

1. Agenda

Documents:

[1-8-2018 PLANNING COMMISSION MEETING AGENDA.PDF](#)

2. Meeting Materials

Documents:

[MINUTES OF DECEMBER 11, 2017.PDF](#)

[PLANNING COMMISSION 2018 WORK PLAN.PDF](#)

[PUBLIC HEARING CODE EDITS TITLE 17 TATTOO AND B AND B CHANGES  
\(ZONING USE TABLE\).PDF](#)



**PLANNING COMMISSION  
AGENDA**  
**Monday January 8, 2018 – 6:30PM**  
Stanwood Fire Station (8117 267th Pl NW)

1. Call to Order
2. Roll Call
3. Public Requests and Comments
4. Minutes of December 11, 2017 4-1
5. New Business
  - Public Hearing:**
  - Code Edits Title 17 –Tattoo and B&B changes (Zoning Use Table) 5-1
  - Planning Commission 2018 Work Plan 5-9
6. Old Business
7. Miscellaneous Business
8. Public Comments
9. Recent Council Action on Commission Items
10. Upcoming Items
11. Adjourn

**For information about this agenda, contact the Community Development Department at 360-629-2181 ext. 4512.**

**SPECIAL ACCOMMODATIONS:** The City of Stanwood strives to provide accessible meetings for people with disabilities. Please contact the Planning Commission Clerk at 360-629-2181 ext. 4512 two business days prior to the meeting.



## STANWOOD PLANNING COMMISSION MINUTES

December 11, 2017

### ***Call to Order***

Chair Utgard called the meeting to order at 6:30PM with the following Commissioners present: Dianne White, Mark Ramaley Commissioners Susan Ronken, Randy Heagle and Judy Williams were excused. Staff present; Community Development Director Ryan Larsen, Public Works Director Kevin Hushagen. Known public in attendance: Steve Shepro, Lance Dennis.

### ***Public Requests or Comments***

Steve Shepro, 8611 280<sup>th</sup> St NW, Stanwood. Commented on the fee which was adopted for parks recently at the City Council to inquire why it was less than the Planning Commission had recommended.

### ***Minutes***

The minutes of the November 13, 2017 meeting were not approved as presented as a quorum was not present.

### ***New Business***

#### **Public Works Project Update**

Public Works Director Kevin Hushagen reviewed current and upcoming Public Works projects. The Planning Commission discussed the following:

- Heritage Park
- New building construction for Dan Nelson
- Car lot behind Twin City Lanes Bowling

Lance Dennis, 7835 264<sup>th</sup> PL NW, Stanwood. Lives in Fox Hill Estates. Inquired of staff if they had received any requests or complaints about sidewalks in Fox Hill as there are many sidewalks with significant height deviations and are a hazard. Mr. Hushagen answered that staff would look into this.

Steve Shepro added that he had recently called Mr. Hushagen regarding citizens driving too fast around a corner and noticed that the same day Public Works had put a sign up. Mr. Shepro thanked Mr. Hushagen and City staff for their great service.

#### **Public Hearing- Code Edits Title 17 – Tattoo and B&B Changes (Zoning Use Table)**

This item will be moved to the next Planning Commission meeting due to lack of a quorum tonight.

***No Old Business***

***Miscellaneous Business & Upcoming Items***

- Community Development Director Interview Process
- Planning Commission Vacancies
- Recognition of Service – Dianne White, Mark Ramaley and Judy Williams

***Adjourn***

The meeting adjourned at 7:30PM.

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Devin Tokizawa, City of Stanwood



**CITY OF STANWOOD  
Planning Commission  
AGENDA STAFF REPORT**

**ITEM NUMBER:**

**DATE:** January 08, 2018

**SUBJECT:** Planning Commission Draft 2018 Work Plan

**CONTACT PERSON:** Ryan C. Larsen, Community Development Director

**ATTACHMENTS:** A. Planning Commission 2018 Work Plan

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**ISSUE**

The issue before the Planning Commission is to review the Draft Planning Commission 2018 Work Plan.

