

1. Agenda

Documents:

[2.8.18 AGENDA.PDF](#)

2. Meeting Materials

Documents:

[6A CD BIENNIAL REPORT.PDF](#)

[6B YMCA.PDF](#)

[8A VOUCHERS.PDF](#)

[8B MINUTES.PDF](#)

[8C SALARY COMMISSION.PDF](#)

[9A ANNEXATION INTO NCRFA.PDF](#)

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[10D ORDINANCE 1455.PDF](#)



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, February 08, 2018 – 7:00 p.m.
Stanwood-Camano School District
Administration Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. PRESENTATION**
 - a. WWU Sustainable Communities Partnership
- 5. CITIZEN COMMENTS**
- 6. STAFF REPORTS**
 - a. Community Development Bi-Annual Report July – December 2017
 - b. YMCA Community Benefit Report – 2017
- 7. COMMITTEE REPORTS**
- 8. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks
 - b. Approve January 25, 2018 Regular City Council Meeting Minutes
 - c. Confirm the mayor's Salary Commission Appointment and Re-Appointment
- 9. OLD BUSINESS**
 - a. Adopt Resolution 2018-02 Requesting NCRFA Amend the NCRFA Plan to Allow City of Stanwood Annexation
- 10. NEW BUSINESS**
 - a. Authorize the mayor to sign contract for Chlorine Generation – Bryant Plant
 - b. Parks, Recreation and Open Space (PROS) Plan Update
 - c. Planning Commission Work Plan - 2018
 - d. Ordinance 1455 – Edits to Zoning Use Table – Tattoo & B&B Changes, First Reading
- 11. REPORTS OF OFFICERS AND COMMITTEES**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember Reports/Questions
- 12. CITIZEN CLOSING COMMENTS**
- 13. ADJOURN**

Upcoming Meetings:

February 22, 2018 Regular Meeting
March 08, 2018 Regular Meeting



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 6a

DATE: February 8, 2018

SUBJECT: Community Development Bi-Annual Report - July-Dec 2017

CONTACT PERSON: Ryan C. Larsen, Community Development Director

ATTACHMENTS: A –CD July – December 2017 Bi-Annual Report

SUMMARY STATEMENT

Attached is the Community Development Bi-Annual Report for 2017, July – December.

Community Development Bi-Annual Report

2017 July—December

Director's Message:

We are pleased to provide this report to you about the activities of the Stanwood Community Development Department during the period between July and December 2017. You will find information about a variety of accomplishments, projects and ongoing efforts of Community Development staff in the areas of community planning, construction, permitting and inspection as well as code compliance.

Much of this work is done with the support of other city departments and local agencies. I would like to highlight several areas that reflect the important work of the Community Development Department:

Mineral Point subdivision, located on 68th Ave NW just south of Cedarhome Elementary, is well under construction for a 68 lot subdivision. Grandview is constructing 23 single-family residential structures at this time. One house is currently occupied. The land developer is anticipating to complete construction of the plat for an additional 41 lots by mid-March. Grandview is then expected to start construction of these houses late March to early April.

BYK 9-Lot Short Plat, located on 284th Street NW, has completed construction and is ready to record the final short plat. It is anticipated that new single family residential structure construction will begin in late February or early March.

Stanwood High School has submitted the required conditional use permit for their project. The applicant is requesting a conditional use permit along with a SEPA environmental review to permit construction of a new 233,820 sq. ft. high school and 43,553 sq. ft. alternative high school. Additional renovations to existing buildings include: maintenance building, field house, batting cages and grandstand. Site work will include improvements to vehicular circulations, increased on-site parking and vehicular queuing, fire access along the building, utility work, storm water management systems, replacement of existing athletic fields with all-weather fields, landscaping throughout the site and frontage improvements.

Cedarhome Square was submitted by Landed Gentry for a preliminary plat for up to 125 residential dwelling units / lots with a mix of single family detached, townhouse and cottage type housing. This proposed community will also include a variety of open space tract with an optional clubhouse, protected wetland tracts and a stormwater pond tract. A zoning variance is requested to allow a reduction of the cottage lot dimensions in order to meet the goals of The Traditional Neighborhood zoning district.

In the months ahead we look forward to continuing our work on many of these projects and on Community Development's mission to help advance the vision of the Stanwood community.

Thank you for taking time to read this report. If you have any questions or suggestions, please feel free to call me at (360) 629-2181 x4509 or ryan.larsen@ci.stanwood.wa.us.

Sincerely, Ryan C. Larsen, Director

Staff Changes: Former City Planner, Erick Aurand, has moved into the position of Construction Inspector. This position is much needed as development continues in the City. Erick is assisting in the transition of the Department's planning functions due to reorganization. The City hired Senior Planner, Amy Rusko, in the Community Development Department. Amy comes from the City of Arlington where she worked as an Associate Planner. Her first day with the City of Stanwood was on December 11, 2017. Please Welcome Amy to the City!



Erick Aurand



Amy Rusko

CITY GIS/MAPPING

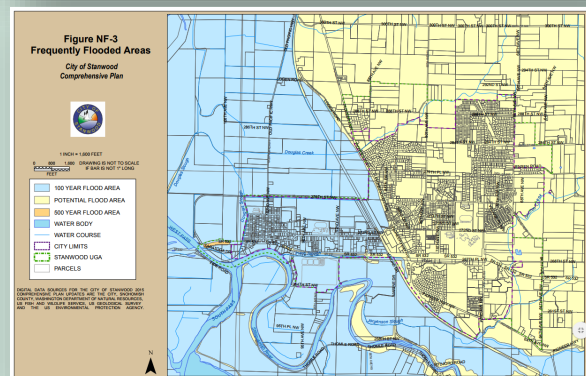
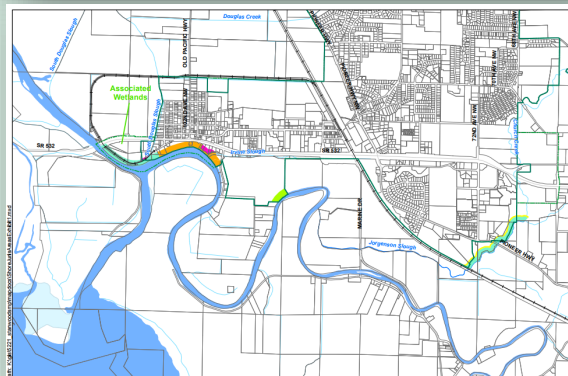
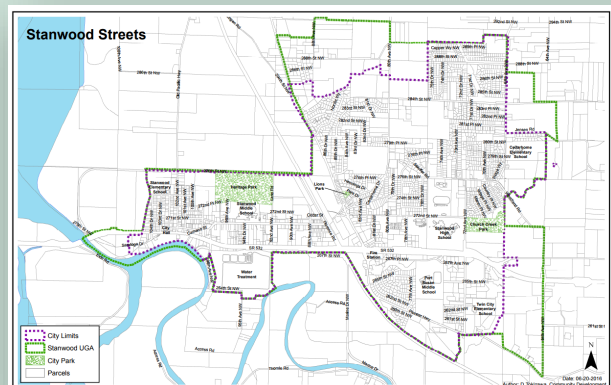
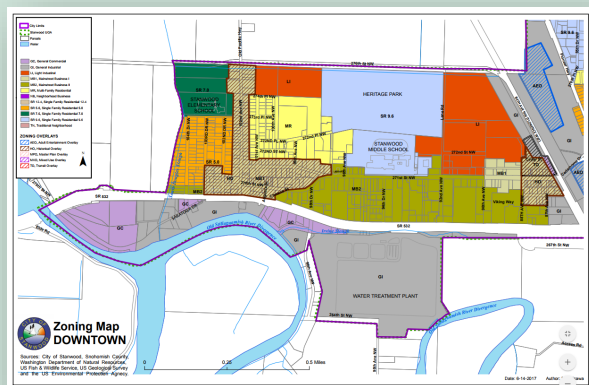
Geographic Information Systems (GIS) is being utilized in greater numbers to solve more complex decision problems and aid communities in planning for land resources and development. GIS is unique in that it combines spatial analysis, data management and map visualization capabilities all in one integrated system.

The City of Stanwood, through in-house GIS services and contracted GIS services, uses Geographical data to inform citizens on topics such as zoning, demographics, projects, transportation, utilities and administrative boundaries. Recently, the City has acquired ortho-imagery and building footprint data to allow for greater analysis in future projects and planning.

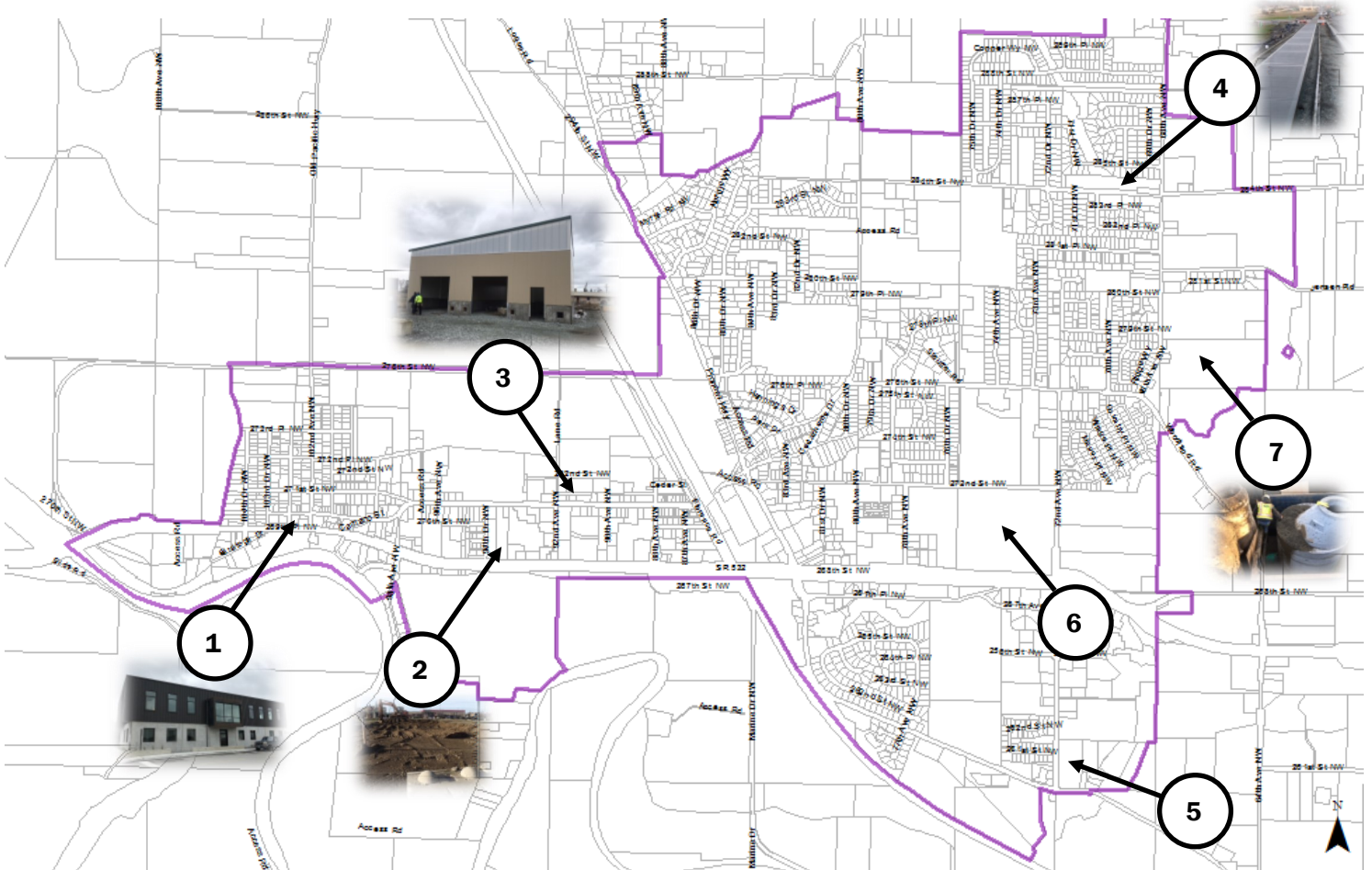
A variety of maps are available on the City's website at: www.ci.stanwood.wa.us/cd/page/maps and include some of the following:

- ◇ Zoning and Future Land Use Maps
- ◇ Comprehensive Plan Maps (Natural Feature Maps)
- ◇ Shoreline Maps
- ◇ Parcel and Street Maps
- ◇ Project Maps

If you are interested in learning more about mapping and GIS please contact Devin M. Sola in the Community Development Dept. at 360-629-2181 ext. 4512 or by e-mail at: devin.sola@ci.stanwood.wa.us.



BUILDING UPDATE IN STANWOOD



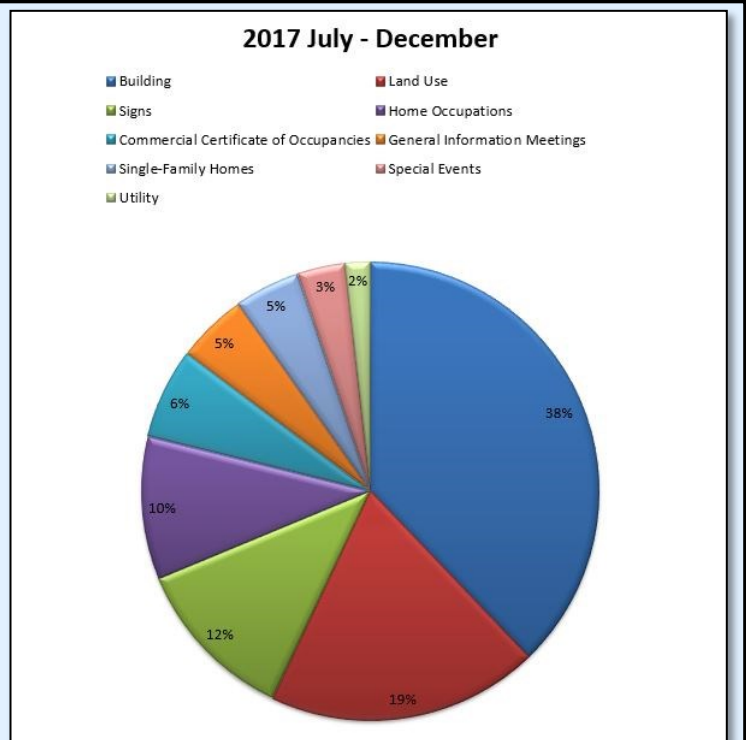
- 1. Designs Northwest Architects New Building By City Hall:** Construction of the D&D Nelson Office Building is now up to the 2nd floor wood framing portion of their project.
- 2. Port Susan Market Place:** Preloading has been completed in two locations of the Port Susan Market parcel to prepare the site for the construction of a new car wash and retail building.
- 3. Dreo Car Wash:** The building structure has been constructed.
- 4. BYK Short Plat:** Nine lot Short Plat development.
- 5. Creekside Apartments:** This project will begin construction in March. This project consists of one building of 24 units and two buildings of 12 units each for a total of 48 apartment units.
- 6. Stanwood High School and Alternative High School:** This project currently has a conditional use permit in process.
- 7. Mineral Point Plat:** Mineral Point Plat development is currently under construction with the road construction stream crossing and underground utilities work is commencing.

THE PERMIT COUNTER

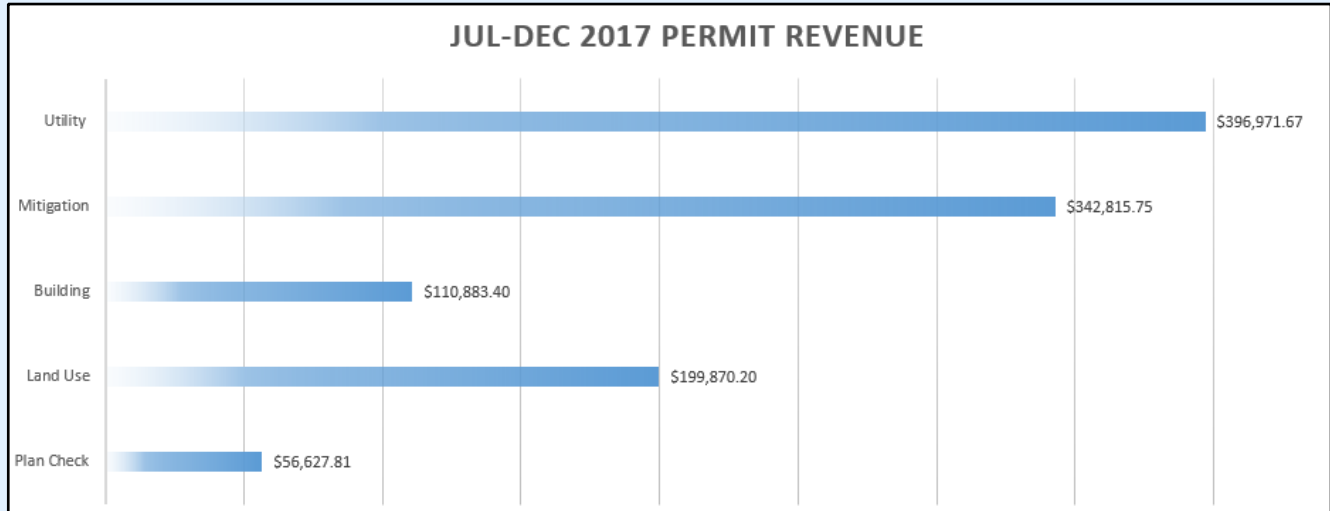
The last half of 2017 saw 497 permits come through the permit counter. The Department had approximately 300 customers.

The following shows the diversity of permits we have seen in the last half of 2017:

38% permits were building, followed by 19% land use permits and 12% sign permits. 10% permits were home occupation permits and tied at 5% each were Single-Family Home permits and General Information Meetings. Commercial Certificate of Occupancy Permits were 6% and Special Events 3%. 2% of permits were Utility permit applications.

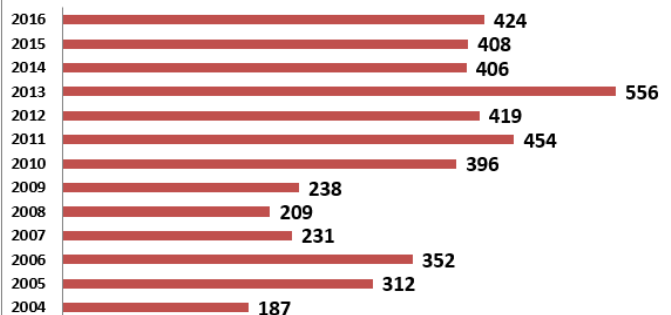


PERMIT REVENUE: Revenue from permits for the last half of 2017 totaled \$1,113,906.15. Of this revenue the majority stems from utility fees totaling \$396,971.67 followed by Mitigation fee revenue at \$342,815.75 and land use at \$199,870.20. Building brought in \$110,883.40 while the Plan Check fees totaled \$56,627.81.



