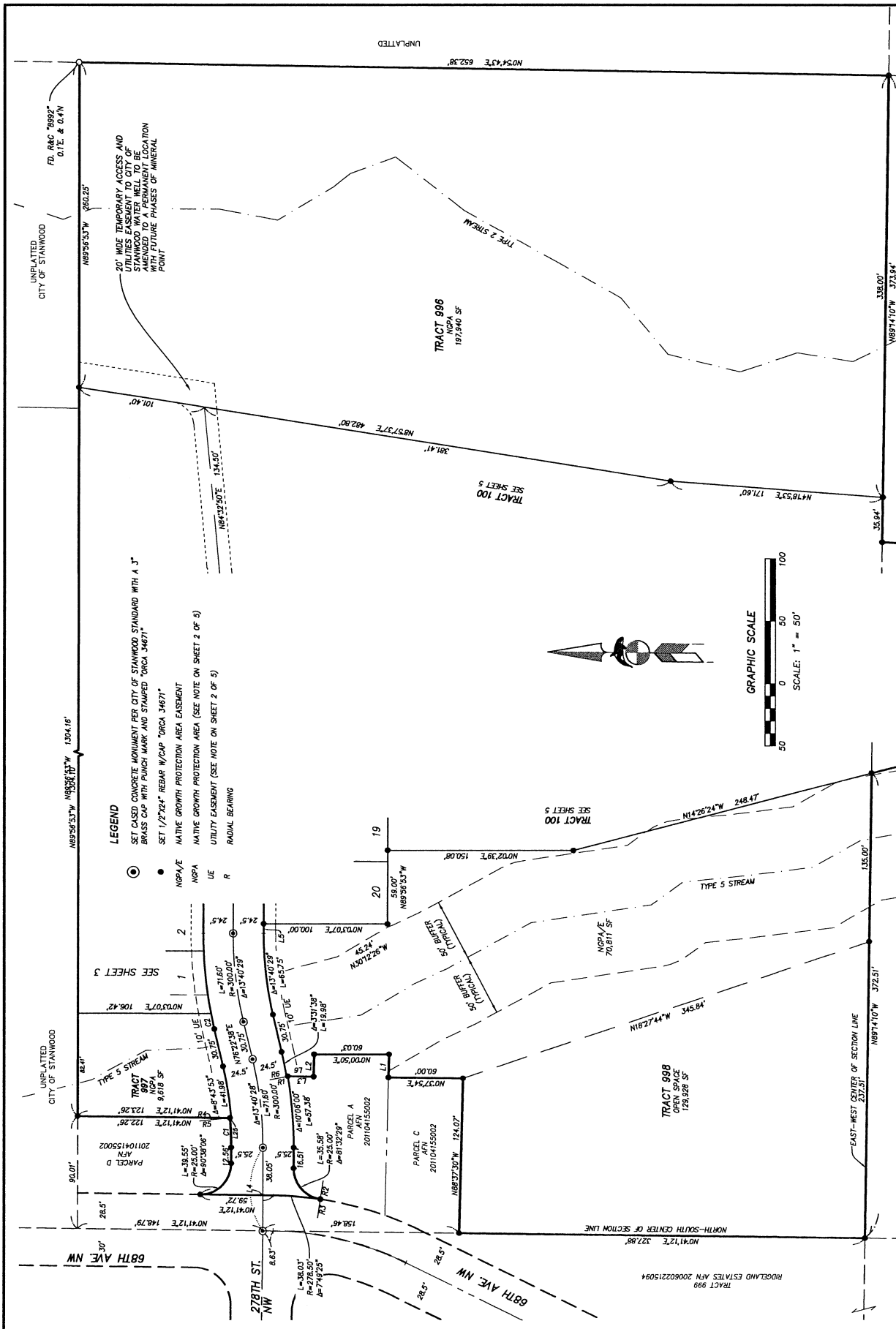


PLAT OF
MINERAL POINT PHASE I
IN THE SW 1/4 OF THE NE 1/4
OF SECTION 20, T.32N., R.4E., W.M.
CITY OF STANWOOD, SNOHOMISH COUNTY, WASHINGTON

ORCA Land Surveying
3605 COLBY AVENUE, EVERETT, WA 98201
425-269-3400 FAX: 425-268-1616

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SHEET 3 OF 5

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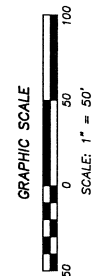
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SHEET 4 OF 5



- LEGEND**
- SET CASED CONCRETE MONUMENT PER CITY OF STANWOOD STANDARD WITH A 3" BRASS CAP WITH PUNCH MARK AND STAMPED "ORCA 34671"
 - SET 1/2" DIA. REBAR W/CAP "ORCA 34671"
 - NATIVE GROWTH PROTECTION AREA (SEE NOTE ON SHEET 2 OF 5)
 - UTILITY EASEMENT (SEE NOTE ON SHEET 2 OF 5)
 - RADIAL BEARING
- NGA/E
 NGA
 UE
 R



RADIAL BEARING TABLE

RADIAL BEARING	BEARING
R1	N102°54'W
R2	N102°54'W
R3	N08°22'W
R4	N04°32'W
R5	N02°54'W
R6	N102°54'W

LINE TABLE

LINE	LENGTH	BEARING	LOCATION
L1	17.84	N89°37'15"W	BOUNDARY
L2	20.78	N03°24'42"E	BOUNDARY
L3	66.55	N89°26'54"W	R. 278TH ST. NW
L4	7.63	N89°26'53"W	TRACT 998
L5	21.81	N03°24'42"E	TRACT 998
L6	134.07	N03°24'42"E	TRACT 998