**RECOMMENDATION**

1. Review, discuss, and approve the Draft Planning Commission 2018 Work Plan.

**SUMMARY STATEMENT**

Under Stanwood Municipal Code 2.12.010(8), the Planning Commission shall prepare and submit to the City Council for adoption any additional plans and undertake any plans and studies assigned by the City Council to better accomplish the objectives, intent, purpose, scope, goals, and policies of this code.

(8)Powers and Duties. The planning commission shall advise the mayor and council in matters concerning the comprehensive land use and development of the city and its environs, hold public meetings and hearings when called for by this code when requested by the city council, and provide the council with copies of all minutes of each session of the commission. The commission shall prepare and submit to the city council for adoption any additional plans and undertake any plans and studies assigned by the city council to better accomplish the objectives, intent, purpose, scope, goals, and policies of this code. The commission shall also perform other duties as assigned by city council.

Commission has prepared a draft 2018 Work Plan. The City Council will review the Work Plan at their January 25, 2018 meeting. The Commission will be asked to accept the Final Work Plan at their February 12, 2018 meeting.

### **DISCUSSION**

The Planning Commission has prepared a 2018 Work Plan for the Commission. The Planning Commission will review the Plan at their January 8, 2018 meeting. Also, the Council Community Development Committee will review the Plan at their February 8, 2018 and City Council will review that same night.

### **FINANCIAL IMPACT**

None.

### **PLANNING COMMISSION OPTIONS**

1. Support the 2018 Planning Commission's Work Plan.
2. Do not support the 2018 Planning Commission's Work Plan.
3. Do not support the 2018 Planning Commission's Work Plan and direct staff to address specific Commission issues or concerns and address with the City Council prior to the Commission reconsidering.

### **RECOMMENDED ACTION**

**"I MOVE TO SUPPORT THE DRAFT 2018 PLANNING COMMISSIONS WORK PLAN AND HAVE CITY COUNCIL REVIEW PRIOR TO THE COMMISSION ACCEPTING THE FINAL WORK PLAN."**

## Attachment A

# PLANNING COMISSION 2018 WORK PROGRAM

| Project Type                                 | Description and Priority                                                                                              | Status |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|--------|
| Review Permitted Uses within Zoning District | Review use within each zoning district, how and what you can permit or allow, insure review of industrial zone        |        |
| LI and GI Zoning                             | Air quality and Dust – attempt to may LI and GI consistent                                                            |        |
| Shoreline Master Program Update              | Make changes to SMP to be consistent with State law                                                                   |        |
| Code updates                                 | Final Plat change, cell tower change                                                                                  |        |
| Public Speaker Series                        | County Staff, Master Builders, environmental group, Economic Alliance, Tourism, title company speaker, Farmers Market |        |
| Economic Development Plan Review             | Burke Study and the 2003 and 2012 SDAT; economic trends and overview; hotel/motel study briefing                      |        |
| FEMA Flood Insurance                         | Have someone from FEMA discuss flood insurance                                                                        |        |
| Growth Management Act Process                | How does GMA work and why do we do it?                                                                                |        |
| Transportation                               | Future roads and connections                                                                                          |        |
| Public Works Project Updates                 | Two to Three times during the year have Public Works give an update on projects.                                      |        |
| Growth Plans                                 | How to bring in families: housing trends, vision and comprehensive plan                                               |        |
| CIP                                          | Annual review of CIP and Public Hearing                                                                               |        |
| Comprehensive Plan 2018/2019                 | Annual Review and establish the Docket/Public Hearing                                                                 |        |
| Other items as assigned by City Council      | City Council may have items from time to time for Planning Commission to consider.                                    |        |



**CITY OF STANWOOD  
Planning Commission  
AGENDA STAFF REPORT**

**ITEM NUMBER:**

**DATE:** January 8, 2018

**SUBJECT:** Code Edits Title 17 –Tattoo and B&B changes (Zoning Use Table)

**CONTACT PERSON:** Ryan C. Larsen, Community Development Director

**ATTACHMENTS:** A. Proposed Edits to Zoning Use Table and Footnote  
B. Supporting Information for Tattoo Parlor  
C. Letter from Mark Ramaley dated September 13, 2017

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**ISSUE**

The issue before the Planning Commission is to review the proposed edits to Title 17 affecting tattoo parlors and bed and breakfast establishments.