The graph to the right shows permits increasing significantly from 2004-2006 and decreasing in 2008 due to the recession. Permits increased in 2010-2012 due to increases in sign and commercial building permits. 2013 saw 556 permits as a result of 59 single-family homes, 82 site-development permits for the Copper Station housing development and a steady number of sign permits. After Copper Station was built out, permits dropped to 406 in 2014. There were no single-family housing permits that year. 2015 permits totaled 408 while 2016 saw 424.

HISTORIC PERMIT TOTALS



THE PLANNING COMMISSION

In the second half of 2017, the Planning Commission met for approximately 7.5 hours. The Commission's work plan focused on several issues including: code edits, Commission work plan, speakers, parks and trails updates, land use videos, city population/allocation, review of the permitted use table, pre-application for Cedar Springs in the Traditional Neighborhood (TN) zone and the Shoreline Master Program, as well as discussions on: fireworks code language, Capital Improvement Plan (CIP), park impact fees and odor language in the industrial zones. Three public hearings were held on code edits to title 17-density and utilities, 2018-2023 CIP, and park impact fees.

Stanwood Planning Commission Members:

Position 1 / 2017 Chair:	Linda Utgard
Position 2:	Kelly McGill
Position 3:	Randy Heagle
Position 4 / 2017 Vice Chair:	Dianne White
Position 5:	Mark Ramaley
Position 6:	Susan Ronken
Position 7:	Judy Williams

2017 STANWOOD POPULATION 6,785

Source: OFM June 2017

COMMUNITY DEVELOPMENT DEPARTMENT

STAFF:

Ryan Larsen, Director

360-629-2181 x4509
ryan.larsen@ci.stanwood.wa.us

Trace Justice, Building Official / Code Compliance

360-629-2181 x4508
trace.justice@ci.stanwood.wa.us

Erick Aurand, Construction Inspector

360-629-2181 x4510
erick.aurand@ci.stanwood.wa.us

Amy Rusko, Senior Planner

360-629-2181 x4520
amy.rusko@ci.stanwood.wa.us

Corinne Schakel, Permit Specialist

360-629-2181 x4511
corinne.schakel@ci.stanwood.wa.us

Devin M. Sola, Administrative Assistant

360-629-2181 x4512
devin.sola@ci.stanwood.wa.us





**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 6b

DATE: February 8, 2018

SUBJECT: YMCA Community Benefit Report - 2017

CONTACT PERSON: Ryan C. Larsen, City Administrator

ATTACHMENTS: A – YMCA Community Benefit Report – 2017

SUMMARY STATEMENT

Attached is the YMCA's 2017 Community Benefit Report, including Community Swim dates, Adult Softball League, and the breakdown of participants, staff hours and associated fees for council review.

Memo

To: Ryan Larsen
From: Mary Bredereck
cc: Mayor Kelley
Date: January 30, 2018
Re: 2017 YMCA Community Benefit Report

Attached, please find the YMCA's 2017 schedules for the Community Swim dates and Adult Softball League. Additionally, the following is a breakdown of participants, staff hours and associated fees per our community benefit agreement.

Community Swim:

Lifeguard: \$20/hr, 2 per session

Session Time: 2.5 hours

Number of sessions per yr: 14

(July 8 canceled due to facility closure)

Marketing: quarterly program guides, monthly schedule, social media, internal communications

Total Participants: 445 headcount (all participants)/182 families

Day Pass Fee: \$25/family

Community Benefit:

Lifeguards: \$1,400

Marketing: \$250

Participant Fee: \$4,550 (waived-value of participation)

Total: \$6,200 (apply to \$50,000 agreement)

Adult Softball League

Staff cost: \$18/hr

Hours: 80 hrs, pre-season-(marketing, registration, program admin, etc.)

22.5 hrs, 8 week season- (umpire, program admin, set-up, field maintenance)

Equipment (bats, balls, chalk, field liner)

Teams: 4 teams of 9-15 people

Participant Fee: \$350 per team

Community Benefit:

Staff: \$1,845

Equipment: \$400

Field Rental \$1375

Participant Fee: \$1,400 (waived-value of participation)

Total: \$5,020 (apply to \$50,000 agreement)

Stanwood-Camano YMCA Community Swim Dates 2017

All Ages Welcome

Time: 2-4:30 pm

Recreational swim time. One lap lane is provided. Lifeguard on duty. Community swim is available for free to all community members. Upon arriving at the pool, members will be asked to sign in, to help keep track of members in attendance.

- January 21
- February 18
- March 18
- April 15
- May 20
- June 10 & 17
- July 15
- August 12 & 19
- September 16
- October 21
- November 18
- December 16

Adult Softball Schedule 2017

Date	Time	Home	Away	Location
Thursday 7/6	6:00PM	Law Office of Dale Wagner	Sons of Pitches	Heritage Field 2
	7:30PM	Balls and Dolls	Stanwood Sluggers	Heritage Field 2
Thursday 7/13	6:00PM	Balls and Dolls	Law Office of Dale Wagner	Heritage Field 2
	7:30PM	Sons of Pitches	Stanwood Sluggers	Heritage Field 2
Thursday 7/20	6:00PM	Sons of Pitches	Balls and Dolls	Heritage Field 2
	7:30PM	Law Office of Dale Wagner	Stanwood Sluggers	Heritage Field 2
Thursday 7/27	6:00PM	Stanwood Sluggers	Balls and Dolls	Heritage Field 2
	7:30PM	Sons of Pitches	Law Office of Dale Wagner	Heritage Field 2
Thursday 8/3	6:00PM	Stanwood Sluggers	Sons of Pitches	Heritage Field 2
	7:30PM	Law Office of Dale Wagner	Balls and Dolls	Heritage Field 2
Thursday 8/10	6:00PM	Stanwood Sluggers	Law Office of Dale Wagner	Heritage Field 2
	7:30PM	Balls and Dolls	Sons of Pitches	Heritage Field 2
Wednesday 8/16	6:00PM	Seed 2	Seed 3	Heritage Field 2
	7:30PM	Seed 1	Seed 4	Heritage Field 2
Thursday 8/17	7:30PM	Winner of Game 1	Winner of Game 2	Heritage Field 2

Practice Schedule

Tuesdays 6-7pm Law Office of Dale Wagner

Slots Open

Tuesdays 7:00-8:00pm or 8:00-9:00pm

Wednesday 6-9pm, except for 8/16 which is playoff day.



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8a

DATE: February 8, 2018

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Reina Barber, Accounting Specialist

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Umpqua Bank voucher checks 26690 through 26722 and electronic funds transfers in the amounts of \$448,645.99. Approve issuance of Umpqua Bank payroll checks 1026 through 1027 and payroll electronic funds transfers in the amount of \$42,424.04.

RECOMMENDED MOTION

I MOVE TO APPROVE ISSUANCE OF UMPQUA BANK VOUCHER CHECKS 26690 THROUGH 26722 AND ELECTRONIC FUNDS TRANSFERS IN THE AMOUNTS OF \$448,645.99. APPROVE ISSUANCE OF UMPQUA BANK PAYROLL CHECKS 1026 THROUGH 1027 AND PAYROLL ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$42,424.04.

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

01/11/2018 To: 01/30/2018

Time: 07:55:25 Date: 01/30/2018
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
406	01/24/2018	Claims	2	EFT	WA St Dept of Revenue **	12,109.52	506001526; B&O Excise Tax December 2017
407	01/24/2018	Claims	2	26690	Advanced Automotive LLC *	1,064.01	113
408	01/24/2018	Claims	2	26691	Cascade Septic, LLC	110.00	City Of Stanwood
409	01/24/2018	Claims	2	26692	Countrywide Fence Center	2,090.36	City Of Stanwood
410	01/24/2018	Claims	2	26693	Databar Inc.	924.07	8952
411	01/24/2018	Claims	2	26694	Edge Analytical Inc	224.00	STA01; STA01
412	01/24/2018	Claims	2	26695	Frontier *	1,169.01	206-188-0411-053105-5; 360-629-4907-072497-5
413	01/24/2018	Claims	2	26696	Glass Tech Stanwood Inc	54.55	City Of Stanwood
414	01/24/2018	Claims	2	26697	Office Depot	291.06	36274097; 36274097; 36274097; 36274097; 36274097
415	01/24/2018	Claims	2	26698	Puget Sound Clean Air Agency	4,566.00	STAN008
416	01/24/2018	Claims	2	26699	Refund - Don Mailoux	651.50	Ref - Don Mailoux Overcharge
417	01/24/2018	Claims	2	26700	Sno Co Auditor *	160.00	City Of Stanwood
418	01/24/2018	Claims	2	26701	Sno Co Clerks/Finance Officers Assoc	20.00	City Of Stanwood
419	01/24/2018	Claims	2	26702	Sno Co Public Works *	106.87	SWMSTANW
420	01/24/2018	Claims	2	26703	Sno Co Sheriffs Office *	139,302.25	SSH00001; SSH00001
421	01/24/2018	Claims	2	26704	Snohomish County 911	185.74	City Of Stanwood
422	01/24/2018	Claims	2	26705	Stanwood Camano News	521.34	261981; 261981; 261981; 261981; 261981
423	01/24/2018	Claims	2	26706	WA St Dept of Ecology *	232,514.67	City Of Stanwood
424	01/24/2018	Claims	2	26707	Wave Broadband	142.65	8136 10 015 0064630
550	01/30/2018	Claims	2	26708	Databar Inc.	276.59	8952
551	01/30/2018	Claims	2	26709	Herc Equipment Rental Corp.	1,631.06	1024925
552	01/30/2018	Claims	2	26710	Occupant/ German, Aaron	148.52	07 1051 10 - 28309 83RD DR NW
553	01/30/2018	Claims	2	26711	PUD Of Snohomish County *	14,955.15	2024-2372-9; 2007-9406-3; 2002-0885-8; 2209-2331-2; 2029-8235-1;
554	01/30/2018	Claims	2	26712	Site Development Associates, LLC	10,333.78	City Of Stanwood
555	01/30/2018	Claims	2	26713	Sno Co Auditor's Office	7,844.55	City Of Stanwood
556	01/30/2018	Claims	2	26714	Sno Co District Court	882.24	City Of Stanwood Interpreter Costs
557	01/30/2018	Claims	2	26715	Sno Co Prosecuting Attorney *	1,408.34	City Of Stanwood
558	01/30/2018	Claims	2	26716	Sno Co Sheriff's Office - CB	5,288.06	City Of Stanwood
559	01/30/2018	Claims	2	26717	Snohomish County Public Def Association	3,852.20	City Of Stanwood; City Of Stanwood
560	01/30/2018	Claims	2	26718	Stanwood Camano News	154.39	261981
561	01/30/2018	Claims	2	26719	Twin City Lanes & Trophy	72.44	City Of Stanwood
562	01/30/2018	Claims	2	26720	Zumar Industries Inc	1,514.87	000683
568	01/30/2018	Claims	2	26721	Andrea K Andersen	4,000.00	City Of Stanwood
569	01/30/2018	Claims	2	26722	Sno Co Treasurer	76.20	City Of Stanwood

001 General Fund	165,422.53
101 Street Fund	3,511.50
401 Sewer Fund	246,144.09
403 Sewer Construction Fund	4,076.20
410 Drainage Fund	2,489.61
411 Drainage Construction Fund	10,333.78
421 Water Fund	15,747.44
422 Water Construction Fund	600.00
630 Agency Fund	320.84

* Transaction Has Mixed Revenue And Expense Accounts

Claims:	448,645.99
	448,645.99

CHECK REGISTER

City Of Stanwood

MCAG #: 0695

01/11/2018 To: 01/30/2018

Time: 07:55:25 Date: 01/30/2018

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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

Date: 2-1-18

() Deputy Finance Director

CHECK REGISTER

City Of Stanwood
MCAG #: 0695

01/11/2018 To: 01/30/2018

Time: 07:55:44 Date: 01/30/2018
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
335	01/23/2018	Payroll	2	EFT		1,000.00	January 2018 Draw
336	01/23/2018	Payroll	2	EFT		2,000.00	January 2018 Draw
337	01/23/2018	Payroll	2	EFT		1,000.00	January 2018 Draw
338	01/23/2018	Payroll	2	EFT		1,800.00	January 2018 Draw
339	01/23/2018	Payroll	2	EFT		1,350.00	January 2018 Draw
340	01/23/2018	Payroll	2	EFT		3,000.00	January 2018 Draw
341	01/23/2018	Payroll	2	EFT		1,600.00	January 2018 Draw
342	01/23/2018	Payroll	2	EFT		1,000.00	January 2018 Draw
343	01/23/2018	Payroll	2	EFT		2,000.00	January 2018 Draw
344	01/23/2018	Payroll	2	EFT		3,000.00	January 2018 Draw
345	01/23/2018	Payroll	2	EFT		1,000.00	January 2018 Draw
346	01/23/2018	Payroll	2	EFT		800.00	January 2018 Draw
347	01/23/2018	Payroll	2	EFT		1,000.00	January 2018 Draw
348	01/23/2018	Payroll	2	EFT		2,000.00	January 2018 Draw
349	01/23/2018	Payroll	2	EFT		1,600.00	January 2018 Draw
350	01/23/2018	Payroll	2	EFT		500.00	January 2018 Draw
351	01/23/2018	Payroll	2	EFT		2,500.00	January 2018 Draw
352	01/23/2018	Payroll	2	EFT		1,500.00	January 2018 Draw
353	01/23/2018	Payroll	2	EFT		1,300.00	January 2018 Draw
354	01/23/2018	Payroll	2	EFT		1,000.00	January 2018 Draw
355	01/23/2018	Payroll	2	EFT		800.00	January 2018 Draw
279	01/17/2018	Payroll	2	1026	Dept of Labor and Industries	9,710.43	4TH Quarter 10/01/2017 - 12/31/2017
280	01/17/2018	Payroll	2	1027	Employment Security Dept	963.61	4TH Quarter 10/01/2017 - 12/31/2017
001 General Fund						36,368.43	
101 Street Fund						808.30	
108 Transportation Sales Tax Fund						77.50	
401 Sewer Fund						2,378.80	
410 Drainage Fund						874.36	
421 Water Fund						1,916.65	
						42,424.04	Payroll:
							42,424.04

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  Date: 2-1-18
() Deputy Finance Director



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8b

DATE: February 8, 2018

SUBJECT: City Council January 25, 2018 Regular Meeting Minutes

CONTACT PERSON: Erica Schorn, Deputy Clerk

ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the January 25, 2018 Regular City Council Meeting are attached.

RECOMMENDED MOTION

I MOVE TO APPROVE THE MINUTES OF THE JANUARY 25, 2018 REGULAR COUNCIL MEETING AS PRESENTED.

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, January 25, 2018 – 7:00 p.m.
Stanwood Camano School District Administration Board Room
MINUTES

1. Call to Order and Pledge of Allegiance

Mayor Kelley called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

2. Roll Call

Deputy Clerk Erica Schorn called the roll with the following Councilmembers present: Rob Johnson, Dianne White, Elizabeth Callaghan, Timothy Pearce, Larry Sather, Conrad Ryer, and Judy Williams. The meeting was quorate.

Also present: City Administrator Ryan Larsen, Finance Director David Hammond, City Engineer/Assistant Public Works Director Shawn Smith, Fire Chief John Cermak, Police Chief Norm Link, City Attorney Emily Guildner, and Deputy Clerk Erica Schorn.

3. Staff Reports

- a. Police Compstat Report – December 2017
- b. Public Works Monthly Report – 2017 Final
- c. Finance Report 4th Quarter – 2017
- d. Discover Stanwood Camano 4th Quarter Report– 2017
- e. Small Works Roster Projects Report

4. Committee Reports

- a. Public Works

5. Citizen Comments

Cathy Wooten – 27828 84th AVE NW

Mrs. Wooten commented on the proposed amendment to the Rules of Procedure regarding Rule 29 defining longest serving councilmember. She is in favor of a definition in which all years of service regardless of any break in service are counted towards council tenure. She also commented on Rule 26 – Decorum. She would like to see steps taken to prevent disrespectful comments between councilmembers.

6. Approval of the Agenda

Stanwood City Council Meeting Minutes – January 25, 2018

Motion by Councilmember Sather, second by Councilmember Pearce, to approve the agenda. Motion carried unanimously.

7. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve January 11, 2018 Regular Council Meeting Minutes

Motion by Councilmember Sather, second by Councilmember Callaghan, to approve the consent agenda including items a through b as numbered. Motion carried unanimously.

8. Old Business

- a. Adopt Resolution 2018-01 Amending Council Rules of Procedure

Finance Director David Hammond presented Resolution 2018-01 amending the City Council Rules of Procedure. He went over the proposed changes requested by council at the January 11th Council meeting as well as changes suggested by the City Attorney. Some key changes include changing the definition of longest serving councilmember to years of continuous service (Rule 29), changing the order of the agenda so that approval of the agenda occurs immediately after roll call followed by citizen comments (Rule 22), rotating the order of voting so that the position voting first is adjusted with each successive meeting (Rule 25), and the addition of Rule 43 which states that the rules should be reviewed every two years or as council deems appropriate.

Councilmember Johnson asked what the genesis of the change in voting order was. Staff commented that it was suggested by the City Attorney.

Councilmember Johnson commented on Rule 29 regarding committee assignments. He suggested the word “unanimous” be amended to “majority” in the sentence, “Exceptions are permissible upon *unanimous* agreement by the assignment committee.” *Councilmember Sather seconded the motion to change the word “unanimous” to “majority.” Johnson-yes, White-yes, Callaghan-no, Pearce-no, Sather-yes, Ryer-yes, Williams-yes. Motion carried.*

Councilmember Callaghan suggested removing the word “generally” from Rule 29, second bullet, stating “generally, assignments will be made based upon councilmember preference with the longest serving assigning his/her number one preference...”

Motion by Councilmember Callaghan, second by Councilmember Pearce, to strike the word generally from Rule 29, item a, second bullet point. Johnson-no, White-no, Callaghan-yes, Pearce-yes, Sather-no, Ryer-no, Williams-yes. Motion failed.

Stanwood City Council Meeting Minutes – January 25, 2018

Councilmember Pearce stated that he will not be voting to adopt the new rules because he does not agree with the new definition of longest serving councilmember. All councilmembers are elected based on the experience they have.

Councilmember Callaghan stated she will be voting no for the same reason as Councilmember Pearce. She would also like to see an addition to Rule 26 about how councilmembers should communicate with one another.

Mayor Kelley stated that he is comfortable with either definition of longest serving councilmember. His only concern would be if someone is voted out of office, he/she should lose their seniority.

Councilmember Williams stated that experience is experience, and we should be looking at who can do the best job for the position, not necessarily how long he/she has been a councilmember.