CURVE TABLE

CURVE	LENGTH	RADIUS	DELTA	LOCATION
C1	23.70	274.50	4°56'49"	BOUNDARY
C2	12.82	324.50	2°15'46"	TRACT 997

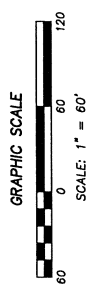
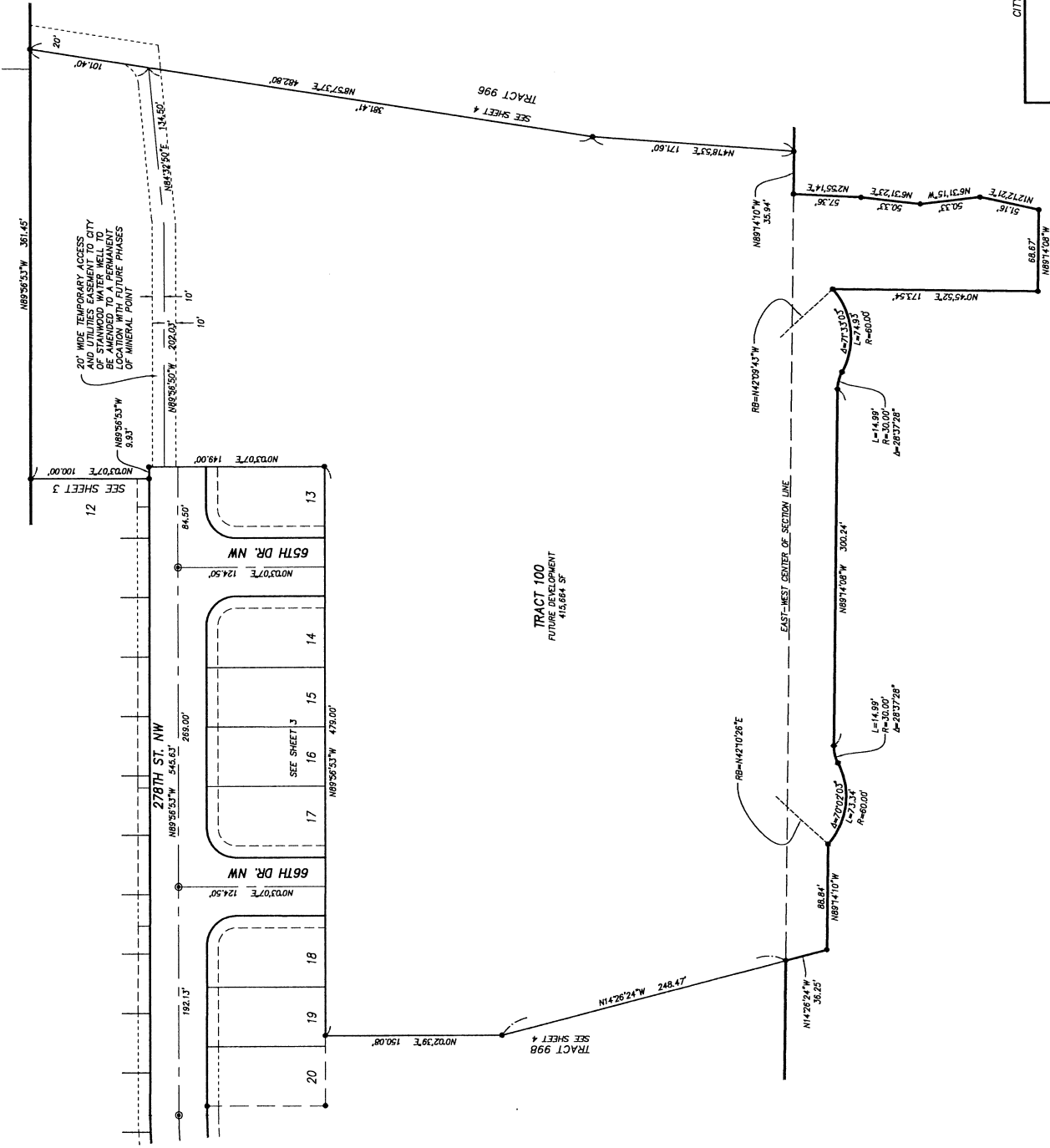
NOTE: SEQUENCING GAPS IN THE TABLES ON THIS SHEET CAN BE FOUND ON SHEET 3 OF 5

NOTE: SPOILING CAPS IN THE TABLES ON THIS SHEET CAN BE FOUND ON SHEET 3 OF 5

PARCEL A
SNO. CO. B.L.A. 06-109342
AFN 200910230304 CORRECTED BY AFN 201104290282

PARCEL B
SNO. CO. B.L.A. 06-109342
AFN 200910230304 CORRECTED BY AFN 201104290282

PARCEL C
SNO. CO. B.L.A. 06-109342
AFN 200910230304 CORRECTED BY AFN 201104290282



**PLAT OF
 MINERAL POINT PHASE I**

IN THE SW 1/4 OF THE NE 1/4
 OF SECTION 20, T.32N., R.4E., W.M.
 CITY OF STANWOOD, SNOHOMISH COUNTY, WASHINGTON



JOB NO. 2016-083
 DATE: 09/07/17
 DWG BY: AP/JMS
 F.B. 1611, P. 40
 SHEET 5 of 5

AFN



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

DATE: September 14, 2017

SUBJECT: Special Events/Grant Process

CONTACT PERSON: Ryan C. Larsen, Community Development Director

ATTACHMENTS: A. Spreadsheet of Special Event Fees for other Cities
B. SMC Chapter 5.06 Special Events
C. Resolution 2013-4 Special Events Fee
D. Resolution 2014-07 – Tourism Grant

ISSUE

The issue before the Community Development Committee is to review the special events and grant application processes.

