



Agenda
City Council Regular Meeting
December 11, 2025 | 7:00 PM

NOTE: New Location
North County Regional Fire Authority, Station 99
8117 267th St NW, Stanwood, WA 98292

Members of the public may attend Stanwood City Council meetings in-person or via Zoom. The Zoom link is posted on the City's website calendar <https://www.stanwoodwa.org>.

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call**
- 3. Approval of the Agenda**
- 4. Presentations**
 - a. Stanwood High School Update - Alexa Lay
 - b. Service Award Councilmembers Marcus Metz and Tim Schmitt
- 5. Public Comments**
 - Verbal comments may be provided in person.
 - Written comments must be provided to the Clerk by 12:00 p.m. the day of the meeting via this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>
 - Remote (online or phone-in) comments can be received by reasonable accommodation only. Any requests for reasonable accommodation for remote participation, must be sent in writing to the City Clerk at cityclerk@stanwood.wa.us by 12:00 p.m. the day of the meeting
- 6. Staff/Department Reports**
 - a. Police Compstat Report - November
- 7. Council Committee Reports**
- 8. Consent Agenda**
 - a. Approve Vouchers and Payroll
 - b. Approve City Council Regular Meeting Minutes - November 24, 2025
 - c. Appoint Mayor Roberts as the Stanwood Representative to Attend the Community Transit Board of Directors Selection Meeting
 - d. Authorize the Mayor to Sign the Snohomish County Interlocal Agreement for Drug Task Force Cooperation
 - e. Approve Planning Commission Appointments - Rachelle Pedersen and Randall Burton
 - f. Accept the Washington State Transportation Board (TIB) Grant
- 9. Unfinished Business**
 - a. Approve Downtown Creative District / Main Street Program Approach
 - b. Approve Second Reading and Adopt Ordinance 1555 Chapter 12—Utilities Re-write, System Development Charge and Rate Updates
 - c. Approve Second Reading and Adopt Ordinance 1553 Mid-Biennium Budget Adjustment
- 10. Public Hearing**
 - a. Approve First and Second Readings and Adopt Ordinance 1557 SEPA Code

Amendment

- b. Approve First and Second Readings and Adopt Ordinance 1558 Nonconforming Regulations Code Amendment

11. New Business

- a. Adopt Resolution 2025-06 2026 Rate and Fee Schedule

12. Public Closing Comments

13. Executive/Legislative Reports

- a. Mayor's Report
- b. City Administrator's Report
- c. Councilmember's Reports/Questions

14. Recess to Executive Session

15. Adjourn

Upcoming Meeting Dates

Thursday, January 8, 2026 City Council Meeting 7:00 p.m.

Thursday, January 22, 2026 City Council Meeting 7:00 p.m.



City of Stanwood City Council Staff Report

Item Number: 6.a.
Date: December 11, 2025
Subject: Police Compstat Report - November
Contact Person: Jason Toner, Chief
Attachments: 1. CompStat - November

ISSUE

Attached is the November Police Compstat Report for Council's review.

Stanwood Police Department

CompStat Report



City of Stanwood Police Chief Jason Toner

Prepared by: Snohomish County Sheriff Office Crime Analysis Unit and Stanwood Police Department

NOVEMBER 2025

Stanwood Police Department

COMPSTAT REPORT



What is CompStat?

CompStat stands for 'Computer Statistics' dealing specifically with crime. It is found to be an effective way to accurately track crime and use the information to deploy officers to address it in timely manner. It is a performance management system that is used to reduce crime and achieve other police department goals. It emphasizes information-sharing, responsibility and accountability and improving effectiveness.

What is the benefit to the community?

CompStat allows us to track crime problems and allocate resources to the areas that are being affected. By being able to focus our efforts on areas being impacted, we are able to make apprehensions and drive down crime in Stanwood.

How is data collected?

Crime Analysts access a variety of systems to collect and analyze law enforcement data. Data collection begins at the 911 call center (SNO911) and carries over into law enforcement records management systems (LERMS). Much of the information presented in this report is also reported to state and federal agencies annually.

What data will you see in this report?

What occurred within the city limits of Stanwood and calls responded to by the Stanwood Police outside the city.

This is a true representation of all police activity occurring in the City of Stanwood, you will see these calls listed as "In the STW Beat". On occasion, Stanwood Police officers will be called outside the city to assist other agencies. We also have deputies who live outside of the city so on occasion they will make a traffic stop or respond to a nearby call while commuting to work. You will see these call listed as "Answered by STW ORI"

Incident data:

This represents what police were called to and includes self-initiated activity. Multiple 911 calls for the same incident are presented as a single incident.

Case data:

An incident becomes a case when the deputy determines reporting protocol is met. A case is often generated based on a specific crime, traffic collisions, arrest or the need to document specific actions or information.

NOVEMBER 2025

Stanwood Police Department

POLICE STAFFING



The City of Stanwood contracts for law enforcement services through the Snohomish County Sheriff's Office. The contract is identified as a "stand alone" contract, which allows the City of Stanwood to maintain its own police identity to include policies and procedures that meet unique small city needs. All uniforms and vehicles are identified as Stanwood Police and we provide services to the city population of approximately 8,405.

DIVISIONS:

CHIEF OF POLICE: Has the rank of Lieutenant with the Sheriff's Office. Oversees all aspects of the Police Department daily operations. The Chief works with city staff to ensure community needs are met.

ADMINISTRATIVE SERGEANT: Administers the day-to-day administrative functions of the Police Department and oversees the day shift deputies, School Resource Officer and Detective. Steps in as the Chief of Police when the chief is absent.

NIGHT SERGEANT: Oversees the swing shift and night shift deputies.

PATROL DIVISION: Responds to crimes in progress, traffic collisions, missing persons, and other emergency and non-emergency calls for service.

SCHOOL RESOURCE OFFICER: Utilizes the concept of educator, informal counselor, and law enforcer; working to bridge the gap and build relationships between law enforcement and youth.

DETECTIVE: Works in conjunction with patrol and the resources of the Snohomish County Sheriff's Office to investigate a broad range of felony- and misdemeanor-level crimes that occurred in the City of Stanwood.

	ASSIGNED	VACANCIES	PERCENTAGE
Chief	1	0	100%
Sergeant	2	0	100%
Deputy	5	1	83.5%
School Resource Officer No longer a PD employee - SCSO contract	1	0	100%
Detective	1	0	100%

NOVEMBER 2025

Stanwood Police Department

RECORDS UNIT



Records Summary: Job duties include, but are not limited to, the following;

- Provide administrative support for all members of the Stanwood Police Department.
- Assist the Chief of Police with police budget tracking and review.
- Verify and code all incoming invoices for the Police Department.
- Ordering of supplies for the department, and special events.
- Subject matter expert for the Law Enforcement Records Management System (LERMS) used by Stanwood Police Department.
- Manage all Stanwood Police Department documents and records.
- Review all electronic case file entries and information for accuracy.
- Scan paper records into electronic case files.
- Forward criminal arrest referrals to the Prosecuting Attorney's Office.
- Enter trespass notices, gun alerts, and other safety alerts into the agency's electronic records management system.
- Route Child Protective Services & Adult Protective Service referrals.
- Maintain department case file and document archives per Washington State records retention/destruction schedules.
- Responsible for federal reporting of crime statistics to the National Incident Based Reporting System (NIBRS).
- Run monthly case audits and records validations.
- Enter court orders, missing persons, vehicle impounds, lost or stolen property, stolen vehicles, etc. into Washington Crime Information Center and National Crime Information Center (WACIC/NCIC).
- Provide second checks for all entries made into Washington Crime Information Center and National Crime Information Center (WACIC/NCIC).
- Conduct background checks for concealed pistol license and pistol transfers applications.
- Provide fingerprint services for concealed pistol license applicants and citizen fingerprints.
- Review and fulfill public records requests within the guidelines of the Public Records Act.
- Create/update/maintain all process, procedure, and training manuals for the position.
- Serve as Stanwood Police Department's Terminal Agency Coordinator for the Washington State Patrol ACCESS program.
- Assists with walk-in and telephone customers, averaging 8,000 yearly contacts.
- Route calls to 911 and non-emergency dispatch.
- Respond to requests for service and answer general questions.
- Manage key & key fob assignments for City of Stanwood employees.

	2025	2024	2023	2022	Year to Date
Public Records Requests	38	46	52	33	384
Concealed Pistol License Issued	29	18	40	37	295
Fingerprinting & Approx Time	22 5.5 hrs	16 4.0 hrs	25 6.25 hrs	25 6.25 hrs	208 52.0 hrs

NOVEMBER 2025

Stanwood Police Department

Message from the Chief



Serving as the Chief of Police for Stanwood over the past three and a half years has been one of the most meaningful chapters of my career. I have been honored to serve our community and partner with city leadership to help keep our community safe. Next month I will be transferring to a new assignment within the Sheriff's Office. Though I am excited for new challenges, I will miss the officers and staff who made this job so amazing.

I am proud of the team I have had and grateful they allowed me to drag them from one new project to another. Without them we would not have been nearly as successful, from the Citizen's Patrol, Community Academy, to the embedded social worker program, to our partnership with the Blue Bridge Alliance, and all of our great community events.

But when I look back, what stands out most clearly isn't any single project; it's the people of our community. The neighbors who show up for each other, and all the people who would stop by the police department to offer support or drop off a treat for our officers. It's the volunteers, youth, and families who make community engagement real instead of a slogan. Stanwood is an example to the rest of Snohomish County of what policing can look like when partnership is real and when people care enough to work together.

It has been an honor to serve here and an experience that will continue to shape how I lead, how I listen, and how I serve. Thank you for the trust, the conversations, the challenges, and the support. Stanwood is a remarkable place, and it has been my privilege to be its chief.

Community Events:

Officer Grinch will be back passing out candy canes at the December 6th Christmas tree lighting.

Crime Update:

This past month we have seen an increase in vandalism at the construction site of the apartment complex by the high school. Suspect(s) on two separate occasions entered the site and broke windows and tagged walls. On another occasion, suspect(s) were able to start a piece of heavy equipment, drive it just outside city limits, and knock down several utility poles. We are increasing our patrols of the area and working with the developer for them to better secure the property. The investigation is ongoing.

Chief Toner

NOVEMBER 2025

Stanwood Police Department

Detective Report



November 2025 UPDATE

Stanwood Case 2023-3199 Identity Theft/Forgery/Theft Second Degree

On 05-11-2023 Deputy Smith responded to a fraud complaint involving a stolen North County Regional Fire Authority check that had been altered and deposited into a Banner Bank account.

Detective Martin served a search warrant for video images/records from Banner Bank.

Images from the bank ATM showed the male suspect depositing the victim's check.



Detective Martin shared images of the suspect with area detectives. The suspect was identified by staff at the Department of Corrections.

Detective Martin referred charges of Identity Theft Second Degree to the Prosecutor's Office on 06-07-2023.

On 11-19-2025 the Prosecutor's Office advised they were declining to file charges in the Stanwood case as part of a global resolution deal given to the defendant.

The defendant was sentenced to 84 months in prison on 06-25-2025 related to charges in Island County. While serving his sentence, the defendant requested resolution of pending cases and plead guilty to Identity Theft First Degree, Forgery, and Theft Second Degree charges related to additional charges in Snohomish County.

The defendant was sentenced to 63 months in prison related to the Snohomish County charges, to be served concurrently (at the same time) as the Island County sentence.

As part of the deal, the Prosecutor's Office agreed to decline charges related to the Stanwood case.

NOVEMBER 2025

Stanwood Camano School District

SCHOOL RESOURCE OFFICER



PARTNERSHIP: STANWOOD POLICE

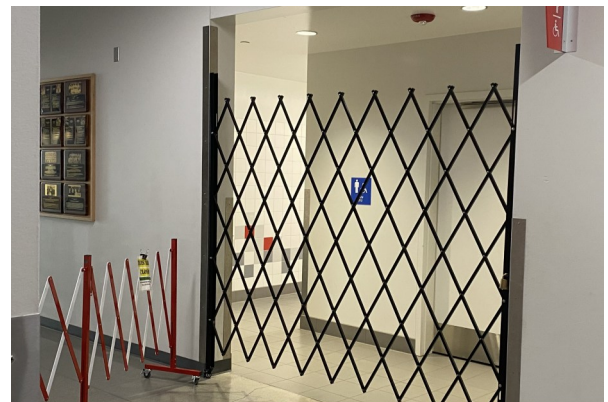


On November 18th, the Stanwood Police Department graduated its first ever Community Police Academy. Over 10 weeks, members of the Stanwood Police Department and Snohomish County Sheriff's Office gathered at Stanwood High School to provide interactive training sessions to the Stanwood-Camano community. Attendees learned about general patrol, drones, Major Crimes, K9, drug task force, the SRO program, SWAT and many other topics. The event was offered to build trust and transparency within the community,



Bloodworks Northwest came to Stanwood High School on November 6th to try and stock up on their needed supply of blood donations. Students were able to get permission from parents or guardians to provide blood. Many staff members also took time to donate. The organization provided drinks, snacks and food to those who donated. A couple students got a little woozy and had to take extra time to recover. The event was a success and a good time was had by all.

ACCESS DENIED



Due to continued abuse of restroom privileges and damage to Stanwood High restrooms, admin has made the decision to add accordion gates to some restrooms, closing access at certain points of the day when supervision isn't available.

NOVEMBER 2025



Monthly Report to Council



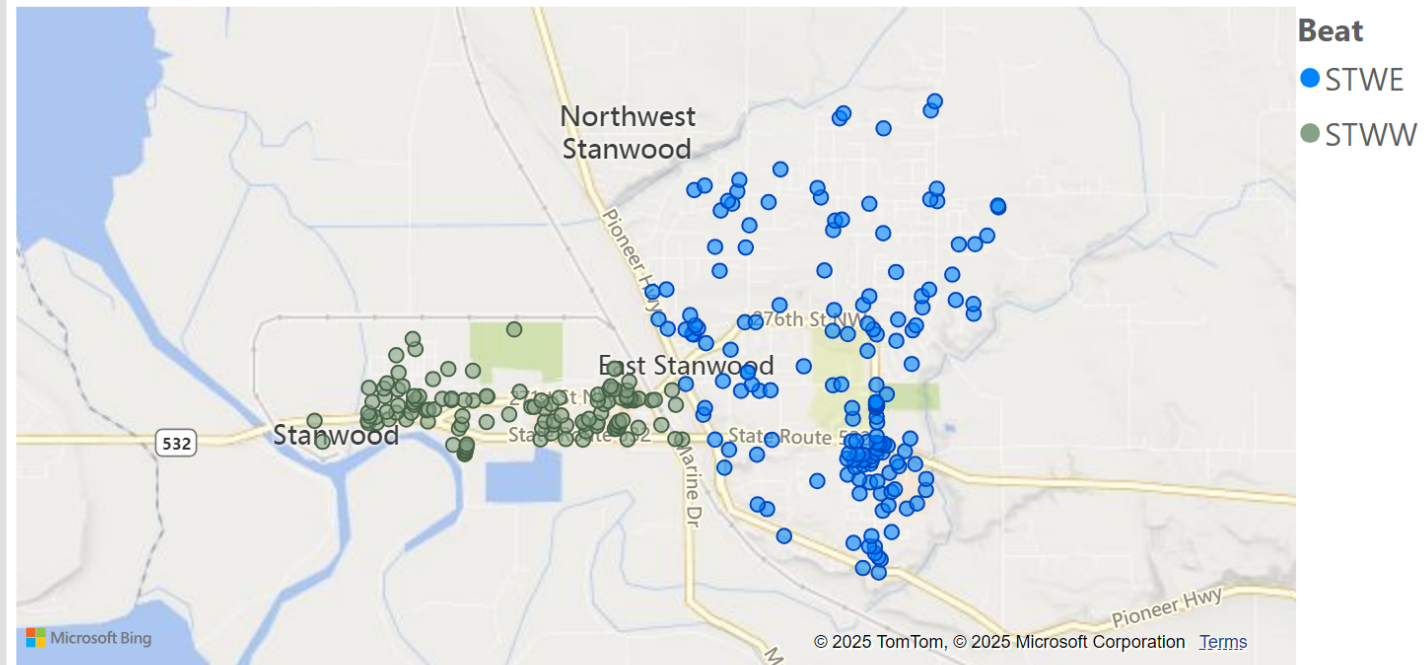
The following pages cover incidents data. This is also known as calls for service. If 30 people call because there's a wreck in front of Haggen's, it counts here once.

TOTAL INCIDENTS - inside Stanwood city limits

Total Incident Counts, Past 6 Full Months by Origination Type

Year		911 call	ASAP	Officer-Initiated	Total
▼					
☐ 2025	29	2237	46	1994	4304
November	4	299	14	298	615
October	7	414	6	493	920
September	4	417	7	374	802
August	3	396	4	299	702
July	7	417	10	220	654
June	4	296	5	311	616
Total	29	2237	46	1994	4304

All incidents Past 1 Month - excludes victim privacy concerning incidents



Year	Abandoned Vehicle	Alarm	Bomb	Collision	DUI	El
▼						
☐ 2025	24	111	3	116	56	
November	9	25		17	12	
October	6	24		23	12	
September	2	19	3	23	8	
August	3	9		18	6	
July	2	18		22	12	
June	2	16		13	6	
Total	24	111	3	116	56	

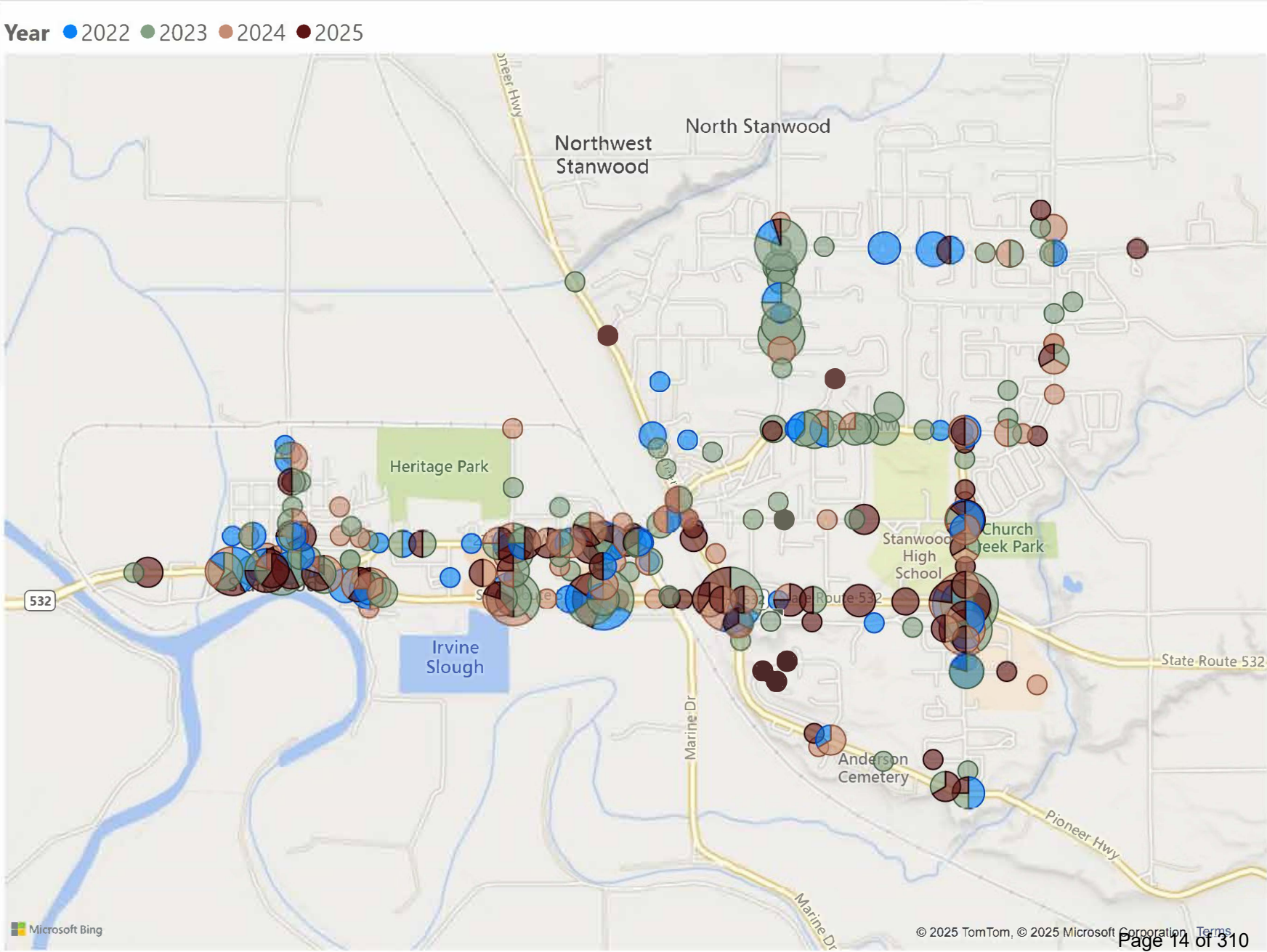
Year	BHC	Bomb	Death	Elude	EVICT	SAR	Suicid
▼							
☐ 2025	91	3	4	5	8	1	
November	7				4	1	
October	23						
September	17	3	1		2		
August	27			3	2		
July	12		3	2			
June	5						
Total	91	3	4	5	8	1	



Tickets Written

Total Tickets	
Year	# of Tickets
2025	182
2024	171
2023	312
2022	143
Total	808

Total Violations				
Month	2022	2023	2024	2025
January	6	19	22	23
February	11	39	16	27
March	14	27	13	25
April	4	18	24	18
May	11	24	26	37
June	25	34	21	12
July	28	9	21	11
August	30	37	11	27
September	36	38	27	25
October	11	108	28	20
November	15	27	17	13
December	23	29	27	
Total	214	409	253	238





The following pages cover case data. The key difference between cases and incidents data is a Deputy has determined something did transpire that justifies writing a case report.



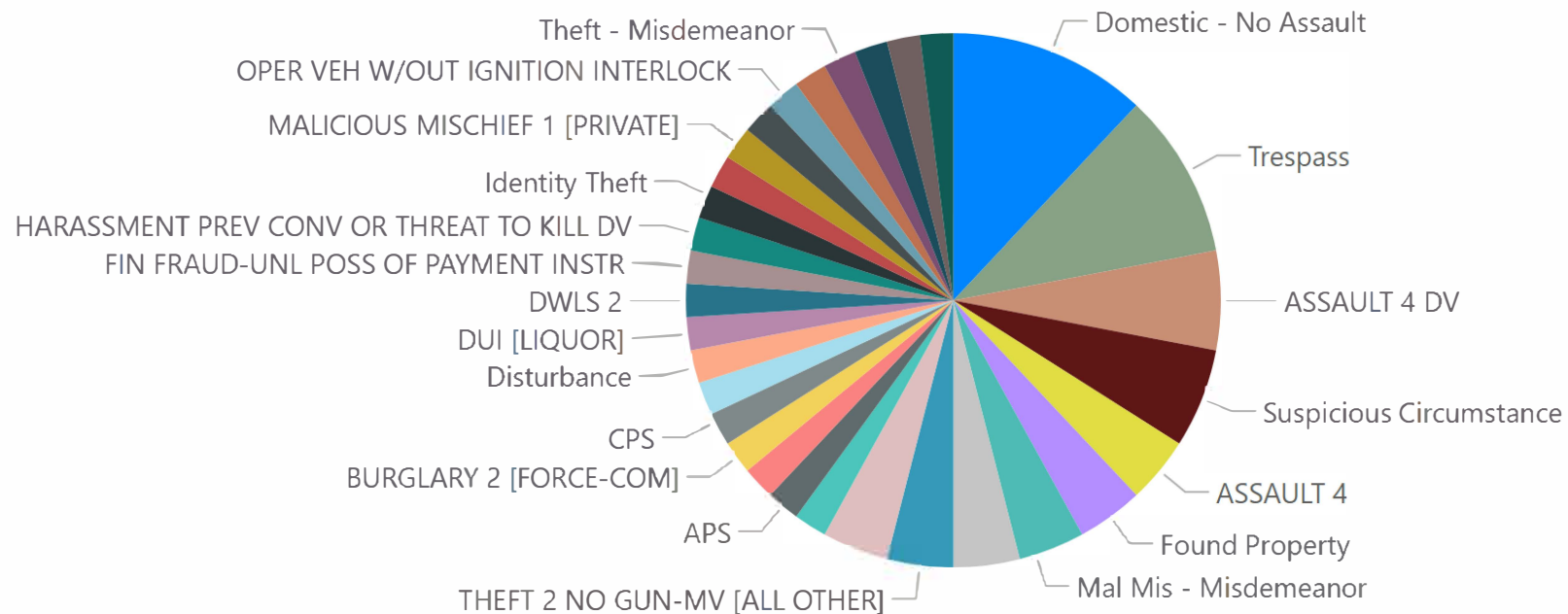
TOTAL CASES

IN THE STW BEAT

Total Cases Written

Year	January	February	March	April	May	June	July	August	September	October	November	December	Total
2025	62	50	82	52	58	49	62	54	47	52	42		609
2024	47	52	64	59	58	63	62	64	58	66	67	55	714
2023	64	53	68	54	68	41	62	58	59	75	60	53	714
2022	38	41	46	58	42	42	56	55	49	55	51	65	598

Previous calendar month, what charges are contained in cases we wrote?





Domestic Related Charges

Domestic Violence cases are not limited just to assault. This chart includes any cases where the statute differentiates between having a domestic relationship component to the crime versus a different statute if the victim and offender are not known to one another.

Year ▼	January	February	March	April	May	June	July	August	September	October	November	December
☐ 2025												
RECKLESS ENDANGERMENT DV										1		
Domestic - No Assault	6	6	4	4	4	2	2	6	5	6	6	
Crime with a DV Component	2	4	4	2	2	4	5	1	3	4	3	
ASSAULT 2 DV [PUB OFF-STRONGARM]						1						
☐ 2024												
Domestic - No Assault	5	3	4	3	4	5	6	3	3	4	5	3
Crime with a DV Component	3	3	2	1	2	2	3	10	3	3	5	4
☐ 2023												
Domestic - No Assault	3	7	6	2	2	2	6	8	5	3	6	
Crime with a DV Component		2	2	6	5		3	4	3	2	2	2
☐ 2022												
Domestic - No Assault	1	2	4	3	3	4	4	7	6	7	2	5
Crime with a DV Component	1	3	3	1	2	3	6	1	6		1	5

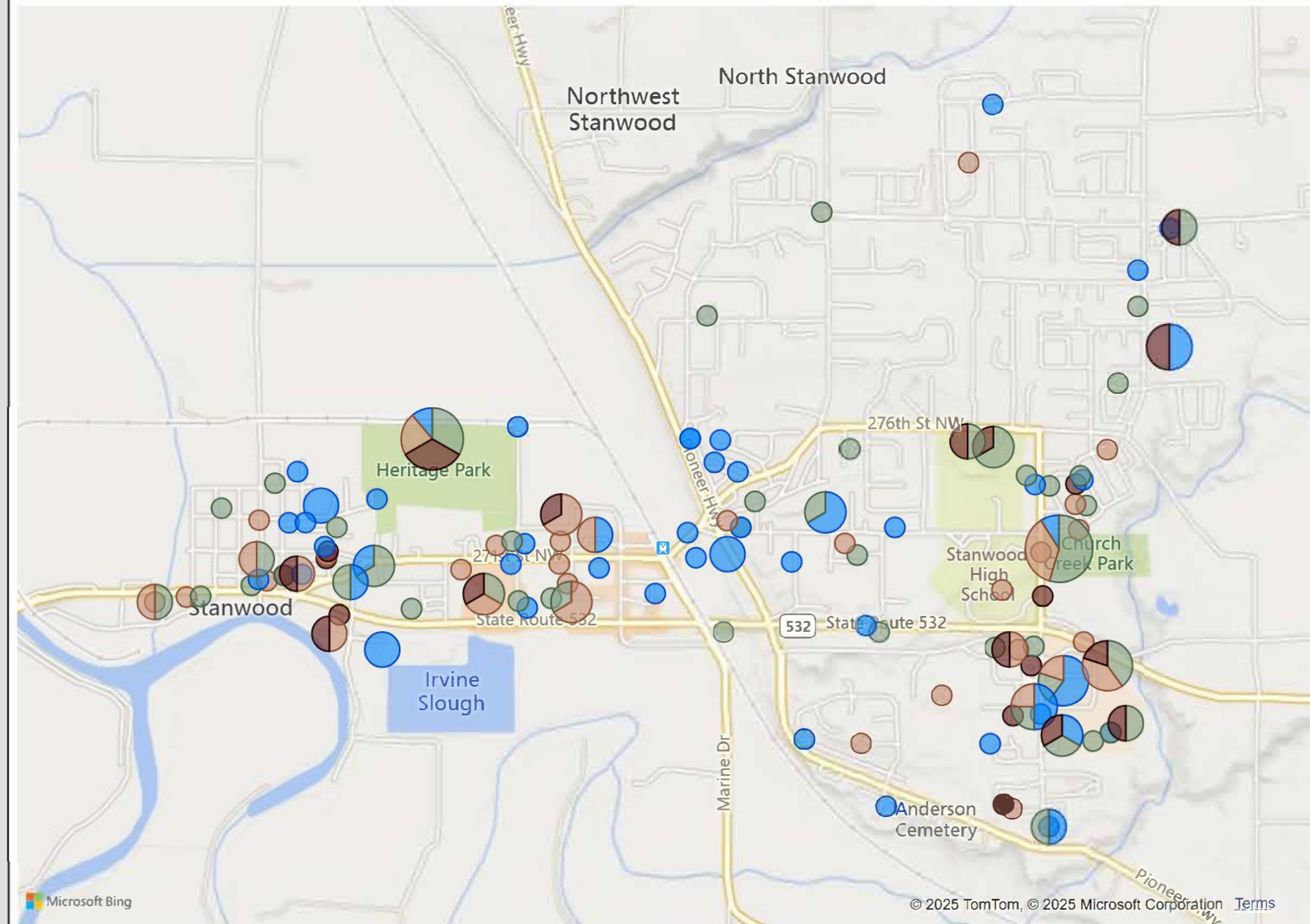


Malicious Mischief CASES excluding any with a DV component

Month	2022	2023	2024	2025
January	4	9	2	3
February	2		2	1
March	5	7	3	1
April	7	2	5	4
May	3	5	1	1
June	1	4		4
July	10	4	6	1
August	4	2	5	3
September	6	3	6	2
October	3	12	7	3
November	9	7	3	2
December	3	1	5	
Total	57	56	45	25

Count of CaseNumber by Year, Lat and Lon

Year ● 2022 ● 2023 ● 2024 ● 2025

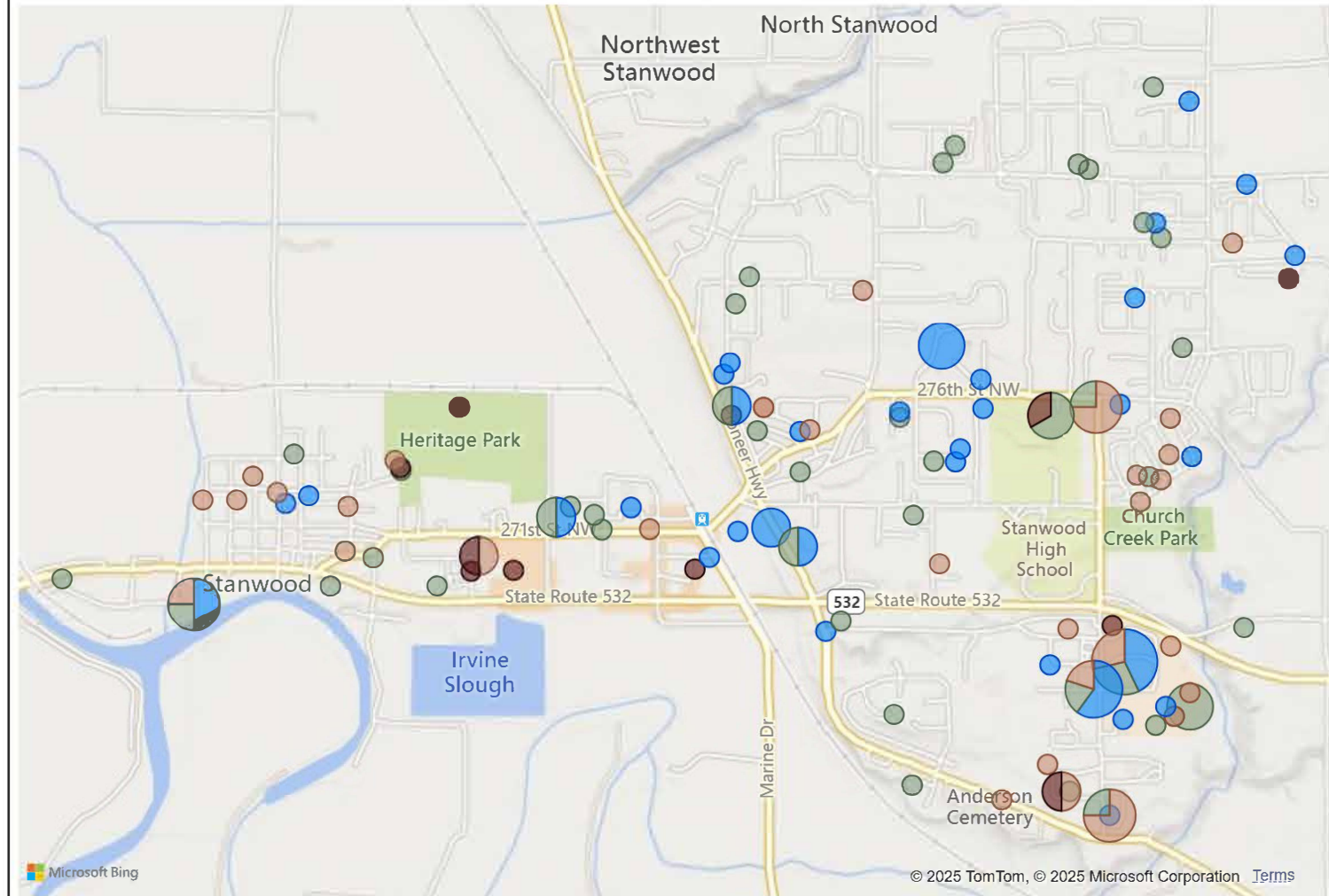




Auto Theft & Vehicle Prowl CASES

Count of CaseNumber by Year, Lat and Lon

Year ● 2022 ● 2023 ● 2024 ● 2025



Auto Thefts & Vehicle Prowls	2022	2023	2024	2025
☐ Vehicle Prowl	29	21	12	3
January	5		1	
February	3	1	4	
March	3	3	1	
April	6	1	2	
May		6		1
June	5	1	2	1
July	2	3		1
August	1			
September	1			
October		5	1	
November		1		
December	3		1	
☐ Vehicle Theft	13	26	27	9
January	1	1		3
February	1	3	1	
March		1	1	
April	3	2		3
May	3	1		
June	1	1	2	1
July	1		1	2
August			3	
September	1	2	6	
October	1	6	3	
November	1	8	4	
December		1	6	
Total	41	46	37	11

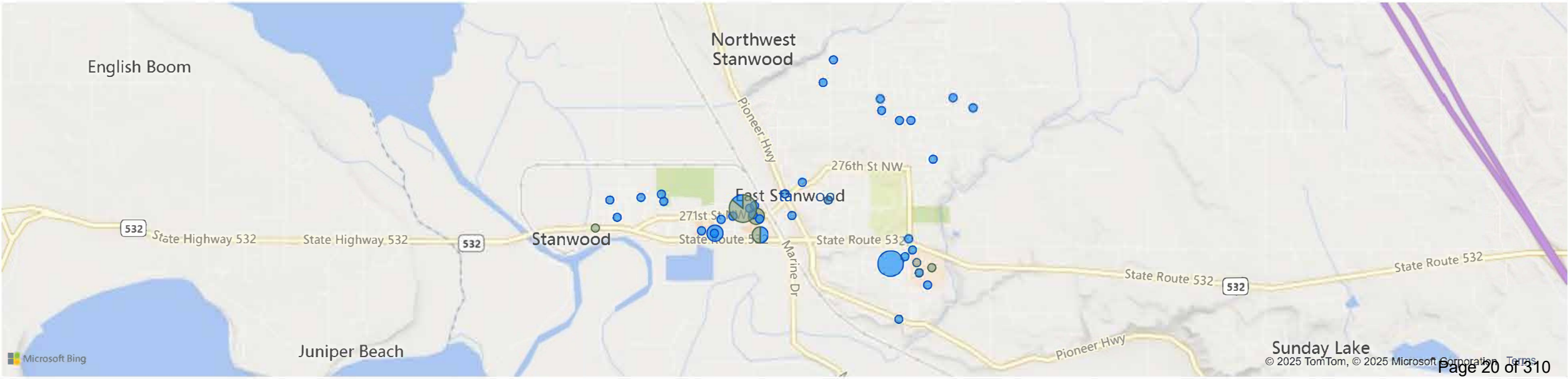


Theft CASES

Thefts	January	February	March	April	May	June	July	August	September	October	November	December	Total
☐ Theft: Shoplifting & ORT													
2025	2	1	3	1	1		2	2					12
2024	2			2	2				1	1		2	10
2023	1	3	1						1	3		2	11
2022	2				1	1		1		2		1	8
☐ Theft 1, 2, & 3 (not shoplifting)													
2025	7	3	3	1	3	6	2	3	6	3	5		42
2024	5	7	8	6	2	2	9	7	8	2	5	3	64
2023	9	4	6	7	8	5	5	1	5	4	4	3	61
2022	5	8	4	9	5	5	12	9	9	6	5	7	84

Cases this Calendar Year

Thefts ● Theft 1, 2, & 3 (not shoplifting) ● Theft: Shoplifting & ORT

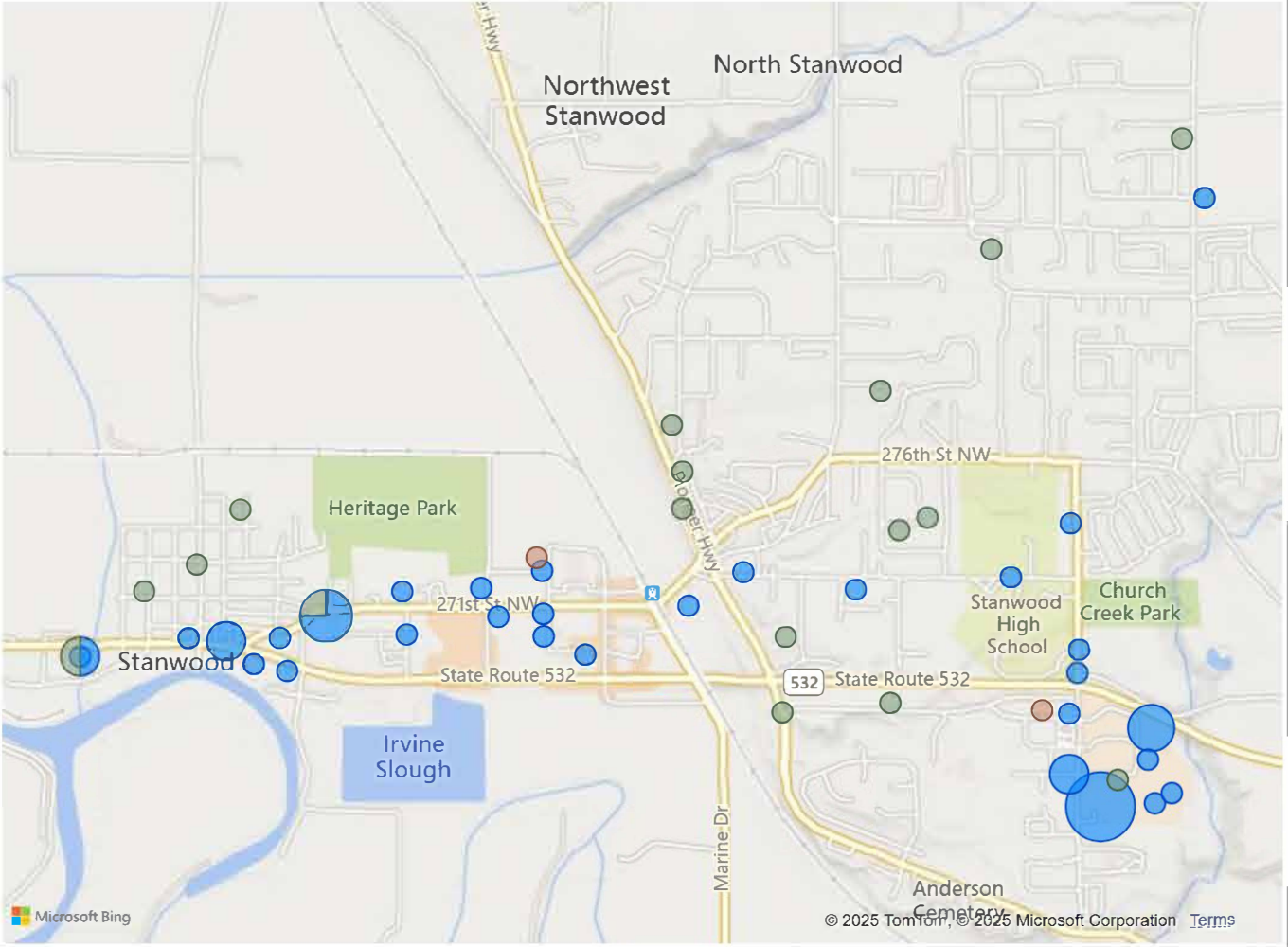




Burglary CASES

Count of CaseNumber by Burglary, Lat and Lon

Burglary ● Burglaries - Commercial ● Burglaries - Residential ● Burglaries - Unknown Structure Type



Burglary	2022	2023	2024	2025
☐ Burglaries - Commercial	11	17	5	11
January	1	2		
February	3	3	2	2
March	1			1
April		2		1
May	1	2		
June	1	2		3
July		2	1	1
August	1			
September				2
October		1	1	
November	2	3	1	1
December	1			
☐ Burglaries - Residential	10	1	4	2
January	1			1
February	1		1	
April	2		1	
May	2		1	
July		1		
August			1	1
September	2			
October	1			
December	1			
☐ Burglaries - Unknown Structure Type	1			1
August	1			
October				1
Total	22	18	9	14



City of Stanwood City Council Staff Report

Item Number: 8.a.
Date: December 11, 2025
Subject: Approve Vouchers and Payroll
Contact Person: Tim Niebruegge, Finance Manager
Attachments: 1. Vouchers and Payroll Report

ISSUE

Approve issuance of Washington Federal Bank checks 40079 through 40101, and electronic fund transfers in the amount of \$659,529.69 and approve issuance of Washington Federal payroll check and electronic fund transfers in the amount of \$44,350.

RECOMMENDED MOTION

“I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK CHECKS 40079 through 40101 AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$659,529.69 AND APPROVE ISSUANCE OF WASHINGTON FEDERAL PAYROLL CHECK AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$44,350.”

CHECK REGISTER

City Of Stanwood

Time: 09:26:19 Date: 12/03/2025

11/17/2025 To: 12/02/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5999	11/17/2025	Claims	3	EFT	Washington Federal Bank	492.70	WA Fed Analysis Service Charge November
6006	11/21/2025	Payroll	3	EFT		3,350.00	November 2025 Draw
6007	11/21/2025	Payroll	3	EFT		1,800.00	November 2025 Draw
6008	11/21/2025	Payroll	3	EFT		2,500.00	November 2025 Draw
6009	11/21/2025	Payroll	3	EFT		2,000.00	November 2025 Draw
6010	11/21/2025	Payroll	3	EFT		1,100.00	November 2025 Draw
6011	11/21/2025	Payroll	3	EFT		1,000.00	November 2025 Draw
6012	11/21/2025	Payroll	3	EFT		2,400.00	November 2025 Draw
6013	11/21/2025	Payroll	3	EFT		3,300.00	November 2025 Draw
6014	11/21/2025	Payroll	3	EFT		4,000.00	November 2025 Draw
6015	11/21/2025	Payroll	3	EFT		2,000.00	November 2025 Draw
6016	11/21/2025	Payroll	3	EFT		2,000.00	November 2025 Draw
6017	11/21/2025	Payroll	3	EFT		1,800.00	November 2025 Draw
6018	11/21/2025	Payroll	3	EFT		2,000.00	November 2025 Draw
6019	11/21/2025	Payroll	3	EFT		1,500.00	November 2025 Draw
6020	11/21/2025	Payroll	3	EFT		2,100.00	November 2025 Draw
6021	11/21/2025	Payroll	3	EFT		3,000.00	November 2025 Draw
6022	11/21/2025	Payroll	3	EFT		2,000.00	November 2025 Draw
6023	11/21/2025	Payroll	3	EFT		500.00	November 2025 Draw
6024	11/21/2025	Payroll	3	EFT		4,500.00	November 2025 Draw
6025	11/21/2025	Payroll	3	EFT		1,500.00	November 2025 Draw
6075	11/21/2025	Claims	3	EFT	Superior Press	226.16	Checks Order for WA Fed Checking
6095	11/24/2025	Claims	3	EFT	BHC Consultants, LLC	2,340.00	City of Stanwood
6096	11/24/2025	Claims	3	EFT	Eurofins Environment Testing NW	488.00	C4103221
6097	11/24/2025	Claims	3	EFT	Eurofins Environment Testing NW	273.00	4103221
6098	11/24/2025	Claims	3	EFT	ICONIX Waterworks (US) Inc.	425.93	CITSTA
6099	11/24/2025	Claims	3	EFT	Lithtex NW Printing Solutions	166.14	CIOST001L
6100	11/24/2025	Claims	3	EFT	Lithtex NW Printing Solutions	492.95	CIOST001L
6101	11/24/2025	Claims	3	EFT	Lithtex NW Printing Solutions	2,554.35	CIOST001L
6102	11/24/2025	Claims	3	EFT	Maul Foster Alongi, Inc.	4,682.50	City of Stanwood
6103	11/24/2025	Claims	3	EFT	Maul Foster Alongi, Inc.	12,756.25	City of Stanwood
6104	11/24/2025	Claims	3	EFT	Maul Foster Alongi, Inc.	561.25	City of Stanwood
6105	11/24/2025	Claims	3	EFT	Maul Foster Alongi, Inc.	4,682.50	City of Stanwood
6106	11/24/2025	Claims	3	EFT	Metron And Associates, Inc.	6,000.00	City of Stanwood
6107	11/24/2025	Claims	3	EFT	Meyer Sign Company Inc	897.60	City of Stanwood
6108	11/24/2025	Claims	3	EFT	Meyer Sign Company Inc	897.60	City of Stanwood
6109	11/24/2025	Claims	3	EFT	Pape' Machinery, Inc.	211.04	314673
6110	11/24/2025	Claims	3	EFT	Stanwood Auto Parts	13.71	592735
6111	11/24/2025	Claims	3	EFT	US Bank	17,740.18	4489 5945 5564 1495
6168	11/26/2025	Claims	3	EFT	WA St Dept of Revenue **	25,320.65	October Excise Tax Payment
6169	11/26/2025	Claims	3	EFT	HSA Bank	7.50	November Fee
6202	12/01/2025	Claims	3	EFT	US Bank St. Paul	534,201.65	2019 STAWATSEW19 Rev Bond and 2021 STAWATREF21 Rev & Refund Bond
6203	12/01/2025	Claims	3	EFT	Heartland Payment Systems	113.79	November 2025 Fees
6134	11/24/2025	Claims	3	40079	Washington Economic Development Assn.	400.00	City of Stanwood
6112	11/24/2025	Claims	3	40080	APSCO, LLC	9,672.87	City of stanwood
6113	11/24/2025	Claims	3	40081	Builders Exchange of Washington Inc	49.19	City of Stanwood
6114	11/24/2025	Claims	3	40082	Granich Engineered Products Inc	4,286.04	CSP8; CSP8; CSP8
6115	11/24/2025	Claims	3	40083	Hamilton Lumber & Rentals	98.27	66
6116	11/24/2025	Claims	3	40084	Hatch Fence Rentals LLC	1,626.65	City of Stanwood
6117	11/24/2025	Claims	3	40085	Keller Supply Company	1,128.72	22832
6118	11/24/2025	Claims	3	40086	Lenz Enterprises, Inc.	647.79	City of Stanwood; City of Stanwood

CHECK REGISTER

City Of Stanwood

Time: 09:26:19 Date: 12/03/2025

11/17/2025 To: 12/02/2025

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6119	11/24/2025	Claims	3	40087	Les Schwab Tire Centers	2,319.75	S34-00006; S34-00006
6120	11/24/2025	Claims	3	40088	ODP Business Solutions, LLC	445.70	36274097; 36274097
6121	11/24/2025	Claims	3	40089	Pitney Bowes Inc- Global Financial Svc	240.88	0013214658
6122	11/24/2025	Claims	3	40090	Sophia McKee Rainier Reindeer Ranch	1,050.00	City of Stanwood
6123	11/24/2025	Claims	3	40091	Republic Services #197	1,280.09	3-0197-0080305
6124	11/24/2025	Claims	3	40092	Grant Shaw	150.00	City of Stanwood
6125	11/24/2025	Claims	3	40093	Skagit Farmers Supply	100.53	135052; 135052; 135052; 135052; 135052
6126	11/24/2025	Claims	3	40094	Skagit Valley Publishing	1,123.98	48893; 48893; 48893; 48893; 48893; 48893; 48893; 48893; 48893
6127	11/24/2025	Claims	3	40095	Sno Co District Court	916.92	DCT34003
6128	11/24/2025	Claims	3	40096	Sno Co Information Services *	15,299.96	DIS1107
6129	11/24/2025	Claims	3	40097	Snohomish County Treasurer	3.61	City of Stanwood
6130	11/24/2025	Claims	3	40098	Stanwood Ace Hardware #14901	1,302.09	20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013
6131	11/24/2025	Claims	3	40099	US Bank NA Custody/Treas Div Money Ctr	75.00	City of Stanwood xx717
6132	11/24/2025	Claims	3	40100	USA Bluebook	1,211.55	478228
6133	11/24/2025	Claims	3	40101	WA St Treasurer	554.65	City of Stanwood

001 General Fund	95,760.43
101 Street Fund	4,319.28
103 Street Construction Fund	1,098.13
104 Park And Trail Improvement Fund	6,870.40
110 Building Improvement Fund	25.00
115 Tourism And Marketing	5,673.09
401 Sewer Fund	224,701.81
403 Sewer Construction Fund	4,286.04
410 Drainage Fund	5,847.45
421 Water Fund	355,134.51
630 Agency Fund	163.55
	Claims: 659,529.69
	703,879.69 Payroll: 44,350.00

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Stanwood, and that I am authorized to authenticate and certify to said claim.

() Finance Director () Auditing Officer Tim Niebruegge Date: 12/3/2025
 () Deputy Finance Director



City of Stanwood City Council Staff Report

Item Number: 8.b.
Date: December 11, 2025
Subject: Approve City Council Regular Meeting Minutes - November 24, 2025
Contact Person: Lisa Sokolik, City Clerk
Attachments: 1. City Council Minutes 11.24.2025

ISSUE

The City Council meeting minutes for Monday, November 24, 2025, are attached to this staff report for Council's approval.

STAFF RECOMMENDATION

"I MOVE TO APPROVE THE MONDAY, NOVEMBER 24, 2025, CITY COUNCIL MEETING MINUTES AS PRESENTED."

**City of Stanwood
Regular Meeting of the City Council
November 24, 2025 | 7:00 PM**

Minutes

1. Call to Order and Pledge of Allegiance

Mayor Sid Roberts called the meeting to order at 7:00 PM. Councilmember Metz led the Pledge of Allegiance.

2. Roll Call

City Clerk Lisa Sokolik called the roll with the following Councilmembers Present: Dani Gaumond, Marcus Metz, Darren Robb, Robert Hicks, Steve Shepro, Andreena Bergman, and Tim Schmitt. The meeting was quorate.

Also present: City Administrator Shawn Smith, Finance Director David Hammond, Community Development Director Patricia Love, City Engineer Alan Lytton, Building Official Scott Black, City Attorney Dan Curtis, Fire Chief Dave Kraski, Assistant Fire Chief Doug ten Hoopen, Police Chief Jason Toner, and City Clerk Lisa Sokolik. Public Works Director Kevin Hushagen attended via Zoom.

3. Approval of the Agenda

Mayor Roberts requested to amend the agenda by adding item 8.g. Diking District Seven Property Acquisition and 11.e. BNSF Floodwall Construction and Maintenance Agreement.

*Motion by Councilmember Robb, second by Councilmember Metz to approve the agenda as amended. **Motion carried unanimously.***

4. Presentations

a. Snohomish County Department of Emergency Management Presentation

Jayne Haselow from Snohomish County Department of Emergency Management (DEM) presented the proposed City of Stanwood Annex to the Snohomish County Comprehensive Emergency Management Plan (CEMP). She gave an overview of how the proposed Continuity of Operations Plan (COOP) and the Continuity of Government (COG) align with the Annex. Council was invited to attend the City's Emergency Operations Center (EOC) yearly training and to visit the DEM's EOC to observe their training exercises.

5. Public Comments

<u>Name</u>	<u>City</u>	<u>Topic</u>
Andrew Davis	Arlington	Asked Council to approve the Ovenell Park lease agreement. Gave an update of the

successes this past year: 7,000 lbs of food was grown and donated to the Stanwood Food Bank (estimated value of \$35,000), logged over 1,000 volunteer hours, had over 50 volunteers with unique skills, and worked with the Snohomish Conservation District to restore the wetland area on the property by planting over 200 native plants in the wetland area. Thanked council for approving the installation of an electrical hookup.

6. Staff/Department Reports

No staff or department reports.

7. Council Committee Reports

- a. **Community Development Minutes - November 6, 2025**
- b. **Parks and Trails Advisory Committee Meeting Minutes - October 20, 2025**
- c. **Planning Commission Minutes - October 13, 2025**

8. Consent Agenda

- a. **Approve Vouchers and Payroll**
- b. **Approve City Council Meeting Minutes - November 13, 2025**
- c. **Approve City Council Special Workshop Minutes - November 13, 2025**
- d. **Approve Economic Development Board Appointments Tobin Fekkes and Lacey Winslow**
- e. **Approve Parks and Trails Advisory Committee Appointments Cody Davis, Arie de Quillettes, and Megan Heiss**
- f. **Approve Second Utility Account Adjustments**
- g. **Approve Diking District Seven Property Acquisition**

*Motion by Councilmember Gaumond, second by Councilmember Metz to approve consent agenda items A. approval of vouchers and payroll checks, B. approve city council regular meeting minutes for November 13, 2025, C. approve city council workshop minutes for November 13, 2025, D. approve Economic Development Board appointments Tobin Fekkes and Lacey Winslow, E. approve Parks and Trails Advisory Committee appointments Cody Davis, Arie de Quillettes, and Megan Heiss, F. approve second utility account adjustment, and G. approve Diking District Seven property acquisition. **Motion carried unanimously.***

9. Unfinished Business

a. Approve Second Reading and Adopt Ordinance 1554 2026 Property Tax Levy

Motion by Councilmember Metz, second by Councilmember Hicks, to approve the second reading and adopt Ordinance 1554 Levying Taxes upon all property subject to taxation within the corporate limits of the City of Stanwood, Washington for 2026, with one percent levy increase from 2025.

Motion passes 6 yeas (Schmitt, Gaumond, Metz, Robb, Hicks, Shepro) ***to 1 nay*** (Bergman).

10. Public Hearing

No public hearing.

11. New Business

a. Authorize the Mayor to Sign an AI Contract with Nebulogic Technologies for Plan and Building Permit Review

Motion by Councilmember Shepro, second by Councilmember Robb, to authorize the Mayor to sign a contract with Nebulogic for the AI Plan Review software program in the amount of \$1.00 per permit review on an ongoing basis. Motion carried unanimously.

b. Authorize the Mayor to Sign a Rental Agreement Extension with Puget Sound Public Farms for the use of Ovenell Park

Motion by Councilmember Gaumond, second by Councilmember Metz, to authorize the Mayor to sign the rental agreement extension with Puget Sound Public Farms for use of the Ovenell Park site as provided in exhibit A. Motion carried unanimously.

c. Adopt Resolution 2025-08 Annex with Snohomish County Comprehensive Emergency Management Plan, Adopt Resolution 2025-09 Continuity of Government, and Adopt Resolution 2025-10 Continuity of Operation Plan

Scott Black presented the Snohomish County Comprehensive Emergency Management Plan and the corresponding Continuity of Operations Plan and Continuity of Government Plan.

Motion by Councilmember Hicks, second by Councilmember Metz, to adopt Resolution 2025-08 Adopting the City of Stanwood Comprehensive Emergency Management Plan (CEMP) Annex. Motion carried

unanimously.

*Motion by Councilmember Hicks, second by Councilmember Metz, to adopt Resolution 2025-09 Adopting the City of Stanwood Continuity of Operations Plan (COOP). **Motion carried unanimously.***

*Motion by Councilmember Hicks, second by Councilmember Metz, to adopt Resolution 2025-10 Adopting the City of Stanwood Continuity of Government Plan (COG). **Motion carried unanimously.***

d. Authorize the Mayor to Sign a Contract with REC Technologies for Online Sports Field Scheduling and Reservation Services
(item added to agenda after published in the Stanwood-Camano News)

*Motion by Councilmember Metz, second by Councilmember Robb to authorize the Mayor to sign a contract with REC Technologies for online sports field scheduling and reservation services, in an amount not to exceed \$2,500 per year, plus a \$2,000 implementation fee in the first year. **Motion carried unanimously.***

h. Walk-On Item: BNSF Floodwall Construction and Maintenance Agreement

*Motion by Councilmember Robb, second by Councilmember Metz to table this item until the next City Council meeting on December 11, 2025. **Motion failed 1 yeas (Robb) to 6 nea (Bergman, Schmitt, Gaumond, Metz, Hicks, Shepro)***

*Motion by Councilmember Shepro, second by Councilmember Metz to authorize the Mayor to execute the Floodwall Construction and Maintenance Agreement, and Easement Agreement with BNSF Railway Company for the Stanwood Flood Protection project. **Motion passes 6 yeas (Bergman, Schmitt, Gaumond, Metz, Hicks, Shepro) to 1 nea (Robb)***

12. Public Closing Comments

No closing comments.

13. Executive/Legislative Reports

a. Mayor's Report

- The Mayor thanked the Council for taking the time to read and study the packet materials.
- The December 12th council meeting will be held at Fire Station 99.

- There is still time to register for the AWC Elected Officials Training.

b. City Administrator's Report

- Saturday, November 29th is Small Business Saturday; all kinds of bargains to be had for shoppers and diners. Also, the Ornament Tree event on the brick road will be from 4pm-6pm, with hot cocoa and live music.
- Saturday, December 6th is the Light Up Your Holidays event at Depot Park with Santa, live music, and food trucks.
- The City was awarded a TIB grant in the amount of \$490,467 for the sidewalk on 72nd and 272nd; Smith thanked Lytton for writing and applying for the grant.

c. Councilmember's Report/Questions

- Robb said he is a big proponent of the floodwall and looking forward to construction. Congratulated Lytton on the TIB grant.
- Bergman asked Lytton if anyone took pictures of the old dinky tracks that were found downtown. Lytton said that the contractor did.
- Schmitt attended the Stanwood Citizen Volunteer Training.

14. Recess to Executive Session

No executive session scheduled for this meeting.

15. Adjourn

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 8:55 p.m.

City of Stanwood

Attest:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk



City of Stanwood City Council Staff Report

Item Number: 8.c.

Date: December 11, 2025

Subject: Appoint Mayor Roberts as the Stanwood Representative to Attend the Community Transit Board of Directors Selection Meeting

Contact Person: David Hammond, Finance Director

Attachments: 1. Community Transit Meeting Invitation Letter

ISSUE

Community Transit has requested the City Council appoint an elected official to represent the City at its January meeting to select a new Community Transit Board of Directors.

RECOMMENDATION

Mayor Roberts has served as the Community Transit representative since appointment in 2020. It is recommended that Council reappoint him for a two-year term as the City's representative.

DISCUSSION

At the January Community Transit meeting, cities and towns within Community Transit's service area will determine the composition of the agency's board and elect their representatives to the Board of Directors. The city's appointment will ensure the city has a representative at the first Board meeting.

COUNCIL OPTIONS

1. Appoint Mayor Roberts to represent the City at the Community Transit meetings.
2. Appoint a different elected official to represent the City at the Community Transit meetings.
3. Do not appoint a representative to the Community Transit Board and direct staff to areas of concern.

RECOMMENDED MOTION

"I MOVE TO APPOINT MAYOR ROBERTS TO REPRESENT THE CITY OF STANWOOD AT THE COMMUNITY TRANSIT BOARD OF DIRECTORS SELECTION MEETING."



November 13, 2025

Mayor Roberts and City Council Members
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292

Dear Mayor Roberts and City Council Members:

Community Transit bylaws require the cities of the Snohomish County Public Transit Benefit Area meet every two years to select the Community Transit Board of Directors. The Board of Directors is the governing body for the agency, establishing policy, funding authority, and legislative direction.

This letter invites your city to send one elected official representative to participate in this meeting and explains the selection process. In-person meeting attendance is highly recommended.

Community Transit Board of Directors Selection Meeting

Thursday, January 15, 2026 – 3 p.m.

Cascade Board Room | 2312 West Casino Road | Everett, WA 98204

Each city in Community Transit's Public Transportation Benefit Area may appoint one elected official to represent their city at this selection meeting. An election for each city category based on population (small, medium, and large—see agency bylaws attachment A for more detail) will take place to determine the 2026-2027 Board of Directors and Board alternates. Your city is in the small sized city category as defined by agency bylaws. Small sized city representatives will select two (2) Board member and one (1) Board alternate positions.

Jurisdictions may use their own process for selecting the meeting attendee. Contact Rachel Woods, Executive Programs Manager, at executiveoffice@commtrans.org or 425-521-6158 by **January 9, 2026**, with the name and contact information of the selected elected official who will participate in this meeting on behalf of your city.

To further understand Community Transit and the Board's role, please reference the enclosed Board member roles and responsibilities, strategic priorities, and agency bylaws. Community Transit is guided by our [vision, mission, and core values](#). We value and encourage diversity in our workforce as well as our Board of Directors.

Thank you for participating in the selection of the Community Transit Board of Directors. Please feel free to contact me with any questions.

Sincerely,

Ric Ilgenfritz
Chief Executive Officer
(425) 521-5266

Enclosures

2312 W Casino Rd. Everett, WA 98204

ph (425) 348-7100 TTY Relay: 711 communitytransit.org

Board Member Roles & Responsibilities

2026-2027

The Board of Directors is the governing body of the Snohomish County Public Transportation Benefit Area (PTBA) Corporation, Community Transit. There are nine voting members and one non-voting member of the Board who provide policy, fiduciary, and legislative direction for the corporation. Board terms are two years.

Qualifications

- Elected official selected by and serving on behalf of respective governing bodies of the component cities and county within the area OR one (1) non-voting member representing the collective bargaining units
- Current Open Public Meetings Act training (can be obtained after being selected to the Board)
- No conflict of interest or appearance of a conflict of interest (section 3.1.i. of the agency bylaws)

Summary Responsibilities¹

- Acting in the best interests of Community Transit, advocating issues that promote the corporation's financial, operational, and organizational well-being
- Abiding by state and local laws regarding Board member conduct and protocol and the corporation's bylaws, procedures, and board resolutions
- Regularly attending all scheduled Board meetings, workshops, and retreats
- Representing Community Transit's position to the public, in the Legislature and the community
- Selecting and evaluating the performance of the chief executive officer
- Ensuring strong fiduciary oversight and financial management, approving the agency's biennial budget and individual expenditures over \$150,000
- Approving certain strategic and governing policies, such as the Long Range Transit Plan, 6-year Transit Development Plan, service network, agency fare policy, and annual safety plan to name a few

Meetings²

- New Board Member Orientation (mutually agreeable date; 1 hour)
- 12 Regular Board Meetings per year
 - First Thursday of the month, 3-5 p.m.
- 4 Quarterly Board Workshops per year
 - Third Thursday of January, April, July and fourth Thursday of October, 3-5 p.m.
- Monthly Board Standing Committee Meetings
 - Serve on 1 or up to 2 Committees (determined by Chair)
 - Executive Committee (Chair, Vice-Chair, Secretary, immediate Past Chair)
 - Strategic Alignment and Capital Development Committee
 - Finance, Performance, and Oversight Committee
- Board Retreat/Planning Meeting as determined by Chair
- Special meetings may be called from time to time as necessary

Compensation

- Each Board member is eligible to receive mileage and meal reimbursement
- Board members who are not full-time elected officials are eligible to receive \$161 per day worked.

Community Transit provides a tobacco-free and drug-free work environment. As a recipient of federal funds, Community Transit is an Equal Opportunity Employer and does not unlawfully discriminate on a basis prohibited by Federal, State or Local law. We value and encourage diversity in our workforce as well as our Board of Directors.

¹ See sec. 3.1 of Community Transit's Agency Bylaws

² This is the regular meetings schedule; meetings may be rescheduled where there are conflicts, per Chair's direction

Strategic Priorities

In support of Community Transit's vision—*travel made easy for all*—and mission—*we help people get from where they are to where they want to be*—the agency's strategic themes are to deliver excellent service and build the future.

We will do this by aligning the work across the agency to the strategic priorities of attracting and retaining customers, strengthening the employee experience, and prioritizing sustainability. The diagram on the right shows Community Transit's strategic priority framework, including goals and initiatives to meet agency priorities.

The agency's strategic priority framework serves as the guide for department-, division-, and individual-level goal setting. This approach ensures that the agency has a consistent focus in working towards its strategic priorities, and ultimately our mission, vision, and core values. Agency leadership evaluates progress on goals and initiatives throughout the year. Agency leadership updates the strategic priorities, goals, and initiatives annually.



Attract & Retain Customers

We will listen to customers so they will see their needs reflected in our products and services.

Goals

- Increase customers and ridership
- Improve customer satisfaction score

Initiatives

- Integrate, calibrate, and optimize the service portfolio including exploring and implementing new services
- Design next generation Swift BRT
- Embed customer voice in all decisions



Strengthen Employee Experience

Employees are engaged and feel heard, seen, safe, and valued.

Goals

- Lead the industry and region in employee satisfaction and engagement
- Ensure our workforce, and especially people leaders reflect the diversity of our community

Initiatives

- Seek out and respond to employee feedback continuously in everything we do
- Foster a continuous improvement and learning culture
- Implement the agency's people, empowerment, and connections strategy



Prioritize Sustainability

Sustainability measures will provide long-term protection for our people, plant, and prosperity.

Goals

- Ensure safety/security of our customers and employees
- Deliver an adaptable balance of fleets, facilities, and mobility services for our customers

Initiatives

- Invest in customer and employee safety/security
- Procure and build financially sustainable infrastructure to support the service portfolio
- Implement the Sustainability Action Plan
- Implement Zero Emissions initial deployments positioning the agency to meet the 2044 goal

Snohomish County Public Transportation Benefit Area Corporation (Community Transit) Bylaws

Revised March 7, 2024

Article I. Name, Powers, Rights, and Liabilities

Sec. 1.1 Name. The name of the municipal corporation duly established pursuant to laws of the State of Washington shall be "Snohomish County Public Transportation Benefit Area Corporation" hereinafter referred to as the "Corporation" or as Community Transit.

Sec. 1.2 Powers, Rights and Liabilities. By and in the corporate name, the Corporation shall have and exercise all powers, functions, rights and privileges now and hereafter given or granted to, and shall be subject to all the duties, obligations, liabilities and limitations now and hereafter imposed upon municipal corporations of the same class by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inhere in, municipal corporations of like character and degree. The Corporation shall have all powers possible to have under the Constitution and laws of this state.

Article II. The Governing Body - Board Composition

Sec. 2.1 Voting Members. The governing body of the Corporation shall be a Board that includes nine voting members, all of whom shall be elected officials selected by and serving at the pleasure of the respective governing bodies of the component cities and county within the area. The voting membership of the Board shall be composed of the following members:

- a. Two (2) members and their alternate who are elected officials of the governing body of the County.
- b. The remaining seven (7) voting members of the Board shall be selected as follows:
 - i. Three (3) members and one (1) alternate from the component cities with populations of 35,000 or more.
 - ii. Two (2) members and two (2) alternates from the component cities with populations between 15,000 and 35,000.
 - iii. Two (2) members and an alternate from the component cities with populations less than 15,000.

