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[CDC PACKET 3-14-2019.PDF](#)



City Council Committee Meeting Agenda

Community Development Committee

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

Thursday March 14, 2019 6:00 PM

1. Street Vacation Ordinance
2. Update to Fee Resolution
3. Schmitt Development Agreement
4. Church Creek Park – Disk Golf Project
5. Ovenell Park Clean-Up Option



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

DATE: March 14, 2019 Meeting

SUBJECT: March CDC Agenda Topics

FROM: Patricia Love, Community Development Director

STREET VACATION ORDINANCE:

Over the past several years, the city has received a handful of street vacation applications. The City of Stanwood currently does not have a code section that addresses the process or procedures for street vacations. The City follows Chapter 35.79 RCW for the review and approval of street vacations. In 2017 a draft street vacation ordinance was started, but never completed.

Staff is currently preparing a draft ordinance under the guidance of the City Attorney. We anticipate that a new Stanwood Municipal Code Chapter 11.48 – Street Vacation will be forwarded to the City Council in the April / May timeframe. The draft was on the Planning Commissions March 11, 2019 meeting agenda. Staff will provide an update on their recommendation at the Committee meeting.

Staff has proposed two city specific requirements be included in the traditional street vacation process:

1. As part of the review process, before any right-of-way can be vacated the request needs to be reviewed against the City's Comprehensive Plan and Transportation Plan to ensure that the right-of-way being proposed for vacation is not needed for any future capital or road projects. Potential future uses could include: new roads, expansions of existing roads, sidewalks, trails, or easements.
2. Section 11.14.140 has been added stating that one-half of the revenue received by the City as compensation for area vacated under this chapter shall be dedicated to the acquisition, improvement, development, and related maintenance of public open space or transportation capital projects within the City.

UPDATE TO FEE RESOLUTION:

Staff recommends annual review and update to the consolidated schedule of fees and charges. The City most recently updated the schedule in July 2018, by Resolution 2018-15. Upon review of the current fee schedule, staff noted further opportunities to improve structure and increase clarity. This update has created a format categorized as follows:

General Changes:

- Reorganized into alphabetical order for ease of reading.
- Added an administration section noting general costs not specifically listed in the resolution such as overhead (administrative costs), outside cost recovery, deposits, reimbursable cost recovery, technology fee and refunds.
- Increased the administrative fee, commonly known as overhead costs, from 5% to 10%. The federal government has established a standard 10% overhead cost if an agency has not completed an overhead cost analysis.
- Increased the technology fee from 3% to 5% due to our technology costs for the Community Development Department equaling 4.81% and if we move to MyBuildingPermit.com there will be an additional 2% charge totaling 6.81% in technology charges to the City.
- Added simple explanations where needed for clarification of permit type or when / how a fee is charged.
- Added the 2% convenience fee for all non-utility credit and debit card transactions to cover the City's processing costs per Resolution 2012-10.

Rate Structure:

- Added an hourly rate schedule for charges not specifically associated with a permit or for when the permit calls for charging by the hour.

Land Use Permits:

- Expanded fire permits to include sprinklers, fire alarms, commercial hoods, and re-inspections. Existing fee schedule only referred to "fire permit". The review fee of \$100 was maintained, but was expanded for each permit type. The permit fee was added based on valuation.
- Included existing mitigation fees in the fee schedule. Added a note that the fee listed is informational and that applicants should verify the actual amounts.
- Added a *Site Specific Water and Sewer Availability Evaluation* fee at actual costs plus 10% to cover the cost of determining flow and infrastructure needs by the City's on-call consultant. These costs were averaging around \$8,000 per analysis which the city covered for private property owners due to our fee schedule not being clear on who paid for the analysis.