RECOMMENDATION

1. Review and discuss the special events and grant application processes.
2. Provide any input on how to proceed.

SUMMARY STATEMENT

In June of this year the City was approached by the Twin City Idlers for assistance in funding for their event. This issue was brought before both the Community Development Committee and City Council. The Committee as well as the Council supported providing funding for this event. At that time, staff suggested reviewing both the special events process as well as the City's grant process for new events.

DISCUSSION

Special Events

City staff researched other city special event fee policies. It was quite evident that in most cities, fees are charged as each individual application is submitted. Most cities will charge an application fee of \$35 to \$1,020, depending on the size of the event, but the other fees are either not specified or are determined on an individual basis.

As for use of equipment and staff assistance, about half the cities have no charges for equipment and staff assistance and the other half, charge it at an individual rate depending on the event. It seems most cities have the departments determine the costs for their service depending on the event. Very few have set fees for barricades or road closed signs.

A few cities require the applicant to be responsible for all road closures and equipment and do not provide anything to the applicant.

Only a few cities have a grant program similar to Stanwood, but if they have the grant program they charge large fees for the use of city equipment. It appears the trend is that most cities, Stanwood included, realize their special event policies need revising.

Grants

The purpose of the grant program is to bring economic benefit to the community by supporting tourism activities and special events that bring new and repeat visitors to Stanwood.

Under the grant program, the City announced a call for proposals from agencies and groups promoting new tourism and events in Stanwood. The program promotes new tourism activities that have the potential to grow and be repeated year after year.

The program does not include activities that reach a specific small target audience already located solely within the Stanwood Camano area. The grant cannot be used for salaries to manage the event. Fundraisers for the benefit of the promotion are not allowed unless all funds are allocated to the event and any “profit” from the event is set aside to support the same event in the following year.

Events are eligible for up to \$7,500 annually. Events are only supported by city grant funding for a maximum of two years. The idea is to kick-start an event - not become a long-term funding source. The event promoter needs to provide a 50% match. The match could include sponsorships, volunteer labor, and donations.

The Economic Development Board acts as the Review Committee. The criteria used by the Board include: benefit to the Stanwood business community; cost effectiveness; ability to promote tourism and community marketing; and new or innovative ideas.

The Mayor may approve grant awards if the Council approves funding in the adopted budget. The Mayor’s approval is based on whether the program implements the City’s economic development plans and meets the City contribution criteria in SMC 5.06.035.

FINANCIAL IMPACT

It will depend on the outcome of the conversation. A likely result would be to reduce the amount of special event fees and some amount of funding set aside for the grant. Overall staff would not expect this to be a significant amount of money.

COMMITTEE RECOMMENDATIONS

1. Support moving forward with both the revising the special events (fees) and grant processes.
2. Do not support moving forward with either revising the special events (fees) or grant processes.
3. Only support moving forward with either revising the special events (fees) or grant processes.

RECOMMENDED ACTION

No recommendation provided.

Attachment A

Special Events/other Cities			
City	Fees	City assistance	deposits?
Arlington	none, unless at airport	City will require applicants to have volunteers if large event, does not charge for equipment, no staff provided	none
Bellingham	\$53 or \$107 depending on size of event, hourly fees for PW staff	City will provide equipment at no charge, but will charge deposit if damaged	none
Burlington	\$35 app fee, Vendor fees from \$20-\$80, \$30 for City utility use per day, facility monitor \$14 per hour,	City will provide equipment at no charge, but will charge deposit if damaged	yes,
Mount Vernon	\$35 for apps submitted 90 days or more \$50 if less,	City does not charge for equipment, but will charge deposit if damaged, no staff provided	yes,
Lynnwood	\$170, if app is withdrawn, \$50% will be returned	City provides equipment with minimal cost, depending on event	yes,
Lynden	\$100 app fee, Vendors \$25 per day, seasonal vendor \$750, 10% of gross sales	barricades are provided if requested, no staff provided.	yes
Mill Creek	\$50	no charge for City assistance, they close roads with city barricades	yes,
marysville	\$100 nonrefundable application fee, up to \$500 for City's direct cost, the applicant must provide adequate restroom facilities at their own expense.	The city does not allow applicants to use their equipment, other equipment may be provided at cost.	yes for level 4 events
Lake Stevens	\$75 to \$1020 depending on attendance level, concession fee \$275 + 5% of gross revenue city also charges event expedited review fee \$100	City will provide equipment, portables toilets, public address system, garbage system at no cost on an individual basis, not specified	yes, for level 4 = 80% of city estimated cost for city services
Bothell	concessions 10% of gross revenue \$28 /day, application fee \$167, public area use permit \$381,	traffic control \$162	yes
Snohomish	\$0 app fee, \$5.00 per vendor fee	City has a grant program with \$8000 allocated for all applicants. Applicant is responsible for posting no parking signs, PW staff will assist with large events, but will charge \$560 for street barricades, small events are charged \$5 per barricade	yes
Monroe	app fee \$50	City will provide equipment at cost or waived if determined to have community benefit	yes, \$200

Attachment B

Chapter 5.06 SPECIAL EVENTS

Sections:

5.06.010	Definitions.
5.06.020	Permit required – Criteria.
5.06.025	Permit exemptions.
5.06.030	Permit application.
5.06.033	Signage.
5.06.035	Application for city contribution.
5.06.040	Approval.
5.06.050	Fees.
5.06.060	Departmental analysis.
5.06.065	Site and/or property restoration.
5.06.070	Insurance required.
5.06.075	Permit conditions.
5.06.080	Denial of special event permit.
5.06.090	Revocation of special event permit.
5.06.100	Appeal.
5.06.110	Violation – Penalty.