- iv. Such voting representatives to the Board shall be elected officials selected by the governing body of the respective representative cities. The selection of such members shall be elected by the elective representatives of the same size cities the Board member is to represent. Such selections shall be made during the months of January or February of each even-numbered year as determined by the Chair. Such selected members of the Board shall begin their term of office as a Board member at the first meeting following their selection.

At the aforementioned January or February meeting, alternate Board members shall be selected to serve on the Board in the event of a vacancy on the Board or the absence of one of the regular Board members selected pursuant to this subsection.

In the event of a vacancy on the Board created by one of the members selected pursuant to this subsection, the representatives of cities which were so represented on the Board by the vacant position on the Board shall meet as soon as it is feasible and select a representative to fill the vacancy. In the interim, an alternate selected pursuant to this subsection may fill the vacancy until a regular Board member is selected. Each such member of the Board shall hold office until his successor has been selected as provided herein unless such person has been ineligible to hold such position.

c. **Cities Excluded from Direct Membership.** Those cities within the boundaries of the Corporation and excluded from direct membership on the Board are authorized to designate a member of the Board who shall be entitled to represent the interest of such city which is excluded from direct membership on the Board. The legislative body of such city shall notify the Board as to the determination of its authorized representative on the Board.

Sec. 2.2 Non-voting Board Member. There shall be one (1) non-voting member who shall represent the collective bargaining units representing the public employees of the Corporation. The bargaining units shall select the non-voting member as prescribed in RCW 36.57A.050. Such selections shall be made during the months of January or February of each even-numbered year as determined by the Chair: provided however the selection of the initial non-voting member shall take place as soon as possible after the effective date of the statutes providing for such non-voting member. Such selected non-voting member of the Board shall begin their term of office at the first meeting following their selection.

In the event of a vacancy on the Board created by the aforementioned non-voting member, the aforementioned procedure for selecting the non-voting member shall be followed to fill the vacancy as soon as it is feasible.

Article III. Duties of the Board and Board Meetings

Sec. 3.1 Duties of the Board.

i. Duties of Voting Members of the Board.

The voting members of the Board of the Corporation shall provide the policy and legislative direction for the Corporation and its administrators. The voting Board Members shall also abide by the following performance standards:

- a. Voting members shall exercise their fiduciary duties through responsible use of the Corporation's assets. Voting members shall transact the Corporation's business promoting wise expenditures, prompt payment of debts, and in other ways safeguarding the Corporation's assets from waste, abuse, theft, or other physical loss.
- b. Voting members shall attend all scheduled Board meetings, workshops, and retreats, unless excused. Three consecutive unexcused absences may constitute removal from the Board. The Chair may approve a Board Member's temporary absence of three months or more. Voting members shall be informed and aware of issues affecting the Corporation.
- c. Voting members shall effectively represent the Corporation's position to the public, in the Legislature, and in the community. Voting members should not represent their own opinion as the official position of the Corporation.
- d. Voting members shall act in the best interests of the Corporation, supporting the agency as Snohomish County's primary public transportation provider. Voting members shall advocate issues that promote the Corporation's financial, operational, and organizational well-being.
- e. Voting members shall abide by all state and local laws with regard to Board member conduct and protocol, as well as the Corporation's by-laws, resolutions, and procedures.
- f. All voting member requests for information that require significant research or staff time shall be directed to the Chief Executive Officer (CEO). All requests shall be courteous and concise. Voting members should clearly state the goal of their request so the appropriate information can be supplied. Should the request be ambiguous in nature or require substantial time or resources, the item shall be brought to the Executive Committee.
- g. There shall be no communication between voting members and Corporation employees or the non-voting member regarding negotiations or other personnel issues, except for the staff of the Corporation who are responsible to represent the Corporation and the Board in labor relations. If a Board Member is approached by an employee, the Board member shall refer the individual to the CEO. There shall also be no contact between Board Members and vendors or potential vendors that might create the impression of a conflict of interest or any other inappropriate conduct. Contact includes, but is not limited to, the receipt of gratuities and/or gifts of value.

- h. A Board Member shall direct any allegation that another Board Member or the non-voting member has violated these performance standards to the Chair of the Board of Directors who shall direct the investigation of the allegation. The Chair of the Board shall present the findings to the Executive Committee of the Board. If the Executive Committee finds that a violation has been committed, it may, in its sole discretion, present the issue to the full voting members of the Board of Directors for action. Action may include a reprimand or dismissal from the Board of Directors. If the allegation is against the Chair of the Board, the Vice-Chair shall direct the investigation as provided above. If the allegation is against a member of the Executive Committee, the Executive Committee member shall be excused from the Executive Committee's deliberations to determine whether the issue is submitted to the full Board of Directors.
- i. A Board member, when being considered for selection to the Board of Directors of Community Transit, shall disclose any personal situation which may give the appearance of having a conflict of interest. A conflict of interest may include, but is not limited to, having a family member working for Community Transit, past employment with Community Transit or contracting with Community Transit.
- j. A dismissal of a Board Member by the Board of Directors pursuant to provisions in the Bylaws, requires a vote of a two thirds (2/3rds) of the whole voting membership of the Board.

ii. Duties of The Non-Voting Member of the Board.

The non-voting member shall abide by the following performance standards:

- a. The non-voting member shall exercise their fiduciary duties through responsible use of the Corporation's assets.
- b. The non-voting member shall effectively represent the Corporation's position to the public, in the Legislature and in the community. The non-voting member should not represent their own opinion as the official position of the Corporation.
- c. The non-voting member shall attend all scheduled Board meetings, workshops, and retreats unless excused. Three consecutive unexcused absences may constitute removal from the Board. The non-voting member shall be informed and aware of issues affecting the Corporation as provided in these Bylaws.
- d. Such non-voting member shall act in the best interests of the Corporation, supporting the agency as Snohomish County's primary public transportation provider. Such non-voting member shall advocate issues that promote the Corporation's financial, operational, and organizational well-being.
- e. Such non-voting member shall abide by all state and local laws with regard to the representative's conduct and protocol, as well as the Corporation's by-laws, resolutions, and procedures.

- f. Such non-voting member's requests for information that require significant research or staff time shall be directed to the Chief Executive Officer. All requests shall be courteous and concise. Such non-voting member should clearly state the goal of their request so the appropriate information can be supplied. Should the request be ambiguous in nature or require substantial time or resources, the item shall be brought to the Executive Committee.
- g. There shall be no communication between voting members and the non-voting member regarding labor negotiations or other personnel issues. There shall also be no contact between the non-voting member and vendors or potential vendors that might create the impression of a conflict of interest or any other inappropriate conduct. Contact includes, but is not limited to, the receipt of gratuities and/or gifts of value.
- h. A voting member or non-voting member of the Board shall direct any allegation that another voting member or non-voting member has violated these performance standards to the Chair of the Board of Directors who shall direct the investigation of the allegation. The Chair of the Board shall present the findings to the Executive Committee of the Board. If the Executive Committee finds that a violation has been committed, it may, in its sole discretion, present the issue to the full voting members of the Board of Directors for action. Action may include a reprimand or dismissal from the Board of Directors. If the allegation is against the Chair of the Board, the Vice-Chair shall direct the investigation as provided above.
- i. A non-voting member of the Board, when being considered for selection to the Board of Directors of Community Transit, shall disclose any personal situation which may give the appearance of having a conflict of interest.

iii. Duties of Alternates of the Board

Each jurisdiction represented on the governing Board under Section 3.1.i shall be entitled to have alternates represent its regular members in the event of a temporary absence from the Board meeting. Alternate voting members shall be elected officials and selected by the represented jurisdiction in the same manner as regular members. Alternate voting members may be asked by the corporation to serve on the Board in the event a Board member is absent for a regular meeting. For temporary absences or departure from the Board by regular voting members, the Chair may select an alternate member to serve on the Board on an ad hoc basis. The alternate shall be entitled to attend Board meetings, vote, and represent the jurisdiction in the same manner as a regular member during the regular voting member's temporary absence.

Sec. 3.2 Board Officers. The majority of the whole voting membership of the Board shall select a Chair, a Vice Chair, and a Secretary from the voting members. The officers shall hold office until the first Board meeting in the month of February of each year. These officers may, if re-elected, serve more than one term.

Sec. 3.3 Meetings and Meeting Notice.

- a. All public meetings of the Board of Directors shall be pursuant the statutes and the laws of the State of Washington, including but not limited to the Open Public Meetings Act. Members of the Board of Directors may attend a public meeting by real-time telephonic, electronic, internet, or other readily available means of remote access that allows for two way communications.
- b. **Regular Meetings.** The time and place of regular meetings of the Board shall be established by a resolution of the Board. Such resolution may also specify the appropriate notification of such meetings.
- c. **Special Meetings.** Special meetings may be called at any time by the Chair or by a majority of the voting members of the whole Board. The notification of such meetings must be delivered to each Board member and others requiring notification under the State Statute (RCW 42.30.080) at least twenty-four (24) hours before the time of such meeting unless otherwise provided for under the laws of the State of Washington. The requirements of RCW 42.30.080 now and as hereafter amended shall be adhered to regarding such meetings.
- d. **Executive Sessions (Meetings).** The Board may hold executive sessions if such sessions are not otherwise prohibited by State Statutes.

The Chair or the Acting Chair shall exclude the nonvoting member of the Board from attending any executive session held for the purpose of discussing negotiations with labor organizations. The Chair or the Acting Chair may allow the nonvoting member to attend any other executive session. The decision of the Chair or Acting Chair shall be final and binding. If the non-voting member attends an executive session of the Board of Directors, such non-voting member shall not disclose any information obtained in such executive session to anyone and shall not use such information to further the interest, either directly or indirectly, of any collective bargaining unit or employee(s) of the Corporation.

Sec. 3.4 Quorum. A majority of all the voting members of the Board shall constitute a quorum for the transaction of business.

Sec. 3.5 Parliamentary Procedure. All Board meetings shall be conducted by the presiding officer. Board actions are made pursuant to a motion, second, discussion, and affirmative vote of the majority of voting members present at the meeting unless other procedures are required by these Bylaws or the laws of the State of Washington.

Sec. 3.6 Board Acting as a Body. The Board shall take official action as a body in making its decisions and announcing them. No member shall represent or act for the Board without prior authorization of the Chair, the Executive Committee, or the Board except as otherwise provided for in these Bylaws.

Sec. 3.7 Records of Board Meetings.

- a. **Minutes.** The proceedings of the Board meetings shall be recorded and maintained. The minutes shall consist primarily of a record of the action taken. Prior to the adoption of the minutes, copies of the proposed minutes shall be forwarded to all Board members prior to the next regular meeting for their reference and/or correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections. A recording staff will be present at all open Board meetings unless otherwise directed by the Chair, in which event the Chair shall designate another Board or staff member to keep a record of the meeting. Copies of the adopted minutes shall be posted on the Corporation website.
- b. **Resolution.** Every action of the Board of a general permanent nature and every action otherwise required by State Statute shall be by Resolution or Ordinance.

Sec. 3.8 Committees. The Chair, from time to time, shall appoint Board members to serve on standing or special committees and selects a Board member to serve as the committee Chair on each of the agency's advisory committees. If a non-voting member is appointed to a committee, that non-voting member shall also be a non-voting member of the committee. At the time of the appointment of such Board members, the Chair shall state the objective of the committee and the date upon which a report shall be issued to the Board. The Chair shall be an ex-officio member of all such committees. Committee meetings are advisory and are generally not open to the public unless required by the Open Public Meetings Act. There shall be one permanent standing committee, that committee to be the Executive Committee. The membership of the Executive Committee shall consist of the Chair, the Vice Chair, the Secretary, and the immediate past Chair. In the event there is no immediate past Chair, the Chair shall select another Board member to be on the Executive Committee.

Article IV. Duties of the Chair, Vice Chair, and Secretary

Sec. 4.1 Duties of the Chair. The Chair shall preside at all meetings of the Board. In the event of the Chair's absence or inability to preside, the Vice Chair shall assume the duties of presiding over the meetings of the Board; provided, however, if the Chair is to be permanently unable to preside, the Board shall select a new Chair for the remainder of the Chair's term. The Chair shall also exercise the duties set forth in Article III, Sections 3.1.i.h and 3.1.ii.g above.

Sec. 4.2 Chair as Spokesperson. The Chair shall act as spokesperson for the Board and shall act as its representative at meetings with other organizations, committees, and other such activities unless such representative shall otherwise be authorized by the Board; provided, however the Chair may delegate to any voting Board member the duty of being a spokesperson or representative for the Board. The Chair or his/her designated Board member acting as a spokesperson or representative shall make no pronouncements that will obligate or commit the Board except as provided by these Bylaws or pursuant to the authorization of the Board.

Sec. 4.3 Vacancy of Chief Executive Officer. In the event the position of Chief Executive Officer is vacant, the Chair shall select an interim replacement subject to approval by the voting members of the Board. Such interim replacement shall not be a Board member and may or may not be a current employee. As soon as practicable following the vacancy, the voting Board members shall initiate a recruitment process to select a new Chief Executive Officer.

Sec. 4.4 Duties of Vice Chair. The Vice Chair shall perform the duties and have the power of the Chair during the absence of the Chair. The Vice Chair shall perform other duties and have other powers as might be delegated to him or her by the Chair. The Vice Chair shall be a member of the Executive Committee of the Board. The Vice Chair shall also exercise the duties set forth in Article III, Section 3.1.i.h and 3.1.ii.g above.

Sec. 4.5 Duties of Secretary. The Secretary shall cause a record to be made of all open meetings and to sign all documents requiring the Secretary's signature. The Secretary shall be a member of the Executive Committee.

Article V. Chief Executive Officer

Sec. 5.1 Appointment and Removal of Chief Executive Officer. The Board may appoint and remove the Chief Executive Officer with the affirmative vote of sixty percent (60%) of the whole voting membership of the Board of Directors. The Chief Executive Officer shall perform such administrative duties specified in these Bylaws and such other administrative duties as may be designated from time to time by the Chair.

Sec. 5.2 Duties of the Chief Executive Officer. The powers and duties of the Chief Executive Officer of the Corporation shall be:

- a. To have general supervision over the administrative affairs of the Corporation.
- b. To appoint and remove all department heads.
- c. To appoint and remove all other employees of the Corporation. However, the voting Board members may cause an audit to be made of any department or office of the Corporation and may select the persons to make it, without the advice and consent of the Chief Executive Officer.
- d. To attend all meetings of the Board at which his/her attendance may be required by that body.
- e. To recommend for adoption by the Board such measures as he/she may deem necessary or expedient.

- f. To prepare and submit to the Board such reports as may be required by the Board or as he/she may deem it advisable to submit to the Board.
- g. To keep the Board fully advised of the financial condition of the Corporation and its future needs.
- h. To prepare and submit to the Board a proposed budget for the fiscal year and to be responsible for its administrative adoption.
- i. To develop and implement policies and procedures to ensure compliance with State public disclosure laws. Due to the size of Community Transit it would be unduly burdensome to maintain an index as provided in RCW 42.17.260.
- j. To perform such other duties as the Chair or Board may determine.
- k. To determine conjointly with the Board appropriate performance measurements/standards by which said Chief Executive Officer is to be evaluated at least on an annual basis.

Article VI. Attorney. The Board shall make provision for legal counsel to the Board and the Corporation by any reasonable contracted arrangement for such professional services.

Article VII. Severability. If any provision of these Bylaws, or its application to any person or circumstance is held invalid, the remainder of these Bylaws, or the application of the provisions to other persons or circumstances, is not affected.

Article VIII. Amendments. These amended Bylaws, as adopted by the Board of the Snohomish County Public Transportation Benefit Area Corporation, may be revised or amended at any regular or special meeting of the Board by a vote of a two thirds (2/3rds) of the whole voting membership of the Board; provided that copies of proposed revisions or amendments shall be available to each Board member at least one (1) week prior to the regular or special meeting at which proposed revisions or amendments are to be acted upon.

The foregoing amended Bylaws of the Snohomish County Public Transportation Benefit Area Corporation, consisting of 10 pages, have been adopted and approved by the majority of the whole voting Board on the 7th day of March, 2024, and shall supersede all past Bylaws and Board resolutions or amended Bylaws of the Corporation in conflict with this amendment.

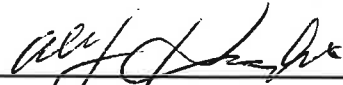
Approved and passed this 7th day of March, 2024 .



Council Member Tom Merrill, Chair

ATTEST: 

Mayor Christine Frizzell, Secretary

APPROVED AS TO FORM: 

Allen J. Hendricks, Attorney

Revision History

Adopted February 11, 1976
Amended December 14, 1983
Amended September 13, 1989
Amended February 1, 1996
Amended September 11, 2003
Amended February 3, 2005

Amended August 7, 2008
Amended September 2, 2010
Amended September 1, 2011
Amended March 6, 2014
Amended January 21, 2016
Amended March 7, 2024

ATTACHMENT ' A '

Governing Body - Board Composition:

- A. **Voting Members** - Nine (9) voting members - all of whom shall be elected officials selected by and serving at the pleasure of the respective governing bodies of the component cities and county within the area composed as follows:

Two (2) council members and their alternate from Snohomish County;

Three (3) members and one (1) alternate from component cities with population of 35,000 or more - Edmonds, Lake Stevens, Lynnwood and Marysville.

Two (2) members and two (2) alternates from component cities with population between 15,000 and 35,000 - Arlington, Bothell, Mill Creek, Monroe, Mountlake Terrace, and Mukilteo)

Two (2) members and an alternate from component cities with population less than 15,000 - Brier, Darrington, Gold Bar, Granite Falls, Index, Snohomish, Stanwood, Sultan, and Woodway.

- B. **Non-voting Members** - One (1) non-voting member of the Board of Directors selected by the bargaining units pursuant to RCW 36.57A.050.

Revised 1/18/24



City of Stanwood City Council Staff Report

Item Number: 8.d.

Date: December 11, 2025

Subject: Authorize the Mayor to Sign the Snohomish County Interlocal Agreement for Drug Task Force Cooperation

Contact Person: Jason Toner, Chief

Attachments: 1. Snohomish County Drug Task Force ILA

ISSUE

The purpose of this agenda item is for Council consideration to authorize the Mayor to sign a one-year ILA with Snohomish County for Snohomish Regional Drug Task Force Cooperation.

BACKGROUND

Maintaining our partnership with the Snohomish Regional Drug Task Force is beneficial to the community and police department. The Drug Task Force conducts investigations into mid-to-upper level drug traffickers. They perform the critical and time-consuming role of developing intelligence, identifying targets and completing investigations. They share resources and information, provide training and assist with low-level operations when requested.

ANALYSIS

ILA contributions fund the salaries of the Taskforce Commander and an analyst, with each city's amount based on its share of the county's population. Stanwood represents 1.02% of the county, resulting in a 2026 contribution of \$2,390, a 9% increase from 2025. The ILA also allows the agreement to be extended for up to three additional one-year terms. Over the years, the Taskforce has been instrumental in several Stanwood drug-related investigations and in cases requiring specialized equipment, additional manpower, or investigative resources.

Fiscal Impact			
The 2021-2022 budget has an allocation for this ILA.			
Fund(s):	General Fund		
Amount:	\$ 2390.00	Project Estimate:	\$ -
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation: Staff recommends Council authorize the Mayor to sign the Snohomish Regional Drug Task Force ILA for one year, expiring December 31, 2026.

Committee/Board Recommendation: N/A

CITY COUNCIL OPTIONS

1. The City council may authorize the Mayor to sign the ILA.
2. The City council may choose not to authorize the Mayor to sign the ILA.
3. The City council may direct staff to provide additional information.

MOTION

"I MOVE TO AUTHORIZE THE MAYOR TO SIGN THE 2026 SNOHOMISH COUNTY ILA FOR SNOHOMISH REGIONAL DRUG TASK FORCE COOPERATION."

INTERLOCAL AGREEMENT FOR SNOHOMISH REGIONAL DRUG TASK FORCE COOPERATION

This INTERLOCAL AGREEMENT FOR THE SNOHOMISH REGIONAL DRUG TASK FORCE COOPERATION (this “Agreement”) is made and entered into by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington, and the following Municipal Corporations, municipal corporations of the State of Washington, and the State of Washington (collectively referred to as “Participating Jurisdiction”).

City of Arlington	City of Mill Creek
City of Bothell	City of Monroe
City of Brier	City of Mountlake Terrace
City of Darrington	City of Mukilteo
City of Edmonds	City of Snohomish
City of Everett	City of Stanwood
City of Gold Bar	City of Sultan
City of Granite Falls	Washington State Patrol
City of Index	
City of Lake Stevens	
City of Lynnwood	
City of Marysville	

RECITALS

- A. The Participating Agencies are public agencies as defined by Chapter 39.34 RCW and Chapter 10.93 RCW, and are authorized to enter interlocal agreements to provide for joint or cooperative actions to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and
- B. Drug trafficking and related crime occur throughout Snohomish County and the surrounding region. This criminal activity requires specially trained and equipped investigators and staff creating the demand for a coordinated regional response. The Participating Agencies believe these investigations and activities are most economically served by the formation of a regional drug task force (hereinafter Task Force)
- C. Through this Agreement the Participating Agencies intend to combine their respective investigative personnel to form a regional Task Force. The regional Task Force shall be specially structured, trained, and equipped to conduct drug trafficking and related criminal investigations within each Participating Agency's jurisdiction and the surrounding region.
- D. The Participating Agencies desire to achieve increased operational efficiencies and economies of scale by providing a mechanism for the sharing of material, personnel, knowledge, equipment, and training, all as more fully described by, and pursuant to the terms and conditions contained in this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the respective agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Participating Agencies agree as follows:

1. DEFINITIONS

- 1.1 Participating Jurisdiction- Participating Jurisdiction means any municipal corporation, political subdivision of the state, or department or division of the state of Washington, that is a party to this agreement.
- 1.2 Contributing Jurisdiction- Contributing Jurisdiction means a Participating Jurisdiction that assigns at least one full-time employee to the Task Force.

2. TERM

2.1 Initial Term

The initial term of this Agreement shall govern the parties' performance beginning on January 1, 2026, ("Effective Date") and continuing for two (2) years from the Effective Date of this Agreement, provided however that the parties' obligations after December 31, 2026, are contingent upon local legislative appropriation of the necessary funds for this specific purpose per each parties' Charter and applicable law. As provided by RCW 39.34.040, this Agreement shall not take effect unless and until it has (i) been duly executed by the parties, and (ii) either filed with the Snohomish County Auditor or posted on one of the party's Interlocal Agreements webpages or other electronically retrievable public source.

2.2 Extensions

The term of this Agreement may be extended for up to two (2) additional terms of two (2) year terms (respectively, "First Additional Term" and "Second Additional Term"). Extension of the Agreement shall be automatic unless one of the parties provides written notice of withdrawal/termination as more fully described in Section 15 of this Agreement.

3. ESTABLISHMENT AND PURPOSE OF THE SNOHOMISH REGIONAL DRUG TASK FORCE

3.0 The purpose of the Task Force is to formally structure and jointly coordinate selected law enforcement activities, resources, and functions to disrupt illegal drug trafficking systems and to remove traffickers through a cooperative program of investigation, prosecution, and asset forfeiture. The parties do not intend this Agreement to create a separate legal entity subject to suit.

3.1 Task Force goals are to:

- a. Reduce the number of drug traffickers in Snohomish County through professional investigation, apprehension, and conviction.
- b. Efficiently attack, disrupt, and prosecute individual(s) and organized mid to upper-level drug traffickers who do not recognize jurisdictional boundaries or limitations, and by doing so, impact drug trafficking organizations.
- c. Enhance drug enforcement cooperation and coordination through multi-agency investigations, training of local jurisdictions, and the sharing of resources and information; and
- d. Address these issues with the foremost consideration of safety for both law enforcement and the community.

3.2 The Task Force will implement operations, including but not limited to the following.

- a. Development of intelligence,
- b. Target identification,
- c. Investigation,
- d. Arrest of Suspects,
- e. Successful prosecution of offenders, and

f. Asset forfeiture/disposition.

4. SNOHOMISH REGIONAL DRUG TASK FORCE EXECUTIVE BOARD

4.1 The parties hereby create the Snohomish Regional Drug Task Force Board (hereinafter referred to as the “Board”) to provide oversight and direction to the Task Force. Board members shall be comprised of the Chief of Police from each Contributing Jurisdiction. One “at-large” Chief of Police will be selected by a majority vote from the remaining Participating Jurisdictions.

Additional members of the Board shall be the Snohomish County Prosecutor, the City of Everett Attorney, and the Executive Director of the Northwest High-Intensity Drug Trafficking Area (“HIDTA”) Program. If a Participating Jurisdiction that has no personnel assigned to the Task Force as of the effective date of this Agreement assigns full-time personnel to the Task Force, the Chief of Police from that agency will be added as an Executive Board member after the full-time personnel has been assigned to the Task Force for three months.

4.2 The Snohomish County Sheriff shall serve as Chair of the Board.

4.3 The Board may adopt bylaws which include procedures for the appointment of alternate members to attend Board meetings in the absence of members. At the meetings, alternate members shall have the same rights as the appointing Board member. The Board shall have decision-making authority and will approve changes to standard operating procedures (“SOP”). The Board shall also evaluate the Task Force's performance and review the annual budget.

4.4 Voting

- a. Any action taken by the Board under this Agreement shall be based on a simple majority of votes, weighted as described in (b), of Board members or alternate members present at the respective meeting.
- b. Board member votes shall be allocated according to the number of full-time personnel the Contributing Jurisdiction contributes to the Task Force at the time of the vote. For example, if

the Snohomish County Sheriff provides six employees and the City of Lynnwood provides three, the Snohomish County Sheriff has six votes, and the City of Lynnwood has three. The At-large Chief of Police, the Snohomish County Prosecutor, the City of Everett City Attorney, and the Executive Director of the Northwest HIDTA have one vote each.

5. TASK FORCE ORGANIZATION

5.1 The Task Force shall be organized according to the chart contained as Exhibit A, incorporated herein by this reference. Assigned Task Force personnel typically consist of a Task Force Commander, Lieutenant, Sergeants, Detectives or Agents, Deputy Prosecutor, and support personnel.

Task Force personnel shall be directed in their duties by the Task Force Commander (“Commander”). The Commander is an employee of Snohomish County. The selection of the Commander shall be conducted per Exhibit B, incorporated herein by this reference. Appointment and removal of the Commander remains at the sole discretion of the Snohomish County Sheriff. Should the Sheriff choose to remove the Commander without cause, the Board must be consulted before action is taken.

5.2 Exhibit C, incorporated by this reference, sets forth the personnel currently assigned to the Task Force by each Contributing Jurisdiction. Nothing in this Agreement shall restrict the ability of any Contributing Jurisdiction to reassign personnel now or later assigned to the Task Force.

5.3 Contributing Jurisdiction Employees: Any employee assigned to the Task Force by a Contributing Jurisdiction shall remain, and be considered, an employee of the assigning Contributing Jurisdiction. Each Contributing Jurisdiction shall pay all costs associated with its employees when assigned to the Task Force. All rights,

duties, and obligations of the employer and the employee shall remain with the Contributing Jurisdiction. Each Contributing Jurisdiction shall be responsible for ensuring compliance with all applicable laws, collective bargaining agreements, and/or civil service rules and regulations applicable to its employees. When a Participating or Contributing Jurisdiction considers assigning a new or replacement personnel to the Task Force, the Task Force Commander may be allowed to give input regarding the selection.

5.4 Employees assigned to the Task Force are subject to and responsible for following the published Task Force policies and procedures. In the event of conflicting policies between the Task Force and the employing agency, the employing agency policy takes precedence.

5.5 At the Commander's discretion employees from Contributing Jurisdictions may be selected to fill any of the following positions: Detection Canine Handler, Financial Investigations, and Technology Investigation.

5.6 The Task Force will follow a management system for shared coordination and direction of personnel, financial, equipment, and technical resources, as stated in this Agreement.

6. DEVELOPMENT AND REVIEW OF STANDARD OPERATING PROCEDURES

The Commander will develop and maintain all policies and standard operating procedures of the Task Force to be presented to the Board at any regular Board meeting. The Board maintains the responsibility to review and approve by affirmative vote before implementation. However, in the event of a change to policy in keeping with the best industry and safety standards or pursuant to a change in law, statute, or

code, the Commander may authorize the implementation of the change with notice given to the Board. The update to the policy must be voted upon at the next regularly scheduled meeting of the Board.

7. BUDGET AND FINANCE

7.1 The 2026 Task Force budget is attached as Exhibit D, incorporated herein by reference. Each Participating Jurisdiction shall contribute funding to the Task Force as specified in Exhibit D.

7.2 The Sheriff's Office will annually review and revise the Task Force budget to provide a sufficient level of funding and total resource obligation for the following calendar year. The Task Force budget will be allocated to each Participating Jurisdiction on a proportional basis. Each Participating Jurisdiction's proportional share will be based on the Participating Jurisdiction's average population, as determined by the Washington State Office of Financial Management. Proposed increases to the Task Force budget exceeding 3% of any Participating Jurisdiction's funding obligation from the prior year must first be approved by the Board. Any special assessments to Participating Jurisdictions must be first approved by the Board.

7.3 Following the closure of each annual budget and not later than June 30 of each year, the Task Force Commander must submit a report to each Participating Jurisdiction reflecting a budget summary of all revenues from the previous year including the total amount of spending required to operate the Task Force, a summary of state and federal forfeitures and total receipts from the previous year.

7.4 No later than July 1 of each year, the Sheriff shall provide notice to each Participating Jurisdiction of the subsequent year's proposed Task Force budget, and each Participating Jurisdiction's proportional share.

7.5 Snohomish County shall maintain designated financial accounts to support Task Force operations. Except as modified by Section 7, all revenues collected or generated by or for the Task Force shall be forwarded to the Snohomish County Treasurer and placed in the designated accounts. All real or personal property of the Task Force will be held in Snohomish County's name for the benefit of the Task Force.

7.6 Each Participating Jurisdiction agrees to provide funding that is no less than the amount indicated in Exhibit D and to pay its funding share to Snohomish County as administrator of Task Force funds no later than March 1, of the year in which the funding is due.

7.7 Each Participating Jurisdiction agrees that the funding it contributes shall be provided in addition to that currently appropriated to drug enforcement activities and that no Task Force activity will supplant or replace any existing drug enforcement activities.

7.8 The Task Force shall reimburse Contributing Jurisdictions for actual overtime costs up to the annual federal overtime maximum for overtime work published by the U.S. Office of Personnel Management for overtime performed by a Contributing Jurisdiction detective(s) assigned to the Task Force. The Task Force's obligation to reimburse a Contributing Jurisdiction for overtime costs is contingent on the Task Force receiving federal funding for such purpose. If the Task Force does not receive federal funding for overtime, or the federal funding for overtime is depleted, any overtime compensation shall be the responsibility of the employing agency. A contributing Jurisdiction seeking reimbursement for overtime costs shall submit a properly executed voucher to the Sheriff's Office within 90-days of the accrual of the overtime.

8. GENERAL ADMINISTRATION

8.1 Each Participating Jurisdiction agrees to provide Snohomish County with any documentation necessary to apply for, receive, or comply with any applicable grant requirements.

8.2 By executing this Agreement, each Participating Jurisdiction agrees to make any certified or other assurances required by any applicable grant agreement that is within its particular control and agrees to make all its records related to the Task Force available for inspection if required as a condition of receipt of grant funding.

8.3 Snohomish County is granted the authority to execute on behalf of the Participating Jurisdictions all agreements and contracts signed as approved by the Task Force Executive Board, by and through its Chair, including but not limited to all contracts for professional services. Agreements and contracts executed in this manner shall have the same legal effect as if they were executed by each Participating Jurisdiction. All Task Force contracts and agreements executed on behalf of Participating Jurisdictions under this Agreement must first be approved on motion of the Task Force Executive Board. By executing this Agreement, each Participating Jurisdiction agrees that, to administer the assets and resources available to the Task Force, no such agreement or contract may impose or waive liability concerning a Participating Jurisdiction in a manner that is inconsistent with the hold harmless provision in Section 12 of this Agreement.

8.4 Any dispute arising under this Agreement will be forwarded to the Task Force Executive Board for resolution. The determination made by the Executive Board shall be final and conclusive between the parties. This provision shall not apply to issues of indemnity and liability governed by the hold harmless provision in Section 13 of this Agreement.

9. ASSET FOFEITURE

9.1 The Participating Jurisdictions shall refer all potential asset forfeitures initiated or investigated by personnel assigned to the Task Force during the pendency of this Agreement to the Task Force for disposition at the discretion of the Task Force Executive Board or prosecuting authority (Prosecuting Attorney or United States Attorney). Any such referred asset forfeiture

that is pursued in state court will be prosecuted in the name of Snohomish County, on behalf of the Task Force and its Participating Jurisdictions.

9.2 The Task Force Commander, under the direction of the Task Force Executive Board, shall manage the acquisition and disposition of assets seized or forfeited as a result of this Agreement in compliance with state and federal law and Task Force procedures.

9.3 Federal Forfeiture.

- a. For purposes of receipt and processing of federal equitable sharing distributions, Snohomish County shall be designated as the fiduciary agency for the Task Force.
- b. Participating Jurisdictions must comply with federal Equitable Sharing Program guidelines and reporting requirements, including the requirements contained in the Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement, published by the Department of Justice and the Department of the Treasury.
- c. Snohomish County will submit request(s) to the federal government, on behalf of the Task Force, to obtain equitable sharing related to federal forfeitures.
- d. Participating Jurisdictions agree and understand that all proceeds from federal forfeitures of seized assets, which may be awarded to the County on behalf of the Task Force, will be retained by the County for Task Force operations and expenses.
- e. Except as allowed by Section 9.3(g), Participating Jurisdictions will not submit individual equitable sharing requests, nor will Participating Jurisdictions receive shared federal funds from Snohomish County.
- f. The Task Force may only use proceeds from federal seizures and forfeitures for law enforcement purposes, as defined by the United States Department of Justice.

g. If the Task Force initiates or participates in an investigation that results in a federal forfeiture of \$300,000 or more in net proceeds, each Participating Jurisdiction that participated in the investigation may file an individual request for equitable sharing under its agency code. The parties intend that each Participating Jurisdiction's equitable share will be the Participating Jurisdiction's Task Force participation percent at the time of the investigation, provided, however, the SCSO is entitled to claim an additional twenty-five percent (25%) to account for Task Force operation/administrative expenses. The parties acknowledge, however, that final determination of a Participating Jurisdiction's receipt and percentage allocation of federal forfeiture proceeds is within the discretionary authority of the Department of the Treasury or the Department of Justice, as applicable.

h. The Task Force Commander will notify an eligible Participating Agency of a federal forfeiture meeting the threshold outlined in Section 9.3(g) within 15 days of the forfeiture. A Participating Jurisdiction seeking an individual equitable share of the federal forfeiture must file its request no later than 45 days following the forfeiture unless an exemption applies.

9.4 State Forfeiture.

a. The net monetary proceeds of each state asset forfeiture made by the Task Force shall be retained by the County for Task Force operations and expenses. If proceeds from state asset forfeitures exceed the amount necessary for Task Force operations and expenses, the excess state forfeiture proceeds shall be distributed to Contributing Jurisdictions in accordance with each Contributing Jurisdiction's participation percentage, listed in Exhibit D.

b. The Task Force may retain funds in an amount up to \$250,000 from the net proceeds of vehicle seizures for the acquisition of Task Force vehicles and related fleet costs.

c. Any Participating Jurisdiction receiving a distribution of assets forfeited under RCW

69.50.505 shall use such assets in accordance with RCW 69.50.505

10. EQUIPMENT REQUIREMENTS, MAINTENANCE AND OPERATION

For purposes of this Agreement, the term “Equipment” shall refer to any materials, tools, machinery, equipment, supplies, facilities, or other personal property used in performing Task Force operations.

10.1 If any Equipment is acquired with grant funds, the Participating Jurisdictions agree that the Task Force will use that equipment only for specified law enforcement purposes for the term of the grant.

10.2 Personnel assigned to the Task Force may use Equipment that is provided or acquired for Task Force purposes, as directed by the Task Force Commander.

10.3 Upon termination of the Task Force, any Equipment provided to the Task Force by a Participating Jurisdiction will be returned to that jurisdiction.

10.4 Upon termination of the Task Force, any Equipment acquired by the Task Force will be disposed of in accordance with applicable federal, state, or local requirements or this Agreement.

11. COVENANT TO COOPERATE

Each Participating Agency covenants to the other parties that it shall use good faith efforts to cooperate with the other parties in implementing the intent and furthering the goals of this Agreement.

12. COMPLIANCE WITH LAWS

The Participating Agencies shall exercise their rights and perform their respective obligations under this Agreement in full compliance with all applicable laws, ordinances, rules and regulations of any public authority having jurisdiction.

13. INDEMNIFICATION

Each party hereto agrees to save, indemnify, defend and hold the other parties harmless from any allegations, complaints, or claims of wrongful and/or negligent acts or omissions, by said party and/or its officers, agents, or employees to the fullest extent allowed by law. In the case of allegations, complaints, or claims against more than one party, any damages allowed shall be levied in proportion to the percentage of fault attributable to each party, and each party shall have the right to seek contribution from each of the other parties in proportion to the percentage of fault attributable to each of the other parties. Moreover, the parties agree to cooperate and jointly defend any such matter to the extent allowed by law. A jurisdiction that has withdrawn assumes no responsibility for the actions of the remaining members arising after the date of withdrawal but shall remain liable for claims of loss or liability arising prior to the effective date of withdrawal.

Industrial Insurance. For purposes of indemnification only, the parties, by mutual negotiation, hereby waive, as respects the other parties, any immunity that would otherwise be available against such claims under the industrial insurance provisions of Title 51 RCW.

14. NOTIFICATION OF LAWSUITS

In the event that a lawsuit is brought against a Participating Agency, including its officers or employees, relating to its Task Force participation, performance or activities, it shall be the duty of that party to notify the other parties that said lawsuit has been initiated.

All claims against the state, or against the state's officers, employees, or volunteers, acting in such capacity, for damages arising out of tortious conduct, must be presented to the Office of Risk Management. A claim is deemed presented when the claim form is delivered in

person or by regular mail, registered mail, or certified mail, with return receipt requested, or as an attachment to email or by fax, to the office of risk management. All claims for damages must be presented on the standard tort claim form that is maintained by the office of risk management.

15. WITHDRAWAL/TERMINATION

15.1 Notwithstanding any provisions of this Agreement, any party may withdraw from the Agreement by providing written notice of such withdrawal to all other parties, specifying the effective date thereof at least thirty (30) days prior to such date. A withdrawing party may take with it any Equipment it has provided to the Task Force and shall be entitled to distributions under Section 10.3 of this Agreement with respect to asset forfeitures the Participating Jurisdiction participated in before the effective date of withdrawal.

15.2 If there is a reduction in funds by the source of those funds, and if such funds are the basis of this agreement, Snohomish County may unilaterally terminate all or part of the agreement or may reduce its scope of work and budget.

16. RECORDS

16.1 All records relating to the performance of this Agreement shall be available for full inspection and copying by any Participating Agency. Records maintenance and retention shall be in accordance with the Standard Operating Procedures.

16.2 Each Participating Agency shall be responsible for retaining and producing the records it creates, owns, or uses, in accordance with applicable public records access and retention laws and regulations. Nothing in this section is intended to require a party to collect or produce records that are not prepared, owned, used, or retained by that agency as defined by the Public Records Act (Chapter 42.56 RCW).

17. NOTICES/ADMINISTRATOR

Any notice required or permitted to be given under this Agreement shall be in writing and shall specifically refer to this Agreement and be sent by (i) United States registered mail, return receipt requested, (ii) any nationally recognized overnight carrier or express mail service (such as FedEx or UPS) that provides receipts to indicate delivery, (iii) by personal service, or by electronic e-mail (with proof of receipt). All such communications shall be addressed to the appropriate Administrator of this Agreement as follows:

To the County:

Snohomish County Sheriff
Drug Task Force Commander
3000 Rockefeller Ave. M/S 706
Everett WA, 98201

If sent by electronic email to:

Email: SSH-TFCommander@snoco.org

Notices given to a Participating Jurisdiction will be addressed to the Chief of Police of the participating jurisdiction or as designated by the Participating Jurisdiction.

Any party hereto may, by reasonable notice to the other parties, designate such other address, or electronic email address, for the giving of notices as deemed necessary. All notices shall be deemed given on the day each notice is personally delivered, transmitted by electronic email, or delivered by overnight courier service, or on the third business day following the day such notice is mailed if mailed within accordance of this section.

Any party hereto may, by reasonable notice to the other parties, designate such other address, or telephone number for the giving of notices as deemed necessary. All notices shall be deemed given on the day each such notice is personally delivered, transmitted

by facsimile (with evidence of receipt), or delivered by overnight courier service, or on the third business day following the day such notice is mailed if mailed in accordance with this Section.

18. MISCELLANEOUS

18.1 Entire Agreement

This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof and supersedes any and all prior oral or written agreements between the parties regarding the subject matter contained herein. This Agreement may not be modified or amended in any manner except by a written document signed by the party against whom such modification is sought to be enforced.

18.2 Governing Law and Venue

This Agreement shall be governed by and enforced in accordance with the laws of the State of Washington. The venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Snohomish County.

18.3 Interpretation

This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the parties, and the language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against any of the parties hereto. The captions and headings in this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

18.4 Severability

If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be found invalid or unenforceable, the remainder of this Agreement and the application of that provision to other persons or circumstances shall not be affected thereby, but shall instead continue in full force and effect, to the extent permitted by law.

18.5 No Waiver

A party's forbearance or delay in exercising any right or remedy with respect to a Default by another party under this Agreement shall not constitute a waiver of the Default at issue. Nor shall a waiver by any party of any particular Default constitute a waiver of any other Default or any similar future Default.

18.6 Warranty of Authority

Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the party for whom he or she purports to sign this Agreement.

18.7 Execution in Counterparts

This Agreement may be reproduced in any number of original counterparts. Each party need sign only one counterpart and when the signature pages are all assembled with one original counterpart, that compilation constitutes a fully executed and effective agreement among all the Participating Jurisdictions. In the event that fewer than all named parties execute this Agreement, the Agreement, once filed or posted as specified in Section 3.0, shall be effective as between the parties that have executed the Agreement to the same extent as if no other parties had been named.

18.8 Modification

Participating Jurisdictions here to reserve the right to amend this Agreement in the future from time to time as may be mutually agreed upon. No such amendment shall be effective unless written and signed by all then-contributing Participating Jurisdictions with the same formality as this Agreement.

18.9 Nondiscrimination

There shall be no discrimination against any employee or against any applicant for such employment because of race, color, religion, handicap, marital status, political affiliation, sex, age, or national origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training.

SNOHOMISH COUNTY:

Snohomish County, a political subdivision
of the State of Washington

By _____
Name: _____
Title: _____

Recommended for approval:

By Susanna Johnson
Digitally signed by Susanna Johnson
Date: 2025.11.05 08:08:21 -08'00'
Name: Susanna Johnson
Title: Snohomish County Sheriff

Approved as to Form:

Deputy Prosecuting Attorney

SNOHOMISH REGIONAL DRUG TASK FORCE INTER-LOCAL AGREEMENT
EXHIBIT A (January 01, 2026)

SRDTF Executive Board

Snohomish County Sheriff (Chair), Everett Police Chief (Asst. Chair), Lynnwood Police Chief, Lake Steven Police Chief (At-Large), Director of NW-HIDTA,
Snohomish County Prosecuting Attorney, City of Everett City Attorney

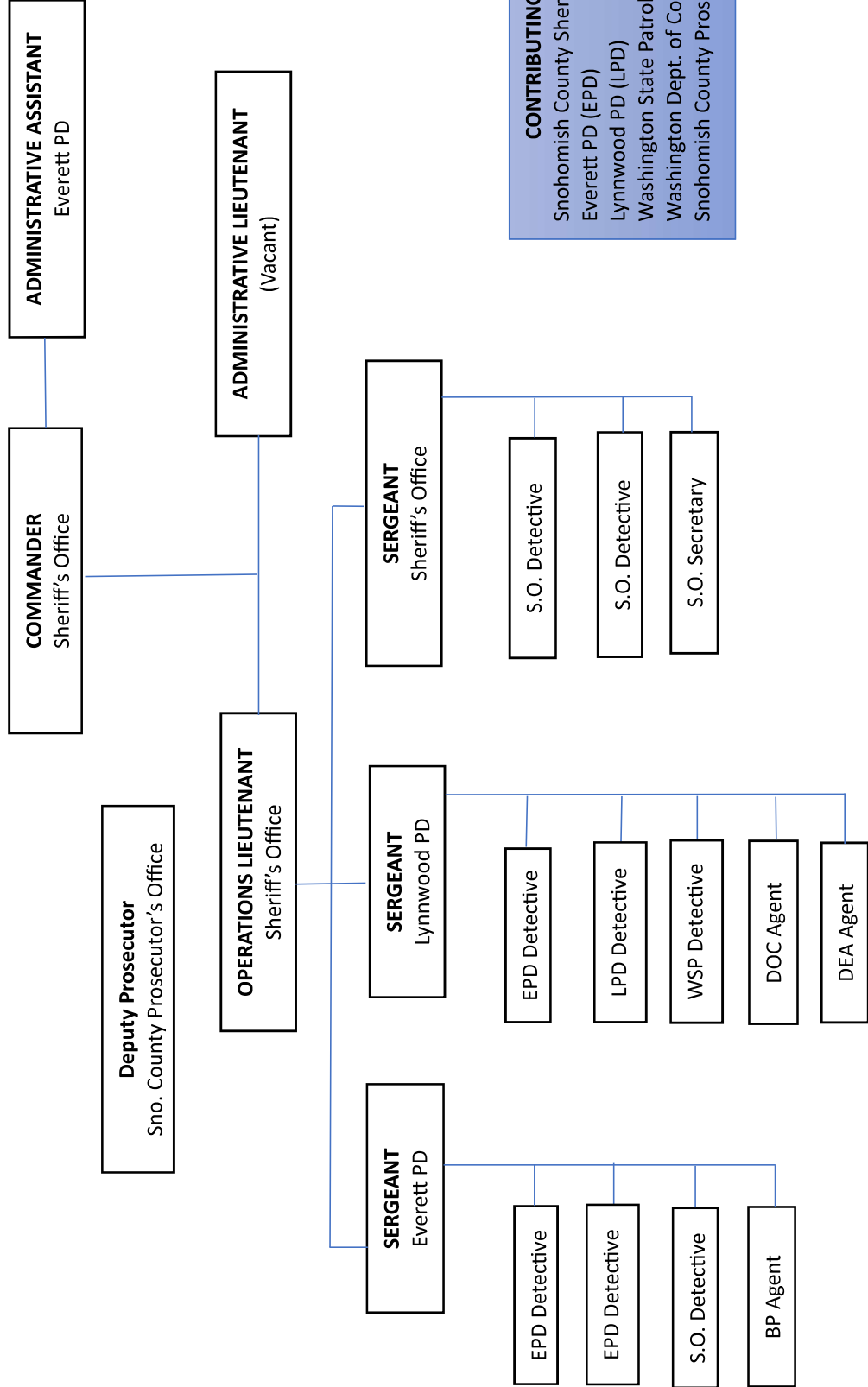


EXHIBIT B

Snohomish Regional Drug Task Force

Commander Selection

The Drug Task Force Commander is a management exempt (“at will”) employee of the Sheriff’s Office.

With the objective of selecting the best possible candidate for the position of Drug Task Force Commander, and ensuring the best fit into the organization, the Executive Board will recommend to the Sheriff three candidates to be considered for the position of Drug Task Force Commander. Candidates for the Drug Task Force Commander position must demonstrate a strong leadership skill set, the ability to build consensus, and direct the efforts of a multi-agency team to achieve established goals. He or she must meet the performance objectives set by the Executive Board and the Sheriff. The Sheriff will select the Drug Task Force Commander from the Executive Board’s three recommended candidates.

The Drug Task Force Commander’s initial commitment of service is four years, with the option of a year by year extension after that period. The Sheriff shall consult with the Executive Board before authorizing any extension of the Drug Task Force Commander’s service commitment.

EXHIBIT C

Snohomish Regional Drug Task Force

Personnel Assigned by Jurisdiction

January 1, 2026 – December 31, 2026

EVERETT POLICE DEPARTMENT

1 Sergeant
1 Detective
1 Detective
1 Detective
1 Detective
1 Detective
1 Detective
1 Support Personnel

FUNDING

Everett PD
Everett PD
Everett PD
Everett PD
Everett PD- Vacant
Everett PD - Vacant
Everett PD - Vacant
Everett PD

SNOHOMISH COUNTY SHERIFF'S OFFICE

1 Task Force Commander
1 Lieutenant
1 Sergeant
1 Detective
1 Detective
1 Detective
1 Detective
1 Detective
1 Detective
1 Support Staff

FUNDING

Snohomish County Sheriff
Snohomish County Sheriff
Snohomish County Sheriff
Snohomish County Sheriff
Snohomish County Sheriff
Snohomish County Sheriff
Snohomish County Sheriff - Vacant
Snohomish County Sheriff - Vacant
Snohomish County Sheriff - Vacant
Snohomish County Sheriff

LYNNWOOD POLICE DEPARTMENT

1 Sergeant
1 Detective

FUNDING

Lynnwood PD
Lynnwood PD

SNOHOMISH COUNTY PROSECUTOR'S OFFICE **FUNDING**

1 Deputy Prosecutor

Snohomish County Prosecutor

STATE OF WASHINGTON**FUNDING**

1 Detective

Washington State Patrol

1 Agent

Department of Corrections

Agency	Participants	E-Board Vote	Pcnt.	Notes
Everett PD	5	5	38.5%	
Snoh Co Sheriff's Off	6	6	46%	
Lynnwood PD	2	2	15.5%	
WSP	1	1		Fr. 10% WaSt Tx
DOC	1	1		Fr. 10% WaSt Tx
SC Pros Atty	1	1		
Evt City Atty	1	1		
NWHIDTA Dir	0	1		
At Large PD	0	1		
TOTALS	17.5	19	100%	

EXHIBIT D

Snohomish Regional Drug & Gang Task Force

[April 1, 2025, Population of Cities, Towns and Counties \(wa.gov\)](#)

JURISDICTION	POPULATION April 1, 2025	PERCENTAGE	2026 ALLOCATION AMOUNT
Arlington	23,080	2.64%	\$ 6,185.00
Bothell	20,420	2.34%	\$ 5,482.00
Brier	6,630	0.76%	\$ 1,780.00
Darrington	1,520	0.17%	\$ 398.00
Edmonds	43,510	4.98%	\$ 11,667.00
Everett	114,700	13.13%	\$ 30,760.00
Gold Bar	2,350	0.27%	\$ 633.00
Granite Falls	4,775	0.55%	\$ 1,288.00
Index	170	0.02%	\$ 47.00
Lake Stevens	42,180	4.82%	\$ 11,292.00
Lynnwood	42,540	4.87%	\$ 11,409.00
Marysville	74,640	8.65%	\$ 20,264.00
Mill Creek	21,630	2.48%	\$ 5,810.00
Monroe	20,960	2.40%	\$ 5,623.00
Mountlake Terrace	24,240	2.82%	\$ 6,606.00
Mukilteo	21,600	2.47%	\$ 5,786.00
Snohomish	10,500	1.20%	\$ 2,811.00
Stanwood	8,950	1.02%	\$ 2,390.00
Sultan	7,405	0.85%	\$ 1,991.00
Snohomish County	380,600	43.56%	\$ 102,049.00
TOTALS:	873,800	100%	\$ 234,271.00

Increase to TF Commanders' Salary
2026 COLA increase of 5.00%
Increase to TF Analyst Salary
2026 COLA increase of 5.00%

ATTEST:

APPROVED AT THE DIRECTION OF THE PARTICIPATING JURISDICTION:

Title_____

Dated _____
Jurisdiction of_____

ATTEST:

Jurisdiction Clerk

Dated_____

APPROVED AS TO FORM:

Jurisdiction Attorney

Dated_____



City of Stanwood City Council Staff Report

Item Number: 8.e.

Date: December 11, 2025

Subject: Approve Planning Commission Appointments - Rachelle Pedersen and Randall Burton

Contact Person: Patricia Love, Community Development Director

Attachments:

1. Rachelle Pedersen LOI
2. Randall Burton LOI

ISSUE

The purpose of this agenda item is for Council consideration of and confirmation of the Mayor's appointment of Rachelle Pedersen and Randall Burton to the Stanwood Planning Commission.

BACKGROUND

The Planning Commission is a seven-member advisory board that meets monthly to review and make recommendations on updates to the Comprehensive Plan, Unified Development Code, and proposed rezones. As the primary policy review body for the Municipal Code Update project, they help ensure that development regulations and standards effectively implement the goals of the 2024–2044 Comprehensive Plan.

Board members must either reside in Stanwood or represent a Stanwood business or nonprofit organization. They serve six-year terms with the possibility of reappointment by the Mayor with Council approval.

ANALYSIS

Two seats on the Planning Commission will become vacant at the end of 2025 and must be filled prior to the start of the new year. The Mayor is responsible for reviewing applicants and recommending appointments to the City Council whenever vacancies occur or terms expire. Candidates were evaluated on eligibility, professional background, community involvement, residency, and their interest in contributing to

Stanwood's long-term vision. After completing this review, the Mayor recommends appointing Rachelle Pedersen and Randall Burton to fill the upcoming vacancies.

Rachelle Pedersen - Seat Number 7, Expiring December 2029

Rachelle is a Stanwood resident and a veteran of the U.S. Air Force. She brings extensive experience in team development, training, and strategic planning. Her professional background includes roles that require strong communication skills, meticulous attention to detail, and thoughtful, solutions-oriented problem-solving.

Randall Burton - Seat Number 5, Expiring December 2027

Randall is also a Stanwood resident with more than 30 years of experience in aerospace engineering, design, drafting, and project planning. His work has involved addressing complex design challenges and navigating government regulations, legal requirements, technical specifications, schedules, and budget constraints.

Together, these candidates offer skills and perspectives that will support the Planning Commission's responsibilities and contribute to maintaining Stanwood's unique character while providing for growth consistent with the Comprehensive Plan and Growth Management Act.

FINANCIAL IMPACT

No fiscal impact is associated with this action.

COUNCIL OPTIONS

1. Appoint Rachelle Pedersen and Randall Burton to the Planning Commission.
2. Do not appoint applicants at this time and direct staff to re-advertise and recruit additional candidates.

MOTION

"I MOVE TO APPOINT RACHELLE PEDERSEN TO SEAT NUMBER 7 AND RANDALL BURTON TO SEAT NUMBER 5 OF THE STANWOOD PLANNING COMMISSION."

Rachelle Pedersen

Stanwood, WA 98292

Dear Members of the Selection Committee,

I am writing to express my interest in serving on the Stanwood Planning Commission. As a dedicated resident of the Stanwood- Camano community, I care deeply about the future of our city and the thoughtful planning that will shape it in the years ahead. Stanwood is a special place, one that blends small town connections, natural beauty, and steady growth, and I would be honored to contribute to decisions that support both responsible development and the character of the community we all value.

Throughout my professional career, I have built a strong foundation in communication, collaboration, and problem-solving. My work has required me to listen carefully, consider diverse viewpoints, and contribute to solutions that are fair, practical, and community centered. I am comfortable reviewing detailed information, thinking critically, and supporting long term planning goals that benefit all residents.

What motivates me most is service. I believe in stepping forward, getting involved, and helping guide the kind of growth that will keep Stanwood welcoming, vibrant, and well-connected. I want to bring a steady, warm, and thoughtful presence to the Commission. Someone who values clarity, community input, and decisions that support both current and future generations.

Thank you for considering my application. I would be honored to serve and contribute to the ongoing work of planning Stanwood's future. I appreciate your time and look forward to the opportunity to support this important role.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Rachelle Pedersen', with a large, stylized initial 'R'.

Rachelle Pedersen

Letter of Intent for City Planning Position #5

Randall G Burton
Stanwood, WA 98292
11/24/2025

Planning Commission Recruitment
10220 270th Street NW
Stanwood, WA 98292

Dear Planning Commission,

I am writing to express my strong interest in City Planning position #5 with Stanwood as listed on your official website. With an extensive background in a professional engineering/planning/designing environment, I am eager to contribute my expertise to help guide the long-term vision, growth, and development of the city of Stanwood.

What draws me particularly to this role is the opportunity to have a roll in helping the City of Stanwood mature and evolve into an even more charming place to live and visit. I am confident that my strategic vision and hands-on approach would enable me to rapidly become a valuable member as a trusted adviser in your team.

I would welcome the chance to discuss how my background and ideas can support ongoing projects that foster innovative land-use strategies to promote environmental sustainability and economic vitality.

Thank you for considering my application. I am available at your earliest convenience for an interview and can be reached at (951) 837-6400 or rgburton24@gmail.com. I look forward to the possibility of contributing to the vibrant future of Stanwood.

Sincerely,
Randall Burton



City of Stanwood City Council Staff Report

Item Number: 8.f.

Date: December 11, 2025

Subject: Accept the Washington State Transportation Board (TIB) Grant

Contact Person: Alan Lytton, City Engineer

Attachments:

1. TIB Grant Award Letter
2. Grant Agreement

ISSUE

The purpose of this item is for Council to authorize the Mayor to sign an agreement with the Transportation Improvement Board (TIB) for grant funding of the 272nd Street NW and 72nd Avenue NW Sidewalk project.

STAFF RECOMMENDATION

Staff recommends authorizing the Mayor to sign the grant agreement with TIB for the 272nd and 72nd sidewalk project.

BACKGROUND

The City was successful in obtaining grant funding from the TIB for the 272nd Street and 72nd Avenue sidewalk project. This grant is for 83.5% of the eligible costs. The total grant funding is \$490,467. The matching funds will come from the Transportation Benefit Sales Tax. This project is listed in the City's 2026 budget and Capital Improvement Plan.

This project will connect existing sidewalk on the West side of 72nd Avenue to the school district maintenance building on 272nd Street.

ANALYSIS

The project is listed in the Six-Year Transportation Improvement Plan and the Capital Improvement Plan. Final design is almost complete and right-of-way has been acquired.

COUNCIL OPTIONS

1. Authorize the Mayor to sign the TIB grant agreement.
2. Do not authorize the Mayor to sign the TIB grant agreement.
3. Send this item to the Public Works Committee for further discussion.

RECOMMENDED MOTION

“I MOVE TO AUTHORIZE THE MAYOR TO SIGN THE GRANT AGREEMENT WITH THE TRANSPORTATION IMPROVEMENT BOARD FOR THE 272ND STREET AND 72ND AVENUE SIDEWALK PROJECT.”



Washington State Transportation Improvement Board

TIB Members

November 21, 2025

Kevin Hushagen
Public Works Director
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292-8022

Dear Kevin Hushagen:

Congratulations! The Transportation Improvement Board (TIB) is pleased to announce the selection of your project, 272nd Street NW and 72nd Avenue Sidewalk, 276th St NW to 272nd St NW and 72nd Ave NW and 78th Ave NW, TIB project number C-P-823(002)-1.

TIB is awarding 83.5520% of approved eligible project costs with a maximum grant of \$490,467.

Before any work is permitted on this project, you must complete and email the following items to your TIB engineer:

- Verify the information on the attached Grant Agreement Form. If necessary, revise section 3.0 Project Funding Partners.
- Sign and **email** a copy of the Grant Agreement Form to your TIB Engineer.
- Submit the section of your adopted Six Year Transportation Improvement Plan listing this project.

TIB approval is required prior to incurring reimbursable expenses.

In accordance with RCW 47.26.084, you must certify full funding by November 21, 2026, or the grant may be terminated. Grants may also be rescinded due to unreasonable project delays as described in WAC 479-05-211.05-211.

If you have questions, please contact Greg Armstrong, TIB Region Engineer, at GregA@TIB.wa.gov.

Sincerely,

Ashley Probart
Executive Director

Enclosures

Chair
Councilmember Sam Low
Snohomish County

Vice Chair
Mayor Hilda González
City of Granger

Susan Carter
Hopelink

Kent Cash
Port of Vancouver

Barbara Chamberlain
WSDOT

Dongho Chang
WSDOT

Scott Chesney
Spokane County

Vicky Clarke
Cascade Bicycle Club & Washington
Bikes

Nick Covey
Link Transit

Andrew Denham
Town of Twisp

Stephanie Forman
Forman Consulting

Preston Frederickson
City of Walla Walla

Commissioner Al French
Spokane County

Commissioner Scott Hutsell
Lincoln County

Councilmember Jon Pascal
City of Kirkland

Les Reardanz
Whatcom Transportation Authority

Mayor Kim Roscoe
City of Fife

Maria Thomas
Office of Financial Management

John Vicente
City of Kenmore

Jennifer Walker
Thurston County

Jane Wall
County Road Administration Board

Ashley Probart
Executive Director

P.O. Box 40901
Olympia, WA 98504-0901
Phone: 360-586-1140
www.tib.wa.gov



City of Stanwood

C-P-823(002)-1

272nd Street NW and 72nd Avenue Sidewalk

276th St NW to 272nd St NW and 72nd Ave NW and 78th Ave NW

STATE OF WASHINGTON
TRANSPORTATION IMPROVEMENT BOARD
AND
City of Stanwood
AGREEMENT

THIS GRANT AGREEMENT (hereinafter "Agreement") for the 272nd Street NW and 72nd Avenue Sidewalk, 276th St NW to 272nd St NW and 72nd Ave NW and 78th Ave NW (hereinafter "Project") is entered into by the WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD (hereinafter "TIB") and City of Stanwood, a political subdivision of the State of Washington (hereinafter "RECIPIENT").

1.0 PURPOSE

For the project specified above, TIB shall pay 83.5520 percent of approved eligible project costs up to the amount of \$490,467, pursuant to terms contained in the RECIPIENT'S Grant Application, supporting documentation, chapter 47.26 RCW and/or chapter 47.04 RCW, title 479 WAC, and the terms and conditions listed below.

2.0 SCOPE AND BUDGET

The Project Scope and Budget are initially described in RECIPIENT's Grant Application and incorporated by reference into this Agreement. Scope and Budget will be further developed and refined, but not substantially altered during the Design, Bid Authorization and Construction Phases. Any material alterations to the original Project Scope or Budget as initially described in the Grant Application must be authorized by TIB in advance by written amendment.

3.0 PROJECT FUNDING PARTNERS

The RECIPIENT anticipates receiving additional funding from the following funding partners, in the following amounts. However, in no event shall any non-party to this Agreement, even if referenced as a funding partner below, be considered a third party beneficiary to this Agreement.

Funding Partners	Amount	Revised Funding
STANWOOD	96,553	
WSDOT	0	
Federal Funds	0	



TOTAL LOCAL FUNDS	96,553	

4.0 PROJECT DOCUMENTATION

TIB requires RECIPIENT to make reasonable progress and submit timely Project documentation as applicable throughout the Project. Upon RECIPIENT's submission of each Project document to TIB, the terms contained in the document will be incorporated by reference into the Agreement. Required documents include, but are not limited to the following:

- a) Bid Authorization Form with plans and engineers estimate
- b) Award Updated Cost Estimate
- c) Bid Tabulations
- d) Contract Completion Updated Cost Estimate with final summary of quantities
- e) Project Accounting History

5.0 BILLING AND PAYMENT

The local agency shall submit progress billings as project costs are incurred to enable TIB to maintain accurate budgeting and fund management. Payment requests may be submitted as often as the RECIPIENT deems necessary, but shall be submitted at least quarterly if billable amounts are greater than \$50,000. If progress billings are not submitted, large payments may be delayed or scheduled in a payment plan.

6.0 TERM OF AGREEMENT

This Agreement shall be effective upon execution by TIB and shall continue through closeout of the grant or until terminated as provided herein, but shall not exceed 10 years unless amended by the Parties.

7.0 AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.

8.0 ASSIGNMENT

The RECIPIENT shall not assign or transfer its rights, benefits, or obligations under this Agreement without the prior written consent of TIB. The RECIPIENT is deemed to consent to assignment of this Agreement by TIB to a successor entity. Such consent shall not constitute a waiver of the RECIPIENT's other rights under this Agreement.



9.0 GOVERNANCE & VENUE

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and venue of any action brought hereunder shall be in the Superior Court for Thurston County.

10.0 DEFAULT AND TERMINATION

10.1 NON-COMPLIANCE

- a) In the event TIB determines, in its sole discretion, the RECIPIENT has failed to comply with the terms and conditions of this Agreement, TIB shall notify the RECIPIENT, in writing, of the non-compliance.
- b) In response to the notice, RECIPIENT shall provide a written response within 10 business days of receipt of TIB's notice of non-compliance, which should include either a detailed plan to correct the non-compliance, a request to amend the Project, or a denial accompanied by supporting details.
- c) TIB will provide 30 days for RECIPIENT to make reasonable progress toward compliance pursuant to its plan to correct or implement its amendment to the Project.
- d) Should RECIPIENT dispute non-compliance, TIB will investigate the dispute and may withhold further payments or prohibit the RECIPIENT from incurring additional reimbursable costs during the investigation.

10.2 DEFAULT

RECIPIENT may be considered in default if TIB determines, in its sole discretion, that:

- a) RECIPIENT is not making reasonable progress toward correction and compliance.
- b) TIB denies the RECIPIENT's request to amend the Project.
- c) After investigation TIB confirms RECIPIENT'S non-compliance.

TIB reserves the right to order RECIPIENT to immediately stop work on the Project and TIB may stop Project payments until the requested corrections have been made or the Agreement has been terminated.

10.3 TERMINATION

- a) In the event of default by the RECIPIENT as determined pursuant to Section 10.2, TIB shall serve RECIPIENT with a written notice of termination of this Agreement, which shall be served in person, by email or by certified letter. Upon service of notice of termination, the RECIPIENT shall immediately stop work and/or take such action as may be directed by TIB.
- b) In the event of default and/or termination by either PARTY, the RECIPIENT may be liable for damages as authorized by law including, but not limited to, repayment of grant funds.
- c) The rights and remedies of TIB provided in the AGREEMENT are not exclusive and are in addition to any other rights and remedies provided by law.



10.4 TERMINATION FOR NECESSITY

TIB may, with ten (10) days written notice, terminate this Agreement, in whole or in part, because funds are no longer available for the purpose of meeting TIB's obligations. If this Agreement is so terminated, TIB shall be liable only for payment required under this Agreement for performance rendered or costs incurred prior to the effective date of termination.

11.0 USE OF TIB GRANT FUNDS

TIB grant funds come from Motor Vehicle Fuel Tax revenue and other revenue sources. Any use of these funds for anything other than highway or roadway system improvements is prohibited and shall subject the RECIPIENT to the terms, conditions and remedies set forth in Section 10. If Right of Way is purchased using TIB funds, and some or all of the Right of Way is subsequently sold, proceeds from the sale must be deposited into the RECIPIENT's motor vehicle fund and used for a motor vehicle purpose.

12.0 INCREASE OR DECREASE IN TIB GRANT FUNDS

At Bid Award and Contract Completion, RECIPIENT may request an increase in the maximum payable TIB funds for the specific project. Requests must be made in writing and will be considered by TIB and awarded at the sole discretion of TIB. All increase requests must be made pursuant to WAC 479-05-202 and/or WAC 479-01-060 and/or WAC 479-10-575. If an increase is denied, the recipient shall be liable for all costs incurred in excess of the maximum amount payable by TIB. In the event that final costs related to the specific project are less than the initial grant award, TIB funds will be decreased and/or refunded to TIB in a manner that maintains the intended ratio between TIB funds and total project costs, as described in Section 1.0 of this Agreement.

13.0 INDEPENDENT CAPACITY

The RECIPIENT shall be deemed an independent contractor for all purposes and the employees of the RECIPIENT or any of its contractors, subcontractors, and employees thereof shall not in any manner be deemed employees of TIB.