Motion by Councilmember Sather, second by Councilmember Johnson, to adopt Resolution 2018-01 amending the City Council Rules of Procedure. Johnson-yes, White-yes, Callaghan-no, Pearce-no, Sather-yes, Ryer-yes, Williams-yes. Motion carried.

9. New Business

a. Alliance for Housing Affordability Work Plan & Budget

City Administrator Ryan Larsen presented the Alliance for Housing Affordability (AHA) 2019 Budget. As part of the AHA, Snohomish County cities work together to resolve affordable housing issues on a regional basis. Each year the AHA board recommends a budget and each organization that is a member of AHA needs to approve the budget. Stanwood will be sitting down with the AHA staff member to discuss our city. If a councilmember is interested in serving on the AHA board, they can contact Mr. Larsen.

Motion by Councilmember Sather, second by Councilmember Pearce, to approve the Alliance for Housing Affordability fiscal year 2019. Motion carried unanimously.

b. Authorize the mayor to sign contract with SDA – Heritage Park Fields 1 & 4

City Engineer/Asst. Public Works Director Shawn Smith presented a contract with SDA for drainage work at the Heritage Park Fields. Currently the fields are virtually unplayable for the majority of the year. The proposal is to design a new field 4 and remodel field 1. The cost for the project is \$47,000.

Councilmember Pearce mentioned the enormous potential of Heritage Park and that this is the first step towards improving it.

Stanwood City Council Meeting Minutes – January 25, 2018

Motion by Councilmember Sather, second by Councilmember Williams, to sign a contract with SDA for \$47,000 for design work at Heritage Park. Motion carried unanimously.

- c. Authorize the mayor to sign a Utility Easement with the Andersen's

City Administrator Ryan Larsen presented the utility easement with the Andersen's for the Landed Gentry project. As part of the project the city is asking for off-site sewer improvements, which will require a utility easement with the Andersen family. The Andersen's will be paid \$4,000 for the easement. This will allow for the removal of two lift-stations.

Motion by Councilmember Sather, second by Councilmember White, to authorize the mayor to sign the utility easement and allow for the \$4,000 payment to the Andersen's for the easement. Motion carried unanimously.

10. Reports of Officers and Committees

- a. Mayor's Report

The mayor spent the day in Olympia for the City Action Day along with Ryan Larsen where they spoke with local legislators regarding upcoming Stanwood projects, such as the Berm on 532 and Heritage Park. It was a crucial trip and it's important to keep lines of communication open with our legislators.

- b. City Administrator's Report

Our legislators will be coming up to Stanwood for a visit later this year, and the trip to Olympia went very well. The special meeting on February 1 will be at city hall. Dinner will start at 5:15 pm, the meeting will start at 5:30 pm.

- c. Councilmember Reports/Questions

Councilmember Sather thanked city staff and the City Attorney for their work on updating our Rules of Procedure. He likes that the rules will be reviewed every two years.

11. Citizen Closing Comments

Cathy Wooten - 27828 84th AVE NW

Mrs. Wooten gave an update on the Snow Goose Festival coming up. Artist Jack Gunter donated his artwork for their posters. Saratoga Rehab is donating a tour bus for the event. People are hard at work and the birds are cooperating.

Councilmember Williams commented that she attended the Commercial Brokers Association Meeting in Skagit County two months ago and the Skagit County Economic Development group was pushing to have a birding festival in Skagit County. This is a big

Stanwood City Council Meeting Minutes – January 25, 2018

opportunity for Stanwood to bring visitors into our community, and she is glad to see there is so much effort being put into making the festival happen.

12. Adjourn to Executive Session

Mayor Kelly adjourned the meeting to executive session at 7:51 pm for 5 minutes to discuss property acquisition with no action anticipated.

The meeting reconvened at 7:56.

13. Adjourn

There being no further business before the Council, Mayor Kelley adjourned the meeting at 7:56 p.m.

CITY OF STANWOOD

ATTEST:

Leonard Kelley, Mayor

Erica Schorn, Deputy Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8c
DATE: February 8, 2018
SUBJECT: Salary Commission Appointment and Re-Appointment
CONTACT PERSON: Erica Schorn, Deputy Clerk
ATTACHMENTS: A – Ordinance 1306

ISSUE

Should Council confirm Mayor Kelley's re-appointment of Les Anderson to a second term on the City's Salary Commission, and appoint Major Freeman to his first term?

RECOMMENDATION

Council should confirm Mayor Kelley's appointment of Les Anderson to a second three-year term on the City's Salary Commission, and the appointment of Major Freeman to his first three-year term.

SUMMARY

The Salary Commission has a vacancy due to the expiration of Dave Pinkham's second three-year term. Les Anderson would like to be appointed to his second term. The mayor appoints commissioners with the approval of council.

DISCUSSION

Ordinance 1306 (Attachment A) establishes a five member salary commission for the City of Stanwood. Each commissioner serves a three-year term and can be re-appointed for a second term by the mayor with council approval. Les Anderson has served one term as a salary commissioner and the mayor would like to appoint him for a second term. This appointment requires council approval. Because Dave Pinkham has already served two terms, his position needs to be filled. Major Freeman, the owner of Loco Billy's, has expressed interest in serving on the Salary Commission. The mayor is requesting council confirm Mr. Freeman's appointment to a three-year term.

FISCAL IMPACT

None

COMMITTEE RECOMMENDATION

N/A

CITY COUNCIL OPTIONS

1. Confirm the mayor's re-appointment of Les Anderson to a second three-year term on the City's Salary Commission, and confirm the appointment of Major Freeman to a three-year term.
2. Do not confirm the mayor's re-appointment of Les Anderson to a second three-year term on the City's Salary Commission, but confirm the appointment of Major Freeman to a three-year term.
3. Do not confirm either of the mayor's appointments to the City's Salary Commission.

RECOMMENDED MOTION

I MOVE TO CONFIRM MAYOR KELLEY'S APPOINTMENT OF LES ANDERSON TO A SECOND THREE-YEAR TERM ON THE CITY'S SALARY COMMISSION AND MAJOR FREEMAN TO HIS FIRST THREE-YEAR TERM.

CITY OF STANWOOD
Stanwood, Washington

ORDINANCE NO. 1306

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON
ESTABLISHING A SALARY COMMISSION FOR THE CITY; AND
ADDING A NEW CHAPTER 2.10 TO THE STANWOOD MUNICIPAL
CODE.

WHEREAS, Chapter 73, Laws of 2001, effective July 22, 2001, (RCW 35.21.015) authorizes the City to establish by ordinance an independent salary commission with authority to set the salary of the members of the Council and of other elected city officials, and provides that the commission's action fixing such salaries shall supersede any provision in a city ordinance related to fixing salaries; NOW, THEREFORE

THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON DO
ORDAIN AS FOLLOWS:

Section 1. A new Chapter 2.10 entitled "Salary Commission" is hereby added to the Stanwood Municipal Code which shall read as follows:

Chapter 2.10
SALARY COMMISSION

2.10.010 Created - Membership, appointment, compensation, term.

1. There is created a salary commission for the city. The commission shall consist of five members, to be appointed by the Mayor with the approval of the City Council.
2. A member of the commission shall serve for a three year term without compensation, and shall be a resident of the city. The initial members shall be appointed for staggered terms of one, two or three years.
3. No member of the commission shall be appointed to more than two terms.
4. A member of the commission shall not be an officer, official, or employee of the city or an immediate family member of an officer, official, or employee of the city. For purposes of this section, "immediate family member" means the parents, spouse, siblings, children, or dependent relatives of an officer, official, or employee of the city, whether or not living in the household of the officer, official, or employee.

2.10.020 Vacancies.

In the event of a vacancy in office of commissioner, the Mayor shall appoint, subject to approval of the City Council, a person to serve the unexpired portion of the term of the expired position.

2.10.030 Removal.

A member of the commission shall only be removed from office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, a crime involving moral turpitude, or for a disqualifying change of residence.

2.10.040 Duties.

1. The commission shall have the duty, annually, commencing in 2012, to review the salaries paid by the city to each elected city official. If after such review the commission determines that the salary paid to any elected city official should be increased or decreased, the commission shall file a written salary schedule with the city clerk indicating the increase or decrease in salary. The initial salary commission shall meet between February 1, 2012 and March 31, 2012 and shall determine salary increases or decreases for the balance of calendar year 2012. Thereafter, the salary commission shall meet between May 1 and July 31 and shall determine salary adjustments which shall become effective on January 1 of each calendar year, beginning on January 1, 2013.
2. Any increase or decrease in salary established by the commission shall become effective and incorporated into the city budget for the year following commission review without further action of the city council or the commission.
3. Salary increases established by the commission shall be effective as to all city elected officials, regardless of their terms of office.
4. Salary decreases established by the commission shall become effective as to incumbent city elected officials at the commencement of their next subsequent terms of office.

2.10.050 Referendum.

Any salary increase or decrease established by the commission pursuant to this chapter shall be subject to referendum petition by the voters of the city, in the same manner as a city ordinance, upon filing of a referendum petition with the city clerk within thirty days after filing of a salary schedule by the commission. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by a vote of the people. Referendum measures under this section shall be submitted to the voters of the city at the next following general or municipal election occurring thirty days or more after the petition is filed, and shall otherwise be governed by the provisions of the State Constitution and the laws generally applicable to referendum measures. By adoption

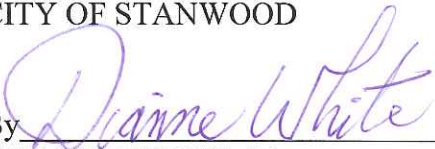
of this provision it shall not be the intent to adopt the powers of Referendum generally.

Section 2. Effective Date. This ordinance shall take effect and be in full force five days from and after its passage, approval and publication, as required by law.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

PASSED by the City Council and APPROVED by the Mayor this 26th day of January, 2012.

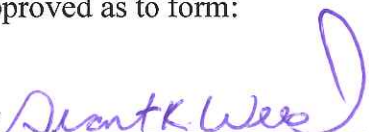
CITY OF STANWOOD

By 
DIANNE WHITE, Mayor

ATTEST:

By 
MELISSA COLLINS, City Clerk

Approved as to form:

By 
GRANT K. WEED, City Attorney

Date of Publication: 02/01/2012

Effective Date (5 days after publication): 02/06/2012



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9a

DATE: February 8, 2018

SUBJECT: Annexation into RFA

CONTACT PERSON: David A. Hammond, Finance Director

ATTACHMENTS: A – Resolution 2018-02, Requesting North County Regional Fire Authority (NCRFA) Amend the NCRFA Plan to Allow City of Stanwood Annexation

ISSUE

This staff report provides a summary of Resolution 2018-02, requesting city annexation into the North County Regional Fire Authority (RFA). The report describes the key points to be considered, a timeline of actions necessary for annexation, and Resolution 2018-02 Requesting North County Regional Fire Authority (NCRFA) Amend the NCRFA Plan to Allow City of Stanwood Annexation.

Key Discussion Points

Real Estate Transfer—the parties have previously agreed that Fire Station 99 would best serve the community if transferred to the RFA; however, the City should require a restrictive covenant/reversionary interest to ensure the property transfers back to the City in the event it is no longer used for fire and emergency services. The transfer agreement would require the RFA to maintain the property.

The question of whether the RFA should compensate the City for the value has been discussed and tentatively resolved. The station will clearly provide benefit to the larger community, however the RFA owns other property and equipment that would provide benefit to the City. Further complicating this calculation is the relative financial strength of the RFA's balance sheet at the time of transfer, i.e., the amount of its financial reserves and long term debt. The Authority has increased its reserves over the past two years and began 2018 with a \$1.1M beginning general fund balance in addition to a \$1.6M reserve fund and a \$1.3M capital fund balance. NCRFA is relatively debt-free and does have

considerable available debt capacity. The RFA's only debt in 2018 is the final \$130,234 payment for the GO bond for the construction of Station 97.

This should be addressed in detail in the draft regional fire protection service authority plan, or alternatively in a pre-annexation agreement, which would be drafted after the city receives the revised RFA plan.

Governance—several options have been discussed including variations involving five, six or seven member boards of commissioners. It was generally agreed by all parties that a seven member board, with two board members elected from the City of Stanwood districts would best serve the community. The option to generally elect commissioners (RFA-wide) was believed to less clearly represent city interests. Further, an option whereby the City Council could appoint Councilmembers to serve on the board has also been discussed, but this option was also considered to less directly allow citizens to obtain representation. The proposed governance structure will also be addressed in the draft regional fire protection service authority plan, or alternatively in a pre-annexation agreement, which would be drafted after the city receives the revised RFA plan.

Emergency Management—by the current contract, NCRFA provides oversight and coordination on the city's Emergency Operations Plans and agrees to assign a command staff representative to the city EOC when activated, and during drills. Further, the RFA agrees to provide emergency preparedness planning and training to the city.

The city also currently contracts with Snohomish County (Dept. of Emergency Management) for emergency management services. The county provides basic emergency management services as well as assistance with local planning. The SCDEM has notified participating cities that additional, local planning assistance will be provided to participating cities at additional cost. The coordination of Emergency management will be negotiated in the next few months and should be addressed in detail in the draft regional fire protection service authority plan, or alternatively in a pre-annexation agreement, which would be drafted after the city receives the revised RFA plan.

Additional issues to be addressed, either in the RFA plan or in a separate agreement:

- Payment for RFA Fire and EMS Services in 2019 (If the annexation measure passes in November and takes effect January 1, 2019, the RFA will not be able to levy 2019 tax, so the city must plan to do so)
- Future use of Fire Station 99 meeting room by City (This room is currently available for use by public)
- Outstanding Fire Station 99 debt (City will continue to levy tax through 2020 to make payment)

- Fire Marshall services/Fire Prevention (plan to include in pre-annexation agreement)
- SERS/Snohomish 911 (plan to include clarification regarding assessments in pre-annexation agreement)

Timeline

Both parties are proceeding with an agreed-upon plan and the following timeline to place a ballot measure on the November 2018 General Election ballot.

Step	Expected Timing/Deadline	Lead Staff
Council discussion and agreement regarding key terms for inclusion in RFA Service Plan	February 2018 (Council retreat topic)	Hammond
City adopts Resolution requesting annexation	February 8, 2018	Hammond
NCRFA prepares a formal amendment to their fire protection service plan and adopts by resolution a proposed annexation	March through June 2018	North County RFA
City Resolution placing annexation measure on ballot	July 12, 2018 regular council meeting	Hammond
Develop/negotiate pre-annexation agreement	August to November	Hammond
Submit measure to Snohomish County Elections	Must be submitted no later than August 7, 2018	Hammond
Annexation measure on ballot	November 6, 2018	Hammond

FINANCIAL IMPACT

The financial impact of annexation into the RFA will vary depending on the levy rates of the city and the RFA in a given year. The amount in a given year may be a net cost to the city or a net gain, ranging to as much as a \$100,000 difference. The amount depends on the timing and feasibility of property tax levy lid lifts in each jurisdiction.

COUNCIL OPTIONS

- 1) Adopt Resolution 2018-02 Requesting North County Regional Fire Authority (NCRFA) Amend the NCRFA Plan to Allow City of Stanwood Annexation.
- 2) Do not adopt Resolution 2018-02 Requesting North County Regional Fire Authority (NCRFA) Amend the NCRFA Plan to Allow City of Stanwood Annexation.
- 3) Do not adopt Resolution 2018-02 Requesting North County Regional Fire Authority (NCRFA) Amend the NCRFA Plan to Allow City of Stanwood Annexation, and direct staff to address specific council concerns or provide additional information.

RECOMMENDED MOTION

I MOVE TO ADOPT RESOLUTION 2018-02 REQUESTING THE NORTH COUNTY REGIONAL FIRE AUTHORITY AMEND THE REGIONAL FIRE PROTECTION SERVICE AUTHORITY PLAN TO ALLOW ANNEXATION OF THE CITY OF STANWOOD FIRE PROTECTION JURISDICTION INTO THE NORTH COUNTY REGIONAL FIRE AUTHORITY FOR PURPOSES OF ASSUMING FIRE AND EMS SERVICES.

**CITY OF STANWOOD
Stanwood, Washington**

RESOLUTION 2018-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON PURSUANT TO RCW 52.26.300 REQUESTING THE NORTH COUNTY REGIONAL FIRE AUTHORITY AMEND THE REGIONAL FIRE PROTECTION SERVICE AUTHORITY PLAN TO ALLOW ANNEXATION OF THE CITY OF STANWOOD FIRE PROTECTION JURISDICTION INTO THE NORTH COUNTY REGIONAL FIRE AUTHORITY FOR PURPOSES OF ASSUMING FIRE AND EMS SERVICES.

WHEREAS, in April 2012 the City of Stanwood (“City”) began contracting with North County Regional Fire Authority (“North County”) to provide fire protection, emergency medical services and related services to the City of Stanwood; and

WHEREAS, the Stanwood City Council has determined that it is in the public interest to consider and upon approval by both the City and North County pursuant to RCW 52.26.300 to submit to the voters a measure regarding annexation of Stanwood into North County as an alternative to maintaining a contractual relationship or operating its own independent fire department; and

WHEREAS, the purpose of this Resolution is to initiate the first step in the annexation process pursuant to RCW 52.26.300;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON AS FOLLOWS:

Section 1. Pursuant to RCW 52.26.300 the Stanwood City Council hereby submits this Resolution for filing and consideration with the North County governing board. This Resolution of intent is for consideration of the annexation of the City of Stanwood fire protection jurisdiction into the North County fire jurisdiction by amendment of the Regional Fire Protection Service Authority Plan.

Section 2. Pursuant to RCW 52.26.300 the Stanwood City Council further requests North County adopt a resolution amending its plan to establish terms and conditions of the requested annexation and submit the resolution and plan amendment to the City of Stanwood for consideration.

PASSED by the City Council and **APPROVED** by the Mayor this 8th day of February, 2018.

CITY OF STANWOOD

By _____
Leonard Kelly, Mayor

ATTEST:

APPROVED AS TO FORM:

By _____
David A. Hammond, City Clerk

By _____
Grant K. Weed, City Attorney



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10a

DATE: February 8, 2018

SUBJECT: Purchase New Chlorine Generation System for the Bryant Water Treatment Plant

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A –TMG sole source letter
B - Quote for Chlorine Generation System

ISSUE

The issue in front of the council is whether or not to purchase a new Chlorine Generation System for the Bryant Water Treatment Plant (WTP).

SUMMARY STATEMENT

The WTP chlorine generation system went down in December 2017 with the plates in the electrolyzer warping and arcing. The company that originally supplied the equipment, TMG, was able to provide the city with spare parts for a temporary fix. City staff would like to replace this system with a new upgraded system supplied by TMG as the area's sole source provider of Evoqua Water Technology chlorination system (Attachment A).