**RECOMMENDATION**

1. Hold a public hearing, review and discuss the proposed edits to Title 17 affecting tattoo parlors and bed and breakfast establishments in the zoning use table and footnote.
2. Make a recommendation to City Council on proposed edits.

**SUMMARY STATEMENT**

City staff has made a couple changes to Title 17 based on the desire of the Planning Commission and Mayor. The Planning Commission reviewed these suggested changes at their October 23 meeting and supported staff moving forward with them. Also, staff presented the proposed edits to the City Council Community Development Committee at their November 9, 2017 meeting. Staff will discuss with the Commission the Committee's input.

**DISCUSSION**

The change to the Personal Services section of the zoning use table under SMC 17.30.040 adds Tattoo Parlors as a permitted use in the MBI and GC zones. The other change to the zoning use table changes Bed and Breakfast Inns as an Administrative Conditional Use permit under Single-Family Residential SR5.0 (SR5.0), Multi-Family Residential (MR), and General Commercial (GC) from a Conditional Use Permit and changes Bed and Breakfast Residence from a Conditional Use to an Administrative Conditional Use permit under the SR12.4, SR9.6, SR7.0, SR5.0, MR and GC zones.

Also changed footnote (6) to allow up to 6 rooms in all SR zones from 2 rooms under SMC 17.30.050.

Also, staff was asked to look at Chapter 17.50 Additional Standards – LI (Light Industrial) Zoning District to see if something similar could be done for the GI (General Industrial) zone. However, after reviewing the potential for a proposed edit, staff realized more time should be given to this issue to ensure the change is adequately done. Staff will work on this change over the next several months and bring back to both the City Council Community Development Committee and Planning Commission for review and consideration after the first of the year.

### **FINANCIAL IMPACT**

None.

### **PLANNING COMMISSION OPTIONS**

- 1) Recommend approval to City Council of the proposed edits to Title 17 affecting tattoo parlors and bed and breakfast establishments in the zoning use table and footnote.
- 2) Recommend alternative language to the proposed edits to Title 17 affecting tattoo parlors and bed and breakfast establishments in the zoning use table and direct staff to make these change prior to recommendation to City Council.
- 3) Recommend denial to City Council of the proposed edits to Title 17 affecting tattoo parlors and bed and/or breakfast establishments in the zoning use table and footnote.

### **RECOMMENDED ACTION**

**“I MOVE TO RECOMMEND CITY COUNCIL APPROVE THE PROPOSED CODE EDITS TO TITLE 17 AS OUTLINED IN ATTACHMENT A.”**

## 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]

| Land Use                                | SR 12.4 | SR 9.6 | SR 7.0 | SR 5.0 | MR     | TN  | MB-I <sup>29</sup> | MB-II       | NB  | GC              | LI  | GI    |
|-----------------------------------------|---------|--------|--------|--------|--------|-----|--------------------|-------------|-----|-----------------|-----|-------|
| <b>Personal Services</b>                |         |        |        |        |        |     |                    |             |     |                 |     |       |
| Assisted/independent living             |         |        |        |        | C18    | C   |                    | P11,<br>P18 |     | P18             |     |       |
| Barber shop, beauty shop                |         |        |        |        | P39MXO | P   | P                  | P           | P   | P, P39<br>MXO   |     | P37TO |
| Daycare center                          |         |        | P12    | P12    | P12    | P12 | P12                | P12         | P12 | P12, P39<br>MXO |     | P37TO |
| Daycare, family                         | AC12    | AC12   | AC12   | AC12   | P12    |     | P37TO              | P           | P12 | P12, P39<br>MXO |     | P37TO |
| Daycare, mini                           |         |        |        | P12    | P12    | P12 | P12                | P12         | P12 | P12, P39<br>MXO |     |       |
| Dry cleaner                             |         |        |        |        | P39MXO | P35 | P                  | P           | P   | P, P39<br>MXO   | P   | P     |
| Equipment rental                        |         |        |        |        |        |     |                    | P           |     | P, P39<br>MXO   | P   | P     |
| Funeral home                            |         |        |        |        |        |     | P                  | P           |     | P, P39<br>MXO   | P   |       |
| Health/athletic club                    |         |        |        |        | P39MXO |     | P                  | P           |     | P, P39<br>MXO   | P   |       |
| Janitorial service                      |         |        |        |        | P39MXO |     |                    | P           |     |                 | P   | P     |
| Laundromat                              |         |        |        |        | P39MXO | P35 | P                  | P           | P   | P, P39<br>MXO   | P   | P37TO |
| Optician                                |         |        |        |        | P39MXO | P   | P                  | P           | P   | P, P39<br>MXO   |     | P37TO |
| Massage clinic/center                   |         |        |        |        |        |     | P                  | P           |     | P, P39<br>MXO   |     |       |
| Medical marijuana collective<br>gardens |         |        |        |        |        |     | ADC                | ADC         |     | ADC             | ADC |       |
| Photo processing service                |         |        |        |        | P39MXO |     | P                  | P           |     | P, P39<br>MXO   | P   |       |
| Photocopy/private mail center           |         |        |        |        |        |     | P                  | P           |     | P, P39<br>MXO   |     |       |