14.0 INDEMNIFICATION AND HOLD HARMLESS

The PARTIES agree to the following:

Each of the PARTIES, shall protect, defend, indemnify, and save harmless the other PARTY, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgment, and/or awards of damages, arising out of, or in any way resulting from, that PARTY's own negligent acts or omissions which may arise in connection with its performance under this Agreement. No PARTY will be required to indemnify, defend, or save harmless the other PARTY if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the other PARTY. Where such claims, suits, or actions result from the concurrent negligence of the PARTIES, the indemnity provisions provided herein shall be valid and enforceable only to the extent of a PARTY's own negligence. Each of the PARTIES agrees that its obligations under this subparagraph extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each of the PARTIES, by mutual negotiation, hereby waives, with respect to the other PARTY only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provision of Title 51 RCW. In any action to enforce the provisions



of the Section, the prevailing PARTY shall be entitled to recover its reasonable attorney's fees and costs incurred from the other PARTY. The obligations of this Section shall survive termination of this Agreement.

15.0 DISPUTE RESOLUTION

- a) The PARTIES shall make good faith efforts to quickly and collaboratively resolve any dispute arising under or in connection with this AGREEMENT. The dispute resolution process outlined in this Section applies to disputes arising under or in connection with the terms of this AGREEMENT.
- b) Informal Resolution. The PARTIES shall use their best efforts to resolve disputes promptly and at the lowest organizational level.
- c) In the event that the PARTIES are unable to resolve the dispute, the PARTIES shall submit the matter to non-binding mediation facilitated by a mutually agreed upon mediator. The PARTIES shall share equally in the cost of the mediator.
- d) Each PARTY agrees to compromise to the fullest extent possible in resolving the dispute in order to avoid delays or additional incurred cost to the Project.
- e) The PARTIES agree that they shall have no right to seek relief in a court of law until and unless the Dispute Resolution process has been exhausted.

16.0 ENTIRE AGREEMENT

This Agreement, together with the RECIPIENT'S Grant Application, the provisions of chapter 47.26 Revised Code of Washington and/or 47.04 Revised Code of Washington, the provisions of title 479 Washington Administrative Code, and TIB Policies, constitutes the entire agreement between the PARTIES and supersedes all previous written or oral agreements between the PARTIES.

17.0 RECORDS MAINTENANCE

The RECIPIENT shall maintain books, records, documents, data and other evidence relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. RECIPIENT shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Agreement shall be subject at all reasonable times to inspection, review or audit by TIB personnel duly authorized by TIB, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.



Washington State Transportation Improvement Board
Grant Agreement

C-P-823(002)-1

Approved as to Form
Attorney General

By:

Signature on file

Albert H. Wang
Assistant Attorney General

Lead Agency

Transportation Improvement Board

Chief Executive Officer

Date

Executive Director

Date

Print Name

Print Name



City of Stanwood City Council Staff Report

Item Number: 9.a.
Date: December 11, 2025
Subject: Approve Downtown Creative District / Main Street Program Approach
Contact Person: Patricia Love, Community Development Director
Attachments:
1. DDI Program Recommendations Memo
2. DDI Survey Results wo contact info

ISSUE

The purpose of this agenda item is for Council review and acceptance of the Downtown Initiative Committee's recommendation approach to proceed with establishing a creative district and main street program in Downtown Stanwood.

STAFF RECOMMENDATION

Staff recommends that the City Council authorize staff to proceed with the Downtown Initiative by:

1. Initiating a process to establish a Washington State Certified Creative District, including stakeholder engagement, boundary development, and preparation of application materials; and
2. Pursuing entrance into the Washington Main Street Program, beginning with the "Affiliate" level and progressing toward "Downtown" accreditation as program requirements are met.
3. Evaluate a Historic Preservation program and Certified Local Government requirements under the Washington State Department of Archaeology and Historic Preservation.

COMMITTEE RECOMMENDATION

The Committee enthusiastically recommends that the City continue to staff and fund the Downtown Initiative throughout 2026. Work would focus on establishing the support

mechanisms and foundation to develop a Washington State Certified Creative District and participation in the Washington Main Street Program.

These two programs support the City's downtown revitalization efforts by strengthening local businesses, enhancing arts and cultural opportunities and creating a sense of place within downtown Stanwood that the community desires.

If a program is adopted, it will position Stanwood to leverage grant funding, technical assistance, and statewide resources while laying the groundwork for long-term economic vitality and a more vibrant, connected downtown.

BACKGROUND

For decades, the City of Stanwood has been laying the groundwork for a vibrant and thriving downtown corridor. This long-term vision has been shaped through multiple community-driven planning efforts, beginning with the 2003 Design Stanwood Plan, followed by the 2012 Stanwood/Camano Destiny by Design Study, the 2015 Economic Development Plan, the 2020 City Beautification Plan, and most recently the 2024 Comprehensive Plan. Each of these plans reinforced the community's desire for a revitalized, attractive, and culturally rich downtown core.

2024-2044 Comprehensive Plan

Goal	Policy
Land Use Goal 8 – Develop downtown Stanwood, defined as the area incorporating the East End, the 271 st Corridor, and West End and recognize that the Downtown District services the City and tri-county region consistent with the Downtown Master Plan.	LUP 8.19: Support the creation of a creative district celebrating the local arts and culture in Downtown.
Land Use Goal 10 - Historic Preservation: Encourage Preservation of lands, culturally significant site and structures of historic significance.	LUP 10.8: Evaluate options to preserve the City's unique historic and historic properties by forming a historic district, adopting a historic preservation ordinance or adopting neighborhood-specific design guidelines that support the economic vitality of downtown.
Economic Development Goal 5 – Arts: Support and promote the arts within the greater Stanwood Community region.	EDP 5.4: Consider the development of an art and cultural district in Downtown Stanwood.
Economic Development Goal 9: Enhance the City's historic Downtown District	EDP 9.1: Using the adopted Economic Development Plan, Downtown Master Plan, Stanwood Destiny by Design and the Downtown Beautification Action Plan as guidelines, implement the City's economic development vision and strategies.

2025-2030 Strategic Plan

Goal	Implementing Initiative
Goal 2, Cultivate an outstanding quality of life for all residents.	Promote a thriving arts scene that enriches the lives of residents, attracts visitors, and contributes to the economic and cultural vitality of the community.
Goal 6, Promote local businesses and the City as a great place to do business.	Promote Stanwood's offerings to regional visitors. Foster the development and promotion of arts and culture between our artistic community and Stanwood's residents and businesses.

As part of the 2025–2026 budget and work plan, the City formally launched the Downtown Initiative, an effort aimed at implementing these Plans. A committee was assembled consisting of local business owners, artists, the historical society and a Council representative. Their initial task was to determine if there is sufficient interest in the local community to support either a Creative District and/or a Historic Preservation Program.

To support this effort, the City also hired Maul Foster & Alongi (MFA), a consultant team experienced in community development, facilitation, and strategic planning. MFA assisted in guiding discussions, helping the Committee prioritize objectives, and outlining a structured, achievable path forward.

SUMMARY

Throughout 2025, the Committee met four times to discuss how, or if, any of these programs would benefit Stanwood and its business community. The Committee began by reviewing the distinctions between a Creative District and a Historic District. Through this initial assessment, the Committee concluded that while the two programs complement and reinforce one another, they are fundamentally separate entities with unique purposes, structures, and operational needs. Each program supports cultural identity, economic vitality, and placemaking, but they do so through different frameworks. Creative Districts are typically initiated and managed by a local nonprofit or community-based organization that focuses on arts, culture, and creative industry development.

In contrast, historic preservation programs are generally administered by local government, as they involve regulatory components, formal designation processes, and integration with planning functions. For these reasons, the Committee determined that the two programs should not be combined under a single management structure. City staff have now begun to pursue historic preservation as a separate yet complimentary initiative.

Following that evaluation, the Committee then compared the characteristics of Creative Districts and Main Street Districts. While distinct in focus, the Committee found that both programs offer substantial benefits to Stanwood's long-term economic development goals. As a result, the Committee concluded that pursuing both a Creative District and a Main Street Program would provide complementary and mutually reinforcing benefits for the City.

- Creative District, with the future Meyer Art Center as the anchor organization, would create a renewed sense of place and vitality in the West End.
- A Main Street Program would strengthen the Twin City Mile by providing additional funding mechanisms and resources for all of downtown Stanwood, from the east end by the train tract to the west end by City Hall Park.
- A historic preservation program, in partnership with the Historical Society, would benefit citywide by preserving and documenting its past for future generations.

Attached is a copy of the final report with a detailed summary of the Committee's work which focuses on the creative district and main street programs.

ANALYSIS

Continuation of the assessment and development of both a Creative District and Main Street Program will require additional time and commitment to fully understand the long-term benefits to the City. It will also take time to determine whether the local business community can support the operational requirements of each program. Ongoing City involvement is essential to guide this process, ensure alignment with broader economic development goals, and position Stanwood to capitalize on the opportunities these initiatives may offer.

PROGRAM DIFFERENCES

Difference	Creative District	Main Street
Focus	Art, culture, music, theater, etc.	Historic preservation , comprehensive downtown vitality
Time to Certification	~2 years	~4 years
Administrator	Part-time FTE at City or relevant (new or existing) nonprofit	Dedicated (new) nonprofit, with full-time Executive Director
Maintenance Labor	Part-time job (10-15 hours/week)	Full-time job (40+ hours/week)
Minimum annual budget	\$20k (for certification)	\$75-\$100k+* (for certification)
Unique Funding Sources	\$10k startup grant, eligibility for \$50k in small capital project grants	B&O tax credit incentive program

Creative District:

Establishing a Creative District will formalize and promote Stanwood's growing arts, culture, and heritage sectors. Benefits include:

- Increased visibility and branding for downtown arts and cultural assets
- Eligibility for Creative District capital and program grants
- Implementation of cultural, arts and tourism goals and policies
- Opportunities for public art, placemaking, events, and creative industry development

Main Street Program:

Participation in the Washington Main Street Program is a proven structure for downtown revitalization efforts. Benefits include:

- Access to Main Street training, technical assistance, and statewide professional support
- Eligibility for the Main Street Tax Credit Program (redirecting existing State B&O taxes to downtown; no new tax)
- Implementation of economic development and tourism goals and policies
- Long-term stability for downtown businesses

Historic Preservation Program:

A consistent theme echoed by City residents is the desire to preserve Stanwood's history and culture. One way to do that is to adopt a historic preservation program. Benefits include:

- Protect Stanwood's historic buildings and cultural heritage
- Strengthen community identity and sense of place
- Implement historic preservation goals and policies
- Provide eligibility for tax incentives and grant funding

Combined, these programs offer a cohesive strategy to enhance downtown Stanwood, strengthen the local economy, promote tourism, and support the City Beautification and Twin City Mile projects.

FINANCIAL IMPACT

Creative District and Main Street Program:

To successfully establish both the Creative District and the Main Street Program in Stanwood, continued City support during the initial development stage will be essential. At this time, the local business community is not yet sufficiently organized or resourced to independently manage these programs or fund an executive director, which is a requirement for long-term sustainability. As a result, the City will need to assume a leadership role to guide program creation, coordinate stakeholders, and build the community capacity necessary for eventual nonprofit management.

Based on preliminary estimates, the City may need to invest between \$20,000 and \$40,000 annually during the early years to support program development, coordination, and marketing. In some communities, the Creative District continues to be operated by the City with support from an advisory board, while the Main Street Program transitions to a nonprofit model once local leadership and funding capacity mature. Stanwood may initially need to follow a similar path until a strong nonprofit partner or business-led organization is established to assume program operations.

A \$25,000 budget request has been included in the 2026 Mid-Biennium Budget Adjustment to continue work on the Downtown Initiative project. These funds will support consultant services and technical assistance to establish proposed district boundaries, adopt program policies, formally establish a board, and assess barriers or

necessary amendments to advance the program. The objective is to have the program sufficiently developed to apply for initial certification in 2027.

Historic Preservation Program:

Establishing a Historic Preservation Program in Stanwood and pursuing Certified Local Government (CLG) status through the Washington State Department of Archaeology and Historic Preservation (DAHP) will require staff time. Initial costs will primarily involve staff efforts to research program requirements, develop the necessary preservation ordinance and procedures, and coordinating with DAHP to prepare the City's CLG application. This work includes evaluating existing historic resources, drafting program documents, and facilitating public and stakeholder engagement, all of which represent a meaningful but manageable commitment of staff capacity.

Staff submitted a \$20,000 budget request to undertake a targeted historic building inventory in downtown Stanwood, in collaboration with the Historical Society. This initial survey will serve as the first phase of a more comprehensive, future full-downtown inventory. It will document key historic structures, establish baseline architectural and cultural information, and help identify areas of significance or preservation priority. The results will also provide essential background information to support the development of a potential Main Street program.

If the City achieves Certified Local Government (CLG) status, it becomes eligible for a variety of state and federal grants specifically reserved for CLGs. These funds can be used to support historic building surveys and inventories, develop design guidelines, create educational materials and promotional brochures, and similar preservation-related projects.

Budget Request:

A total of \$45,000 is being requested to advance the next phase of the Downtown Initiative. This includes \$25,000 for ongoing technical support, which will assist with planning, coordination, and implementation efforts, and \$20,000 to launch the initial phase of a downtown historic building survey. Together, these investments support the implementation of the Comprehensive Plan's vision for creating a vibrant, engaging, and economically robust downtown that benefits both local business owners and the broader community.

COUNCIL OPTIONS

1. Continue with the Downtown Initiative work in 2026 to pursue a Creative Arts District, Main Street Program and Historic Preservation Program.
2. Request amendments to the approach and bring back additional information to the Council for further consideration.
3. Do not pursue some or all of the programs at this time.

RECOMMENDED MOTION

"I MOVE TO APPROVE THE \$45,000 BUDGET REQUEST AND DIRECT STAFF TO CONTINUE WITH THE DOWNTOWN INITIATIVE WORK IN 2026 TO PURSUE A CREATIVE ARTS DISTRICT, MAIN STREET PROGRAM AND HISTORIC PRESERVATION PROGRAM."



Memorandum

To: Community Development, City of Stanwood Date: November 25, 2025

From: Maul Foster & Alongi, Inc Project No.: M1030.10.001

Re: City of Stanwood Creative Arts District and Main Street Program Research and Recommendations

Introduction

The City of Stanwood (City) is exploring strategies to enhance and energize its downtown corridor, including East and West Downtown and the one-mile-long stretch connecting them. This includes evaluating two programs with potential to support economic activity, cultural engagement, and community vitality: the **Washington State Creative District Program** (Creative District) and the **Washington State Main Street Program** (Main Street).

The Creative District Program works to grow a city's creative sector, helping communities use **arts, culture, and creative activities** as an engine for economic growth. Programming includes events, public art, and promotion of creative businesses.

The Main Street Program uses a comprehensive approach to downtown revitalization, **using historic preservation and downtown businesses** to drive economic growth. Programming includes events, beautification, historic preservation, and promotion of downtown businesses.

This document provides an overview of each program, compares their features, and evaluates their suitability for Stanwood, including the City's readiness to pursue them. It concludes with a recommendation to adopt both programs using a phased approach. Near-term action items include securing City Council support and revisiting the discussion in 2026 to determine which program should be implemented first. Additional action items are outlined in the final section.

The information presented was gathered through desk research, interviews with staff from communities with existing Creative District and Main Street programs (see Attachment A for a summary of case study interviews), and input from the City's Downtown District Initiative Advisory Committee (DDIAC). The DDIAC, made up of local business owners and community members, was tasked with exploring options to activate Stanwood's downtown. The committee met four times in 2025, including sessions in October and November 2025 that focused on evaluating the Creative District and Main Street programs and advising on whether the City should pursue them.

Overview of Programs

Table 1 on the next page provides a side-by-side overview of the two programs. The following pages provide a detailed overview of the programs, including their purpose, key benefits, funding and support, administrative needs, minimum requirements, certification/designation process, costs, and additional considerations.

Table 1. Side by Side Overview of the Creative District and Main Street Programs

Program	Creative District Program	Main Street Program
Administered by	ArtsWA	DAHP, managed by Washington Trust for Historic Preservation
Program Overview	Stimulates economic development and enhances quality of life by leveraging arts and cultural assets to create vibrant creative hubs. Builds on the existing creative sector within a community and creates opportunities to expand arts and culture businesses and programming.	Revitalizes historic downtowns and commercial districts through preservation-based economic development and community-driven programming. Uses the nationally recognized Main Street Approach focused on organization, promotion, design, and economic vitality.
Key Benefits	- Enhances placemaking and cultural identity, increases foot traffic and tourism, supports creative industries, and attracts investment through arts-focused programming and infrastructure improvements. - Low barrier to entry, startup and capital grants available, flexible administration.	- Revitalizes historic downtowns, boosts small business activity, increases tourism and community engagement, preserves cultural assets, and strengthens local economies through programming and strategic planning. - Part of a nationally recognized framework (Main Street America); offers access to national resources, training, and branding.
Funding and Support	\$10,000 ArtsWA startup grant (with matching requirement) and up to \$50,000 for capital projects such as murals, wayfinding, and lighting. - ArtsWA technical assistance, training, marketing, networking with peer districts, highway signage partially funded in partnership with WSDOT.	- Businesses can donate to a Main Street nonprofit and receive a 75 percent B&O tax credit through the Main Street Tax Credit Incentive Program. - Local fundraising and grants. - Main Street program technical assistance, training, networking, quarterly leadership meetings, annual statewide PLACES Conference, resource library.
Administration	Managed by a designated entity such as a city department, nonprofit, or chamber of commerce formally recognized by local government.	- Affiliate Level: Can be a city (municipal government) or a nonprofit. - Main Street Community Level: Must be an independent nonprofit 501(c)(3) or 501(c)(6) dedicated to downtown revitalization with a dedicated board and paid executive director.
Minimum Requirements	Must be a walkable, contiguous area with a clear creative identity and existing arts activity; managing entity must have a \$20,000 annual budget and strategic plan.	Main Street area must have at least 50 percent of buildings 50+ years old; nonprofit must be focused solely on downtown revitalization and meet staffing requirements.
Certification/ Designation Process	Includes forming a planning team, completing a readiness toolkit, hosting a site visit, submitting an LOI and full application. Certification is granted by ArtsWA and lasts five years, at which point a community can apply for renewal.	Communities begin as Affiliates and may apply for full designation as a Main Street Community by submitting a LOI to the Washington Trust for Historic Preservation, followed by a formal application demonstrating eligibility, organizational capacity, and commitment to the Main Street Approach. Designation is granted upon review and approval by the Washington Trust and DAHP. Once a community is designated as a Main Street Community, it remains in the program as long as it continues to meet the required standards and actively implements the Main Street Approach.

Costs	\$20,000 minimum annual budget	\$75,000 to \$100,000 minimum annual budget
Considerations	Strong arts community needed; requires branding and cultural programming; match funding for grants	Requires sustained volunteer and business engagement; nonprofit governance; long-term incremental approach

Notes

ArtsWA = Washington State Arts Commission.

B&O = Business and Occupation.

DAHP = Washington State Department of Archaeology & Historic Preservation.

LOI = letter of interest.

WSDOT = Washington State Department of Transportation.

Washington State Creative District Program

Except where otherwise noted, the following information is sourced from the Washington State Arts Commission (ArtsWA), which administers the Creative Districts Program. Details are available at arts.wa.gov/creative-districts. Additionally, insights from peer communities with the Creative District Certification are included throughout the section.

Program Overview

The Washington State Creative District Program, administered by ArtsWA, is a state-certified initiative that helps communities leverage cultural and creative assets to drive economic development, tourism, and placemaking. Creative Districts are clearly defined areas (around one square mile) within a city—such as a downtown core, waterfront zone, or other concentrated district—designed to become vibrant hubs of arts and culture. These districts strengthen local identity, diversify the economy, and improve quality of life by creating cultural experiences, gathering spaces, and opportunities for creative enterprise.

A Creative District leverages existing assets, such as theaters, galleries, studios, museums, and festivals, while encouraging new investment in public art, wayfinding, and infrastructure that enhances the visitor experience. Programming centers on arts and culture-based activities that support placemaking and creative businesses. Districts often host festivals, public art installations, and makerspace events that celebrate local talent and attract visitors. Examples include monthly art walks in Ellensburg, live theater and writing workshops in Anacortes, and rotating gallery exhibits and storytelling nights in Burien.

Communities can earn Creative District certification from ArtsWA by meeting specific requirements and submitting an application. Certification¹ offers official state recognition along with access to grants, technical assistance, and promotional support.

Creative District Benefits

Creative Districts can help communities by

- promoting a creative identity and cultural assets.
- growing jobs and economic opportunities in creative industries.
- attracting artists, creative entrepreneurs, and businesses.
- increasing tourism and visitor spending.
- redeveloping historic assets and encouraging adaptive reuse of underutilized properties.
- creating opportunities for affordable housing, potentially including live/work units (combined home and workspaces) and makerspaces (collaborative workspaces) for artists.
- improving livability and making the district an appealing place to live, work, and visit.
- supporting long-term planning for cultural and economic development.

Funding and Support

ArtsWA provides certified Creative Districts with a \$10,000 startup grant to help cover initial operational costs such as staffing, administration, and planning. This grant requires a one-to-one

¹ ArtsWA uses the term *certification* for making a Creative District official, while the Washington State Main Street Program uses the term *designation* for when a Main Street Affiliate has reached what it calls Community Status. Both terms mark when an organization reaches full participation in the program.

cash match (rural and underserved communities may count up to \$5,000 of that match as in-kind contributions).

In addition to operational support, managing entities can apply for up to \$50,000 in capital project funding for improvements that strengthen the District's identity and visitor experience. Eligible projects include murals, wayfinding signage, lighting, and other small-scale infrastructure enhancements.

Beyond financial assistance, Creative Districts benefit from promotional support, such as highway signage funded at 75 percent by the Washington State Department of Transportation. ArtsWA also provides technical assistance, planning toolkits, training, and networking opportunities throughout the planning and implementation process, helping communities build capacity and connect with peer districts statewide.

District Administration

Each Creative District must have a designated managing entity, such as a city department, nonprofit organization, local arts agency, or chamber of commerce, formally recognized by local government.

Responsibilities of the managing entity include the following:

- Developing and executing a 3–5-year strategic plan.
- Coordinating branding, marketing, and community engagement.
- Managing grant funds and reporting to ArtsWA.
- Building partnerships and fundraising.
- Maintaining a minimum annual operating budget of \$20,000 and demonstrating capacity to lead effectively.

Case Study Insight: The Anacortes Creative District is managed by the Anacortes Arts Festival nonprofit, which estimates that management of the Creative District **typically requires approximately 10 hours per week (0.25 full-time equivalent).**

Minimum Eligibility Requirements

To become certified, a Creative District must:

- Define a contiguous, walkable geographic area with a clear creative identity and an existing cluster of arts and cultural activities, including at least one or two primary creative industries.
- Establish a recognized managing entity (such as a city department or nonprofit) with a minimum annual operating budget of \$20,000.
- Develop a 3–5-year strategic plan for district growth and sustainability.
- Secure broad community support for the district's vision and goals.
- Complete a site visit with ArtsWA as part of the application process.

Certification Process

The certification process includes four main steps, as follows.

1. Gather

- a. Form a community planning team that will work together to develop a plan for the Creative District. Team members may include artists, local business owners, city staff, nonprofits, and residents.

2. Plan

- a. Define the Creative District boundaries. The District must be a walkable, contiguous area with a concentration of creative activity.
- b. Confirm that the District meets the minimum requirements in the [Pre-Application Checklist](#).
- c. Complete the [Community Readiness Toolkit](#). This planning document guides the community through asset mapping, vision and mission development, branding and marketing strategies, economic development alignment, affordable housing and maker-space planning, and governance and sustainability planning.

3. Apply

- a. Schedule a site visit with ArtsWA staff.
- b. Prepare and submit a letter of interest (due March or September each year).
- c. Submit full [application](#) within 60 days of letter of interest approval. Certification generally occurs within five months.

4. Begin. Once certified, the Creative District begins executing its plan and reports annually to ArtsWA.

Certification lasts for five years, after which Creative Districts can apply for renewal by demonstrating measurable progress and continued alignment with program goals.

Startup and Ongoing Costs

Operating a Creative District requires both initial expenses for startup implementation and a sustainable financial plan to cover ongoing operations, program delivery, and capital investments. Communities must budget for staffing and administration to manage planning, annual reporting, and coordination; marketing and branding to build visibility; and programming/community engagement activities to maintain momentum and stakeholder support. Physical improvements, such as murals, signage, and lighting, require initial capital investment and, for certain improvements, continued maintenance. Districts may also allocate resources for staff training, technical assistance, and networking.

Beyond the startup grant and capital project grants, Creative Districts fund their operations through mechanisms such as direct contributions (fundraising), municipal service contracts, program revenue, and third-party grants.

Case Study Insight: The Anacortes Creative District estimates that its annual operating budget fluctuates between \$40,000 and \$85,000, depending on funding availability. The District's executive director advised that, with a small budget (e.g., around the \$20,000 minimum threshold), Creative Districts can, at minimum, operate a website with a directory of local artists and a calendar of creative events put on by other

Considerations

Establishing a Creative District requires thoughtful planning and long-term vision. Before applying, communities should confirm their readiness and resources. Strong leadership and a clear organizational structure are necessary to guide the process, build partnerships, and keep momentum going. A managing entity—such as a city department or nonprofit—must be formally recognized and prepared to handle planning, implementation, and reporting responsibilities.

While the program offers a \$10,000 startup grant (with a one-to-one cash match) and access to capital project funding, Districts need reliable funding streams to meet the minimum annual operating budget of \$20,000. This requires identifying a sustainable funding plan.

Alignment with local zoning and development plans is also very important. Creative District projects often involve adaptive reuse of buildings, public art installations, and infrastructure upgrades, which require coordination with city planning.

Washington State Main Street Program

Except where otherwise noted, the following information is based on resources provided by the Washington Trust for Historic Preservation and the Department of Archaeology & Historic Preservation (DAHP), which jointly administer the Washington State Main Street Program. More details can be found at preservewa.org/mainstreet. Additionally, insights from peer communities with the Washington State Main Street Designation are included throughout the section.

Program Overview

The Washington State Main Street Program (WSMSP), administered by DAHP and managed under contract by the Washington Trust for Historic Preservation, is a statewide initiative that supports the revitalization of downtowns and neighborhood commercial districts. Using the nationally recognized [Main Street Approach](#) (which is built on four key points: Economic Vitality, Design, Promotion, and Organization—see Figure 1), the program helps communities leverage local assets, such as historic buildings, cultural heritage, and small businesses, to support economic development, community engagement, and placemaking. Participating communities typically form a nonprofit organization that coordinates efforts to beautify streetscapes, restore historic buildings, support local businesses, and host events that draw residents and visitors. Example projects from Bellingham's Main Street organization include holding events such as Wine Walks and First Friday art walks, running a City Block program to bring together businesses to solve problems and improve streets, and providing downtown landscaping through a contract with the City of Bellingham.



Figure 1. The Four-Point Main Street Approach: Economic Vitality, Design, Promotion, and Organization. Image courtesy of Main Street America, mainstreet.org.

WSMSP supports designated communities through technical assistance, training, networking, quarterly meetings, an annual conference, and access to funding tools such as the [Main Street Tax Credit Incentive Program](#), detailed in the below funding section.

Main Street Program Benefits

Designation as a Washington Main Street Community can help communities by

- increasing foot traffic downtown through events, beautification, and business promotions.
- revitalizing historic buildings and preservation of cultural assets.
- expanding tourism through historic preservation efforts and marketing.
- supporting small businesses through Main Street program technical assistance and visibility.
- strengthening the local economy via investment in commercial districts.
- increasing community engagement through volunteerism and collaborative planning.
- providing access to funding tools such as the Main Street Tax Credit Incentive Program.
- providing networking opportunities with peer communities across the state, including through quarterly meetings and the annual PLACES Conference.
- improving downtown livability and sense of place.
- providing community visibility, such as through recognition by Washington state's Excellence on Main Awards and the national Great American Main Street Awards, celebrating outstanding revitalization efforts².

Eligibility and Designation Levels

Communities may participate in the WSMSP at one of two levels: Affiliate or Main Street Community.

Affiliate Eligibility

Affiliate status is designed for organizations that are interested in downtown revitalization but are not yet ready to meet the full requirements of Main Street Community designation. Affiliates receive access to resources, training, and guidance to help build capacity and prepare for future advancement. Affiliate status is ideal for communities building organizational capacity or exploring the Main Street Approach. To become an Affiliate, an organization must meet the following conditions:

- Be a nonprofit (501(c)(3) or 501(c)(6)), municipality, or governmental entity focused on community or neighborhood revitalization.
- Learn about the Main Street Approach developed by the National Main Street Center.
- Complete an annual progress report including local success stories or best practices and a testimonial about the value of affiliation.
- Submit supporting documents, such as the following:

Case Study Insight: Interviewees from the Anacortes and Port Angeles Main Street programs emphasized joining the Washington State Main Street Program as an **Affiliate early** to accelerate achieving Community designation and strengthen organizational credibility.

² The Excellence on Main Awards are provided by the Washington State Main Street Program, while the Great American Main Street Awards are provided by Main Street America.

- A letter of determination from the Internal Revenue Service (for nonprofits).
 - Articles of incorporation and bylaws (if applicable).
 - A map of the downtown district.
 - At least ten current photographs of the downtown area.
- Provide information on the following:
 - Number and condition of buildings and businesses.
 - Historical or cultural significance of the downtown.
 - Revitalization goals and expected outcomes from affiliation.

Designated Main Street Community Eligibility

Main Street Community status is reserved for organizations that meet full program requirements. To be eligible for the Main Street Community designation, an organization must meet the following conditions:

- Have a 501(c)(3) or 501(c)(6) nonprofit organization dedicated solely to downtown revitalization.
- Represent a contiguous geographical area at least 50 percent composed of buildings that are 50 years old or older.
- Meet the minimum staffing level required to implement the Main Street Approach effectively.
- Show a long-term financial commitment to sustaining a revitalization program.
- Demonstrate active engagement with the Main Street Approach through training, networking, and community outreach.

Main Street Administration

Each Main Street Community must be managed by a dedicated nonprofit organization (typically a 501(c)(3) or 501(c)(6)) whose sole mission is downtown revitalization. Responsibilities include the following:

- Developing and executing a work plan aligned with the Main Street Approach.
- Managing contributions and reporting through Washington State Main Street Tax Credit Incentive Program (MSTCIP; see Funding and Support for more information).
- Coordinating marketing, promotions, and community engagement.
- Building partnerships and fundraising.
- Maintaining an active board of directors representing downtown stakeholders.
- Staffing. Staffing requirements vary by population size. Communities with more than 5,000 residents must employ a full-time, paid executive director.

Funding and Support

Main Street Community organizations raise their own funding and have access to a variety of funding mechanisms that support downtown revitalization. Case study insights suggest that a well-diversified mix of funding sources might include direct contributions, government service contracts, program revenue, and grants.

One of the most impactful funding sources available after official designation as a Main Street Community is MSTCIP. MSTCIP allows businesses to redirect a portion of their state business &

occupation (B&O) or public utility tax to support eligible local Main Street organizations. After applying and receiving approval from the Department of Revenue, businesses contribute directly to a designated Main Street nonprofit or to the statewide Main Street Trust Fund. In return, they receive a tax credit equal to 75 percent of their contribution, which is claimed on the following year's excise tax return. If the recipient organization is a 501(c)(3), the contribution may also qualify as a charitable donation for federal tax purposes.

Before reaching the Main Street Community designation and unlocking the MSTCIP, organizations still have several other funding mechanisms available (that will also remain part of their revenue streams post-designation). Organizations can raise funding through direct contributions, service contracts, program revenue, and grants. Direct contributions are donations from individuals and businesses supportive of the organization's aims. Service contracts include contracts with the local government for services such as downtown landscaping, garbage cleanups, and other beautification efforts. Program revenue comes from sources like tickets to events such as wine walks or brew fests. Grants may also be available from the Washington State Main Street Program (if funded by the Washington State Legislature in that biennium),³ or from third-party foundations (available to most 501(c)(3) organizations).

Grants are also available specifically for historic preservation projects. The Valerie Sivinski Fund, administered by the Washington Trust for Historic Preservation, offers grants of up to \$3,000 for small-scale historic preservation projects led by community groups. Applications for 2026 grants were due on October 26, 2025. Main Street organizations may also pursue Heritage Capital Projects Grants through the Washington State Historical Society, which support capital improvements to facilities that preserve and interpret Washington's history. These grants require a 2:1 match and may fund up to 33.3 percent of total project costs.

Additionally, the Washington Trust for Historic Preservation provides ongoing support to designated communities, including the following:

- Technical assistance in nonprofit management, historic preservation, and strategic planning.
- Quarterly training sessions and an annual statewide PLACES conference.
- Coordination of MSTCIP with the Washington Department of Revenue.
- Certification guidance, reporting support, and promotional opportunities.

Designation Process

Becoming an Affiliate

Steps to become an Affiliate:

1. Submit an Affiliate application to WSMSP (available on the preservewa.org website).
2. Demonstrate interest in the Main Street Approach.
3. Engage with WSMSP staff for guidance, training, and networking.

³ The Washington State Legislature periodically allocates state appropriations to the DAHP to support the Washington State Main Street Program. For example, during the 2021–2023 biennium, an additional \$700,000 was provided to expand staffing and services. Some of these funds are passed through to Main Street Communities through applications for Main Street Planning Grants, typically valued at \$3,000, to support professional services such as strategic planning, market analysis, and community engagement. However, these grants are not always available, due to changes in state budget availability. While Planning Grants were offered in the 2024–2025 cycle, at the time of this writing, they are not available for the 2025–2026 cycle.

Becoming a Designated Main Street Community

Steps to become a Main Street Community:

1. Submit a letter of interest via email (due by May 30 of the application year) to the WSMSP team.
2. Complete the full application (due by July 18 of the application year) and submit electronically. Include the following in the application:
 - Proof of nonprofit status.
 - Evidence of a historic commercial district.
 - Staffing and financial capacity.
 - Strategic plan and board structure.
3. Meet scoring thresholds in evaluation (minimum average score of 75 percent, with no category below 50 percent) in categories such as:
 - Organizational capacity.
 - Community engagement.
 - Financial sustainability.
 - Programmatic readiness.

Startup and Ongoing Costs

Establishing a Washington Main Street organization requires up-front investment and ongoing financial sustainability. An unincorporated nonprofit or a city government can begin the Main Street journey as an Affiliate with very little cost besides volunteer or staff time. However, to move towards Main Street Community designation, an organization will need to invest. Major startup costs include incorporating a nonprofit and hiring an executive director.

Case Study Insight: Prospective Main Street organizations **do not need to meet minimum staffing requirements until they apply** for designated Community status. WSMSP can help Affiliates search for an executive director, and that **director could be hired below full-time, or below market-rate**, with a plan for escalation, if budget constraints exist.

Annual operating budgets vary markedly depending on community size and program scope, with a likely minimum annual budget of \$75,000 to \$100,000 to cover executive director salary and program costs. Ongoing costs include additional employee salaries and benefits, contractors, office expenses, programmatic initiatives (such as event materials, signage, and insurance), and advertising. An example Main Street program startup timeline and budget, based on case study insights, is included in Table 2.

Table 2. Example Main Street Startup Timeline and Budget Notes from Case Study Research

Year	Milestones	Budget Notes
1	• Incorporate as nonprofit • Submit Affiliate application	Work completed by a working board of volunteers.
2	• Begin as Affiliate • Hire executive director	Budget: \$20,000

		Executive director hired at below market rate (ED was hired in September, $\frac{3}{4}$ time, below 75% of market rate for area of \$72k)
3	Work towards designated Main Street Community status	Budget: \$45,000 Revenue grown through multi-year business commitments, individual recurring donations, board contributions, and several large donations.
4	Submit Main Street Community application	Budget: \$95,000 Revenue from municipal contracts, fundraising, event income, and grants (no one source over 50 percent).
5	Begin as designated Main Street Community	Budget: \$200,000 Scaled up existing funding sources and leveraged current municipal funding amounts (3-4x) through the MSTCIP. Executive director salary was brought up to benchmark and a half-time staff member was hired.

Considerations

Establishing a Main Street organization requires significant planning and commitment from a program champion (or champions). Establishing a dedicated nonprofit, as required to become a Main Street Community, includes maintaining an active board of directors to guide the work, and hiring a full-time, paid executive director prior to applying for designated Community status.

Because Main Street organizations operate as independent nonprofits, they carry all the responsibilities that come with nonprofit management—governance, fundraising, compliance, and reporting. Unlike some programs, there are no ongoing block grants from the state or national Main Street organizations. Local programs must develop sustainable funding strategies to cover operations and programming. While the MSTCIP offers a powerful funding tool, it is only available after achieving full Main Street Community designation, requiring diversified financial planning and funding for the years leading up to designation. In addition, successful Main Street programs rely heavily on volunteer engagement. Communities should plan for ongoing recruitment and training to build a strong volunteer base that can support events, projects, and organizational needs over time.

Program Interaction Potential

Both the Creative District and Main Street programs can be operated in the same community. Several Washington cities—including Anacortes, Walla Walla, Port Townsend, and Port Angeles—have or are pursuing both programs. Programs can be started at the same time (e.g., Anacortes and Port Angeles), or started at different times (e.g., Port Townsend and Walla Walla). Program areas can share the same boundaries (e.g., Anacortes and Port Townsend), or program boundaries can differ (e.g., Port Townsend and Walla Walla).

Complementary Aspects

Both programs share the goal of revitalizing downtown areas through beautification, events, and promotion. When active together, they complement each other: the Creative District focuses on arts-driven projects, while Main Street emphasizes historic preservation and broader economic development. They can also collaborate on overlapping efforts like landscaping, storefront

improvements, and community parades. Running both programs gives communities access to unique funding and technical support from each.

Interviews with Anacortes and Port Angeles suggest that the programs work best when managed by separate organizations. This approach meets Main Street's specific structural requirements and adds capacity through a second entity. Creative Districts can be led by a city or an existing nonprofit and often attract volunteers interested in arts who might not engage with Main Street activities.

Challenges

Both programs rely on strong volunteer support and funding from some shared sources, such as city service contracts and direct donations from residents and businesses. Depending on availability of volunteers and funding, the two programs could be put into competition over these limited resources. Interviewees from the City of Anacortes shared that prior to the Downtown Anacortes Alliance (Anacortes' Main Street Community organization) hiring an executive director in 2022, there were some difficulties in coordinating between the Creative District and Main Street organizations.

Program Evaluation

MFA conducted an evaluation of both programs based on initial desk research and case studies, as outlined in this section. This analysis provided a structured framework for comparing program benefits, requirements, and alignment with Stanwood's downtown revitalization goals.

Evaluation Framework

To determine whether the Washington State Creative District Program and the Washington State Main Street Program are potential fits for Stanwood, MFA first evaluated whether the City currently meets, or could reasonably meet in the future, the minimum participation requirements to confirm their viability for the downtown area(s).

Both programs were found to be viable options, with a few qualifications that would need to be addressed before full participation. For example, for the Creative District Program, Stanwood would need to establish a clearly defined district boundary, develop a formal plan for arts and cultural programming, and identify a lead entity or coordinator to manage the program, among other steps. Several steps toward Main Street Program eligibility include defining a district boundary with at least half of its buildings aged 50+ years, forming a qualified nonprofit or municipal organization with a board structure, and committing to maintain the required organizational standards.

After establishing that both programs are or could be viable options, MFA collaborated with City staff and members of the DDIAC to develop an evaluation framework to guide the analysis. This framework offers a structured approach to help the City and DDIAC compare options consistently and transparently, assess how each program aligns with Stanwood's priorities, and identify what is needed for the community to be ready to pursue them. It is not a statistically valid analysis.

The evaluation criteria, initially identified at a DDIAC meeting held on October 8th, 2025, were organized into four categories: Program Fit and Readiness, Alignment with City Values, Financial Feasibility, and Additional Benefits to Stanwood. MFA created a spreadsheet, including refined criteria and guiding questions within each category (see Attachment B for the criteria). MFA then scored each program using this evaluation framework.

To measure how well each program meets the evaluation criteria, MFA applied a three-part scoring system:

- Question Alignment (Yes/No):
 - 1 = Yes (the program addresses the criterion question)
 - 0 = No (the program does not address the criterion question)
- Scale of Impact: *How significantly the program would benefit Stanwood if it successfully addresses this criterion.*
 - 0 = No Impact – The program does not create any meaningful change or benefit for Stanwood.
 - 1 = Low Impact – The program provides minimal benefit or improvement; effect is limited or indirect.
 - 2 = Moderate Impact – The program offers noticeable benefits that address the criterion in a meaningful way but not transformative.
 - 3 = High Impact – The program strongly advances Stanwood’s goals for this criterion and would create significant positive change.
- Weighting Factor: *How important each criterion is in relation to Stanwood’s priorities.*
 - 1 = Low Importance – The criterion is not a major priority for the City; limited influence on decision-making.
 - 2 = Moderate Importance – The criterion is relevant and should be considered but is not critical.
 - 3 = High Importance – The criterion is essential to Stanwood’s success and strongly influences program selection.

For each criterion, MFA multiplied the question alignment score by the impact score and the weighting to calculate a criterion score. Each criterion also received a written justification for its score to provide context and transparency. Scores for all criteria within a category were then summed to produce a category score, and category scores were combined to calculate the total score for each program.

Evaluation Results

Table 3. Results of Stanwood's program evaluation for Creative District and Main Street programs

Category		Creative District	Main Street	Highest Possible Score
		Category Score	Category Score	
1	Program Fit and Readiness	13 (72%)	6 (33%)	18
2	Alignment with City Values	28 (52%)	29 (54%)	54

3	Financial Feasibility	9 (50%)	9 (50%)	18
4	Additional Benefits to Stanwood	43 (60%)	45 (63%)	72
Total		93 (57%)	89 (55%)	162

As shown in Table 3, the two programs scored similarly in the evaluation, meaning neither emerged as a clearly superior option for Stanwood. The full evaluation, including individual criterion scores with written justifications, category totals, and overall program scores, is provided in Attachment C.

The highest possible score was 162 points, and both programs achieved approximately 55-57% of the total points. This percentage does not indicate that the programs are poor fits; rather, it highlights areas of relative strength and where additional focus may be needed in the future.

For example, under the Main Street Program, the criterion Implementation Capacity, defined as “*Is there a qualified organization, entity, or individual with the time and interest to implement and maintain the program?*”, received a score of 0 because a qualified organization does not currently exist. However, the City could begin pursuing affiliate-level participation, and a new organization could be established later to advance toward Community-level status.

As noted earlier, this evaluation is intended as a tool to guide discussion and support decision-making by the City and DDIAC, rather than as a statistically rigorous analysis.

Recommendation and Next Steps

This section outlines MFA’s recommended course of action for the City, as informed by the DDIAC, and the key next steps required to move forward with program implementation.

Deliberation

On November 12, 2025, at a fourth DDIAC meeting, MFA presented the final evaluation criteria and scores for each program to inform discussion and decision-making around whether Stanwood should pursue either or both programs.

Deliberations were also informed by preliminary results of a survey of Stanwood business owners, operators, and managers conducted between November 3 and November 16, 2025. Key points from survey results include:

- 0% of respondents rated current economic and cultural climate of Stanwood as thriving
- Downtown’s top challenges are low foot traffic/tourism, lack of visual appeal/streetscape design, and limited marketing/promotion of local businesses
- Both programs are of interest, with 86% strongly or somewhat supportive of a Main Street, and 71% strongly or somewhat supportive of a Creative District

The DDIAC then collectively developed pros and cons for three recommendation options:

1. Pursue only the Main Street Program

2. Pursue only the Creative District Program
3. Pursue both programs

Recommendation

Following the DDIAC's November 12, 2025 deliberations, the DDIAC reached a consensus: the City of Stanwood should incorporate both the Creative District Program and the Main Street Program into its downtown revitalization strategy. Members agreed that leveraging both programs will strengthen economic development, cultural engagement, and overall community vitality.

The DDIAC stressed that sequencing these efforts is necessary for effective implementation. A phased approach will help concentrate resources, build organizational capacity, and allow lessons learned from one program to inform the other. While the optimal order was not determined during the meeting, MFA advises that sequencing be evaluated, discussed, and agreed to in 2026.

MFA recommends that the City take the lead in driving initial implementation. For the Creative District, the City may continue as the lead or transition leadership to a new program champion over time. For the Main Street Program, the City can initiate Affiliate status; however, a separate organization will be required to achieve full Community-level designation.

Next Steps

MFA recommends the following next steps for the City:

1. **Present to City Council and Obtain Support:** Share the recommendation with the Stanwood City Council to secure endorsement and guidance for moving forward.
2. **Determine Program Sequencing:** Based on input from City Council and continued conversations with the DDIAC in early 2026, identify which program to pursue first.
3. **Engage with Program Administrators:** Reach out to staff at ArtsWA (Aaron Semer, Creative Districts Program Manager; aaron.semer@arts.wa.gov) and the Washington State Main Street Program (Jonelle McCoy, Main Street Specialist; jonelle@preservewa.org) to notify them of Stanwood's intent to pursue the programs. Request clarification on any required or recommended steps that may not be listed on program websites and seek advice on best practices for successful participation.
4. **Maintain Regular Committee or Working Group Meetings:** Continue to meet regularly with the DDIAC to continue building momentum, provide a forum for troubleshooting, and keep group members engaged and informed.
5. **Develop Workplans:** Prepare detailed workplans for each program, outlining all steps necessary to achieve certification (Creative District) or designation (Main Street Community). These workplans should include timelines, lead/responsible parties, and key milestones.
6. **Recruit Program Champions:** Identify and recruit individuals or groups who can serve as program champions. These champions will help lead, coordinate, and advocate for the successful completion of workplan tasks.
7. **Engage Peer Communities:** Connect with existing Main Street and Creative District programs in other cities to gather advice and useful materials for participation. Consider organizing field visits to these communities or inviting their representatives to present locally to inspire program supporters and champions.

Attachments

A—Summary of Case Study Findings

B—Program Evaluation Criteria

C—Evaluation Results

Attachment A

Summary of Case Study Findings



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Port Angeles – Main Street Program (Affiliate Status)

Port Angeles began its Main Street journey with a vision to revitalize its waterfront and historic downtown. The effort started in 2020 with the Elevate PA group, which laid the groundwork for formal organization. By 2024, the community incorporated as a nonprofit and achieved Affiliate status. In 2025, Port Angeles submitted its first Community application, scoring 70.75 out of 100, just shy of the 75-point threshold. A second application is planned for 2026.

Steps & Timeline:

- 2020: Grassroots revitalization group formed.
- 2024: Incorporated as a nonprofit; became Affiliate.
- 2025: First Community application (unsuccessful).
- 2026: Second application planned.

Funding Strategy & Costs:

- Early funding came from local contributions and small grants.
- Incorporated as a 501(c)(6) to take over revenue from Waterfront Parking and Business Improvement Area (PBIA).
- Long-term sustainability hinges on the B&O Tax Credit Incentive Program, which allows businesses to redirect tax dollars to Main Street efforts.
- Budget goal post-certification: \$75K–\$100K annually to support a full-time director and programming.

Benefits:

- Access to technical assistance and tax credit program.
- Stronger downtown identity and economic vitality.
- Increased collaboration between City, businesses, and nonprofits.

Lessons Learned:

- Incorporate and become an Affiliate early—informal work doesn't count toward scoring.
- Document historic assets thoroughly; at least 50% of buildings must be 50+ years old.
- Target high-revenue businesses beyond the small family-owned stores for tax credit leverage.

Anacortes – Main Street Community

Anacortes pursued Main Street designation to strengthen its historic downtown and complement its Creative District. The process spanned four years, marked by persistence and community engagement. After an initial unsuccessful application in 2023, Anacortes refined its approach and achieved full Community status in January 2025.

Steps & Timeline:

- July 2021: Incorporated as nonprofit.

- Sept 2021: Approved as Affiliate.
- Sept 2022: Hired Executive Director.
- July 2023: First Community application (unsuccessful).
- July 2024: Second Community application (successful).
- Jan 2025: Officially designated as Main Street Community.

Funding Strategy & Costs:

- Pre-designation revenue: \$106,850 (43% contributions, 41% government, 12% programs, 5% grants).
- Post-designation: Significant boost expected from B&O tax credit donations.
- Target annual budget: \$100K+ for staffing, events, and operations.

Benefits:

- Access to tax credit program and technical support.
- Expanded events like markets, wine walks, and historic tours.
- Stronger collaboration among city, port, and nonprofits.

Lessons Learned:

- Apply for Affiliate status early for guidance and credibility.
- Secure city and business buy-in from the start.
- Volunteer engagement is critical—Anacortes' Block Captain program was a game-changer.

Anacortes – Creative District

The Anacortes Creative District was certified in mid-2023, following years of planning and community listening sessions. Its mission is to leverage arts and culture as economic drivers, complementing the Main Street program and enhancing downtown vibrancy.

Steps & Timeline:

- 2019: Idea introduced after Edmonds' success.
- 2021–2022: Community listening sessions and stakeholder engagement.
- 2023: Application submitted and certification achieved.

Funding Strategy & Costs:

- Annual budget: \$40K–\$85K, supported by lodging tax, grants, and sponsorships.
- ArtsWA provides startup grants, technical assistance, and signage.
- In-kind contributions from local businesses and arts organizations help stretch resources.

Benefits:

- Increased tourism and cultural programming.
- Access to state grants and marketing support.

- Collaboration across arts, maritime, and hospitality sectors.

Lessons Learned:

- Build a large stakeholder group for legitimacy but keep a small core team for execution.
- Contact ArtsWA early for guidance and resources.
- Certification sparks grassroots arts projects beyond official programming.

Attachment B

Program Evaluation Criteria

Evaluation Criteria

The Downtown District Initiative Advisory Committee (DDIAC) is a group of downtown Stanwood business owners and stakeholders convened in 2025 to advise the City on pursuing programs for downtown revitalization. Two meetings of the group in spring 2025 considered Historic District and a Creative District program. The City of Stanwood decided to move consideration of a Historic District to an internal process and reconvene the DDIAC in fall 2025 for two more meetings to compare the Creative District program with the Main Street Program for downtown revitalization efforts.

A third DDIAC meeting took place on Wednesday October 8 from 1:00-3:00pm at Stanwood City Hall. Advisory Committee members were presented with an overview of each program and provided input on proposed categories of evaluation criteria by which to compare the two downtown revitalization programs.

From this input, MFA developed 18 evaluation criteria and guiding questions across four categories, outlined in Table 1.

Table 1. Evaluation criteria for determining program fit for Stanwood.

Category	Criteria		Question to address
Program Fit and Readiness	1	Ability to Meet Program Requirements and Eligibility Criteria	<i>Is the program realistically achievable within the next 5 years based on current eligibility and requirements?</i>
	2	Implementation Capacity	<i>Is there a qualified organization, entity, or individual with the time and interest to implement and maintain the program?</i>
Alignment with City Values	3	Curiosity & Openness	<i>Does the program invite creativity and new ideas?</i>
	4	Collaboration	<i>Does the program promote partnerships across different groups and perspectives?</i>
	5	Respect for Heritage	<i>Does the program support thoughtful, scalable development that aligns with Stanwood's capacity and character?</i>
	6	Support for Creativity	<i>Does the program elevate creative expression and cultural engagement?</i>
	7	Practicality & Stewardship	<i>Is the program realistic and sustainable over time?</i>
	8	Community Voice	<i>Does it elevate the voices of residents, workers, and other community members in Stanwood?</i>
Financial Feasibility	9	Availability of External Funding	<i>Are there grants or additional state or federal funding available to support the program?</i>
	10	Long-Term Financial Sustainability	<i>Is the program financially viable over time, considering tax incentives and other funding mechanisms?</i>

Additional Benefits to Stanwood	11	Beautification of Stanwood	<i>Does the program enhance the visual appeal and charm of Stanwood's public spaces and streetscapes?</i>
	12	Creation of New Events and Activities	<i>Will the program generate events or activities that attract community members as well as visitors from outside Stanwood?</i>
	13	Establishment of a Sense of Community	<i>Does the program foster connection and engagement across all ages and demographics?</i>
	14	Increased (Business) Traffic and Support for Local Commerce	<i>Will the program drive more people to visit and shop in Stanwood's business districts?</i>
	15	Attraction of New Destination Businesses	<i>Does the program encourage the establishment of businesses that appeal to visitors and residents while complementing Stanwood's identity?</i>
	16	Attracts People from Outside of Stanwood	<i>Will the program successfully draw new visitors, residents, or businesses from outside the city?</i>
	17	Youth Engagement	<i>Does the program create opportunities for young people to participate, contribute, and feel connected to the community?</i>
	18	Benefit to Both Sides of Town/East-West Connectivity	<i>Will the program positively impact both East and West Stanwood, fostering unity, shared prosperity, and bridging and connecting both sides of town?</i>

Attachment C

Evaluation Results



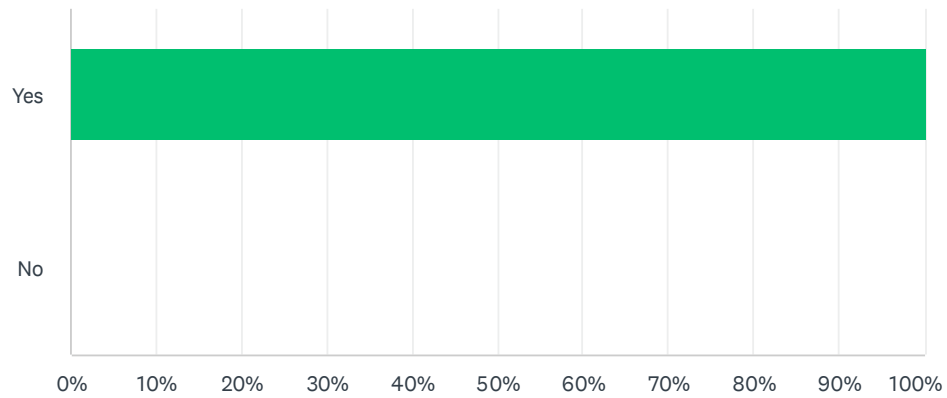
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CRITERIA			Creative District						Notes
			Yes/No (Yes=1, No=0)	Scale of Impact (No Impact=0, Low Impact=1, Moderate Impact=2, High Impact=3)	Weighting (H/M/L Importance, H=3, M=2 L=1)	FINAL SCORE (Column F x Column G)	Highest Possible Score	Percentage (FINAL SCORE/Highest Possible Score)	
Category	Criteria	Question to address	If yes, to what extent?						
Program Fit and Readiness	1	Ability to Meet Program Requirements and Eligibility Criteria	1	3	3	9	9	100%	Very realistic to achieve in less than 5 years based on case studies
	2	Implementation Capacity	1	2	2	4	9	44%	Stanwood Camano Arts Advocacy Commission (SCAAC) seems a natural fit. City could also act as administrator. Unclear if existing organizations have capacity.
	Program Fit and Readiness TOTAL					13	18	72%	
Alignment with City Values	3	Curiosity & Openness	1	3	1	3	9	33%	Program centers arts and creative ventures
	4	Collaboration	1	3	1	3	9	33%	Program explicitly requires large coalition of stakeholders to guide CD.
	5	Respect for Heritage	1	2	3	6	9	67%	Heritage is not an explicit focus of the CD program, but the program lends itself well to respecting heritage and culture, with museums and history walks included as assets and events for other CD cities.
	6	Support for Creativity	1	3	1	3	9	33%	Program's explicit focus is creativity, centering arts, culture, and creative ventures
	7	Practicality & Stewardship	1	3	3	9	9	100%	Program can be scaled down farther than MS, and can vary year-to-year depending on availability of funds. No full-time ED salary required. Program less than 10 years old (staying power unknown).
	8	Community Voice	1	2	2	4	9	44%	Community member involvement as volunteers, stakeholder group members/board members. Degree of impact dependent on programming.
	Alignment with City Values TOTAL					28	54	52%	
Financial Feasibility	9	Availability of External Funding	1	1	3	3	9	33%	Additional funding uncertain, likely to apply to both programs
	10	Long-Term Financial Sustainability	1	2	3	6	9	67%	Initial funding of \$10,000 matching grant, ongoing capital grant availability of up to \$50,000. Plus ongoing funding mechanisms of donations, program revenue, grants, and municipal contracts. Smaller minimum budget. May be sustainable if led by City.
	Financial Feasibility TOTAL					9	18	50%	
Additional Benefits to Stanwood	11	Beautification of Stanwood	1	3	3	9	9	100%	Arts focus is extremely visible, \$50k grant availability for capital projects. Visible impacts likely to be seen sooner (within 5 years), given shorter time to certification.
	12	Creation of New Events and Activities	1	2	2	4	9	44%	Events all arts and culture-related
	13	Establishment of a Sense of Community	1	2	1	2	9	22%	Dependent on programming. Can be fostered through art projects created by children, teens, adults, and seniors, or art projects celebrating diverse cultures and identities.
	14	Increased (Business) Traffic and Support for Local Commerce	1	2	3	6	9	67%	Beautification, public art, events, plus freeway signs likely to drive increased visitation to the entire downtown area. More direct benefits will likely be seen for arts-related businesses, through promotion of local artists (e.g., web directory and art sales).
	15	Attraction of New Destination Businesses	1	2	3	6	9	67%	Range 1-2. Explicit encouragement more limited to artistic businesses.
	16	Attracts People from Outside of Stanwood	1	2	3	6	9	67%	Likely. Dependent on budget, programming.
	17	Youth Engagement	1	2	2	4	9	44%	Yes. Dependent on programming. Examples: Children's art displays and art walks downtown, partnerships with schools, youth volunteer roles.
	18	Benefit to Both Sides of Town/East-West Connectivity	1	2	3	6	9	67%	ArtsWA recommended starting small, and where the arts identity is strongest (W. Downtown). Boundaries would be confirmed by their site visit, and can be changed when status is recertified every five years. They also advised that the entire district should be around 1 square mile. All of downtown falls within that number (~.50 mi). Final boundaries would be decided by a review committee, and could include all of downtown if a compelling argument is made.
Additional Benefits to Stanwood TOTAL						43	72	60%	
Creative Arts District Total Score:						93	162	57%	

CRITERIA			Main Street Program						Notes
			Yes/No (Yes=1, No=0)	Scale of Impact (No Impact=0, Low Impact=1, Moderate Impact=2, High Impact=3)	Weighting (H/M/L Importance, H=3, M=2 L=1)	FINAL SCORE (Column J x Column K)	Highest Possible Score	Percentage (FINAL SCORE/Highest Possible Score)	
Category	Criteria	Question to address	If yes, to what extent?						
Program Fit and Readiness	1	Ability to Meet Program Requirements and Eligibility Criteria	1	2	3	6	9	67%	Range 1-2. Certification likely to take 4 years minimum, and could take longer.
	2	Implementation Capacity	0	1	2	0	9	0%	Initial need would be for qualified and available working board members and volunteers. City could act as Affiliate before nonprofit is formed. New nonprofit would need be formed, and ED could be recruited later.
	Program Fit and Readiness TOTAL					6	18	33%	
Alignment with City Values	3	Curiosity & Openness	1	3	1	3	9	33%	Program encourages broad variety of events and projects
	4	Collaboration	1	2	1	2	9	22%	Program requires buy-in from businesses, community, and government, and collaboration with existing groups, but as it forms a single comprehensive nonprofit, it seems more self-contained.
	5	Respect for Heritage	1	3	3	9	9	100%	Historical preservation is an explicit program focus. Includes large scale investments in historic preservation. Cultural engagement centers around history and present-day belonging.
	6	Support for Creativity	1	2	1	2	9	22%	Program frequently encourages creative expression, through innovative place-based projects and events
	7	Practicality & Stewardship	1	3	3	9	9	100%	Over 40 year-old Program, ongoing funding source of B&O tax incentive, large annual expense of full-time ED salary.
	8	Community Voice	1	2	2	4	9	44%	Community member involvement as volunteers, committee members, board members. Degree of impact dependent on programming.
	Alignment with City Values TOTAL					29	54	54%	
Financial Feasibility	9	Availability of External Funding	1	1	3	3	9	33%	Additional funding uncertain, likely to apply to both programs
	10	Long-Term Financial Sustainability	1	2	3	6	9	67%	Unique ongoing funding mechanism (B&O tax credit), plus donations, program revenue, grants, and municipal contracts, higher minimum budget
	Financial Feasibility TOTAL					9	18	50%	
Additional Benefits to Stanwood	11	Beautification of Stanwood	1	2	3	6	9	67%	Larger long-term budget for Program, but ED salary and competing programming take up much of that budget, especially in early years. Larger scale visible impacts expected in longer term (5-10 years+)
	12	Creation of New Events and Activities	1	3	2	6	9	67%	Program is very events focused, with a broader variety of events that cater to more audiences than CD.
	13	Establishment of a Sense of Community	1	2	1	2	9	22%	Dependent on programming. Can be fostered through all ages events like parades and festivals, or events tailored to different ages (e.g., trick-or-treating or wine walks). Can engage different cultures and identities through projects exploring hidden history of community.
	14	Increased (Business) Traffic and Support for Local Commerce	1	2	3	6	9	67%	Beautification and events likely to increase foot traffic, with benefits more evenly spread across business types.
	15	Attraction of New Destination Businesses	1	3	3	9	9	100%	Economic vitality focus applies to broader variety of businesses. Clear focus on filling vacant storefronts with attractive businesses.
	16	Attracts People from Outside of Stanwood	1	2	3	6	9	67%	Likely. Dependent on budget, programming.
	17	Youth Engagement	1	2	2	4	9	44%	Yes. Dependent on programming. Examples: Youth and family-centered events (e.g., trick-or-treating), or youth volunteer roles.
	18	Benefit to Both Sides of Town/East-West Connectivity	1	2	3	6	9	67%	WSMSP said that provided the two sides of downtown connected by a narrow band in the middle still meet the 50% 50 years+ criteria, a full downtown Main Street would be feasible. Final boundaries will be unknown until a thorough assessment of building ages is conducted. Rated slightly higher than CD given focus on wider variety of business types
Additional Benefits to Stanwood TOTAL						45	72	63%	
Main Street Program Total Score:						89	162	55%	

Q1 1. Do you own, operate, or manage a business in Stanwood?

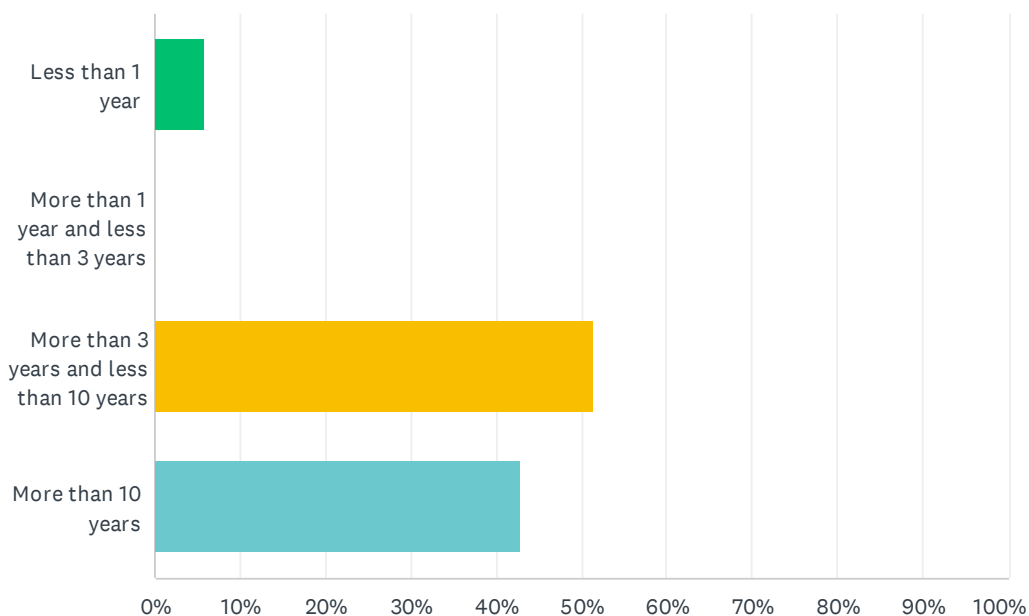
Answered: 35 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	35
No	0.00%	0
Total Respondents: 35		

Q2 1. How long has your business been operating in Stanwood?