5.06.010 Definitions.

In this chapter, unless the context requires otherwise, the following definitions apply:

“Event organizer” means the individual or company who is sponsoring or organizing a special event.

“Special event” means any temporary or ongoing activity that occurs on public property that affects the ordinary use of public streets, rights-of-way, sidewalks, traffic and other public places that is 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. (Ord. 1400 § 1, 2015; Ord. 1309 § 5, 2012).

5.06.020 Permit required – Criteria.

(1) It is unlawful for any person to hold or conduct any special event in the city, or to use any street, right-of-way, or other public place in the city for any purpose unless such person has obtained and has in full force and effect a permit to do so, issued by the city.

(2) A special event permit is required to use any type of a city-owned property when one or more of the following conditions exist:

- (a) The event is reasonably likely to involve more than 75 people;
- (b) The proposed event is reasonably likely to require city personnel for road closures, traffic control, crowd control, or other safety and logistical support;
- (c) Public rights-of-way are impeded by the event's activities;
- (d) The proposed event requires the event organizer to obtain a use permit from two or more city departments;
- (e) Special circumstances which require (i) the coordination of multiple uses of public property; (ii) assuring the preservation of public property and public places; (iii) prevention of dangerous, unlawful or impermissible uses; and/or (iv) protection of the safety of persons and property around the event; as determined by the city administrator or designee. (Ord. 1400 § 2, 2015; Ord. 1309 § 5, 2012).

5.06.025 Permit exemptions.

(1) The following activities that otherwise comply with city, state, and federal law are exempt from having to obtain a special event permit:

- (a) Parades, athletic events or other special events that conducted in full by the city of Stanwood;
- (b) Funeral procession by a licensed mortuary;
- (c) Temporary sales conducted by businesses, such as holiday sales, grand opening sales, sidewalk sales, or anniversary sales;
- (d) Garage sales, rummage sales, lemonade stands and car washes outside of the right-of-way;
- (e) Lawful picketing/demonstrating in public places protected by the First and Fourteenth Amendments to the United States Constitution.

(2) An event organizer of an activity exempted from this chapter is required to comply with all local, state and federal laws and regulations governing public safety or health. (Ord. 1400 § 3, 2015).

5.06.030 Permit application.

(1) An application for a special event permit can be obtained at the community development department and will be completed and submitted to the community development director ("director") or designee no later than 60 days prior to the proposed event. A completed application does not constitute approval of the permit.

(2) A waiver of application deadline may be granted by the community development director upon a showing of good cause. The director shall consider an application that is filed after the filing deadline if there is sufficient time to process and investigate the application and obtain police and other city services for the event. Good cause can be demonstrated by the applicant showing that the circumstances that gave rise to the permit application did not reasonably allow the participants to file within the time prescribed, or that the event is for the purpose of exercising rights under the First and Fourteenth Amendments of the United States Constitution.

(3) The following information shall be provided on the special event permit application:

(a) Purpose of the special event; name, address and telephone number of the sponsoring organization and/or individual(s);

(b) Proposed date of event, location and hours of operation, schedule of events, and estimated attendance;

(c) Special facility requirements and city assistance required; and

(d) Sanitation Requirements.

(i) Adequate waste disposal facilities shall be identified and information demonstrating how facilities will be obtained shall be provided.

(ii) Adequate restroom and washroom facilities shall be identified and information demonstrating how facilities will be arranged for or obtained by the applicant subject to the Snohomish health district's review and certification process shall be provided.

(4) Permits and/or approvals/coordination from other public agencies (i.e., Community Transit, Department of Transportation) when required must be submitted prior to the issuance of the permit.

(5) Five days prior to the event, a complete list of concessionaires operating any booths shall be submitted to the director, with payment of fees.

(6) The city may require other information deemed reasonably necessary to determine that the permit meets the requirements of this chapter.

(7) When an event will be an exercise of rights protected by the First and Fourteenth Amendments to the United States Constitution, the application shall be processed promptly, without charging a fee or imposing terms or conditions that infringe upon constitutional freedoms, and in a manner that respects the liberty of applicants and the public. (Ord. 1400 § 4, 2015; Ord. 1309 § 5, 2012).

5.06.033 Signage.

Signage for special events shall comply with Chapter [17.110](#) SMC, Sign Standards. (Ord. 1309 § 5, 2012).

5.06.035 Application for city contribution.

(1) An application for city contribution towards a special event can be obtained at the community development department and will be completed and submitted to the director no later than 60 days prior to the proposed event. The application shall include the information required in SMC [5.06.030](#)(3) and shall include cost estimates for any needed city services. City share of the cost of the event shall be determined by the city council at their discretion. Requests for city contribution shall be approved by the city council.

(2) A waiver of application deadline for requests for city contribution shall be granted upon a showing of good cause or at the discretion of the director. The director shall consider an application that is filed after the filing deadline if there is sufficient time to process and investigate the application and obtain city council approval for the event. Good cause can be demonstrated by the applicant showing that the circumstances that gave rise to the application for contribution did not reasonably allow the participants to file within the time prescribed.

