1. Agenda

   Documents:

   PC AGENDA 1-28-2019.PDF

2. Meeting Materials

   Documents:

   2018 YEAR IN REVIEW.PDF
   2019 PLANNING COMMISSION WORK PLAN.PDF
   DECEMBER 10, 2018.PDF

PLANNING COMMISSION AGENDA

Monday January 28, 2019 – 6:30PM

Stanwood Fire Station (8117 267th Pl NW)

1. Call to Order

2. Roll Call/Chair & Vice Chair Elections

3. Public Requests and Comments

4. Minutes of December 10, 2018

5. New Business

- 2019 Planning Commission Work Plan
- 2018 Year in Review

6. Old Business

7. Miscellaneous Business

8. Public Comments

9. Recent Council Action on Commission Items

10. Upcoming Items

11. Adjourn

For information about this agenda, contact the Community Development Department at 360-629-2181 ext. 5211.

SPECIAL ACCOMMODATIONS: The City of Stanwood strives to provide accessible meetings for people with disabilities. Please contact the Planning Commission Clerk at 360-629-2181 ext. 5211 two business days prior to the meeting.

MEMORANDUM

City of Stanwood
10220 270th St NW
Stanwood, WA 98292
360-629-2181

COMMUNITY DEVELOPMENT DEPARTMENT

TO: PLANNING COMMISSION

FROM: Amy Rusko, Senior Planner

SUBJECT: 2018 Community Development Department – Year in Review

DATE: January 28, 2019

The Planning Commission will receive a presentation that includes a review of the Community Development Department for 2018.

The presentation will cover the following topics:

- Number of Permits
- Number of Single Family Resident permits
- Number of Multi-Family Resident permits
- Types of Permits by Year
- Revenue by Permit Types
- Non-Permit Work
- New Businesses
- Types of Businesses
- Special Event Permits

Planning Commission
2019 Tentative Extended Agenda

Date	Topic
January 7 (Special Meeting)	Public Hearing: Wireless Communication Facilities Public Meeting – Stanwood Schmitt Preliminary Plat Public Meeting – Cambridge Place
January 28	2018 Building Permit / Department Work Load Summary 2019 Work Plan
February 11	TN Zoning Docket Discussion Street Vacation Ordinance
February 25 – Caneled	
February 28 (Thursday)	Joint Planning Commission / City Council Meeting: 2019 Work Plan
March 11	Impact Fee Discussion Draft Shoreline Zoning Code Amendment TN Zoning Docket Discussion
March 25	Public Hearing: Shoreline Zoning Code Amendment Off-Premise Signage Plan Continued TN Zoning Docket Code Amendment
2nd Quarter	Impact Fees Public Hearing TN Zoning Docket Public Hearing Off-Premise Signage Census / Population Update
3rd Quarter	2019 Docket Comprehensive Plan Amendment / CIP Public Hearing Buildable Lands Discussion Rollover of 2nd Quarter Items
4th Quarter	Rollover of 3rd Quarter Items

STANWOOD PLANNING COMMISSION MINUTES

January 7, 2019

Call to Order

Chair Utgard called the meeting to order at 6:33PM with the following Commissioners present: Steve Shepro, Lance Dennis, Sid Roberts, Darren Robb, and Marcus Metz. Commissioner Heagle was excused. Staff present; Community Development Director Patricia Love and Senior Planner Amy Rusko.

No Public Requests or Comments

Minutes

The minutes of the December 10, 2018 meeting were approved as presented.

New Business

Planning Commission – Yearly Elections for Chair and Vice Chair

Commissioner Shepro made a motion to nominate Linda Utgard for the Chair position. Commissioner Robb seconded the motion. Motion carried unanimously.

Commissioner Metz made a motion to nominate Steve Shepro for the Vice-Chair position. Commissioner Roberts seconded the motion. Motion carried unanimously.

Public Meeting – Stanwood Schmitt Preliminary Plat

Senior Planner Amy Rusko presented the project information for the Stanwood Schmitt Preliminary Plat. The presentation included changes to the plat from the September Planning Commission pre-application meeting to the current proposed plan.

Planning Commission and Public Comments/Discussion:

- Park common open space with a lawn and an underground detention vault.
- Details of the detention vault
- Multi-Family housing timeline will be dependent on the Developer's Agreement for 76 – 78. Developers Agreement is a legal contract between the city and the property owner which sets out the requirements for the property.
- Multi-Family does not necessarily mean apartments, it could be anything greater than a duplex. Options include townhomes, cottages or tri-plex.
- Increase of traffic at the 284th Street and 80th Avenue intersection. Traffic Impact Analysis shows that the Level of Service (LOS) of the intersections meet the City of Stanwood's standard of a LOS D or better.

- Planter strip along 284th Street and 80th Avenue will be part of the street improvements, but trees will not block the view at the intersection.
- No other emergency exit to the plat. There are two future access points with the plat, one to the north and one to lots 76-78.
- Preliminary Plats will be presented at a Public Hearing in front of the Hearing Examiner.

Public Meeting – Cambridge Place

Senior Planner Amy Rusko presented the project information for the Cambridge Place development. The presentation included a description of the project and where the project is located.