DISCUSSION

The chlorine generation system went on line in November of 2008. In 2014, the system went down due to the plates in the electrolyzer warping and arcing. The cell was rebuilt at that time and put back on line. In December 2017 this happened again. TMG was able to find spare parts to temporarily fix the problem. Due to the style of the older plates, this will be an ongoing problem. There is a new bipolar design that is more reliable and safer. There is an option of just purchasing a new bipolar cell for a rebuild at a cost of \$34,037, however, the concern is that other components on the system being 10 years old could also fail. The Evoqua system is considered the only source for chlorination given that it is the only system that is able to integrate with an existing rectifier and control system, each of which cost approximately \$30,000 and have years of remaining life. The new chlorine generation system would cost \$55,650 + tax, which includes freight and installation. This price also includes TMG offering to provide a discount based on previously paid parts and labor.

FINANCIAL IMPACT

The price of a new chlorine generation system is \$55,650 + tax. This was an unforeseen, and therefore unbudgeted expense. There is \$40,000 in operational repair and maintenance and \$50,000 for capital improvements from which this can be paid. However, either way a budget amendment will be needed at some point in 2018 to account for this expense.

COMMITTEE RECOMMENDATIONS

This was discussed at the Public Works Committee earlier this week.

CITY COUNCIL OPTIONS

- Option 1. Approve city staff to go forward with the purchase of a new chlorine generation system.
- Option 2. Do not approve the purchase of a new chlorine generation system.
- Option 3. Bring item back to committee for discussion.

RECOMMENDED MOTION

BASED ON RCW 39.04.280(1)(a) AND SECTION 180(B)(2) OF THE CITY'S WRITTEN PROCUREMENT POLICIES, AND THE INFORMATION PROVIDED IN THE COUNCIL PACKET SUPPORTING THE ACQUISITION AS A SOLE SOURCE PURCHASE, I MOVE TO AUTHORIZE CITY STAFF TO PURCHASE A NEW CHLORINE GENERATION SYSTEM FROM TMG AS SOLE SOURCE PROVIDER FOR THE WATER TREATMENT PLANT IN THE AMOUNT OF \$55,650 + TAX.



July 23, 2015

Subject: Equipment Sales for Evoqua Water Technologies, Wallace & Tiernan Disinfection
Chlorine Gas Feed, OSEC, Analyzers & Water Champs.

To: Whom It May Concern:

Evoqua Water Technology / Wallace & Tiernan have appointed TMG Services, as sole municipal Authorized Water / Wastewater Distributor, Water / Wastewater Representative and Service Contractor for the States of Alaska; Montana, Oregon, Washington and Idaho counties of Boundary, Bonner, Kootenai, Benewah, Shoshone, Latah, Clearwater, Nez Perce, Lewis, Idaho. Evoqua Water Technologies will only honor pricing that has been provided by our network of Distributors and Representatives in their area of coverage. Any pricing provided by others outside of contracted territories will not be considered.

TMG Services are factory trained and certified.

Evoqua Water Technologies, exercised great care identifying the appropriate professional organizations to handle the complexities of the many chemical feed processes.

Evoqua Water Technologies, Wallace & Tiernan Representative's provide application guidance for the use of these products.

If you have any questions or require additional information please feel free to contact me.

Regards,

Larry Graff

Larry E. Graff
Technical Sales Manager - Disinfection
Evoqua Water Technologies LLC
PO Box 270747
Louisville, CO 80027
E. larry.graff@evoqua.com
T. 303-718-4795



Quality Products - Excellent Service

3216 E. Portland Avenue
Tacoma, WA 98404
253-779-4160
tmginc@tmgservices.net

Gina Seegert

City of Stanwood – Water
10220 – 270th St NW
Stanwood, WA 98292

December 20, 2017
QUOTATION

REFERENCE: Evoqua OSEC Cell

Gina,

First of all, thank you for your patience in this matter. We know this issue has been a frustration for all of you. Therefore, we are trying to accomplish two goals with this letter; (1) Provide an efficient, long-term solution for Stanwood, and (2) Make it as affordable as possible.

As I understand the timeline, you purchased a 90 PPD OSEC system in 2008. The warranty on the electrolyzer cell was 7 years pro-rated.

Six years later, in 2014, the cell was then repaired/rebuilt by TMG, at a discounted price of \$13,188 (due to warranty pro-rate). Note: at current pricing, the fifth year pro-rated amount would be \$27,347 for a new cell – so you paid roughly half that amount for a rebuilt unit.

Most recently, that cell was again arcing, which led to another repair/rebuild earlier this month.

I would love to tell you the most recent rebuild will last for several years, but due to the monopolar design of the plates, we are not confident of that. Therefore, we propose the City purchases a new cell, which would offer you:

1. A spare cell – We recommend you keep the existing cell until it requires replacement. Once received, the new cell can be utilized as a backup. That way if and when there was an issue, a spare cell would be readily available – significantly reducing downtime.
2. Better technology - In 2007, the electrolyzer cell was constructed with monopolar plates. Since then, Evoqua has moved to thicker bipolar plates, with much better results. To date, we have not had any issues with plates touching together utilizing this newer technology.
3. Opportunity for growth - The new cell would be capable of generating 130 PPD (pounds per day) of sodium hypochlorite solution. However, with your current rectifier the cell would produce 90 PPD. If at some point down the road you wanted to increase your production, you could conceivably change out the power supply and get the full 130 PPD inventory. There may be other items affected by a larger cell, but nevertheless, it is certainly in the realm of possibility.
4. A fresh start – The new cell would be fully warranted for two years, and a pro-rated warranty for five additional years. In addition, TMG strongly believes we can help you extend the life of your OSEC systems with regular (twice per year) maintenance visits at each site.
5. Peace of mind – We have never had any dangerous scenarios occur with arcing monopolar cells, but the fact remains it is never a good idea to run the system when arcing is occurring. The newer bipolar design is simply a better, more reliable and therefore safer technology.

Following is a breakdown of the total costs incurred, and TMG's proposal to provide a new cell for Stanwood. Remember, the original warranty on the cell was nearly exhausted. And the price shown includes the current cell (rebuild), which can be utilized for a time – and a new, fully warranted cell that – with proper maintenance – will last for many years to come. We discounted the cell as much as we possibly could, to lessen the burden to Stanwood.

December 2017 Cell Repair \$8,097 (parts and labor)

New Bipolar Cell (at regular sell price): \$38,307 (parts, including freight and installation)

Sub-Total \$46,404

LESS DISCOUNT \$-12,367 (includes waiving of all recent parts and labor costs, and maximum discount on electrolyzer cell)

TOTAL PRICE FOR NEW CELL:

\$34,037 (Price includes Freight & Installation)
Delivery: Approximately 7-9 weeks after receipt of PO

Includes:

- Evoqua 130 PPD Bipolar Electrolyzer Cell
- Float Switch
- Temp Switch
- Mount Bracket
- Connections
- Cable Connections

ALTERNATIVE OPTION – Complete 130PPD B-Plus Pedestal-Mounted Electrolyzer System

PRICE - includes discount described above: \$55,650 (Price includes Freight & Installation)
Delivery: Approximately 12-14 weeks from receipt of PO

Includes:

- Painted Steel Skid Frame
- Interconnecting Wiring, Piping and Valves
- Flow Indicator, Variable Area Flowmeter, Dilution Water
- Pressure Indicator with Diaphragm Seal, Softened Water
- Flow Orifice, Softened Water to Electrolyzer Cell
- Flow Orifice, Softened Water to Brine Line
- Flow Indicator, Variable Area Flowmeter, Saturated Brine
- Back Pressure Valve, Saturated Brine
- Temperature Transmitter, Diluted Brine
- Electrolyzer Cell Assembly, OSEC, 4-Pass, 130 PPD
- Level Switch, Electrolyzer Cell
- Temperature Transmitter, Electrolyzer Cell

Terms & Conditions of Sale:

-F.O.B.: Destination

-Payment Terms: Net 30 Days – Our terms of payment are 100% payable 30 days after shipment. Since this is an agreement between Buyer and Seller, and Seller has no relationship with the third party owner, this agreement must be independent of any third party action or inaction. Payment will be due as indicated above without a dependency on the buyer being paid by the owner, with no further restriction or impediments, and regardless of any payment arrangement that may exist between contractor and owner.

-This price is in effect for 60 days.

-Submittals, if required, will be provided 2-3 weeks after receipt of all technical data at T M G Services.

-Delivery will be made in approximately 8-15 weeks after receipt of order and/or approvals and resolution of all necessary technical data at T M G Services.

-Quotation prices do not include any sales taxes or any other taxes that may apply.

-This quotation is limited to the products and/or services as listed and excludes any item or service not specifically listed.

Thank you. Please contact me if you have any questions or need further information. I'm looking forward to hearing from you.

Sincerely,

Jeff Harmon
T M G SERVICES, INC.

OSEC B-PAK 130 PPD Cell

1 Electrolyzer, Generator 1 of 1, 4-Pass, for 130 PPD

Float Switch

3 WASHER,LW 0.25" 18-8 SS
3 SCREW,MACH FILHD 0.25"-20 1.25"L 18-8SS
1 FLOAT SWITCH B-PAK; 24VDC 30W SPST
1 O-RING,#219 VTN 32.9MMID 3.53MMTHK

Temp Switch

1 O-RING, #113 VTN 0.5625"ID 0.09"THK
1 ASSY, TEMPERATURE SENSOR

Mount Bracket

8 NUT,HEX 0.5" #13 316SS
8 SCREW, HEXHD 0.5"-13 x 3.5" 316SS
8 WASHER,FLT 316SS 1/2 NOM ID x 1.38 OD
8 WASHER,LOCK 0.5" 316SS
2 SCREW,SOC HD CAP M12DIA 35MM LTH 316SS;
2 SUPPORT,PIPE CLIP 8"NOM PP BLK
2 STRAP, MACH 1"WD 10.24"LG HRPO STL

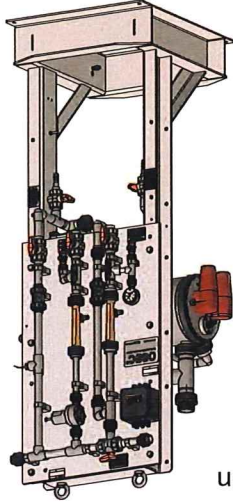
Connections

4 NUT,UN 1.5" PVC
4 UNION,PIPE UN END 1.5" NB PVC
4 O-RING,#328 VTN 5.33MMTHK 70-80 DURO
1 UNION,PIPE END 1" NB
2 NIPPLE,PIPE 0.5" PVC X 13.12 SCH
2 O-RING,#219 VTN 32.9MMID 3.53MMTHK

Cable Connections

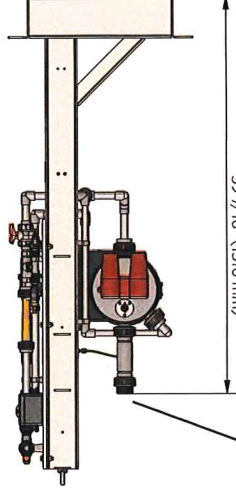
2 MACHINED CU BUS END; B-PAK
2 BOOT,ELEC 5.82" 0.09"THK RED PLSTC
8 HEX SCREW 1/2"-13UNC X 1-1/2";BRASS SP
4 BOLT,0.375"D 1.75"LG #16 SI BRZ
8 WASHER,0.325" SILICON BRONZE
4 WASHER,SPLT BRASS 0.375 IN
4 NUT,HEX 0.375"DIA SI BRZ

OSEC® B-Plus 130 Hypochlorite Generation System

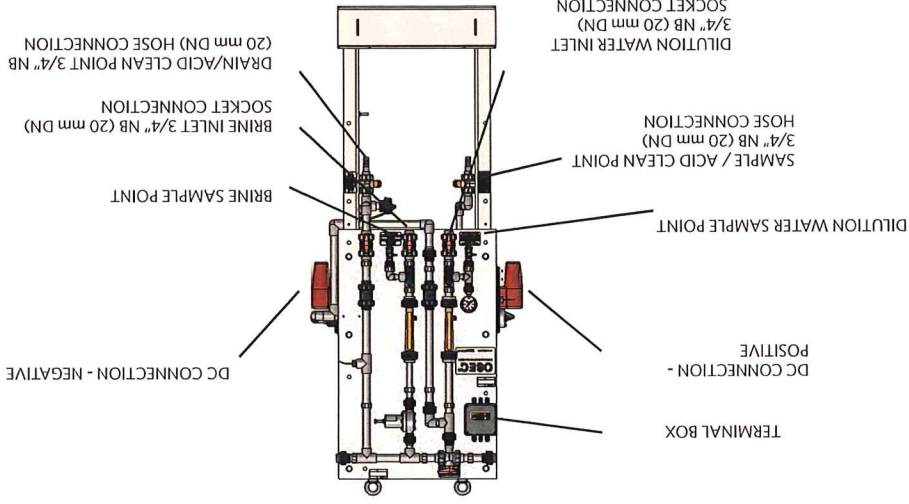
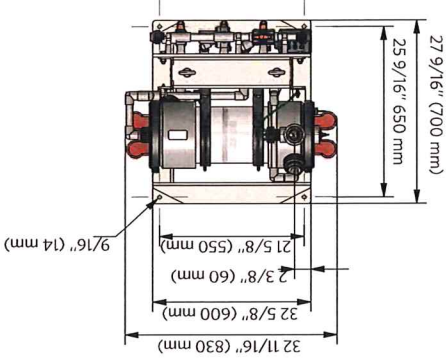


SODIUM HYPOCHLORITE OUTLET
1 1/2" NB (40 mm) SOCKET
CONNECTION

59 7/16" (1510 mm)



NOTE:
26" (650 mm) WITHDRAWAL DISTANCE
FOR ELECTROLYZER CHASSIS EITHER
END OF TUBE



Wallace & Tiernan®

an evoqua brand

Dimensions
WT.085.105.015.IE.CN.0316

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wt.us@evoqua.com
+1 856 507 9000



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10b

DATE: February 8, 2018

SUBJECT: Parks, Recreation and Open Space (PROS) Plan Update

CONTACT PERSON: Carly Ruacho, Senior Planner

ATTACHMENTS: A – State Recreation and Conservation Office Letter
B – Proposed Updated PROS Plan

ISSUE

The purpose of this report is to give the Council an opportunity to review the proposed updated Parks, Recreation and Open Space (PROS) Plan and make any desired revisions prior to adoption.

RECOMMENDATION

Review the updated PROS Plan and direct staff to prepare a resolution for adoption of the revised Plan in order to continue the City's eligibility of grant and loan programs offered through the State Recreation and Conservation Office for park and trail improvement projects.

SUMMARY STATEMENT

The current Parks, Recreation and Open Space Plan was adopted June 2006 when the City went through an extensive effort to revise the original, outdated Parks Plan. The Plan includes a six year Action Plan, six year Capital Improvement Plan and covers a twenty year planning horizon for Stanwood parks and trails. The Plan was updated in 2012 and it was adopted as an element of the Comprehensive Plan at that time. The Plan is a combination implementation plan and policy plan that serves as an inventory of current park and trail facilities as well as contemplate future recreation needs and desired priority projects.

The primary focus of this update is to correct inaccurate information in the Plan now that resources allow better accounting of existing park inventory as well as to refresh the plan by removing references to planned projects that have been completed and most importantly to include the results of the various planning efforts that have been ongoing over the past several years. Information from the Hamilton/Ovenell conceptual master

planning processes has been included as well as the outcome of the Non-Motorized Transportation Plan adopted in 2016 and the Parks and Trails Advisory Committee work completed during their first year of membership.

DISCUSSION

As illustrated by the attached letter from the State Recreation and Conservation Office, adoption of a current PROS Plan is a pre-requisite to obtaining many grants and loans in order to improve existing park and trail facilities and also to acquire new park and open space land. Parks plans are valid for six years per state statute allowing the City grant eligibility through 2023 with this update. Although parks plans are required to be updated every six years, they may be amended as needed at any time.

The City Council approved the formation of a five to seven member Parks and Trails Advisory Committee at its October 13, 2016 meeting to advise the city on issues related to the planning, development, funding and construction of city parks and trails during the 2017-2018 budget cycle. Seven interested individuals were appointed by City Council at the November 10, 2016 meeting and the Council re-appointed the Committee at the January 11, 2018 meeting.

The Committee has been working together since December 2016 and has developed a six-year parks and trails implementation plan endeavoring to answer these questions:

- What are the primary goals and objectives for the next six years?
- What should be implemented over the next six years?
- What is the correct sequence/priority?
- What is the budget?
- Where does the funding and support come from?
- What is the most appropriate timing of a potential bond/levy?
- How should the public be involved?

A report summarizing the committee's work through October 2017 was produced by Iris Consulting and submitted to the City Council for review. The recommendations stemming from the PTAC work are proposed to update the Plan language as direction moving forward.

The PTAC reviewed and ranked the goals and objectives in the current Stanwood Parks, Recreation, and Open Space (PROS) Plan. The Committee adopted five guiding principles for prioritizing park and trail projects based on the PROS Plan goals and objectives as follows:

1. Finance/Economic Development: Ensure that Parks and Trails are financially sustainable and generate economic development for the community.
2. Maintenance: Invest in our existing parks, starting with Heritage Park and Church Creek Park.

3. Trails: Make progress on near-term improvements and selective longer term improvements.
4. Waterfront Access: Realize connections to the waterfront via Hamilton Landing and Ovenell Park improvements.
5. Park System: Prioritize improvements for existing parks, while recognizing that acquiring new properties will need to be considered at the appropriate time.

The PTAC recommended investments in park improvements based on the five guiding principles in the following prioritized order:

1. Heritage Park
2. Church Creek Park
3. Trails
4. Hamilton Landing
5. Ovenell Park
6. Lindstrom, City Hall Park, Lions Park and new facilities

The committee prioritized specific improvements at each park. The tables below summarize the 6-year improvements and associated costs/funding for each park.

6-Year Plan

Park/Trail	Included in 6-Year Plan	6-Year Cost/Funding
Heritage	• Drainage fixed • Four-field lighted facility capable of hosting regional baseball and other sport tournaments • New playground and loop trail • Improved parking • Key partners: Local sports leagues, YMCA	• \$3,860,700 • SCSO Bond revenue (drainage) • Matching RCO grants (tournament ready) • City funds and non-profit support (playground and dugouts)
Church Creek	• New playground, improved visibility, new trail to the creek, better drainage, improved ball field • Master Plan started to coordinate access and parking with the Vine Street property. • Key Partner: FOSPAT	• \$1,111,250 • Youth Athletic Facilities state grants (drainage upgrades) • City funds • Non-profit support (playground)

Park/Trail	Included in 6-Year Plan	6-Year Cost/Funding
Hamilton	• First local access point to the Stillaguamish River in recent memory • Cleaned up ; motorized boat launch, restroom and parking installed • Remainder of the park designed, engineered and partially under construction. • Key partner: WDFW	• \$3,729,000 • State grants (WDFW, WWRP) • City matching funds • Non-profit support (kiosk)
Ovenell	• Cleaned up and secured • Interim restroom, utilities and parking • Tours and approved programs and events • Design and engineering completed • Construction will start in the last year of the six-year plan. • Key Partners: Regional and State agencies and organizations	• \$793,550 • State grants (TBD) • City funds (interim facilities) • Non-profit support (kiosk and tours)

Park/Trail	Included in 6-Year Plan	6-Year Cost/Funding
Trails	• Sidewalk projects • Lighting added to selected trails • Trail information kiosk installed near the train station. • trail within city-owned property along the 532 Berm • Lindstrom Trail improvements will require volunteer funding and support.	• \$216,250 • State grants (532 berm trail) • City road funds (sidewalk projects) • City funds (lighting) • Non-profit support (kiosk)
New Properties	• Johnson Farm • Heritage Park Adjacent Land	• \$1,050,000 • County grants (conservation futures) • City funds (maintenance)

Community Involvement

The PTAC met almost monthly since November 2016. All meetings were open to the public and representatives from various agencies and community groups attended at times. The PTAC also held a community open house on June 12, 2017 at City Hall. The event was well attended with 20-25 interested parties coming through to view the “stations” presented by the Committee and provide their feedback in terms of “dot” voting exercises, written comments, and individual conversations. Citizens from inside the city limits, Camano Island and unincorporated Snohomish County were in attendance.