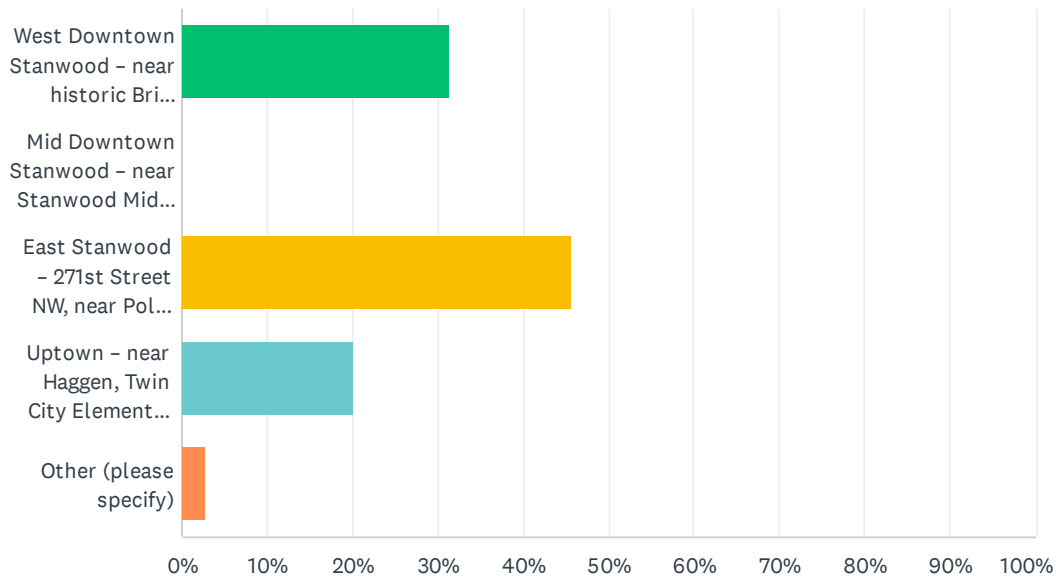
Answered: 35 Skipped: 0



ANSWER CHOICES	RESPONSES	
Less than 1 year	5.71%	2
More than 1 year and less than 3 years	0.00%	0
More than 3 years and less than 10 years	51.43%	18
More than 10 years	42.86%	15
TOTAL		35

Q3 1. Where in or near Stanwood is your business located? (Select one)

Answered: 35 Skipped: 0

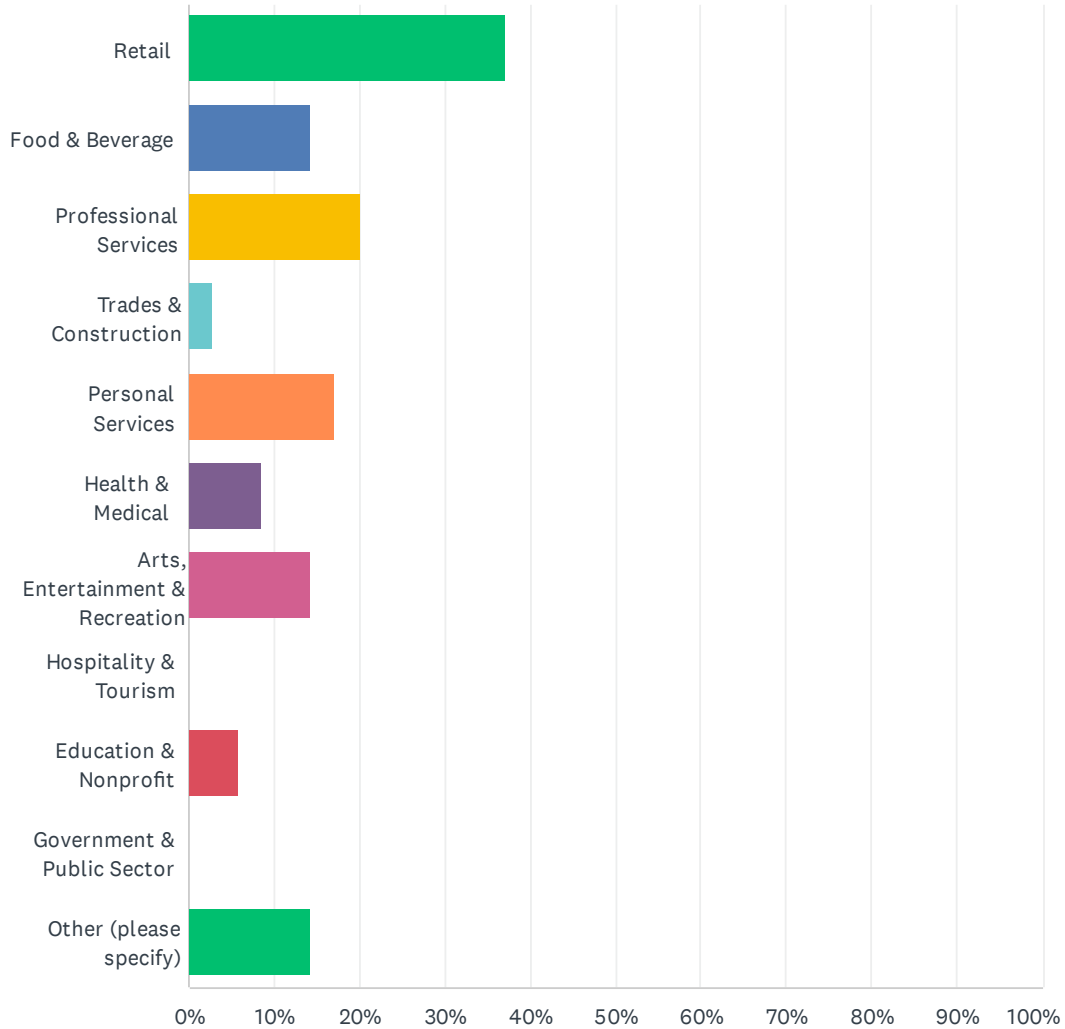


ANSWER CHOICES		RESPONSES	
West Downtown Stanwood – near historic Brick Road, Historical Society and City Hall		31.43%	11
Mid Downtown Stanwood – near Stanwood Middle School, QFC and Grocery Outlet		0.00%	0
East Stanwood – 271st Street NW, near Police Department and Amtrak Station		45.71%	16
Uptown – near Haggen, Twin City Elementary and Stanwood High School		20.00%	7
Other (please specify)		2.86%	1
TOTAL			35

#	OTHER (PLEASE SPECIFY)	DATE
1	In-between Mid and East...by the Co-op	11/4/2025 3:58 PM

Q4 What type of business do you own, operate or manage? (Select all that apply)

Answered: 35 Skipped: 0



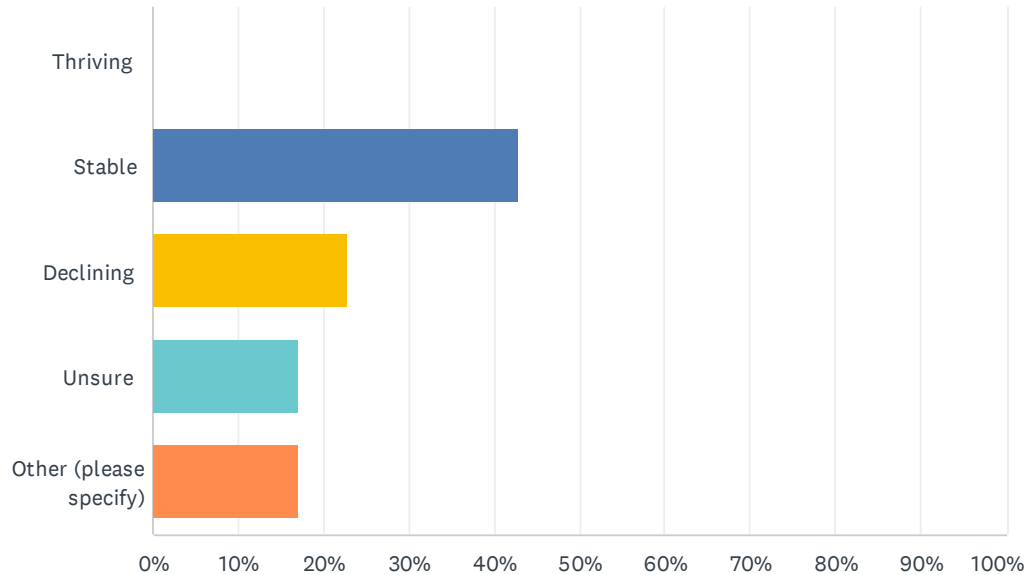
Downtown District Business Survey

ANSWER CHOICES	RESPONSES	
Retail	37.14%	13
Food & Beverage	14.29%	5
Professional Services	20.00%	7
Trades & Construction	2.86%	1
Personal Services	17.14%	6
Health & Medical	8.57%	3
Arts, Entertainment & Recreation	14.29%	5
Hospitality & Tourism	0.00%	0
Education & Nonprofit	5.71%	2
Government & Public Sector	0.00%	0
Other (please specify)	14.29%	5
Total Respondents: 35		

#	OTHER (PLEASE SPECIFY)	DATE
1	Funeral Support and Cremation	11/14/2025 7:00 PM
2	Transportation	11/12/2025 2:14 PM
3	Martial Arts	11/4/2025 5:13 PM
4	Insurance Agency	11/4/2025 12:50 PM
5	Bank	11/4/2025 12:05 PM

Q5 How would you describe the current economic and cultural climate of downtown Stanwood?

Answered: 35 Skipped: 0

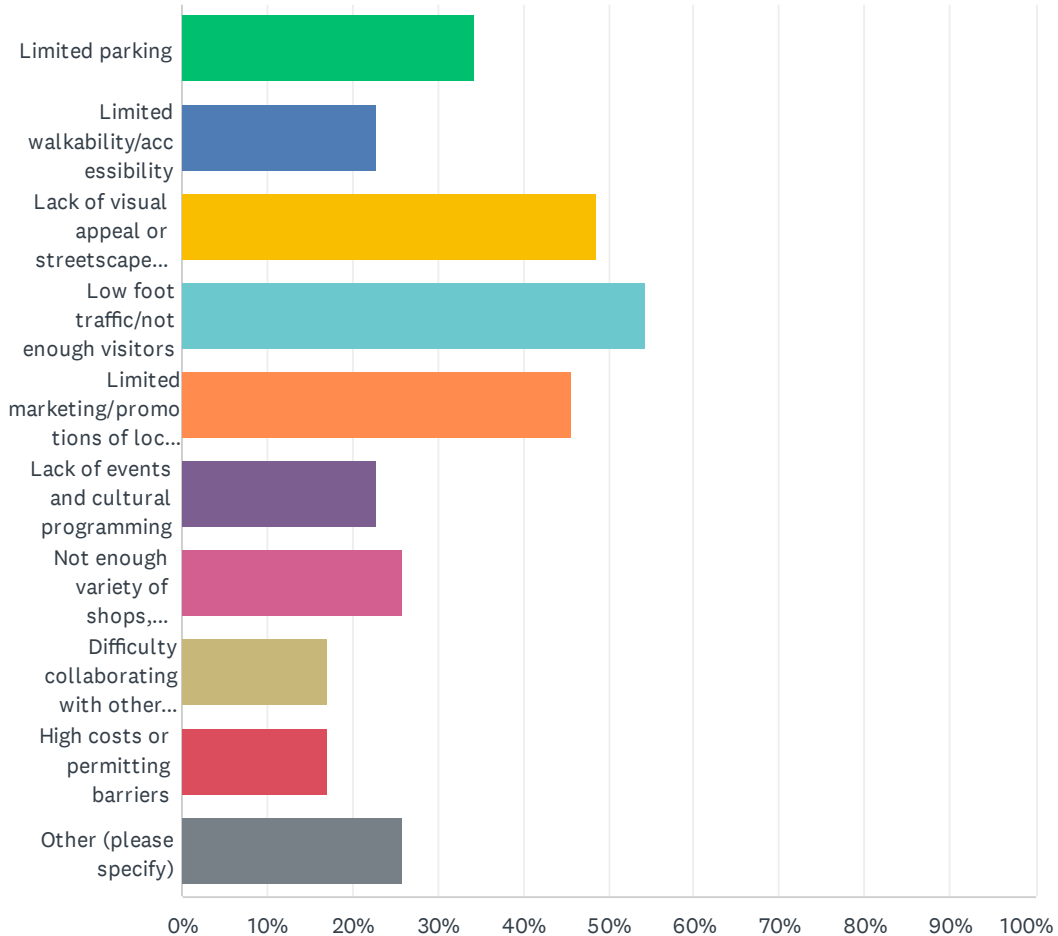


ANSWER CHOICES	RESPONSES	
Thriving	0.00%	0
Stable	42.86%	15
Declining	22.86%	8
Unsure	17.14%	6
Other (please specify)	17.14%	6
TOTAL		35

#	OTHER (PLEASE SPECIFY)	DATE
1	I would say stable but with the construction there is noticeable drop in business	11/16/2025 4:11 PM
2	Slow	11/12/2025 5:59 PM
3	inconsistent between east and west - stable to declining	11/9/2025 1:21 PM
4	More community, but less business	11/4/2025 5:13 PM
5	For the west historic district retail is struggling and considering the state of the neighborhood it is not suprising.	11/4/2025 10:37 AM
6	Very Slowly Growing	11/4/2025 10:29 AM

Q6 What do you think are the biggest challenges facing Stanwood's downtown areas today? (Select up to 3 that apply)

Answered: 35 Skipped: 0



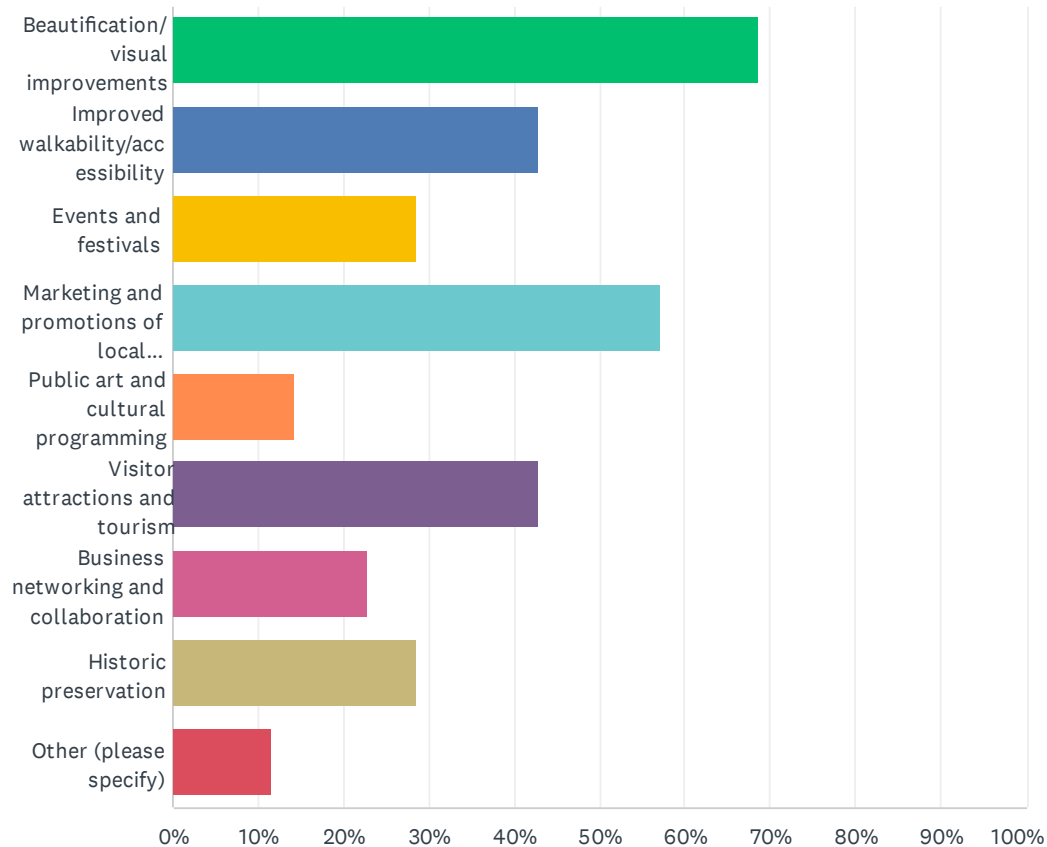
Downtown District Business Survey

ANSWER CHOICES	RESPONSES	
Limited parking	34.29%	12
Limited walkability/accessibility	22.86%	8
Lack of visual appeal or streetscape design	48.57%	17
Low foot traffic/not enough visitors	54.29%	19
Limited marketing/promotions of local businesses	45.71%	16
Lack of events and cultural programming	22.86%	8
Not enough variety of shops, restaurants or activities	25.71%	9
Difficulty collaborating with other businesses	17.14%	6
High costs or permitting barriers	17.14%	6
Other (please specify)	25.71%	9
Total Respondents: 35		

#	OTHER (PLEASE SPECIFY)	DATE
1	Empty business, businesses in disrepair	11/16/2025 5:26 PM
2	Stanwood is primarily focused on local people versus bringing visitors to our area. Create a reason that people want to visit and / or stay in Stanwood and promote this. What makes Stanwood unique? Is it focusing on sports and getting teams to travel here for competitive events? Is it the Stanwood history? Or maybe its parks, fun, water activities, crabbing, fishing, etc. Define what it is and promote it to increase not only our community pride and personalization but our message to visitors.	11/16/2025 4:11 PM
3	I do think things are moving in the right direction.	11/14/2025 7:00 PM
4	Decline is primarily climate right now but construction is also impacting	11/12/2025 5:59 PM
5	We are not located in downtown so I am uncertain what factors impacts their businesses.	11/5/2025 12:21 PM
6	It seems little thought was placed on the businesses in downtown. And I realize the crematorium argument is an old one, however it show how little value Stanwood places on a revitalized downtown, and now is too late...now how about that defunct bank across the street from the police station that appears to have someone living in that little building??? I get wanting to preserve "old town feel" but this seems excessively bad space management..	11/4/2025 3:58 PM
7	Separation of physical areas of businesses, instead of one CBD	11/4/2025 12:05 PM
8	Sidewalks are unsafe and streets are not well lit especially on the west side of stanwood	11/4/2025 10:29 AM
9	Too much construction.	11/4/2025 5:37 AM

Q7 What three kinds of improvements or activities would you most like to see in Stanwood's downtown areas? (Select up to 3)

Answered: 35 Skipped: 0



ANSWER CHOICES		RESPONSES	
Beautification/visual improvements		68.57%	24
Improved walkability/accessibility		42.86%	15
Events and festivals		28.57%	10
Marketing and promotions of local businesses		57.14%	20
Public art and cultural programming		14.29%	5
Visitor attractions and tourism		42.86%	15
Business networking and collaboration		22.86%	8
Historic preservation		28.57%	10
Other (please specify)		11.43%	4
Total Respondents: 35			

#	OTHER (PLEASE SPECIFY)	DATE
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Downtown District Business Survey

1	Helping small businesses	11/4/2025 5:13 PM
2	I appreciate the efforts in the beautification of downtown, the sidewalks and the much needed traffic easement by the grocery outlet. Stanwood seems to be at a crossroads for growth in downtown. You are growing up the hill with little issue, but seem to find a stumbling block in "old town." Not sure what can be done short of eminent domain and taking control of certain buildings/ main inter sections tearing things down and building "useful" retail/other space. So in other words... Not going to happen and downtown "old town" will continue to deteriorate, despite the new sidewalks.	11/4/2025 3:58 PM
3	Additional stores and restaurants	11/4/2025 12:50 PM
4	We need all of these things, with beautification of the area it will draw people in both locals and tourist, with safe sidewalks they would explore the area more and most of downtown Stanwood is historical so preservation is key to maintaining our identity and not becoming a generic town.	11/4/2025 10:29 AM

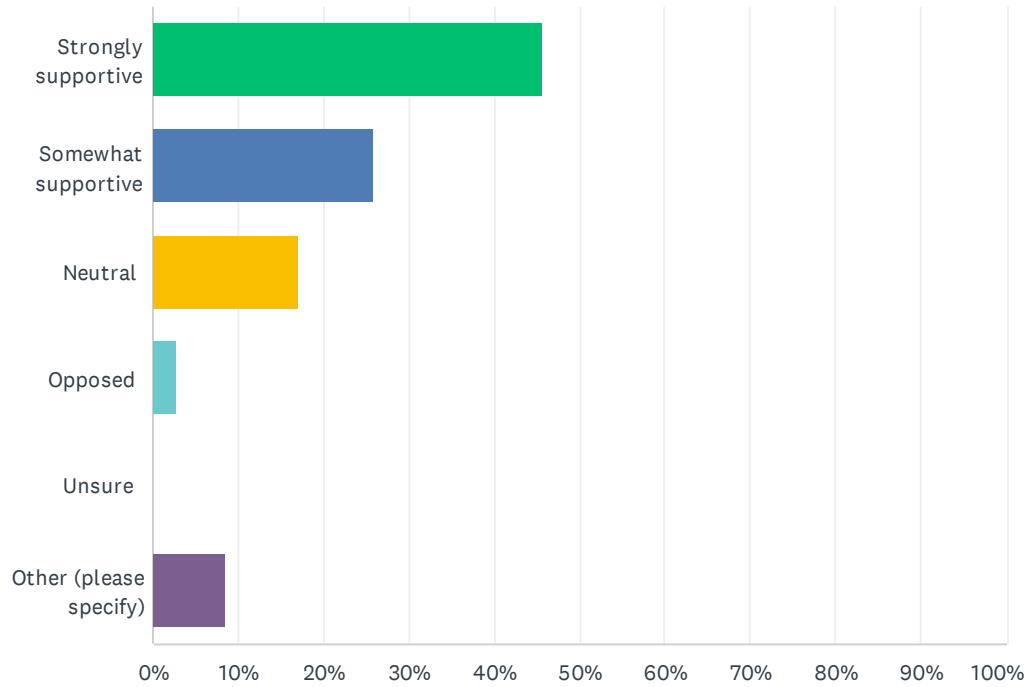
Q8 Do you have any additional concerns or potential challenges you foresee regarding efforts to activate Stanwood's downtown(s)? (Optional)

Answered: 14 Skipped: 21

#	RESPONSES	DATE
1	Stanwood's downtown district is disjointed and not a cohesive "mile". It does not feel like everyone on 271st is on the same page regarding making 271st a destination.	11/16/2025 5:26 PM
2	The road construction on 272nd will make the area look so much better. Looking forward to it's completion.	11/14/2025 7:00 PM
3	Somehow there needs to be a connection between east and west downtown areas so that visitors realize there are other shopping/business districts to visit .	11/5/2025 12:21 PM
4	Whatever the vision that ultimately gets adopted is Please continue to update and post progress so that others can see the progress and get excited about the larger picture. This way the projects will be less likely to lose steam and support.	11/5/2025 8:49 AM
5	All business should get equal representation regardless of relationships with the social media coordinators and location. I feel like we all can partner and make a better community of businesses. Community over competition! Maybe do offer cross over events or events that include every business, brick road, main street, QFC etc as any business regardless of location helps stanwood thrive!	11/4/2025 6:51 PM
6	Please reread above. In addendum, considering further down the road -while all of these former homes converted to businesses exist down 271st. are quaint. It really does nothing but inhibit natural growth"city" growth. Most small towns have faced and continue to face this reality, the ones that have succeeded in growing have found ways around all of the objections and arguments. Hard, hard, choices. So uptown will continue to see the more meaningful growth, development and improvements until they are faced head on.	11/4/2025 3:58 PM
7	The traffic flow and limited hours of operations for the downtown businesses	11/4/2025 12:50 PM
8	I think that we are headed in the right direction. There have been some great "beautification" projects lately. We do have a rich history in Stanwood. I would love to see a focus on that somehow.. making us special. The new focus on the Arts, especially SCAAC will be helpful... but, it's a slow process.	11/4/2025 12:05 PM
9	We need to create Stanwood into a destination city. A place to come visit and learn about it's history and promote the arts. At the same time, promoting businesses to allow them to prosper. I would love to see us become a Fairhaven, LaConner, Leavenworth, etc. There is a lot of self-serving individuals who need to look at the big picture and work together to create that destination city where we all benefit.	11/4/2025 10:55 AM
10	Existing brick road should be preserved and enhanced. Overall area needs to be updated to create better connections to business's, sidewalks and planned events.	11/4/2025 10:37 AM
11	Funds need to be available for the improvements we had approved years ago. Emergencies come up and the planning committee should have funds for those so that improvements that had been planned can still happen.	11/4/2025 10:29 AM
12	Local businesses are going to start dying if there is constantly construction. We can't keep fronting the bill during these renovation projects.	11/4/2025 5:37 AM
13	I'd like to see west downtown get as much attention as other areas of town.	11/3/2025 5:52 PM
14	Given the distances between shopping areas, and off-main street businesses, encouragement of alternate modes of transportation would be nice. A trolley, electric rental scooters, etc.	11/3/2025 5:52 PM

Q9 How supportive would you be of establishing a creative district in Stanwood's historic West-Downtown area (the Brick Road)?

Answered: 35 Skipped: 0

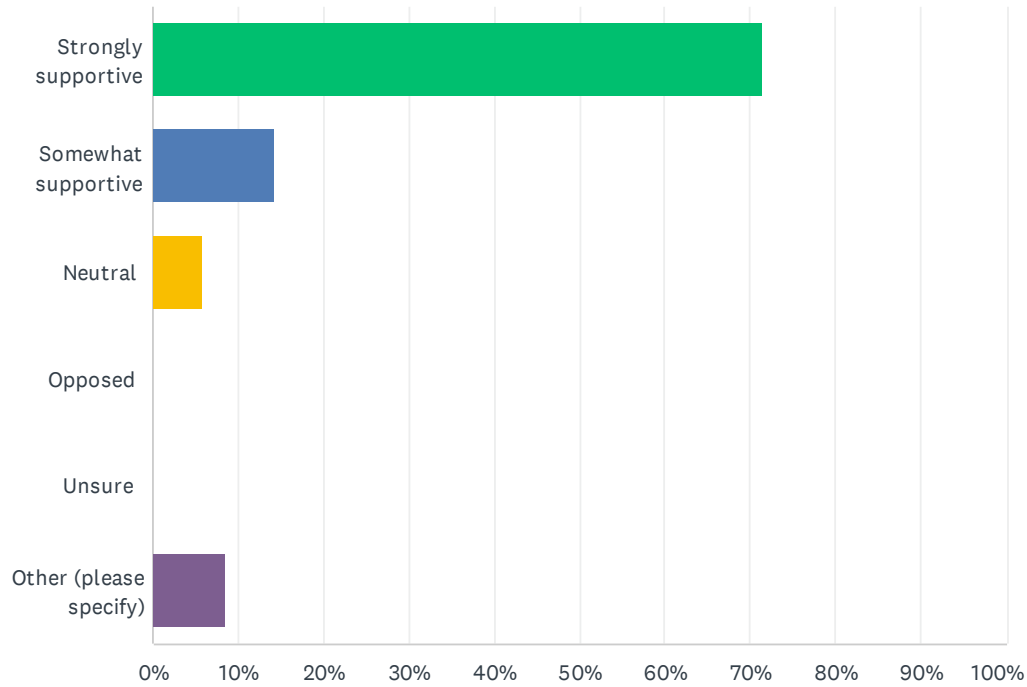


ANSWER CHOICES	RESPONSES	
Strongly supportive	45.71%	16
Somewhat supportive	25.71%	9
Neutral	17.14%	6
Opposed	2.86%	1
Unsure	0.00%	0
Other (please specify)	8.57%	3
TOTAL		35

#	OTHER (PLEASE SPECIFY)	DATE
1	Still not sure what the creative district is or looks like.	11/5/2025 8:49 AM
2	The old furniture store is a health and electrical hazard. What are you going to do about it? to do	11/4/2025 3:58 PM
3	It should NOT be limited to the west end. Make it encompass the whole town, or we're right back to pre 1950's East v. West Stanwood nonsense.	11/3/2025 5:52 PM

Q10 How supportive would you be of Stanwood having a Main Street Program?

Answered: 35 Skipped: 0

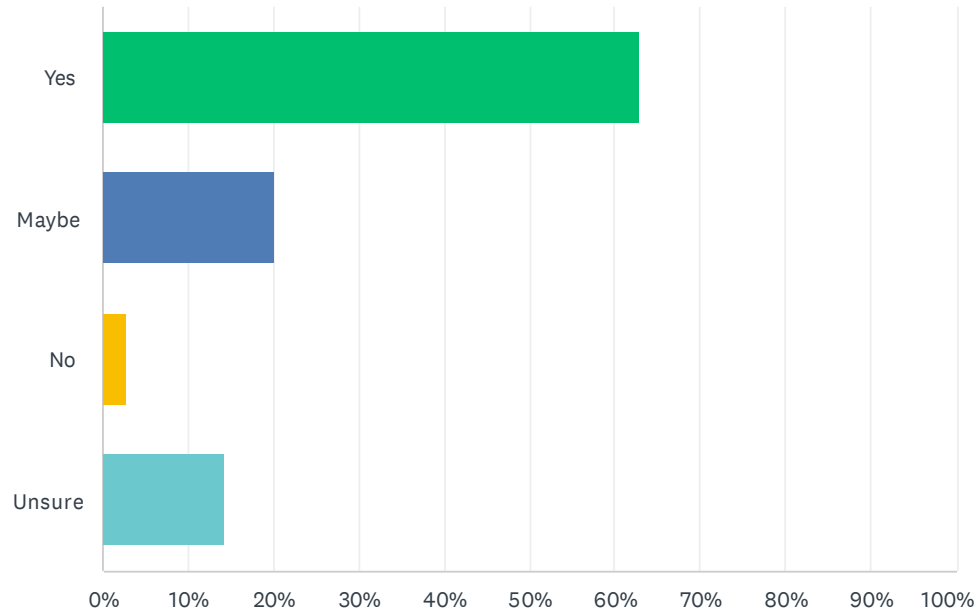


ANSWER CHOICES	RESPONSES	
Strongly supportive	71.43%	25
Somewhat supportive	14.29%	5
Neutral	5.71%	2
Opposed	0.00%	0
Unsure	0.00%	0
Other (please specify)	8.57%	3
TOTAL		35

#	OTHER (PLEASE SPECIFY)	DATE
1	Please keep the brick road intact	11/5/2025 8:52 AM
2	Pretty sure I have more radical ideas of what needs to happen here. This question Sounds like a fishing attempt at permission to raise taxes a ton to make mediocre and ineffective changes	11/4/2025 3:58 PM
3	I don't see it generating revenue to keep businesses thriving	11/4/2025 5:37 AM

Q11 If your business could redirect part of your State B&O taxes to fund downtown improvements and programming, would you participate?

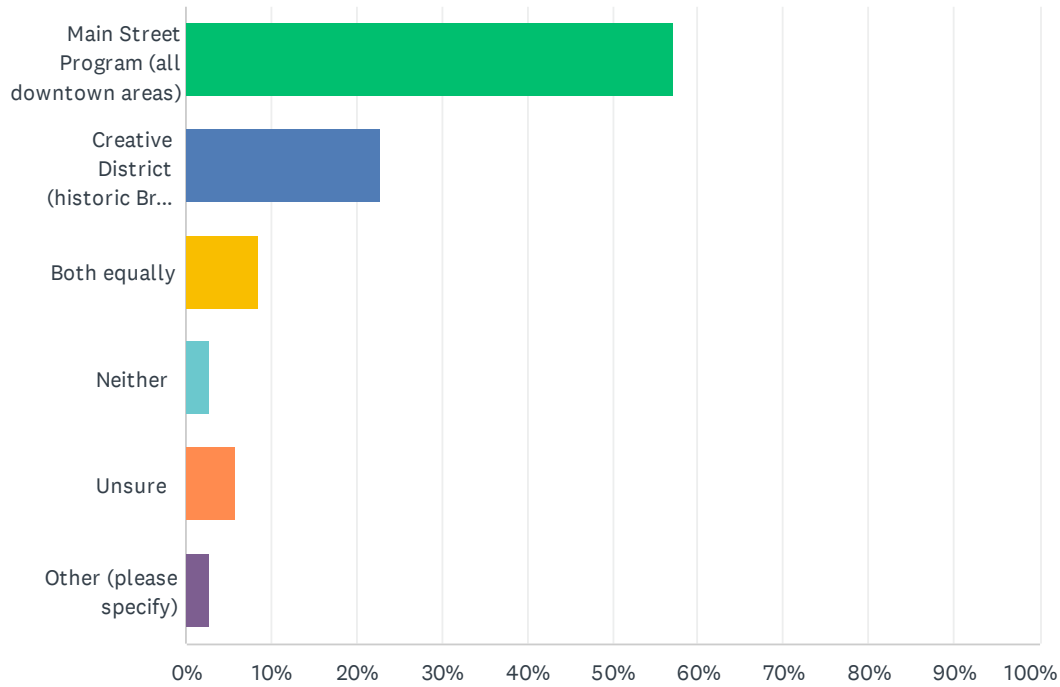
Answered: 35 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	62.86%	22
Maybe	20.00%	7
No	2.86%	1
Unsure	14.29%	5
TOTAL		35

Q12 If one initiative was to be pursued first, which one would you most support?

Answered: 35 Skipped: 0

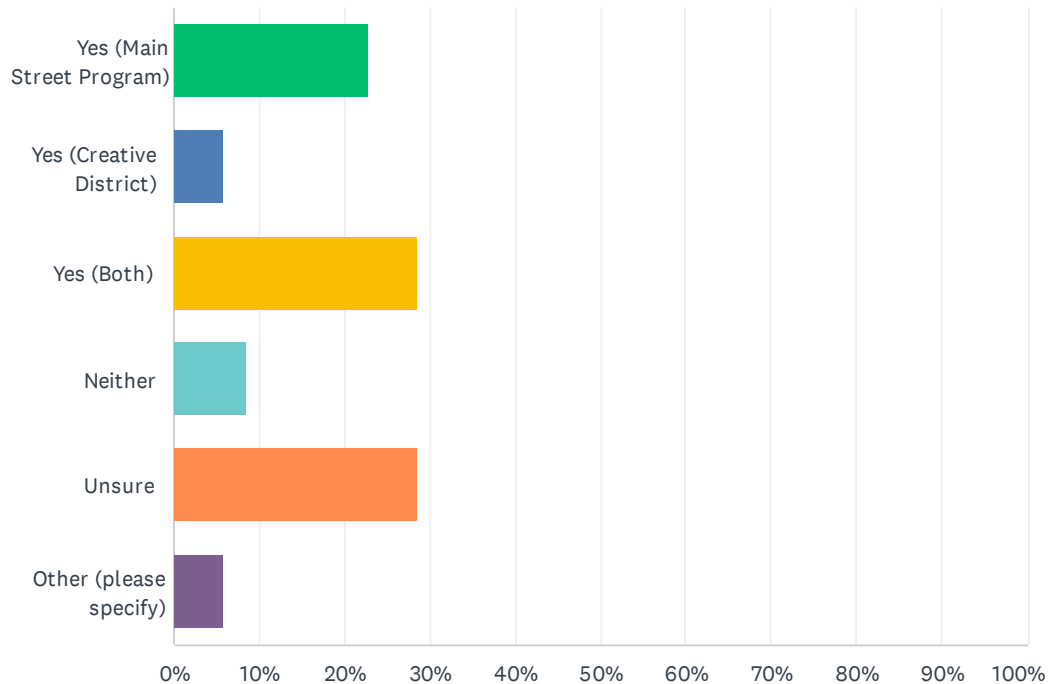


ANSWER CHOICES		RESPONSES	
Main Street Program (all downtown areas)		57.14%	20
Creative District (historic Brick Road area)		22.86%	8
Both equally		8.57%	3
Neither		2.86%	1
Unsure		5.71%	2
Other (please specify)		2.86%	1
TOTAL			35

#	OTHER (PLEASE SPECIFY)	DATE
1	Since my thoughts lay in tearing down and building back better will fall on unwilling listeners	11/4/2025 3:58 PM

Q13 Establishing a Main Street Program and/or Creative District would be a business-led effort with City support. Would your business be interested in helping establish one or both programs?

Answered: 35 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes (Main Street Program)	22.86%	8
Yes (Creative District)	5.71%	2
Yes (Both)	28.57%	10
Neither	8.57%	3
Unsure	28.57%	10
Other (please specify)	5.71%	2
TOTAL		35

#	OTHER (PLEASE SPECIFY)	DATE
1	Supportive of additional focus on lagging west end priorities	11/9/2025 1:21 PM
2	Please present a plan w/ cost benefit analysis.	11/4/2025 3:58 PM

Q14 Do you have any additional thoughts to share? (Optional)

Answered: 10 Skipped: 25

#	RESPONSES	DATE
1	I'm not sure there is enough interest amongst all Stanwood residents to support a creative district.	11/16/2025 5:26 PM
2	Continued focus on vibrancy of stanwood twin city mile, with attention to improving the historical west - end, as it appears neglected and shabby in comparison to the well - lit, well-maintained, updated sidewalks, special holiday decorated east-end. - this is observable to anyone who takes the time to stand and visually take in both ends of town.	11/9/2025 1:21 PM
3	Would love to see more events much like downtown arlington. Tree lighting festivals, harvest events, would love to see our little community come together supporting the downtown small businesses through activities like this.	11/4/2025 10:50 PM
4	I think I've said enough. Due to issues with the landlord of the building doubt I'll be here much longer anyway...	11/4/2025 3:58 PM
5	As the owner of Stilly Lilly Bridal, a growing luxury bridal boutique located in the west end of Stanwood, I strongly believe that investing in a Main Street Program and downtown beautification will have a greater long-term economic and cultural impact than a Creative District initiative. Stilly Lilly attracts brides and their families from across Snohomish, Skagit, Island, and Whatcom Counties, many of whom make a day trip out of their bridal experience - visiting local restaurants, coffee shops, and neighboring small businesses while they're here. As we continue to grow, my goal is to make Stanwood a true bridal and shopping destination for the North Sound region. A visually appealing and well-maintained downtown will directly support that goal - drawing visitors, encouraging longer stays, and helping all local businesses benefit from increased traffic and tourism spending. Brides expect charm and atmosphere when choosing where to shop for one of the most memorable days of their lives. By enhancing Stanwood's historic character and beautifying its main corridors, the city can create the kind of environment that makes visitors fall in love with the community itself and want to come back. In short, when Stanwood looks beautiful, we all win. I'm deeply invested in growing this business here and keeping it local, and I believe the Main Street Program would be a major step toward making Stanwood the destination it deserves to be.	11/4/2025 1:41 PM
6	I would like to hear more about how the redirected B&O would be structured... where would those funds be redirected out of? It sounds great, as long as something vital is not compromised.	11/4/2025 12:05 PM
7	Although an overall plan is being made to connect the east historic district and brick road historic district, the brick road area has been mostly ignored for improvements. Although costs are a factor in the renovation of this, costs should not determine whether the history and ambiance of the brick road is restored and improved. Businesses need the attraction of a safe and attractive area that encourages interaction between the businesses and pedestrian traffic and shoppers. The better the economy, the more attractive the area will be for future development and greatly enhance the potential revenue for the city and local businesses.	11/4/2025 10:37 AM
8	Let's focus on supporting local businesses currently struggling.	11/4/2025 5:37 AM
9	I think both are great ideas but a creative arts district would tie in with the new art center, Stanwood House, events like Glass Quest, and the fact that we have so many talented artists and creative people in our community. It would also bring people to the badly neglected west end of Stanwood. I strongly favor a creative district and am somewhat biased since my business is art-centered but I do think that both could be great opportunities for Stanwood and our small businesses.	11/3/2025 5:52 PM
10	The city might consider forming a task force of business owners to advise the city council on matters of making commerce more affordable, accessible, and consequential.	11/3/2025 5:52 PM



City of Stanwood City Council Staff Report

Item Number: 9.b.

Date: December 11, 2025

Subject: Approve Second Reading and Adopt Ordinance 1555 Chapter 12—Utilities Re-write, System Development Charge and Rate Updates

Contact Person: David Hammond, Finance Director

Attachments: 1. Ordinance 1555-SMC Title 12

ISSUE

Council review and acceptance of the second reading of Ordinance 1555 Chapter 12 - Utilities, Re-write and Rate Updates, of the Stanwood Municipal Code.

STAFF RECOMMENDATION

Review and discuss proposed Chapter 12 re-write, and rate updates, approve second reading.

COMMITTEE RECOMMENDATION

This item was not reviewed by a committee. The rate study was discussed at the City Council Workshops in August and October 2025.

BACKGROUND

The City Council reviewed this item at the Nov. 13th City Council Meeting, and approved the first reading of the ordinance by a vote of five to one; one councilmember was not in attendance. There were a few comments and questions from councilmembers that led to minor changes:

Staff was asked why 2022 data was used in the rate study. The study began in 2022 in concert with utility system plan updates. However, the system plan updates were delayed, which caused the rate study to also be delayed. Staff want to re-emphasize

that the rate consultants did use updated 2023 and 2024 actual data to complete their analysis, and 2025-2026 budget amounts were also incorporated.

A question was raised regarding why the upper bound of PH Level waste was not identified in section 12.40.080 (1). Note that this section identifies prohibited discharges that are not within the discretion of the Public Works Director. The upper bound PH level of prohibited discharges is identified in section 12.40.080 (2), which lists items that are within the Public Works Director's discretion. Upon review of this item, for clarity, both bounds are now listed in section 2, as it may be that a allowance may be authorized by the PW director, for example in a low flow situation.

It was also pointed out that section 12.40.080(2) appeared to disallow grinders with motors less than 3/4 HP. This ambiguity was removed.

Staff added one additional change to the chapter 12 re-write, in order to clarify how the city charges for Temporary Construction/Hydrant Meter purchase of water by contractors.

Previously, the municipal code directed that contractors will be charged \$50/day when filling tanker trucks at the public works yard, but was not clear regarding how to charge contractors who temporarily connect to a hydrant using a temporary meter. This item was covered in the consolidated rate schedule. Further, the prior ordinance directed that the daily fee allow a base usage of 5,000 gallons, and \$5.34 per 100CF for amounts greater than the base allowance. Staff proposes the following update, which will be included in SMC 12.12.040 (6). Note the change from a daily base amount expressed in gallons to cubic feet to simplify calculation, and also note the reference to the incremental meter rate for irrigation customer class, rather than a specific dollar amount.

Temporary Construction/Hydrant use.

1. A person may request permission to draw water from a city hydrant or the public works yard hydrant on a pay per use basis.
2. Such use requires a per-day fee, allowing a base amount up to 700 cubic feet per day, 5,000 gallons (668.4 cubic feet) of water included in that fee.
3. Water withdrawal over the base amount must be charged an added fee, equal to the incremental meter rate for the irrigation customer class, for each additional 100 cubic feet or any portion thereof.

No other changes were made to the Chapter 12 re-write, however staff has added the following charts to this staff report, which were inadvertently omitted from the November 13 staff report. The charts identify the percentage rate increase by customer class over the six-year period.

Class	Water Utility Annual Rate Adjustment					
	2026	2027	2028	2029	2030	2031
Residential	4.58%	4.05%	4.04%	4.54%	4.38%	3.97%
Multi-Family	-2.11%	0.00%	0.00%	0.00%	0.00%	0.00%
Commercial	2.75%	2.75%	2.75%	2.75%	2.75%	2.75%
General Industrial	6.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Irrigation	4.58%	4.50%	4.50%	4.50%	4.50%	4.50%
System Total	6.00%	6.00%	6.00%	6.00%	6.00%	3.00%

Class	Sewer Utility Annual Rate Adjustment					
	2026	2027	2028	2029	2030	2031
Residential	5.75%	5.75%	5.75%	5.75%	5.75%	3.41%
Multi-family	4.22%	4.50%	4.75%	5.20%	4.89%	0.00%
Commercial - Light	5.75%	5.75%	5.75%	5.75%	5.75%	3.41%
Commercial - Heavy	9.50%	9.50%	9.50%	9.50%	9.50%	5.00%
General Industrial	9.50%	9.50%	9.50%	9.50%	9.50%	5.00%
System Total	6.00%	6.00%	6.00%	6.00%	6.00%	3.00%

Finally,

Description	Existing	Monthly Bill w/ Proposed Adjustments					
		2026	2027	2028	2029	2030	2031
Water (6ccf)	\$33.20	\$36.60	\$37.91	\$39.26	\$40.77	\$42.31	\$43.81
Sewer (6ccf)	62.08	65.65	69.43	73.42	77.64	82.10	84.90
Drainage	27.83	28.66	29.52	30.41	31.32	32.26	33.23
Total	\$123.11	\$130.91	\$136.86	\$143.09	\$149.73	\$156.67	\$161.94
<i>\$ Change</i>		7.80	5.95	6.23	6.64	6.94	5.27
<i>% Change</i>		6.34%	4.55%	4.55%	4.64%	4.64%	3.36%

Notes: Excludes taxes assessed on top of bill

To help guide the review of this amendment, blue informational banners are included in the descriptive versions of each amendment. These blue bars highlight changes, recommendations and notes where new sections have been added or moved.

i Blue banner describes actions taken or issue descriptions.

Title 12 - Utilities – regulates the provision and financing of city utility services, as defined in this title to include domestic water, sanitary sewer, and stormwater service. The chapter is administered by the Finance, Community Development and Public Works Departments. As much of Title 12 was outdated, it was completely rewritten to comply with current law and City procedures.

ANALYSIS

Title 12 – Utilities regulates the provision and financing of city utility services, as defined in this title to include domestic water, sanitary sewer, and stormwater service.

This is a heavy rewrite and reorganization of existing SMC Title 12 that simplifies the organization of the chapters into consolidated chapters for common tasks such as connections and billing, followed by one chapter for each utility's substantive regulations.

The primary objectives of this rewrite are to (a) logically organize code provisions so that commonly used provisions are together, and (b) delete specified fees from the

existing code so that all fees can be listed in only one place—the City’s consolidated fee schedule, which is adopted and updated by resolution.

The existing sections creating funds were not incorporated into this chapter because they are now addressed in SMC 3.34.

This rewrite seeks to clarify that stormwater service is a separate utility from sanitary sewer service. Further, the re-write attempts to consistently refer to Stormwater utility as Stormwater, rather than drainage.

The revisions to Title 12 are extensive, this staff report will only describe significant changes:

Chapter 12.10 Utility Billing:

- Effective January 1, 2026, the city will change from bi-monthly to monthly billing. Finance and Public Works have worked together planning for this change.
- Low-income Senior or Disabled customer discount program expansion. Staff propose offering an annual rebate to residents who do not qualify because they do not pay for utilities directly.
- Delegation of authority from City Council to the City Administrator to approve “second leak adjustments.” These adjustments are fairly routine and arise when a leak is detected during the billing process, but is not remediated before significant water is leaked in the next billing cycle. This change is recommended to improve administrative efficiency.
- Small Write-off authorized- The finance director is separately authorized to write off small amounts up to \$10 where the cost of recovery will exceed the amount to be recovered.

Chapter 12.12– Utility Rates:

The city recently completed a utility rate study, and the results were presented at August and October City Council Workshops. Key points regarding the study, the study evaluated 10 year capital improvement plans and operating costs to develop a revenue requirement for each utility. The consultant also evaluated the cost of service across each customer class for the water and sewer utilities, to ensure customers are charged an equitable share of the cost to operate the utility. Based on this work, the consultant recommended rate increases that differ across customer classes. Most notably, multi-family customers are charged more than their equitable share, while commercial and industrial customers are charged less, so staff recommends rate increases that gradually address those disparities.

Another key change in this section is the adoption of a new three-tier rate structure for residential water customers. This change adjusts the city base rate from 600 cubic feet (cf) to 500 cf. The lower base amount will lead to a cost reduction to nearly half of our customers who have smaller homes.

For single-family customers, rates increase with higher consumption (known as inclining block rates). Inclined block rates are used for single-family residences because as a customer class they have the largest change in consumption from winter months to summer months, referred to as peaking. Peak consumption impacts the design of

sources of supply and storage which increase system costs. The use of inclining block rates promotes water conservation which reduces system costs and the demands placed on limited water resources.

The inclining block ranges, or tiers, are:

Tier One (Base Allowance):	0-500 cubic feet
Tier Two	500-900 cubic feet
Tier Three	>900 cubic feet

The Incremental rate for tier three is 25% higher than for tier two, which gives customers the ability to control a portion of their bill and also incentivizes conservation.

Six-Year Rate Ordinance:

After the October workshop, staff worked with the rate consultant to calculate a 2031 rate, so that this rate ordinance may be adopted for six years. Reasons for this recommendation are that having rates in code for extended period is looked upon favorably by lenders and may reduce our borrowing costs. The 2031 rate also demonstrates that after five years the sewer utility rate only increases at an “inflation rate,” and finally, by extending another year, we may be able to push out our next rate study a bit further and save money.

Additional rate-related changes:

- To mitigate increased postage costs from monthly billing, staff proposes to offer a \$1.00/month discount for customers who sign up to receive electronic statements.
- Added specification that ADUs are residential, not commercial.

12.12.050 Adopted Water Service Rates

Table 12.12.050-1 Water Service Base Quantities and Rates

Meter Size	Base Quantity (Cubic Feet)	Existing	Effective January 1, 2026	Effective January 1, 2027	Effective January 1, 2028	Effective January 1, 2029	Effective January 1, 2030	Effective January 1, 2031
5/8"x3/4"	500	\$32.20	\$32.23	\$33.20	\$34.19	\$35.22	\$36.28	\$37.37
1"	833	\$55.41	\$53.80	\$55.41	\$57.08	\$58.79	\$60.55	\$62.37
1-1/2"	1,667	\$110.50	\$107.28	\$110.50	\$113.81	\$117.23	\$120.74	\$124.36
2"	3,333	\$176.86	\$171.71	\$176.86	\$182.17	\$187.63	\$193.26	\$199.06
3"	6,667	\$331.80	\$322.14	\$331.80	\$341.76	\$352.01	\$362.57	\$373.45
4"	12,500	\$553.11	\$537.00	\$553.11	\$569.70	\$586.79	\$604.40	\$622.53
6"	16,667	\$553.11	\$1,074.33	\$1,106.56	\$1,139.76	\$1,173.95	\$1,209.17	\$1,245.45
8"	40,000	\$1,862.61	\$1,808.36	\$1,862.61	\$1,918.49	\$1,976.05	\$2,035.33	\$2,096.39
Multi-family (per unit)		\$33.20	\$32.23	\$32.23	\$32.23	\$32.23	\$32.23	\$32.23

Table 12.12.050-2 Water Service Incremental Rates

Description	Monthly Tier Ranges (Cubic Feet) Existing	Monthly Tier Ranges (Cubic Feet) Proposed	Existing	Effective January 1, 2026	Effective January 1, 2027	Effective January 1, 2028	Effective January 1, 2029	Effective January 1, 2030	Effective January 1, 2031
Residential									
Tier 1 (Base Allowance)	0-600	0-500							
Tier 2	>600	500-900	\$4.35	\$4.37	\$4.71	\$5.07	\$5.55	\$6.03	\$6.44
Tier 3		>900		\$5.46	\$5.88	\$6.34	\$6.94	\$7.54	\$8.05
Multi-Family									
Tier 1 (Base Allowance)	0-600	0-500							
Tier 2	>600	>500	\$4.35	\$4.35	\$4.35	\$4.35	\$4.35	\$4.35	\$4.35
Commercial									
Tier 1 (Base Allowance)	0-600	0-500							
Tier 2	>600	>500	\$4.35	\$4.44	\$4.55	\$4.67	\$4.79	\$4.91	\$5.04
General Industrial									
Tier 1 (Base Allowance)	0-600	0-500							

12.12.070 Adopted Sewer Service Rates

Table 12.12.070-1 Sewer Service Rates

	Existing		Effective January 1, 2026		Effective January 1, 2027		Effective January 1, 2028		Effective January 1, 2029		Effective January 1, 2030		Effective January 1, 2031	
	Base Monthly	Incremental Rate (per 100 cfm)	Base Monthly	Incremental Rate (per 100 cfm)	Base Monthly	Incremental Rate (per 100 cfm)	Base Monthly	Incremental Rate (per 100 cfm)	Base Monthly	Incremental Rate (per 100 cfm)	Base Monthly	Incremental Rate (per 100 cfm)	Base Monthly	Incremental Rate (per 100 cfm)
Residential														
Individual Metered	\$62.08	\$8.67	\$65.65	\$9.17	\$69.43	\$9.70	\$73.42	\$10.26	\$77.64	\$10.85	\$82.10	\$11.47	\$84.90	\$11.86
Master Metered (multiplied by number of units)	\$62.08	\$8.67	\$64.70	\$9.04	\$37.61	\$9.45	\$70.82	\$9.90	\$74.50	\$10.41	\$78.14	\$10.92	\$78.14	\$10.92
Commercial														
Light Commercial	\$62.08	\$8.67	\$65.65	\$9.17	\$69.42	\$9.70	\$73.41	\$10.26	\$77.63	\$10.85	\$82.09	\$11.47	\$84.89	\$11.86
Heavy Commercial	\$70.56	\$10.09	\$77.26	\$11.05	\$84.60	\$12.10	\$92.64	\$13.25	\$101.44	\$14.51	\$111.08	\$15.89	\$116.63	\$16.68
General Industrial	\$79.06	\$11.50	\$86.57	\$12.59	\$94.79	\$13.79	\$103.80	\$15.10	\$113.66	\$16.53	\$124.46	\$18.10	\$130.68	\$19.01

12.12.090 Adopted Stormwater Service Rates

Table 12.12.090-1 Stormwater Service Rates

Classification	Existing	Effective January 1, 2026	Effective January 1, 2027	Effective January 1, 2028	Effective January 1, 2029	Effective January 1, 2030	Effective January 1, 2031
Single-Family Residential	\$27.83	\$28.66	\$29.52	\$30.41	\$31.32	\$32.26	\$33.23
Multifamily Residential	\$27.83	\$28.66	\$29.52	\$30.41	\$31.32	\$32.26	\$33.23
Non-Residential per ERU (3,500 Sq Ft.)	\$27.83	\$28.66	\$29.52	\$30.41	\$31.32	\$32.26	\$33.23

Chapter 12.24 Connection Fees - One notable change is that staff recommends changing the name of “Plant Investment fees” to “System Development Charges.”

System Development Charges (SDCs) are one-time fees imposed on new or redeveloping properties to recover costs for system capacity needed to serve new growth, such as water, sewer, and stormwater infrastructure. These fees are paid to fund capital

improvements already made or planned for the future and are typically required before a building permit or land use approval is granted. SDCs are intended to ensure that new development contributes equitably to the cost of infrastructure, rather than placing the full burden on existing ratepayers. This name change is recommended because Stanwood is the only jurisdiction that refers to SDC's as Plant Investment Fees.

12.24.090 Adopted System Development Charges

1. System Development Charges for the utility services for 2026 are as shown in the table below.
2. The System Development Charges in the table below will be automatically increased each year on January 1, compared to the prior year, by the percentage reflected in the Seattle ENR Construction Cost Index (CCI), based on August of the prior year to August of the current year. No change to the city's connection fees will be made if the percent change in the CCI is less than or equal to zero.

Table 12.24.090-1 Adopted System Development Charges

Water Meter Size	Water SDC	Sewer SDC	Stormwater SDC (per ERU)
5/8" or 3/4"	\$9,890	\$11,187	\$3,179
1"	\$24,726	\$27,967	\$3,179
1.5"	\$49,451	\$55,933	\$3,179
2"	\$79,122	\$89,493	\$3,179
3"	\$158,244	\$178,986	\$3,179
4"	\$247,257	\$279,665	\$3,179
6"	\$494,513	\$559,330	\$3,179
8"	\$791,221	\$894,928	\$3,179

The chart below demonstrates Existing System Development Charges to the newly calculated SDC's.

Utility	Existing Fee	Calculated Fee	\$ Difference
Water	\$6,912	\$9,890	\$2,978
Sewer	\$7,719	\$11,187	\$3,468
Drainage	\$1,414	\$3,179	\$1,765
Total	\$16,045	\$24,256	\$8,211

The chart below shows current and proposed Stanwood SDC's compared to neighboring cities.

Comparable City Utility Connection Fees and Impact Fees									
Category	Burlington	Arlington	Stanwood Current	Stanwood 2026	Marysville	Mount Vernon	Sultan	Lake Stevens	North Bend
Parks	\$655	\$2,444	\$2,461	\$2,461	\$1,956	\$855	\$3,175	\$4,339	\$3.42/SF
Traffic	\$2,665	\$3,355	\$5,324	\$5,324	\$6,300	\$6,204	\$8,787	\$2,894	\$7.83/SF
Fire	\$254	\$336	\$0	\$0	\$0	\$152	\$0	\$0	\$622
School	\$0	\$3,811	\$0	\$0	\$0	\$3,262	\$0	\$5,361	\$10,187
Water	\$5,745	\$6,868	\$6,912	\$9,890	\$4,750	\$5,745	\$6,147	\$4,210	\$10,856
Sewer	\$5,943	\$4,840	\$7,719	\$11,187	\$4,490	\$9,641	\$15,885	\$9,000	\$12,583
Stormwater	\$986	\$0	\$1,414	\$3,179	\$802	\$0	\$0	\$0	\$3,519
Total	\$16,248	\$21,654	\$23,830	\$32,041	\$18,298	\$25,859	\$33,994	\$25,804	\$37,767

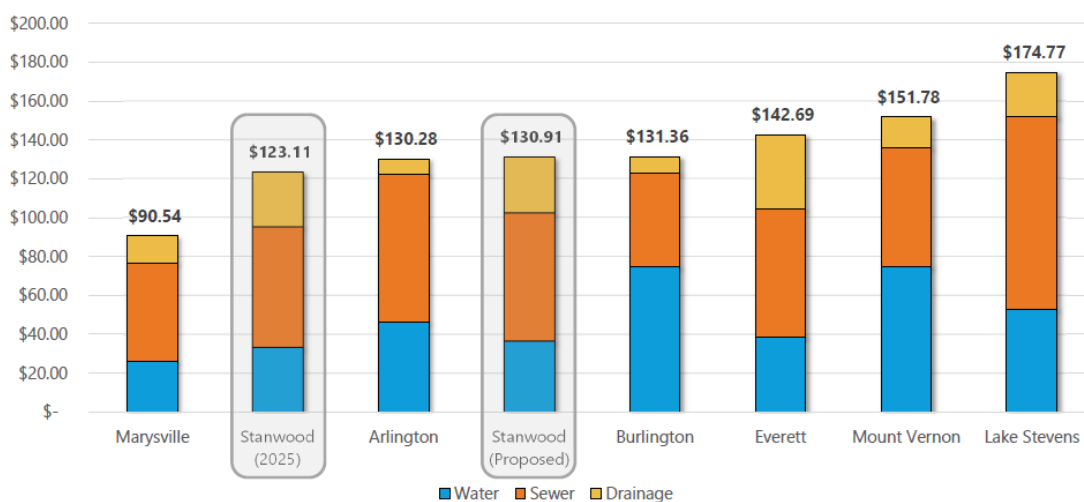
Chapter 12.26 Latecomer Agreements

Notably, this rewrite explicitly expands the applicability of latecomer agreements from just water and sewer to also potentially encompass stormwater infrastructure. Latecomer agreements are available for street improvements (RCW 35.72) and utility improvements (RCW 35.91) including storm, sanitary, or combination sewers.

The chart below demonstrates where Stanwood utility rates compare to our neighbors before and after this increase.



Rate Survey – Residential Customer Class



Notes:

1. Rates reflect monthly totals for a 5/8 x 3/4" meter | 6.00ccf of usage
2. Burlington & Mount Vernon water is served by Skagit PUD
3. Lake Stevens water is served by Snohomish PUD
4. Lake Stevens sewer is served by Lake Stevens Sewer District
5. Some utilities assess taxes on top of the bill – taxes are not shown in these totals



FINANCIAL IMPACT

The utility rates and system development charges proposed in this ordinance are factored into the 2025-2026 Operating and Capital Budget, and to fund the six-year capital plan.

COUNCIL OPTIONS

1. Accept the second reading and adopt Ordinance 1555 adopting Title 12, Utilities.
2. Request changes to Ordinance 1555 and direct staff to address specific Council issues or concerns prior to Council reconsideration of the ordinance.

RECOMMENDED MOTION

"I MOVE TO ACCEPT THE SECOND READING AND ADOPT ORDINANCE 1555."

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. 1555

**AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING
STANWOOD MUNICIPAL CODE (SMC) TITLE 12, UTILITIES, AND ESTABLISHING
SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, the City of Stanwood has begun a process to comprehensively update its municipal code to conform to current law and practice; and

WHEREAS, the purpose of this code amendment is to eliminate conflicts, improve clarity and overall function of the municipal code, and reflect current city and best practices; and

WHEREAS, Title 12 adopts the City's regulations for provision of utilities; and

WHEREAS, the City of Stanwood SEPA Responsible Official has reviewed the proposed amendments to the Stanwood Municipal Code, determined that the amendments are categorically exempt from SEPA, and memorialized those conclusions under file number 202521.0145 issued on November 13, 2024; and

WHEREAS, the City Council held a public meeting and first reading of the draft code amendment on November 13, 2025, a second reading on November 24, 2025, and accepted public comment; and

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

Section 1. Stanwood Municipal Code Title 12, Utilities, is repealed in its entirety and replaced with the new Title 12 provided in Exhibit "A" attached to this ordinance and incorporated herein by reference as if set forth in full.

Section 2. Stanwood Municipal Code Chapter 3.34 is amended as shown in Exhibit "B" attached to this ordinance and incorporated herein by reference as if set forth in full.

Section 3. Severability. The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

Section 4. Authority to Make Necessary Corrections. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers and any references thereto.

Section 5. Effective Date. This Ordinance shall take effect January 1, 2026.

PASSED and APPROVED this ____ day of _____, 2025.

CITY OF STANWOOD:

Sid Roberts, Mayor

Attest:

Lisa Sokolik, City Clerk

Approved as to Form:

Nikki Thompson, City Attorney

Date of Publication: _____

Effective Date: _____

EXHIBIT A

Title 12 Utilities	6
Chapter 12.01 General Provisions.....	6
12.01.010 Purpose.....	6
12.01.020 Administration	6
12.01.030 Definitions.....	6
12.01.040 Vandalism	7
12.01.050 Violations	8
12.01.060 Savings	8
12.01.070 Severability	8
Chapter 12.10 Utility Billing.....	8
12.10.010 Purpose.....	8
12.10.020 Applicability.	8
12.10.030 Administration	8
12.10.040 Rates	9
12.10.045 Rates for Low-Income Senior and Disabled Households	9
12.10.050 Billing	10
12.10.055 Bill Adjustments.....	10
12.10.060 Other Fees and Charges.....	11
12.10.070 Payment on Account.....	11
12.10.080 Delinquent Accounts	11
12.10.090 Disconnection and Reconnection of Service.....	12
12.10.100 Termination of Service.....	13
Chapter 12.12 Utility Service Rates	14
12.12.010 Purpose.....	14
12.12.020 Applicability	14
12.12.030 Adoption of Utility Service Rates	14
12.12.040 Basis of Water Service Rates.....	14
12.12.050 Adopted Water Service Rates	16
12.12.060 Basis of Sewer Service Rates.....	17
12.12.070 Adopted Sewer Service Rates	19
12.12.080 Basis of Stormwater Service Rates	19
12.12.090 Adopted Stormwater Service Rates.....	20

Chapter 12.20 Connections to City Utilities	20
12.20.010 Purpose	20
12.20.020 Connection Required	20
12.20.030 Connection Must be Authorized	20
12.20.040 Application for Connection	20
12.20.050 Construction Costs	21
Chapter 12.22 Connections Outside the City Limits	22
12.22.010 Purpose	22
12.22.020 Authority	22
12.22.030 Annexation Requirement	23
12.22.040 Utility Service Application	23
12.22.050 Utility Service Agreement	24
12.22.060 Limitations on Water Service	25
12.22.070 Limitations on Sanitary Sewer and Stormwater Service	25
Chapter 12.24 Connection Fees	26
12.24.010 Purpose	26
12.24.020 Applicability.	27
12.24.030 Establishment of Connection Fees	27
12.24.040 Assessment of Connection Fees	27
12.24.050 Segregation and use of revenue	27
12.24.060 Basis of Water Connection Fees	28
12.24.070 Basis of Sewer Connection Fees	29
12.24.080 Basis of Stormwater Connection Fees	29
12.24.090 Adopted Connection Fees	30
Chapter 12.26 Latecomer Agreements	31
12.26.010 Purpose	31
12.26.020 Applicability	31
12.26.030 Definitions	31
12.26.040 When Latecomer Agreements May Be Used	32
12.26.050 Application for a Latecomer Agreement	32
12.26.060 Review of Application.	33
12.26.070 Approval Process.	33
12.26.080 Form and Contents of Latecomer Agreement	34
12.26.090 Effect of Latecomer Agreement	35
Chapter 12.30 Water System	35

12.30.010 Purpose.....	35
12.30.020 Applicability	35
12.30.030 Contract for Service	35
12.30.035 Property owner responsibilities.....	36
12.30.040 Connection Required	37
12.30.050 Prohibited Connections	37
12.30.060 Requirement to Repair Leaks	37
12.30.070 Restrictions During Shortages and Emergencies	38
12.30.080 Cross-Connection Control.....	38
12.30.090 Miscellaneous	39
12.30.100 Right of Entry	39
Chapter 12.40 Wastewater (Sewer) System	40
12.40.010 Purpose.....	40
12.40.020 Applicability	40
12.40.030 Service Area	40
12.40.040 Connection Required	40
12.40.050 Connection Requirements	41
12.40.060 Sewage Pretreatment	42
12.40.070 Prohibited Discharges Outside the Sewer System	42
12.40.080 Prohibited Discharges to the Sewer System	42
12.40.090 Side Sewers.....	44
12.40.100 Substance Interceptors.....	44
12.40.110 Right of Entry	45
Chapter 12.50 Stormwater (Drainage) System	46
12.50.010 Purpose.....	46
12.50.020 Applicability	46
12.50.030 Stormwater system defined.	46
12.50.040 Stormwater comprehensive plan	46
12.50.050 Requirements to Deed Facilities to City.....	46
12.50.060 Prohibited Connections	47
12.50.070 Prohibited Discharges	47

Title 12 Utilities

- i** This is a heavy rewrite and reorganization of existing SMC Title 12 that simplifies the organization of the chapters into consolidated chapters for common tasks such as connections and billing, followed by one chapter for each utility's substantive regulations.
- i** The primary objectives of this rewrite are to (a) logically organize code provisions so that commonly used provisions are together, and (b) delete specified fees from the existing code so that all fees can be listed in only one place—the City's consolidated fee schedule, which is adopted and updated by resolution.
- i** The existing sections creating funds were not incorporated into this chapter because they are now addressed in SMC 3.34.
- i** This rewrite seeks to clarify that stormwater service is a separate utility from sanitary sewer service.

Chapter 12.01 General Provisions

12.01.010 Purpose

- i** This section is new material.

The purpose of this chapter and this title is to regulate the provision and financing of city utility services, as defined in this title to include domestic water, sanitary sewer, and stormwater service.

12.01.020 Administration

- i** This section is based on 12.06.010 Administration and authority.

Except where otherwise provided, the public works director is authorized to administer, implement, and enforce the provisions of this title.

12.01.030 Definitions

- i** The definitions in this section are consolidated from various existing definitions sections in Title 12.
- i** Deleted definitions for "units" (meaning a number), and the following terms that were unused or avoided through the rewrite or defined in context: "quantity allowed", "overage", "inactive", "incremental rate," "sewer charge", "sewer rate," "base monthly charge."

The definitions in this section apply throughout Title 12.

"Account" means customer.

"City Engineer" means the city engineer or the city engineer's designee.

"Co-living housing" has the meaning provided in RCW 36.70A.535.

"Co-living housing building" means a building in a co-living housing residential development.

"Customer" means the legal property owner at time of meter reading.

"Equivalent residential unit, or ERU" means the base impervious surface area upon which the stormwater utility rate is based. Currently established ERU amount is 3,500 square feet.

"Impervious surface" means any structure, surface, or improvement that reduces or prevents absorption of stormwater into land, and includes porous paving, paver blocks, gravel, crushed stone, decks, patios, elevated structures, and other similar structures, surfaces, or improvements.

"Multifamily residence" means a multifamily residence such as a duplex, apartment or condominium; with separate rooms or living units in a nursing home, congregate care or assisted living facility; each having separate bathroom and/or kitchen facilities.

"Public Works Director" means the director of the City's department of public works, or the director's designee.

i The following is a new definition.

"Dwelling unit" means a residential unit with sleeping, kitchen, and bathroom facilities.

i The following is a new definition.

"Unincorporated urban growth area" means that portion of the City's urban growth area that is outside of the city limits.

i The following is a new definition.

"Utility service" means one or more of the following public utility services provided by the City of Stanwood: domestic water service, sanitary sewer service, or stormwater service.

i "Utility service facilities" based on existing SMC 12.50.020

"Utility service facilities" means facilities related to city utility services including stormwater or sanitary sewers, pumping stations and disposal plants, water mains, hydrants, reservoirs, or appurtenances.

12.01.040 Vandalism

i This section is based on existing SMC 12.17.090 Vandalism, which was specific to water.

- (1) It is unlawful for any person, unless duly authorized by the public works director, to disturb, interfere with, or damage any water main, water pipe, machinery, tools, meters, or any other appliances, buildings, or grounds belonging to, connected with or under the control of the municipal water system of the city of Stanwood; provided, however, that this prohibition shall not prohibit a resident from shutting off water to the premises at the meter in the event of an emergency and turning said water on when the emergency is corrected. Said actions, if undertaken by the resident or his agent, shall be done with due care and caution and shall not relieve said person from any liability for damage caused to the water meter or other property belonging to the city of Stanwood in the event of their negligence.
- (2) It is unlawful for any person, except as duly authorized by the public works director, to turn on, turn off, unlock, change meter reading or cause stoppage of reading on, any water meter belonging to the city.
- (3) It is unlawful for any person, except when duly authorized by the public works director, to open, operate, close, turn on, turn off, interfere with, attach any pipe or hose to or connect anything with any fire hydrant, stop valve or stopcock belonging to the city.
- (4) It is unlawful for any person to obstruct the access to any fire hydrant or to willfully or carelessly injure the same or to open or operate any fire hydrant, or attempt to draw water therefrom, except in the performance of official duties.

- (5) It is unlawful for any person to trespass, to bathe in or throw any substance into any reservoir, water tank, or impounding dams of the municipal water system of the city of Stanwood.

12.01.050 Violations

i This section is based on existing SMC 12.06.100 Violations and penalties. Removed the general misdemeanor provision. Simplified the section where rules are covered by Title 13 Civil Enforcement.

- (1) Any person violating any of the provisions of this title is liable to the city for any expense, loss, or damage occasioned the city by reason of such violation.
- (2) Compliance with the terms and conditions of this title constitutes minimum health, sanitation, and safety provisions and material, and noncompliance constitutes a public nuisance, and may be abated as such.
- (3) This title may be enforced per SMC Title 13, Civil Enforcement and through any other criminal remedies that may be available including disconnection of utility service furnished to the premises until such time that the violation is abated.

12.01.060 Savings

Nothing contained in this title may be construed as abating any action now pending under or by virtue of any ordinance of the city herein superseded; or as discontinuing, abating, modifying or altering any penalty accrued or to accrue, or as affecting the liability of any person, firm or corporation, or as waiving any right of the city under any ordinance or provision thereof in force at the time of passage of the ordinance codified in this title.

12.01.070 Severability

The various chapters, sections, and clauses of the ordinances codified in this title are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the title must not be affected.

Chapter 12.10 Utility Billing

i This chapter creates a consolidated set of rules and procedures for city utility bills.

12.10.010 Purpose

i This is a new section.

The purpose of this chapter is to describe a uniform system of billing for all city utility services (water, sewer, and stormwater) that is fair to customers and conforms to state law requirements for utility billing.

12.10.020 Applicability.

This chapter applies to billing for provided service of city utility services (water, sewer, and stormwater) both inside and outside the city limits. See chapters 12.20 and 12.22 for billing related to establishment of new connections to city utility services. See SMC Chapter 3.20 for general provisions relating to billing and refunds.

12.10.030 Administration

The City's director of finance, or the director's designee, is authorized to administer the provisions of this chapter.