Building Permits:

- Added an explanation of how building permit fees were calculated and added the valuation chart that the City is currently using, but was not included in the fee schedule.
- Specifically noted that the Plan Check Fee is 65% of the building permit fee.
- Further explained that the commercial and mechanical permit fee is based off of the valuation chart listed under the building permit fee section.
- Included the State Building Code Council Fee in the fee schedule.
- Included the list of miscellaneous building permit fees which was listed on the City's valuation chart but not included in the fee resolution.

New Sections:

- Added three new sections incorporating the City's utility rates recently passed by Ordinance 1461:
 - Section 8 – Sewer Fees and Charges (SMC 12.04)
 - Section 9 – Water Billing Fees and Charges (SMC 12.16)
 - Section 10 – Drainage Fees and Charges (SMC 12.12)
- Fees include monthly rates and plant investment charges.
- These fees were taken directly out of the Stanwood Municipal Code and included in the fee resolution for ease of use by customers and city staff.

Miscellaneous:

- Added a fee for prints on plotter paper at six cents per square foot.

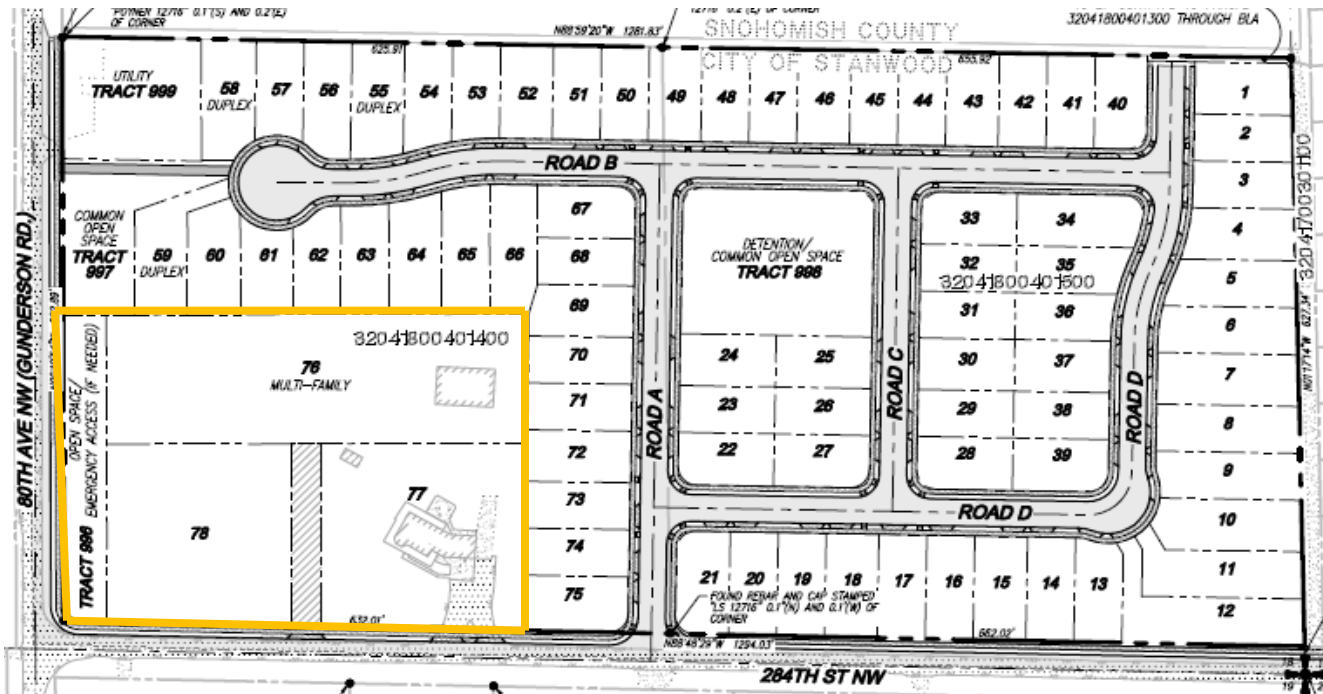
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Pat McCourt submitted a preliminary plat application to subdivide an 18.99 acre parcel of land into 98 units under the Traditional Neighborhood zoning. The TN zoning requires three different housing types; the applicant proposed a combination of single family residential, duplexes and multifamily units. Because the multifamily unit portion of the development is a standalone lot proposed for a future development phase not part of a traditional subdivision, staff recommended to the Hearing Examiner that the developer enter into a Development Agreement with the City to ensure that the property designated for multifamily is reserved for that use. The Hearing Examiner approved the preliminary plat with the condition that they enter into a Developer Agreement with the City.