The voting exercises were designed to check the pulse of the community with regard to the PTAC priorities for park improvements. The citizen representation very closely mirrored the Committee recommendations with Heritage Park receiving the highest number of votes followed by Church Creek Park. Hamilton Landing received more priority votes than trails, but given the large investment coming from WDFW for the boat launch, it makes sense for trails to be prioritized higher for future funding. Ovenell Park ranked fifth out of the available options in line with the PTAC 6-year priorities.

The Stanwood Planning Commission held a public hearing on the proposed PROS Plan revisions on January 22, 2018. The Commission forwarded a unanimous recommendation to the City Council to adopt the Plan as amended.

FINANCIAL IMPACT

None. Specific parks and trail projects will be reviewed during budget and capital planning processes.

COMMITTEE RECOMMENDATION

The Public Works Committee has reviewed various components of the update at previous meetings during 2016/2017. The Committee will review the proposed Plan in its entirety at their February 5, 2018 meeting.

The Community Development Committee will also review the updated Plan prior to the Council meeting on February 8, 2018.

COUNCIL OPTIONS

1. Direct staff to prepare a resolution adopting the updated PROS Plan as presented.
2. Direct staff to prepare a resolution adopting the updated PROS Plan with specific amendments and/or revisions as desired by the Council.
3. Remand this issue to council sub-committee(s) for further review and recommendation. This option will cause the City to be ineligible for RCO funding for the 2018 - 2019 grant/loan cycle.

RECOMMENDED MOTION

I MOVE TO DIRECT STAFF TO PREPARE A RESOLUTION ADOPTING THE UPDATED PARKS, RECREATION AND OPEN SPACE PLAN.

Natural Resources Building
1111 Washington St SE
Olympia WA 98501

PO Box 40917
Olympia WA 98504-0917



STATE OF WASHINGTON

RECREATION AND CONSERVATION OFFICE

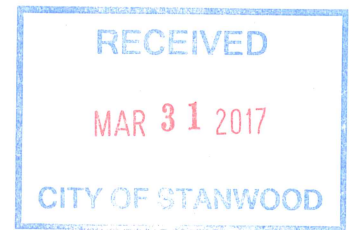
ATTACHMENT A

(360) 902-3000
TTY (360) 902-1996
Fax: (360) 902-3026

E-mail: info@rco.wa.gov
Web site: www.rco.wa.gov

March 29, 2017

Deborah Knight
City of Stanwood
10220 270th St NW
Stanwood, WA 98294



Dear Ms. Knight:

The Recreation and Conservation Office (RCO) is a state agency that administers grants for parks, trails, wildlife habitat conservation, boating, and farmland preservation. Your agency's eligibility for some of those grants will expire in 2018, specifically for outdoor recreation grants.

For grant programs where plans are required, you must have an adopted parks and recreation, open space, or habitat plan on file by the established planning deadline in the year your apply. Please reference RCO's Manual 2, Planning Policies and Guidelines. Stanwood's parks and recreation plan expires December 13, 2018.

A plan provides an agency up to six years of RCO grants eligibility from the date of plan adoption. In addition, to be considered eligible, the planning eligibility must extend through the meeting at which the Recreation and Conservation Funding Board awards grants for the grants being pursued. In your case your plan's eligibility ends before the funding meetings for the Boating Facilities Program (BFP), Land and Water Conservation Fund (LWCF) and Nonhighway and Off-road Vehicle Activities (NOVA) in July 2019. This means your agency is only eligible to apply in 2018 for the three Washington Wildlife and Recreation Program (WWRP) recreation grants as noted on the enclosed report.

To establish eligibility for BFP, LWCF, and NOVA or for other programs listed as "ineligible" on the enclosed report, Stanwood must adopt a new plan that meets our requirements (see Manual 2) and submit it to RCO by March 1, 2018.

If you have any questions, please contact me at (360) 902-3009 or e-mail me at Lorinda.anderson@rco.wa.gov.

Sincerely,

Lorinda A. Anderson
Resource Planner



2018 Plan Eligibility Status City of Stanwood

Plan Name: Stanwood Parks Recreation and Open Space Plan
Plan Restriction:
Primary Contact: Rebecca Lind, City of Stanwood
Secondary Contact:
Eligible Programs: WWRP - Local Parks
WWRP - Trails
WWRP - Water Access

Adoption Date: December 13, 2012
Expiration Date: December 13, 2018
Waiver Date:

2018 Planning Deadlines for Grant Eligibility

Program	Comp Plan Final Due Date
Boating Facilities Program	March 01, 2018
Land and Water Conservation Fund Program	March 01, 2018
Nonhighway and Off-Road Vehicles Program	March 01, 2018
Washington Wildlife and Recreation Program	March 01, 2018

Ineligible Programs: Boating Facilities - Local
Boating Facilities - State
Land and Water Conservation
LWCF Legacy Program
NOVA Nonhighway Road
NOVA Nonmotorized
NOVA Off-Road Vehicle
RRG Local Parks
RRG Trails
RRG Water Access
WWRP - Critical Habitat
WWRP - Natural Areas
WWRP - Riparian Protection
WWRP - State Lands Development
WWRP - State Lands Restoration
WWRP - State Parks
WWRP - Urban Wildlife



City of Stanwood

Parks, Recreation and Open Space Plan



Updated ~~June 2015~~ March 2018
with Appendices

Parks, Recreation and Open Space Plan

An Element of the Stanwood Comprehensive Plan

SECTION IX – PARKS, RECREATION AND OPEN SPACE PLAN

PURPOSE

The Parks, Recreation and Open Space (PROS) Plan is [to serve as](#) a tool for improving parks and recreation services and facilities within the City of Stanwood. It is adopted as an Element of the Comprehensive Plan which provides a policy framework to guide the City's growth in the residential and commercial areas, provision of adequate public facility uses, and management and development of its park and recreation system. This plan presents a guide for City resources to maintain existing facilities as well as provide new facilities to meet the future needs of the area's growing population. It reflects the desire of the citizens of Stanwood to retain natural resources, and improve recreational opportunities in the community. As ~~a parks and recreational~~[part of this](#) planning tool, the City has adopted goals, objectives, policies and strategies that serve as a guide to decisions about park, recreation and open space land and facility investment. In general, a thorough review of the Parks and Recreation Plan is done every six years to ensure that the plan remains current and reflects the community's needs. ~~The most recent~~[A major review occurred in December 2012 and minor changes were made in June 2015 in coordination with the City Comprehensive Plan update.](#)

The City of Stanwood functions as the town center for a diverse rural, suburban and urban population spread across two counties in what is generally identified as "Greater Stanwood/Camano." Stanwood is the historic center of this agricultural and rural residential area and the home of the single high school that serves the entire population. Many residents outside the City come into Stanwood for shopping, services, community events and park and recreation opportunities. As a result, planning a system of services for the existing and future needs for the ~~6,340-6,530 (as of 2014)~~[residents of the City and the larger populations of surrounding areas](#) requires consideration of several important policy issues. In reviewing the park and recreation needs of the community the City asked the following questions.

1. What is the appropriate balance between regional, community and neighborhood facilities and services?
2. How can a small town with a limited tax base provide regional services?
3. What is the role of private recreation providers in the mix of services?
4. How can maintenance be appropriately managed?
5. What role should park and recreation services play in attracting outside visitors to Stanwood?
6. How can the City best connect the downtown to the Stillaguamish River and create public access and a small boat launch facility.

Parks, Recreation and Open Space Plan

An Element of the Stanwood Comprehensive Plan

The City prioritized the ~~top-five~~ following guiding principles ~~issues~~ for investment in the parks and recreation system as follows.

- ~~1. Expansion of parks;~~
- ~~2. Maintenance and improvement of existing park facilities;~~
- ~~3. Expanded trails;~~
- ~~4. Expanded recreation opportunities; and~~
- ~~5. Acquisition of additional open space.~~
1. Finance/Economic Development: ensure that parks & trails are financially sustainable and generate economic development for the community
2. Maintenance: invest in our existing parks – starting with Heritage Park and Church Creek Park
3. Trails: make progress on near-term improvements and selective longer term improvements
4. Waterfront Access: realize connections to the waterfront – via Hamilton Landing and Ovenell Park improvements
5. Parks System: prioritize improvements for existing parks, while recognizing that acquiring new properties will need to be considered at the appropriate time

PARKS RECREATION AND OPEN SPACE GENERAL SYSTEM GOALS

Provide a high-quality comprehensive park, recreation, open space and trail system to meet the short term and long term needs of Stanwood residents and businesses. Promote Stanwood as the center for the Greater Stanwood/Camano area by providing facilities for events, regional recreation and regional bicycle and trails connections.

GOAL PROS 1 PARKS SYSTEM: Provide adequate parks and recreation facilities throughout the City, maximizing public access to and involvement in, a variety of leisure, cultural and physical fitness activities.

Objective PROS 1.1 Include a variety of park types in the park system including developed fields and play facilities, urban plazas with community gathering places, trails, historic points of interest and green space.

POLICIES

PROS 1.1.1 Maintain Heritage Park as a regional attraction while providing community and neighborhood parks to meet the needs of City and UGA residents and businesses.

Parks, Recreation and Open Space Plan

An Element of the Stanwood Comprehensive Plan

PROS 1.1.2 Provide a variety of active and passive facilities and green/open space to meet adopted standards.

PROS 1.1.3 Distribute parks equitably by type throughout the City.

PROS 1.1.4 Maintain and develop underutilized public rights-of-way for public access and passive recreation where appropriate.

PROS 1.1.5 Identify City owned parcels that are not currently part of the park and recreation system and evaluate them for potential park use.

PROS 1.1.6 Incorporate historical and cultural lands, public art, historic sites, artifacts, and facilities into the park system to preserve these interests and provide a balanced social experience.

PROS 1.1.7 Incorporate interesting manmade environments, structures, activities, and areas into the park system to preserve these features and provide a balanced park and recreation experience.

PROS 1.1.8 Develop parks as focal points for community events.

PROS 1.1.9 Design park and recreational trails and facilities to be accessible to individuals and organized groups of all physical capabilities, skill levels, age, income, and activity interests.

PROS 1.1.10 Work with the Snohomish County Department of Parks & Recreation, Washington State Department of Fish & Wildlife, and other public and private agencies, and with private landowners to set aside land and resources necessary to provide high quality, convenient park and recreation lands and facilities before the most suitable sites are lost to development.

Objective PROS 1.2 Develop ongoing stewardship of the public parks system.

POLICIES

PROS 1.2.1 Emphasize user input in planning, design, and development of park and trail facilities.

PROS 1.2.3 Support interlocal agreements with the Stanwood School District about joint ventures for the development and use of combined school, playground, and athletic facilities.

PROS 1.2.4 Consider development agreements with other public and private entities for active play fields and playgrounds, trails and passive recreation provided the facilities are made available for public use and public benefit is identified.

Parks, Recreation and Open Space Plan

An Element of the Stanwood Comprehensive Plan

PROS 1.2.5 Use public outreach to provide information about facilities and programs in order to build broad public support for the parks and recreation system.

Objective PROS 1.3 Recognize private and non-profit agencies that provide alternative services to the community.

POLICIES

PROS 1.3.1 Support non-profit organizations in developing special meeting facilities, assembly facilities, health and other community facilities to support community needs.

PROS 1.3.2 Support the development of private recreation facilities that are consistent with Stanwood's Comprehensive Plan including land use, downtown, economic development, transportation and aesthetic components.

Objective PROS 1.4 Work in collaboration with Snohomish and Island Counties and state agencies to provide parks in Stanwood to accommodate out of city residents who depend on Stanwood for park services.

PROS 1.4.1 Work with Snohomish County to develop a new park north of Stanwood in the area of 280th St NW to 300th St NW in the vicinity of the City's UGA boundary.

PROS 1.4.2 Coordinate regional goals and objectives with Snohomish County, Island County and other local agencies involved in such projects.

GOAL PROS 2 WATERFRONT ACCESS: Reconnect Stanwood to the Stillaguamish River.

Objective PROS 2.1 Develop shoreline properties or easements for waterfront access.

POLICIES

PROS 2.1.1 Acquire and preserve additional waterfront parkland.

PROS 2.1.2 Develop watercraft access opportunities including a mixture of canoe, kayak, rowboat, raft, and power boating.

PROS 2.1.3 Prioritize use of the City owned property on the shoreline of the Stillaguamish River for park development providing public access and water related use.

PROS 2.1.4 Connect City waterfront park land and recreation use with Downtown Stanwood.

Parks, Recreation and Open Space Plan

An Element of the Stanwood Comprehensive Plan

GOAL PROS 3 RECREATION: Provide for the active recreation needs of the Stanwood community.

Objective PROS 3.1 Provide a variety of quality active recreation facilities sufficient to serve Stanwood residents and area visitors.

POLICIES

PROS 3.1.1 Maintain existing recreation facilities to meet the needs of all local citizens, including barrier free access.

PROS 3.1.2 Expand, upgrade, and diversify support facilities (restrooms, parking, picnic areas, shelters and playground equipment, etc.) in recreational areas.

PROS 3.1.3 Continue development of recreation facilities in conjunction with Snohomish and Island Counties as well as with other funding partnerships.

Objective PROS 3.2 Provide a diversified recreation system that provides for all age and interest groups.

POLICIES

PROS 3.2.1 Improve existing facilities by enhancing existing park sites and recreation facilities when financially feasible.

PROS 3.2.2 Work with historical and cultural groups to encourage community activities in parks and recreational facilities – including downtown promotional events.

PROS 3.2.3 Support the development of athletic recreational facilities for all age groups and recreational interests.

PROS 3.2.4 Develop, where appropriate, a select number of facilities that are oriented to multi-agency use, especially in conjunction with local public, private and non-profit organizations.

PROS 3.2.5 Support the development of indoor community and recreational centers that provide for community activities, athletic uses, and select significant indoor activities for multi-agency use on a year-round basis.

PROS 3.2.6 Provide playground and picnic facilities for residents of local housing areas.

PROS 3.2.7 Provide recreational courts and play fields for citywide resident use.

Parks, Recreation and Open Space Plan

An Element of the Stanwood Comprehensive Plan

PROS 3.2.8 Initiate joint planning and operating programs with the Stanwood School District, Snohomish County Parks, and the Washington State Parks Department for joint development and maintenance of active and passive recreation resources.

Objective PROS 3.3 Work with organizations, service groups, special interest groups and other partners to provide coordinated and quality recreational programs.

POLICIES

PROS 3.3.1 Establish a partnership with community groups, organizations and the school district to develop and promote joint recreational activities.

PROS 3.3.2 Encourage local groups to participate in maintaining parks and other recreational facilities.

GOAL PROS 4 ECONOMIC DEVELOPMENT: Promote recreation facilities and activities that will attract visitors and enhance the City's economic development.

Objective PROS 4.1 Encourage special regional events in City parks.

POLICIES

PROS 4.1.1 Encourage staging and publicity for City events and community festivals to attract visitors.

PROS 4.1.2 Encourage public art within City parks.

PROS 4.1.3 Encourage concerts and art shows in City parks.

PROS 4.1.4 Encourage sports tournaments in City parks.

Objective PROS 4.2 Promote a range of economic development activities in parks that are accessory to the recreational uses.

POLICIES

PROS 4.2.1 Encourage healthy food production such as community gardens or pea patches in city parks where these uses do not conflict with established recreation uses.

PROS 4.2.2 Allow concessionaires in park facilities to support recreation uses with rental of equipment and food vendors.

Parks, Recreation and Open Space Plan

An Element of the Stanwood Comprehensive Plan

GOAL PROS 5: OPEN SPACE: Establish a network of open spaces that enhance the livability of the community

Objective PROS 5.1 Acquire and preserve natural areas, historical sites and areas of ecological significance for recreation and educational opportunities for the community and visitors.

POLICIES

PROS 5.1.1 Preserve and protect significant environmental features for open space including wetlands, woodlands, shorelines, waterfronts, and other areas with characteristics that reflect Stanwood's natural heritage.

PROS 5.1.2 Encourage the preservation of unique areas and/or site features including natural and exemplary built features such as the Hamilton Smokestack.

PROS 5.1.3 Provide public use and access to open space in new land developments.

PROS 5.1.4 Work with property and facility owners to increase public access and utilization of special features – including the shorelines, wetlands, and bluffs that meander through and between developed areas.

PROS 5.1.5 Acquire or protect, through easements or other means, ecologically significant areas and preserve them in their natural state.

PROS 5.1.6 Insure that properties applying for tax exemption through State programs as open space provide reasonable public benefits and identify exempted property as limited open space during its enrollment in the exemption program.

GOAL PROS 6 LEVEL OF SERVICE: Determine Level of Service Standards for Parks and Recreation Facilities.

Objective PROS 6.1 Identify the amount of land needed to meet Level of Service standards for future park development and types of facilities needed to meet recreation standards.

POLICIES

PROS 6.1.1 Define existing and proposed land and facility levels of service in order to effectively plan and program park and recreation needs within existing City boundaries. Evaluate different requirements based on:

- a) Population growth versus improved facility standards,
- b) Neighborhood versus community nexus of benefit, and
- c) Regional demand

Parks, Recreation and Open Space Plan

An Element of the Stanwood Comprehensive Plan

PROS 6.1.2 Update the inventory, surplus and/or deficiency of City park lands based on the official population estimates from the Washington State Office of Financial Management.

PROS 6.1.3 Identify parkland for acquisition in advance of its actual need.

GOAL PROS 7 TRAILS: Integrate a trail system into the City's transportation network by linking with other trails and recreational facilities within the regional service area.

Objective PROS 7.1 Develop a comprehensive, high quality system of multipurpose trails and corridors for pedestrians and bicyclists, that access significant environmental features, public facilities and developed urban neighborhoods.