(3) Criteria for Approval of City Contribution.

(a) As part of the review of a city contribution the following findings shall be made:

(i) The event contributes to the marketing of the city.

(ii) 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 contribute to the city's tax base.

(iii) The event provides recreation benefit to the general public.

(iv) The event promotes the general public welfare.

(b) 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. (Ord. 1400 § 5, 2015; Ord. 1309 § 5, 2012).

5.06.040 Approval.

All permits issued under this chapter shall be issued by the community development director or designee, except permits requesting city contribution and/or public road closure shall be approved by the city council. Upon receipt of the comments of affected city departments on the application, the director shall proceed to consider whether or not the permit should be issued. A permit may be issued to the applicant only if all of the following criteria and conditions for issuance are met:

(1) Administrative Approval/Denial by Director.

- (a) Adequate plans for parking exist to meet the need generated by the proposed special event;
- (b) The proposed special event or proposed use of the street will not intrude onto or over any portion of a public right-of-way open to vehicle or pedestrian travel in such a manner as to create a likelihood of endangering property or public safety;
- (c) The proposed event will not unreasonably cause unreasonable impacts to other activities such as events or construction on the date(s) requested;
- (d) The proposed event location has not been unreasonably impacted by the number of other events in a one-year period;
- (e) City personnel and resources are available to assist with the event as deemed necessary by the community development director, chief of police and/or public works director;
- (f) Such other and further conditions as the director deems necessary to reasonably ensure that the proposed special event does not in any way create a likelihood of endangering public safety, including, but not limited to, those who may participate or be spectators.

(2) Approval/Denial by City Council.

- (a) Items (1)(a) through (f) listed above.
- (b) In the case of special events such as fun runs, marathons, etc., or in the case of any street use which requires the closure of any public street or walkway, the proposed event or use will not require closure for a period longer than that established by the city council.

(3) The city council will be advised of all special event approvals made by the city staff.

(4) Notification. Notice of special events that require city council approval shall be posted on the event site. The applicant shall be responsible for posting the event in a format approved by the director a minimum of 10 days prior to the city council meeting at which the special event will be considered for action. When an event involves street closures, the beginning and end of the closure route and any intersecting streets shall be posted. (Ord. 1400 § 6, 2015; Ord. 1309 § 5, 2012).

5.06.050 Fees.

Except as otherwise provided herein, fees for special event permits shall be in accordance with the fee schedule for special events provided in Chapter [3.30](#) SMC, Fee Schedule. (Ord. 1309 § 5, 2012).

5.06.060 Departmental analysis.

(1) City staff review shall include a representative from all departments. The director will send copies of special event permit applications to all pertinent city departments for review and determination of services required.

(2) The applicant is required to coordinate with the Stanwood police department and public works department to employ police officers for security and traffic control as determined by the departmental analysis.

(3) Cost of city services (i.e., police, public works employees, etc.) for special events will be estimated prior to the event. Additional costs incurred will be evaluated following the completion of the event. The city may in its discretion require a cash deposit for such costs as a condition of permit approval prior to issuance of a special event permit.

(4) If city sponsorship is requested the city financial contribution to the event shall be determined as part of the departmental analysis. The city may at its discretion provide for the full or partial cost of police and public works services for city sponsored special events. (Ord. 1400 § 7, 2015; Ord. 1309 § 5, 2012).

5.06.065 Site and/or property restoration.

(1) Cleanup. The permittee is required to clean all permitted public properties and the right-of-way of rubbish and debris, returning it to its pre-event condition. If the permittee fails to clean up such refuse, the cleanup will be arranged by the city and the costs charged to the permittee. The city may in its discretion require a cash cleanup deposit.

(2) Damage to City Property. The city reserves the right to charge the event permittee the replacement cost for any documented damage to city property occurring during a special event. The city may in its discretion require a cash damage deposit. (Ord. 1400 § 8, 2015; Ord. 1309 § 5, 2012).

5.06.070 Insurance required.

The applicant for a special event that does not involve the exercise of rights protected by the First and Fourteenth Amendments to the United States Constitution is required to obtain and present evidence of comprehensive liability insurance (i.e., certificate of insurance) naming the city of Stanwood as an additional

insured for use of streets, public rights-of-way and publicly owned property such as parks. The insurance policy shall be written on an occurrence basis and shall provide a minimum of \$1,000,000 for individual incidents, \$2,000,000 aggregate, per event, against all claims arising from permits issued pursuant to this chapter. The insurance policy period shall be for a period not less than 24 hours prior to the event and extending for a period not less than 24 hours following completion of the event. In circumstances posing a significantly high risk of liability, the city may, in its discretion, increase the minimum insurance requirements, and in circumstances posing a significantly low risk of liability, the city may in its discretion reduce the minimum insurance requirements. (Ord. 1309 § 5, 2012).

5.06.075 Permit conditions.

The city may condition the issuance of a special event permit by imposing reasonable requirements concerning the time, place and manner of the event, and such requirements as are necessary to protect public safety, to protect the rights of persons and property, and to address traffic control.

(1) The following conditions apply to all special event permits:

- (a) No alteration of the time, place and manner of the event proposed on the event application;
- (b) Conditions concerning the area of assembly and disbanding of an event occurring along the route; and
- (c) Conditions concerning accommodation of pedestrians or vehicular traffic, including restricting the event to only a portion of the street or right-of-way.