A Development Agreement is a binding agreement between the property owner and the City establishing vested rights and uses on a parcel of property. It contains a vesting period, uses, and development standards to ensure that future development occurs per the terms agreed upon. The Agreement runs with the land so that if it is sold, future property owners are also obligated to develop to the terms of the Development Agreement.

Staff is working with the developer and city attorney to ensure that terms of the agreement are acceptable to the City and that future development meets the purpose and intent of the TN zone.

Stanwood Schmitt Preliminary Plat



CHURCH CREEK PARK – DISC GOLF:

Church Creek Park has an existing 9-hole disc golf course that has been in use for several years. At the PTAC's January meeting, Alex Glasgow presented his proposal to expand the course to 18 holes with volunteer help. They envision holding tournament events at the site to help promote the sport. After extensive discussion regarding use, operations and maintenance of the facility, the Committee recommended that the Council approve the proposal. However there were some reservations about having non-city or non-tree specialists cut and trim some trees and/or vegetation that may need removal in order to accommodate the new course. Staff reached out to Public Works and they have noted that they can cut and trim the trees as requested.

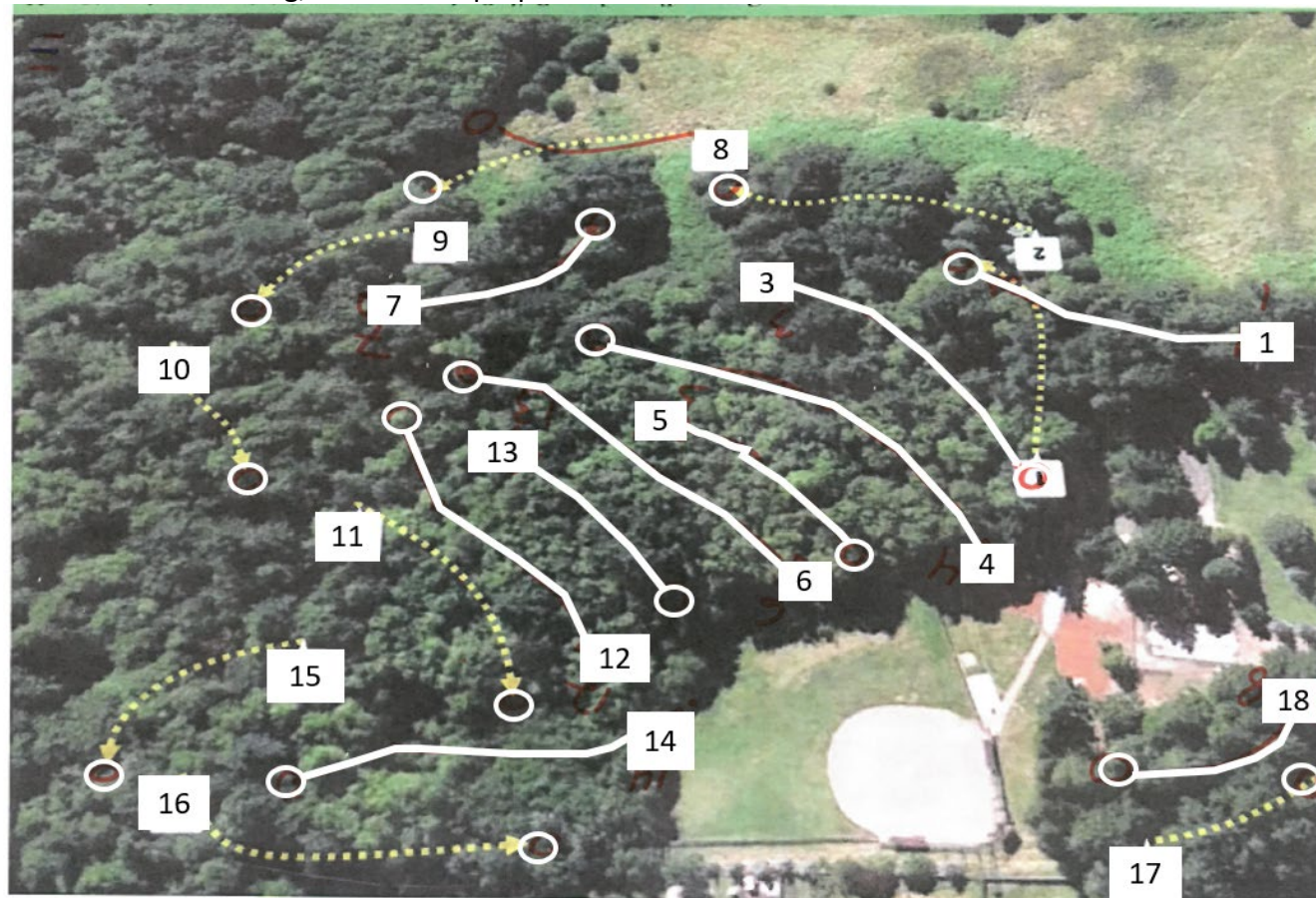
After updating the PTAC Committee on the tree removal issue at their February meeting, the Committee reversed their January recommendation and voted to delay moving forward on the project due to several reasons, but mostly due to the Committee not having a clear vision or plan for Church Creek Park.