POLICIES

PROS 7.1.1 Connect people to destinations such as neighborhoods, parks, water resources, schools, businesses, services and work.

PROS 7.1.2 Provide safe walk to school routes utilizing both paved trails and sidewalks.

PROS 7.1.3 Promote a healthy community by providing an opportunity for exercise and recreation on a local trail system.

PROS 7.1.4 Provide a system of trail markers as a means of identifying and advertising trail systems.

PROS 7.1.5 Pursue opportunities to connect to the Snohomish County and Island County regional trail systems.

PROS 7.1.6 Make Stanwood a destination for bicyclists by providing a trail system that provides access to downtown and connects to Warm Beach, the Centennial Trail in Arlington, Conway, and Camano Island.

GOAL PROS 8 FINANCE Secure equitable and sustainable funding for implementation.

Objective PROS 8.1 Create effective and efficient methods of acquiring, developing, operating and maintaining facilities.

POLICIES

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PROS 8.1.1 Consider joint ventures with the Snohomish County Department of Parks & Recreation, Island County, Stanwood School District, Washington State Department of Wildlife, and other public and private agencies to fund facility development and maintenance where feasible and desirable.

PROS 8.1.2 Work with the community to develop awareness of the need for park funding for both developing park facilities and for maintenance.

PROS 8.1.3 Actively pursue grants from both public and private sectors.

PROS 8.1.4 Seek funding for needed improvements and new development from funding sources, including the State of Washington Recreation and Conservation Office.

PROS 8.1.5 Provide a means for private philanthropy supporting parks and recreation including legacy donations funding and volunteerism.

Strategy PROS 8.1.5a Encourage private business participation in the development and funding of certain public recreation facilities.

Objective PROS 8.2 Equitably distribute costs and benefits to public and private users, and match user benefits with interests and need.

POLICIES

PROS 8.2.1 Determine the impact of new development on facilities within the Stanwood Urban Growth Area where the residents will depend on Stanwood for park and recreation needs.

PROS 8.2.2 Develop a methodology for determining park impact fees that considers the potential impacts on park facilities caused by a development project, and results in an equitable mitigation assessment that is in accordance with local park and recreation standards.

PROS 8.2.3 Assess impact fees only for growth-related deficiencies, not existing deficiencies.

PROS 8.2.4 Maintain an equitable system of facility user fees.

Goal PROS 9 MAINTENANCE: Provide for quality maintenance of existing and future facilities.

Objective PROS 9.1 Develop facilities that are of low maintenance and high capacity design to reduce overall facility maintenance and operation requirements and costs.

POLICIES

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PROS 9.1.1 Where appropriate, use low maintenance materials and designs to reduce maintenance costs in new park development.

PROS 9.1.2 Emphasize user input in planning maintenance of park and trail facilities.

PROS 9.1.3 Use design and development standards to improve park facility safety and security.

Objective PROS 9.2 Provide for a high standard of maintenance of existing parks.

POLICIES

PROS 9.2.1 Use low maintenance materials to reduce ongoing maintenance costs in existing facilities as repairs and upgrades occur.

PROS 9.2.2 Develop and implement safety standards, procedures, and programs that provide proper training and awareness for City staff charged with maintaining City park and recreation facilities.

PROS 9.2.3 Where practical and feasible use community volunteers to help maintain park and trail facilities to exceed minimum levels of service standards.

Strategy PROS 9.2.3a Where appropriate, develop adopt-a-park programs, neighborhood park watches, park police patrols, and other innovative programs that increase maintenance, safety and security awareness and visibility.

PROS 9.2.4 Define and enforce rules and regulations concerning park activities and operations that protect user groups, city staff and the public.

GOAL PROS 10 SUSTAINABILITY: Incorporate principles of sustainability in the site development, maintenance, operation and programming of park facilities.

Objective PROS 10.1 Encourage sustainable development and maintenance practices within the park system.

POLICIES

PROS 10.1.1 Retain natural conditions and experiences as a goal even when developing facilities for recreation use.

Strategy 10.1.1a Preserve significant environmental areas and features to the extent feasible.

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Strategy 10.1.1b. Incorporate low impact development techniques into park design as mitigation when converting land to recreational use.

PROS 10.1.2 Restore urbanized public lands when possible by using conservation techniques as redevelopment opportunities occur.

PROS 10.1.3 Work with the Snohomish County Conservation District to identify and implement opportunities to incorporate conservation techniques in park design and ongoing maintenance and operations.

PROS 10.1.4 Maintain the wetland area in Heritage Park as a location for offsite mitigation to encourage sustainable development throughout the City.

PROS 10.1.5 Evaluate the Heritage Park Wetland for development of a formal wetland bank designation.

PROS 10.1.6 Develop guidelines for park users to encourage sustainable practices in park activities and events techniques such as use of compostable plastics, composting, and carpooling.

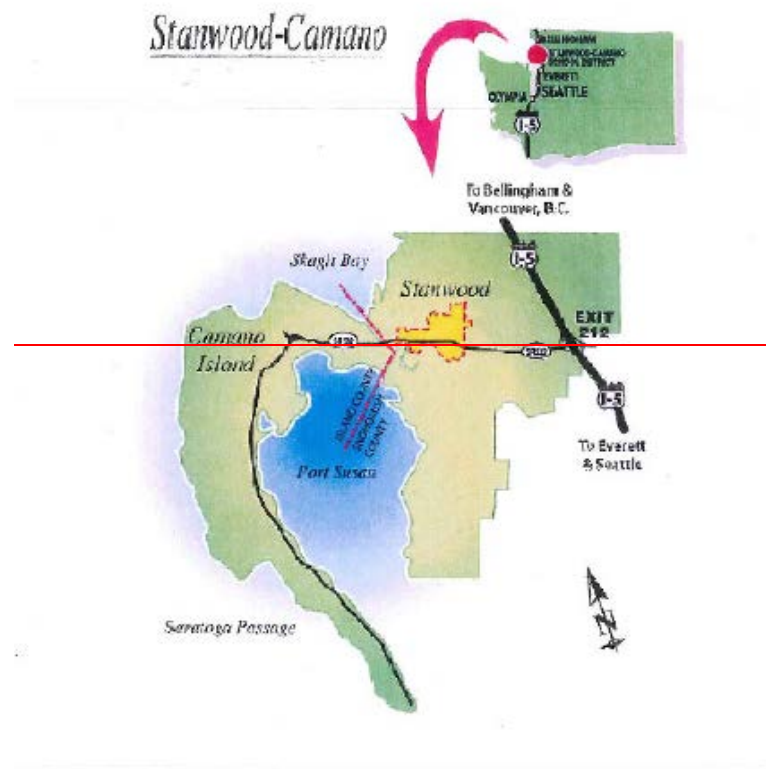
COMMUNITY PROFILE

Stanwood is located in the Northern Puget Sound region of Washington State, approximately half way between Seattle and the Canadian border in northwest Snohomish County. Covering approximately 3.5 square miles, Stanwood is located on the Stillaguamish River, near the passage that connects Port Susan and Skagit Bay. Interstate 5 lies approximately 4 miles east of the City.

This area is rich in both scenic beauty and natural resources. Stanwood is geographically separated from the other urban areas of Snohomish County and is surrounded by unincorporated forest land, farm land, multiple sloughs, and the Stillaguamish Estuary. This setting affords a variety of both public and private recreational opportunities for the population. Stanwood is also the access point to Camano Island in Island County and the regional center for the recreational needs of the surrounding unincorporated areas of southern Skagit, western Island and northern Snohomish Counties. The proximity of the large population on Camano Island creates additional demand for City park and recreation services that is not accounted for in the typical level of service analysis for city facilities.

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Date: September 20, 2017

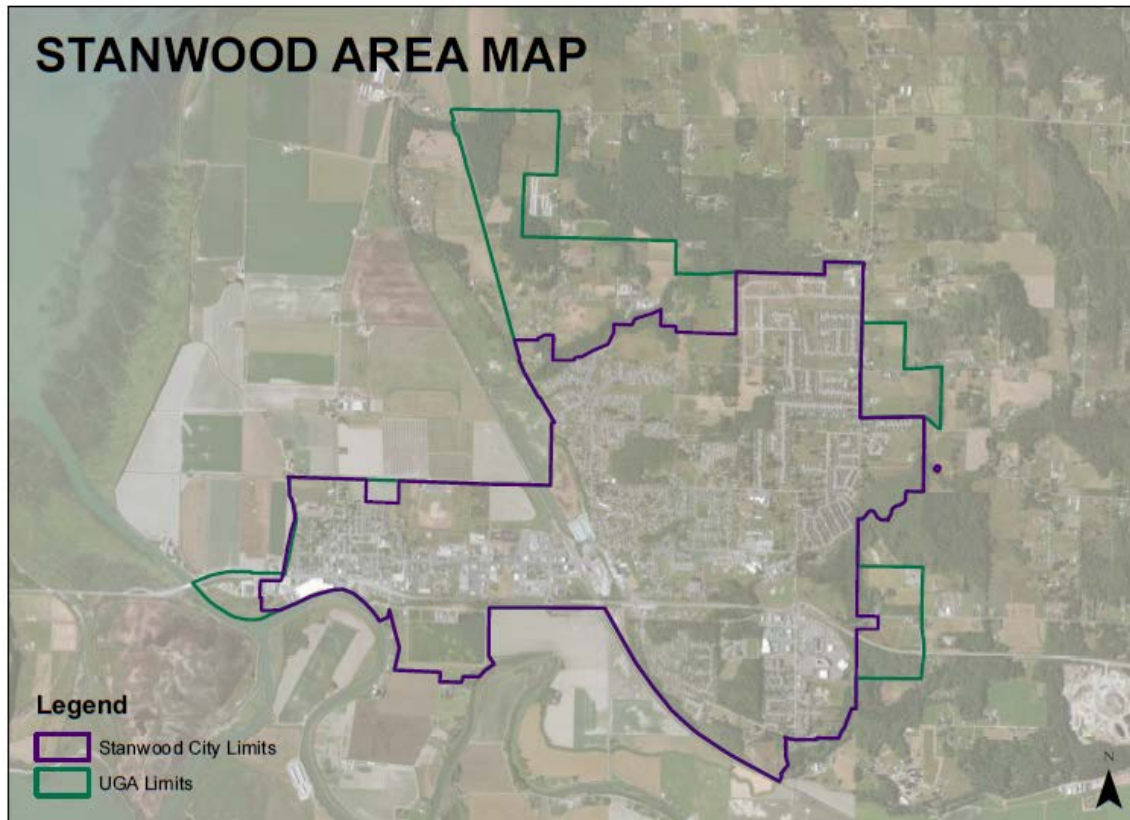
Figure 1 Location Map

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PLANNING AREA

The planning area for this plan is the corporate limits of Stanwood and the unincorporated urban growth area. The existing Heritage Park facility serves as a regional park for the tri-county area including portions of Snohomish, Island and Skagit Counties.



Date: 11/13/2012

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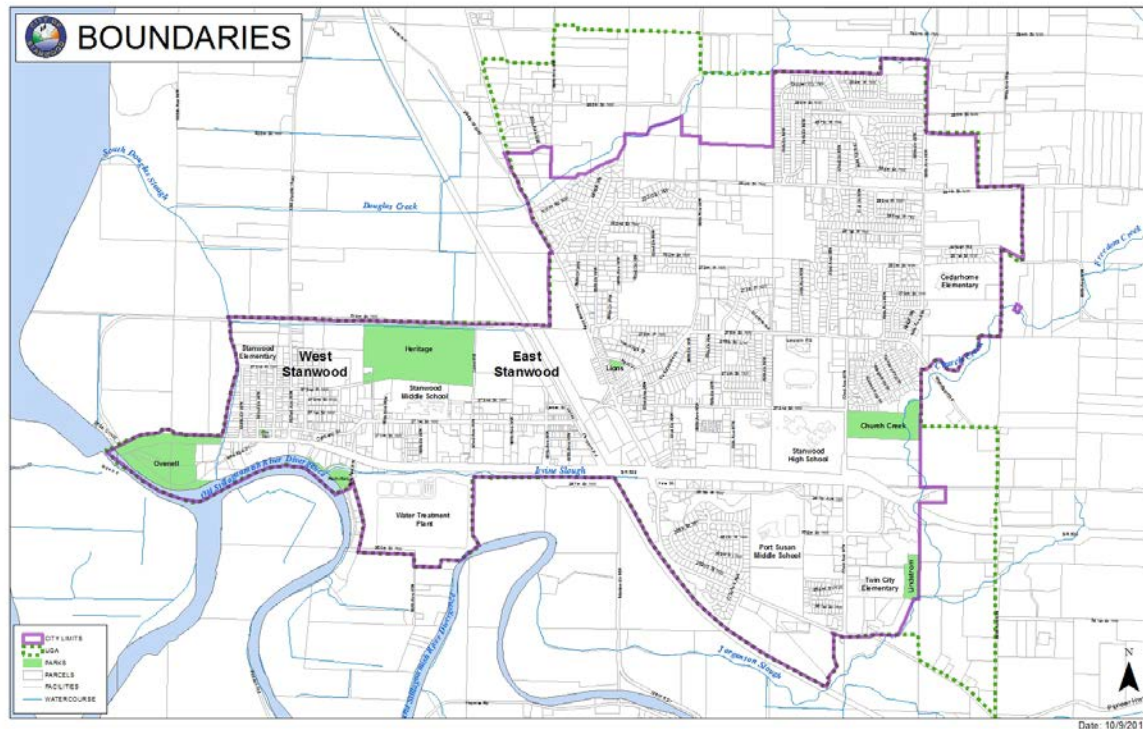


Figure 2 Stanwood City Limits and Urban Growth Area

HISTORICAL BACKGROUND

Like most early settlements in this region, the site that was to become Stanwood originated as a lumber camp, which then became a mill site settlement. As the trees were harvested and land was cleared, the fertile alluvial soil was tilled and converted to farmland forming the foundation for an agricultural economy. D.O. Pearson opened the first general store in 1877 and named the emerging town after his wife. In 1891, the main regional rail line, the Seattle & Montana Railroad, established a depot one mile east of Stanwood, which became a focus for the development of East Stanwood. Around the turn of the century, the settlements boasted a creamery, a major lumber mill, a cannery, shipbuilding, two hotels, two stores, and a race track along with many other urban features. A major fire wiped out much of Stanwood in 1892, however it was quickly rebuilt. The H & H, a small local railroad, achieved national recognition as the world's shortest railroad as it only operated between the mill site in Stanwood and what was then the Great Northern mainline in East Stanwood. The City of Stanwood was incorporated in 1903. Stanwood and East Stanwood became one town in 1961. Currently, the City functions primarily as a residential community as well as an automobile-oriented trade center for the Stanwood/Camano Island residential developments and outlying communities.

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CLIMATE

The climate of Stanwood is moist and mild. The average annual temperature is about 50.5 degrees Fahrenheit. The frost-free growing season usually extends from April through October. The annual average precipitation is about 36" with about 75 percent of the total falling during the period of October through March. Prevailing winds from the west are usually gentle (0-12 knots). Summer winds are generally southwesterly and mild. Winter storms can occur with winds up to 40 knots usually coming from the southeast.

DEMOGRAPHIC TRENDS: ECONOMICS AND EMPLOYMENT

Stanwood has an important role in the economic development of northwest Snohomish County. Like other northwestern Washington communities, Stanwood has experienced a decline in resource related jobs (agricultural, forestry, and fisheries), but has compensated with an increase in retail trade and service jobs as well as non-resource related industrial employment. Table 1 shows the breakdown of income characteristics of the Stanwood population.

Much of Stanwood's cultural history stems from Scandinavian heritage. Cultural influences have blended to form a community that is more diverse and truly unique. Also included in the population of Stanwood are Native Americans, Asians, Blacks and Hispanics. Approximately ninety percent of the population remains Caucasian. Table 2 summarizes the percentages of the major racial groups.

Stanwood and the surrounding area, including Camano Island, have seen rapid population growth over the past 20 years. In 2000, the Stanwood/Camano area had a median age of 33.9; in 2010, the median age was 35.9. Both Stanwood and Camano Island continue to attract a large retired population. On Camano Island the median age increased from 36.7 years in 2000 (Census 2000) to 50.1 years in 2012 (2008-2012 American Community Survey). Table 3 shows a breakdown of persons by age. The Stanwood-Camano School District has seen its enrollment stabilize during the past three years after eight years of decline. The District had total enrollment of 4,216 FTE in the 2015-16 school year, increasing to 4,423 by the 2017-18 school year. The school district enrollment is projected to increase slightly over the next four school years by 80 students or approximately 2%. ~~is experiencing declining enrollment in recent years. The District had total enrollment of 4,204 for the 2013-2014 school year (June 24, 2014 Cohort) compared to a May 2012 headcount of 4,873 as reported by the Washington State Office of Superintendent of Public Instruction. The school district enrollment is projected to decrease over the next four school years by 431 students or approximately 11% (June 24, 2014 Cohort).~~

Projections within the City of Stanwood and the Stanwood Urban Growth Area are for an increased population totaling 11,085 people (under Snohomish County Tomorrow medium growth projections) by the year 2035. The Office of Financial Management (OFM) showed an

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actual population of 6,785 in 2017~~6,340 in 2013~~. The population forecast for the next 6 4 years growth to 2021 is 8,210.

Another shift currently taking place in Stanwood is an increase in the percentage of the population commuting to other areas for employment. Even though the Stanwood area is expected to gain jobs over the next twenty years, the majority of new population is expected to be commuters. According to the 2010 Census, workers from the City of Stanwood commuted an average of 29.1 minutes, which exceeded the national average (Census, 2010).

There are numerous service organizations, community groups, fraternal organizations, churches, and senior citizens groups and youth organizations in Stanwood. All of these groups donate many volunteer hours making Stanwood a good-desirable place to live and work. In addition, the City provides a complete range of services including public safety, public works and parks and recreation.

TABLE 1: Household Income in 2000 and 2010

Median household income was \$60,596 in 2010 compared to the Washington State average of \$57,244. The total number of households in 2010 was 2,191.