Planning Commission and Public Comments/Discussion:

- Exact location of the project is to the northeast of the theater and south of the strip mall.
- Apartment rates – there will be a varied rent with studio, one and two bedroom units (no three bedroom units) and will be market rate.
- Apartment sizes will range with the different type of
- Fitness center for the tenant use, lounge (birthday parties and events) leasing office, rest of downstairs will be the mini-storage.
- Trail on the east side of the property. The trail is pretty swampy right now and make sure the grading is done to improve this area.
- The trail on the east side. Is it a city trail or is it a private trail? The property owner will maintain their portion of the trail.
- Traffic into the shopping center. How will the traffic be handled throughout the site? The south side of village commons is a private road. There are a lot of new traffic trips that will be entering into the area. What are the effects of the traffic impacts to the overall site and not just for this development?
- The internal road system of the shopping center is not ideal. 265th Street dead ends at this property and you have to choose to take a left or right to get into this development. All the internal road systems of this site are privately owned.
- Traffic Impact Fees and Park Impact Fees can be used for capacity improvement projects that are listed on the City's Capital Improvement Plan. Not for maintenance projects.
- Could the City purchase the road systems as public right of way? These are private roads and not public. Contained internally as private with the public road as 72nd Street. Discussion would need to take place with Public Works and City Administration. The current site does not let traffic flow easily through the site. Poorly designed road and parking area.
- City is meeting with WSDOT about 72nd Avenue about the intersections along this street.
- SEPA was reviewed with the Developer's Agreement and the Binding Site Plan.
- Loading zone will be located on the east side of the building.

Public Hearing – Wireless Communication Facility and Small Cell Code

Chair Utgard opened the public hearing at 7:15 pm

Community Development Director Patricia Love presented the code amendments that combine the city's existing wireless communication facility regulations with new small cell deployment regulations and franchise requirements. The code amendment is to comply with an update to Federal law. The Small Cell facilities are relay stations that connect off of a tower and connect the data from telephone pole to telephone pole (or other types of poles). Changes in the technology (5G) for cell phones and internet for the increase in data use due to streaming that people are requiring within their homes.

Design standards are part of the new code sections to minimize the effects of new structures, reducing the clutter on the poles. The small cell devices will be located on existing poles.

The distance between the facilities is a minimum of 250 feet.

The code changes will include eliminating Stanwood Municipal Code chapters 17.154 and 17.156 and replacing with new code chapters.

New Code Sections:

Chapter 17.200, Eligible Facility Modification and Wireless Communication Devices
Chapter 17.205, Eligible Facility Modifications
Chapter 17.210, Regulation of Wireless Communication Facility Franchise
Chapter 17.220, Wireless Communication Facilities (WCF) Attached and Detached

Code Sections Removed:

Chapter 17.154, Wireless Communication Facilities
Chapter 17.156, Eligible Facility Modifications

Other Code Sections Updated:

Chapter 17.30 Permitted Use table updated to add Small Cell Facilities.

Chapter 17.81, Procedures.

Small Cell WCF; Co-located WCF; Minor Modifications – Type I Permit
WCF: Monopole – Type III Permit
WCF: Small Cell Architectural Design Deviation Request – Type III Permit

Public Comments for the Public Hearing included:

Sreng Lim – Concerns with the radio frequencies of the small cell facilities. Can these be installed in the residential areas also?

- Radio frequencies of the small cells are regulated by the Federal Government and the FCC the city does not have the right to regulate. Discussion at the Federal level and does not let the city decide these levels.

Ben Brobeck – Differences between a small cell modification and new structures (adding to existing poles or new poles to be installed). Are there different applications for each type of permit?

- There are different application types for each type of permit (monopoles, small cell, co-location, modifications).

Les Anderson – Share locations between wireless carriers.

- Each carrier will have their own application and only one wireless carrier will be allowed on a pole for small cell facilities.

Darren Robb – Design Standards on street lights and in neighborhoods. Franchises will be putting in new poles. Can street lights be installed as an option instead of a plain poles? This could be an aesthetic trade-off.

- This could be a definite possibility and follow the street light designs that the city already has. The city and the applicant would discuss the options for each location of installation.

Milt Olson – Concerns with the process notification and public hearings. There recently was a height increase on a monopole by his house on Camano Island. Wants the neighborhood residences to be notified with the application process if possible. Post on the website that is updated where he can check on the applications that are in for review.

- The city can look into providing a reduced noticing period for these permits. This will be added to the list for Planning Commission to review for this chapter.

Peggy Wendel – How many feet apart is the range that the companies are looking to install these facilities?

Tim Schmitt – Four points to address when the code is revisited.

1. Applications posted on the city's website on the first page and where on social media will this be placed?
3. What is a Citizen's participation process, if they see deficiencies in an application?
4. What happens if these companies abandon their facilities? Nothing is addressed in the proposed code.
4. Performance Bond for the installation from the providers to hold them accountable.

Darren Robb – Nice to see that the city is planning for technology that doesn't even exist yet. Wanted to see the Aesthetic portion of the code and is happy with what has been done. For future amendments to the code we can learn from other cities. The code should not hinder the franchises from coming into the city as this technology is needed, however glad to see we are taking the steps to control the installation.

Chair Utgard closed the public hearing at 8:10 pm.

Motion. Motion by Commissioner Roberts, second by Commissioner Robb to recommend approval of the Wireless Communication and Small Cell Facilities Code Amendment to the Stanwood City Council. Motion carried unanimously.

Motion. Motion by Commissioner Roberts, second by Commissioner Metz to recommend approval of the Findings of Fact and Conclusions for the Wireless Communication and Small Cell Facilities Code Amendment to the Stanwood City Council. Motion carried unanimously.

Miscellaneous Business

No Additional Public Comments

Recent Council Action on Commission Items

Upcoming Items

Next meeting on January 28, 2019.

Adjourn

The meeting adjourned at 8:20 PM.

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Amy Rusko, City of Stanwood