The Public Works Committee approved the request in August 2018 as long as there were no costs to the City. The Committee also requested that the course signage for the new holes be uniform with the existing 9-holes and that they contact the Friends of Stanwood Parks and Trails group to make sure the project did not interfere with plans that they recommend for Church Creek Park. Based on the Public Works Committee's approval and an original PTAC Committee approval, Alex purchased

the materials to install the course and is waiting on final approval of the City Council. Staff consensus is that the project should be moved forward after the Community Development Committee has an opportunity to review and forward a recommendation to the City Council.

Schematic Layout of Disc Course:

Yellow is existing; white is the proposed new holes



OVENELL PARK CLEAN UP OPTION

The 2019 / 2020 budget included \$90,000 for 10% design of Ovenell Park (based off of the master plan) and another \$30,000 for master planning of the Johnson Farm site. As an alternative to moving forward with the Ovenell Park Design project, staff has been looking at options to clean up and open Ovenell to the public for a passive park. This would allow the City to concentrate on our efforts on Heritage Park and Hamilton Park as well as drafting the Parks Strategic Plan.

The City received the following simple (non-binding) demo and cleanup estimate for Ovenell:

Activity	Estimated Cost
Building Demotion	\$59,000
Site Clean Up (Metal / Tires / Etc.)	\$35,000
Concrete Crushing	\$44,000
Concrete Hauling	\$110,000
Total:	\$248,000

The PTAC reviewing this issue on February 25, 2018, and was generally supportive of opening the park for passive use. They did have concerns about the potential of delaying reconstruction of the barn that was removed. At the next PTAC meeting they will be reviewing the option to put up the picture banners on the barn next to SR 532 as a volunteer project.

The issue before the CDC is if they are supportive of using the \$90,000 set aside for Ovenell, for cleanup and opening the park for passive use. Options include doing some of the work, fencing off others, and / or engaging limited volunteer efforts.