Income	Percentages	
	2000	2010
0 – \$14,999	19.5%	10.2%
\$15,000 – \$24,999	9.6%	9.4%
\$25,000 – \$49,999	26.9%	21.4%
\$50,000 -- \$74,999	30.4%	20.5%
\$75,000 -- \$99,999	7.8%	16.7%
\$100,000 +	5.8%	21.8%

Source: Census of Population and Housing, 2000 and 2010

TABLE 2: Race

White	Black or African American	American Indian or Alaskan Native	Asian or Pacific Islander	Other
89.7%	1.0%	0.8%	2%	6.5%

Hispanic or Latino of any race = 7%

Source: Source: Census of Population and Housing, 2010

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TABLE 3: Persons by Age

Age Groups	Total	Percentage of Total
Under 18	1,754	16.61%
18 and Over	4,477	42.4%
20-24	350	3.31%
25-34	785	7.43%
35-49	1,344	12.73%
50-64	894	8.47%
65 and Over	955	9.04%

Source: Census of Population and Housing, 2010

TABLE 4: Population Comparison between Stanwood & Snohomish County

	1980	1990	2000	2005	2010
Stanwood	1,670	1,961	3,923	4,580	6,231
Snohomish County	337,720	465,642	606,024	655,800	713,335

Source: Census of Population and Households, 2000 and 2010
Office of Financial Management, 2005

TABLE 5: Gender Population Breakdown

Year	Persons	Gender	
		Male	Female
1970	1,347	624	723
1980	1,676	781	895
1990	1,961	895	1,066
2000	3,923	1,857	2,066
2010	6,231	2,947	3,284

Source: Census of Population and Housing, 1990, 2000, and 2010

PARKS CLASSIFICATIONS AND STANDARDS

Public Park Type: Large Urban Park (Regional Park)

Regional parks are the largest type of park that could be developed in the City. Regional parks serve the population of large geographical areas including rural and urban areas, providing concentrated open spaces and a respite from urban lifestyles. In the context of Stanwood, the regional facility serves residents of Camano Island in Island County, Snohomish and Skagit County residents and residents of the City. The regional park attracts league sports and activities with a regional draw such as bicycle races, tournaments and jamborees. **Stanwood's regional park is Heritage Park.**

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General Development and Use Guidelines

Because of the number of persons and the range of interests they serve, regional parks are generally 50 to 75 acres or larger in size. Regional parks may feature wooded areas and varying topography and have facilities suitable for large scale sporting events such as tournaments.

As part of the 2012 PROS Plan update Heritage Park was reclassified from a community park to a regional facility. Although it is shy of the National Recreation and Parks Association recommended acreage standard for a regional facility, it was funded as a regional park and continues to be used as a regional facility. Regular usage is generated from a three county area with a majority of users living outside the City limits.

Public Park Type: Community Park

Community parks provide a focal point and gathering place for the broader community. Community park facilities are designed for organized activities and sports, although individual and family activities are encouraged. Community parks usually have sport fields or similar facilities as the central focus of the park. Community parks require more support facilities, such as parking, restrooms and playgrounds, than neighborhood or pocket parks because they serve a larger area and offer more amenities. **The City of Stanwood's Community Park is Church Creek Park.**

General Development and Use Guidelines

Community parks are intended to serve the recreational needs of several neighborhoods. Where possible, they should be developed in a coordinated fashion with adjoining schools and located on or near arterial streets. Community parks should be located within 1 to 3 miles of every residence. The optimum size for a community park is 20 to 50 acres. As such, expansions to existing community parks or development of new community parks should be evaluated based on the need for the following facilities:

- Recreation/community center;
- Swimming pool;
- Lighted sports fields;
- Large group picnic areas; and
- Nature or wellness-based interpretive facilities.

A community park functions as a neighborhood park for the residents who live in close proximity to it; therefore, it should also comply with the City's neighborhood park classification.

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Public Park Type: Neighborhood Park

Neighborhood parks provide access to basic recreation opportunities for nearby residents, enhance neighborhood identity, and preserve neighborhood open space. Neighborhood parks are large enough to include both passive and active facilities but are small enough to be placed in neighborhoods where they serve the needs of residents in a local setting. Because they are usually located in neighborhoods, neighborhood parks are designed and operated to minimize, noise, traffic, light and other “spill-over” impacts. They are designed primarily for non-supervised, non-organized recreation activities. **Stanwood currently has one developed neighborhood park at Lions Park and undeveloped acreage at Lindstrom Park.**

General Development and Use Guidelines

Neighborhood parks are typically 5 to 10 acres in size but must be at least 3 acres. A neighborhood park should generally be located with a ¼- to ½-mile walk from the neighborhood it serves, uninterrupted by arterial roads or other physical barriers. Ideally, all neighborhood parks shall contain the following amenities:

- Play equipment – Separate structures for 2 to 5 year olds and 5 to 12 year olds will be required;
- Playground surfacing shall be engineered wood fiber or other surfacing as approved by the [Department/City](#);
- Drinking fountain(s);
- Picnic tables, barbeques, and benches;
- Open turf areas for casual play;
- Trees;
- Security lighting;
- Waste disposal and recycling containers;
- Concrete walkways that connect all of the amenities in the park; and
- A loop walk around the park shall also be provided, if feasible.

A neighborhood park may include the following additional amenities based upon neighborhood preference:

- Basketball courts;
- Tennis courts;
- Skateboard play area;
- Zero depth water play area;
- A handball, volleyball, or tether ball court;
- Community garden;
- One or more multi-purpose fields (typically unlighted but could be lighted under certain circumstances);
- Picnic shelter;
- Restroom building; and
- Lighted parking lot.

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Locations for neighborhood parks will be based on a variety of factors, including the population and demographics of residents in the park's service area and major physical boundary.

Potential new neighborhood parks include a downtown park ~~located adjacent to the downtown train station~~ to serve the downtown business and residential community, and a neighborhood park located in the north portion of the City possibly adjacent to 288th St NW in the City's Urban Growth Area.

Public Park Type: Pocket or Mini Park

Pocket parks are the smallest type of park in the City's system. A pocket/mini park is intended to serve its immediate surrounding area. They are typically built to serve a specific need. They may occur when the development of a larger park to meet a neighborhood need is not possible due to physical or other constraints. These parks may also be the result of historic conditions or older land patterns resulting in small pieces of land that can provide relief from development in urban neighborhoods or business areas. Pocket parks are not included in the City's inventory for purposes of establishing the Level of Service necessary to support development under the Growth Management Act. **The City has an informal pocket/mini park on the ~~14.28~~ acre parcel abutting City Hall.**

General Development and Use Guidelines

Pocket parks are up of any size up to 3 acres and are often developed on unused or vacant lots or unimproved right of way. Typically, they do not provide formal recreation facilities or amenities. Pocket parks will be located primarily based on the availability of land.

Public Park Type: Special Use Park/Facility

A Special Use Park is characterized by facilities or areas oriented towards single-purpose use that people are willing to travel for. These parks may provide a recreational facility or an amenity unique to a community or site and may include active and/or passive activities. Special Use Parks are designed to meet the needs of the facility, site and users. They should be strategically located in the community and easily accessible. These facilities may be classified as either neighborhood or community parks depending on size and function for the purposes of meeting level of service standards.

The City~~s~~ currently has no Special Use facilities, but has several City-owned properties that are classified as Special Use Parks including the Riverfront, Ovenell, and Hamilton properties.

The City has been working closely with area partners including the Stillaguamish Tribe, Department of Fish and Wildlife and local farmers to acquire the Johnson Family Farm since 2017. The property is a high priority for habitat protection because of its proximity to Skagit Bay. The property presents an opportunity to acquire and manage replacement lands for

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[estuary restoration projects for farmed waterfowl forage, walk-in hunting and wildlife viewing. The proposed 150 acre farmland preservation easement will preserve and protect high value agricultural land. This is a “multi-benefit” project protecting resource lands, preserving farmland, providing flood protection and promoting recreation. The Johnson Family Farm is adjacent to the 15 acre Ovenell Farm purchased by the City of Stanwood in 2015.](#)

Public Park Type: Combined School-Park

The Stanwood-Camano School District operates several passive and active recreational areas on each of its campuses. These facilities are not part of the PROS Plan Level of Service calculations, but they are available for recreational use to Stanwood and area residents.

The Stanwood-Camano School District maintains combined school-park acreage within the Stanwood city limits at the 3 Elementary and 2 Middle schools as well as Stanwood-Camano High School that is not included for level of service analysis but do provide recreation opportunities.

Private Parks/Facilities

Private facilities include recreation areas such as trails, open space and neighborhood parks including play areas such as “Tot” Lots. These parks are often established through the development process to meet neighborhood recreation needs as new neighborhoods are created, they serve only the residents of neighborhoods and are maintained by homeowners associations.

The City also has several private recreation clubs providing workout facilities as a business activity. In addition a YMCA facility [opened in 2017 in uptown Stanwood](#)~~is in the planning stages~~. The City has one private non-profit community center, the Community Resource Center, which is located in downtown Stanwood. This facility specializes in serving middle school teens with afterschool, recreation and job training, and also supports low income families within the school district attendance area. These private parks and facilities are not included in the City’s inventory for purposes of establishing the Level of Service necessary to support development under the Growth Management Act.

TABLE 6: Classification Standards for Recreation Facilities

Classification	Acres/1,000 Pop.	Size Range	Population Served	Service Area
Neighborhood Park/Specialty Park	2.5	5 – 20 acres	560 – 2,000	¼ – ½ mile
Community Park	2.5	20 – 100 acres	2,000 – 10,000	½ mile
Regional, Park*	.002-.003	50-75 acres	25,000	Multi-county

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Source: National Park Recreation and Open Space Standards, National Recreation and Park Association, Washington D.C.

*Based on standard for community facility.

EXISTING PARK AND RECREATION INVENTORY

City-owned Parks and Recreation Facilities

The City of Stanwood presently operates one regional park, one community park, one neighborhood park, and several designated trails. The City also owns several small parcels of land that have potential for more productive public use. Some are developed as small plazas or are parts of parking lots, and others remain undeveloped. The City has no community center facility. See Appendix A for a map of city-owned facilities and images of the facilities.

Park Summary by Classifications

Name	Size	Type
Heritage	43.5 <u>44.05</u> acres	Regional
Church Creek	15.3 <u>9</u> acres	Community
Lions	1 <u>0.68</u> acres	Neighborhood
Lindstrom	2.5 <u>4.53</u> acres	(Undeveloped Neighborhood)
<u>Riverfront</u>	<u>0.66 acres</u>	<u>(Undeveloped)</u>
City Hall	0.28 <u>14</u> acres	(Undeveloped Pocket/Mini Park)
<u>Hamilton Landing</u>	<u>2.84 acres</u>	<u>(Undeveloped)</u>
<u>Ovenell</u>	<u>17.65 acres</u>	<u>(Undeveloped)</u>

Heritage Park (~~43.5~~44.05 acres)

From its inception, ~~the~~ Heritage Park has been viewed as a regional athletic and recreational complex serving ~~the~~ Stanwood, northwest Snohomish County, and Camano Island. The City, Snohomish County, and Stanwood School District jointly purchased the 43.5 acre Heritage site in 1991. An interlocal agreement was signed between the City and the County at that time and another between the City and the School District which provided for continued non-resident use of this facility. Snohomish County has identified Heritage Park as a major regional complex in the Snohomish County Parks and Recreation Plan.

An Interagency Committee for Outdoor Recreation (IAC) grant was secured for both acquisition and Phase I & II construction of the Heritage complex. Phase I & II construction included baseball/softball fields, a children's play area, a major east-west section of walking/jogging trail and paving the existing parking area.

The facility currently includes: baseball fields, softball fields, a multiuse field, soccer/lacrosse field, restrooms, paved parking without stripes, a main east-west trail, children's play area, a skate park added in 2013 with modular-style steel ramps including a spine ramp, bank ramp with quarter pipe, euro gap, wedge to flat wedge, grind rail and skate rail~~two temporary ramp~~

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structures, individual picnic tables under small shelters, [a small dog park](#), and wetland areas with an interpretive trail.

Church Creek Park (15.39 acres)

This community park is located in the eastern portion of Stanwood one block north of ~~SR~~-SR-532. It has a paved parking lot with a total of 31 parking spaces. The facility currently includes: an unlit little-league baseball diamond that also serves as a softball field, four pieces of playground equipment with swing set, slide, seesaw, and a sand box, numerous nature trails, restroom facilities, and a group shelter with four large tables. There are also various other picnic areas located throughout the park. Other recreation activities at Church Creek are a basketball court and a fuchsia garden. There is little room available for expansion of this area. The park is maintained and receives heavy use particularly during the summer months.

Lions Park (~~1~~.68 acre)

This facility is a small neighborhood park covering approximately 1 acre, located close to Pioneer Highway and ~~SR~~-SR-532 in a northeast residential neighborhood. The facility currently includes: a half basketball court, a picnic table with barbeque grill, several pieces of playground equipment with a sand box, and a grass lawn area. There are no delineated parking areas, though informal parking along the shoulder is evident. The expansion potential of the park is limited. The facility is well used by the surrounding neighborhood.

Lindstrom ~~Parcel~~ Park (undeveloped) (2.54.53 acres)

Lindstrom Park is undeveloped land located to the southeast of the movie theater and dedicated to the City as part of the Stanwood-Camano Village Development. The land provides a potential for development as a neighborhood park in the southeast portion of Stanwood. This parcel is also part of the dedicated detention facility for the Lindstrom development.

Riverfront ~~Property~~ Park (undeveloped) (~~.8~~.66 acre)

~~.8-66~~ acres of primarily undeveloped land between SR 532 and the Stillaguamish River, east of Twin City Foods. A viewing platform was constructed on this property in 2014 as an Eagle Scout project. This land could provide access to the Stillaguamish River and help create a link from the river to the downtown as a specialty neighborhood park. ~~This land was identified as “Riverfront Park” in the 2006 Parks and Recreation Plan.~~

~~Undeveloped City Hall~~ ~~Property~~ Park (undeveloped) (~~-14~~.28 acres)

This lot previously was developed with a single family structure which was acquired by the City in 1994. The residence was demolished in 2009. The site has grass, fruit trees and a picnic table and abuts ~~the~~ City Hall to the west.

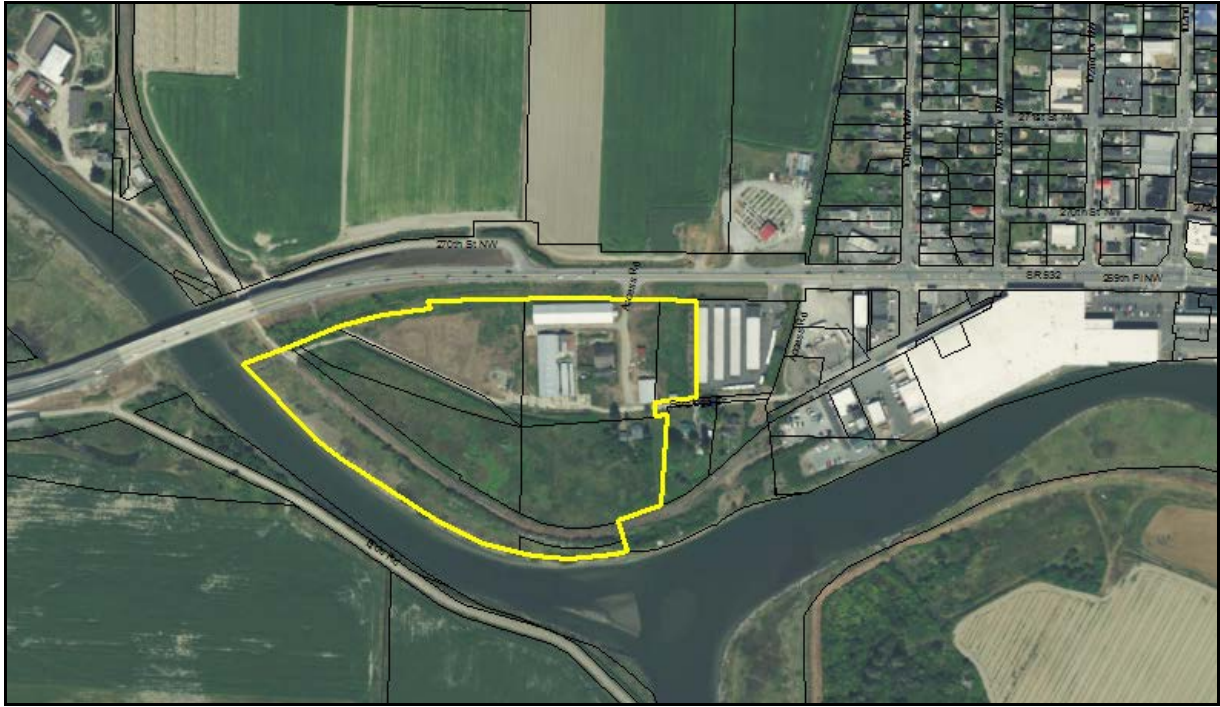
Hamilton ~~Property~~ Landing (2.01~~-89~~ acres)

The property consists of approximately 2.01 acres located along State Route 532 immediately adjacent to the Stillaguamish River. ~~(parcel 32032400414600). The Property is zoned General Industrial (GI).~~ A portion of this property has been used as a boat launch and is leased for that

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purpose. The property already has some of the amenities required for a public boat launch and provides an excellent location for public access to the Stillaguamish River, while preserving a significant portion of the property as passive recreational use along the waterfront. A public boat launch use would include a driveway access to the launch location and parking, which might at some point be paved with asphalt or concrete. In its current state it has good potential as a special use park facility providing water access and limited small craft boating.



Ovenell [Property Park](#) (15.017.65 acres)

The Ovenell property includes 5 separate parcels (some portions) totaling approximately 15 acres. The property is south of SR 532 and bordered by the Stillaguamish River to the west and south. The Ovenell property is a former dairy farm with a long history. The site includes ~~the old milking parlors and~~ barns used by the Ovenell farm for milk production. The farm was recognized in 1989 by the Washington State Department of Agriculture as a “Centennial Farm”. The property also has one ~~un~~-occupied home and fallow agricultural land.

The property is all level. The old highway that used to lead to the old bridge and before that the old ferry landing, runs through the center of this property. It was vacated and deeded to the Ovenell family years ago.

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There is an inactive rail spur that crosses the lower portion of the property that leads to Twin City Foods. ~~Approximately one vacant acre on the NE corner of the property is in the Stanwood City limits and zoned General Industrial. The balance of the property is in the City of Stanwood's urban growth area (UGA), intended to come into the City with General Commercial zoning. This property was annexed in 2017 and is within the city limits.~~ The Snohomish County future land use map designates the property as Urban Industrial.