12.10.040 Rates

- (1) The City Council may establish monthly rates for service for utility services and establish other fees related to utility services by ordinance consistent with the bases for utility service rates in SMC Chapter 12.12.
- (2) Outside the city limits. Rates and fees for service outside of the city limits are 145% of the rates established for service inside the city limits.
- (3) Inactive customers.
 - (a) An inactive rate may be applied to an account if the consumption is below 100 cubic feet for one month.
 - (b) The inactive rate is 50% of the regular base water charge.
 - (c) Inactive rates will only be available upon prior notice to the city.

12.10.045 Rates for Low-Income Senior and Disabled Households

i This section maintains the existing discount for the existing low-income categories.

i Updated the RCW citation for special parking privileges.

- (1) Applicability. This section applies to single-family residential services (3/4-inch line for water service).
- (2) Eligibility. A customer account is eligible for the discounted rate in this section if it is for a household in which:
 - (a) the total annual household income is at or below the current Very Low Income level for the area that includes the City, as established by the United States Department of Housing and Urban Development; and
 - (b) the principal financial resources for the household are provided by:
 - (i) a senior citizen, meaning a person 62 years of age or older; or
 - (ii) a disabled person, meaning a person who qualifies for special parking privileges under RCW 46.19.010, or a blind person as defined in RCW 74.18.020, or a person who qualifies for supplemental Social Security benefits due to a disability.

i Added the following additional requirements.

- (3) Requirements.
 - (a) For a single-family residential property that is occupied by the property owner, the applicant must be the primary account holder and reside at the property. The customer will receive the discount in the form of a discounted rate.
 - (b) For a single-family residential property that is occupied by a tenant, the applicant must reside at the property. An owner paying the utility bill for rented property will not receive the discount. The customer will receive the discount in the form of a discounted rate.
 - (c) For a multi-family residential property that is occupied by a tenant, the applicant must reside at the property, must be the primary leaseholder, and must pay for utility services indirectly through rent or a third-party biller. The customer will receive the discount established in this section in the form of a rebate check issued annually.
- (4) The Finance Director may require a customer requesting or receiving service at the discounted rate to annually provide information to confirm the customer's eligibility.
- (5) Utility rates applied pursuant to this section must be discounted for an eligible customer account as follows:

- (a) For water service, by 30% of the total charge.
- (b) For sewer service, by 30% for the monthly minimum charge. Full charge applies for all consumption above the monthly minimum charge.
- (c) For stormwater service, by 30% of the total charge.

12.10.050 Billing

i This section revises billing to a monthly basis.

- (1) Monthly billing. The City will perform standard billing for all accounts for utility services on a monthly basis effective January 1, 2026.
- (2) The City must include applicable utility tax on each billing.

i The following is based on a portion of existing SMC 12.20.010 Billing and payment policy.

- (3) Billing statements must be mailed to the address of the owner of the property being served by the utilities, as the address appears in the records of the city utility department. Upon written request of the owner, billing statements may be sent directly to the occupant of the property being served; however, in such cases the owner remains liable for payment of the bill, and the property remains subject to a lien for delinquent account.

12.10.055 Bill Adjustments.

i This section is based on existing SMC 12.20.060 Adjustments to bills.

- (1) If a meter fails to register the correct amount of water used, the customer must be charged at the average rate of monthly consumption for the previous 12 months as shown by the meter when in working order.
- (2) If a leak or failure of a private water system or private service between the meter and the structure located on private property results in excess consumption, the city may, through a determination of the city finance director, provide for a rate adjustment up to 50 percent of the volume consumed in any two billing periods in excess of the monthly average of water consumed over the previous 12 months at that service address.
 - (a) A customer is required to provide proof of repair to leak or failure prior to receiving any rate adjustment.
 - (b) A request for the credit or adjustment must be made in written form and approved by the city finance director.

i The edit below makes credits subject to city administrator approval instead of council approval, and requires written findings. Clarifies there are only three circumstances where a second adjustment is allowed.

- (c) No more than one application for credit may be considered per service address in any 24-month period without approval of the city administrator. In order to grant a second adjustment the city administrator must make written findings that the customer account has been kept current, there have been no delinquencies within the previous 24 months, and that one or more of the following circumstances exist:
 - (i) The leak could not have been readily detectable with reasonable diligence;
 - (ii) The customer does not occupy or use the subject property on a continuous basis;

(iii) Any prior leak for which an adjustment was made by the city was repaired within 30 days of discovery.

- (3) If a leak or failure of a private water system or private service between the meter and the structure located on private property was the result of a city project involving a public work as defined by state law, or of maintenance performed at the expense of the city, the city public works director may provide a rate adjustment for more than 50 percent of the volume consumed in excess of the monthly average of water consumed over the previous 12 months at that service address.
- (4) Bill adjustments are final and requests for reversal will not be granted and are not subject to appeal.

i New clean up authority added below.

- (5) The finance director is separately authorized to write off small amounts up to \$10 where the cost of recovery will exceed the amount to be recovered.

12.10.060 Other Fees and Charges.

i This section is based on existing SMC 12.20.020(4).

- (1) If payment on a utility account is dishonored by the drawer's bank by reason of insufficient funds, the surcharge specified in the Consolidated Fee Schedule must be added to the utility account.
- (2) If payment on a utility account is dishonored by the drawer's bank by reason of post-dated check, lack of drawer's signature, or other irregularity, the surcharge specified in the Consolidated Fee Schedule must be added to the utility account.
- (3) If a utility account is lien by reasons of nonpayment for up to four months, the lien recording fees must be added to the utility account.
- (4) If a utility customer requests a meter read outside the regular read cycle, the surcharge specified in the Consolidated Fee Schedule must be added to the utility account.

12.10.070 Payment on Account.

i The following is based on a portion of existing SMC 12.20.010 Billing and payment policy.

- (1) All utility customers have 30 days to make payment for all fees or charges assessed for city utility services.
- (2) Payments on a utility bill must be applied first to the sewer balance, second to the stormwater balance, and third to the water balance. Penalties and other charges are allocated proportionately to each utility.

12.10.080 Delinquent Accounts

i This section is based on existing SMC 12.20.020 Assessing charges and penalties for nonpayment, disconnection and reconnection.

- (1) Delinquency. A utility account is considered delinquent when the customer or occupant receiving the service fails to pay the utility charges in full within 40 days of issuance of the billing for such services.
- (2) Delinquent accounts automatically constitute a lien against the property to which the services were rendered. Such a lien, for up to four months of charges, encumber the property, and is the obligation of the owner of the property, its heirs, successors and assigns, until the same is paid in full.

i Based on existing SMC 12.20.020(3):

(3) Late Penalty.

- (a) For each notice sent to a utility customer advising the customer that an account is delinquent or the utility service will be discontinued by reason of the delinquency, the city must impose a late penalty charge on the account of five percent of the unpaid balances.
- (b) The finance director is authorized to waive the late penalty charge and disconnection and reconnection charges under the following circumstances:
 - (i) the utility customer has made arrangements with the city, prior to the date the billing is due, for deferral of the payment of the bill;
 - (ii) the utility customer has not been delinquent in the previous 12 months; or
 - (iii) an emergency arises where the water service needs to be disconnected.

12.10.090 Disconnection and Reconnection of Service

i This section is based on existing SMC 12.20.020(2).

- (1) For a delinquent account of four months or more of service, the city may enforce the lien by shutting off water service and locking the water meter until all delinquent and unpaid charges are paid in full. Unless provided elsewhere in this chapter, such premises must be considered in "shutoff" status and no additional service fees may accrue.
- (2) Termination of service does not relieve the customer of the obligation to pay delinquent accounts and charges.
- (3) Disconnection and Reconnection Charges.
 - (a) A shutoff charge as established in the Consolidated Fee Schedule must be assessed for each voluntary or involuntary discontinuance of service.
 - (b) A reconnection charge as established in the Consolidated Fee Schedule must be assessed for each reconnection. The reconnection charge may vary depending on whether the reconnection is during or after business hours.
- (4) If a customer makes payment by 4:00 p.m. on a business day, reconnection must occur on that same day. Payments received after 4:00 p.m. may result in reconnection on the following business day. For payments received after 4:00 p.m., if same day, weekend, or holiday reconnection is desired by the customer, such reconnection is considered after hours and may be made by the city at its sole discretion subject to staff availability.
- (5) If service is shut off by reason of an account being delinquent at a single premises more than once within a 12-month period, the shutoff and reconnection charges after the first time during the 12-month period must be increased per the Consolidated Fee Schedule.
- (6) If service has been terminated for delinquent and unpaid charges, temporary restoration will be allowed for inspection related to a potential sale. The fee for such service is set forth in the Consolidated Fee Schedule.

12.10.100 Termination of Service

i This section is based on existing SMC 12.20.030 Termination of service. Deleted (f) specifying payment in full of connect/disconnect fees.

- (1) Water service may be discontinued by the city for any of the following reasons:
 - (a) For delinquent and unpaid charges as specified in this chapter;
 - (b) For the use of utility services for purposes or properties other than that specified in the application;
 - (c) For the use of utility services in a manner which adversely affects the city's service to its customers;
 - (d) For fraudulent or improper obtaining or use of utility service.
 - (e) For vandalism of property of the city utility system;
 - (f) In case of vacation of the premises by the customer if an affidavit is submitted that the property is vacant of any residents including tenants.
- (2) Except in the case of danger to life or property, fraudulent use, impairment of service, or violation of law, the city must use its best efforts to comply with the following procedures prior to an involuntary discontinuance of service:

i The following subsection is updated to replace the mayor with the city administrator as the hearing body.

- (a) The city must send the owner and occupant of the premises, using addresses shown in the city utility records, written notice that water service to the property will be shut off on a date not less than 10 days thereafter unless the delinquencies are paid in full. The notice must state that the owner and occupant of the premises have a right to a hearing before the city administrator for the purposes of resolving disputed accounts. A request for such a hearing must be made not less than five days prior to the shutoff date. At the hearing the city administrator is authorized to compromise and settle disputes in the interest of justice; provided, the city administrator is not authorized to waive or reduce bills which are legitimately due, or to lend the city's credit by allowing a deferred payment schedule.
 - (b) If service is not discontinued within three days after the stated shutoff date, unless other mutually acceptable arrangements have been made, the shutoff notice becomes void and a new notice is required before the service can be disconnected thereafter.
 - (c) In the event of a disputed account, at any time before the city shuts off service, the owner or occupant of the premises may tender the amount he claims to be due. The amount tendered must be reasonably supported by documented evidence. The right of the city to thereafter shut off service does not accrue until the dispute has been administratively or judicially resolved.
- (3) Disconnection may not be performed in the following circumstances:
 - (a) Except in the case of danger to life or property, no disconnection may be performed after 4:00 p.m. on weekdays, on Saturdays, Sundays, legal holidays or any day on which the city cannot reestablish service on the same or following day.

i Next line addresses new provision of state law related to heat events.

- (b) Per RCW 35.21.302, no disconnection of a residential user may be performed during any period for which the National Weather Service has issued or has announced that it intends to issue a heat-related alert, such as an excessive heat warning, a heat advisory, an excessive heat watch, or a similar alert, and a reconnection must be permitted consistent with the requirements of RCW 35.21.302.

- (4) Where service is provided to a master meter, or where the city has reasonable grounds to believe that service is to other than the customer of record, the city shall undertake all reasonable efforts to inform the occupants of the service address of the impending disconnection. Upon request of one or more service users, where service is to other than the subscriber of record, an additional five days shall be allowed prior to shutoff to permit the service users to arrange for continued service.

Chapter 12.12 Utility Service Rates

i This chapter is based on the rate/fee provisions of existing code in each utility service chapter.

12.12.010 Purpose

The purpose of this chapter is to establish the methodology and basis for calculation of city utility service rates.

12.12.020 Applicability

This chapter applies to city utility service, including domestic water, sanitary sewer, and stormwater (drainage) service.

12.12.030 Adoption of Utility Service Rates

- (1) The City Council will adopt utility service rates consistent with the methodology in this chapter as part of the City's consolidated fee schedule.
- (2) All utility service rates are exclusive of city utility tax.

12.12.040 Basis of Water Service Rates

i This section is based on existing SMC 12.16.010 Water service rates.

i Customer classes, base fee meter sizes, and consumption charges have been updated to match the new rate structure.

- (1) Basis for calculation. Water rates must be calculated, adopted, and applied based on the methodology described in this section.
- (2) Classes of customers. Water service is provided to the following classes of customers:
 - (a) Residential, including co-living housing buildings;
 - (b) Multi-family;
 - (c) Commercial;
 - (d) General Industrial;
 - (e) Irrigation.
- (3) Bill components. Each billing for an account includes the following:
 - (a) Base fee. A flat fee for a defined initial volume of water, adjusted based on meter size, as shown in the table below. When multiple dwelling units, or multiple commercial entities within a building or property, are served by a single meter connection, the base fee per month is the base fee for a ¾-inch meter times the number of dwellings or entities served by the single meter.

Meter Size	Initial Volume (cu ft)
3/4"	500
1"	833
1 ½"	1,667
2"	3,333
3"	6,667
4"	12,500
6"	16,667
8"	40,000

- (b) Incremental consumption charges. In addition to the base fee, water customers are charged for water consumed above the base quantity.
- (i) For single-family customers, rates increase with higher consumption (known as inclining block rates). Inclined block rates are used for single-family residences because as a customer class they have the largest change in consumption from winter months to summer months, referred to as peaking. Peak consumption impacts the design of sources of supply and storage which increase system costs. The use of inclining block rates promotes water conservation which reduces system costs and the demands placed on limited water resources.
 - (ii) For customer classes other than single-family, rates are uniform. These customer classes have significantly lower peaking factors and are charged uniform rates for water consumption.

i New provision below allowing for discount to be established in the CFS.

- (c) A customer who opts into electronic bill delivery is eligible for a monthly discount as established in the City's Consolidated Fee Schedule.

i Based on existing SMC 12.16.050 Fire suppression systems:

- (d) Fire suppression system fee. An additional fee for each building with installed fire suppression system owned and maintained by the customer.

i Based on existing SMC 12.16.020 Large seasonal users:

- (4) Large seasonal users.
- (a) Applicability. This subsection applies to any customer who meets any of the following criteria:
 - (i) consumes more than 1,000,000 cubic feet per year;
 - (ii) consumes water at a rate of more than 100 gallons per minute (GPM);
 - (iii) consumes more than 20 percent of their annual water use in 30 consecutive calendar days.
 - (b) A customer to whom this subsection applies must pay a demand or consumption charge or both, which must be determined by the public works director at such time as a potential large seasonal user applies for water service.

i Based on existing SMC 12.16.016 Inactive rates.

- (5) Locked meters. If, for any reason, a meter has been shut off and locked, or pulled by the city, no subsequent utility charges may accrue or be charged to that account.

(6) Temporary Construction/Hydrant use.

- (a) A person may request permission to draw water from a city hydrant or the public works yard hydrant on a pay per use basis.
- (b) Such use requires a per-day fee, allowing a base amount up to 700 cubic feet per day, 5,000 gallons (668.4 cubic feet) of water included in that fee.
- (c) Water withdrawal over the base amount must be charged an added fee, equal to the incremental meter rate for the irrigation customer class, for each additional 100 cubic feet or any portion thereof.

12.12.050 Adopted Water Service Rates

Table 12.12.050-1 Water Service Base Quantities and Rates

Meter Size	Base Quantity (Cubic Feet)	Effective January 1, 2026	Effective January 1, 2027	Effective January 1, 2028	Effective January 1, 2029	Effective January 1, 2030	Effective January 1, 2031
5/8"x3/4"	500	\$32.23	\$33.20	\$34.19	\$35.22	\$36.28	\$37.37
1"	833	\$53.80	\$55.41	\$57.08	\$58.79	\$60.55	\$62.37
1-1/2"	1,667	\$107.28	\$110.50	\$113.81	\$117.23	\$120.74	\$124.36
2"	3,333	\$171.71	\$176.86	\$182.17	\$187.63	\$193.26	\$199.06
3"	6,667	\$322.14	\$331.80	\$341.76	\$352.01	\$362.57	\$373.45
4"	12,500	\$537.00	\$553.11	\$569.70	\$586.79	\$604.40	\$622.53
6"	16,667	\$1,074.33	\$1,106.56	\$1,139.76	\$1,173.95	\$1,209.17	\$1,245.45
8"	40,000	\$1,808.36	\$1,862.61	\$1,918.49	\$1,976.05	\$2,035.33	\$2,096.39
Multi-family (per unit)		\$32.23	\$32.23	\$32.23	\$32.23	\$32.23	\$32.23

Table 12.12.050-2 Water Service Incremental Rates

Description	Monthly Tier Ranges (Cubic Feet)	Effective January 1, 2026	Effective January 1, 2027	Effective January 1, 2028	Effective January 1, 2029	Effective January 1, 2030	Effective January 1, 2031
Residential							
Tier 1 (Base Allowance)	0-500						
Tier 2	500-900	\$4.37	\$4.71	\$5.07	\$5.55	\$6.03	\$6.44
Tier 3	>900	\$5.46	\$5.88	\$6.34	\$6.94	\$7.54	\$8.05
Multi-Family							
Tier 1 (Base Allowance)	0-500						
Tier 2	>500	\$4.35	\$4.35	\$4.35	\$4.35	\$4.35	\$4.35
Commercial							
Tier 1 (Base Allowance)	0-500						
Tier 2	>500	\$4.44	\$4.55	\$4.67	\$4.79	\$4.91	\$5.04
General Industrial							
Tier 1 (Base Allowance)	0-500						

Description	Monthly Tier Ranges (Cubic Feet)	Effective January 1, 2026	Effective January 1, 2027	Effective January 1, 2028	Effective January 1, 2029	Effective January 1, 2030	Effective January 1, 2031
Tier 2	>500	\$4.00	\$4.26	\$4.52	\$4.80	\$5.10	\$5.41
Irrigation							
Tier 1 (Base Allowance)	0-500						
Tier 2	>500	\$4.67	\$4.93	\$5.20	\$5.49	\$5.79	\$6.10

12.12.060 Basis of Sewer Service Rates

i This section is based on existing SMC 12.04.020 Sewer system rates.

- (1) Basis for calculation. Sewer rates must be calculated, adopted, and applied based on the methodology described in this section.
- (2) Basis for metering. Sewer charges are based on monthly water usage as measured by the corresponding city meter for domestic water service.
 - (a) The charge for Residential—Individually Metered uses for the summer months, defined herein as April, May, June, July, August, and September, shall be based on the lesser of the water use for the billing period or the average monthly water use for the preceding October through March, period, respectively. If data for the full October through March, period are not available, the data will be averaged over the period for which data are available. For new accounts that begin in the defined summer months, the month's charge must be based on the water use for that month.
 - (b) The charge for uses other than Residential—Individually Metered uses for the months of April, May, June, July, August, September, and October must be based on the water use for that month unless indicated otherwise in this section.
 - (c) A user may elect, at the user's own expense, to install a separate water meter to measure water used for irrigation. An irrigation-only account will then be established and billed separately by the city.
- (3) Classes of customers. Sewer service is provided to the following classes of customers:

i Added specification that ADUs and adult family homes are residential, not commercial.

- (a) Residential—Individually Metered. This classification includes buildings for residential uses that are individually metered. "Residential" includes such residential uses as ADUs and adult family homes.
- (b) Residential—Master Metered. This classification includes structures containing more than one dwelling unit that are metered through one master meter, including a co-living housing building.
- (c) Light Commercial. This classification includes commercial uses not otherwise classified. It incorporates simple domestic waste generators such as offices, small retail trade establishments, schools without kitchens/gyms, hotels without restaurants, and churches/meeting halls.
- (d) Heavy Commercial. This classification includes commercial uses that have higher potential for problem wastes (high strength, problem constituents or large volume) than the light commercial classification. The heavy commercial classification includes laundries, dry cleaners, restaurants, cafes, grocery stores, medical clinics, funeral homes, photo development, veterinary clinics, dental clinics, schools with kitchens/gyms, hotels with restaurants, etc.

- (e) General Industrial. This classification includes uses that generate large volumes of wastewater or have high strength or problem wastewater. This classification includes manufacturing and processing facilities, etc.

(4) Special Classes and Rates.

- (a) Users with State Waste Discharge Permits, NPDES Permits or Pretreatment Agreements with the City. This classification includes businesses with a state waste discharge permit, NPDES permit or pretreatment agreement with the city. The monthly charge must be based on the maximum amount of wastewater allowed by the permit or agreement unless a city-approved meter indicates a smaller amount was actually sent to the city's wastewater facilities. For businesses that do not yet have a permit or agreement, calculation of their charge must be based on the most appropriate classification above.
- (b) Users with High Strength Waste. The city must have the right to charge an additional monthly sewer service charge for a high strength waste, which is defined herein as one with pollutant concentrations in excess of typical domestic wastewater. A surcharge is appropriate for waste strength conditions including, but not limited to, a total five-day biochemical oxygen demand and/or suspended solids concentration in excess of 300 milligrams per liter. The public works director will recommend to the city council an appropriate monthly surcharge.
- (c) Users with Multiple Classifications. In the event that any user of the city's sanitary sewage system, by the nature of its business, may fall within two or more of the above classifications, the rate for such user shall be the highest rate established for any such classification.
- (d) Contract Rates. Rates for any user may be set by contract at the discretion of the city council. Users having their rates set by contract must fall under this classification only during the duration of the contract term. Upon termination of said contract, the user will be charged under the other most applicable classification as determined by the finance director.

(5) Bill components. Each billing for an account includes the following:

- (a) Base fee. A flat fee for a monthly allowance, based on customer class, as shown below:

Classification	Base Monthly Allowance
Residential—Individually Metered	600 cubic feet
Residential—Master Metered	600 cubic feet times the number of dwelling units
Light Commercial	600 cubic feet
Heavy Commercial	600 cubic feet
General Industrial	600 cubic feet

- (b) Incremental rate. A fee for each additional 100 cubic feet of water supplied in excess of the monthly allowance included in the base fee, adjusted by customer class.

12.12.070 Adopted Sewer Service Rates

Table 12.12.070-1 Sewer Service Rates

	Effective January 1, 2026		Effective January 1, 2027		Effective January 1, 2028		Effective January 1, 2029		Effective January 1, 2030		Effective January 1, 2031	
	Base Monthly	Incremental Rate (per 100 cf)	Base Monthly	Incremental Rate (per 100 cf)	Base Monthly	Incremental Rate (per 100 cf)	Base Monthly	Incremental Rate (per 100 cf)	Base Monthly	Incremental Rate (per 100 cf)	Base Monthly	Incremental Rate (per 100 cf)
Residential												
Individual Metered	\$65.65	\$9.17	\$69.43	\$9.70	\$73.42	\$10.26	\$77.64	\$10.85	\$82.10	\$11.47	\$84.90	\$11.86
Master Metered (multiplied by number of units)	\$64.70	\$9.04	\$37.61	\$9.45	\$70.82	\$9.90	\$74.50	\$10.41	\$78.14	\$10.92	\$78.14	\$10.92
Commercial												
Light Commercial	\$65.65	\$9.17	\$69.42	\$9.70	\$73.41	\$10.26	\$77.63	\$10.85	\$82.09	\$11.47	\$84.89	\$11.86
Heavy Commercial	\$77.26	\$11.05	\$84.60	\$12.10	\$92.64	\$13.25	\$101.44	\$14.51	\$111.08	\$15.89	\$116.63	\$16.68
General Industrial	\$86.57	\$12.59	\$94.79	\$13.79	\$103.80	\$15.10	\$113.66	\$16.53	\$124.46	\$18.10	\$130.68	\$19.01

Base Monthly

12.12.080 Basis of Stormwater Service Rates

i This section is based on existing SMC 12.12.020 Drainage system rates and charges.

- (1) Basis for calculation. Stormwater rates must be calculated, adopted, and applied based on the methodology described in this section.
- (2) Classes of customers. Sewer service is provided to the following classes of customers:
 - (a) Residential Uses.
 - (i) Single-Family Residential.
 - (ii) Multifamily Residential.
 - (b) Nonresidential Uses.
 - (i) Commercial structure.
 - (ii) Improved land areas not included as a residential use.
- (3) Bill components.
 - (a) Each billing for a Single-Family Residential use consists of a flat fee.
 - (b) Each billing for a Multifamily Residential or Nonresidential use consists of a charge based on a rate per Equivalent Residential Unit (ERU).
 - (c) Each billing for a detached accessory dwelling unit will be charged a prorated amount of the Single-Family Residential stormwater fee based on allocation of impervious square footage on the property.

12.12.090 Adopted Stormwater Service Rates

Table 12.12.090-1 Stormwater Service Rates

Classification	Effective January 1, 2026	Effective January 1, 2027	Effective January 1, 2028	Effective January 1, 2029	Effective January 1, 2030	Effective January 1, 2031
Single-Family Residential	\$28.66	\$29.52	\$30.41	\$31.32	\$32.26	\$33.23
Multifamily Residential	\$28.66	\$29.52	\$30.41	\$31.32	\$32.26	\$33.23
Non-Residential per ERU (3,500 Sq Ft.)	\$28.66	\$29.52	\$30.41	\$31.32	\$32.26	\$33.23

Chapter 12.20 Connections to City Utilities

12.20.010 Purpose

The purpose of this section is to regulate and finance connections to the city's utility systems.

12.20.020 Connection Required

- (1) A detached accessory dwelling unit must have its own connection, independent of the primary dwelling unit, to city utility services, including its own water meter and side sewer.

12.20.030 Connection Must be Authorized

i This section is based on existing SMC 12.06.020(1) and 12.14.050(1) and 12.40.020.

- (1) It is unlawful for any person to uncover, make any connections with or opening into, use, alter or disturb any public water, sewer, or stormwater facility, line, or appurtenance thereof without first obtaining a written permit from the director of public works.

i The following is a new subsection creating a criminal penalty for unauthorized connections.

- (2) A violation of this section is a misdemeanor and may also be enforced per SMC Title 13.

12.20.040 Application for Connection

i This section is based on existing SMC 12.06.020(2) and 12.14.050(2)-(6).

- (1) Applicability. This section applies to applications and permits to construct, extend, relay, repair or make connection to the city water, sewer, or stormwater systems.
- (2) An application for a connection permit to the city water, sewer, or stormwater systems must:
 - (a) be made on form(s) provided by the city;
 - (b) be accompanied by applicable application fees;
 - (c) include the name of the owner, the correct address and legal description of the property to be served, and dimensions and locations of any buildings or hard-surfaced improvements on the property and the whole course of the connection from the city utility system to any connection with the building or property to be served;

- (d) be submitted to the public works director.
 - (e) be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the public works director.
- (3) Upon review of the application, the public works director may issue the permit, which must include:
- (a) designation of the manner and place in which the property may be connected to the city utility system, in the judgment of the director;
 - (b) any conditions of the connection or work;
 - (c) any required inspections of the connection or work.
- (4) As-built drawings for all utility connections must be submitted to the city and kept on file showing the size and location of the utility line, the point of any connection, the location of any buildings on the lot and any other such information as may be obtained in the course of inspection of completed work done under the permit.
- (5) It is unlawful to perform work in a manner inconsistent with the conditions of the issued permit.

i The next subsection is from existing SMC 12.45.020, which applied only to connections outside the city limits.

- (6) If the city approves an application for utility service and subsequently issues a water availability certificate or a sewer availability determination, that certificate or determination expires at the time that any associated permit expires (e.g., land use, site development or building permit) or one year after the date of issuance, whichever is later.

12.20.050 Construction Costs

i This section is based on existing SMC 12.12.040 Connection fees, charges and costs, subsection (4) Construction Costs and Fees.

- (1) The cost of construction of city utility service lines from the city utility service must in all cases be borne by such persons connecting thereto.
- (2) The cost of construction of city utility service mains by developers and others except in the case of an LID or ULID must be directly borne by the party extending the city utility service main.
- (3) The cost of upgrading drainage facilities, storm sewer trunk lines, or pumping facility, or the cost of a consulting engineer is considered part of the cost of the city utility service extension and such costs as determined by the public works director or consulting engineer must be remitted to the city finance director or the work completed and accepted by the city prior to issuance of any connection.
- (4) All extensions of city utility service mains to serve new customers or areas outside the corporate limits of the city must be laid at the expense of the persons requesting such extensions.
- (5) The city may, at its option, construct city utility service mains to serve an area within the city. Any property connecting to a main constructed by the city is subject to the fees and charges under this chapter plus a pro rata share of the construction costs of the extension based on 50 percent square footage of the area served and 50 percent front footage of properties to be served unless 75 percent of the owners of property in the area to be served agree on another method of apportionment which must be subject to the approval of the city.

- (6) Any property connected to a city utility service main or open ditch constructed under an LID or ULID is subject to a construction fee based upon the same square footage and front footage assessments made on the property within the LID.

Chapter 12.22 Connections Outside the City Limits

i This chapter is based on existing SMC Chapter 12.45 Extension/Connection of City Services Outside City Limits.

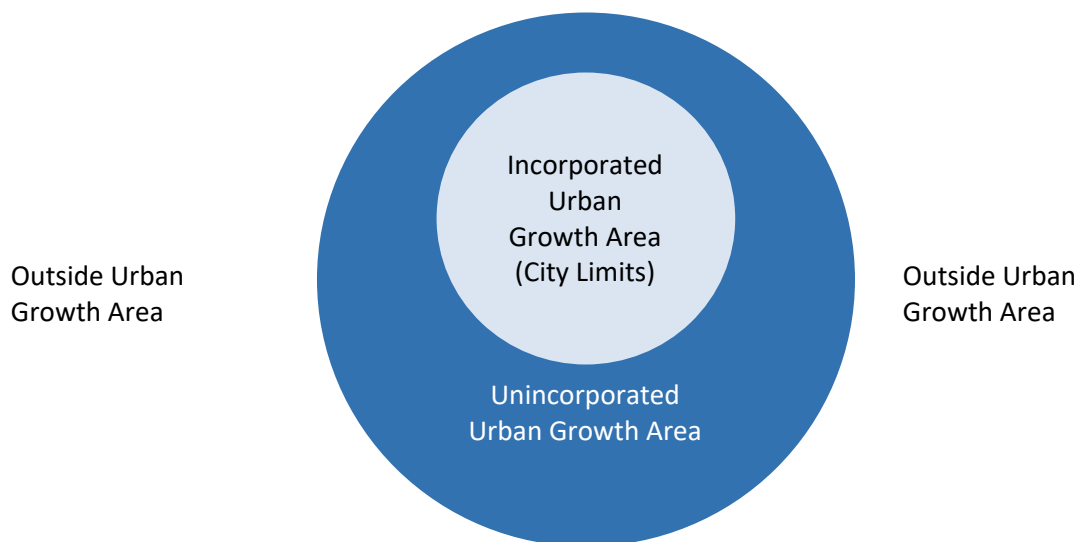
12.22.010 Purpose

- (1) The purpose of this chapter is to authorize, and describe the limits of, connections to utility services to properties outside the city limits.

i The remainder of this section is based on existing SMC 12.45.010 City's authority to provide service outside city limits.

- (2) The city's intent is to provide reasonable steps to phase implementation of the Growth Management Act by:
- (a) Encouraging growth to first locate in areas that have adequate existing public facility and service capabilities to serve such development.
 - (b) Managing growth to transform governance and phase development within the unincorporated urban growth area.
 - (c) Providing for orderly growth of the city consistent with the city's Comprehensive Plan, stormwater comprehensive plan, and the comprehensive water and sewer system plans.

Figure 12.12.010-1 Unincorporated Urban Growth Area



12.22.020 Authority

i This section is based on existing SMC 12.45.010 City's authority to provide service outside city limits.

- (1) Authority.

- (a) In general, and subject to the State Growth Management Act and other applicable law, the city is authorized, per RCW 35.67.310 and 35.92.200, to provide water, sanitary sewer, and stormwater service to property outside the city limits.
- (b) The city's provision of utility services outside the city limits is not mandatory.

(2) Limitations.

- (a) As "urban services," the provision of sanitary sewer and stormwater service outside the city's urban growth area is limited by RCW 36.70A.110(4).
- (b) The city is prohibited from annexing property outside its designated urban growth area boundary per RCW 35A.14.005.

12.22.030 Annexation Requirement

i This section is based on existing SMC 12.45.015 Service outside city limits; provisions common to the three utilities have been consolidated.

- (1) A request for new utility service in the unincorporated urban growth area may only be granted upon completion of an annexation agreement with the exception noted in subsection (2).
- (2) If the applicant property is subject to a preexisting contractual commitment by the city such as a local improvement district (LID or ULID) or latecomer's agreement to provide the utility service, the City may waive the requirement to immediately annex as a condition of connecting to such utilities. Such properties must execute and record a covenant not to protest annexation in the future as a condition of such utility connection.

12.22.040 Utility Service Application

i The following subsection includes material from existing SMC 12.45.020 Water or sewer service application.

i Note the requirement to execute a utility service agreement is broadened to any applicant outside the city limits, not just in the unincorporated UGA, because the city's utility codes otherwise only apply within its corporate limits.

- (1) An applicant for utility service outside the city limits:
 - (a) must complete a utility service application;
 - (b) must execute a utility service agreement per this chapter;
 - (c) is responsible for any necessary extensions required for connection and compliance with all other applicable provisions of the city street and utility codes;
 - (d) must agree to comply with all city policies and standards related to the utility service for all new connections/extensions.
- (2) A utility service application must:
 - (a) be made on forms provided by the department;
 - (b) be made by the owner of the property to be connected and supplied the service or by their authorized agent;
 - (c) identify the services requested;
 - (d) fully describe the purposes for which the utility service is required; and

(e) comply with the provisions of SMC 12.12.050 and .060.

i The next subsection is based on existing SMC 12.45.010.

(3) The decisionmaker on a utility service application is as shown in the following table:

Table 12.12.040-1 Decisionmaker on Application for Utility Service Outside the City Limits

Service Type	Within Unincorporated UGA	Outside UGA
Water	Public Works Director	Public Works Director
Sanitary sewer	Public Works Director	City Council
Stormwater	Public Works Director	City Council

12.22.050 Utility Service Agreement

i This section is based on existing SMC 12.45.040 Utility service agreement.

i Deleted exemption to sign utility service agreement for municipal corporations; deleted restatement of requirement to execute the utility service agreement.

The Utility Service Agreement required by this chapter must be on a form provided by the City and must condition the provision of the service on the following terms:

- (1) Agreement to Run with the Property. The agreement must be recorded against the property in the Snohomish County auditor's office, and must constitute a covenant running with the land. All covenants and provisions of the agreement are binding on the owner and all other persons subsequently acquiring any right, title or interest in or to said property.
- (2) Warranty of Title. The agreement must be executed by the owner of the property, who must also warrant that they are authorized to enter into such agreement.
- (3) Annexation. A property owner requesting extension of city sewer and water outside the unincorporated urban growth area must agree to sign a no protest agreement in which the property owner agrees to sign any petition that is circulated in the future to annex their property if at a future point the urban growth area is revised to include the subject property.
- (4) Costs of Design, Engineering and Construction of Extension. The owner must agree to pay all costs of design, engineering and construction of the extension, which must be accomplished consistent with the city's street and utility standards, and conform to plans approved by the city public works director. Costs of plan review and construction inspection must also be paid by the owner consistent with the city's fee schedule.
- (5) Connection fees. The owner must pay connection fees as established by Chapter 12.14 SMC, as the equitable share of the costs of serving the property.
- (6) Easements and Permits. The owner must secure and obtain at the owner's sole cost and expense all permits, easements and licenses necessary to construct the extension.
- (7) Dedication of Capital Facilities. The owner must agree to dedicate all capital facilities constructed as part of the water and sewer extension (such as water or sewer main lines, pump stations, wells, etc.), at no cost to the city, upon the completion of construction, approval and acceptance by the city.

- (8) Special Assessment District. If, at the time of execution of the agreement, the city has formed a special assessment district to pay for capital project(s) related to service of the property, the owner must agree to participate in the district and to waive their right to protest the assessment.
- (9) Waiver of Right to Protest Local Improvement Districts. If, at the time of execution of the agreement, the city has plans to construct certain improvements that would specially benefit the owner's property, the agreement must specifically describe the improvement. The owner must agree to sign a petition for the formation of a local improvement district (LID or ULID) for the specified improvements at the time one is circulated, and to waive their right to protest formation of any such LID or ULID.
- (10) Conformance to Standards.
- (a) Development of property must conform to the city's Comprehensive Plan, comprehensive water system plan, comprehensive sewer system plan, stormwater comprehensive plan, street and utility standards and this title.
 - (b) The establishment, maintenance and/or conducting of the uses for which the utility agreement is sought must not, under the circumstances of the particular case, be detrimental to the public welfare or injurious to the environment.
- (11) Interlocal Agreements. If, at the time of execution of the agreement, the city and the county have approved any interlocal agreements governing the development of the Stanwood urban growth area, the development must also be subject to the terms of the agreement(s) in place.
- (12) Termination for Noncompliance. In addition to all other remedies available to the city for the owner's noncompliance with the terms of the agreement, the city has the ability to disconnect the utility, and for that purpose may at any time enter upon the property.

12.22.060 Limitations on Water Service

Connections and extensions of water service are limited to the designated water service area set forth in the city's water comprehensive plan.

12.22.070 Limitations on Sanitary Sewer and Stormwater Service

- (1) No extension, expansion, or connection of sanitary sewer or stormwater service outside of the city's urban growth area may be allowed except in those limited circumstances shown to be necessary to protect basic public health and safety and the environment and when such services are financially supportable at rural densities and do not permit urban development.
- (2) An application for sewer service to property outside the city's urban growth area boundary must demonstrate by a preponderance of the evidence that the service is necessary to protect basic public health, safety, welfare and the environment. This showing may include, in addition to other documentation, an emergency order issued by the State Department of Ecology relative to any sewer extension request and/or documentation from the County or State Department of Public Health.
- (3) To determine whether an extension of sewer service is necessary to protect basic public health, safety, welfare and the environment, the city council must review the application and may, in its sole discretion, allow the extension if the council makes all of the following findings:
 - (a) The impact on public health potentially impacts the general public rather than solely the property owner making application;
 - (b) The hardship is not the result of the applicant's own action;
 - (c) The hardship is not merely financial or pecuniary;

- (d) The requested service is financially supportable at rural densities and does not permit urban development;
 - (e) The city's NPDES permit will not be adversely affected by the extension (if applicable);
 - (f) The extension is consistent with the goals of the city's land use and sewer comprehensive plan and all other applicable law, including, but not limited to, the Growth Management Act, and the State Environmental Policy Act; and
 - (g) The city has adequate capacity and adequate infrastructure available to provide the required service, or the applicant voluntarily agrees to provide the necessary infrastructure upgrades to allow service consistent with the city's street and utility standards.
- (4) The council's approval of any utility service or extension under the criteria in this subsection may be conditioned upon the following:
- (a) Restrictions may be placed on the hours that the city will accept sewage flow from the applicants;
 - (b) Restrictions may be placed on the amount of sewage flow provided to the applicant;
 - (c) The applicant must maintain and operate its own facilities;
 - (d) The applicant must execute a covenant not to protest annexation to the city in the future as a condition of such utility connection;
 - (e) Any other conditions the council considers appropriate that fulfill the purpose and intent of this chapter.

Chapter 12.24 Connection Fees

- i** This section is based on existing SMC Chapter 12.40, Utility Plant Investment.
- i** The "Plant Investment Charges" in existing code are renamed to the more standard term "system development charge."

12.24.010 Purpose.

- i** This section is based on the existing purpose statement.

- (1) The City Council has determined that that it is reasonable and in the public interest to enact and impose a connection fee for the purpose of recovering an equitable share of the costs of water, sewer and stormwater facilities from those properties within the utility service areas which, as a part of their development and use, create needs for those facilities.
- (2) The City Council finds that the public would benefit from a logical long-range approach to the financing of necessary facilities. Experience has demonstrated that the lack of such provision casts an unfair and unexpected burden on taxpayers and residences in the form of taxes, bond interest costs and assessments when core or central facilities become inadequate, causing a crisis. Operating from crisis to crisis is wasteful, unsafe and no longer an acceptable method of local government, and debt financing should be minimized wherever possible.
- (3) The "connection fees" herein described are designed and calculated to be of such amount as will eventually create reasonable reserves to pay the public's fair share of basic and essential service facilities as the need arises.

12.24.020 Applicability.

- (1) This section applies to fees for physical connections to the City's water, sewer, and stormwater utilities.
- (2) A connection fee applies at the time of:
 - (a) construction of a building requiring utility service;
 - (b) segregation of an existing building into two or more units (e.g., for separate residences, multiple housing units, business buildings, or separate business unit within a building).

12.24.030 Establishment of Connection Fees

- (1) The City Council may establish fees through the Consolidated Fee Schedule for:
 - (a) Application fees for new or modified connections to each city utility, to be paid into the City's general fund for the cost of administration;
 - (b) Connection fees for approved new or modified water, sewer, or stormwater connection, to be paid into the relevant fund as charges for system development and utility plant investment.

i Next subsection is based on existing SMC 12.40.050 Review of rates.

- (2) Connection fees must be reviewed for adjustment whenever the city's utility comprehensive plans or utility capital facility plans are updated and adopted by city council, based on asset value, projected capital projects, projected growth, interest, and inflation.

12.24.040 Assessment of Connection Fees

i Next line based on existing SMC 12.40.020(3).

- (1) A connection fee is immediately due and payable upon, and concurrently with, the issuance of a building permit or a permit for connection to the utility service, whichever occurs first.

i Next subsection is based on existing SMC 12.40.060 Credits. First list item (a) is new based on staff request.

- (2) Credit may be granted toward the connection fee charge in the following circumstances:
 - (a) Utility service facilities to be used for credit must appear in the city's 6-year Capital Improvement Plan or the Comprehensive Plan.
 - (b) Utility service facilities to be used for credit must be installed in accordance with approved plans and specifications and accepted by the city for maintenance;
 - (c) Credit may not be granted in excess of the total charge for the connection fee.

12.24.050 Segregation and use of revenue

i This section is based on existing SMC 12.40.070 Segregation and use of revenue.

- (1) All funds derived from the connection fees are to be segregated by appropriate approved accounting practices from all other funds of the city consistent with SMC Chapter 3.34 Funds into the investment fund for the relevant utility and spent for no other purpose than installing, constructing, and extending sewer facilities or debt service thereon.

- (2) The entire portion of the water system development charge for the Cedarhome benefit area must be used for no other purpose than the design, installation, and construction of the 400-zone 500,000-gallon elevated reservoir and transmission main; and Cedarhome booster pump station or debt service thereon.

12.24.060 Basis of Water Connection Fees and System Development Charges

i This section is based on existing SMC 12.16.040 Service connection charge.

- (1) Water connection fees must be calculated, adopted, and applied based on the methodology described in this section.
- (2) The water connection fee consists of:
- (a) A service connection charge based on the size of the provided water meter for installation of the water meter. Service connections made by city of Stanwood work crews may be made based on estimate of actual cost agreed to by applicant and paid in advance. Service connection charges for meters larger than two inches must be determined by the public works director.
- (b) Service connection fees shall be set in the city consolidated fee schedule by resolution.

i Based on existing SMC 12.16.012 Water plant investment charge:

- (c) A system development charge, determined by multiplying the total number of equivalent water connections proposed by the City's capital cost per equivalent connection, to be paid into the water plant investment fund.

i Based on existing SMC 12.16.013, Additional water plant investment charge for Cedarhome benefit area:

- (d) For properties within the Cedarhome Benefit Are, an additional system development charge, determined by multiplying the total number of equivalent connections proposed by the City's capital cost per equivalent connection within the Cedarhome Benefit Are.

i Based on existing SMC 12.16.012 Water plant investment charge:

- (3) The City's capital cost per equivalent connection is calculated by dividing the total valuation of the water system, including pumps, wells, distribution lines, reservoirs and rights-of-way, by the total number of equivalent connections proposed.

i Based on existing SMC 12.16.013, Additional water plant investment charge for Cedarhome benefit area:

- (4) The City's capital cost per equivalent connection for the Cedarhome Benefit Area is determined based on the valuation of the water system within the Cedarhome Benefit Area, defined as the area shown in Exhibit A-1 in the ordinance that created the Cedarhome Benefit Area.
- (5) Equivalent connections are based on the water meter size as shown in the following table:

Table 12.14.060-1 Equivalent Connections Based on Meter Size

Meter Size	Equivalent Connection
3/4"	1.00
1"	1.67
1 ½"	3.33

2"	5.33
3"	10.00
4"	16.67
6"	33.33
8"	53.33

12.24.070 Basis of Sewer Connection Fees and System Development Charges

- (1) Sewer connection fees must be calculated, adopted, and applied based on the methodology described in this section.
- (2) The sewer connection fee consists of:

i Based on existing SMC 12.04.030 Connection fees, charges and costs:

- (a) A service connection charge based on the type of proposed use, to be paid into the sanitary sewage construction reserve fund. Connection fees for service sizes other than six inches shall be determined by the public works director.
- (b) Service connection fees shall be set in the city consolidated fee schedule by resolution.

i Based on existing SMC 12.04.040 Sewer system plant investment charge:

- (c) A system development charge, determined by multiplying the total number of equivalent connections proposed by the City's capital cost per equivalent connection, to be paid into the sewer plant investment fund.
- (3) The City's capital cost per equivalent connection is calculated by dividing the total valuation of the sewer system, including pumps, collection pipelines, sewer treatment plant, and rights-of-way, by the total number of equivalent connections proposed.
- (4) Equivalent connections are based on water meter size are as shown in Table 12.14.060-1 Equivalent Connections Based on Meter Size.

12.24.080 Basis of Stormwater Connection Fees and System Development Charges

- (1) Stormwater System Development Charges must be calculated, adopted, and applied based on the methodology described in this section.
- (2) The stormwater System Development Charges fee consists of:

i Based on existing SMC 12.12.080 Development fees:

- (a) A fee charged for each separate residence, multiple housing unit, or business building proposed to be served by the stormwater system, to be paid into the drainage construction fund.
- (b) Service connection fees shall be set in the city consolidated fee schedule by resolution.

i Based on existing SMC 12.12.050 Drainage system plant investment charge:

- (c) A system development charge, determined by multiplying the total number of equivalent residential units (ERU) for the proposed use to be connected by the city's capital cost per ERU, to be paid into the drainage plant investment fund.

- (i) For a single-family residential use up to 10,000 square feet, the charge must be based on 1 ERU.
 - (ii) For a single-family residential use of 10,000 square feet or greater, the charge must be calculated on the same basis as nonresidential development with a minimum of 1 ERU per lot.
 - (iii) For multifamily or nonresidential development, the charge must be based on the number of ERU of impervious area of the proposed development, including fractions thereof. For example: 5,500 square feet of impervious area ÷ 3,500 square feet per ERU = 1.57 ERUs.
- (3) The city's capital cost per ERU is calculated by dividing the total valuation of the stormwater (drainage) system by the total number of ERUs in the city.

12.24.090 Adopted System Development Charges

- (1) System Development Charges for the utility services for 2026 are as shown in the table below .
- (2) The System Development Charges in the table below will be automatically increased each year on January 1, compared to the prior year, by the percentage reflected in the Seattle ENR Construction Cost Index (CCI), based on August of the prior year to August of the current year. No change to the city's connection fees will be made if the percent change in the CCI is less than or equal to zero.

Table 12.24.090-1 Adopted System Development Charges

Water Meter Size	Water SDC	Sewer SDC	Stormwater SDC (per ERU)
5/8" or 3/4"	\$9,890	\$11,187	\$3,179
1"	\$24,726	\$27,967	\$3,179
1.5"	\$49,451	\$55,933	\$3,179
2"	\$79,122	\$89,493	\$3,179
3"	\$158,244	\$178,986	\$3,179
4"	\$247,257	\$279,665	\$3,179
6"	\$494,513	\$559,330	\$3,179
8"	\$791,221	\$894,928	\$3,179

Chapter 12.26 Latecomer Agreements

- i** This chapter is based on existing SMC Chapter 12.50 Latecomer Agreements for Water And Sewer.
- i** Notably, this rewrite explicitly expands the applicability of latecomer agreements from just water and sewer to also potentially encompass stormwater infrastructure. Latecomer agreements are available for street improvements (RCW 35.72) and utility improvements (RCW 35.91) including storm, sanitary, or combination sewers.
- i** This rewrite does not include existing SMC 12.50.120 establishing that there is no requirement for execution of a latecomer agreement, because RCW 35.91.020(1)(a) indicates a municipality “must” contract.

12.26.010 Purpose

- i** This section is based on existing SMC 12.50.010 Purpose.

The purpose of this chapter is to describe the process for a property owner or developer to request the execution of a latecomer agreement with the city council for utility service facilities implementing Chapter 35.91 RCW, so that city utility service can be extended and property owners that construct the utility service facilities can recoup a portion of their cost.

12.26.020 Applicability

This chapter applies to city utility services (water, sewer, and stormwater), all of which qualify under the definition of “water or sewer facilities” in RCW 35.91.015.

12.26.030 Definitions

The definitions in this section apply throughout this chapter:

- i** Based on existing SMC 12.50.020 Definitions:

"Cost of construction" means the cost incurred for design, acquisition for right-of-way and/or easements, permit and plan review fees, construction (including materials and installation), as required in order to create and install the water and/or sewer facilities in accordance with all applicable laws, ordinances and standards, including the city's street and utility standards. The cost of construction shall be documented in writing on final invoices or other documents showing the amounts paid by the owner. The city may not accept written estimates in determining the cost of construction. In the event of a disagreement between the city and the owner concerning the cost of the water and/or sewer facilities, the city engineer's determination shall be final.

- i** New addition, based on use in SMC 12.50:

“Latecomer” means any owner of real estate who did not contribute to the actual cost of a city utility service facilities subject to a latecomer agreement and who subsequently connects to or uses the city utility service during the effective period of the latecomer agreement.

- i** Based on existing SMC 12.50.020 Definitions:

"Latecomer agreement" means a written contract between the city and one or more property owners providing for the partial reimbursement of the cost of construction of the city utility service facilities.

i Next line based on RCW 35.91.015.

"Latecomer fee" means a charge collected by the City, whether separately stated or as part of a connection fee, for providing access to city utility services, against a real property owner who connects to or uses city utility services subject to a city latecomer agreement.

12.26.040 When Latecomer Agreements May Be Used

i This section is based [on Oak Harbor MC 18.35](#).

- (1) The city must enter into a water and sewer latecomer agreement with an owner of real property when all of the following conditions apply:
 - (a) The owner elects to install certain city utility service facilities solely at the owner's expense.
 - (b) The owner has submitted a request for a latecomer reimbursement contract prior to the approval of the facility by the municipality.
 - (c) An adopted capital improvement plan identifies that one or more identified facilities be constructed in the location of the proposed property development as a prerequisite to further property development.
 - (d) The facilities are within the corporate limits or within 10 miles of the corporate limits.

i Based on existing SMC 12.50.100 Approval and acceptance of water and/or sewer facilities by city:

- (2) All utility service facilities proposed to be accepted for city ownership and maintenance (and later subject to a latecomer agreement) must be located on city-owned property or the necessary easements must be dedicated to the city prior to dedication such that the city may operate, maintain, demolish, reconstruct, improve or expand the utility service facilities in the future.

12.26.050 Application for a Latecomer Agreement

i Based on existing SMC 12.50.050 Fees – Application:

- (1) An application for a latecomer agreement must include all of the following:
 - (a) an application fee as established in the city's Consolidated Fee Schedule;
 - (b) a description of the method proposed to be used to determine the assessment, i.e., frontage square footage and zone end termini;
 - (c) pro-rata share for each property subject to the proposed latecomers agreement;
 - (d) an 8.5x11-inch vicinity map showing tax lot numbers and dollar amounts assessed on each lot;
 - (e) paper and digital copies of as-built plans stamped by a Washington state licensed engineer or land surveyor;
 - (f) itemized and quantified list of costs of construction, prepared, stamped and signed by a Washington state licensed civil engineer, including relevant bills of sale;
 - (g) an 18x24-inch scaled drawing stamped by either a Washington state licensed civil engineer or land surveyor showing the utility service facility size, location and the proposed areas potentially encumbered for this latecomer agreement, including dimensions, tax parcel numbers, sizes of parcels, useful elevations as needed by the city for determining benefit, all existing utility services and appurtenances.

i Based on existing SMC 12.50.060 Deadline for submittal of application:

(2) Timing of application.

- (a) An application for a latecomer agreement cannot be submitted to the city before the city notifies the owner that the constructed utility service facilities are acceptable to the city for city operation and maintenance.
- (b) An application for a latecomer agreement must be submitted to the city prior to either:

i Existing code specified *residential* land divisions and was unclear about other types of land divisions.

- (i) for land divisions, final plat approval; or
- (ii) for other types of development, 30 days after the city notifies the owner the facilities are acceptable.
- (c) Failure by the owner to submit a complete application within the required timeframe constitutes a waiver of the owner's ability to request execution of a latecomer agreement with the city.

12.26.060 Review of Application.

i Based on OHMC 18.35.090:

- (1) The public works director must determine the boundaries of the reimbursement area for all applications based upon the identification of parcels located so that they may subsequently tap into, use, or benefit from the constructed utility service facilities.
- (2) The amount of the latecomer fee must be established so that each property subject to the latecomer fee will pay a fair pro rata share of the costs of the improvements as determined by any appropriate method, including but not limited to determining the total capacity of the utility service improvements expressed in equivalent residential units (ERUs) and dividing the total cost by the number of ERUs created by construction or added by improvement of the utility service facility.

i Based on existing SMC 12.50.080 Assessment method:

- (3) The city may use any method of assessment permitted by law including, but not limited to, the front-foot method, the zone end termini method, and square footage method. At the discretion of the public works director, the city may allow a proportionate payment if only a portion of a property is developed, with the balance to be paid when the rest of the property is developed.

i Based on existing SMC 12.50.090 Cost of construction to be examined by city engineer:

- (4) The cost of construction of the utility service facilities must be examined by the city engineer and the city engineer must provide analysis to the city council as to the validity of the cost of construction.

12.26.070 Approval Process.

i Based on OHMC 18.35.100 (which requires 21-day notice):

- (1) A public hearing must be held before the city council or hearing examiner with regard to the reimbursement area boundaries and the amount of the latecomer reimbursement fee. Notice containing the name of the

applicant, a description and the location of the proposed water or sewer improvements, a map of the reimbursement area boundaries, and the preliminary estimate of the latecomer reimbursement fee shall be sent by first-class and certified mail, return receipt requested, to the property owners within the proposed reimbursement area not less than 10 days prior to the date set for the public hearing.

i Based on existing SMC 12.50.110 City council approval and notice:

- (2) The city council has approval authority over latecomer agreements. Approval may only be given after the public hearing.

12.26.080 Form and Contents of Latecomer Agreement

i This section is based on existing SMC 12.50.030 Limitations on latecomer agreement.

- (1) The latecomer agreement must:

- (a) be a standard agreement approved as to form by the city attorney consistent with the requirements of this chapter and RCW 35.91.020;
- (b) provide for a period of not to exceed 15 years for the reimbursement of such real estate owners and their assigns by any latecomer;
- (c) require that the latecomer pay his or her fair pro rata share of the cost of the construction of the utility service facilities, including not only those directly connected thereto, but also users connected to laterals or branches connecting thereto;
- (d) be recorded in the office of the Snohomish County auditor prior to the time that a latecomer taps into or connects to the utility service facilities and is not effective until such recording;

i Based on existing SMC 12.50.070 Administrative fees and recording costs. Existing code set this fee at 10% and was contradictory as to whether it was deducted from or in addition to the latecomer fee.

- (e) include a provision for city collection or retention of a reasonable fee per the city's Consolidated Fee Schedule for the expense of administering the agreement to be deducted from the latecomer fees remitted to the contracting party;

i Based on OHMC 18.35.150:

- (f) include a provision declaring that the city has no liability to any person, corporation or partnership entitled to payment of latecomer fees collected by the city for the city's failure to collect latecomer fees unless such failure was willful or intentional;

i Based on OHMC 18.35.080:

- (g) include a provision requiring that every two years from the date of execution the property owner entitled to reimbursement under a latecomer reimbursement contract must provide the city with information regarding the current contact name, address and telephone number of the person, company, or partnership that originally entered the contract. If the property owner fails to comply with this requirement within 60 days of the specified time, the city may collect any reimbursement fees owed to the property owner under the contract, and deposit such funds in the city's capital fund.

12.26.090 Effect of Latecomer Agreement

i This section is based on existing SMC 12.50.040 Effect of latecomer agreement.

- (1) No permit may be granted, nor connection approved, for utility services during the time period set forth in a recorded latecomer agreement without first paying to the city, in addition to any and all other costs and charges assessed for such hook-up or use or for the water lines or sewers constructed in connection therewith, the amount required by the latecomer agreement.
- (2) If any connection is made contrary to the terms of a latecomer agreement, the city may remove, or cause to be removed, such unauthorized connection and all connecting tile or pipe located in the right-of-way and dispose of unauthorized material so removed without any liability whatsoever.

Chapter 12.30 Water System

i This chapter is based on existing SMC Chapter 12.17 Water System Regulations.

12.30.010 Purpose

i This section is based on existing SMC 12.17.010 Purpose.

This chapter sets forth uniform requirements for users of the water system operated by the city of Stanwood.

12.30.020 Applicability

i This section is from existing SMC 12.17.010 Purpose.

This chapter applies to all users of the city of Stanwood water system.

12.30.030 Contract for Service

i This section is based on existing SMC 12.17.020 Application for connection and SMC 12.17.030 Contract provisions.

- (1) To obtain water service for a premises, a request must be submitted to the Community Development Department on an application form provided by the department that includes:
 - (a) the address of the owner;
 - (b) a legal description of the premises where such water supply is desired;
 - (c) a description of the purposes for which the water is to be used;
 - (d) the number of family units to be supplied;
 - (e) the size of the service pipe;
 - (f) the location and size of the meter;
 - (g) the signature of the owner of the premises to be served or his duly authorized agent;
 - (h) application fees required by the city's Consolidated Fee Schedule.

- (2) Tenants are not considered agents of the owner and without specific written authority from the owner placed on file with and at the time of application, no application for water service by a tenant will be considered or processed.
- (3) The application must contain a contract for service that:
 - (a) specifies the rate and manner in which water must be paid;
 - (b) reserves to the city of Stanwood the right to charge and collect the rates and enforce the penalties provided for in this title, in the manner herein provided;
 - (c) to change the rates at any time by ordinance;
 - (d) to temporarily discontinue the service at any time without notice to the customer;
 - (e) specifies that the contract is subject to all the provisions of this title, and of any ordinance of the city of Stanwood relating to the subject, hereafter passed;
 - (f) provides that the city shall not be held responsible for any damage by water or other cause resulting from the defective plumbing or appliances on the premises supplied with water, installed by the owner or occupants of the premises;
 - (g) provides that in case the supply of water is interrupted or fails for any reason, the city may not be held liable for damages for such interruption or failure, nor may such interruptions or failures for any reasonable period of time be held to constitute a breach of contract on the part of the city or in any way relieve the customer from performing the obligations of his contract.
- (4) All contracts take effect from the day they are signed and rates must be charged from the day the premises are connected with the city's water supply.
- (5) No person supplied with water from the city mains will be entitled to use it for any other purpose than those stated in his application, or to supply in any way any other person or persons or families.

12.30.035 Property owner responsibilities.

i This section is based on existing SMC 12.40.030.

- (1) The property owner must warrant that they are the owner of the property with full authority to bind the property with the covenants and conditions contained in the Stanwood Municipal Code.
- (2) All property owners must subject their property to the resolutions and ordinances of the city, and must use the public sewers, water mains and drainage mains of the city in accordance with the rules, regulations and ordinances of the city, as they may be amended from time to time.
- (3) The property is subject to the regular schedule of sewer, water service and drainage charges of the city, as may from time to time be fixed by the city for its use classification, including, if the city so provides, a reasonable split rate for properties served in particular areas.
- (4) The property described in an applicable permit must be the only property served with sewer, water and drainage service.
- (5) The property is subject to liens, penalties and interest for nonpayment of sewer, water service and drainage charges, to the same extent as any other property served by the city.
- (6) Credit must be given on any future assessment in a local improvement district or utility local improvement district for any charge in lieu of assessment paid for that property, or any reasonable costs incurred by the property owner and allowed by the public works director or other authorized representative in installing sewer, water and drainage lines, that are deeded to the city.

- (7) Building sewers and water mains and other appurtenant facilities constructed and installed by the property owner are subject to the permit, design review, construction, inspection, connection, conveyance and other requirements of this title, including the required fees and charges.
- (8) Utility connection fees must be paid as required by this title.
- (9) To protect the interests of the city, the public works director, city engineer, or other authorized representative of the city may require other conditions and provisions as the individual case may warrant, including, but not limited to, reasonable design requirements, design review and inspection requirements, and protective and safety requirements.

12.30.040 Connection Required

i The requirement to connect sewer-served parcels to city water is based on existing SMC 12.17.050 Connection to sewer system.

i This section mirrors the format of a similar section in the sewer chapter.

- (1) Connection to the city water system is required in any of the following circumstances:
 - (a) For new construction of a building requiring potable water within the city limits;
 - (b) For any premises that is connected to the city sewer system.

12.30.050 Prohibited Connections

i This section is based on existing SMC 12.16.060 Water theft - Penalty. Retitled for consistency with “prohibited” sections in other chapters. Clarified misdemeanor violation only applies to this water theft section, not the entire chapter.

- (1) It is unlawful for any person to make connections with any fixtures or connect any pipe with any water main or water pipe belonging to the city water system, without first obtaining permission to do so from the city.
- (2) Any person who violates this section is guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine in any sum not exceeding \$500.00 or by imprisonment for a term not exceeding 90 days, or by both fine and imprisonment.

12.30.060 Requirement to Repair Leaks

i This section is based on existing SMC 12.17.060 Responsibility, subsection (4)(a). Deleted line about “The standard residential service is calculated at 1,200 cubic feet per billing cycle.”

- (1) It is unlawful for any person to allow a known or suspected leak of significant volume to continue.
- (2) Where there are leaking or defective pipes, fittings or fixtures, the water may be turned off at the option of the city until proper repairs are made.
- (3) The city may notify said customer, in writing, that the leakage must be corrected or abated within a specified period of time, the length of which must be reasonably related to the circumstances of the particular violation, and in no case may the time allowed for abatement exceed 30 days. Said notice must be posted on the premises or mailed to the last known billing address for the customer. If the customer fails to comply, or if a repeat violation occurs within the following six months, the city may shut off the water service until the violation is corrected. Disconnection and reconnection fees must be paid in accordance with the city's Consolidated Fee Schedule for any service disconnected pursuant to this section.

- (4) The city may install a flow restrictor on the customer's service line. The cost of said device, together with a reasonable installation charge, must be added to the customer's water bill. The cost of removing the device must be added to the customer's water bill.
- (5) Water mains and service lines from the main to individual meters are the responsibility of the city. Water meters are the sole ownership of the city and may not be turned on or off except by authorized city personnel. Service lines from the meter to the premises are the responsibility of the landowner and will not be maintained or repaired by the city.

12.30.070 Restrictions During Shortages and Emergencies

i This section is based on existing SMC 12.17.070 Emergencies and SMC 12.17.080 Water shortage - Restricted use.

- (1) In the event of an emergency, whenever the public safety, health, or the equitable distribution of water so demands, the public works director may make an order to change, reduce, or limit the time of use or discontinue the use of water.
- (2) In the event of a shortage of water, the public works director may make an order suspending the use of water for sprinkling or irrigation, or limiting the hours during which sprinkling or irrigation may be done.
- (3) An order issued per this section must be noticed through the city official newspaper, or by public address system.
- (4) Any person violating such order may be subject to a penalty as established by council resolution, and their water may be shut off and not turned on again until such penalty has been paid in addition to the fee for shutting off and turning on as provided in this title.

12.30.080 Cross-Connection Control

i This section is based on existing Chapter 12.18 Cross-Connection Regulations. Cross-connection "control" is a commonly used term.

- (1) Purpose. The purpose of this section is to:
 - (a) protect the water supply of the city of Stanwood water system from contamination or pollution from potential cross-connections; and
 - (b) promote the elimination or control of existing or potential cross-connections.
- (2) Definitions.
 - (a) "Cross-connection" means any actual or potential physical connection between a public water system or the consumer's water system and any source of nonpotable liquid, solid, or gas that could contaminate the potable water supply by backflow.
 - (b) "Backflow" means the undesirable reversal of flow of water or other substances through a cross-connection into the public water system or consumer's potable water system.
 - (c) "Backflow prevention device" is a device or means to prevent backflow into the public water system.
- (3) Administration. It is the responsibility of the department of public works to protect the city's potable water system from contamination or pollution due to cross-connection.
- (4) Cross-connections Prohibited. The installation or maintenance of any cross-connection that would endanger the water supply of the city of Stanwood water system is prohibited. Any such cross-connection now existing or hereafter installed is hereby declared unlawful and must be abated immediately.

i Updated WAC reference below from 248-54-285.

- (5) Standards. The control or elimination of cross-connections must be performed in accordance with WAC 246-290-490. The policies, procedures, and criteria for determining appropriate levels of protection must be in accordance with the "Cross-Connection Control Manual, Accepted Procedure and Practice" published by the Pacific Northwest Section of the American Water Works Association (PNWS-AWWA Manual).
- (6) Service prerequisites. Water service to any premises is contingent upon the customer providing cross-connection control in a manner approved by the Stanwood department of public works.
- (7) Approval required.
 - (a) All water system connections to serve buildings or properties with domestic potable water, fire sprinkler systems, or irrigation systems must comply with the minimum backflow requirements as established by the Snohomish County health district and the city of Stanwood.

i Department name below corrected from "State Department of Social and Health Services."

- (b) Backflow prevention devices required to be installed must be of a type and model approved by the State Department of Health and must be tested annually.
- (c) All irrigation systems must be installed with an approved backflow prevention device.
- (d) Submission of the certificate for testing of any backflow prevention device to the Stanwood public works department is required before the certificate of occupancy may be issued for any building.

12.30.090 Miscellaneous

i This section is based on existing SMC 12.17.060 Responsibility and 12.17.040 Temporary private service.

- (1) The owner of any service connections is responsible for damage to meters serving the premises due to willful or careless injury and must be charged for repairs to meters caused by such damage.
- (2) It is unlawful for any person willfully to place any automatic sprinkling device or willfully to place or hold any hose in such position or manner that water therefrom falls on any person while on any public street or sidewalk.
- (3) The city reserves the right at any time, without notice, to shut off the water supply for repairs, extensions, nonpayment of rates, or any other reason including but not limited to emergencies and leakage, and the city shall not be responsible for any damage, such as bursting boilers supplied by direct pressure, the breaking of any pipes or fixtures, stoppages or interruption of water supply, or any other damage resulting from the shutting off of water.
- (4) The city will maintain temporary private services in all cases wherein for any reason the permanent service installations must necessarily be disturbed by the city, and as soon as practicable thereafter permanent services will be restored. During such times and in such cases the city may access upon private property of any premises so served as may be necessary to maintain this service.

12.30.100 Right of Entry

i This section is based on 12.17.100 Right of entry and 12.18.080 Cross-connections - Right of entry.

- (1) Authorized employees of the city of Stanwood public works department with proper identification must be admitted free access at reasonable hours of the day to all parts of a premises or within buildings to which

water is supplied for the purpose of inspecting the condition of pipes and fixtures, noting the amount of water used and the manner in which it is used.

- (2) Water service may be refused or terminated to any premises for failure to allow necessary inspections.

Chapter 12.40 Wastewater (Sewer) System

i This chapter is based on existing SMC Chapter 12.06 Sewer System Regulations.

12.40.010 Purpose

i This section is based on existing SMC 12.06.005 Purpose, subsection 1.

This chapter sets forth uniform requirements for users of the sewer system operated by the city of Stanwood. It enables the city of Stanwood to comply with applicable state and federal laws and discharge permit requirements.

12.40.020 Applicability

i This section is based on existing SMC 12.06.005 Purpose, subsection 2.

This chapter applies to all users of the city of Stanwood sanitary sewer system. This chapter defines certain prohibited discharges; authorizes monitoring, compliance, and enforcement activities; establishes administrative review procedures; requires user reporting; and provides for the recovery of liquidated damages and collection of penalties.

12.40.030 Service Area

i This section is based on existing SMC 12.06.005 Purpose, subsection 3.

i Redefined the service area to clearly include the unincorporated UGA.

- (1) The service area for the city of Stanwood sanitary sewer system includes:
 - (a) the Stanwood city limits; and
 - (b) the City's unincorporated urban growth area.
- (2) Annexation is required before service can be provided within the unincorporated urban growth area.
- (3) Sewer service cannot be extended outside the city's urban growth area except as provided by state law.