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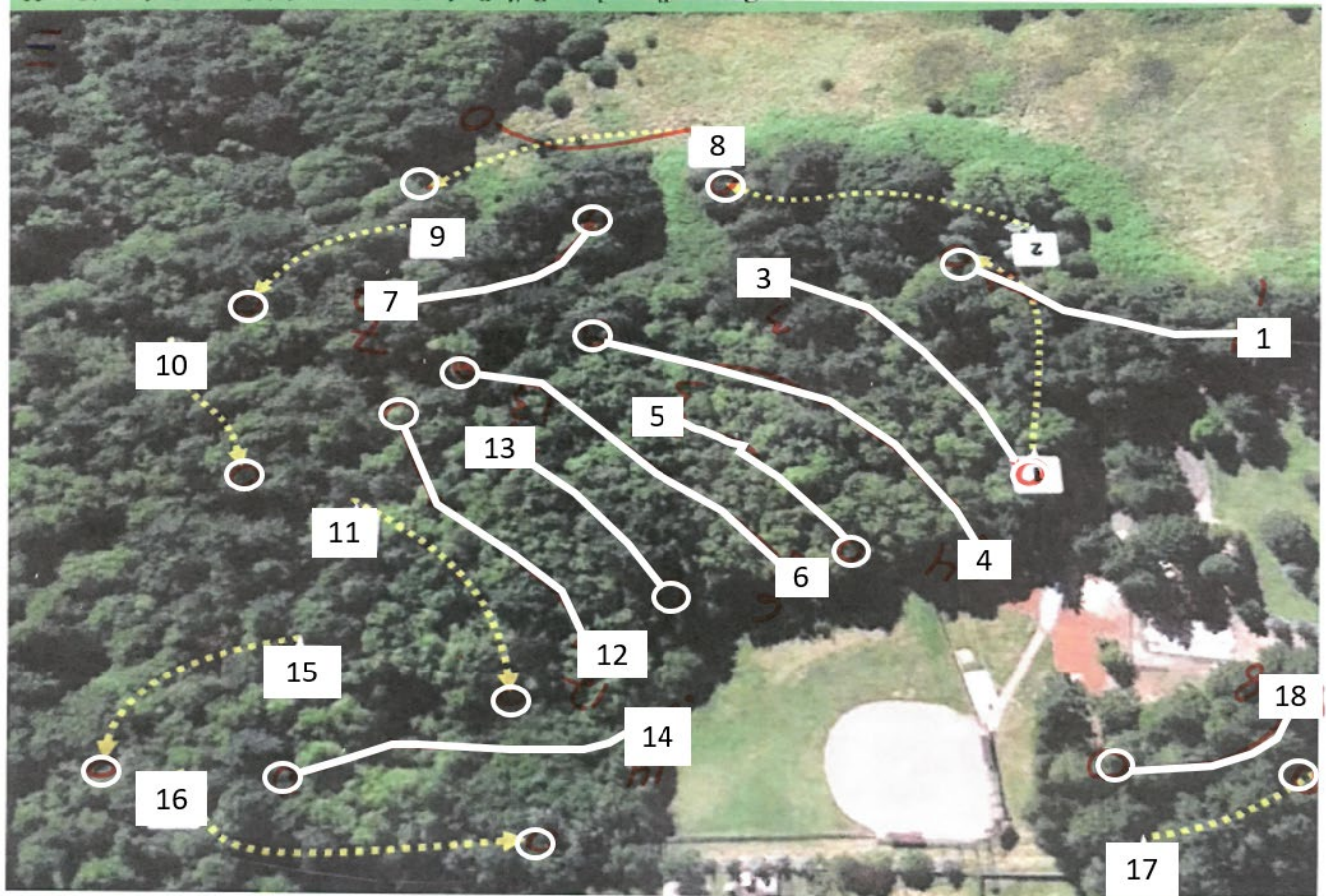
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