|                                                                                                                      |  |  |  |  |        |   |          |   |   |               |       |       |
|----------------------------------------------------------------------------------------------------------------------|--|--|--|--|--------|---|----------|---|---|---------------|-------|-------|
| Printing and publishing                                                                                              |  |  |  |  | P39MXO |   | P        | P |   | P, P39<br>MXO | P     |       |
| Private clubs                                                                                                        |  |  |  |  | P39MXO |   | P        | P |   | P, P39<br>MXO |       |       |
| Tattoo parlors                                                                                                       |  |  |  |  | P39MXO |   | <u>P</u> | P |   | <u>P</u>      |       | P     |
| Travel agencies                                                                                                      |  |  |  |  | P39MXO | P | P        | P |   |               |       |       |
| Video sales and rental                                                                                               |  |  |  |  | P39MXO | P | P37TO    | P | P | P, P39<br>MXO | P37TO | P37TO |
| Other uses determined to be<br>consistent with the definition of<br>“personal service” as<br>determined in this code |  |  |  |  |        |   | P51HO    |   |   |               |       |       |

#### 17.30.050 Zoning use conditions.

(6) A business license and compliance with conditions in SMC 17.100.060 for permitting a bed and breakfast use are required. Bed and breakfast residence use is limited to ~~two rooms per residence. Bed and breakfast inn use is limited to six rooms in the SR 5.0 zone,~~ with the exception of 10 rooms in the MR zone and 16 rooms in the GC zone.

## **ATTACHMENT B**

### **17.100.060 Conditions for permitting a bed and breakfast in single-family residential zones.**

Subsequent to a public hearing, the city's hearing examiner shall find or attach the following conditions prior to issuing a conditional use permit:

- (1) Bed and breakfast businesses shall be conducted in such a manner as to give no outward appearance or manifest any characteristics of a business, except as provided below, that would infringe upon the rights of the neighboring properties to live in a quiet residents-only neighborhood.
- (2) Numbers of guest rooms shall be limited to the maximums set in the Tables of Dimensional and Density Requirements, Chapters 17.30 through 17.78 SMC.
- (3) Adequate parking per SMC 17.105.140 shall be provided on-site and screened from the view of all neighboring properties.
- (4) Safe pick-up and drop-off and loading/unloading areas shall be provided on-site.
- (5) Commercial accessory uses shall not be permitted.
- (6) Serving of meals shall be limited to overnight guests. No kitchen facilities shall be permitted in guest rooms, except microwave ovens, small refrigerators, and coffee pots.
- (7) Adequate utilities, including sewer, water, and electricity, shall be confirmed by the purveyor.
- (8) Adequate public roads shall be available or improved by the applicant as determined by the public works director.
- (9) Impact to the existing neighborhood shall be minimized to the extent possible by the provision of greater setbacks and landscaping to screen on-site activities. At a minimum, all lot lines abutting residentially developed lots shall be planted with a five-foot wide landscaping strip providing a dense visual barrier of trees and shrubs.
- (10) Signage shall be limited to one monument sign meeting the standards of SMC 17.110.235.