12.40.040 Connection Required

i This section is based on the first half of existing SMC 12.06.030 Required connection.

- (1) Connection to the city sewer system is required in any of the following circumstances:
 - (a) For new construction of a building generating sewage where public sewer is available;
 - (b) For new residential, commercial, industrial, or institutional development where the property to be developed abuts a right-of-way in which a public sewer is located or where a service connection is

otherwise provided, connection of all structures generating sewage is required to connect to the public sewer regardless of distance from the public sewer.

- (c) For an existing developed property, when public sewer is available and at least one of the following is true:
 - (i) the property has a failed or failing septic system;
 - (ii) an additional building generating sewage is proposed, including a detached accessory dwelling unit;
 - (iii) improvements are proposed that would require an expansion of an existing septic drain field; or
 - (iv) the property has been included in a local improvement district (LID) for sewer connection;
 - (d) At any other time when mandated by the Department of Health.
- (2) For the purposes of this section, public sewer is considered "available" when the closest point on the building as measured to an existing sewer main is within 200 feet of that sewer main.

12.40.050 Connection Requirements

i This section is based on the second half of existing SMC 12.06.030 Required connection.

- (1) All connections to the city sewer system must be made in a permanent and sanitary manner, subject to the approval of the public works director, and must be sufficient to carry all sewage and waste fluids of any kind from said buildings into said system, and each toilet, sink, stationary washstand or any other piece or type of equipment having waste fluids must be connected with said sewer system.
- (2) All connections to public sewers or drains must be made in a workmanlike manner and in accordance with instructions from the public works director and in accordance with the city's street and utility standards.
- (3) No trench may be filled or any connecting sewer constructed under the provisions of this chapter until the same has been inspected and approved by or under the direction of the public works director at the point where the same connects with the pipe or other plumbing of the building or premises being connected, or until the same is made in all respects to conform to this chapter, the street and utility standards, or such other ordinances as are now or hereafter may become applicable.
- (4) All work done in pursuance of any connection permit granted as heretofore prescribed must be under the inspection and subject to the approval and acceptance of the city engineer. The grade, materials, and manner of construction of any sewer or drain built under permit shall be subject to the approval or rejection of the city. Upon acceptance of work, the city engineer must issue a notice of approval and acceptance of sewer connection, with one copy to the property owner or designated agent as authorization to backfill and use the connection, one copy to the finance director to initiate billing, and one copy for the file.
- (5) Except as hereinafter provided, it is unlawful to construct, enlarge, replace, or modify any privy, privy vault, septic tank, drain field, cesspool, or other facility intended or used for the disposal of sewage unless the public sewer system is more than 200 feet from property line, notwithstanding the routine maintenance of an existing, fully functional septic system.
- (6) All costs and expense incident to the installation and connection of the building sewer must be borne by the owner. The owner must indemnify the city from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

12.40.060 Sewage Pretreatment

i This section is based on existing SMC 12.06.040 Sewage pretreatment.

- (1) National categorical pretreatment standards as adopted and hereafter amended by the EPA pursuant to the Act shall be met by all users in the regulated industrial categories. These standards, found in 40 CFR Chapter I, Subchapter N, Parts 401-471, are hereby incorporated by reference.
- (2) State requirements and limitations on discharges to the publicly owned treatment works, as incorporated by Chapter 90.48 RCW, must be met by all users subject to such standards in any instance in which they are more stringent than federal requirements and limitations, or those in this chapter or other applicable ordinances.
- (3) Any user determined by the public works director to qualify as a significant industrial user must file an application for a state waste discharge permit with the State Department of Ecology in accordance with the requirements of WAC 173-216-070. Proof of acceptance of the application and payment of permit fees shall be kept at the user's facilities and produced upon request. Failure to submit the application or rejection of the application by the department may be considered sufficient grounds to terminate or refuse to provide sewer service.
- (4) The city reserves the right to establish more stringent standards or requirements on discharges to the sewer system and to set local limits for any pollutant to protect against pass through and interference.
- (5) Where preliminary treatment or flow-equalizing facilities are provided for any waters or wastes, they must be maintained in continuous, satisfactory and effective operation by the owner at the owner's expense.

12.40.070 Prohibited Discharges Outside the Sewer System

i This section is based on existing SMC 12.06.060 Unlawful disposal or discharge. Renamed to "prohibited" for consistency with other prohibited discharges and connections sections in this chapter and the stormwater chapter. Subsection (3) moved to Prohibited Discharges, below.

- (1) It is unlawful to place, deposit, or permit to be deposited in any unsanitary manner on public or private property within the city or in any area under the jurisdiction of the city any human or animal excrement, garbage or other objectionable waste. This section is not to be construed as an animal control measure.
- (2) It is unlawful to discharge to any natural outlet within the city, or in any area under the jurisdiction of the city, any sewage or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this chapter.

12.40.080 Prohibited Discharges to the Sewer System

i This section is based on existing SMC 12.06.050 Prohibited discharge. First list item (a) is based on subsection (3) of existing SMC 12.06.060 Unlawful disposal or discharge.

- (1) It is unlawful to discharge or cause to be discharged any of the following described waters or wastes to any public sewers:
 - (a) any stormwater, surface water, groundwater, roof runoff, subsurface drainage, uncontaminated cooling water, or unpolluted industrial process waters to any sanitary sewer;
 - (b) gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid or gas;
 - (c) waters or wastes containing toxic or poisonous solids, liquids, or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any sewage treatment process,

constitute a hazard to humans or animals, create a public nuisance, or create any hazard in the receiving waters of the sewage treatment plant, including but not limited to the cyanides in excess of two milligrams per liter as CN in the wastes as discharged to the public sewer;

- (d) solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the sewage works such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole milk, paunch manure, hair and fleshings, entrails and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.
- (2) It is unlawful to discharge or cause to be discharged the following substances, materials, waters, or wastes if it appears likely in the opinion of the public works director that such wastes can harm either the sewers, sewage treatment process, or equipment, have an adverse effect on the receiving stream, or can otherwise endanger life, limb, public property, or constitute a nuisance. In forming his opinion as to the acceptability of these wastes, the public works director will give consideration to such factors as the quantities of subject wastes in relation to flows and velocities in the sewers, materials of construction in the sewers, nature of the sewage treatment process, capacity of the sewage treatment plant, degree of treatability of wastes in the sewage treatment plant, and other pertinent factors. The substances prohibited are:
- (a) liquid or vapor having a temperature higher than 150 degrees Fahrenheit or 65 degrees centigrade;
 - (b) waters or waste containing fats, wax, grease, or oils, whether emulsified or not, in excess of 100 milligrams per liter or containing substances which may solidify or become viscous at temperatures between 32 and 150 degrees Fahrenheit (zero degrees and 65 degrees centigrade);
 - (c) garbage that has not been properly shredded. The installation and operation of any garbage grinder equipped with a motor of three-fourths horsepower and approval of the public works director;
 - (d) waters or wastes containing strong acid, iron pickling wastes or concentrated plating solutions whether neutralized or not;
 - (e) waters or wastes containing iron, chromium, copper, zinc, and similar objectionable or toxic substances; or wastes exerting an excessive chlorine requirement, to such degree that any such material received in the composite sewage at the sewage treatment works exceeds the limits established by the public works director for such materials;
 - (f) waters or wastes containing phenols or other taste- or odor-producing substances, in such concentrations exceeding limits which may be established by the public works director as necessary, after treatment of the composite sewage, to meet the requirement of state, federal, or other public agencies of jurisdiction for such discharge to the receiving waters;
 - (g) radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the public works director in compliance with applicable state or federal regulations;
 - (h) waters or wastes having a pH in excess of 9.5 or lower than 5.5 or having any other corrosive property capable of causing damage or hazard to structures, equipment, and personnel of the sewage works;
 - (i) materials that exert or cause:
 - (i) unusual concentrations of inert suspended solids (such as, but not limited to, fuller's earth, lime, slurries, and lime residues) or of dissolved solids (such as, but not limited to, sodium chloride and sodium sulfate);
 - (ii) excessive discoloration (such as, but not limited to, dye wastes and vegetable tanning solutions);
 - (iii) unusual BOD, chemical oxygen demand, or chlorine requirements in such quantities as to constitute a significant load on the sewage treatment works;
 - (iv) unusual volume of flow or concentration of wastes constituting "slugs,"

- (v) unusual suspended solids, concentration in such quantities as to constitute a significant load on the sewage treatment works;
- (j) waters or wastes containing substances which are not amenable to treatment or reduction by the sewage treatment processes employed, or are amenable to treatment only to such degree that the sewage treatment plant effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters;
- (k) in general any toxicant.

i The following line overrides existing SMC 12.06.080, which allowed the practice of dumping sewage into manholes. Existing SMC 12.06.080 is not included in this rewrite.

- (3) It is unlawful to discharge sewage or any of the prohibited discharges in this section directly into a sewer maintenance hole.

12.40.090 Side Sewers

i This section is based on existing SMC 12.06.070 Side sewers.

- (1) A side sewer must be installed in accordance with the city's most current street and utility standards and the UPC as adopted by the city of Stanwood.
- (2) A side sewer may provide only a single service.
 - (a) Each individual single-family, duplex, and triplex unit must have its own side sewer.
 - (b) Subject to the approval of the public works director or designee, a six-inch stubout may be located on a lot to serve no more than two single-family residences or one duplex so long as each residence or unit is served with its own four-inch side sewer from the stub. Fourplex and larger multifamily buildings, as well as other nonresidential buildings, may have one side sewer per building.
- (3) A side sewer must be stubbed to the property line of all existing lots when a new main is installed in front or alongside of existing properties.
- (4) While the city of Stanwood is responsible for the maintenance of the main line sewer, the property owner(s) served by the side sewer is responsible for any maintenance and repairs of the side sewer from the connection with the main line sewer to the building, including repairs in the public right-of-way or sewer easement. In the case of shared side sewers, ownership must be equally divided between users for any common assemblies.

12.40.100 Substance Interceptors

i This section is based on existing SMC 12.06.090 Substance interceptors.

- (1) Grease, oil, sand, heavy metals, or such other needed interceptors must be provided when, in the opinion of the public works director, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable waste containing grease in excessive amounts, or any flammable wastes, sand, or other harmful ingredients. Such interceptors must be of a type and capacity approved by the public works director and must be located as to be readily and easily accessible for cleaning and inspections.
- (2) Screens approved by the city engineer must be installed, operated, and maintained by any industrial plant connected to the sanitary sewage system, to screen any coarse solids from the industrial waste before it is discharged to the industrial sewer.

- (3) All substance interceptors and grease traps must be properly installed, maintained, and operated by the user at the user's expense. Pretreatment facilities must be kept in continuous operation at all times, and must be maintained to provide efficient operation.
- (4) Cleaning.
 - (a) Cleaning must be performed by a service contractor qualified to perform such cleaning, or in a manner approved by the public works director.
 - (b) The use of hot water, enzymes, bacteria, chemicals or other agents or devices that cause the contents of a pretreatment device to be discharged into the sanitary sewer system is prohibited.
 - (c) All removed material must be disposed of in accordance with all local, state, and federal regulations, and must not be disposed of in the sanitary or storm sewer.
- (5) Records.
 - (a) Cleaning and maintenance records must be made readily available on site to the city for review and inspection, and must be maintained for a minimum of five years.
 - (b) All maintenance records must be submitted on a routine basis for businesses whose operations are known to generate high levels of harmful ingredients or who have failed in the past to properly maintain their pretreatment facilities and fail to produce a discharge quality in compliance with the city's requirements.

12.40.110 Right of Entry

i This section is based on existing SMC 12.06.010 Administration and authority.

- (1) The public works director has the right to enter all properties for the purposes of inspection, observation, measurement, sampling and testing in accordance with the provisions of this chapter. The director or designee shall have authority to inquire into any processes including metallurgical, chemical, oil, refining, ceramic, paper, or other industries having a direct bearing on the kind and source of discharge to the sewers or waterways or facilities for waste treatment.
- (2) The public works director has the right to enter all private properties through which the city holds a duly negotiated easement for the purpose of, but not limited to, inspection, observation, measurement, sampling, repair and maintenance of any portion of the sewage lying within said easement, said to be done in accordance with the terms of the easement pertaining to the private property involved.
- (3) The public works director has the right to enter upon any lands, buildings, or premises required by this chapter to be connected to the sanitary sewer or to disconnect the source or sources of stormwater, groundwater or surface water from the sanitary sewer at all reasonable times to ascertain whether the provisions of this chapter have been or are being complied with, and if they shall find that such lands, building or premises connections or disconnections do not conform to the provisions of this chapter, to notify the owner or occupant or his agent of the fact, and it shall thereupon be the duty of such owner, occupant or agent to cause the requirements of this chapter to be so altered, repaired, or reconstructed as to make them conform to these provisions.
- (4) The public works director has the right to enter upon any user's lands, buildings or premises using city sewerage for purposes of obtaining samples and making tests. City equipment left at any such site for sampling and testing purposes shall not be removed or in any way tampered with.

Chapter 12.50 Stormwater (Drainage) System

i Given the prevalence of the terms “storm” and “stormwater” both in the existing municipal code and in the RCW, we’ve transitioned to use “stormwater” in the chapter title. In the chapter title, we’ve combined it with the historical term “drainage” for those users of the code who may be more familiar with that term.

12.50.010 Purpose

i This section is based on existing SMC 12.14.010 Purpose.

- (1) The purpose of this chapter is to exercise all lawful powers necessary and appropriate to the construction, acquisition, addition, maintenance, operation, management, regulation and control of the stormwater (drainage) system within the boundaries of the city to protect the health, safety, and welfare of the citizens of the city with respect to public and private property which affect the flow of surface water or the use of drainage facilities.
- (2) It is not the purpose of this chapter to create a duty of the city to insure or protect individual persons or property against water drainage.

12.50.020 Applicability

This chapter applies to the City's stormwater system as defined herein.

12.50.030 Stormwater system defined.

i This is a new section based on the Ecology Phase II NPDES Permit definition of municipal separate storm sewer system.

The City's stormwater system includes the system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, and storm drains) owned and operated by the City or other public entity, designed or used for collecting or conveying stormwater.

12.50.040 Stormwater comprehensive plan

i This section is based on existing SMC 12.14.005 Stormwater comprehensive plan.

The City's current stormwater comprehensive plan as adopted or amended is incorporated herein by reference.

12.50.050 Requirements to Deed Facilities to City

i This section is based on existing SMC 12.14.040 Authority. Reorganized to make differences between uses more obvious.

- (1) When stormwater facilities, including conveyance systems, detention and water quality facilities and their appurtenant structures, are constructed:
 - (a) For residential land divisions, the facilities must be transferred to the city for ownership and maintenance at the time of final plat.

- (b) For commercial developments and multifamily developments, the facilities must be maintained by the property owner(s); however, the facilities must be located within easements that allow emergency maintenance by the city, the cost of which will be charged to the owner(s).
- (2) Existing stormwater facilities may be transferred to the city for ownership and maintenance by contract, right of entry, deed or easement with agreement of the city.
- (3) Existing publicly owned stormwater facilities included in an annexation petition must be transferred to the city for ownership and maintenance at the time of annexation. Privately owned facilities are subject to subsection (2) of this section.
- (4) The city must own and maintain conveyance systems that serve public streets and are located in the public right-of-way or easements dedicated to and accepted by the city.

12.50.060 Prohibited Connections

i This is a new section based on the Ecology Phase II NPDES Permit definitions.

i "Illicit discharge" is the commonly used term of art.

- (1) It is unlawful to cause or maintain any illicit connection to the City's stormwater system.
- (2) "Illicit connection" means any infrastructure connection to the City's stormwater system that is not intended, permitted, or used for collecting and conveying stormwater or allowed non-stormwater discharges. Examples include sanitary sewer connections, floor drains, channels, pipelines, conduits, inlets, or outlets that are connected directly to the City's stormwater system.

12.50.070 Prohibited Discharges

i This section is based on existing SMC 12.14.060 Prohibited discharge.

i "Illicit discharge" is the commonly used term of art.

- (1) It is unlawful to cause or continue any illicit discharge into the City's stormwater system.
- (2) "Illicit discharge" means any discharge, directly or indirectly, to the City's stormwater system that is not composed entirely of stormwater or of non-stormwater discharges allowed under this section.
- (3) When the public works director has reason to believe that any discharge is an illicit discharge, the director may sample and analyze the discharge and recover the costs from a responsible party. When the discharge is likely to contain illicit discharge on a recurring basis, the director may conduct, or may require the responsible party to conduct, ongoing monitoring at the responsible party's expense.
- (4) Allowable discharges. The following types of discharges are not illicit discharges:
 - (a) diverted stream flows;
 - (b) rising groundwaters;
 - (c) uncontaminated groundwater infiltration (as defined at 40 CFR 35.2005(b)(20));
 - (d) uncontaminated pumped groundwater;
 - (e) foundation drains;
 - (f) air conditioning condensation;
 - (g) irrigation water from agricultural sources that is commingled with urban stormwater;
 - (h) springs;

- (i) uncontaminated water from crawl space pumps;
 - (j) footing drains;
 - (k) flows from riparian habitats and wetlands;
 - (l) non-stormwater discharges authorized by another NPDES or State Waste Discharge permit;
 - (m) non-stormwater discharges from emergency firefighting activities.
- (5) Conditionally allowable discharges. The following types of discharges are not illicit discharges if they meet the stated conditions, unless the public works director determines that the type of discharge, whether singly or in combination with others, is causing or is likely to cause pollution of surface or groundwater:
- (a) Potable water, including water from water line flushing, hyperchlorinated water line flushing, fire hydrant system flushing, and pipeline hydrostatic test water. Planned discharges must be dechlorinated to a concentration of 0.1 ppm or less, pH-adjusted if necessary, and in volumes and velocities controlled to prevent resuspension of sediments in the stormwater system.
 - (b) Lawn watering and other irrigation runoff is permitted but must be minimized.
 - (c) Discharges from swimming pools, spas, and hot tubs dechlorinated to a concentration of 0.1 ppm or less, pH-adjusted if necessary, and in volumes and velocities controlled to prevent resuspension of sediments in the stormwater system. Discharges must be thermally controlled to prevent an increase in temperature of the receiving water. Swimming pool cleaning wastewater and filter backwash must not be discharged.
 - (d) Street and sidewalk wash water, water used to control dust, and routine external building wash down that does not use detergents are permitted if the amount of street wash and dust control water used is minimized. At active construction sites, street sweeping must be performed prior to washing the street.

i [External building washdown](#) (e) in the 2024 NPDES permit, which includes a new requirement to check for PCBs, not included.

- (e) Non-stormwater discharges covered by another NPDES permit if:
 - (i) the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations; and
 - (ii) written approval has been granted for any discharge to the stormwater system.
- (f) Other non-stormwater discharges reviewed and approved by the city, which may include methods of prevention, control, and treatment to ensure contaminants do not enter surface or groundwater.

12.50.080 Limit of Liability

i This section is based on existing SMC 12.14.030 Limit of liability.

- (1) No city liability may be inferred, implied, or interpreted by the adoption and application of this chapter for damages to individual persons or properties which result from existing conditions or which occur subsequent to the date of implementation.
- (2) No city liability may be associated with the city's approval of any privately constructed or privately maintained portion of the stormwater system unless the city accepts the same as part of its publicly owned or maintained system and is negligent in its administration of such system.

EXHIBIT B

Chapter 3.34 Funds

3.34.010 General provisions.

No change.

3.34.020 General fund.

No change.

3.34.101 Street fund.

No change.

3.34.102 Street impact fees fund.

No change.

3.34.103 Street construction fund.

No change.

3.34.104 Park and trail improvement fund.

No change.

3.34.105 Fire impact fees.

No change.

3.34.106 Park impact fees.

No change.

3.34.107 Equipment reserve fund.

No change.

3.34.108 Transportation benefit fund.

No change.

3.34.109 Contingency fund.

No change.

3.34.110 Building improvement fund.

No change.

3.34.115 Tourism promotion fund.

No change.

3.34.120 REET 1 – Capital improvements.

No change.

3.34.121 REET 2 – Growth management.

No change.

3.34.205 Debt service fund.

No change.

3.34.401 Sewer fund.

No change.

3.34.403 Sewer construction fund.

No change.

3.34.405 Sewer plant investment fund.

- (1) The “sewer plant investment fund” is created as an enterprise fund.
- (2) Revenues from sewer plant investment fees system development charges must be deposited into this fund.
- (3) Expenditures from the fund must support sewer capital investment.

3.34.410 ~~Drainage~~ Stormwater fund.

- (1) The “~~drainage~~ stormwater fund” is created as an enterprise fund.
- (2) Revenues from ~~drainage~~ stormwater utility service rates must be deposited into this fund.
- (3) Expenditures from the fund must support ~~drainage~~ stormwater utility system maintenance and operation.

3.34.411 ~~Drainage~~ Stormwater construction fund.

- (1) The “~~drainage~~ stormwater construction fund” is created as an enterprise fund.
- (2) The ~~drainage~~ stormwater construction fund accounts for capital development of the ~~drainage~~ stormwater utility which is funded from other accounting funds, grants, and loans.

3.34.412 ~~Drainage~~ Stormwater plant investment fund.

- (1) The “~~drainage~~ stormwater plant investment fund” is created as an enterprise fund.
- (2) Revenues from ~~drainage~~ stormwater plant investment fees stormwater system development charges must be deposited into this fund.
- (3) Expenditures from the fund must support ~~drainage~~ stormwater capital infrastructure.

3.34.421 Water fund.

No change.

3.34.422 Water construction fund.

No change.

3.34.423 Cedar home plant investment fund.

No change.

3.34.424 Water plant investment fund.

- (1) The “water plant investment fund” is created as an enterprise fund.
- (2) Revenues from water plant investment fees system development charges must be deposited into this fund.
- (3) Expenditures from the fund must support water utility infrastructure.

3.34.451 Water bond reserve fund.

No change.

3.34.452 Sewer bond reserve fund.

No change.

3.34.457 Sewer equipment reserve fund.

No change.

3.34.458 ~~Drainage~~ Stormwater equipment reserve fund.

- (1) The “~~drainage~~ stormwater equipment reserve fund” is created as an enterprise fund.
- (2) This fund accounts for reserves held for replacement of ~~drainage~~ stormwater utility equipment and vehicles.

3.34.459 Water equipment reserve fund.

No change.

3.34.630 Agency fund.

No change.



City of Stanwood City Council Staff Report

Item Number: 9.c.
Date: December 11, 2025
Subject: Approve Second Reading and Adopt Ordinance 1553 Mid-Biennium Budget Adjustment
Contact Person: David Hammond, Finance Director
Attachments: 1. Ordinance 1553 with Exh 1

ISSUE

The issue before council is to review and discuss mid-biennium budget updates.

Reference: [2025-2026 Digital Budget Book](#)

Summary:

Ordinance 1553 was reviewed by the city council at the November 13th meeting and the first reading was approved by a vote of 4 to 2. The motion to approve included five items that were not included in the staff report by a vote of 4 to 2. Two of the five "walk-on" items were presented to council as item 9.a. "Approve Downtown Creative District/Main Street Program Approach". Based on that information, the council may choose to include them in the motion to approve the budget or exclude. Likewise, the other three items are described in more detail as follows.

1. Skateboard Park Art:

Over the last year, the City of Stanwood has experienced recurring graffiti on the sides of the skateboard ramps at Heritage Park. Public Works crews have had to remove or paint over these markings. While staff continues to respond promptly, the blank surfaces of the ramps make them prime targets for tagging. To reduce recurring vandalism and create community-driven public art, staff proposes a project to install graffiti-style mural artwork on the exposed sides of the skateboard ramps. Graffiti art is widely recognized as being respected by graffiti taggers, who are significantly less likely to vandalize over graffiti murals. This approach has been used successfully in various communities to deter tagging while transforming previously blank surfaces into vibrant, engaging art features. Should tagging occur, staff proposes applying a protective anti-

graffiti coating to the murals. These coatings allow unwanted marks to be easily washed off without damaging the underlying artwork, minimizing maintenance costs and effort. Staff proposes partnering with the Stanwood High School and Middle School art departments, as well as local amateur graffiti artists (through our partnership with SCAAC), to create a collaborative community art project. Engaging students and emerging artists is a great way to strengthen the City's relationship with our youth community.

A nearby example can be seen in the City of Everett, which in 2023 hosted an event resulting in 40 graffiti murals painted across the City. These murals have become a popular attraction and have significantly reduced tagging. While the intent in Stanwood is not to create a tourism draw, Everett's experience demonstrates the effectiveness of this strategy in reducing vandalism and enlivening public spaces.

Staff requests \$15,000 for this project which will be used for the event, supplies and some artist stipends. This project is consistent with the City's Beautification Program and supports ongoing efforts to enhance public spaces through art, color, and community involvement.

Here are two examples of the Everett project:





While not in Everett, here is an example (google search) of graffiti art on the walls of a skateboard ramp.



2. Raplee Property Concept Design:

The City purchased the Raplee property in 2025 with the intent of transforming it into a gateway plaza that welcomes residents and visitors into the West End business district and the historic Brick Road. Staff is requesting \$15,000 to prepare a concept sketch and preliminary site layout of an urban, hard-surfaced plaza serving as a welcoming gateway to the west end shopping district. This conceptual design will illustrate how the property integrates into the broader Twin City Mile vision and establishes a visually appealing entry point to the West End. A well-developed concept plan is essential for communicating the project vision to potential funding agencies. The budget request will enable staff to work with a consultant to develop graphics, site concepts, and visioning materials needed to move the project forward and position it competitively for upcoming grant opportunities.

3. ADU Plan Design Partnership:

With the recent adoption of the Middle Housing Ordinance, staff is proposing that the City partner with the Cities of Lake Stevens, Snohomish, Monroe, and Arlington to develop a set of pre-approved, permit-ready Accessory Dwelling Unit (ADU) architectural plans. The City's share of the project would be \$20,000 and five plan sets would be created. These plans would be made available to residents at a reduced cost, provided the project complies with required setbacks and underlying zoning regulations. By participating in this multi-jurisdictional effort, the City can streamline permitting processes, reduce design and review expenses for homeowners, and ensure that a variety of ADU options are readily available that meet the City and state requirements. The plan set would include multiple configurations, including an ADU above a garage, which is an important option for properties in the downtown area where floodplain constraints require homes to be elevated above the base flood level. ADUs offer flexible housing opportunities for multigenerational families, residents seeking to downsize, individuals preferring alternatives to apartment living, and homeowners interested in generating supplemental income. Investment in this project will help expand housing options, support compliance with state housing goals, and support the City's Housing Action Plan which includes housing affordability goals in Stanwood.

Several Washington cities have already implemented successful pre-approved ADU plan set programs, demonstrating the value and effectiveness of this approach. Jurisdictions including Renton, Seattle, Port Orchard, Bremerton, and other cities in Kitsap County offer permit-ready ADU designs that streamline the review process and provide homeowners with code-compliant housing options that can be constructed more quickly and predictably. These examples show that pre-approved plans are a practical tool for advancing middle-housing goals and expanding affordable housing choices. By partnering with neighboring jurisdictions to develop a shared plan library, Stanwood can benefit from economies of scale by essentially getting multiple plans for the cost of developing just one. The city would charge an amount for the plan sets to recoup this investment in a reasonable timeframe.

The accounting for the five initiatives is as follows:

2026 New Initiatives -by Fund/Department	2026 Budget	2026 MBA	Difference
Tourism & Economic Development - Historic Preservation	\$57,600	\$77,600	\$20,000
Park Improvement--Skateboard Park Art Project	\$865,000	\$880,000	\$15,000
Park Improvement--Raplee Park Concept Design	\$865,000	\$880,000	\$15,000
General Fund - Community Development-ADU Plan Design Partnership	\$150,823	\$170,823	\$20,000
General Fund - Community Development--Downtown Plan Phase 2	\$150,823	\$175,823	\$25,000

Staff proposes to "walk on" one additional item, which is to authorize the GIS and Engineering Analyst as a regular full-time position beginning in the fourth quarter 2026. Note this position is currently authorized with capital funds as a two-year, term-limited position. This requested change will authorize the position to be allocated to the five operating funds, as shown in the table below. Staff expects that some portion of the GIS/Engineering Analyst will be charged to capital projects in the future. Staff motivation for this change at this time is to provide job security for the incumbent, who is highly regarded; recall the recent GIS presentation she provided to the City Council on October 23rd.

GIS Analyst Q4 2026 Salary Allocation -by Fund	2026 Budget	2026 MBA	Difference
Water Operating	\$687,729	\$695,551	\$7,822
Stormwater Operating	\$273,853	\$276,968	\$3,115
Sewer Operating	\$820,813	\$830,149	\$9,336
General Fund - Community Development	\$573,719	\$580,245	\$6,526
Streets Fund	\$236,248	\$238,935	\$2,687

The remainder of this staff report is as presented at the first reading on November 13th.

The recommended changes include items that have been authorized by council, such as the increase to the municipal code update consultant contract and the approval of the Business and Community Relations Coordinator position. Staff also requests authorization for program changes, as well as changes arising from new information or revised estimates. Finally, there are a set of recommended capital program budget changes that relate to the timing and cost estimates of projects, with projects occurring either earlier or later than budgeted.

Revenue Outlook

The only revenue to be updated is property tax. Based on Snohomish County Assessor

information, the city's levy, including a one percent increase, will increase from a budgeted \$2,262,175 to \$2,292,000. This increase of 1.3% results from new construction added to the city's assessed value. All other revenue streams are on track for a combined 2025–2026 estimates.

Topic: Salaries & Benefits

The 2026 budget for salaries assumed a 5 percent cost of living (COLA) increase, and for benefits on a 6 percent increase. The actual 2026 COLA is 4 percent, while actual benefit increases varied. The effect of these changes, and the implementation of a salary market analysis, resulted in increases in the Tourism and Stormwater funds, offset by decreases or no impact to the Streets, General fund and Sewer and Water funds.

Stormwater Fund Impact	2026 Budget	2026 MBA	Difference
Salaries & Benefits	\$389,507	\$407,723	\$18,216

Tourism and Promotion Fund	2026 Budget	2026 MBA	Difference
Salaries & Benefits	\$88,432	\$219,715	\$131,283

Topic: Indirect Cost Allocations — The city accounts for overhead by allocating certain functions (Human Resources, Finance, Administration, Clerk, Legal, etc.) to the operating utility funds. The finance department estimates the amounts for the second year of each biennium, then recalculates using 2024 actual costs and then trues up to actual during the mid-biennium adjustment. The required adjustment this year is as follows:

Indirect Cost Allocation Correction-by Fund	2026 Budget	2026 MBA	Difference
Water Operating	\$294,630	\$333,765	\$39,135
Stormwater Operating	\$179,506	\$204,302	\$24,796
Sewer Operating	\$378,186	\$382,548	\$4,362

Topic: Council Previously Approved Changes — This section details four items that have previously been reviewed and approved by council, and now need to be written into the budget appropriation.

1. New Position — Business and Community Relations Coordinator

The cost for the position is estimated at \$122,400 in 2026 and will be charged to the general fund. This position was approved by council in July, and the position is now filled.

2. Municipal Code Update Project

In October 2025, council authorized a contract amendment with the code rewrite consultant, BHC Consultant, increasing the contract by \$105,000, to be paid from the general fund.

General Fund Impact	2026 Budget	2026 MBA	Difference
Community Development Professional Services	\$150,823	\$255,823	\$105,000
Transfer to Tourism Fund	\$160,000	\$291,283	\$131,283
Total			\$236,283

3. Depot Park Cleanup

In July 2025, Council authorized cleanup work at Depot Park when an additional underground fuel tank was discovered. Council also authorized acceptance of a Department of Ecology grant to pay for the work in the amount of \$42,900. This work was completed in 2025 and the grant reimbursement received.

Park Construction Fund Impact	2026 Budget	2026 MBA	Difference
Depot Park	\$0	\$42,900	\$42,900

4. SR 532 Corridor Study

The 2025-2026 budget includes two Intersection Control Evaluations, at \$40,000 each, for 72nd Ave and 102nd Ave. Subsequently, council authorized an amendment to this approach to expand it to work with WSDOT to develop a corridor wide plan at a cost of \$150,000. This work is underway and is expected to develop a ten percent plan.

Street Construction Fund Impact	2026 Budget	2026 MBA	Difference
SR 532 Study	\$0	\$70,000	\$70,000

Topic: Vehicle/Equipment replacement update

1. Park Equipment—The biennium budget included \$34,000 for a replacement Field Drag. However, the current pricing is \$44,000. Additionally, one replacement

truck ordered in 2024 was not delivered or paid for until 2025. However, the budget authority was not carried over.

General Vehicle Replacement Fund Impact	2026 Budget	2026 MBA	Difference
Field Drag & New Vehicle	\$15,435	\$86,435	\$71,000

2. Water Department Equipment—The water department is requesting this change to replace a truck.

Water Vehicle Replacement Fund Impact	2026 Budget	2026 MBA	Difference
Replacement vehicle	\$0	\$64,000	\$64,000

Topic: Capital Improvement Plan 2026 Revisions

Water – The Water Department identified three projects requiring amendment to the current budget:

Water Construction Fund Impact	2026 Budget	2026 MBA	Difference
72nd Ave Main (loop system)	\$0	\$700,000	\$700,000
Knittle Booster Station Improvements	\$850,800	\$1,400,000	\$549,200
76th Dr. Main Replacement	\$90,000	\$180,000	\$90,000
Total			\$1,339,200

Stormwater – The Skagit Bay Dike Repair project was revised by combining the remaining cleanup work at Johnson Farm with the repair project and also revising the total project estimate to \$7.4 million. This impacts the Stormwater Construction Fund and Park Construction Fund as follows:

Stormwater Construction Fund Impact	2026 Budget	2026 MBA	Difference
Skagit Bay Dike	\$6,000,000	\$7,400,000	\$1,400,000
Total			\$1,400,000

Park Construction Fund Impact	2026 Budget	2026 MBA	Difference
Johnson Farm Improvements	\$315,000	\$0	(\$315,000)
Total			(\$315,000)

Parks Construction Fund Impact	2026 Budget	2026 MBA	Difference
Transfer to Drainage Construction	\$0	\$400,000	\$400,000
		Total	\$400,000

Transfer Johnson Farm Cleanup to Drainage Construction

Drainage Construction Fund Impact	2026 Budget	2026 MBA	Difference
Transfer from Park Construction	\$0	\$400,000	\$400,000
		Total	\$400,000

Transfer Johnson Farm Cleanup to Drainage Construction

FINANCIAL IMPACT

Financial impacts are detailed above, in each fund proposed expenditures are balanced against available resources.

COUNCIL OPTIONS

1. Accept the second reading and adopt Ordinance 1553 - Mid-biennium Budget Adjustment
2. Request changes to Ordinance 1553 and direct staff to address specific Council issues or concerns prior to Council reconsideration of the ordinance.

RECOMMENDED MOTION

"I MOVE TO APPROVE THE SECOND READING AND ADOPT ORDINANCE 1553 MID-BIENNIUM BUDGET ADJUSTMENT."

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. 1553

**AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON,
AMENDING ORDINANCE 1540 RELATING TO THE 2025-2026 BUDGET**

WHEREAS, the City previously adopted the 2025-2026 biennial budget pursuant to Ordinance 1540; and

WHEREAS, by law the City may not have expenditures in excess of budgeted appropriations for an individual fund; and

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

Section 1. Ordinance No. 1540 is hereby amended to reflect the totals of 2025-2026 amended budgeted revenues and appropriations for each separate fund as set forth in summary form in Exhibit 1.

Section 2. Except as provided herein and any prior amendments, all provisions of Ordinance 1540 shall remain in full force and effect unchanged.

Section 3. The Finance Director is hereby authorized to include year-end actual cash balances in the final budget document as determined at the close of the current fiscal year.

Section 4. Following adoption of this ordinance a copy shall be transmitted to the Office of the State Auditor, the Association of Washington Cities and the Municipal Research Services Center.

ADOPTED by the Stanwood City Council and APPROVED by the Mayor this ___ **day**
of December 2025.

CITY OF STANWOOD

Sid Roberts, Mayor

ATTEST:

By: _____

Lisa Sokolik, City Clerk

APPROVED AS TO FORM:

By: _____
Nikki Thompson, City Attorney

Date of Publication: _____

Effective Date: _____

EXHIBIT 1

Fund Name	Beginning 2025 Fund Balance	Budget Revenues	Budget Expenditures	2026 Budget Beginning Fund Balance	Budget Revenues	Budget Expenditures	Estimated 2026 Ending Fund Balance
		2025	2025		2026	2026	
General Fund	\$ 4,598,222	\$ 7,396,360	\$ 10,185,116	\$ 1,809,466	\$ 7,650,958	\$ 7,863,412	\$ 1,597,012
Street Operating	\$ 209,171	\$ 678,605	\$ 716,469	\$ 171,307	\$ 698,535	\$ 763,295	\$ 106,547
Street Impact Fees	\$ 179,093	\$ 277,000	\$ 350,000	\$ 106,093	\$ 360,525	\$ 400,000	\$ 66,618
Street Construction	\$ 2,565,306	\$ 3,559,000	\$ 5,064,552	\$ 1,059,754	\$ 1,723,750	\$ 2,358,000	\$ 425,504
Park & Trail Improvement	\$ 1,902,530	\$ 2,215,000	\$ 3,650,000	\$ 467,530	\$ 575,000	\$ 1,022,900	\$ 19,630
Park Impact Fees	\$ 177,440	\$ 241,000	\$ 100,000	\$ 318,440	\$ 277,000	\$ 250,000	\$ 345,440
Equipment Reserve-General	\$ 543,495	\$ 257,638	\$ 116,257	\$ 684,876	\$ 257,537	\$ 86,435	\$ 855,978
Transportation Benefit Fund	\$ 104,955	\$ 566,500	\$ 600,000	\$ 71,455	\$ 566,500	\$ 500,000	\$ 137,955
Contingency	\$ 620,063	\$ 44,000	\$ -	\$ 664,063	\$ 44,000	\$ -	\$ 708,063
Building Improvement Fund	\$ 3,381,340	\$ 3,075,000	\$ 630,000	\$ 5,826,340	\$ 1,275,000	\$ 6,600,000	\$ 501,340
Tourism And Promotion	\$ 55,882	\$ 166,030	\$ 181,655	\$ 40,257	\$ 298,313	\$ 334,714	\$ 3,856
REET 1: Capital Improvements	\$ 371,684	\$ 160,300	\$ 400,000	\$ 131,984	\$ 160,300	\$ 200,000	\$ 92,284
REET 2 - Growth Management	\$ 274,788	\$ 156,180	\$ -	\$ 430,968	\$ 156,180	\$ 100,000	\$ 487,148
Sewer Operating	\$ 1,878,657	\$ 3,544,698	\$ 3,216,531	\$ 2,206,824	\$ 3,745,359	\$ 3,338,176	\$ 2,614,007
Sewer Construction	\$ 4,328,801	\$ 1,998,750	\$ 5,240,000	\$ 1,087,551	\$ 2,628,750	\$ 2,587,000	\$ 1,129,301
Sewer Plant Investment	\$ 278,360	\$ 545,655	\$ 750,000	\$ 74,015	\$ 190,406	\$ 200,000	\$ 64,421
Sewer Equipment Reserve	\$ 795,000	\$ 137,221	\$ 125,000	\$ 807,221	\$ 133,496	\$ 150,418	\$ 790,299
Drainage Operating	\$ 794,944	\$ 1,719,800	\$ 1,498,435	\$ 1,016,309	\$ 1,770,785	\$ 1,753,983	\$ 1,033,111
Drainage Construction	\$ 3,913,090	\$ 1,650,000	\$ 4,716,000	\$ 847,090	\$ 9,376,000	\$ 10,210,000	\$ 13,090
Drainage Plant Investment	\$ 71,353	\$ 142,100	\$ 200,000	\$ 13,453	\$ 142,100	\$ 150,000	\$ 5,553
Drainage Equipment Reserve	\$ 465,900	\$ 77,263	\$ 39,375	\$ 503,788	\$ 77,263	\$ -	\$ 581,051
Water Operating	\$ 965,080	\$ 3,385,672	\$ 3,371,329	\$ 979,423	\$ 3,208,215	\$ 3,023,985	\$ 1,163,653
Water Construction	\$ 2,302,978	\$ 1,857,750	\$ 1,880,000	\$ 2,280,728	\$ 2,594,250	\$ 4,444,000	\$ 430,978
Cedar Home Plant Investment Fees	\$ 395,807	\$ 138,500	\$ 475,000	\$ 59,307	\$ 260,000	\$ 200,000	\$ 119,307
Water Plant Investment Fees	\$ 867,236	\$ 508,000	\$ 1,250,000	\$ 125,236	\$ 1,325,000	\$ 1,400,000	\$ 50,236
Water Equipment Reserve	\$ 456,021	\$ 88,429	\$ 90,000	\$ 454,450	\$ 88,430	\$ 64,000	\$ 478,880
Total Funds	32,497,196	\$34,586,451	\$44,845,719	\$ 22,237,928	\$39,583,652	\$48,000,319	\$13,821,262



City of Stanwood City Council Staff Report

Item Number: 10.a.

Date: December 11, 2025

Subject: Approve First and Second Readings and Adopt Ordinance 1557 SEPA Code Amendment

Contact Person: Patricia Love, Community Development Director

Attachments:

1. SEPA Rules v4 Clean Version
2. PC FFC Signed 111725

ISSUE

The purpose of this item is for the Planning Commission to hold a public hearing on the proposed changes to the State Environmental Policy Act (SEPA) code and categorical exemption levels adopted in the Stanwood Municipal Code, consider public testimony, and make a formal recommendation to the City Council.

PUBLIC HEARING PROCEDURE

Below is the recommended procedure for managing the public hearing:

1. Open the Public Hearing
2. Receive the staff presentation and ask questions
3. Take public testimony and ask questions (if any)
4. Ask any additional questions of staff
5. Deliberate on the draft ordinance
6. Motion to forward the Ordinance to the City Council

RECOMMENDATION

Staff recommends that the Planning Commission forward a favorable recommendation to the City Council to adopt the proposed SEPA Amendment ordinance.

Draft Motion:

MOTION TO RECOMMEND APPROVAL OF THE SEPA RULES ORDINANCE TO THE STANWOOD CITY COUNCIL.

BACKGROUND

The City initiated the Municipal Code Update project in 2022 to modernize the code, reflecting best practices with respect to content and administration of the code. The update is intended to be user-friendly for staff, property owners and developers by 1) removing legalese and jargon unfamiliar to the lay person, 2) improving clarity and overall functionality, and 3) reflecting regulatory best practices. The amendments will also be consistent with current case, state and federal laws.

The next set of amendments focuses on the State Environmental Policy Act (SEPA) provisions contained within the Stanwood Municipal Code. Adopted by Washington State in 1971, SEPA established a comprehensive framework for identifying and evaluating potential environmental impacts of government actions and private development projects. Its purpose is to ensure that environmental considerations are integrated into the public decision-making process.

When SEPA was adopted, Washington State did not yet have modern environmental regulations in place. Before the adoption of critical areas ordinances, shoreline regulations, stormwater standards, or other environmental protection codes, SEPA served as the primary mechanism for evaluating and mitigating environmental impacts associated with development proposals.

In 1990, the Growth Management Act (GMA) fundamentally changed the regulatory landscape by requiring cities and counties to adopt comprehensive land use plans, critical areas protections, and development regulations that directly addressed environmental concerns. GMA ensured that environmental protections were embedded within local development codes rather than relying solely on SEPA review. Post GMA, the function of SEPA has changed. Rather than acting as the baseline for environmental protection, SEPA is now primarily used as a supplemental review tool. It provides cities authority to apply conditions to projects when potential impacts are identified that are not otherwise regulated or mitigated by existing local codes and standards.

The State adopted minimum “threshold” levels within the SEPA rules. These threshold levels define when a development is presumed to have no significant environmental impact and are then automatically exempt from detailed SEPA review. Over time, adopted threshold levels have been adjusted to reflect evolving planning policies, such as the adoption of the Growth Management Act (GMA), critical area ordinances or environmental regulations. These updates were intended to balance the need for environmental protection with the desire to streamline the review process for smaller-scale projects, reducing unnecessary administrative burdens while still ensuring that larger or more complex developments undergo thorough environmental analysis.

The 2024/2025 Legislature has adopted new threshold levels to support the development of infill housing as part of the state strategy to encourage urban growth in already-developed areas. By increasing these thresholds, more infill projects can qualify for exemption from detailed environmental review under SEPA. This policy reflects a deliberate effort to make housing development more efficient and to remove regulatory

barriers that might otherwise slow or discourage construction within existing urban boundaries.

State SEPA Threshold Exemption Levels

WAC 197-11-800

Project Types	Minimum Threshold Levels	Fully Planning GMA Counties Maximum Threshold Levels			All Other Counties Maximum Threshold Levels
		Incorporated UGA	Unincorporated UGA	Other unincorporated areas	Incorporated and unincorporated areas
Single Family Residential	4 Units	30 Units	30 Units	20 Units	20 Units
Single Family Residential with Less Than 1,500 SF Total		100 Units	30 Units	20 Units	20 Units
Multifamily Residential	4 Units	200 Units	60 Units	25 Units	25 Units
Barn, Loafing Shed, Farm Equipment Storage, Produce Storage or Pack Structure	10,000 sf	40,000 sf	40,000 sf	40,000 sf	40,000 sf
Office, School, Commercial Recreational Service, Storage Build	4,000 sf	30,000 sf	30,000 sf	12,000 sf	12,000sf
Associated Parking Facilities	20 Spaces	90 Spaces	90 Spaces	40 Spaces	40 Spaces
Fill or Excavation	100 cy	1,000 cy	1,000 cy	1,000 cy	1,000 cy

DISCUSSION

This update includes moving the SEPA Rules from Title 17, Zoning, Chapter 17.149 to a new Chapter in the Environmental part of Title 18, Unified Development Code. The proposed changes are intended to modernize and align our SEPA regulations with current state law and best practices. Highlights include:

- **Incorporation by Reference:** Most SEPA rules are now incorporated directly by reference to the WAC.
- **Updated Citations & Structure:** The new chapter updates citations to current WAC provisions and logically groups related sections for easier navigation.
- **Adoption of State Exemptions:** Adopts the current maximum categorical exemptions as allowed under state law.
- **Clarification on Grading Exemptions:** Ensures that grading exemptions apply only to small, standalone projects; grading quantities are included in the threshold exemption for larger projects.
- **Streamlined Appeals:** Updates appeal procedures so SEPA appeal opportunities are stated once in the code, improving clarity.

- **Elimination of Non-Project Appeals:** Removes the ability to appeal threshold determinations on non-project legislative actions.
- **EIS Authority:** Removes the City Council's role in the Environmental Impact Statements (EIS) process.
- **Standardized Forms:** Adopts by reference the SEPA forms included in the WAC, while allowing minor modifications as necessary.

The following comparison table shows the changes in the threshold levels from the existing code to those adopted by the State. While cities are required by law to adopt the minimum threshold limits, they are not required to adopt the maximum SEPA threshold levels as shown above.

City of Stanwood

Adopted SEPA Threshold Limits Comparison

Project Types	Current City of Stanwood Minimum Threshold Level	Fully Planning GMA Counties Maximum Threshold Levels	Difference
Single Family Residential	30 Units	30 Units	0
Single Family Residential with Less Than 1,500 SF Total (NEW)	0	100 Units	+ 100 Units
Multifamily Residential	60 Units	200 Units	+ 140 Units
Barn, Loafing Shed, Farm Equipment Storage, Produce Storage or Pack Structure	40,000 sf	40,000 sf	0
Office, School, Commercial Recreational Service, Storage Build	30,000 sf	30,000 sf	0
Associated Parking Facilities	90 Spaces	90 Spaces	0
Fill or Excavation	1,000 cy	1,000 cy	0

As noted earlier, the state has raised the maximum SEPA threshold limits for residential units as part of a statewide effort to promote affordable housing and encourage infill development. The purpose of this change is to streamline the permitting process, minimize unnecessary delays, and allow housing construction to begin more quickly. While the SEPA review process and related appeals may be reduced, all other zoning approvals and appeal processes remain in place. This adjustment helps eliminate overlapping appeal periods and shortens overall review timelines.

It is also important to emphasize that raising SEPA thresholds does not remove or weaken other adopted regulations. Standards for critical area protection, traffic analysis, open space, school access, installation of utilities, and other codes that safeguard public health, safety, and neighborhood character all remain fully in effect. Community

members will continue to have opportunities to provide input on projects and, if needed, appeal final decisions regardless of the SEPA threshold adopted by the City.

ANALYSIS

Changing Role of SEPA:

SEPA, adopted in 1971, predates the modern critical areas, stormwater, transportation, and design regulations now required under the GMA. At the time, SEPA served as the primary environmental review tool because local codes did not yet address these impacts. SEPA filled that gap by ensuring that agencies examined environmental consequences that were otherwise unaddressed in local codes. Today, however, comprehensive land use and development regulations adopted under GMA provide the same environmental considerations through detailed critical areas ordinances, stormwater management requirements, design standards, and transportation impact mitigation measures. Stanwood's Municipal Code contains extensive GMA compliant development regulations that ensure environmental impacts are evaluated as part of every applicable permit. These regulations ensure that all development proposals, large or small, are reviewed consistently for environmental impacts as part of the standard permit process, regardless of whether a project triggers SEPA review.

The Regulatory Reform Act of 1995 required cities to adopt timely and predictable procedures providing greater efficiency and clarity in the permitting process. The Act required cities and counties to establish clear, predictable, and coordinated permit review processes, and to specify all submittal requirements necessary to evaluate an application. Reports and studies that were once requested under an agency's SEPA authority are now required directly by city development codes, meaning SEPA is no longer needed as a mechanism to obtain information or impose project conditions. The law also required agencies to integrate SEPA review with the permit process, streamlining review and eliminating unnecessary duplication.

In the current regulatory environment, SEPA's most appropriate use is for large-scale developments, master plans, and comprehensive plan or subarea plan amendments where cumulative or policy-level impacts must be assessed. SEPA is an informational process, not a permit, and does not itself approve or deny projects. Most of the studies and mitigation measures historically triggered through SEPA are now required directly by adopted regulations. Because modern local development codes and GMA-compliant regulations now incorporate environmental protections, expanding SEPA's categorical exemptions does not weaken environmental review. Rather, it reflects the fact that these issues are already being addressed through adopted laws, regulations, and permit standards. The state's continued efforts to increase SEPA exemptions for certain project types simply recognize that the environmental safeguards once provided solely through SEPA have now been embedded into other regulatory frameworks. In short, SEPA's fundamental purpose to provide information to decision makers remains intact.

What has changed is how that is achieved: directly through regulatory requirements versus SEPA.

Public Notice Implications:

City staff conducted a thorough review of the City's existing permit procedures in comparison to the proposed increases to the SEPA threshold levels. The purpose of this analysis was to determine whether raising the thresholds would diminish opportunities for public involvement during project review. As summarized in the slide below, the findings show that public notice, review, and comment requirements adopted in Stanwood's Municipal Code are triggered well below the proposed SEPA thresholds. This means that even with higher SEPA thresholds, the community will continue to have full and meaningful opportunities to review projects, provide input, and file appeals when appropriate. In short, the proposed changes do not limit public participation; they reinforce the City's existing commitment to transparency and community engagement in the development review process.

SEPA – State Environmental Policy Act

SEPA Exemption Levels – Impact Analysis



City / State Exemption Level Comparison:

- Type 1 Permit – Administrative Review
- Type 2 Permit – Administrative Permit with Public Comment
- Type 3 Permit – Hearing Examiner Public Hearing

Project Type	City Permit Process	SEPA Threshold	Impact Analysis	Affect of Increased SEPA Thresholds On Public Notice
Residential Subdivision	2-3 Units = Type 1 4-9 Units = Type 2 10+ Units = Type 3	30 Units = Old 100 Units = New	Public Notice Required Over 3 Units; Public Hearing Required for 10+ Units	NONE Impacts Covered Under GMA
MF Development	0-9 Units = Type 1 10 – 60 Units = Type 2 61 + = Type 3	60 Units = Old 200 Units = New	Public Notice Required Over 10 Units; Public Hearing Required for 61+ Units	Public Notice Preserved Appeal Rights Preserved
Commercial, Agricultural, Office, Parking, Grading = No Change in Thresholds or Public Notice				

Type 2 and Type 3 permits will continue to require public notice, include opportunities for written comment, and, where applicable, hold public hearings in accordance with existing code requirements. The intent of the proposed amendments is primarily administrative, to streamline review by reducing redundant procedural steps that are already addressed through other development review processes. Eliminating this overlap will improve efficiency for both applicants and staff without diminishing public participation or environmental protection. It is also important to note that large or potentially impactful projects will remain subject to SEPA review under the higher

thresholds. Therefore, community interests and environmental safeguards will continue to be protected.

Role of GMA in Permit Review:

The Planning Commission's primary concern regarding an increase to the SEPA threshold limits centered on whether such changes might weaken the standard environmental review process or reduce opportunities for the public to comment on proposed projects. As described above, the proposed threshold increases affect only the point at which a categorical exemption applies; they do not modify the City's permit review procedures or the public's ability to review and comment on development applications. In practice, the Growth Management Act (GMA) establishes more comprehensive and protective measures than those traditionally applied through SEPA on a permit-by-permit basis. Environmental regulations adopted under GMA must rely on best available science and undergo rigorous review by the Department of Ecology, Department of Fish and Wildlife, Department of Commerce, local Tribes, the Washington State Department of Transportation, and other affected agencies. Applying GMA based development codes to permits has resulted in stronger and more consistent environmental protection than what would typically be achieved through individual SEPA reviews.

FINANICAL IMPACT

No direct financial impact on the City's budget. Code work was already budgeted and approved through the Municipal Code Update Project contract and scope of work.

COUNCIL OPTIONS

1. Accept the first reading and second reading, and adopt Ordinance 1557 adopting amendments to the State Environmental Policy Act (SEPA).
2. Request changes to Ordinance 1557 and direct staff to address specific Council issues or concerns prior to reconsidering the ordinance.
3. Send Ordinance 1557 back to the Planning Commission for further consideration.

RECOMMENDED MOTION

"I MOVE TO ACCEPT THE FIRST AND SECOND READING, AND ADOPT ORDINANCE 1557.

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. 1557

**AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING THE
STANWOOD MUNICIPAL CODE TO REPEAL CHAPTERS OF TITLE 17 RELATING TO
THE STATE ENVIRONMENTAL POLICY ACT (SEPA), ADOPTING UPDATED SEPA
PROVISIONS IN TITLE 18, UNIFIED DEVELOPMENT CODE, AND ESTABLISHING
SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, the City of Stanwood has begun a process to comprehensively update its municipal code to conform to current law and practice; and

WHEREAS, the purpose of this code amendment is to eliminate conflicts, improve clarity and overall function of the municipal code, and reflect current city and best practices; and

WHEREAS, Title 18 contains the City's Unified Development Code; and

WHEREAS, the State Environmental Policy Act (SEPA), Chapter 43.21C RCW, requires state and local governments to review the environmental impacts of proposals prior to decision-making; and

WHEREAS, SEPA rules (Chapter 197-11 WAC) authorize local governments to adopt flexible thresholds for certain categorical exemptions, within limits set by the State of Washington; and

WHEREAS, the Washington State Department of Ecology has issued updated guidance recommending SEPA exemption thresholds for certain project actions, including residential, commercial, and parking development, in order to streamline permitting and focus review on projects with greater potential environmental impacts; and

WHEREAS, the City of Stanwood has previously adopted SEPA thresholds that are now lower than the state-recommended standards, creating unnecessary administrative review for projects that are unlikely to result in significant adverse environmental impacts; and

WHEREAS, updating the City's SEPA categorical exemption thresholds with the current state-recommended levels will provide consistency, predictability, and efficiency for applicants, staff, and the public, while preserving environmental protections for larger projects; and

WHEREAS, adopting the state SEPA thresholds supports the City's goals of encouraging infill development consistent with the City's Comprehensive Plan; and

WHEREAS the City's building code and development regulations, including but not limited to SMC Division VIII, Environment, provide protection for the elements of the environment listed in WAC 197-11-444; and

WHEREAS the City has adopted SMC 18.812 establishing protections for cultural and historic resources, including for a project that is categorically exempt under SEPA, using

available data and other project review tools regarding known and likely cultural and historic resources, pre-project cultural resource review where warranted, and standard inadvertent discovery language; and

WHEREAS SMC 18.230.055 provides opportunity for tribal resource agency review of project permit applications regardless of whether a project is categorically exempt under SEPA; and

WHEREAS, the City of Stanwood SEPA Responsible Official has reviewed the proposed amendments to the Stanwood Municipal Code, determined that the amendments are categorically exempt from SEPA, and memorialized those conclusions under file number 2025-0092; and

WHEREAS, per WAC 197-11-800(1)(c), the City has provided 60 days' notice to affected tribes, agencies with expertise, affected jurisdictions, the department of ecology, and the public and provide an opportunity for comment; and

WHEREAS, pursuant to RCW 36.70A.106, the City submitted the proposed code amendment for the 60-day review to the Washington State Department of Commerce on September 24, 2025. The 60-day review period was completed on November 23, 2025; and

WHEREAS, the code amendment was circulated for public review on October 7, 2025 through December 8, 2025; and

WHEREAS, the Stanwood Community Development Committee reviewed the draft ordinance at their November 6, 2025; and

WHEREAS, the Stanwood Planning Commission held a public hearing on ordinance on November 17, 2025, and forwarded their findings of fact and conclusions recommending to approve the ordinance to the City Council; and

WHEREAS, all persons desiring to either provide written testimony or speak for or against the ordinance were given the opportunity to do so before both the Planning Commission and City Council; and

WHEREAS, the City Council held a public hearing on the draft code amendment on December 11, 2025, and accepted public comment; and

WHEREAS, the City Council of Stanwood has authority under RCW 36.70A to adopt plans and regulations related to development and operations within the City of Stanwood; and

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

Section 1. Stanwood Municipal Code Chapter 18.820 is adopted as provided in Exhibit A attached to this ordinance and incorporated herein by reference as if set forth in full.

Section 2. Stanwood Municipal Code Sections 17.50.030, 17.157.020, 18.230.070 and 18.240.010 are amended as shown in Exhibit B.

Section 3. Stanwood Municipal Code Chapter 17.149, State Environmental Policy Act (SEPA) is repealed.

Section 4. Findings of Fact and Conclusions. The Stanwood City Council adopts the Findings of Fact and Conclusions as recommended by the Planning Commission and attached hereto as Exhibit C and incorporated herein by reference.

Section 5. Citation Corrections. The Codifiers of this ordinance are here by instructed to make any and all appropriate code citation references, cross-references, and formatting adjustments necessary to ensure consistency with the amendments and revisions adopted by this ordinance.

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

Section 7. Severability. The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

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

PASSED and APPROVED this ____ day of _____, 2025.

CITY OF STANWOOD:

Sid Roberts, Mayor

Attest:

Lisa Sokolik, City Clerk

Approved as to Form:

Nikki Thompson, City Attorney

Date of Publication: _____

Effective Date: _____

EXHIBIT A

Title 18 Unified Development Code

Part 8 Environment

Chapter 18.820 STATE ENVIRONMENTAL POLICY ACT (SEPA)

18.820.010 Purpose.....4

18.820.020 Applicability4

18.820.030 Definitions5

18.820.040 Responsible Official.....5

18.820.050 General requirements5

18.820.060 Lead Agency7

18.820.070 Categorical exemptions8

18.820.080 Planned Action.....9

18.820.090 Environmental Impact Statement.....9

18.820.100 Notice, Comment, and Hearings10

18.820.110 Substantive Authority11

18.820.120 Appeals.12

18.820.130 Fees13

18.820.140 Forms13

18.820.010 Purpose

The purpose of this chapter is to adopt rules and procedures to implement the State Environmental Policy Act (Chapter 43.21C RCW) and comply with the SEPA Rules (Chapter 197-11 WAC).

18.820.020 Applicability

This chapter applies to all actions of the city, including issuance of a permit, unless categorically exempt under SMC 18.820.070.

18.820.030 Definitions

(1) The following sections of the Washington Administrative Code are hereby adopted by reference:

WAC 197-11-220, SEPA/GMA definitions.

WAC 197-11-700 through 197-11-799, Part Eight - Definitions.

(2) Additional definitions.

“Department” means any division, subdivision, or organizational unit of the city established by ordinance, rule, or order.

“Early notice” means the city’s response to an applicant stating whether it considers issuance of a determination of significance likely for the applicant’s proposal (mitigated determination of nonsignificance (DNS) procedures).

“Ordinance” means the ordinance, resolution, or other procedure used by the city to adopt regulatory requirements.

“SEPA rules” means Chapter 197-11 WAC adopted by the Department of Ecology.

18.820.040 Responsible Official

(1) Per WAC 197-11-910, and consistent with SMC 2.08.080, for a proposal for which the city is the lead agency, the SEPA responsible official is the Director of Community Development, or the Director’s designee.

(2) The responsible official is responsible for the following:

(a) all of the duties assigned in Chapter 197-11 WAC;

(b) the City’s compliance with a consultation request from another agency per WAC 197-11-912.

18.820.050 General requirements

(1) The rules in this chapter are to be interpreted consistently with WAC 197-11-906.

(2) General rules.

The following sections of the Washington Administrative Code are hereby adopted by reference:

WAC 197-11-055 Timing of the SEPA process.

WAC 197-11-060 Content of environmental review.

WAC 197-11-070 Limitations on actions during SEPA process.

WAC 197-11-080 Incomplete or unavailable information.

WAC 197-11-090 Supporting documents.

WAC 197-11-100 Information required of applicants.

WAC 197-11-158 SEPA/GMA project review—Reliance on existing plans, laws, and regulations.

WAC 197-11-655 Implementation.

WAC 197-11-920 Agencies with environmental expertise.

(3) Use of existing documents.

The city’s use of existing environmental documents is governed by the following sections of the Washington Administrative Code, which are hereby adopted by reference:

WAC 197-11-600 When to use existing environmental documents.

WAC 197-11-610 Use of NEPA documents.

WAC 197-11-620 Supplemental environmental impact statement—Procedures.

WAC 197-11-625 Addenda—Procedures.

WAC 197-11-630 Adoption—Procedures.

WAC 197-11-635 Incorporation by reference—Procedures.

WAC 197-11-640 Combining documents.

(4) SEPA/GMA integration.

The City's integration of SEPA into GMA non-project legislative action is governed by the following sections of the Washington Administrative Code, which are hereby adopted by reference:

WAC 197-11-210 SEPA/GMA integration.

WAC 197-11-220 SEPA/GMA definitions.

WAC 197-11-228 Overall SEPA/GMA integration procedures.

WAC 197-11-230 Timing of an integrated GMA/SEPA process.

WAC 197-11-232 SEPA/GMA integration procedures for preliminary planning, environmental analysis, and expanded scoping.

WAC 197-11-235 SEPA/GMA integration documents.

WAC 197-11-238 SEPA/GMA integration monitoring.

(5) SEPA/MTCA Integration.

The City's integration of SEPA with MTCA is governed by the following sections of the Washington Administrative Code, which are hereby adopted by reference:

WAC 197-11-250 SEPA/Model Toxics Control Act integration.

WAC 197-11-253 SEPA lead agency for MTCA actions.

WAC 197-11-256 Preliminary evaluation.

WAC 197-11-259 Determination of nonsignificance for MTCA remedial action.

WAC 197-11-262 Determination of significance and EIS for MTCA remedial actions.

WAC 197-11-265 Early scoping for MTCA remedial actions.

WAC 197-11-268 MTCA interim actions.

18.820.060 Lead Agency

- (1) Per WAC 197-11-050, the lead agency is the agency with main responsibility for complying with SEPA's procedural requirements and is the only agency responsible for the threshold determination and preparation and content of environmental impact statements.
- (2) Determination of Lead Agency.
 - (a) When the city receives an application for or initiates a proposal that involves a nonexempt action, the city must determine the lead agency for that proposal under WAC 197-11-050 and 197-11-922 through 197-11-940, unless the lead agency has been previously determined or the city is aware that another agency is in the process of determining the lead agency.
 - (b) When the city is not the lead agency for a proposal, all departments of the city must use and consider, as appropriate, either the DNS or the final EIS of the lead agency in making decisions on the proposal. No city department may prepare or require preparation of a DNS or EIS in addition to that prepared by the lead agency, unless required under WAC 197-11-600. In some cases, the city may conduct supplemental environmental review under WAC 197-11-600.

- (c) If the city receives a lead agency determination made by another agency that appears inconsistent with the criteria of WAC 197-11-922 through 197-11-940, it may make an objection of the determination to the originating agency or the city must petition the Department of Ecology for a lead agency determination under WAC 197-11-946. Any such petition on behalf of the city may be initiated by the responsible official.
 - (d) The city may make agreements as to lead agency status or shared lead agency duties for a proposal under WAC 197-11-942 and 197-11-944 if the responsible official approves the agreement.
 - (e) To make a lead agency determination for a private project, the city requires sufficient information from the applicant to identify which other agencies have jurisdiction over the proposal, including agencies which require nonexempt licenses.
 - (f) For any proposal for a private project where the city would be the lead agency and for which one or more state agencies have jurisdiction, the city's responsible official may elect to transfer the lead agency duties to a state agency. The state agency with jurisdiction appearing first on the priority listing in WAC 197-11-936 shall be the lead agency and the city shall be an agency with jurisdiction. To transfer lead agency duties, the city's responsible official must transmit a notice of transfer together with any relevant information available on the proposal to the appropriate state agency with jurisdiction. The responsible official must also give notice of the transfer to the private applicant and any other agencies with jurisdiction over the proposal.
- (3) The following sections of the Washington Administrative Code are hereby adopted by reference:
- WAC 197-11-050 Lead agency.
 - WAC 197-11-924 Determining the lead agency.
 - WAC 197-11-926 Lead agency for governmental proposals.
 - WAC 197-11-928 Lead agency for public and private proposals.
 - WAC 197-11-930 Lead agency for private projects with one agency with jurisdiction.
 - WAC 197-11-932 Lead agency for private projects requiring licenses from more than one agency, when one of the agencies is a county/city.
 - WAC 197-11-934 Lead agency for private projects requiring licenses from a local agency, not a county/city, and one or more state agencies.
 - WAC 197-11-936 Lead agency for private projects requiring licenses from more than one state agency.
 - WAC 197-11-938 Lead agencies for specific proposals.
 - WAC 197-11-940 Transfer of lead agency status to a state agency.
 - WAC 197-11-942 Agreements on lead agency status.
 - WAC 197-11-944 Agreements on division of lead agency duties.
 - WAC 197-11-946 DOE resolution of lead agency disputes.
 - WAC 197-11-948 Assumption of lead agency status.

18.820.070 Categorical exemptions

- (1) The following sections of the Washington Administrative Code are hereby adopted by reference:
- WAC 197-11-305 Categorical exemptions.
 - WAC 197-11-800 Categorical exemptions.
 - WAC 197-11-880 Emergencies.

- (2) A proposal that fits a categorical exemption adopted pursuant to this section or WAC 197-11-800 is exempt from the procedural requirements of this chapter, unless:
 - (a) The proposal is not exempt under WAC 197-11-908;
 - (b) The proposal is a segment of a proposal that includes:
 - (i) A series of actions, physically or functionally related to each other, some of which are categorically exempt and some of which are not; or
 - (ii) A series of exempt actions that are physically or functionally related to each other, and that together may have a probable significant adverse environmental impact in the judgment of an agency with jurisdiction.
- (3) The responsible official has the authority and responsibility to determine whether a proposal is exempt.
- (4) The city is not required to document that a proposal is categorically exempt, but may note on an application that a proposal is categorically exempt or place such a determination in the proposal record.
- (5) The city may not require completion of an environmental checklist for an exempt proposal.
- (6) Flexible thresholds. Pursuant to the authority in WAC 197-11-800(1)(c), the city adopts the following exemption levels:

Table 18.820.070-1 Adoption of Flexible Thresholds

Project type	Exemption Threshold
Single family residential (Attached and Detached)	30 units
Single family residential with total square footage < 1,500 sf	100 units
Multifamily residential	200 units
Barn, loafing shed, farm equipment storage, produce storage, or packing structure	40,000 sf
Office, school, commercial, recreational, service, storage building, parking facilities	30,000 sf and 90 parking spaces
Fill or excavation	1,000 cu yd

- (7) Consistent with WAC 197-11-800(2)(e), any grading, excavating, filling, septic tank installations, and landscaping necessary for any categorically exempt building or facility, as well as fencing and the construction of small structures and minor facilities accessory thereto, is also categorically exempt.