(2) Conditions on a special event permit that does not involve activities protected by the First and Fourteenth Amendments of the United States Constitution include but are not limited to:

- (a) Requirements for the use of traffic cones or barricades;
- (b) Requirements for the provision of first aid or sanitary facilities;
- (c) Requirements for use of event monitors and providing notice of permit conditions to event participants;
- (d) Restrictions on the number and type of vehicles, animals or structures at the event, and the inspections and approval of floats, structures, and decorated vehicles for fire safety;
- (e) Compliance with animal protection laws;
- (f) Requirements for use of garbage containers, cleanup, and restoration of city property;
- (g) Restrictions on the use of amplified sound and compliance with noise laws;
- (h) Notice to residents and/or businesses regarding any activity which would require a street closure;
- (i) Restrictions on the sale and/or consumption of alcohol;
- (j) Elimination of an activity which cannot be mitigated to a point as to ensure public safety and welfare, or which causes undue liability to the city;
- (k) Requirements regarding the use of city personnel and equipment; and
- (l) Compliance with any other applicable federal, state or local laws and regulations. (Ord. 1400 § 9, 2015; Ord. 1309 § 5, 2012).

5.06.080 Denial of special event permit.

Reasons for denial of a special event permit include, but are not limited to:

- (1) The event will disrupt traffic within the city of Stanwood beyond practical solution;
- (2) The event will protrude into the public space open to vehicle or pedestrian travel in such a manner as to create a likelihood of endangering the public;
- (3) The event will interfere with access to emergency services;
- (4) The location or time of the special event will cause undue hardship or excessive noise levels to adjacent businesses or residents;
- (5) The event will require the diversion of so many city employees that it would unreasonably affect other city services;
- (6) The application contains incomplete or false information;
- (7) The applicant fails to provide proof of insurance; and/or
- (8) The applicant fails to obtain local, county, state and federal permits as required. (Ord. 1309 § 5, 2012).

5.06.090 Revocation of special event permit.

(1) Any special event permit issued pursuant to this chapter may be revoked by the city administrator if the city administrator in consultation with the mayor determines:

- (a) That the special event cannot be conducted without violating the provisions of this chapter and/or the conditions of the special event permit;
- (b) The special event is being conducted in violation of the provisions of this chapter and/or any condition of the special event permit;
- (c) The special event poses a threat to the public health and/or safety;

- (d) Conditions such as severe weather or other circumstances beyond the control of the city or the permittee have created or are likely to create conditions detrimental to the health and safety of the public and/or the event participants;
- (e) The permittee has failed to obtain any other permit required by the city or pursuant to other local, state and/or federal law;
- (f) The special event permit was issued in error or contrary to applicable law;
- (g) The permittee has not paid all applicable city fees when due;
- (h) The participants in the special event are engaged in illegal activities; and/or
- (i) The applicant fails to comply with conditions of the permit determined by city staff during departmental analysis.

(2) Except as otherwise provided in this section, revocation of a special event permit shall be in writing, shall describe the reasons for the revocation and shall be mailed, electronically transmitted and/or hand-delivered to the permittee.

(3) If there is an emergency requiring immediate revocation of a special event permit, the director may verbally notify the permittee of the revocation and the reasons for the revocation. (Ord. 1400 § 10, 2015; Ord. 1309 § 5, 2012).

5.06.100 Appeal.

(1) The applicant may appeal any administrative denial or revocation of a special event permit to the city council. Any such appeal shall be made in writing, shall specify the grounds for the appeal and shall be submitted to the city clerk within seven calendar days of the issuance of the permit denial or revocation.

(2) The applicant may appeal any city council denial of a special event permit to Snohomish County superior court. Any such appeal shall be made in writing, shall specify the grounds for the appeal and shall be made within 21 calendar days of the permit denial. (Ord. 1309 § 5, 2012).

5.06.110 Violation – Penalty.

(1) It shall be unlawful for any person or organization to sponsor and/or conduct a special event requiring a special event permit pursuant to this chapter unless a valid permit has been issued and remains in effect for the event. It is unlawful for any person to participate in such an event with the knowledge that the sponsor of the event has not been issued a required, valid permit or with the knowledge that a once valid permit has expired or been revoked.

(2) The special event permit authorizes the permittee to conduct only such an event as is described in the permit, and in accordance with the terms and conditions of the permit. It is unlawful for the permittee to willfully violate the terms and conditions of the permit, or for any event participant with knowledge thereof to willfully violate the terms and conditions of the permit or to continue with the event if the permit is revoked or expired.

(3) Violation of this chapter shall constitute a Class B infraction as defined in SMC [13.01.045](#)(1) and subject the violator to enforcement as set forth therein. (Ord. 1309 § 5, 2012).

RESOLUTION NO. 2013-4

**A RESOLUTION OF THE CITY OF STANWOOD,
WASHINGTON, ADOPTING POLICIES FOR CITY
SPONSORSHIP OF SPECIAL EVENTS, A 2013 SPECIAL EVENT
FEE SCHEDULE, AND 2013 FEE SCHEDULE FOR BANNERS
FOR OTHER EVENTS**

WHEREAS, the Economic Development Element of the Comprehensive Plan, Policy EDP-2.2 states:
Assist in the promotion of community events; and

WHEREAS, the Economic Development Action Plan includes the goal of *Promoting the Community's Special Events*; and

WHEREAS, the recommended action to implement this goal is to "define the City's role in supporting community events by considering a grant program to support events that draw visitors from outside the area"; and

WHEREAS, the Economic Development Action Plan also includes a Tourism Program including a goal of Enhancing Stanwood's tourism draw; and