**“Bed and breakfast house or inn”** means a building other than a hotel or nursing home where meals and short-term lodging of more than two rooms are provided for compensation to guests and other transient persons.

**“Bed and breakfast residence”** means a building other than a hotel or nursing home where meals and short-term lodging of two rooms or less are provided for compensation to guests and other transient persons.

| Land Use                      | SR 12.4        | SR 9.6         | SR 7.0         | SR 5.0         | MR             | TN | MB-I <sup>29</sup> | MB-II   | NB | GC             | LI  | GI    |
|-------------------------------|----------------|----------------|----------------|----------------|----------------|----|--------------------|---------|----|----------------|-----|-------|
| <b>Hotels and Guesthouses</b> |                |                |                |                |                |    |                    |         |    |                |     |       |
| Apartment hotel               |                |                |                |                |                |    | P                  | P       |    | P, P39<br>MXO  |     |       |
| Bed and breakfast inn         |                |                |                | <u>AC6, 32</u> | <u>AC6, 32</u> |    | P6, 32             | P6, 32  |    | <u>AC6, 32</u> |     | P37TO |
| Bed and breakfast residence   | <u>AC6, 32</u> | <u>AC6, 32</u> | <u>AC6, 32</u> | <u>AC6, 32</u> | <u>AC6, 32</u> |    | AC6, 32            | AC6, 32 |    | <u>AC6, 32</u> |     | P37TO |
| Guest house                   |                |                |                |                |                |    | P                  | P       |    |                |     |       |
| Hotel                         |                |                |                |                |                |    | P                  | P11, P  |    | P, P39<br>MXO  | P18 |       |
| Motel                         |                |                |                |                |                |    |                    |         | P  | P, P39<br>MXO  | P18 |       |
| Resort                        |                |                |                |                |                |    |                    |         |    |                | P18 |       |

(6) A business license and compliance with conditions in SMC 17.100.060 for permitting a bed and breakfast use are required. Bed and breakfast residence use is limited to two rooms per residence. ~~Bed and breakfast inn use is limited to six rooms in the SR 5.0 zone, 10 rooms in the MR zone and 16 rooms in the GC zone.~~

(32) Restaurants that serve lunches and/or dinner shall be allowed in bed and breakfast accommodations.

(37) Permitted in the transit overlay when part of a transit-oriented project as defined in SMC 17.77.040.

## ATTACHMENT C

September 13, 2017

Mr. Ryan Larsen, Community Development Director  
City of Stanwood  
10220 270<sup>th</sup> Ave. NW  
Stanwood, WA 98292

Re: Bed and Breakfast Residences

Dear Ryan:

Several years ago, I was looking into the code to see what the potential would be for a bed and breakfast at my property, the Klondike Anderson Mansion on the east hill. Considering the size (5 bedrooms), age (1912) and land area (2+ acres on 2 tax lots), it seemed a perfect candidate for such use, if I ever were to pursue that opportunity. The code (revised 10/06) seemed to indicate that I could have up to 2 guest rooms per acre plus a primary residence. Thus, I had been under the impression these past 10 years or so that 4 guest rooms would be permitted.

Now that I am remarried and my wife and I are looking ahead into our golden years, the idea of a bed and breakfast has been rekindled. However, to my surprise, I discovered that the current code restricts a bed and breakfast residence to a maximum of 2 rooms, with no consideration given to the size of either the home or the lot. While a 2 room maximum may be appropriate for many of the smaller turn-of-the-century homes on city lots downtown, more guest rooms (and revenue) should be permitted on larger properties that are more expensive to maintain and have more land to accommodate more guests.

At a time when the city is studying ways to attract more lodging opportunities within the city limits, it would seem that the 2-room limit restricts the potential market for overnight stays in Stanwood, and is a disincentive for certain property owners who might otherwise be willing to make the investment in time and money to create unique bed and breakfast lodging.

Perhaps this restriction was an oversight and unintended. It would be interesting to learn the rationale behind this change. In any event, I would urge you to consider editing this section of the code to allow for more units and thus better economies for larger properties.

Sincerely,



Mark Ramaley  
Klondike Manor, LLC