18.820.080 Planned Action.

- (1) The following sections of the Washington Administrative Code are hereby adopted by reference:
 - WAC 197-11-164 Planned actions—Definition and criteria.
 - WAC 197-11-168 Ordinances or resolutions designating planned actions—Procedures for adoption.
 - WAC 197-11-172 Planned actions—Project review.
- (2) Where a project proposal meets the statutory criteria for a planned action in RCW 43.21C.440, WAC 197-11-172, and the relevant planned action ordinance adopted by the city, the responsible official need not issue a threshold determination or EIS under the provisions of this chapter. If notice is required for the underlying permit, the notice must state that the project has qualified as a planned action. If notice is not otherwise required for the underlying permit, no special notice is required.
- (3) Nothing in this section limits the city from placing conditions on the project in order to mitigate nonsignificant impacts through the normal local project review and permitting process.

18.820.090 Environmental Impact Statement

(1) The following sections of the Washington Administrative Code are hereby adopted by reference:

WAC 197-11-400 Purpose of EIS.

WAC 197-11-402 General requirements.

WAC 197-11-405 EIS types.

WAC 197-11-406 EIS timing.

WAC 197-11-408 Scoping.

WAC 197-11-410 Expanded scoping. (Optional)

WAC 197-11-420 EIS preparation.

WAC 197-11-425 Style and size.

WAC 197-11-430 Format.

WAC 197-11-435 Cover letter or memo.

WAC 197-11-440 EIS contents.

WAC 197-11-442 Contents of EIS on nonproject proposals.

WAC 197-11-443 EIS contents when prior nonproject EIS.

WAC 197-11-444 Elements of the environment.

WAC 197-11-448 Relationship of EIS to other considerations.

WAC 197-11-450 Cost-benefit analysis.

WAC 197-11-455 Issuance of DEIS.

WAC 197-11-460 Issuance of FEIS.

(2) Preparation of EIS.

- (a) Preparation of draft or final EIS (DEIS or FEIS) and draft and final supplemental EIS (SEIS) is the responsibility of the responsible official.
- (b) The DEIS and FEIS or draft and final SEIS may be prepared by the city staff, the applicant, or by a consultant selected by the city or the applicant. If the responsible official requires an EIS for a proposal and determines that someone other than the city will prepare the EIS, the responsible official must notify the applicant immediately after completion of the threshold determination. The responsible official must also notify the applicant of the city's procedure for EIS preparation, including approval of the DEIS and FEIS prior to distribution.
- (c) The responsible official may require an applicant to provide information the city does not possess, including specific investigations, provided that the request is within the scope of the checklist or scoping notice. Any limitations on the scope of information requests do not apply to information that the city may require under another ordinance or statute.
- (d) Before the city issues an EIS, the responsible official must be satisfied that it complies with this chapter and Chapter 197-11 WAC.

(3) Additional Elements to Be Covered in an EIS. The following additional elements are part of the environment for the purpose of EIS content, but do not add to the criteria for threshold determinations or perform any other function or purpose under this chapter:

- (a) Economy;

- (b) Social policy analysis consistent with the Comprehensive Plan;
- (c) Cost-benefit analysis.
- (d) Such other elements as may be required by the responsible official.

18.820.100 Notice, Comment, and Hearings

- (1) The following sections of the Washington Administrative Code are hereby adopted by reference:

WAC 197-11-500 Purpose of this part.

WAC 197-11-502 Inviting comment.

WAC 197-11-504 Availability and cost of environmental documents.

WAC 197-11-508 SEPA register.

WAC 197-11-510 Public notice.

WAC 197-11-535 Public hearings and meetings.

WAC 197-11-545 Effect of no comment.

WAC 197-11-550 Specificity of comments.

WAC 197-11-560 FEIS response to comments.

WAC 197-11-570 Consulted agency costs to assist lead agency.

- (2) When an application for a SEPA threshold determination is submitted, the City must provide a Notice of Application consistent with SMC 18.230.060.
- (3) When the city issues a SEPA threshold determination or EIS, the City must provide public notice consistent with 18.230.130.
- (4) When the City issues a DS, the City must state the scoping procedure for the proposal in the DS as required in WAC 197-11-408.

18.820.110 Substantive Authority

- (1) The following sections of the Washington Administrative Code are hereby adopted by reference:

WAC 197-11-660 Substantive authority and mitigation.

- (2) The city may attach conditions to a permit or approval for a proposal if all of the following apply:
- (a) Such conditions are necessary to mitigate specific probable adverse environmental impacts identified in environmental documents prepared pursuant to this chapter;
 - (b) Such conditions are in writing;
 - (c) The mitigation measures included in such conditions are reasonable and capable of being accomplished;
 - (d) The city has considered whether other local, state or federal mitigation measures applied to the proposal are sufficient to mitigate the identified impacts;
 - (e) Such conditions are based on one or more policies in this section and cited in the decision document.
- (3) The city may deny a permit or approval for a proposal on the basis of SEPA if all of the following apply:
- (a) A finding is made that approving the proposal would result in probable significant adverse environmental impacts that are identified in a FEIS or final SEIS prepared pursuant to this chapter;

- (b) A finding is made that there are no reasonable mitigation measures capable of being accomplished that are sufficient to mitigate the identified impact;
 - (c) The denial is based on one or more policies identified in subsection (4) of this section and identified in writing in the decision document.
- (4) The city designates and adopts by reference the Comprehensive Plan and associated policies, plans, codes, ordinances, and resolutions as adopted by the Stanwood City Council as the basis for the city's exercise of authority pursuant to this section.

18.820.120 Appeals.

- (1) When allowed. An appeal is allowed only for the following:
- (a) A SEPA determination (including use of SEPA substantive authority) or the adequacy of a final EIS for a project action may be appealed pursuant to the process described in SMC Chapter 18.230.
 - (b) A SEPA determination on a non-project administrative action may be appealed per RCW 43.21C.060.
- (2) When not allowed. An appeal is not allowed for the following:
- (a) The intermediate steps under SEPA (e.g., lead agency determination, scoping, draft EIS adequacy) may not be appealed.
 - (b) A SEPA determination on a non-project legislative action may not be appealed.
- (3) Consolidation.
- (a) An appeal related to a project action must be consolidated with any appeal of the decision on the underlying application. If no appeal is allowed for the application under SMC Title 18 Part 2, no SEPA appeal is allowed.
 - (b) Exception. Consolidation is not required for any of the following:
 - (i) an appeal of a determination of significance.
 - (ii) an appeal of a procedural determination made by an agency when the agency is a project proponent, or is funding a project, and chooses to conduct its review under SEPA, including any appeals of its procedural determinations, prior to submitting an application for a project permit. A subsequent appeal of a substantive determination by the city is allowed.
 - (iii) an appeal to the local legislative authority of a non-project administrative action per RCW 43.21C.060.
- (4) Procedural determinations made by the responsible official are entitled to substantial weight.
- (5) Any appeal authorized in this section requires a record consisting of all of the following:
- (a) findings and conclusions;
 - (b) testimony under oath;
 - (c) a recording or a written transcript, which the city may require the appellant to provide in an electronic form.
- (6) Per WAC 197-11-680(5), the city must give official notice under WAC 197-11-680(5) whenever it issues a permit or approval for which a statute or ordinance establishes a time limit for commencing judicial appeal.

18.820.130 Fees

- (1) The city may establish fees for SEPA determinations in the Consolidated Fee Schedule.
- (2) The city may not collect a fee for performing its duties as a consulted agency.

- (3) The city may charge reasonable fees to cover the city's costs, whether the work is performed by staff or by a contracted third party.
- (4) For an EIS, the responsible official must advise the applicant(s) of the projected costs for the EIS prior to the actual preparation and the applicant must post bond or otherwise ensure payment of such costs. If a proposal is modified so that an EIS is no longer required or the scoping process reveals that an EIS is not warranted as determined by the responsible official, the city must refund any fees that remain after incurred costs are paid.

18.820.140 Forms

- (1) The forms described in the following sections of the Washington Administrative Code are hereby adopted by reference:
 - WAC 197-11-960 Environmental checklist.
 - WAC 197-11-965 Adoption notice.
 - WAC 197-11-970 Determination of nonsignificance (DNS).
 - WAC 197-11-980 Determination of significance and scoping notice (DS).
 - WAC 197-11-985 Notice of assumption of lead agency status.
 - WAC 197-11-990 Notice of action.
- (2) The Responsible Official may modify these forms as necessary to include instructions or explanations or to format for letterhead or electronic submittal. Minor changes are allowed to make the forms more useful to agencies, applicants, and the public, as long as the changes do not eliminate requested information or impose burdens on applicants.

EXHIBIT B

Other SEPA Reference Amendments

The following amendment shall be made to Chapter 17.50.030 deleting text referring to SMC Title 17 and correcting the SEPA citation reference; all other sections shall remain the same.

17.50.030 Environmental Standards

It shall be the responsibility of the operator and/or the proprietor of any permitted use to provide such reasonable evidence and technical data as the enforcing officer may require to demonstrate that the use or activity is or will be in compliance with the environmental performance standards of SMC Title ~~17~~ these chapters:

[18.806](#) Critical Areas – Geologically Hazardous Areas – Specific Standards

[18.810](#) Critical Areas – Frequently Flooded Areas – Specific Standards

[18.802](#) Critical Areas – Wetlands – Specific Standards

[18.804](#) Critical Areas – Fish and Wildlife Habitat Conservation Areas – Specific Standards

[18.808](#) Critical Areas – Critical Aquifer Recharge Areas – Specific Standards

[17.140](#) Stormwater Management Performance Standards

~~[17.149](#)~~ ~~**18.820**~~ State Environmental Policy Act

[17.150](#) Shoreline Management

The following amendment shall be made to Chapter 17.157.020 deleting the SEPA citation reference; all other sections shall remain the same.

17.157.020 When Amendments Will Be Adopted

All amendments to the Comprehensive Plan shall be considered concurrently and no more than once each year except in the event of an emergency as outlined in SMC [17.157.130](#). The proposed plan amendments shall be considered concurrently by the planning commission so that their cumulative effects can be ascertained. The city council shall consider proposed amendments in September of each year. A proposed plan amendment may include new plan elements, or a change to plan elements, goals and policies, the future land use map, other components of the plan or program elements, or the results from annexation actions. All amendments to the Comprehensive Plan will be required to meet the requirements for SEPA review (Chapter ~~17.149~~ SMC).

The following amendments shall be made to Chapter 18.230.070 updating the SEPA permit review process to be consistent with this code.

18.230.070 SEPA review.

(1) – (2) No change.

~~(3) Any appeal of a determination of significance may proceed in advance of any hearings or appeals of the underlying project permit. Any appeals of a determination of nonsignificance must be combined with and processed at the same time as the hearings or appeals of the underlying project permit.~~

The following amendments shall be made to Chapter 18.240.010 updating the SEPA appeal to be consistent with this code.

18.240.010 Local appeal.

(1) – (6) *No change.*

(7) Consolidated Appeals. All appeals of permit application decisions, ~~other than an appeal of determination of significance (DS),~~ must be considered together in a consolidated appeal (RCW 36.70B.060(6), 43.21C.075) except as provided for SEPA appeals in 18.820.120.

(8) SEPA Appeals. Appeals are allowed per SMC 18.820.120. ~~may only be of the determination of nonsignificance or mitigated determination of nonsignificance, or final determination if issued. See SMC 18.230.070 for SEPA and agency decisions.~~

(9)-(13) *No change.*

EXHIBIT C

Planning Commission

Findings of Fact and Conclusions

CITY OF STANWOOD
Planning Commission Findings of Fact and Recommendation



10220-270TH Street NW
Stanwood, WA 98292

City of Stanwood, Washington

State Environmental Policy Act Rules
Code Amendment

Findings of Fact and Conclusions of Law

A. GENERAL INFORMATION

File Number(s): 25-0092 (Code Amendment)

Project Summary: Stanwood Unified Development Code: State Environmental Policy Act (SEPA) Rules Code Amendment

Applicant: City of Stanwood

Location: Applies Throughout the City of Stanwood Jurisdictional Limits

Staff Contact: Patricia Love, Community Development Director

B. BACKGROUND AND DESCRIPTION OF PROPOSAL

In 2022, the City of Stanwood launched the Municipal Code Update Project with the goal of modernizing the City's municipal code. This comprehensive effort is focused on incorporating current best practices in both the content of the code and its administration, ensuring that the City's regulations are clear, consistent, and easy to navigate for staff, residents, and developers alike.

One important component of the Unified Development Code (UDC) effort involves updates to the City's State Environmental Policy Act (SEPA) regulations. Currently, the SEPA rules are located in Title 17, Zoning, Chapter 17.149 of the Stanwood Municipal Code. Under the proposed reorganization, these regulations will be relocated to a new chapter within the Environmental section of Title 18, Unified Development Code. The amendments also bring the City's code current with state laws and administrative procedures, including the provisions of the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC).

C. CODE AMENDMENT SUMMARY

The proposed amendments:

- Incorporate by Reference: Most SEPA rules are now incorporated directly by reference to the WAC.
- Update Citations & Structure: The new chapter updates citations to current WAC provisions and logically groups related sections for easier navigation.
- Adopt State Exemptions: Adopts the current maximum categorical exemptions as allowed under state law.
- Clarify Grading Exemptions: Explains that grading exemptions apply only to small, standalone projects; grading quantities are included in the threshold exemption for larger projects.
- Streamline Appeals: Updates appeal procedures so SEPA appeal opportunities are stated once in the code, improving clarity.
- Eliminate Non-Project Appeals: Removes the ability to appeal threshold determinations on non-project legislative actions.
- EIS Authority: Removes the City Council's role in the Environmental Impact Statements (EIS) process.
- Standardize Forms: Adopts by reference the SEPA forms included in the WAC, while allowing minor modifications as necessary.

The following comparison table shows the proposed changes in the threshold levels from the existing code to those adopted by the State.

City of Stanwood

Adopted SEPA Threshold Limits Comparison

Project Types	Current City of Stanwood Minimum Threshold Level	Fully Planning GMA Counties Maximum Threshold Levels	Difference
Single Family Residential	30 Units	30 Units	0
Single Family Residential with Less Than 1,500 SF Total (NEW)	0	100 Units	+ 100 Units
Multifamily Residential	60 Units	200 Units	+ 140 Units
Barn, Loafing Shed, Farm Equipment Storage, Produce Storage or Pack Structure	40,000 sf	40,000 sf	0
Office, School, Commercial Recreational Service, Storage Build	30,000 sf	30,000 sf	0
Associated Parking Facilities	90 Spaces	90 Spaces	0
Fill or Excavation	1,000 cy	1,000 cy	0

D. CODE AMENDMENT CRITERIA (SMC 17.155.090(2))

The city may approve zoning code text amendments per the following criteria:

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

The amendment updates the City's environmental review procedures with current State Environmental Policy Act (SEPA) regulations (Chapter 43.21C RCW and WAC 197-11). It also simplifies the language by removing unnecessary legal terminology, creating a clearer and more accessible version. In addition, the proposed revisions eliminate redundant procedural steps within the project review process. Public notice and hearings will continue to be required for larger projects, consistent with existing city code.

The City's adopted development regulations comply with the State's Growth Management Act, which mandates consistency between development regulations, the Comprehensive Plan, and the protection of critical areas. Under current law, zoning regulations take precedence in guiding development, while SEPA review applies only when potential environmental impacts are not otherwise addressed in the municipal code. City codes already regulate most typical development impacts, including critical areas, drainage, traffic, noise, building design and setbacks, landscaping, and parking. Updating SEPA rules or threshold levels does not lessen the level of permit review or scrutiny, as all projects must still meet applicable local and state standards for site development and environmental protection.

By clarifying procedures, updating categorical exemptions, and improving administrative efficiency, the amendment streamlines the review process while preserving the intent of the Stanwood Municipal Code to balance development with environmental stewardship. As such, the proposed SEPA code amendment fully meets the purpose and intent criteria for zoning code amendments outlined in the SMC.

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

The proposed SEPA amendments bring the City's environmental review procedures into full compliance with current state law. These updates are primarily procedural in nature and do not alter existing regulations related to public health, safety, or environmental protection. Rather, the amendments are intended to modernize and clarify the City's review process, ensuring that its consistency with state requirements and best administrative practices.

By streamlining procedural steps, the proposed changes help reduce the potential for administrative errors, inconsistencies, or unnecessary delays. The amendments strengthen predictability and efficiency in how environmental reviews are conducted, ultimately supporting both applicants and the general public.

Importantly, the SEPA review process will continue to play a critical role in identifying and mitigating potential environmental impacts associated with proposed projects. This includes maintaining the City's authority to require mitigation measures for

impacts to air and water quality, natural habitats, noise levels, traffic circulation, and other factors that directly influence the health, safety, and overall well-being of the community.

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

Updating the SEPA regulations ensures that environmental review procedures remain consistent with state law. The amendment supports Comprehensive Plan policies that call for clear, predictable development processes. By improving consistency between local and state review requirements, the amendment reduces redundancy, shortens permit timelines, and provides greater certainty for applicants, while preserving opportunities for environmental mitigation and public participation.

Comprehensive Plan Goals and Policies

Goal / Policy Number	Policy
Land Use Policy 1.1:	<i>All amendments to the City's Comprehensive Plan and development regulations shall ensure early and continuous public participation pursuant to RCW 36.70A/140</i>
Land Use Policy 1.3:	<i>City shall process application for state and local permits in a timely, transparent, and fair manner to ensure predictability.</i>
Economic Development Policy 2.1:	Ensure that City licensing and permitting procedures and development regulation are coherent, fair, equitable and expeditious.

E. FINDINGS OF FACT

1. The City of Stanwood has begun a process to comprehensively update its municipal code to conform to current law and practice.
2. The purpose of this code amendment is to eliminate conflicts, improve clarity and overall function of the municipal code, and reflect current city and best practices.
3. The City of Stanwood has established zoning regulations to guide land use and development in a manner that promotes public health, safety, and welfare.
4. Title 18 contains the City's Unified Development Code.
5. The State Environmental Policy Act (SEPA), Chapter 43.21C RCW, requires state and local governments to review the environmental impacts of proposals prior to decision-making.

6. SEPA rules (Chapter 197-11 WAC) authorize local governments to adopt flexible thresholds for certain categorical exemptions, within limits set by the State of Washington.
7. The Washington State Department of Ecology has issued updated guidance recommending SEPA exemption thresholds for certain project actions, including residential, commercial, and parking development, in order to streamline permitting and focus review on projects with greater potential environmental impacts.
8. The City of Stanwood has previously adopted SEPA thresholds that are now lower than the state-recommended standards, creating unnecessary administrative review for projects that are unlikely to result in significant adverse environmental impacts.
9. Updating the City's SEPA categorical exemption thresholds with the current state-recommended levels will provide consistency, predictability, and efficiency for applicants, staff, and the public, while preserving environmental protections for larger projects.
10. Adopting the state SEPA thresholds supports the City's goals of encouraging infill development consistent with the City's Comprehensive Plan.
11. Adjusting the SEPA review thresholds does not reduce opportunities for public involvement or transparency. Type 2 and Type 3 permits will continue to require public notice, written comment periods, and, when applicable, public hearings consistent with existing code requirements.
12. Larger or potentially impactful projects will remain subject to SEPA review under the higher thresholds, ensuring that community interests and environmental safeguards continue to be protected.
13. The proposed amendments are primarily administrative in nature. They are intended to streamline project review by removing redundant procedural steps that are already addressed through other development review processes.
14. The City's building code and development regulations, including but not limited to SMC Division VIII, Environment, provide protection for the elements of the environment listed in WAC 197-11-444.
15. The City has adopted SMC 18.812 establishing protections for cultural and historic resources, including for a project that is categorically exempt under SEPA, using available data and other project review tools regarding known and likely cultural and historic resources, pre-project cultural resource review where warranted, and standard inadvertent discovery language.
16. Stanwood Municipal Code 18.230.055 provides opportunity for tribal resource agency review of project permit applications regardless of whether a project is categorically exempt under SEPA.

17. The City of Stanwood SEPA Responsible Official has reviewed the proposed amendments to the Stanwood Municipal Code, determined that the amendments are categorically exempt from SEPA, and memorialized those conclusions under file number 2025-0092.
18. Per WAC 197-11-800(1)(c), the City has provided 60 days' notice to affected tribes, agencies with expertise, affected jurisdictions, the department of ecology, and the public and provide an opportunity for comment.
19. Pursuant to RCW 36.70A.106, the City submitted the proposed code amendment for the 60-day review to the Washington State Department of Commerce on September 24, 2025. The 60-day review period was completed on November 23, 2025.
20. The code amendment was circulated for public review on October 7, 2025 through December 8, 2025.
21. The Stanwood Community Development Committee reviewed the draft ordinance at their November 6, 2025, meeting and has recommended that the City Council adopt the ordinance.
22. On November 4, 2025, the Planning Commission public hearing notice was printed in the Stanwood Camano News and notices were sent to the party of record list and agency distribution list as required by law.
23. The Stanwood Planning Commission held a public hearing on ordinance on November 17, 2025, and forwarded their findings of fact and conclusions recommending to Stanwood City Council.
24. All persons desiring to either provide written testimony or speak for or against the ordinance were given the opportunity to do so.
25. Staff prepared a report summarizing the proposed code amendment. This report is part of the public record and was presented to the Planning Commission at the public hearing on November 17, 2025, for their consideration.

F. CONCLUSIONS OF LAW

1. The City of Stanwood has authority under RCW Title 35A, to adopt plans and regulations related to development and operations within the City of Stanwood.
2. Stanwood Municipal Code requires that the Planning Commission review and make recommendations to the Stanwood City Council regarding code amendments to the Zoning and Unified Development Codes.
3. The SEPA code amendment enhances the effectiveness and clarity of the city's development review process without diminishing environmental safeguards, fulfilling both the purpose and desired effect outlined in the Stanwood Municipal Code for zoning and development code amendments.

4. The amendment is consistent with the 2024-2044 Comprehensive Plan policies by streamlining review processes, enhancing consistency with state requirements, reducing redundancy and permit timelines, and increasing predictability while maintaining environmental protections and public participation.
5. The proposed amendments enhance public health and safety by streamlining environmental review procedures to minimize administrative errors and delays, improving consistency, efficiency, and predictability in the permitting process for both applicants and the public.
6. After considering staff comments and public testimony, the Stanwood Planning Commission determined the draft code amendments are consistent with the Comprehensive Plan and should be adopted.

G. STAFF RECOMMENDATION

The Planning Commission hereby **ADOPTS** the Findings of Fact and Conclusions of Law contained herein and **AUTHORIZES** the Planning Commission Chair to sign the Findings on behalf of the Commission and recommend that the Stanwood City Council **APPROVE** the proposed amendments to the Stanwood Municipal Code.

Dated this 17 day of Nov 2025.



Patrick Hosterman, Planning Commission Chair
City of Stanwood



City of Stanwood City Council Staff Report

Item Number: 10.b.

Date: December 11, 2025

Subject: Approve First and Second Readings and Adopt Ordinance 1558 Nonconforming Regulations Code Amendment

Contact Person: Patricia Love, Community Development Director

Attachments:

1. Nonconformities v5 Clean Version
2. PC FFC Signed 111725

ISSUE

The purpose of this agenda item is for Council review and acceptance of the first and final reading of Ordinance 1558, adopting amendments to the City's Nonconforming Regulations, Chapter 18.506 of the Stanwood Municipal Code.

RECOMMENDATION

Staff recommends that the City Council adopt the proposed updates to the City's Nonconforming Regulations. These revisions are intended to modernize and clarify the City's approach to nonconforming uses, structures, and lots, ensuring that the regulations reflect current legal standards and best practices. The last comprehensive update to these provisions occurred between 1995 and 2000. Since that time, a substantial body of case law has changed, providing new guidance on how jurisdictions must address nonconformities. The proposed amendments bring the City's regulations into compliance with recent court rulings, thereby reducing the risk of legal inconsistencies or challenges.

The Planning Commission reviewed the amendments and has forwarded a recommendation to approve the ordinance as presented. The amendments were also reviewed by the Community Development Committee and circulated to the Public Works Committee. Although the Public Works Committee meeting was canceled, they still had the opportunity to evaluate the proposed changes.

Because the amendments are being considered late in the year with no significant comments received, staff requested that the Council waive the two-reading rule for

ordinances and proceed with a single reading and adoption. Under Council rules, this waiver is allowed when the Mayor, Mayor Pro-Tem, and the relevant Committee Chair all agree, which has occurred. The waiver is being requested for two main reasons: (1) the interval between readings would be unusually long, from December 11, 2025, to January 8, 2026, and (2) two new Council members will take office in January and will not have participated in the first reading of the ordinance. As with all codes, staff will monitor the application of these codes and will forward proposed amendments if needed.

BACKGROUND

In 2022, the City launched the Municipal Code Update project to modernize the code with best practices for both content and administration. As part of this effort, a new Unified Development Code is being developed which includes amendments to the City's nonconforming zoning regulations.

In Stanwood, many lots, structures, and uses were lawfully built or established before current zoning standards were adopted. As laws and regulations evolve, these older properties are allowed to continue as originally permitted and are referred to as "legally nonconforming." More commonly, people may recognize this concept by its familiar term: "grandfathering".

Over time, ambiguities in the City's nonconforming zoning regulations have created challenges. Inconsistent interpretations have caused uncertainty for property owners and staff. To address these issues, the proposed amendments are intended to bring greater clarity, improve transparency, and ensure fairness in land use administration. The goal is to balance the continuation of legally established nonconformities with the City's long-term vision of bringing properties into compliance with current zoning standards whenever feasible.

SUMMARY

The City's existing nonconforming regulations are often confusing and, in some cases, contradictory, making them difficult for both staff and property owners to interpret. To improve clarity and usability, the proposed ordinance separates the regulations into distinct sections for nonconforming lots, nonconforming buildings, and nonconforming uses. This restructured format clearly outlines how the rules apply to each category. Because a single property may have one or more types of nonconformity, this approach provides a more straightforward framework for understanding and administering the regulations. The proposed amendments address:

- **Abandonment**: Establishes a 12-month period as the standard for presumed abandonment of a nonconforming use or building. Property owners have the opportunity to demonstrate that they did not intend to abandon the property.

- *Conversion of Nonconforming Lots, Structures or Uses*: New provision that defines when and what triggers the requirements to bring the property into full compliance with the current city code.
- *Nonconforming Lots*: This section provides clear guidance on when and how nonconforming lots may be developed.
- *Nonconforming Structures*: The amendments define the conditions under which nonconforming structures may be repaired, maintained, or expanded.
- *Nonconforming Uses*: Legally established nonconforming uses may continue until they are abandoned, expanded or intensified.
- *Reconstruction Due to Natural Disasters*: If a nonconforming building or use is damaged or destroyed by an event beyond the owner's control, such as an earthquake, flood, storm, landslide, mudslide, fire, or explosion, the amendments allow for reconstruction.
- *Normal Maintenance and Repair*: Defines what is considered normal maintenance, allowing the nonconformity to continue.
- *Variance Criteria*: New provision that provides an option for property owners to apply for a variance from the nonconforming standards if necessary.

ANALYSIS

The Planning Commission held two public meetings to review the proposed nonconforming regulations amendment and expressed strong support for maintaining reasonable allowances that enable property owners to continue using their property as legally permitted prior to any code changes. During their review, the Commission discussed four key issues in greater depth.

- Abandonment of Nonconforming Uses: when should nonconforming uses be discontinued and how that determination is made;
- Development on Nonconforming Lots: appropriate level of new development or redevelopment that should be allowed on nonconforming lots while still preserving compliance with current standards;
- Accessibility Requirements: when are ADA requirements triggered by development; and
- Disproportionate Impacts on the Downtown: concerned that mandatory nonconforming lot merger requirements disproportionately affect the smaller, older lots in downtown.

Abandonment of Nonconforming Uses:

Abandonment clauses in nonconforming regulations establish the conditions under which a legally established nonconforming use loses its protected status and must either cease or come into compliance with current zoning standards. Historically, the City of Stanwood has considered a nonconforming use abandoned after 180 days of discontinued activity. However, typical zoning codes and case law generally require a longer period of time to determine true abandonment. Applying best practices, the draft

code extends this timeframe to one year. Under the updated standard, a nonconforming use is deemed abandoned only after a full year of discontinued activity, at which point the right to continue the prior use is permanently forfeited, and the property must comply with all current zoning and building codes.

Abandonment clauses are essential because they establish clear, defensible parameters that balance two important goals: preserving the vested rights of property owners while allowing the City to gradually transition properties into compliance with modern codes. However, determining whether a use has been abandoned can be complex. Case law makes clear that abandonment requires not only the passage of time without the use occurring, but also evidence of the property owner's intent to discontinue that use. Simply being inactive is not always enough. To safeguard constitutionally protected property rights consistent with current legal standards, the draft code introduces a new provision that allows property owners to present evidence demonstrating that their nonconforming rights remain valid despite a period of nonuse. The Planning Commission supported this addition, noting that it strikes an appropriate balance between respecting individual property rights and furthering the City's goals to bring properties into compliance with current regulations.

Development on Nonconforming Lots:

A nonconforming lot is a parcel of land that does not meet current zoning requirements, such as minimum lot size, width, or other dimensional standards, but was legally created in compliance with the regulations that were in place at the time of its establishment. Similarly, a nonconforming use refers to a legally established activity or land use that was permitted under prior zoning regulations but has since become prohibited or restricted due to subsequent changes in the zoning code. Under the proposed amendments, owners of nonconforming lots or uses will retain the right to continue using or developing their property, provided that the following conditions are met:

- The lot or use was legally established before the adoption of the current zoning regulations.
- Any new or modified development complies with all applicable current standards, including setbacks, height limits, building codes, environmental regulations, and other relevant requirements.
- The proposed use is permitted within the current zoning district, or, if not, the existing use may continue under nonconforming status but may not be expanded or intensified in a way that increases the degree of nonconformity.

The draft code recognizes and preserves legally established rights that predate changes to the Municipal Code. Owners may maintain, repair, or develop their properties in accordance with the current regulations while continuing to enjoy the lawful use rights established prior to the code update.

Accessibility Requirements:

The Nonconforming Regulations do not address when a property or building must be brought into compliance with the Americans with Disability Act (ADA); however, the International Building Code (IBC) does. The Community Development Department reviews ADA requirements and compliance when any of the following occurs:

1. **New Construction**: All new buildings constructed after January 26, 1992, must be fully compliant with ADA Standards for Accessible Design.

2. **Change of Occupancy, Alterations and Remodels**: Any alteration that affects the usability of a facility, or a portion of it, triggers ADA compliance requirements. Examples include:

- Renovations of restrooms, lobbies, or entrances
- Replacement of doors and door hardware
- Reconfiguring spaces such as offices or classrooms

When these changes occur, the altered area must comply with current ADA accessibility standards to the maximum extent feasible. For example, when City Hall was remodeled, the restrooms were redesigned as much as possible to meet ADA requirements. This included widening the men's restroom door, reconfiguring the women's restroom to allow wheelchair access, adding ADA-compliant changing tables, and lowering sinks to the appropriate height. Although the men's restroom could not fully accommodate the required wheelchair turning radius, the dividing wall was removed to maximize available space and improve accessibility. Also, ADA laws require improvements to the "path of travel", meaning the route from parking to the altered area; however, a complete accessible route does not apply where the cost of providing it exceeds 20% of the cost of the alteration or addition to the primary function area.

3. **Additions**: When a new addition is built onto an existing building, that addition is considered new construction and must meet ADA standards. Furthermore, the path of travel to the addition, which includes entrances and restrooms, must also be made accessible to the maximum extent feasible.

4. **Historic Buildings**: Alterations to historic structures must comply as much as possible without threatening or destroying historic features. If full compliance isn't feasible, alternative accessibility methods must be provided.

5. **Maintenance and Minor Repairs**: Routine maintenance (painting, reroofing, re-carpeting, replacing HVAC systems, etc.) does not trigger ADA compliance, since it doesn't affect usability.

Lot Merger Requirement:

Lot-merger codes are rules that automatically combine two or more adjacent lots under the same ownership if at least one of those lots is too small to meet current zoning standards. The concept behind these rules is that merging undersized lots creates a

single lot that meets today's minimum size requirements. However, these codes can also limit how property owners use or develop their land. For example, a property owner who purchased two separate legal lots may lose the ability to sell or develop them individually if the lots are forced to merge under the code. This can be especially challenging in older areas of the city where lots were platted prior to Washington's adoption of subdivision rules in 1969.

At its October 6 meeting, the Community Development Committee discussed the proposed lot merger provision in the nonconforming code ordinance. This provision required the automatic merger of adjacent, commonly owned nonconforming lots. Upon further review, the Committee expressed concern that this requirement disproportionately impacts residential properties located in the City's west end which were originally platted in the late 1800s with smaller, historically established lots. Because these lots were platted so long ago, they also have the highest potential to be affected by the nonconforming code provisions.

The intent of the lot merger requirement was to bring lot sizes into conformity with current zoning standards. However, with the adoption of new middle housing regulations, this issue has largely been resolved. The updated code now allows up to three dwelling units on any residentially zoned lots, effectively mitigating previous concerns about undersized parcels. In addition, staff conducted a quick review of the west end residential area and determined that the merger provision would affect very few lots in the west end. Given these changes, the merger clause no longer provides meaningful benefit and may unnecessarily burden a limited number of property owners. Retaining this requirement would continue to place a disproportionate impact on the west end without serving a clear planning purpose under current development standards.

Staff recommended removing the lot-merger clause from the nonconforming ordinance, and the Planning Commission agreed with this approach. The Commission concluded that eliminating this requirement would help avoid inequitable impacts on properties in the historic downtown area, where many lots are smaller than current zoning standards but were legally established decades ago. Removing the merger clause also supports the City's broader housing and land-use goals by preserving flexibility for property owners and enabling more efficient use of existing lots. As such the ordinance presented to the City Council does not include a lot merger section.

Staff Recommended Changes:

Staff proposed, and the Planning Commission agreed, to add two new sections to Stanwood's nonconforming regulations to improve clarity and ensure consistent application of the code. The first new section clearly identifies the specific actions or "triggers" that would require a nonconforming properties to be brought into full compliance with current City standards. These triggers may include substantial redevelopment, major structural alterations, or changes in use, situations where it is reasonable to expect that properties be brought into compliance with current City codes. By outlining these triggers explicitly, property owners can better anticipate when

compliance will be required, and staff can apply the rules more consistently.

The second new section formally defines what constitutes normal maintenance and repair activities, which *do not* trigger the requirement to bring a nonconforming property up to current code. Clearly distinguishing routine activities from major alterations ensures that property owners can maintain and preserve their structures without fear of unintentionally forfeiting their nonconforming status.

Together, these additions enhance the predictability and usability of the nonconforming regulations, helping both property owners and staff interpret and apply the code fairly.

FINANCIAL IMPACTS

No direct financial impact on the City's budget. Code work was already budgeted and approved through the Municipal Code Update Project contract and scope of work.

COUNCIL OPTIONS

- 1. Accept the first and second reading and adopt Ordinance 1558 adopting amendments to the nonconforming regulations.**
- 2. Request changes to Ordinance 1558 and direct staff to address specific Council issues or concerns prior to reconsidering the ordinance.**
- 3. Send Ordinance 1558 back to the Planning Commission for further consideration.**

RECOMMENDED MOTION

"I MOVE TO ACCEPT THE FIRST AND SECOND READING, AND ADOPT ORDINANCE 1558."

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. 1558

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING STANWOOD MUNICIPAL CODE (SMC) DELETING NONCONFORMING CODE REQUIREMENTS FROM TITLE 17, ZONING, AND ADOPTING RULES FOR NON-CONFORMING LOTS, STRUCTURES AND USES IN TITLE 18, UNIFIED DEVELOPMENT CODE, AND ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the City of Stanwood has begun a process to comprehensively update its municipal code to conform to current law and practice; and

WHEREAS, the purpose of this code amendment is to eliminate conflicts, improve clarity and overall function of the municipal code, and reflect current city and best practices; and

WHEREAS, the City of Stanwood has established zoning regulations to guide land use and development in a manner that promotes public health, safety, and welfare;

WHEREAS, existing lots, structures, and uses that were lawful when established may not fully conform to current zoning standards, yet continue to serve important community, residential, and economic functions;

WHEREAS, the current nonconforming standards contain language that has led to ambiguity and inconsistency in interpretation and application, creating uncertainty for property owners, staff, and decision-makers;

WHEREAS, clarifying the regulations for nonconforming lots, structures, and uses will ensure consistent application of the code, improve transparency, and provide fairness in land use administration;

WHEREAS, it is the City's intent to balance the continuation of legally established nonconformities with the long-term goal of bringing properties into compliance with current zoning laws when feasible;

WHEREAS, amendments to the nonconforming standards are necessary to:

- clearly establish when existing nonconforming lots may be developed;
- define the conditions under which nonconforming structures may be repaired, maintained, or expanded;
- allow the continuation of legally established nonconforming uses while setting thresholds for discontinuance, abandonment, or intensification; and

WHEREAS, these amendments provide a fair and reasonable path for property owners to utilize and maintain their properties while supporting the City's vision for orderly growth and compatible land use;

WHEREAS, a SEPA determination of non-significance for the draft ordinance was issued on October 14, 2025, and the comment / appeal period ended on October 29, 2025; and

WHEREAS, pursuant to RCW 36.70A.106, the City submitted the proposed code amendment for the 60-day review to the Washington State Department of Commerce on September 30, 2025. The 60-day review period was completed on November 29, 2025; and

WHEREAS, the code amendment was circulated for public review on October 14, 2025 through October 29, 2025; and

WHEREAS, the Stanwood Community Development Committee reviewed the draft ordinance at their November 6, 2025, meeting and has recommended that the City Council adopt the ordinance; and

WHEREAS, the Stanwood Planning Commission held a public hearing on ordinance on November 17, 2025, and forwarded their findings of fact and conclusions recommending to approve the ordinance to the City Council; and

WHEREAS, all persons desiring to either provide written testimony or speak for or against the ordinance were given the opportunity to do so before both the Planning Commission and City Council; and

WHEREAS, the City Council held a public hearing on the draft code amendment on December 11, 2025, and accepted public comment; and

WHEREAS, the City Council of Stanwood has authority under RCW 36.70A to adopt plans and regulations related to development and operations within the City of Stanwood; and

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

Section 1. Stanwood Municipal Code Chapter 18.506 is adopted as provided in Exhibit A attached to this ordinance and incorporated herein by reference as if set forth in full.

Section 2. Stanwood Municipal Code sections 17.25.060, 17.25.170, 17.25.180, 17.25.190, 17.25.200, 17.25.210, and 17.25.220 are repealed.

Section 3. Findings of Fact and Conclusions. The Stanwood City Council adopts the Findings of Fact and Conclusions as recommended by the Planning Commission and attached hereto as Exhibit B and incorporated herein by reference.

Section 4. Citation Corrections. The Codifiers of this ordinance are hereby instructed to make any and all appropriate code citation references, cross-references, and formatting adjustments necessary to ensure consistency with the amendments and revisions adopted by this ordinance.

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

Section 7. Effective Date. This Ordinance shall take effect five days after its passage and publication as required by law.

PASSED and APPROVED this ____ day of _____, 2025.

CITY OF STANWOOD:

Sid Roberts, Mayor

Attest:

Lisa Sokolik, City Clerk

Approved as to Form:

Nikki Thompson, City Attorney

Date of Publication: _____

Effective Date: _____

EXHIBIT A

Title 18 Unified Development Code

DIVISION 5, ZONING AND USES

Chapter 18.506 Nonconforming Uses, Structures, Lots

18.506.010 Purpose.....	4
18.506.020 General Rules.....	4
18.506.030 Abandonment.....	5
18.506.040 Conversion of Nonconforming to Conforming Lots, Structures or Uses.....	5
18.506.050 Nonconforming Lots.....	5
18.506.060 Nonconforming Structures.....	6
18.506.070 Nonconforming Uses.....	6
18.506.080 Normal Maintenance and Repair.....	7
18.506.090 Reconstruction Due to Natural Disasters	7
18.506.100 Variance Criteria for Nonconforming Lots, Structures, and Uses.....	8

18.506.010 Purpose.

The purpose of this chapter is to set the terms by which land uses, structures, and lots that do not meet current City standards will be allowed to continue and ultimately be brought into compliance with current City standards.

18.506.020 General Rules.

- (1) A lot, structure, or use that does not conform to the provisions of this title, but was legally established under the provisions in effect at the time of its establishment, is considered legally nonconforming and is allowed to continue as provided by this chapter.
- (2) A lot, structure, or use that was not in conformance with the provisions of this title at the time it was established or permitted is illegal and must be brought into conformance with the provisions of this title.
- (3) Change of ownership, tenancy, or management of an existing nonconforming use, structure, or lot does not affect its rights under this chapter.

18.506.030 Abandonment.

- (1) Notwithstanding other allowances in this chapter, a nonconforming use or building that is idle, unoccupied, or vacant for 12 consecutive months or more is presumed discontinued, abandoned, and terminated, and loses its nonconforming rights.
- (2) The presumption of abandonment may be rebutted by evidence clearly demonstrating no intent to abandon, such as:
 - (a) Active maintenance of required business licenses or permits;
 - (b) Continuation of utility services;
 - (c) Substantial investment in repairs or upgrades consistent with the prior use;
 - (d) Evidence of continuous efforts to lease, sell, or market the property for the nonconforming use.
- (3) If the presumption cannot be rebutted under subsection (2), the property owner may apply for a variance to continue the nonconforming use, subject to findings that:
 - (a) The discontinuance resulted from circumstances beyond the owner's control (e.g., natural disaster, regulatory delay, catastrophic damage, litigation);
 - (b) The request is consistent with the comprehensive plan and will not be detrimental to public health, safety, or welfare; and
 - (c) Reasonable conditions can be imposed to mitigate any adverse impacts of the continuation.

18.506.040 Conversion of Nonconforming to Conforming Lots, Structures or Uses.

Except as provided by this Chapter, a nonconforming lot, structure or use shall be brought into full or partial compliance with the Municipal Code upon the occurrence of any of the following events:

- (1) Change of Use or Occupancy. When the use or occupancy of a structure or site is changed to a different use classification.
- (2) Expansion or Intensification. When a nonconforming use or structure is expanded, enlarged, or intensified, including but not limited to increases in floor area, occupancy, outdoor area, or parking.
- (3) Permit or Development Application. When any building, grading, or land use permit is requested for expansion, redevelopment, or substantial improvement of a property. Compliance may be required as a condition of permit approval.
- (4) Public Health and Safety Violations. When a nonconforming condition presents a hazard to public health, safety, or welfare, the City may require immediate correction to bring the property into compliance with applicable standards.

18.506.050 Nonconforming Lots.

- (1) A lot that was legally established per the rules in place at the time it was established, but that does not meet the current city standards, is considered a nonconforming lot of record and is legally buildable except as provided below.
- (2) A legal lot of record that does not meet current minimum lot size or dimensional standards may be developed per the underlying zoning requirements, provided all other applicable requirements of the Stanwood Municipal Code are met, including but not limited to permitting uses, building density, setbacks, height limits, lot coverage, critical area protections, and utility standards.

- (3) To be legally buildable, a vacant lot must connect to public water and sewer. If connection is not feasible, it must be in compliance with the rules and regulations of the county health department. Where there is a conflict between the provisions of this section and those rules of the county health department, the more restrictive rules apply.

18.506.060 Nonconforming Structures.

- (1) Alteration and Enlargement. A nonconforming structure may be altered, renovated, or added to if the alterations, renovations, or additions meet all requirements of the zone in which they are located.
- (2) Repair. Repairs necessary and incidental to meeting requirements regarding building safety, including but not limited to the International Building Code, International Residential Code, or International Fire Code, may be performed on a building or structure even if such repairs do not meet the requirements of the zone in which the building is located.
- (3) Relocation. A nonconforming structure that is moved to another location must conform to all the rules and regulations pertaining to the location to which it is moved.
- (4) Physical alteration of a nonconforming structure or the placement of new structures on land is unlawful if such activity results in:
 - (a) Greater nonconformity with respect to dimensional restrictions such as setback requirements, height limitations, density requirements, or other requirements such as parking requirements.
- (5) Replacement. Any structure used for single-family detached residential purposes and maintained as a nonconforming use may be replaced with a similar structure of a larger size, so long as the enlargement or replacement meets all other requirements of the municipal code.

18.506.070 Nonconforming Uses.

- (1) Expansion or Intensification of Nonconforming Use. Expansion of an existing nonconforming use or intensification of an existing nonconforming use within the confines of an existing structure or lot is allowed subject to the following conditions:
 - (a) A nonconforming use may not be enlarged, increased, or extended to occupy a greater area of building or land than was occupied at the effective date of adoption or amendment of that portion of this code which rendered the use nonconforming, unless a variance has been approved by the city.
 - (b) A nonconforming use may not be moved, in whole or in part, to any portion of the building or lot other than that occupied by such use at the effective date of adoption or amendment of that portion of this code which rendered the use nonconforming, unless a variance has been approved by the city.
- (2) Change of use to a use that is allowed under current code is allowed when all other requirements of the code are complied with, or when the Director finds that full compliance cannot be reasonably achieved without adding additional land to the lot where the nonconforming use is maintained or moving a substantial structure on a permanent foundation. Permission to change the use must be obtained in the same manner as permission to make the initial use of a vacant lot. Once conformity with this code is achieved, the property may not revert to its nonconforming status.
- (3) Change of use to another use that is also nonconforming is allowed if the Director finds, in addition to other findings that may be required by this code, that:
 - (a) the use requested is one that is permissible in some other zone;
 - (b) the proposed use will have less of an adverse impact on those most affected by it and will be more compatible with the surrounding neighborhood than the current nonconforming use.

- (4) Continuance of Conditional Uses. A use that was properly permitted through a conditional use permit and could still be permitted under this title is considered a conforming permitted use.
- (5) A nonconforming use may not be extended to additional buildings or to land outside the original building.
- (6) A nonconforming use of open land may not be extended to cover more land than was occupied by that use when it became nonconforming.

18.506.080 Normal Maintenance and Repair

- (1) Routine maintenance, minor repair, or replacement of materials on any nonconforming structure or site is permitted, provided such work does not:
 - (a) Expand, enlarge, or intensify the nonconformity; or
 - (b) Alter the use of the property
- (2) For the purposes of this section, normal maintenance and repair includes activities such as:
 - (a) Repainting, reroofing, residing, window replacement, or similar cosmetic improvements;
 - (b) Replacement of existing mechanical, plumbing, or electrical systems;
 - (c) Structural repairs necessary to maintain the safety or integrity of the building, provided the configuration or footprint is not expanded.
- (3) Work that increases the degree of nonconformity or changes the structure's footprint, height, or use classification shall not be considered normal maintenance and repair.

18.506.090 Reconstruction Due to Natural Disasters

- (1) Right to Rebuild. A nonconforming structure or use that is damaged or destroyed by accidental causes may be reconstructed or reestablished, subject to the provisions of this section.
- (2) Definition of Accidental Causes. For purposes of this section, "accidental causes" include natural events such as earthquakes, floods, storms, landslides, and mudslides, and other events such as fire, explosion, or similar occurrences beyond the control of the owner.
- (3) Reconstruction Standards.
 - (a) Footprint. The structure may be rebuilt on the same building footprint, provided no additional nonconformity is created. Minor adjustments to the footprint may be allowed to comply with current building, fire, or life-safety codes.
 - (b) Height. The reconstructed structure may not exceed the maximum building height allowed in the zoning district.
 - (c) Use. The reconstructed structure may be reoccupied by the same use, whether conforming or legally nonconforming, as existed prior to the damage. A change of use must comply with the requirements of this title.
 - (d) Compliance with Codes. All reconstruction must meet current building, fire, critical area, and shoreline requirements, except where specific nonconforming rights are preserved under this chapter.
- (4) Time Limit for Reconstruction. A complete building permit application for reconstruction shall be submitted within 12 months of the damaging event. The Planning Director may grant one extension of up to 12 additional months for good cause. Failure to apply within this time will result in loss of nonconforming rights.

- (5) Documentation of Prior Conditions. The applicant must provide sufficient evidence of the structure's lawful nonconforming status and its size, location, and use prior to damage, including but not limited to permit records, photographs, assessor's data, or other reliable documentation.
- (6) Variance Relief. Where full reconstruction in compliance with this section is not feasible due to site conditions or regulatory constraints, the property owner may apply for a variance pursuant to Chapter 18.330 SMC.

18.506.100 Variance Criteria for Nonconforming Lots, Structures, and Uses.

- (1) When the provisions of this chapter cannot reasonably be complied with, a minor variance from the standards governing nonconforming uses, structures, or lots may be granted if all of the following criteria are met:
 - (a) Unnecessary Hardship. Strict application of the nonconforming provisions would deprive the property of all reasonable use permitted in the zone.
 - (b) Minimum Relief. The variance is the minimum necessary to allow reasonable use of the property.
 - (c) No Special Privilege. The variance does not grant a use or development right not enjoyed by other properties in the same zone and vicinity.
 - (d) Consistency with Plan. The variance is consistent with the comprehensive plan, intent of the zoning district, and the long-term goal of reducing or eliminating nonconformities.
 - (e) No Adverse Impact. The variance will not be materially detrimental to the public health, safety, or welfare, nor injurious to the use or enjoyment of other properties.
 - (f) Circumstances Beyond Owner's Control. The hardship results from conditions unique to the property, not from actions of the applicant or owner.
 - (g) Compliance with Law. The variance is consistent with state law, including the Shoreline Management Act (if applicable), and does not authorize any use prohibited outright in the zone.
- (2) Financial hardship does not constitute grounds for finding that compliance is not reasonably possible.
- (3) Applications for a minor variance under this section shall be filed and processed in accordance with the procedures set forth in SMC Chapter 18.220, Applications and SMC Chapter 18.230, Review Process.

EXHIBIT B

Planning Commission

Findings of Fact and Conclusions

CITY OF STANWOOD
Planning Commission Findings of Fact and Recommendation



10220-270TH Street NW
Stanwood, WA 98292

City of Stanwood, Washington

Nonconforming Zoning Standards Code Amendment

Findings of Fact and Conclusions of Law

A. GENERAL INFORMATION

File Number(s): 25-0095 (Code Amendment)

Project Summary: Stanwood Unified Development Code: Nonconforming Zoning Standards

Applicant: City of Stanwood

Location: Applies Throughout the City of Stanwood Jurisdictional Limits

Staff Contact: Patricia Love, Community Development Director

B. BACKGROUND AND DESCRIPTION OF PROPOSAL

In 2022, the City launched the Municipal Code Update project to modernize the code with best practices for both content and administration. As part of this effort, a new Unified Development Code is being developed which includes amendments to the City's nonconforming zoning regulations.

Across Stanwood, many lots, structures, and uses were lawfully built or established before current zoning standards were adopted. As laws and regulations evolve, these older properties are allowed to continue operating under special conditions and are referred to as "legally nonconforming." More commonly, people may recognize this concept by its familiar term: "grandfathering."

Over time, ambiguities in the City's nonconforming zoning regulations have created challenges. Inconsistent interpretations have caused uncertainty for property owners and staff. To address these issues, the proposed amendments are intended to bring greater clarity, improve transparency, and ensure fairness in land use administration. The goal is to

balance the continuation of legally established nonconformities with the City's long-term vision of bringing properties into compliance with current zoning standards whenever feasible.

C. CODE AMENDMENT SUMMARY

The proposed amendments reaffirm that lots, structures, or uses that were legally established under past regulations are considered legal nonconformities. These may continue, subject to the following provisions and rules:

Abandonment: Establishes a 12-month period as the standard for presumed abandonment of a nonconforming use or building. Property owners have the opportunity to demonstrate that they did not intend to abandon the property.

Conversion of Nonconforming Lots: Structures or Uses: Define when and what triggers the requirements to bring the property into full compliance with the current city code.

Nonconforming Lots: This section provides clear guidance on when and how nonconforming lots may be developed.

Lot Merger for Nonconforming Lots of Record: When two or more adjacent nonconforming lots of record are under common ownership, the amendments require that they be combined into one legal conforming lot.

Nonconforming Structures: The amendments define the conditions under which nonconforming structures may be repaired, maintained, or expanded.

Nonconforming Uses: Legally established nonconforming uses may continue until they are abandoned or expanded or intensified.

Reconstruction Due to Natural Disasters: If a nonconforming building or use is damaged or destroyed by an event beyond the owner's control, such as an earthquake, flood, storm, landslide, mudslide, fire, or explosion, the amendments allow for reconstruction.

Normal Maintenance and Repair: defines what is considered normal maintenance, allowing the nonconformity to continue.

Variance Criteria: New provision that provides an option for property owners to apply for a variance from the nonconforming standards if necessary.

D. CODE AMENDMENT CRITERIA (SMC 17.155.090(2))

The city may approve zoning code text amendments per the following criteria:

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

The SMC establishes regulations that promote the public health, safety, and welfare of the community, guide orderly growth, and ensure fair and predictable land use decisions. The amendments to the nonconforming code are consistent with this intent and the provisions of the Stanwood Municipal Code in the following ways:

1. **Clarifies Definitions and Procedures:** The proposed amendments provide clear procedures and standards for identifying, maintaining, and modifying nonconforming uses, structures, and lots. These clarifications ensure consistent interpretation and application of the code by staff, property owners, and developers, thereby upholding the SMC's goal of transparent and equitable administration.
2. **Promotes Gradual Compliance with Current Zoning Standards:** The revisions are designed to encourage the eventual transition of nonconforming uses and structures into conformance with current zoning requirements. This approach aligns with the SMC's purpose of promoting orderly development patterns and advancing the City's Comprehensive Plan goals of protecting property rights and managing planned growth.
3. **Improves Administrative Efficiency and Transparency:** The amendments eliminate ambiguity and simplify administrative processes. These changes enhance the usability of the code for both staff and the public, promoting efficient permitting and enforcement consistent with the purpose and intent of the SMC.

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

The proposed updates to the nonconforming code maintain a positive relationship to the public health, safety, and welfare of the Stanwood community by ensuring that nonconforming uses, structures, and lots are managed in a manner that protects property rights while supporting the City's long-term planning and development goals.

The updated code establishes clear standards for the repair, alteration, and replacement of nonconforming structures, requiring that all improvements comply with current building, fire, and safety codes. These provisions prevent unsafe conditions and promote sound construction practices that safeguard life, property, and community well-being.

By clearly defining and regulating the continuation, expansion, and replacement of nonconforming uses, the amendments establish consistent expectations and standards for how such uses may continue and transition toward compliance with permitted use standards established in the zoning code. This clarity promotes fairness, transparency, and predictability for property owners and staff alike.

Finally, the amendments confirm that legally established nonconforming lots of record remain developable, provided that new development complies with current regulations, including requirements for connection to public water and sewer systems and adherence to all applicable building and fire codes. These standards ensure that any redevelopment on nonconforming lots meets modern health and safety requirements.

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

Stanwood’s 2024–2044 Comprehensive Plan envisions a vibrant and resilient community that provides high-quality urban services while preserving its small-town heritage, rural character, and distinctive natural environment. The Plan calls for a balanced community with diverse commercial districts and a range of housing types, from traditional single-family neighborhoods to mixed-use and higher-density developments, that support economic vitality, livability, and a strong sense of place.

Implementation of the Comprehensive Plan is a long-term process. Not all properties will immediately conform to the Plan’s future land use designations or zoning standards. Accordingly, City regulations must recognize that past approvals and established conditions result in ongoing land use rights that deserve protection. At the same time, the code must provide a fair and predictable pathway for gradually transitioning nonconforming uses, structures, and lots toward consistency with current regulations. The Comprehensive Plan recognizes this balance by protecting existing property rights while guiding the City’s growth towards its long-term vision.

The proposed amendments to the nonconforming code are consistent with, and help implement, the following Comprehensive Plan goals and policies:

Comprehensive Plan Goals and Policies

Goal / Policy Number	Policy
Land Use Policy 1.1:	<i>All amendments to the City’s Comprehensive Plan and development regulations shall ensure early and continuous public participation pursuant to RCW 36.70A/140</i>
Land Use Policy 1.3:	<i>City shall process application for state and local permits in a timely, transparent, and fair manner to ensure predictability.</i>
Land Use Policy 7.3:	<i>Promote restoration of historic buildings and encourage compatibility of new development with historic structures.</i>
Economic Development	<i>Ensure equitable and efficient licensing and permitting procedures.</i>

Goal 2:	
Economic Development Policy 2.1:	Ensure that City licensing and permitting procedures and development regulation are coherent, fair, equitable and expeditious.

E. FINDINGS OF FACT

1. The City of Stanwood has begun a process to comprehensively update its municipal code to conform to current law and practice.
2. The purpose of this code amendment is to eliminate conflicts, improve clarity and overall function of the municipal code, and reflect current city and best practices.
3. The City of Stanwood has established zoning regulations to guide land use and development in a manner that promotes public health, safety, and welfare.
4. Existing lots, structures, and uses that were lawful when established may not fully conform to current zoning standards, yet continue to serve important community, residential, and economic functions.
5. The current nonconforming standards contain language that has led to ambiguity and inconsistency in interpretation and application, creating uncertainty for property owners, staff, and decision-makers.
6. Clarifying the regulations for nonconforming lots, structures, and uses will ensure consistent application of the code, improve transparency, and provide fairness in land use administration.
7. It is the City's intent to balance the continuation of legally established nonconformities with the long-term goal of bringing properties into compliance with current zoning laws when feasible.
8. Amendments to the nonconforming standards are necessary to:
 - clearly establish when existing nonconforming lots may be developed;
 - define the conditions under which nonconforming structures may be repaired, maintained, or expanded;
 - allow the continuation of legally established nonconforming uses while setting thresholds for discontinuance, abandonment, or intensification; and
9. These amendments provide a fair and reasonable path for property owners to utilize and maintain their properties while supporting the City's vision for orderly growth and compatible land use.

10. The regulations include variance provisions which allow property owners to seek relief in cases of exceptional or unique hardship beyond their control, ensuring fairness and flexibility in the application of the nonconforming zoning standards.
11. A SEPA determination of non-significance for the draft ordinance was issued on October 14, 2025, and the comment / appeal period ended on October 29, 2025.
12. Pursuant to RCW 36.70A.106, the City submitted the proposed code amendment for the 60-day review to the Washington State Department of Commerce on September 30, 2025. The 60-day review period was completed on November 29, 2025.
13. The code amendment was circulated for public review on October 14, 2025, through October 29, 2025.
14. The Stanwood Community Development Committee reviewed the draft ordinance at their November 6, 2025, meeting and has recommended that the City Council adopt the ordinance.
15. The Stanwood Planning Commission held a public hearing on ordinance on November 17, 2025, and forwarded their findings of fact and conclusions recommending to Stanwood City Council.
16. All persons desiring to either provide written testimony or speak for or against the ordinance were given the opportunity to do so.
17. Staff prepared a report summarizing the proposed code amendment. This report is part of the public record and was presented to the Planning Commission at the public hearing on November 17, 2025, for their consideration.

F. CONCLUSIONS OF LAW

1. The City of Stanwood has authority under RCW Title 35A, to adopt plans and regulations related to development and operations within the City of Stanwood.
2. Stanwood Municipal Code requires that the Planning Commission review and make recommendations to the Stanwood City Council regarding code amendments to the Zoning and Unified Development Codes.
3. On November 4, 2025, the Planning Commission public hearing notice was printed in the Stanwood Camano News and notices were sent to the party of record list and agency distribution list as required by law.
4. SEPA review was conducted on the proposal and a Determination of Nonsignificance (DNS) was issued per City Code and under WAC 197-11-340(2). No appeals of the SEPA determination were filed.

5. The proposed nonconforming code updates are consistent with the Stanwood Municipal Code in both purpose and effect. They maintain the City's commitment to fair, clear, and consistent land use regulations.
6. The proposed nonconforming code is consistent with the Stanwood 2024 – 2044 Comprehensive Plan by balancing the continuation of legally established nonconforming situations with the City's long-term goal of achieving compliance with current zoning standards where feasible.
7. The proposal is beneficial to the public health, safety and welfare by ensuring maintenance, repair, or expansion of nonconforming buildings meet all building and fire safety codes.
8. After considering staff comments and public testimony, the Stanwood Planning Commission determined the draft code amendments are consistent with the Comprehensive Plan and should be adopted.

G. STAFF RECOMMENDATION

The Planning Commission hereby **ADOPTS** the Findings of Fact and Conclusions of Law contained herein and **AUTHORIZES** the Planning Commission Chair to sign the Findings on behalf of the Commission and recommend that the Stanwood City Council **APPROVE** the proposed amendments to the Stanwood Municipal Code.

Dated this 17 day of Nov 2025.



Patrick Hosterman, Planning Commission Chair
City of Stanwood



City of Stanwood City Council Staff Report

Item Number: 11.a.
Date: December 11, 2025
Subject: Adopt Resolution 2025-06 2026 Rate and Fee Schedule
Contact Person: David Hammond, Finance Director
Attachments:
1. Resolution 2025-06 2026 Fee Schedule
2. Exh B Park Impact Fee Methodology
3. Exh C Traffic Impact Fee Methodology

ISSUE

The purpose of this agenda item is for Council consideration and approval of Resolution 2025-06 updating the City's Consolidated Schedule of Fees and Charges.

RECOMMENDATION

Staff Recommendation:

Staff recommends Council approve Resolution 2025-06 updating the City's Consolidated Schedule of Fees and Charges.

Committee/Board Recommendation:

The fee resolution is updated annually following adoption of the budget or budget amendment process. This has not gone to committee as it is generally reviewed by the Council as a whole.

BACKGROUND

In accordance with city policy to annually review and update the City's fee schedule, the attached resolution provides fee adjustments, primarily utility rate increases and incremental fee increases to recover costs related to salary increases.

DISCUSSION

- Land use and impact fees are not updated in this cycle (they are updated in odd years).

- The changes updated are those based on recovering staff costs, so updated to reflect salary and benefit increases.
- The recently approved utility fees are also presented in the consolidated fee schedule to help our customers locate all fees in one place.
- The credit card processing fee was increased from 4.43% to 4.91%. This fee is calculated as the average fee the city paid for accepting credit cards in the past year and has steadily increase each year as customer utilize "premium" cards. It is important to note that this fee does not apply to utility billings.
- The Community Development Department did identify several fees to remove that are no longer applicable.
- All changes are highlighted yellow in the resolution.

FINANCIAL IMPACT

These rate increases are structured so that the city recovers costs to provide services.			
Fund(s):	N/A		
Amount:	\$	Project Estimate:	\$ -
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

COUNCIL OPTIONS

1. Approve Resolution 2025-06 adopting a revised consolidated fee and charge schedule.
2. Request modifications to Resolution 2025-06 revising the consolidated fee and charge schedule.
3. Do not approve Resolution 2025-06 and direct staff to address specific questions or areas of concern.

RECOMMENDED MOTION

“I MOVE TO APPROVE RESOLUTION 2025-06 UPDATING THE CONSOLIDATED FEE SCHEDULE EFFECTIVE JANUARY 1, 2026.”

CITY OF STANWOOD
Stanwood, Washington

RESOLUTION 2025-06

A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON, ADOPTING A REVISED CONSOLIDATED FEE AND CHARGE SCHEDULE AND TO REPEAL AND REPLACE RESOLUTION NO. 2024-15

WHEREAS, the City Council by Ordinance 1458 has ordained that all fees and charges shall be set by resolution; and

WHEREAS, on December 12, 2024, the City Council adopted Resolution 2024-15 updating the City's consolidated fee schedule; and

WHEREAS, the City Council has determined that the existing fee schedule requires amending to recover reasonable costs of providing a wide array of local governmental services as well as to provide responsible cost recovery for staff and consultant time required to provide certain services; and

WHEREAS, the City has found that amendments are needed to update the 2025 Fee Resolution to include staff hourly rates and updates other permit fees; and

WHEREAS, the City Council wishes to make these fee adjustments to reflect the actual cost of services effective January 1, 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON AS FOLLOWS:

Section 1. Fees and Charges. The schedule of fees and charges attached hereto and incorporated by this reference as Exhibit A in full is hereby adopted effective January 1, 2026.

Section 2. Reasonable Costs. The Stanwood City Council hereby finds that the fees and charges set forth in Exhibit A reflect the reasonable costs of providing the services set forth therein.

Section 3. Repealer. Resolution No. 2024-15 adopted on December 12, 2024 is hereby repealed in its entirety.

PASSED by the City Council and Approved by the Mayor this 11th day of December 2025.

ATTEST:

CITY OF STANWOOD

By: _____
Lisa Sokolik, City Clerk

By: _____
Sid Roberts, Mayor

APPROVED AS TO FORM:

By: _____
Nikki Thompson, City Attorney



2026 Fee Schedule Resolution 2025 – 06 Adopted December 11, 2025

Contents

Section 1:	Administration of Fee Resolution	3
Section 2:	Hourly Rate Schedule	4
Section 3:	Land Use Fees and Charges	5
Section 4:	Building Permit Fees	13
Section 5:	Animal Fees and Charges	16
Section 6:	Code Violations - Penalties	17
Section 7:	Utility Billing Fees & Charges	18
Section 8:	Sewer Fees & Charges	19
Section 9:	Water Billing Fees & Charges	21
Section 10:	Drainage Fees & Charges	24
Section 11:	Special Events, Banner Hanging Fee & Other Events	25
Section 12:	Business Licenses, Temporary Merchants & Fireworks	25
Section 13:	Public Records Act – Related Fees (Copying, Faxing & Transmission)	26
Section 14:	Miscellaneous Fees	27
Section 15:	Athletic Field Rental Fees and Charges	28
Section 16:	Police Department Fees and Charges	29
Appendix A:	Park Impact Fee Methodology Report	30
Appendix B:	Transportation Impact Fee Methodology Report	30

City of Stanwood, Washington
Fee and Charges Schedule

The following rates, fees, and charges for various services provided, actions performed, or items sold by the City and/or its contract services providers, and fines levied against code violators, are hereby adopted:

Section 1: Administration of Fee Resolution

This fee and charges schedule is subject to the following additional fees, conditions, and administration:

ADMINISTRATIVE FEE:	An administrative fee of 15% is added to all fees and charges listed herein whenever outside costs are incurred, except for outside costs incurred from a copying vendor that makes copies of documents for the City pursuant to a public records request.
OUTSIDE COSTS:	All outside costs shall be paid by the applicant as part of a permit application. Outside costs are generally all costs of services and materials billed to the City and shall include, but not be limited to, costs of publication and posting; attorney fees; filing fees; and reproductions costs; outside engineering, surveying and consultant services.
REIMBURSABLE COST RECOVERY:	The City reserve the right to recover all costs associated with corrective measures and enforcement actions taken by City staff, outside services or outside contractors hired by the City. Activities will be invoiced according to the hours of labor, equipment and materials to complete the work.
TECHNOLOGY FEE:	A technology fee of 5% is added to all fees and charges listed in Sections 3 and 4 herein to cover the costs of hardware, software and maintenance agreements. The 5% technology fee is not applied to outside costs.
DEPOSITS:	All deposits required in this resolution shall be held for a period not to exceed three (3) months from the date of the completion of the project to allow for all bills related to the event to be received by the City and billed against the deposit. When costs exceed the original deposit, an additional deposit shall be required; if the actual costs are below the deposit amount the excess funds shall be refunded.
REFUNDS:	Except as provided by SMC 3.20.100, fees and charges are non-refundable.
CONVENIENCE FEE	A 4.91% 4.43% convenience fee is added to all non-utility credit and debit card transactions to cover the City's processing costs.