WHEREAS, the recommended action to implement this goal includes "promoting Stanwood events, including art shows and small performances regionally"; and

WHEREAS, the City recognizes the need to at least partially recover the ongoing cost of providing city services to special events; and

WHEREAS, events located out of the City and events located on School District property and on property zoned as "meeting halls" do not require special event permits but are eligible to advertise their events in the city by hanging a banner across the city right of way on 88th St.; and

WHEREAS, the City Council wishes to make these changes effective April 16, 2013; now therefore:

THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON HEREBY RESOLVES THAT THE CITY OF STANWOOD SPECIAL EVENT SPONSORSHIP POLICY AND 2013 SPECIAL EVENT FEES AND DEPOSITS AND 2013 FEES FOR BANNERS FOR OTHER EVENTS (ATTACHMENT A) IS HEREBY ADOPTED:

PASSED BY THE CITY COUNCIL ON March 28, 2013.


Mayor Dianne White

ATTEST:


Greg Thrasher, City Clerk

SPECIAL EVENT POLICY AND FEES FOR SPECIAL EVENTS AND FOR BANNERS FOR OTHER EVENTS

1. The event sponsor is to pay the cost of off duty police and overtime for police as determined by the Stanwood Police Chief.
2. The City is to cover the cost of Public Works, and Community Development employee work created by the special event during regular hours.
3. The event sponsor is to cover the cost of any requested Public Works or Community Development staff overtime.
4. For large events 1000 people or more, the City is to sponsor 75% of the cost of staff labor and equipment costs when the event 1) is held in the City 2) attracts the general public to the commercial areas. The special event application base fee including up to 10 concessionaires is to be included in the total city costs subject to the 75% calculation.
5. The event sponsor is to pay the fee for additional concessionaires for each concessionaire over 10.
6. For small events less than 1000 people the City is to sponsor up to a limit of \$325 value of staff time when events are in the City and attract people to the commercial area and the event sponsor is to pay the special event application base fee plus additional fee for concessionaires for all small events.

Application Fee	\$50.00 base including up to 10 concessionaires plus \$5 per concessionaires for each concessionaire over 10. The fee for concessionaires from businesses located in the city limits may be reduced to \$2.50 per additional concessionaire.
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Overtime for Police when need determined by Police Chief **\$46.00 per hour for on-duty police/hour**

Replacement Cost for damaged/ broken or lost City property and/ or equipment as determined by the City Finance Director

Required Refundable Deposits

Barricades \$100

Signs \$100

Cleaning \$50

ATTACHMENT C

RESOLUTION 2014-07

A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON ESTABLISHING A GRANT PROGRAM AND PROCEDURE TO SOLICIT AND FACILITATE PROPOSALS FROM AGENCIES AND GROUPS ACTIVELY ENGAGED IN THE PROMOTION AND ENHANCEMENT OF NEW TOURISM AND EVENTS IN THE STANWOOD COMMUNITY

WHEREAS, The Economic Development Element of the Comprehensive Plan Goal EDG-1 states: EDG-1 Promote economic vitality defined as a lively growth oriented business climate that supports a wide range of private and public investment resulting in development and business activity that diversifies the City's tax base and provides both employment and consumer shopping opportunities for city and unincorporated area residents; and

WHEREAS, the Economic Development Element is implemented in part through the Economic Development Action Plan; and

WHEREAS, the City Council adopted an Economic Development Action Plan in July 2010; and

WHEREAS, the Economic Development Action Plan calls for A Community Marketing Program to raise Stanwood's profile in the region; and

WHEREAS, an adopted short term action strategy implementing the Community Marketing Program is to promote the community's special events by establishing a grant program to support events that draw visitors for outside the area; and

WHEREAS, the Economic Development Action Plan calls for a Tourism Program to enhance Stanwood's tourism draw; and

WHEREAS, an adopted short term action of the tourism program is to regionally promote Stanwood events, including art shows and small performances;

WHEREAS, the City Council desires to establish a grant program to encourage the promotion and enhancement of new tourism and events that meet the goals of both community marketing and tourism;

WHEREAS, the City Council has created an Economic Development Committee by Resolution No. 2014-04 to review and advise the city on special event grant applications;

Now therefore be it resolved that:

THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON HEREBY ESTABLISHES A GRANT PROGRAM TO BE ADMINISTERED ACCORDING TO THE FOLLOWING CRITERIA AND PROCEDURES.

City of Stanwood Tourism/Events Grant Program

1. Intent

To solicit and facilitate proposals from agencies and groups actively engaged in the promotion and enhancement of new tourism and events in Stanwood.

2. Program Eligibility

- a. The program will promote tourism activities that propose innovative methods of achieving the following goals:
 - i. Provide new events and activities that promote Stanwood;
 - ii. Provide demonstrated results or potential to result in documented economic benefit to the City of Stanwood businesses;
 - iii. Support events and activities which have the potential to grow and be repeated year after year.
- b. Excluded activities
 - i. Promotional activities that reach a specific small target audience already located solely within Stanwood/Camano Island;
 - ii. Salaries toward any event management;
 - iii. Fund raising events for the benefit of the promotion;
 - iv. Funds toward the operation of business or philanthropic groups. However, activities sponsored by such groups are eligible provided that all funds are allocated to the event and any "profit" resulting from the event is set aside for subsequent operation of the same event.