Section 2: Hourly Rate Schedule

Fees for administrative review, which involves City staff time in excess of normal permit processing, and for any permit, or staff time, in which a fee is not established shall be as follows:

Department	Hourly Rate
Community Development:	
Community Development Director	\$104 <u>\$118</u>
Building Official	\$81 <u>\$89</u>
Communications and Marking Specialist	\$81 <u>\$85</u>
Senior Planner	\$71 <u>\$78</u>
PW/Parks Lead / Construction Inspector	\$74 <u>\$77</u>
Associate Planner	\$60 <u>\$65</u>
Engineering Department:	
Public Works Director	\$109 <u>\$124</u>
City Engineer / Capital Projects Manager	\$93 <u>\$99</u>
Associate Engineer	\$78
Public Works and Parks Administrative Associate	\$62 <u>\$65</u>
Office Specialist	
Utilities:	
Water Treatment Plant Operator Lead	\$78
Water Treatment Plant Operator 2	\$70 <u>\$73</u>
North County Regional Fire Authority:	
Fire Marshal	\$121 <u>\$125</u>
Fire Inspector / Emergency Manager	\$103 <u>\$106</u>
Engine / Ladder Crew	\$195 <u>\$213</u>
Other:	
Undesignated Staff	\$67

Section 3: Land Use Fees and Charges

Depending on the project, multiple fees may apply. Check with the Community Development Department for the required fees.

Permit Type / Activity	Fee
Adult Family Home	\$138
Administrative Decision, Modification, Adjustment	\$100 First Application \$125 Each Additional Application
Administrative Interpretation	\$100
Administrative Review (Outside or beyond permit process)	Refer to Hourly Rate Schedule
Annexations	\$6,465
Appeals	\$500; Plus Cost Of Hearing If The Appeal Is Denied
Binding Site Plans	\$4,297
Building Permit Fees (Various)	See Section 4
Civil Construction - Plan Review	
Residential Short Plat Developments 1-9 Units	\$1,500; Plus \$100 Per Lot For First Two Reviews; Plus Each Additional Review Will Be Charged Per The Hourly Rate Schedule; Plus Actual Costs Of Consultant Time If Applicable
Residential Subdivision Developments 10 or More Units	\$1,500; Plus \$150 Per Lot For First Two Reviews; Plus Each Additional Review Will Be Charged Per The Hourly Rate Schedule; Plus Actual Costs Of Consultant Time If Applicable
Commercial, Industrial and/or Multifamily Developments of 5+ Units:	\$5,000 For First Two Reviews; Plus Each Additional Review Will Be Charged Per The Hourly Rate Schedule; Plus Actual Costs Of Consultant Time If Applicable
Single Family and 2 Unit Duplex/Townhouse Developments:	No Fee; Costs Are Covered By Building Permit Fee

Permit Type / Activity	Fee
Multifamily 3- and 4-Unit Developments:	\$300 If Off-Site Improvements Are Required; No Fee If No Off-Site Improvements Are Needed
Consultant Fees	Applicants Shall Pay Actual Costs Of Charges
Civil Construction -Inspection Fees (Based on Valuation)	
\$0 - \$500,000	3.50% of Estimated Engineers Construction Cost ²
Greater than \$500,000 ¹	2.00% of Estimated Engineers Construction Cost ²
Government Facilities	Exempt ³
Inspection Fee Footnotes: 1. Minimum Inspection Fee \$19,500 and Maximum Inspection Fee \$60,000 2. Includes Labor, Equipment, Materials, Overhead, and Profit 3. "Government Facility" means a facility wholly or partially funded by tax dollars including government of the United States, the governments of the State of Washington, Snohomish county, the City of Stanwood, Regional Fire Authorities, Public Schools, Colleges, and Universities.	
Comprehensive Plan Amendment Request Fee (After Final Docket Approval)	\$3,000
Conditional Use and / or Amendment Fee	
Conditional Use – Single Family Residential	\$1,000; Plus Cost of Hearing
Conditional Use – Commercial / Industrial / Multifamily	\$5,566; Plus Cost of Hearing
Development Agreement	\$7,883; Plus Cost of Hearing
Docket Application	Free
Driveway Permit (Driveway Expansions or Alterations not in ROW)	\$318
Encroachment Permit	\$318 for New Structures; No Fee for Existing Structure Permitted before 2016
Engineering Deviation Request (Administrative)	\$100 First Application \$125 Each Additional Application

Permit Type / Activity	Fee
Environmental Review – Critical Areas	
Exemption (Non-Flood)	\$50
Exemption (Flood Areas)	\$50
Single Family / Duplex Critical Area Review	\$100
Subdivision (Short and Long Plats)/Multifamily / Commercial Critical Area Review	\$247
All Geotechnical Evaluations	\$150
Stormwater / Drainage Reports	\$150
Cultural Resource Reports	\$150
Peer Review of Environmental Documents	\$3,000 Deposit Plus Actual Cost
Fire Permits	
Sprinklers – Plan Review	\$362
Sprinklers – Permit Fee	Based on Valuation
Fire Alarm – Plan Review	\$362
Fire Alarm – Permit Fee	Based on Valuation
Commercial Hood (Type I and II) – Plan Review	\$242
Commercial Hood (Type I and II) – Permit Fee	Based on Valuation
Other Fire Safety System – Plan Review	\$242
Other Fire Safety System – Permit Fee	Based on Valuation
Re-Inspections for corrections	\$121
Base Rate for Non- SFR Residential Projects Exceeding 9 Hours of Review Time:	Hourly Rate
Fire Works Permit	\$100
Fire Works Stand Inspection	No Charge
Floodplain Certificate Development Permit	Free
Forest Practice Application Waiver	\$218 ; Plus \$100 / Acre Over 5 Acres; Plus Cost of Hearing
Franchise Agreements / Renewal Fees	Hourly Cost Based On Hourly Rate
Grading Plan Review	
0 – 49 Cubic Yards	No Charge
50 – 499 Cubic Yards	\$250
500 – 1,000 Cubic Yards	\$500
Over 1,000 Cubic Yards	\$750

Permit Type / Activity	Fee
Grading Permit Fee	No Fee; Costs Are Covered Under the Civil Construction Plan Review and Inspection Fee
Hearing Examiner Costs	
Public Hearing	Actual Cost of Hearing
Reconsideration	\$200; Plus Actual Cost of Hearing
Landscape Plan	
Landscape Plan Review	\$198
Landscape Modification	\$99
Landscape Inspections	\$99
Landscape Re-Inspections	\$50 Per Re-Inspection
Consultant Peer Review (If Applicable)	Actual Cost
<u>Land Use Permit Fee</u>	
<u>Type 1 - Administrative</u>	<u>\$3,089</u>
<u>Type 2 – Administrative with Public Notice</u>	<u>\$4,669</u>
<u>Type 3 – Public Hearing</u>	<u>\$5,566</u>
<u>Type 4 – City Council Approval</u>	<u>\$6,310</u>
<u>General Information Meeting</u>	<u>No Fee</u>
<u>Permit Extension</u>	<u>\$100</u>
Local Improvement District (Segregated Assessment Fees)	Deposit based on engineers estimate to prepare legal descriptions and the assessment roll.
Lot Line Adjustment (Boundary Line Adjustment)	<u>\$3,002</u> ; Plus Consultant Review Fees

Permit Type / Activity	Fee
Mitigation Fees	
School	No Fees At This Time
Parks	
Single Family Residential	\$2,461/ Unit
Accessory Dwelling Unit (ADU)	\$1,231 (50% of the Principal Unit)
Duplexes and 2 Unit Townhomes	\$1,463/ Unit
3 or 4 Unit Townhomes or Apartments	\$2,003/ Unit
5+ Multifamily Buildings or Complexes	\$1,645/ Unit
Commercial and Industrial	No Fee At This Time
Traffic	
Single Family Residential - Detached	\$5,324/ Unit
Accessory Dwelling Unit (ADU)	\$2,662 (50% of the Principal Unit)
Single Family Residential – Attached (Duplexes and Townhomes)	\$3,035/ Unit
Multifamily	\$2,715/ Unit
Commercial and Industrial	\$5,324 Per PM Peak Hour Trip Or Per Traffic Study
Fire	No Fees at This Time
Deferred Impact Fee Application	\$50
Public Notice / Publications	Actual Costs
Rezone / Amendment	\$5,566
Right-of-Way (ROW)	
Underground Utilities Boring	\$318 Initial 100 LF \$150 Each Additional 1,000 LF
Street Cuts	\$318 ; First 50 - 100 LF of Trenching \$40; Per Additional 100 – up to 1,000 LF; Plus \$18 Per 100 LF or Portion Thereafter
Utilities Poles	\$318 First 6 Poles; Plus \$10 Per Each Additional Pole
Residential Driveway	\$318
Commercial Driveway	\$318
Other	Hourly

Permit Type / Activity	Fee
Right to Farm (Under 10 Acres)	\$50
Right to Farm (10 Acres or Over)	\$100
SEPA (State Environmental Policy Act)	
Environmental Checklist – Non-Project Action	\$223
Environmental Checklist – Development Permit	\$223
Environmental Addendum	\$99
Environmental Exemption	\$50
Environmental Impact Statement	Direct Costs, Including: Consultant and Attorney Fees and Staff Time at Hourly Rate
Shoreline Permits	
Shoreline Substantial Development	\$5,141
Shoreline Conditional Use	\$5,938; Plus Cost of Hearing
Shoreline Variance	\$5,566; Plus Cost of Hearing
Sign Permit Plan Review	
Monument*	\$218
Freestanding*	\$218
Gable*	\$218
Wall and Projecting*	\$218
Marquee, Awnings and Canopies*	\$218
A Board and Other Portable Signs	\$28
Temporary Promotional Display	\$28
Sign Permit Modification	\$28
Sign Permit Variance	\$461
Feather Banner	\$218
*Building Permit Fees Are Also Required	
Street Vacation	\$4,768 Plus Engineering and Consulting Fees
Subdivisions (2-9 Lots – Short Subdivision)	\$4,669; Plus Engineering and Consulting Fees
Subdivision (10+ Lots – Formal Subdivision) Long Subdivision	\$7,000; Plus Cost of Hearing, Engineering and Consulting Fees
Subdivision – Final Plat	
Short Subdivision	\$380
Long Subdivision	\$4,922

Permit Type / Activity	Fee
Subdivision – Plat Amendment (Short & Long Subdivisions)	Staff Time Per Hourly Rate Plus Cost of Hearing
Temporary Structures / Use	1 Hour of Staff Time Per Section 2: Hourly Rates
Transportation Concurrency Concurrency Evaluation	\$400; Plus Engineering and Consulting Fees
Concurrency Reconsideration	\$200; Plus Engineering and Consulting Fees
Unclassified Use Determination	\$5,566 ; Plus Cost of Hearing
Variances Administrative & Single Family Residential	\$1,186
Hearing Examiner Public Hearing	\$5,566 ; Plus Cost of Hearing
Water and Sewer Availability Site Specific Water and Sewer Availability Evaluation (Determination of Flow and Infrastructure Needs)	Actual Consultant Costs
Water Availability Letter Only	\$500
Sewer Availability Letter Only	\$500
Wireless Communication Facility (WCF) WCF and / or Small Cell Facility	\$2,000
Satellite Receiving Permit	\$25
Zoning Text Amendment (After Final Docket Approval)	Free

Section 4: Building Permit Fees

Building Permit Type / Activity	Fee
Building Permit	Building Valuation Shall Be Based on the Building Valuation Data Sheet Released Bi-Annually in the February and August Issues of the Building Safety Journal Magazine Published by the International Code Council (ICC). After Determining the Building Valuation, Building Permit Fees Shall Be Determined Using the Following Chart:
Building Valuation	Fee
\$1.00 - \$500	\$25
\$501 - \$2000	\$25.00 for the first \$500; plus \$3.05 for each additional \$100.00 or fraction thereof up to and including \$2000.00
\$2,001 - \$25,000	\$70.75 for the first \$2,000; plus \$14.00 for each additional \$1,000.00 or fraction thereof up to and including \$25,000.00
\$25,001 - \$50,000	\$392.75 for the first \$25,000; plus \$10.10 for each additional \$1,000.00 or fraction thereof up to and including \$50,000.00
\$50,001 - \$100,000	\$644.25 for the first \$50,000; plus \$7.00 for each additional \$1,000.00 or fraction thereof up to and including \$100,000.00
\$100,001 - \$500,000	\$993.75 for the first \$100,000; plus \$5.60 for each additional \$1,000.00 or fraction thereof up to and including \$500,000.00
\$500,001 – 1,000,000	\$3,793.75 for the first \$500,000; plus \$4.75 for each additional \$1,000.00 or fraction thereof up to and including \$1,000,000.00
\$1,00,001 and up	\$5,608.75 for the first \$1,000,000; plus \$3.65 for each additional \$1,000.00 or fraction thereof

Building Permit Type / Activity		Fee	
Plan Check Fee		Plan Review Fees Shall Be Paid at the Time of Submitting Plans and Equal to 65% of the Building Permit Fee (Additional Fee – Not A Portion of the Building Permit Fee)	
Commercial Mechanical & Plumbing		Fee is Based on Valuation of Plumbing and/or Mechanical Work; The Valuation Used for Building Permits (Shown Above) Shall Also Be Used For Determining the Fees for Commercial Mechanical & Plumbing Permits	
Residential Mechanical & Plumbing		Base Fee of \$25; Plus Charges Identified in the Following:	
Type of Fixture		Type of Equipment	
Water Closet (Toilet)	\$15	Air Conditioner/Heat Pump	\$25
Bathtub	\$15	Boilers	\$20/\$30/\$40
Lavatory (Wash Basin)/Sink	\$15	Forced Air System / Furnace	\$25
Shower	\$15	Wall Heaters	\$16
Kitchen Sink & Disposal	\$15	Unit Heaters	\$16
Dishwasher	\$15	Evaporative Coolers	\$15
Laundry Tray	\$15	Ventilation Fans	\$15
Clothes Washer	\$15	Refrigeration Unit	\$25
Water Heater	\$15	Range Hood	\$20
Urinal	\$15	Air Handling Unit / Split Units	\$25
Drinking Fountain	\$15		
Floor Drain	\$15	Fireplace and Chimney	\$25
Backflow Prevention	\$20	Gas Piping (1-5 Outlets)	\$15
Roof Drains (Rail Leaders)	\$15	Gas Piping (>5 Outlets)	\$2.00 Each
Vacuum Breaker	\$15	Above Ground Tank	\$100
Water Service Line	\$15	Underground Tank	\$75
Hose Bib	\$15		
State Building Code Council Fee		Fee	
Residential Building Permits		\$6.50 Per Permit, Plus an Additional Surcharge of \$2.00 for Each Residential Unit After the First Unit	
Commercial Building Permits		\$25 Per Permit, Plus an Additional Surcharge of \$2.00 for Each Residential Unit After the First Unit	

Building Permit Type / Activity	Fee
Miscellaneous Permits	Fee
Certificate Of Occupancy or Change of Occupancy	\$25; Fee May be Applied to Building Permit If Required
Consultant Review – Plan Check and /or Inspections by Outside Consultants	Actual Costs
Deck, Carports, Ramps, Unheated Sunrooms, covered Porches, and Stairs	Based on Valuation
Demolition Permits	\$50 Shed \$150 Per Single Family Residential Unit \$250 Per Multifamily Building \$250 Per Commercial / Industrial Building \$60 Other Not Listed
Inspection - For Which No Fee is Specifically Indicated	Building Official Hourly Rate; Minimum of ½ hour charge
Mobile Home – Base Fee Single Wide Double Wide	\$200 \$300
Re-Inspection - When Access is Not Provided or Work Not Complete	Building Official Hourly Rate; Minimum of ½ Hour
Revision Fees – For Additional Plan Review or Inspections When the Work is Authorized by Permit Changes	Building Official Hourly Rate; Minimum of ½ Hour
Unfinished Basements – no heat, insulation and or sheetrock	Based on Valuation
Re-Roof Commercial Residential	\$100 Plan Review Permit Fee Based on Valuation \$250
Solar Panels	\$250

Section 5: Animal Fees and Charges

Activity	Fee
Animal Shelters, Kennels, Pet Shops, Grooming Service License	\$175
Commercial Kennel License	\$175
Dog License – Altered Annual Fee	\$10
Dog License – Dangerous Annual Fee	\$200
Dog License – Potentially Dangerous Annual Fee	\$100
Dog License – Replacement Tag/License	\$10
Dog License – Unaltered Annual Fee	\$50
Impoundment Fees	Fee
Impoundment – Livestock (SMC 8.02.080)	\$500 (to include all city costs per animal – including room and board) and double for each impoundment of the same animal during any one-year period.
Impoundment – Small Animals (Dogs and Cats) (SMC 8.02.170)	\$235 Monday – Friday during regular business hours and \$412 for after-hours (plus license fee to include all city costs per animal) and double for each impoundment of the same animal during any one-year period.
Violations & Infractions	Fine
Animal Control Civil Infraction Fine (SMC 8.02.490(2))	\$100 for first violation in 365 day period; \$200 for second violation in 365 day period.
Animal Control – 3 or More Violations in a 365 Day Period	Third or subsequent offenses of SMC 8.02 within a 365-day period shall be: A misdemeanor subject to jail term of not more than 90 days, a fine of not more than \$1,000 or both such fine and imprisonment.

Section 6: Code Violations - Penalties

Violation of City Ordinances (Unless Otherwise Specified in Municipal Code)	Fine
Class 1	\$250
Class 2	\$125
Class 3	\$50
Class 4	25
Civil Enforcement (Unless Otherwise Specified in Municipal Code)	Fine
Civil Penalties	\$100 / Day
Critical Area Violations	Up to \$25,000
Misdemeanors	Fine
Violation Misdemeanor	A jail term of not more than 90 days, a fine of not more than \$1,000, or both such fine and improvement plus costs
Gross Misdemeanor	A jail term of not more than 364 days, a fine of not more than \$5,000 or both such fine and imprisonment plus costs
Parking	Fine
Civil Infraction Fine (SMC 10.46.135)	\$35
If Paid Within 10 Days	\$10
Handicapped Violation (SMC 10.46.115)	\$350
If Paid Within 10 Days	\$175

Section 7: Utility Billing Fees & Charges

Fees for Properties With Existing Services	
Water Disconnection	Fee
Disconnection Fee – After Hours	\$150; Shut Off After 4:00 pm on Weekdays, Weekends, and Holidays
Disconnection Fee – Frequent	\$40; Shut Off More Than Once in a 12-Month Period
Disconnection – Regular	\$30
Meter Removal	\$150
Water Re-Connection (After Disconnection)	Fee
Connection Fee – After Hours	\$150; Turn on After 4:00 pm on Weekdays, Weekends, and Holidays
Connection Fee – Frequent	\$40; Turn on More Than Once in a 12-Month Period
Connection Fee – Regular	\$30
Meter Reinstallation	\$150
Other	Fee
Irregular Check Fee; Post Dated, Unsigned or Otherwise Not Acceptable for Bank Deposit	\$30
Lien Recording or Release	Actual Cost of Recording
Meter Read Outside Normal Cycle Requested by Customer	\$25
Returned for Non-Sufficient Funds Check Fee	\$30
Water Meter - Acts of Vandalism	Reimburse City for Actual Cost of Repairs
Temporary Construction Meter/Hydrant Fee	
Daily Permit Fee	\$50 (includes 700CF, plus incremental irrigation rate per 100 CF greater than 700)
Meter Deposit Applied to Final Bill for Usage	\$300 Signed letter required -- promise to repair/replace the meter at cost if it is damaged or stolen.

Section 8: Sewer Fees & Charges

All sewer fees and charges shall be per Ordinance ~~1555~~ **1541**. The fees listed below are provided for ease of use only. Refer to Stanwood Municipal Code Chapter 12.12 for all terms and conditions related to the rates.

Sewer Service Rates												
	Effective January 1, 2026		Effective January 1, 2027		Effective January 1, 2028		Effective January 1, 2029		Effective January 1, 2030		Effective January 1, 2031	
	Base Monthly	Incremental Rate (per 100 cf)	Base Monthly	Incremental Rate (per 100 cf)	Base Monthly	Incremental Rate (per 100 cf)	Base Monthly	Incremental Rate (per 100 cf)	Base Monthly	Incremental Rate (per 100 cf)	Base Monthly	Incremental Rate (per 100 cf)
Residential												
Individual Metered	\$65.65	\$9.17	\$69.43	\$9.70	\$73.42	\$10.26	\$77.64	\$10.85	\$82.10	\$11.47	\$84.90	\$11.86
Master Metered (multiplied by number of units)	\$64.70	\$9.04	\$37.61	\$9.45	\$70.82	\$9.90	\$74.50	\$10.41	\$78.14	\$10.92	\$78.14	\$10.92
Commercial												
Light Commercial	\$65.65	\$9.17	\$69.42	\$9.70	\$73.41	\$10.26	\$77.63	\$10.85	\$82.09	\$11.47	\$84.89	\$11.86
Heavy Commercial	\$77.26	\$11.05	\$84.60	\$12.10	\$92.64	\$13.25	\$101.44	\$14.51	\$111.08	\$15.89	\$116.63	\$16.68
General Industrial	\$86.57	\$12.59	\$94.79	\$13.79	\$103.80	\$15.10	\$113.66	\$16.53	\$124.46	\$18.10	\$130.68	\$19.01

Base Monthly

Monthly Sewer System Rates – Year 2025 – 2027

Classification	January 1, 2025		January 1, 2026		January 1, 2027	
	Base Rate	Incremental Rate	Base Rate	Incremental Rate	Base Rate	Incremental Rate
Residential:						
Individually Metered	\$62.08	\$8.67	\$65.64	\$9.17	\$69.42	\$9.70
Master Metered (X No. Units)	\$62.08	\$8.75	\$65.64	\$9.25	\$69.42	\$9.78
Commercial:						
Light Commercial	\$62.08	\$8.67	\$65.64	\$9.17	\$69.42	\$9.70
Heavy Commercial	\$70.56	\$10.09	\$74.61	\$10.67	\$78.90	\$11.28

General Industrial	\$79.06	\$11.50	\$83.60	\$12.16	\$88.41	\$12.85
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Monthly Sewer System Rates – Year 2028 – 2030

	January 1, 2028		January 1, 2029		January 1, 2030	
Classification	Base Rate	Incremental Rate	Base Rate	Incremental Rate	Base Rate	Incremental Rate
Residential:						
Individually Metered	\$73.41	\$10.25	\$77.63	\$10.84	\$82.10	\$11.47
Master Metered (X No. Units)	\$73.41	\$10.34	\$77.63	\$10.94	\$82.10	\$11.57
Commercial:						
Light Commercial	\$73.41	\$10.25	\$77.63	\$10.84	\$82.10	\$11.47
Heavy Commercial	\$83.44	\$11.93	\$88.24	\$12.62	\$98.31	\$13.34
General Industrial	\$93.50	\$13.59	\$96.87	\$14.38	\$104.56	\$15.20

Sewer System Plant Investment Charge

Service Connection Size	Equivalent Connection	Charge
Up to ¾ Inch	1	\$7,719
1 Inch	1.67	\$12,891
1 – ½ Inch	3.33	\$25,704
2 Inch	5.33	\$41,142
3 Inch	10	\$77,190
4 Inch	16.67	\$128,676
6 Inch	33.33	\$257,274
8 Inch	53.33	\$411,654

Note: Prior to January 1, 2019 and for all projects for which a complete application has been submitted or a letter of completeness has been issued for any development permit prior to January 1, 2019, the plant investment charge shall be \$6,476 for each equivalent connection.

Sewer Service Connection Charge (New Connection Where No Service Has Been Previously Provided)

Activity	Fee
Base Connection Fee	\$50
Service Connection Charge	
Single Family Residence (Including Mobile Homes)	\$500
Duplex (2- Dwelling Units)	\$750
Triplex (3 – Dwelling Units)	\$1,000
Multifamily (4 + Units)	\$1,000; Plus \$250 Per Unit
Commercial (6 Inch Service Connection)	\$1,000
Connections Other Than 6 Inches	Determine by Public Works Director

Users of High Strength Waste

The City shall have the right to charge an additional monthly sewer service charge for a high strength waste, which is defined as one with pollutant concentrations in excess of typical domestic wastewater. A surcharge is appropriate for waste strength conditions including, but not limited to, a total five-day biochemical oxygen demand and/or suspended solids concentration in excess of 300 milligrams per liter. The Public works Director will recommend to the City Council an appropriate monthly surcharge.

Low Income Senior and Low-Income Disabled Rate and Rebate Program

Contact the City regarding eligibility discounts.

Section 9: Water Billing Fees & Charges

All water fees and charges shall be per Ordinance ~~1555~~ **1541**. The fees listed below are provided for ease of use only. Refer to Stanwood Municipal Code Chapter 12.12 for all terms and conditions related to the rates.

Water Service Base Quantities and Rates

Meter Size	Base Quantity (Cubic Feet)	Effective January 1, 2026	Effective January 1, 2027	Effective January 1, 2028	Effective January 1, 2029	Effective January 1, 2030	Effective January 1, 2031
5/8"x3/4"	500	\$32.23	\$33.20	\$34.19	\$35.22	\$36.28	\$37.37
1"	833	\$53.80	\$55.41	\$57.08	\$58.79	\$60.55	\$62.37
1-1/2"	1,667	\$107.28	\$110.50	\$113.81	\$117.23	\$120.74	\$124.36
2"	3,333	\$171.71	\$176.86	\$182.17	\$187.63	\$193.26	\$199.06
3"	6,667	\$322.14	\$331.80	\$341.76	\$352.01	\$362.57	\$373.45
4"	12,500	\$537.00	\$553.11	\$569.70	\$586.79	\$604.40	\$622.53
6"	16,667	\$1,074.33	\$1,106.56	\$1,139.76	\$1,173.95	\$1,209.17	\$1,245.45
8"	40,000	\$1,808.36	\$1,862.61	\$1,918.49	\$1,976.05	\$2,035.33	\$2,096.39
Multi-family (per unit)		\$32.23	\$32.23	\$32.23	\$32.23	\$32.23	\$32.23

Water Charges for Consumption in Excess of Quantity Allowed

All amounts in excess of quantity allowed, unless included in the monthly minimum base charge shall be charged at the following rate per each 100 cubic feet over the base quantity allowed:

Water Service Incremental Rates

Description	Monthly Tier Ranges (Cubic Feet)	Effective January 1, 2026	Effective January 1, 2027	Effective January 1, 2028	Effective January 1, 2029	Effective January 1, 2030	Effective January 1, 2031
Residential							
Tier 1 (Base Allowance)	0-500						
Tier 2	500-900	\$4.37	\$4.71	\$5.07	\$5.55	\$6.03	\$6.44
Tier 3	>900	\$5.46	\$5.88	\$6.34	\$6.94	\$7.54	\$8.05
Multi-Family							
Tier 1 (Base Allowance)	0-500						
Tier 2	>500	\$4.35	\$4.35	\$4.35	\$4.35	\$4.35	\$4.35
Commercial							
Tier 1 (Base Allowance)	0-500						
Tier 2	>500	\$4.44	\$4.55	\$4.67	\$4.79	\$4.91	\$5.04
General Industrial							
Tier 1 (Base Allowance)	0-500						
Tier 2	>500	\$4.00	\$4.26	\$4.52	\$4.80	\$5.10	\$5.41

Description	Monthly Tier Ranges (Cubic Feet)	Effective January 1, 2026	Effective January 1, 2027	Effective January 1, 2028	Effective January 1, 2029	Effective January 1, 2030	Effective January 1, 2031
Irrigation							
Tier 1 (Base Allowance)	0-500						
Tier 2	>500	\$4.67	\$4.93	\$5.20	\$5.49	\$5.79	\$6.10

Water Service Outside City Limits

Rates for services outside the City of Stanwood shall be city rates as adopted, plus 45 percent.

Adopted System Development Charges

Water Meter Size	Water SDC	Sewer SDC	Stormwater SDC (per ERU)
5/8" or 3/4"	\$9,890	\$11,187	\$3,179
1"	\$24,726	\$27,967	\$3,179
1.5"	\$49,451	\$55,933	\$3,179
2"	\$79,122	\$89,493	\$3,179
3"	\$158,244	\$178,986	\$3,179
4"	\$247,257	\$279,665	\$3,179
6"	\$494,513	\$559,330	\$3,179
8"	\$791,221	\$894,928	\$3,179

Note: The water system development charge is an additional charge and is additive to the Cedarhome Benefit District charge.

Service Connection Size	Equivalent Connection	Charge
Up to ¾ Inch	1	\$6,912
1 Inch	1.67	\$11,543
1 — ½ Inch	3.33	\$23,017
2 Inch	5.33	\$36,841
3 Inch	10	\$69,120
4 Inch	16.67	\$115,223
6 Inch	33.33	\$230,377
8 Inch	53.33	\$368,617

Note 1: Prior to January 1, 2019 and for all projects for which a complete application has been submitted or a letter of completeness has been issued for any development permit prior to January 1, 2019, the plant investment charge shall be \$5,280 for each equivalent connection.

Water System Plant Investment Development Charge — Additional Charge For Cedarhome Benefit Area

Service Connection Size	Equivalent Connection	Charge
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Up to ¾ Inch	1	\$2,570
1 Inch	1.67	\$4,292
1—½ Inch	3.33	\$8,558
2 Inch	5.33	\$13,698
3 Inch	10	\$25,700
4 Inch	16.67	\$42,842
6 Inch	33.33	\$85,658
8 Inch	53.33	\$137,058

Note: This fee is an additional charge and is additive to the Cedarhome Benefit District.

Other Water Service Fees:

Temporary Construction/Hydrant use.

- (a) A person may request permission to draw water from a city hydrant or the public works yard hydrant on a daily pay per use basis.
- (b) Such use requires a per-use fee, allowing a base amount up to 500 cubic feet, 5,000 gallons (668.4 cubic feet) of water included in that fee.
- (c) Water withdrawal over the base amount must be charged an added fee, equal to the established incremental meter rate, for each additional 100 cubic feet or any portion thereof.

Public Works Hydrant Use Fee:

Persons may request to draw water from the public works yard hydrant on a daily pay per use basis. Such use shall require a use fee of \$50.00 per day and allow up to 5,000 gallons or 668.4 cubic feet of water withdrawal. Water withdrawal over 5,000 gallons or 668.4 cubic feet per day shall be charged an added \$5.34 per each additional 100 cubic feet or any portion thereof.

Irrigation Only Meter Fee:

Persons may request an additional water meter for the purposes of irrigation. New irrigation meters shall pay the water base connection fee and the service connection charge. New irrigation meters that are in conjunction with a domestic water meter on same property/parcel number are not subject to additional System Development Charges plant investment fees.

Water Service Connection Charge (New Connection Where No Service Has Been Previously Provided)

Activity	Fee
Base Connection Fee	\$50
Service Connection Charge	
¾ Inch or Smaller (SFR)	\$600
1 Inch (MF & Com)	\$700
1 – ½ Inch (MF & Com)	\$2,000
2 Inch (MF & Com)	\$2,500
Greater Than 2 Inch	Determined by Public Works Director

Large Seasonal Users

Large seasonal users shall pay a demand and / or consumption charge, which shall be determined by the Public Works Director at such time as a potential large seasonal user applies for water service.

Low Income Senior and Low-Income Disabled Rate

Contact the City regarding eligibility discounts and rebates for renters.

Section 10: Drainage Fees & Charges

All drainage fees and charges shall be per Ordinance ~~1555~~ **1541**. The fees listed below are provided for ease of use only. Refer to Stanwood Municipal Code Chapter 12.12 for all terms and conditions related to the rates.

Stormwater Service Rates

Classification	Effective January 1, 2026	Effective January 1, 2027	Effective January 1, 2028	Effective January 1, 2029	Effective January 1, 2030	Effective January 1, 2031
Single-Family Residential	\$28.66	\$29.52	\$30.41	\$31.32	\$32.26	\$33.23
Multifamily Residential	\$28.66	\$29.52	\$30.41	\$31.32	\$32.26	\$33.23
Non-Residential per ERU (3,500 Sq Ft.)	\$28.66	\$29.52	\$30.41	\$31.32	\$32.26	\$33.23

Bi-Monthly Drainage System Rates

Classification	Effective Jan 1, 2025	Effective Jan 1, 2026	Effective Jan 1, 2027	Effective Jan 1, 2028	Effective Jan 1, 2029	Effective Jan 1, 2030
Single Family Residence	\$55.65	\$57.32	\$59.04	\$60.81	\$62.64	\$64.51
Multi-Family Residential Per ERU (3,500 sf)	\$55.65	\$57.32	\$59.04	\$60.81	\$62.64	\$64.51
Non-Residential Per ERU (3,500 sf)	\$55.65	\$57.32	\$59.04	\$60.81	\$62.64	\$64.51

Drainage Plant Investment Charge

Prior to January 1, 2019, and for all projects for which a complete application has been submitted or a letter of completeness has been issued for any development permit prior to January 1, 2019:	
Capital Cost Per ERU	\$802.00
After January 1, 2019:	
Capital Cost Per ERU	\$1,414.00

Drainage Service Connection Charge (New Connection Where No Service Has Been Previously Provided)

Activity	Fee
Base Administration Fee	\$50
Base Connection Fee – All Permit Types	\$200

Drainage Fees and Charges for Property Outside City Limits

When property outside of the city is served by storm sewers, drainage ditches, drainage channels, or pumping facilities, charge for such drainage services, filing of liens or other fees or charges covered in this chapter shall be payable at the rate of 150 percent of the applicable charge or rate of service within the City.

Section 11: Special Events, Banner Hanging Fee & Other Events

Activity	Fee
Application Fee	\$50
Banner Hanging Fee (See Policy Below)	\$180
Off Duty Police When Need Is Determine by Police Chief (See Policy Below)	\$80 \$85 Per Hour for Security \$100 \$105 Per Hour For Traffic Control
Overtime For Police When Need Is Determined By Police Chief (See Policy Below)	\$92 an Hour For On-Duty Officer
City Policy: 1. The event sponsor shall pay the cost of off duty police and overtime for police as determined by the Stanwood Police Chief. 2. The City will cover the cost of Public Works and Community Development employees work created by the special event if during normal work schedule, over time will be billed to the applicant. 3. For special events which request City contribution, the City will sponsor 75% of the cost of the Banner Hanging Fee when the event: 1) is held in the City and 2) attracts the general public to the commercial areas.	

Section 12: Business Licenses, Temporary Merchants & Fireworks

General Business License	Fee
Business License	\$50; City of Stanwood Business Licenses Are Administrated By the Washington State Department of Revenue (DOR) Business Licensing Services. See http://bls.dor.wa.gov/ to Obtain a License. DOR Information Line: 1-800-451-7985
Taxicabs	Fee
Taxicab Operator License	\$50 Plus Cost of Background Check
Per Vehicle Fee	\$25
Per Driver Fee	\$25
Temporary Merchants Licensees	
Charitable Solicitations	\$45
Mobile Unit Vending	\$45
Peddlers & Solicitors (Per Person)	\$20
Temporary Merchant	\$35

Section 13:Public Records Act – Related Fees (Copying, Faxing & Transmission)

Activity or Item	Fee
Electronic files	Five cents per each four electronic files or attachments uploaded to email, cloud-based data storage service or other means of electronic delivery.
Photocopies or Printed Copies	Fifteen cents per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of agency equipment of photocopy public records.
Scanning	Ten cents per page for public records scanned into an electronic format or for the use of agency equipment to scan the records.
Storage Devices	The actual cost of any digital storage media or device provided by the agency, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.
Transmission of Electronic Files	Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The agency shall take reasonable steps to provide the records in the most efficient manner available to the agency in its normal operations.
Customized Electronic Access or Data Fee	A customized service charge to recover actual costs for requests that require information technology expertise to prepare data or provide customized electronic access.
Body Worn Camera Records Requests	\$61 \$58 per hour redaction fee in accordance with RCW 42.56.240(14). The hourly rate may be prorated in one-minute intervals. Plus, any additional costs permitted and identified in this fee schedule, including the cost of video copying. Charges will not be levied if the request comes from: • A person directly involved in a recorded incident and their attorney; • A person or his or her attorney who request a body worn camera recording relevant to a criminal case involving that person;

- Executive Directors from the Washington State Commission on African American Affairs, Asian-Pacific Affairs or Hispanic Affairs;
- Attorneys who represent a person in a potential or existing civil cause of action involving the denial of civil rights under the federal or state constitution or a violation of a United States Department of Justice settlement agreement and explain the relevancy of the requested video.

Section 14: Miscellaneous Fees

Activity or Item	Fee
Postage	Actual Costs
Copies	Fifteen Cents per Page (8.5 x 11 or 11x17) Six Cents Per Square Foot for Plotter Paper

Section 15: Athletic Field Rental Fees and Charges

Fees and charges are assessed for the use of City Athletic Fields to help partially offset maintenance and operational costs.

Church Creek Park resident = Stanwood Camano School District Boundaries

Heritage Park resident = Snohomish County Residents including Camano Island

FIELD USE RATE: REGULAR SEASON – GAMES and PRACTICES		
ATHLETIC FIELD	YOUTH	YOUTH SELECT, ADULT, NON-RESIDENT
Baseball/Softball Fields*	\$8.00 per hour	\$18.00 per hour
Soccer Field*	\$8.00 per hour	\$18.00 per hour
Lacrosse Field*	\$8.00 per hour	\$18.00 per hour
Pickleball Court	No Charge	No Charge

*2 teams on 1 field max for hourly rate; if scheduling 3 or more teams on 1 field add either \$8 or \$18 per additional team.

FIELD USE RATE: TOURNAMENT, CAMPS, and COMMERCIAL		
	YOUTH	YOUTH SELECT, ADULT, NON-RESIDENT
Reservations	\$300.00 per day \$200 Refundable Damage Deposit	\$450.00 per day \$200 Refundable Damage Deposit
Cancellation Refund	Refund only if requested within 30 days of the event.	Refund only if requested within 30 days of the event.

OTHER FEES		
Energy Rate	\$5.00 per hour	
PW Crew (after hours) (i.e. open park early, clean up and repairs)	\$100.00 \$75.00 per hour with 2-hour minimum	
Litter – Garbage Control	\$75.00 per hour Users will be held responsible for excessive litter and garbage left after games and practices by participants and spectators.	
Church Creek Park Covered Picnic Area	Resident \$30.00 ½ day 9:00am - 2:00pm or 3:00pm - Close	Non-Resident \$50.00 ½ day 9:00am - 2:00pm or 3:00pm - Close

* To reserve the picnic shelter, visit the city's website at <http://www.ci.stanwood.wa.us/reservations>

* Fees subject to change

* City sponsored events may have all or partial fees waived

Priority for Youth Recreational Sports during the “Traditional Season” applies.

Baseball/Softball	Mid Feb – June w/post season tournament in July
Lacrosse	Mid Feb – May w/post season tournaments in June
Soccer	Mid Aug – Mid November
Football	Mid Aug – Mid November

CANCELLATION FEES

Regular Season:

- 30 days or more Full Refund
- 29 days or less No Refund

Tournament, Camps, and Commercial:

- See above for refund amount for tournaments, camps and commercial reservations

Section 16: Police Department Fees and Charges

PERMIT, LICENSE OR SERVICES	FEES
Concealed Pistol License - New	\$48
Concealed Pistol License - Renewal	\$32
Concealed Pistol License – Late Renewal	\$42
Parking Permits	\$20
Fingerprints	\$17 / Two Cards
<u>Extra Cards</u>	\$3 Per Card
<u>Anti-Harassment Protection Order</u>	\$80

Appendix A: Park Impact Fee Methodology Report

Appendix B: Transportation Impact Fee Methodology Report



Park Impact Fee Methodology January 2025

Introduction

The Growth Management Act requires cities to plan and provide parks and recreation facilities that are adequate to accommodate growth. The adopted Parks, Recreation and Open Space (PROS) Plan includes future priorities for park development. The application of Park Impact Fees (PIF) is one financial tool available to cities to help facilitate the implementation of the PROS plan.

RCW 82.02.050 authorizes cities to impose an impact fee on new residential developments as part of the financing of park facilities. Park impact fees are one-time payments imposed on new development to cover a portion of their impact on Stanwood's park system.

The purpose of the Park Impact Fee is for new development to share in the development and acquisition costs of facilities that new residents will be using.

What are Impact Fees?

Impact fees are one-time charges assessed by a local government against a new development project to help pay for new or expanded public facilities that will directly address the increased demand for services created by that development.

MRSC

Fees are charged at the time of building permit issuance and are used to pay for new or redevelopment park and recreational facilities in the City of Stanwood. Fees can only be used on system improvements included in the City's adopted in the Capital Improvement Plan (CIP) as listed in the Comprehensive Plan.

The purpose of this report is to document the process that the City used to calculate its Park Impact Fee.

Methodology

The City's adopted PIF formula provides the methodology to develop and update its fee based on needed park related capital improvements. Using this formula, this report outlines how the park impact fee was calculated.

Park Impact Fee Formula:

$$PIF = \frac{C \times S \times U \times A}{P}$$

Where:

"C" means the average cost per acre for land appraisal and acquisition plus an average development cost.

"S" means the adopted level of service for parks and trails per 1,000 residents for parks.

"P" means 1,000 people.

“U” means the average number of occupants per dwelling unit.

“A” means the adjustment rate of 60% applied to account for other anticipated tax revenues resulting from new development.

The “A” adjustment factor of 40% was established in 1993 as part of a financial analysis at the time. The City anticipated that new development would pay other forms of taxes, such as property tax, sales taxes, or other taxes and that the park impact fee should be “discounted” 40% to account for these other future expected tax revenues related to the development.

2025 Park Impact Fee Calculation

The following provides a step-by-step process used by the City of Stanwood to prepare the Park Impact Fee.

Step 1: 2019 – 2030 Park Capital Improvement Plan (CIP)

Each year the City Council updates the Capital Improvement Plan; part of that plan includes a list of park projects and estimated costs. Below is the 2019-2030 Park CIP.

Step 1: Park CIP List Project Title	Previously Incurred Park CIP Improvements w/in Last 6 Years RCW 92.02.060(9)						2025 / 2026 CIP						Total
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	
Raplee Property Environmental Cleanup (271st/270th Street Triangle)	\$ -	\$ -	\$ -	\$ -	\$ 10,999	\$ 16,198	\$600,000						\$ 627,197
Cedarhome Area Park							\$70,000						\$ 70,000
Johnson Farm Park (Skagit Bay Dike)	\$ -	\$ 544	\$ -	\$ 2,356	\$ 418,251	\$ 19,352	\$315,000		\$500,000				\$ 1,255,503
Church Creek Park	\$ -	\$ 131,599	\$ -	\$ 123,740	\$ 173,288	\$ 155,485	\$465,000	\$65,000	\$350,000	\$250,000			\$ 1,714,113
Depot Park	\$ -	\$ 8,955	\$ 151,892	\$ 229,266	\$ 92,652	\$ 27,337	\$1,100,000						\$ 1,610,103
Heritage Park	\$ 751,376	\$ 242,563	\$ 1,648,584	\$ 21,547	\$ 383,877	\$ 313,326	\$850,000	\$550,000	\$2,185,000	\$450,000	\$1,200,000		\$ 8,596,272
Port Susan Trail	\$ -	\$ 90,382	\$ 210,372	\$ 163,924	\$ 224,632	\$ 1,450,671	\$250,000	\$250,000	\$900,000	\$300,000	\$100,000	\$750,000	\$ 4,689,982
Ovenell Park	\$ 93,841	\$ -	\$ -	\$ 14,765	\$ -	\$ 181			\$70,000				\$ 178,786
Hamilton Landing	\$ 265,796	\$ 158,256	\$ 25,897	\$ 46,742	\$ 1,530,314	\$ 124,100							\$ 2,151,105
Total Parks Capital	\$ 1,111,013	\$ 632,299	\$ 2,036,746	\$ 602,340	\$ 2,834,013	\$ 2,106,650	\$3,650,000	\$865,000	\$4,005,000	\$1,000,000	\$1,300,000	\$750,000	\$ 20,893,062

Step 2: Remove Non-Park Impact Eligible Projects From the Adopted CIP List

In reviewing the project list, there are several projects that contain non-eligible project elements or grant funding that should be removed from the calculation of eligible costs. Below are deductions by year and park:

Step 2: Calculate Non-Eligible Costs													
Impact Fee Deductions (Non-Eligible Costs)													
Project Title	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total
Raplee Property (Dept of Ecology)						\$ 14,455	\$ 600,000						\$ 614,455
Johnson Farm Park (Floodplains by Design)	\$ -	\$ -	\$ -	\$ -	\$ 77,806	\$ 335,593	\$ 315,000						\$ 728,398
Church Creek Park (Sno County)		\$ 10,000											\$ 10,000
Depot Park (Dept of Commerce)							\$ 200,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 250,000
Heritage Park (ALEA)		\$ 64,309											\$ 64,309
Heritage Park (RCO - YAF)	\$ -	\$ 17,998	\$ 297,002	\$ 35,000	\$ -	\$ -							\$ 350,000
Heritage Park (RCO)								\$ 1,000,000		\$ 1,000,000			\$ 2,000,000
Port Susan Trail (Dept of Commerce)						\$ 242,520	\$ 500,000						\$ 742,520
Port Susan Trail (RCO)							\$ 500,000						\$ 500,000
Hamilton (Dept of Commerce)			\$ 194,000										\$ 194,000
Hamilton (DOE)	\$ 34,813	\$ 158,581	\$ 109,938										\$ 303,332
Hamilton Landing (RCO)	\$ -	\$ -	\$ -	\$ -	\$ 74,667	\$ 764,224							\$ 838,891
Hamilton Landing (WDFW)					\$ 516,970	\$ 220,030							\$ 737,000
Total Parks Capital	\$ 34,813	\$ 250,888	\$ 600,940	\$ 35,000	\$ 669,443	\$ 1,576,822	\$ 2,115,000	\$ 10,000	\$ 1,010,000	\$ 10,000	\$ 1,010,000	\$ 10,000	\$ 7,332,905

Step 3: Eligible Costs:

Once the deducts are determined, those costs are then subtracted from CIP cost to determine eligible CIP costs.

Step 3: Eligible Park Costs (Subtract Non-Eligible Costs from CIP Cost Estimates)		
2019-2030 CIP Eligible Costs:		Costs
Total 12-Year CIP Costs		\$ 20,893,062
Total Non-Eligible Costs		\$ (7,332,905)
		\$ 13,560,156

PIF Eligible Costs = CIP – Grants

Step 4: Calculate Construction and Acquisition Costs - "C" Factor in Formula

Using the revised project list and project costs, the next step is to determine the development and acquisition costs per acre as provided below.

Step 4				
Construction Cost / Acre				
Park	Eligible PIF Costs	Acres or Fixed	Development Cost / Acre	
Johnson Park	\$ 527,105	5 Acres	\$ 105,421	
Church Creek Park	\$ 1,704,113	15.39 Acres	\$ 110,729	
Depot Park	\$ 1,360,103	0.11 Acres	\$ 149,611	
Heritage Park	\$ 6,181,963	59 Acres	\$ 104,779	
Port Susan Trail	\$ 3,447,462	9 Acres	\$ 383,051	
Cedarhome Area Park	\$ 70,000	10 Acres	\$ 7,000	
Raplee Park	\$ 12,742	0.5 Acres	\$ 6,371	
Ovenell Park	\$ 178,786	17.65 Acres	\$ 10,130	
Hamilton Park	\$ 77,882	2.84 Acres	\$ 27,423	
	\$ 13,560,156		\$ 904,515	

Step 5: Apply the Proportionate Share Factor to the Construction Cost Figure

To address the nexus issue between parks needed for new growth versus the needs of the existing population, a multiplier has been applied to the construction cost formula that reflects the expected percent of projected growth. Per the 2044 Growth Targets, the City is expected to grow from 8,865 people to 10,963. This is a difference of 2,378 people or 22% of the 2044 expected population. Applying the growth factor of 22% to the CIP construction costs results in the following “C” factor in the formula.

Step 5: Proportionate New Growth Share		
Proportionate New Growth Share	Development Cost/Acre	
Total PI Eligible Construction Costs / Acre:	\$	904,515
Growth Factor (2044 Growth Target - Existing Population)		22%
Construction cost Attributed to New Growth:	\$	198,993.32

Step 6: Update the “U” Factor and Level of Service in Formula

The Office of Financial Management (OFM) 2024 data on the number of persons per household (PPH) is used to calculate the “U” factor in the formula and is referred to as “average occupancy rate”.

Step 6:		
Update "U" Factor Based on 2024 Census Data	Persons Per Household	
Single Family Residence		2.944
2 Unit Duplex / Townhome		1.75
3 & 4 Unit Townhomes		2.396
5+ Multifamily Complexes		1.967

The Stanwood 2024 – 2044 Comprehensive Plan adopts the following park level of service:

Park Type	Level of Service
Neighborhood Park	2.5 Acres / 1,000 Population
Community Park	2.5 Acres / 1,000 Population
Trails	2.0 Acres / 1,000 Population
Regional Parks	0.002 – 0.003 Acres / 1,000 Population
Total:	7.003 Acres / 1,000 Population

Step 7: Apply Formula and Adopted Level of Service to Determine Park Impact Fee

The final step in the process is to insert the data into the formula to calculate the park impact fee.

Step 7				
Apply Park Impact Fee Formula	SFR	2 Unit/Duplex	3/4 Unit Townhouse	5+ Multifamily
Average Cost of Construction Per Acre:	\$ 198,993.32	\$ 198,993.32	\$ 198,993.32	\$ 198,993.32
Adopted Level of Service (7.003 Acres / 1000):	7.003	7.003	7.003	7.003
Occupancy by Unit Type	2.944	1.75	2.396	1.967
Adjustment Factor	0.6	0.6	0.6	0.6
Subtotal:	\$ 2,461,567.10	\$ 1,463,227.73	\$ 2,003,367.79	\$ 1,644,667.96
Divided by 1,000	1000	1000	1000	1000
Park Impact Fee:	\$ 2,461.57	\$ 1,463.23	\$ 2,003.37	\$ 1,644.67

Step 8: Adopted Park Impact Fee:

Impact fees are applied to projects on a per unit basis. State law restricts impact fees for Accessory Dwelling Units to a maximum of 50% of the single-family residential rate.

Park Impact Fee:	2025 PIF
Single Family Residence	\$ 2,461.57
2 Unit Duplex / Townhome	\$ 1,463.23
3 & 4 Unit Townhomes	\$ 2,003.37
5+ Multifamily Complexes	\$ 1,644.67
ADU (50% of SFR)	\$ 1,230.78



Traffic Impact Fee Methodology January 2025

Introduction

Under the Washington State Growth Management Act (GMA), cities and counties are required to make appropriate provisions for transportation needs and impacts during the review of development proposals. The GMA grants local governments the authority to impose transportation impact fees (TIF) for the purpose of supporting the funding of roadway and sidewalk improvements to ensure that adequate facilities are available to serve new growth and development.

Transportation impact fees are assessed by local governments against new development projects to recover a portion of the costs incurred by government in providing the public facilities required to serve the new development. Transportation impact fees are only used to fund road system improvements that are directly associated with new development.

What are Impact Fees?

Impact fees are **one-time charges** assessed by a local government against a new development project to **help pay** for **new or expanded public facilities** that will directly address the increased demand for services **created by that development**.

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In addition, impact fees cannot be used to correct existing deficiencies in public facilities. Impact fees are authorized for those jurisdictions planning under the Growth Management Act (RCW 82.02.050 to 82.02.100).

Fees are charged at the time of building permit issuance and are used to pay for the proportionate share of the cost of public facilities that benefit the new development. Fees can only be used on system improvements included in the City's adopted Capital Improvement Plan (CIP).

The purpose of this report is to document the process that the City used to calculate its Traffic Impact Fee.

Methodology

The City's adopted TIF formula provides the methodology to develop and update its fee based on needed transportation related capital improvements. Using this formula, this report outlines how the traffic impact fee was calculated.

Traffic Impact Fee Formula:

$$TIF = \frac{(Total\ Cost\ of\ Growth - Related\ System\ Improvements)}{Total\ New\ Growth\ Trips} \times 0.666\ (Adjustment\ Factor)$$

Where:

"TIF" means:	The transportation component of the total development impact fee.
"Total cost of growth-related system	The total projected cost to construct growth-related transportation projects contained in the adopted capital improvement program as presented in the

improvements" means:

capital facilities element of the city's Comprehensive Plan, and may include system improvement costs previously incurred by the city to the extent that new growth and development will be served by the previously constructed improvements and to the extent not already funded, but may not include the costs to make up for any existing system deficiencies.

"Total new growth trips" means:

The total number of projected trips generated by new development as anticipated in the adopted future land use map for an adopted capital improvement program period.

"Adjustment factor" means:

An adjustment of rate portion of anticipated tax revenues resulting from a development that is proportional to system improvements contained in the capital plan facilities. The adjustment for traffic impacts is determined to be 33 percent, so that "A" equals approximately 67 percent.

2025 Traffic Impact Fee Calculation

The following provides a step-by-step process used by the City of Stanwood to prepare the Transportation Impact Fee.

Step 1: 2020 – 2030 Transportation Capital Improvement Plan (CIP)

Each year the City Council updates the Capital Improvement Plan as part of the budget adoption process; this CIP includes a list of transportation projects and estimated costs. Below is the 2020-2030 Transportation CIP.

City of Stanwood 2019-2030 Capital Improvement Plan												
Traffic Impact Fee Calculation												
Step 1: 2024-2029 Streets and Sidewalks CIP List	Past Investments Actual					Future Investments - CIP						
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total
City Beautification Project		\$ 37,776	\$ 227,948	\$ 51,772	\$ 32,896	\$ 100,000	\$ 85,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 715,392
Sidewalks (New and Improved - Infill)	\$ 70,000	\$ 250,000	\$ 175,000									\$ 565,000
80th Avenue Sidewalk (New)			\$ 20,000	\$ 635,000								\$ 655,000
Street Overlays	\$ 270,000	\$ 344,500	\$ 439,500	\$ 588,500								\$ 1,842,500
Viking Way - 90th Avenue Phase 1	\$ 2,000,000											\$ 3,122,000
Sidewalk Repairs	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000								\$ 130,000
102nd Overlay												\$ 301,500
276th Street Overlay												\$ 530,700
102nd Avenue Sidewalk	\$ 106,500											\$ 106,500
92nd Avenue Sidewalk												\$ 150,000
273rd Sidewalk	\$ 175,500											\$ 175,500
72nd Avenue Sidewalk												\$ 391,400
SR 532 Bike Path (On Top of Flood Berm)												\$ 200,000
90th Avenue Sidewalk	\$ 125,000											\$ 125,000
276th Street Sidewalk												\$ 150,000
Westside Overlays						\$ 50,000	\$ 400,000	\$ 400,000	\$ 400,000			\$ 1,250,000
103rd Road Rebuild				\$ 320,000								\$ 320,000
101st Avenue Reconstruction and Overlay											\$ 2,856,368	\$ 2,856,368
80th Avenue Reconstruction Phase 2									\$ 5,000,000			\$ 5,000,000
Sidewalk Repair and Maintenance				\$ 11,572				\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,011,572
80th & 284th Sidewalk Connection (southwest corner)						\$ 150,000						\$ 150,000
SR 532 Hamilton Entrance Intersection									\$ 800,000	\$ 2,700,000		\$ 3,500,000
Sidewalk: Cedarhome Drive NW								\$ 180,000	\$ 862,000			\$ 1,042,000
Sidewalk: 272nd Street NW						\$ 430,000						\$ 430,000
Sidewalk: 276th Street NW				\$ 2,265	\$ 98,469							\$ 100,734
Sidewalk: 72nd Avenue NW					\$ -	\$ 150,000	\$ 650,000					\$ 800,000
Sidewalk: 284th Street SW								\$ 350,000				\$ 350,000
Sidewalk: 98th Drive NW								\$ 350,000				\$ 350,000
Overlay and ADA Improvements				\$ 654,590		\$ 510,000	\$ 428,000	\$ 450,000	\$ 450,000	\$ 450,000		\$ 2,942,590
284th Street NW Improvements							\$ 5,700,000					\$ 5,700,000
64th and SR 532 Intersection				\$ -			\$ 100,000	\$ 3,600,000				\$ 3,700,000
Viking Way - 90th Avenue Phase 2				\$ 261,437		\$ 1,800,000						\$ 2,061,437
SR 532 Intersection Control Evaluation (72nd & 102nd)						\$ 80,000						\$ 80,000
SR 532 & 72nd Crosswalk and Signalization						\$ 50,000	\$ 150,000					\$ 200,000
Twin City Mile Downtown Renovation Project					\$ 111,681	\$ 1,744,552	\$ 575,000	\$ 1,500,000	\$ 1,150,000	\$ 500,000	\$ 500,000	\$ 6,081,233
Total:	\$ 2,767,000	\$ 652,276	\$ 882,448	\$ 1,297,537	\$ 1,490,645	\$ 1,490,645	\$ 8,088,000	\$ 7,375,000	\$ 9,207,000	\$ 4,195,000	\$ 3,901,368	\$ 48,086,426

Step 2: Remove Non-Eligible Projects and Calculate Total System Improvements Attributed to Growth

Screen the CIP list to delete non-eligible projects from the TIF which include:

- Improvements that focused on resolving existing deficiencies;
- Non-growth-related transportation needs;
- Safety, maintenance, preservation, and projects that primarily upgraded roadways to meet current design standards;
- Projects under another jurisdiction such as the Washington State Department of Transportation (WSDOT) or Snohomish County; and
- Grants attributed to projects are also discounted from the cost of a project.

	City of Stanwood 2019-2030 Capital Improvement Plan															
	Traffic Impact Fee Calculation															
Step 1: 2024-2029 Streets and Sidewalks CIP List	Past Investments Actual					Future Investments - CIP										
Project Title	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total	CIP w/ deductions	TIF Eligible	TIF %	TIF Cost
City Beautification Project		\$ 37,776	\$ 227,948	\$ 51,772	\$ 32,896	\$ 100,000	\$ 85,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 715,392	\$ 590,433	N	0%	\$ -
Sidewalks (New and Improved - Infill)	\$ 70,000	\$ 250,000	\$ 175,000									\$ 565,000	\$ 466,311	Y	80%	\$ 373,048
80th Avenue Sidewalk (New)			\$ 20,000	\$ 635,000								\$ 655,000	\$ 540,590	Y	80%	\$ 432,472
Street Overlays	\$ 270,000	\$ 344,500	\$ 439,500	\$ 588,500								\$ 1,842,500	\$ 1,530,668	N	0%	\$ -
Viking Way - 90th Avenue Phase 1	\$ 2,000,000											\$ 3,122,000	\$ 2,576,675	Y	80%	\$ 2,061,340
Sidewalk Repairs	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000								\$ 130,000	\$ 107,293	Y	20%	\$ 21,459
102nd Overlay												\$ 301,500	\$ 248,837	N	0%	\$ -
276th Street Overlay												\$ 530,700	\$ 438,002	N	0%	\$ -
102nd Avenue Sidewalk	\$ 106,500											\$ 106,500	\$ 87,897	Y	80%	\$ 70,318
92nd Avenue Sidewalk												\$ 150,000	\$ 123,799	Y	80%	\$ 99,039
273rd Sidewalk	\$ 175,500											\$ 175,500	\$ 144,845	Y	80%	\$ 115,876
72nd Avenue Sidewalk												\$ 391,400	\$ 323,054	Y	80%	\$ 258,427
SR 532 Bike Path (On Top of Flood Berm)												\$ 200,000	\$ 165,066	Y	80%	\$ 132,053
90th Avenue Sidewalk	\$ 125,000											\$ 125,000	\$ 103,166	Y	80%	\$ 82,533
276th Street Sidewalk												\$ 150,000	\$ 123,799	Y	80%	\$ 99,039
												\$ -	\$ -			\$ -
Westside Overlays						\$ 50,000	\$ 400,000	\$ 400,000	\$ 400,000			\$ 1,250,000	\$ 1,031,661	N	0%	\$ -
103rd Road Rebuild				\$ 320,000								\$ 320,000	\$ 264,105	Y	20%	\$ 52,821
101st Avenue Reconstruction and Overlay											\$ 2,856,368	\$ 2,856,368	\$ 2,357,442	Y	20%	\$ 471,488
80th Avenue Reconstruction Phase 2									\$ 5,000,000			\$ 5,000,000	\$ 4,126,642	Y	20%	\$ 825,328
Sidewalk Repair and Maintenance				\$ 11,572				\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,011,572	\$ 1,660,208	Y	20%	\$ 332,042
80th & 284th Sidewalk Connection (southwest corner)						\$ 150,000						\$ 150,000	\$ 123,799	Y	80%	\$ 99,039
SR 532 Hamilton Entrance Intersection									\$ 800,000	\$ 2,700,000		\$ 3,500,000	\$ 2,888,650	Y	80%	\$ 2,310,920
Sidewalk: Cedarhome Drive NW								\$ 180,000	\$ 862,000			\$ 1,042,000	\$ 859,992	Y	80%	\$ 687,994
Sidewalk: 272nd Street NW						\$ 430,000						\$ 430,000	\$ 354,891	Y	80%	\$ 283,913
Sidewalk: 276th Street NW			\$ 2,265	\$ 98,469								\$ 100,734	\$ 83,139	Y	80%	\$ 66,511
Sidewalk: 72nd Avenue NW				\$ -		\$ 150,000	\$ 650,000					\$ 800,000	\$ 660,263	Y	80%	\$ 528,210
Sidewalk: 284th Street SW								\$ 350,000				\$ 350,000	\$ 288,865	Y	80%	\$ 231,092
Sidewalk: 98th Drive NW								\$ 350,000				\$ 350,000	\$ 288,865	Y	80%	\$ 231,092
Overlay and ADA Improvements				\$ 654,590		\$ 510,000	\$ 428,000	\$ 450,000	\$ 450,000	\$ 450,000		\$ 2,942,590	\$ 2,428,603	Y	20%	\$ 485,721
284th Street NW Improvements							\$ 5,700,000					\$ 5,700,000	\$ 4,704,372	Y	80%	\$ 3,763,498
64th and SR 532 Intersection				\$ -			\$ 100,000	\$ 3,600,000				\$ 3,700,000	\$ 3,053,715	Y	80%	\$ 2,442,972
Viking Way - 90th Avenue Phase 2				\$ 261,437		\$ 1,800,000						\$ 2,061,437	\$ 1,701,363	Y	80%	\$ 1,361,090
SR 532 Intersection Control Evaluation (72nd & 102nd)						\$ 80,000						\$ 80,000	\$ 66,026	Y	80%	\$ 52,821
SR 532 & 72nd Crosswalk and Signalization						\$ 50,000	\$ 150,000					\$ 200,000	\$ 165,066	Y	80%	\$ 132,053
Twin City Mile Downtown Renovation Project				\$ 111,681		\$ 1,744,552	\$ 575,000	\$ 1,500,000	\$ 1,150,000	\$ 500,000	\$ 500,000	\$ 6,081,233	\$ 5,019,015	Y	80%	\$ 4,015,212
Total:	\$ 2,767,000	\$ 652,276	\$ 882,448	\$ 1,297,537	\$ 1,490,645	\$ 1,490,645	\$ 8,088,000	\$ 7,375,000	\$ 9,207,000	\$ 4,195,000	\$ 3,901,368	\$ 48,086,426	\$ 39,687,096			\$ 22,119,421
Step 2: Grants / Deductions:												Total			TIF of CIP	56%
TIB - Sidewalks			\$ -	\$ -	\$ -							\$ -				
TIB - Overlays	\$ 479,617	\$ 223,021	\$ 355,888	\$ -	\$ 551,783	\$ 433,500	\$ 363,800	\$ 382,500	\$ 382,500	\$ 382,500	\$ -	\$ 3,555,109				
Viking Way Grants (WSDOT/RTCC/DOC)	\$ 1,437,750		\$ 172,721	\$ 2,306	\$ 430,586	\$ 865,000						\$ 3,394,221				
TIB Complete Streets	\$ 500,000					\$ 475,000	\$ 475,000					\$ 950,000				
State Budget Appropriation												\$ 500,000				
Total:	\$ 2,417,367	\$ 223,021	\$ 528,609	\$ 2,306	\$ 982,369	\$ 1,773,500	\$ 838,800	\$ 382,500	\$ 382,500	\$ 382,500	\$ -	\$ 8,399,330			Grants/Deductions %	83%

Where:

“Total” means: The total cost of the 12-year CIP project list.

"CIP w/
Deductions"
means: Grants account for approximately 17% of the total CIP. Each CIP project has been reduced by 17% to account for potential grants. The “CIP with Reductions” column equals the “Total” line items multiplied by 83% to reach the total CIP cost. (100% - 17% = 83%)

"TIF Eligible"
means: Projects that are not eligible for impact fees such as maintenance or projects that don't serve future growth. This is a Yes / No response. Those projects that don't qualify for traffic impact fees show no associated TIF Cost.

“TIF %” means:

Industry standard practice representing the typical percent of a project that is applied to new growth:

Transportation Facility	Improvement Criteria	New Growth Capacity
Intersection / Operations	Creates future capacity by adding travel lanes, signals or roundabouts.	80%
Widening / Reconstruction	Road reconstruction to meet City road standards and can include lane widening and/or adding bicycle and/or pedestrian improvements.	20%
Active Transportation	Addition of trails, bicycle and pedestrian facilities to the current cross-section and may include multi-use pathways adjacent to the roadway.	80%
Citywide Programs	Not Eligible for traffic impact fees.	0%
Other Agency Projects	Not Eligible for traffic impact fees in most cases.	0%

“TIF Cost” Means Total CIP project costs attributed to growth after applying non-eligible deductions and the percent of project costs applicable added capacity.

Step 3: Determine the Total New Growth Trips

The City of Stanwood’s TIF program is based on weekday PM peak hour traffic conditions which typically has the highest volume of traffic and the time period when most drivers experience the greatest travel delays. PM peak hour trip rates also represent net-new trips, which are made for the specific purpose of visiting the development. Therefore, these trips are more closely tied to the actual impact on the transportation network of trips to/from the development. Weekday PM peak hour traffic forecasts were prepared by applying the City’s land use designations to the travel demand model for the Transportation Element of the Comprehensive Plan.

The travel demand model segments forecasted traffic into four components. On one axis the model divides travel forecasts into existing traffic versus growth traffic. The other axis divides the forecast traffic into those trips that have an origin and/or destination within the City or its Urban Growth Area. The City will only charge the TIF for growth trips with at least an origin or destination (or both) within the City or its UGA.

The number of new PM peak hour growth trips within the City/UGA service area is based on the City of Stanwood travel demand model which generated the projected traffic volumes based on the projected 2044 growth forecasts.

	Origin or Destination Within the City or its UGA	No Origin or Destination Within the City or its UGA
Existing traffic	Not charged	Not charged
Growth traffic	Impact Fee 2,767 Total Trips	Not charged

Step 4: Apply the Formula to Determine Traffic Impact Fee

The final step in the process is to insert the data into the formula to calculate the traffic impact fee. The cost share of the impact fee projects for the City and UGA service area was divided by the number of PM peak hour growth trips resulting in a cost per new weekday PM peak hour trip generated. This rate was then multiplied by the adjustment factor to create an impact fee.

2025 - 2026 Traffic Impact Fee Calculation		
Component	Amount	Description
Total Capital Cost	\$ 39,687,096	Total cost of 2019-2030 CIP minus grants and deductions.
TIF Eligible Costs	\$ 22,119,421	TIF Eligible Costs.
Citywide Trip Ends	2,767	total amount of citywide trip ends generated by new growth.
Preliminary Cost per New PM Peak Hour Trip	\$ 7,994	TIF eligible costs divided by total growth trip ends.
Final Cost per New PM Peak Hour Trip	\$ 5,324	TIF eligible costs with 0.666 factor applied.

Step 5: Multiply the PM Peak Hour Trip by ITE Trip Generation to Obtain the TIF by Use

The Institute of Transportation Engineers (ITE) Manual is the national standard used to predict the number of trips generated by land use type. The number of PM peak hour trips by type is multiplied by the impact fee generated from eligible projects on City's CIP list.

2025 - 2026 Traffic Impact Fee by Trip Type			
Land Use Type	Cost Per PM Peak Hour Trip	ITE Manual PM Peak Hour Trip Rate	Transportation Impact Fee Per Trip
Single Family Residence	\$ 5,324	1 (ITE Code 210)	\$ 5,324
Single Family Attached (Duplex / Townhouse)	\$ 5,324	0.57 (ITE Code 215)	\$ 3,035
Accessory Dwelling Unit	\$ 5,324	50% of SFR Rate	\$ 2,662
Multifamily	\$ 5,324	0.51 (ITE Code 220)	\$ 2,715
Commercial / Industrial	\$ 5,324	Based on ITE Code by Use	\$5,324 Per PM Peak Hour Trip