3. Funding

- a. Events funded through this program are exempted from the city sponsorship funding limits established in Resolution 13-04
- b. Grants may be approved consistent with the City of Stanwood Uniform Procurement Policy.
 - i. Grants may be considered in an amount up to \$7,500 for one fiscal year.
- c. Each event shall be eligible for funding for up to two years maximum (not required to be sequential)
- d. Match from sponsoring organization
 - i. Minimum 50% match required
 - ii. Match may consist of:
 - 1. Cash
 - 2. Donated and documented services
 - 3. Volunteer labor credited per a consistent rate as determined by the City Finance Director

4. Application

- a. Grant applications to be submitted to the City
 - i. 2 review periods per year with deadlines to be established by the Review Committee.

- ii. Application form and required data to be established by the Review Committee.

5. Evaluation Process and Criteria

- a. Application shall be reviewed based on the following criteria
 - i. Return on economic investment benefitting the City of Stanwood businesses
 - ii. Cost effectiveness.
 - iii. The effectiveness of the proposed event in promoting tourism and community marketing.
 - iv. Innovation
- b. The Review Committee shall rank applications and make a recommendation for funding to the Mayor.
- c. Grants utilizing funds earmarked in the city's adopted budget may be approved by the Mayor upon certification by the finance director that funds are available.
- d. Grants which exceed budgeted amounts shall be reviewed and approved by the City Council.
- e. Final approval of grant applications shall consider the Review Committee's recommendation and shall be based on the following findings:
 - i. The program implements the Economic Development Element of the Comprehensive Plan and the Economic Development Strategic Plan.
 - ii. Special events meet the city sponsorship criteria in SMC 5.06.035 (below)
 - SMC 5.06.035**
 - (i) The event contributes to the marketing of the city.
 - (ii) 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 contribute to the city's tax base.
 - (iii) The event provides recreation benefit to the general public.
 - (iv) The event promotes the general public welfare.
 - (v) The city of Stanwood logo and/or text indicating the city role shall be included in signage, posters and other advertising materials for the event

6. Grant Administration

- a. Grants shall be executed through a contract for services between the special event sponsor and the city consistent with the city's purchasing policies.

- b. Payment is to occur after the services are performed and are documented with receipts.
 - c. A grant reimbursement request shall be submitted on a form with documentation as required by the Stanwood Finance Director and shall include at a minimum
 - i. An Event Expenditure Form with receipts
 - ii. Documentation of the required match as determined by the Finance Director
 - iii. A report documenting the effectiveness of the proposed event in promoting tourism and community marketing.
7. Special events utilizing grant funding shall obtain a special event permit consistent with SMC 5.06 Special Events
8. Evaluation
- a. The Review Committee shall evaluate completed promotion efforts and events for effectiveness in achieving the goals stated in Section 2 Program Eligibility.
 - b. In consideration of effectiveness the Committee shall review at a minimum the report submitted by the sponsor and shall summarize:
 - i. ~~the effectiveness of the event in promoting tourism and community marketing, and~~
 - ii. the overall cost effectiveness of the event.
 - c. The committee may utilize other forms and information as needed to complete the evaluation.
 - d. The committee shall submit a report summarizing its findings to the Mayor, and shall make a recommendation as to whether the promotion or event may be considered for subsequent funding.

PASSED and APPROVED by the City Council of the City of Stanwood this 27th day of March, 2014

CITY OF STANWOOD



Mayor Leonard Kelley

ATTEST:



Greg Thrasher, City Clerk



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

DATE: September 14, 2017

SUBJECT: Code Edits Title 17 –Utilities (Zoning Use Table

CONTACT PERSON: Ryan C. Larsen, Community Development Director

ATTACHMENTS: A. Proposed Edits to Zoning Use Table

ISSUE

The issue before the Community Development Committee is to review the proposed edits to Title 17 affecting utilities and provide direction to staff on how to proceed.

RECOMMENDATION

1. Review and discuss the proposed edits to Title 17 affecting utilities in the zoning use table.
2. Provide any input on how to proceed with these edits.

SUMMARY STATEMENT

City staff has made several changes to Title 17. The Community Development Committee has previously reviewed these changes. The Planning Commission reviewed these changes at their June 12 meeting and then held a public hearing on June 26. The Commission fully supported moving these edits forward to Council for consideration. The Community Development Committee previously reviewed these edits at their June 8 meeting and supported these edits as proposed. However, staff was directed to remove these edits from the ordinance that was presented and approved by Council at their July 27 meeting. It was suggested the Committee should review the edits for the utility changes in the table one more time before bringing forward in an ordinance to Council.

DISCUSSION

The edits would allow for electric substations as a permitted use in the Light Industrial (LI) zone and adding electric transmission lines as a permitted use in the LI and General Industrial (GI) zones. Staff was directed to present these two edits to the Community Development Committee at their September 14 meeting and ask for direction on how to proceed. However, the Commission does support moving these two edits forward as well.

Description of Changes to Zoning Use Table Section 17.30.040:

The change to the Utilities section of the zoning use table adds electric substations as a permitted use in the LI zone; and adding electric transmission lines as a permitted use in the LI and GI zones.

FINANCIAL IMPACT

None.

COMMITTEE RECOMMENDATIONS

- 1) Support the proposed edits to Title 17 affecting utilities in the zoning use table, and have staff move forward composing an ordinance for City Council consideration.
- 2) Support the proposed edits to Title 17 affecting utilities in the zoning use table but delay moving forward in ordinance form at this time.
- 3) Do not support the proposed edits to Title 17 affecting utilities in the zoning use table and direct staff to revise language and provide alternative language to consider for a recommendation to City Council.

RECOMMENDED ACTION

No recommendation provided.

ATTACHMENT A

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

[illegible]