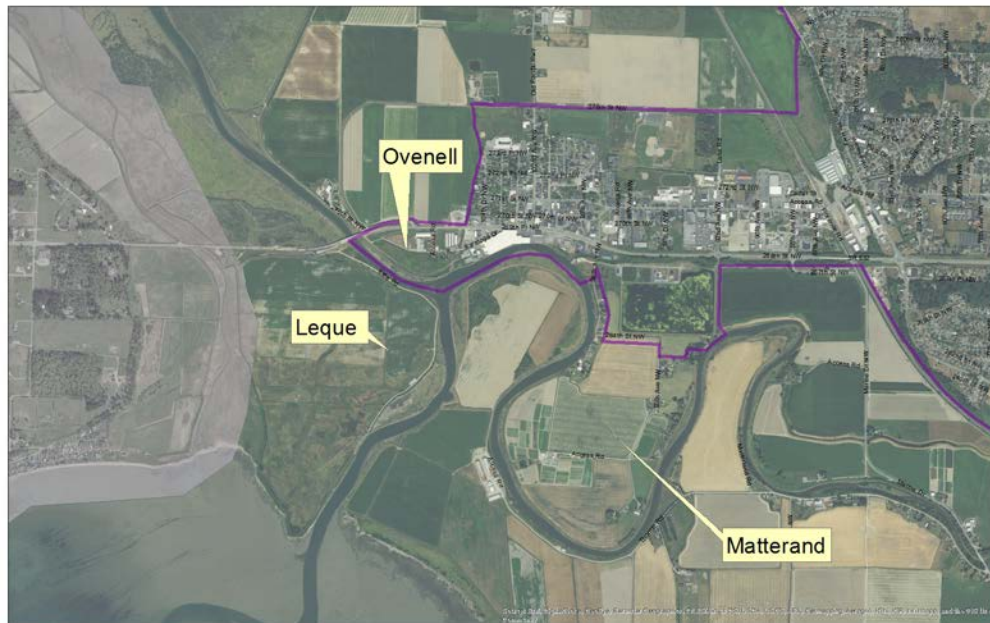
Purchasing the Ovenell property ~~is~~ was part of a larger effort by the City of Stanwood, Stillaguamish Tribe, Department of Fish and Wildlife, Nature Conservancy, Marine Resources Committee and others to preserve, restore and enhance estuarine habitat and provide public access to a unique environment. Port Susan Bay and Skagit Bay are characterized by a diversity of landscapes, including forests, farms, marine shoreline, and the Stillaguamish River delta. Yet, the ecological systems that support these species and industries are threatened. Human activities resulting in habitat loss, degraded water quality, and many other stresses are becoming increasingly prevalent as the human population in Puget Sound grows and expands.

The Stillaguamish Tribe has purchased the Matterand property to the south of the Ovenell property. The Tribe has received funding from the State Legislature and Salmon Recovery Funding Board and Puget Sound Partnership to restore about 40 acres to intertidal estuary. Setback levees will be built on the south and east ends of the property to reconnect Port Susan Bay with the Stillaguamish River. This will restore tidal flooding.

The Ovenell property is due east of Leque Island. The Washington Department of Fish and Wildlife (WDFW) has purchased a majority of the island (325 acres). Contract farmers annually plant cereal grain as food for wintering waterfowl (mainly ducks and snow geese). This site offers bird watching, bird dog training, and pheasant and waterfowl hunting. The Salmon Recovery Funding Board has funded a cooperative project between Ducks Unlimited and WDFW to restore about 100 acres of Leque Island to intertidal estuary. Setback levees will be built on the south and north ends of the island, and dikes removed to reconnect sloughs with the Stillaguamish River. This will restore tidal flooding, provide habitat where juvenile salmon can make the transition from a fresh to saltwater environment, and benefit other fish and wildlife species.

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The City's intent is to provide long-term protection of natural resources and serve to model responsible management practices to coastal communities. It should be noted that a Master Plan process for the Ovenell property ~~will begin~~began in mid-2015 and will continue through ~~2016~~2018.

Trails

Three designated trails exist in the area:

1. The Stanwood-Camano Village Loop trail consists of a 1_mile, paved trail that weaves around the perimeter of the development.
2. The Pioneer Highway Trail consists of an approximately 1_mile paved trail on the north shoulder of Pioneer Highway and runs from ~~SR~~SR-532 southward to within 200 yards of 72nd Avenue NW.
3. The Heritage Park trail consists of approximately .5 mile paved trail running east/west along the southern perimeter of the ~~p~~Park and north/south between the play fields.

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Open Space

Ravenna Viaduct Triangle (1 acre)

This area is 1 acre in planted lawn with shrubs and small trees. This landscaped area serves mainly as a pleasing view for those passing by along the viaduct or underpass. The landscape area is isolated without an opportunity for pedestrian connection.

Stanwood School District Facilities

The district has baseball, football, soccer fields, six tennis courts, a track, gymnasiums, and playground equipment located at the high school, two middle schools, and three elementary schools. For a fee, the district lets the public use their outdoor facilities for ~~an~~-organized events when they are not in use by the schools.

Potential new open space properties include a central property that can provide trails and the preservation of natural land within the City for light recreational use by residents and visitors.

Private Facilities

Pocket Parks/Tot Lots

The City currently requires new subdivisions and multifamily developments to provide open space and recreational areas. Most developers choose to provide tot lots, off-setting some public neighborhood park deficiencies.

Facilities outside the City Limits

There are a number of existing parks and recreational facilities, outside of City of Stanwood corporate limits that provide service to Stanwood residents. These facilities are not included in the Level of Service analysis for the Stanwood Parks Plan but are presented here to provide a summary of all of the facilities available in the region.

Washington State Parks:

1. Cama Beach State Park 383 acres — cabins, lodge, boating, trails, fishing.
2. Camano Island State Park 134 acres — camping, boating, picnic areas, viewpoint, restrooms.

Island County Parks:

3. Utsalady Point Vista Park 1 acre — picnic area, barbecue, viewpoint, historical information board.
4. English Boom Historical Park 6.8 acres — undeveloped beach & forest. Planned facilities include: parking, viewpoint, ADA access, trail, historical interpretive board, restrooms.
5. Cavalero Beach Park .5 acre — picnic tables, small boat launch.

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- | | |
|--|--|
| 6. Freedom Park | 3.5 acres — Pearl Harbor memorial, sculpture garden. |
| 7. Hutchinson Park | 5 acres — trail and picnic area. |
| 8. Four Springs Lake Preserve
(<i>Friends of Camano Island Parks</i>) | 50 acres — natural habitat preserve; with Four Springs House for event rental. |
| 9. Iverson Spit Waterfront Preserve | 330 acres — waterfront preserve, birding area, trails. |

Snohomish County Parks:

- | | |
|--|--|
| 10. Kayak Point Golf Course
<i>Snohomish County</i> | 250 acres — public golf course with 18-holes. |
| 11. Kayak Point Park
<i>Snohomish County</i> | 400 acres — fishing pier, boat launch, trails, restrooms, picnic facilities, beach access, yurt, cottages, tent camping. |

Privately Owned:

- | | |
|--|---|
| 12. Camaloch Golf Course
<i>Camano Island</i> | 79 Acres —public golf course with 18-holes. |
|--|---|

Designated Trail:

- | | |
|--|---|
| 13. Cascade Marine Trail
(<i>Designated by Washington Water Trails Association</i>) | Segment of water trail passes through the South and West Pass of the Stillaguamish River. |
|--|---|

Open Space:

VFW Memorial (3 acres)

This facility covers approximately 3 acres off Pioneer Highway and south of SR-532 outside the City limits. There is a large grass lawn with a memorial dedicated to the veterans of wars. It also serves as a rail bus stop and a park and ride with 51 parking spaces currently on site. The area is not currently used for recreation and there is limited potential for development.

PUBLIC INVOLVEMENT

Through the active participation of citizens in workshops, ~~an~~—open houses, questionnaires/surveys, and meetings, the City has identified public attitudes towards both current and future parks and recreation facilities, and their needs. ~~This~~ Multiple processes

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[have](#) allowed for continued input from the community to help inform the contents and direction of the Parks Recreation and Open Space Plan.

[The Parks and Trails Advisory Committee \(PTAC\), a seven member citizen committee appointed by the City Council, was formed in 2016 to advise the City on parks and trails planning. The PTAC acts as a valuable liaison between the community and the City Council and ensures citizen involvement in all aspects of the parks and trails planning and development process. With the assistance of staff and other professionals, the committee will cooperatively plan and prepare park planning and project recommendations for presentation to the Planning Commission and City Council.](#)

[To develop a prioritized list of parks and trails projects, the PTAC used their Guiding Principles together with the ideas and feedback from parks and trails tours and citizen comments. The resulting priority order for parks and trails are shown below:](#)

- [1. Heritage Park](#)
- [2. Church Creek Park](#)
- [3. Trails](#)
- [4. Hamilton Landing](#)
- [5. Ovenell Park](#)
- [6. Remaining:](#)
 - [o Lindstrom Park](#)
 - [o City Hall Park](#)
 - [o Lions Park](#)
- [7. New Facilities](#)

[The PTAC has regular monthly meetings, more often at times, that are open to the public and held a community open house on June 12, 2017 to present and gain feedback regarding the proposed six-year plan, park priorities, and funding options. Attendees were guided through displays by city staff and PTAC members and volunteers. Questions were answered and the attendees were asked to provide their feedback and to vote on their preferred funding options. Approximately twenty-two \(22\) community members attended, with a majority of attendees preferring the option of expanding the 6-Year Plan to include an area defined by the entire Stanwood-Camano School District boundary. On June 29, 2017 the option of funding park projects through an area wide Metropolitan Park District was presented to City Council along with feedback from the open house. At that meeting, City Council directed City Staff to pursue a potential district-wide MPD by forming a new MPD Exploratory Committee together with representatives from unincorporated Snohomish County and from Camano Island.](#)

[Friends of Stanwood Parks and Trails \(FOSPAT\) is a not-for-profit, community-based organization established in 2016 as part of the Parks and Trails Phase II project. The purpose](#)

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of FOSPAT is to work in partnership with the City of Stanwood to develop and maintain beautiful, functional and well-utilized parks, trails and recreation spaces for the benefit and enjoyment of the community. FOSPAT works in partnership with the City of Stanwood and advocates for Stanwood's parks, trails and recreational spaces through volunteerism, fundraising, and community engagement.

Previous park planning efforts involved a Sustainable Design Assistance Team three day charrette in 2012 for the greater Stanwood/Camano area presented in cooperation with the American Institute of Architects. The team recommendations included comments about parks, trails, water access and sustainability. Public open houses, Planning Commission and City Council workshops were also held throughout the remainder of 2012 and a community survey to assess use of facilities, recreational priorities, and comments regarding City parks was made available and responded to by 74 citizens. For a detailed account of the public involvement for the 2012 updates, see Appendix B.

The Non-Motorized Transportation Plan (NMTP) engaged pedestrian and bicycle network users, citizens and interested parties over the course of 13 months during the Plan's development. An open house style public meeting was held on October 29, 2015 to kick off the project. The meeting was well attended with approximately 25 interested citizens and non-motorized system users participating in activities and providing feedback about the process. On April 28 and June 30, 2016 community workshops were held to gain public input on the projects goals and proposed network recommendations. A survey was also conducted during this time to glean community insights about challenges and potential opportunities to improve the City's non-motorized transportation system. The survey yielded 262 participants who identified themselves as residents, business owners, employees, students and other affiliates with the City of Stanwood. The plan was reviewed by the City Planning Commission in open meetings on July 11 and October 10, 2016. The City Council Public Works Committee reviewed the draft Plan elements over numerous meetings during 2016 and the full Council was presented with the Plan on October 27, 2016. The NMTP was adopted by Stanwood City Council on November 10, 2016 and is incorporated here by reference.

Event	Description	Date
Sustainable Design Assistance Team	<u>3 Three Day day Charette charette for the Greater greater Stanwood Aarea presented in cooperation with the American Institute of Architects. The team recommendations included comments about parks, trails, water access and sustainability.</u>	<u>July 23-25, 2012</u>
Planning Commission Workshop	<u>Workshop to provide input on current inventory, goals, and objectives; and generate ideas regarding future facilities within the service area.</u>	<u>August 13, 2012</u>
City Council	<u>Review scope and methodology.</u>	<u>August 23, 2012</u>

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Public Workshop Questionnaire	Online Questionnaire to assess use of facilities, recreational priorities, and comments regarding City parks.	September 10 to October 1, 2012
Planning Commission Workshops	Review public workshop and questionnaire results, obtain additional comments, review possible projects, and Planning Commission prioritization of projects.	September 10, 2012 October 8 & 22, 2012
Public Open House	Review results from previous workshop, have the public prioritize projects, and receive additional comments and ideas.	September 24, 2012
Planning Commission Public Hearing	Review amendments.	November 14, 2012
Joint Planning Commission & City Council Workshop	Review results from previous workshop and Planning Commission session, City Council members briefing, and receive additional comments and ideas.	November 26, 2012
Planning Commission	Public Hearing deliberation and recommendation.	December 3, 2012
City Council	Consideration of plan recommended by Planning Commission and adoption of plan.	December 13, 2012

FACILITY DEMAND

Parks and recreation facility demand involves many different variables that influence recreation participation by the public. Many factors have influenced recreational trends. There is an increased need to address the traditional recreation needs as well as newer sports. The [2012](#) questionnaire, [on-going parks planning](#) workshops, and open houses provided input to the types of recreation facilities that the community would like to see in the future. For [detailed summaries](#) [a summary](#) of the questionnaire results, see Appendix B.

[The City of Stanwood is prioritizing parks and recreation as evidenced with the Hamilton and Ovenell property purchases in 2014, community-driven conceptual Master Plans for Ovenell Park and Hamilton Landing adopted by City Council in June 2016, a Non-Motorized Transportation Plan \(NMTP\) approved in November 2016 and the purchase of 30 acres of the Johnson Farm in the process of being finalized. Given the City's recent investments in new park properties and in trail planning, significant questions – for all of the City's parks and trails were asked and contemplated by the Parks and Trails Advisory Committee \(PTAC\) over their 2016/2017 work cycle.](#)

[The key parks and trails questions discussed by the PTAC were as follows:](#)

[1. What are the primary goals & objectives for the next 6 years?](#)

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- [2. What should be implemented over the next 6 years?](#)
- [3. What is the correct sequence/priority?](#)
- [4. What is the budget?](#)
- [5. Where does the funding and support come from?](#)
- [6. What is the most appropriate timing of a potential bond/levy?](#)
- [7. How should the public be involved?](#)

Results from the [Parks and Trails Advisory Committee process](#), [Non-Motorized Transportation Plan development process](#) as well as past planning exercises including the [2012 SDAT dDesign cCharette, pPublic wWorkshops, qQuestionnaires/surveys](#), ~~and Planning Commission workshop~~ were used as the basis to develop a [list of projects conceptual list of improvements](#) that incorporate the desires of the public for their park and recreation system in Stanwood. ~~These Specific~~ projects are ~~accomplishable within a reasonable time frame of listed on the 6-year~~[six year action item list](#). ~~These projects are conceptual.~~ In many cases, partnerships may be required with other agencies or organizations to jointly develop or enhance parks, recreation, or open space facilities. In addition, the locations indicated for proposed projects and facilities are approximate and may be adjusted as individual projects or proposals are further developed in the future. The list of projects is as follows, in no particular order. [Note that some of the projects are located outside Stanwood City limits, but have been included since as they are within the service area.](#)

- A. Complete sidewalk connections between sidewalk segments (increase connectivity).
- B. Kayak/small, non-motorized, craft launch and ~~water trailhead at riverfront property~~[park development to realize water access.](#)
- C. Develop ~~passive-use~~ park [property](#) with waterfront access.
- D. Downtown Park to provide meeting space and support low impact development/conservation goals.
- E. Continuous trail loop around Heritage Park [including connection to rail station.](#)
- ~~F. Skate Park improvements and u~~Upgrades at Heritage Park. ~~Large gathering picnic shelter with fire pits/grills at Heritage Park to include tournament ready baseball/softball facilities and potential RV parking.~~
- ~~F.G.~~ Develop major loop trails [system](#) with trailheads ~~in the north, the south and west of the~~[throughout](#) City.
- ~~G.H.~~ Establish and develop a main east-west bicycle/pedestrian trail to Camano Island, Arlington, and north/south to Conway and Warm Beach.

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- ~~H.I.~~ Park improvements to Church Creek Park (improve condition of shelters, [play structures](#), and other facilities or redesign for new use(s)).
- ~~J.~~ Park property acquisition and development in [downtown and](#) northeast part of Stanwood (~~vicinity of 280th and 284th Streets~~).
- ~~H.K.~~ Larger/additional dog parks and off-leash areas.
- ~~J.~~ Upgrade playground equipment at Church Creek Park.
- ~~L.~~ Waterfront trail (~~from~~ Ovenell ~~Park Farm or Twin City Foods east on south side of SR-532~~ [along Stillaguamish River to Hamilton Landing](#)).
- ~~M.~~ Use the tops of the dike system along the river and sloughs for pedestrian and [bicycle trails](#).
- ~~K.N.~~ Pave shoulders of main streets and highways for bike lanes.

Several ideas and suggestions emerged from the comments received from the public open house, Planning Commission meetings, and the joint Planning Commission/~~City Council~~ [w](#)Workshop for future parks and recreation facilities. The following list of projects builds upon the previous list with some new additions. Note that some of the projects are located outside Stanwood city limits, but have been included [since as](#) they are within the service area. The list of projects is as follows, in no particular order:

- ~~A.~~ Cedarhome circular loop trail (80th ~~to~~ 284th ~~to~~ 68th ~~to~~ 280th ~~to~~ 70th ~~to~~ 276th and back on 80th).
- ~~B.~~ Trail connection from Heritage Park to downtown to the rail station.
- ~~C.~~ Acquire and develop park in downtown/rail station area as “Downtown Commons”.
- ~~D.~~ Kayak/small craft launch.
- ~~E.~~ Smaller, neighborhood parks needed throughout the City like Lion’s Park.
- ~~F.~~ Use the tops of the dike system along the river and sloughs for pedestrian and [bicycle trails](#).
- ~~G.~~ Pave shoulders of main streets and highways for bike lanes.
- ~~H.~~ Dog parks and off-leash areas.
- ~~I.~~ Park acquisition and development to the north of East Stanwood near 300th.
- ~~J.~~ Park acquisition to give access to water at Stillaguamish River.

~~Comments from the City Council, Planning Commission, and the public open house were tabulated and compiled together (see Appendix B). Through review of the prioritizations and content review of the comments,~~ [Several trends for future parks and recreation facility improvements have emerged](#) as top priorities for the community ~~within the near future~~ [through the many public input processes held by the City over the past five years](#). Broadly speaking, they can be grouped into the following categories:

1) River Parks

~~Acquisition-Development of additional recently acquired land properties~~ [for a new park projects](#) to provide access to the river and to provide passive recreation, water use, shoreline access and habitat conservation consistent with the Shoreline Master Program.

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Parking, restrooms and as well as trailhead facilities such as restrooms would need to be provided should be included.

2) Kayak/Small, Non-motorized Craft Launch

Provisions for a kayak/small, non-motorized, craft launch showed up prominently in the comments from the public and at the top of the prioritization lists. Somewhere along the river in the west part of Stanwood, a kayak/small craft launch spot should be provided. This could be at the City's existing riverfront property or in conjunction with an additional park acquisition along the river Hamilton Landing or Ovenell Park including trail connections.

3) Downtown Park

Acquisition of property with connection to the "downtown triangle" at 271st & Florence Way across from the Amtrak Station is desired as a place for community passive recreation and a potential demonstration of conservation techniques incorporating low impact development in park design and an outdoor meeting spot for community events.

4) Trails and Trailheads

Trails as linkages between open spaces and as loops were mentioned frequently and appeared consistently at the top of the are high on the prioritization lists. There is a strong desire for connectivity between trails and parks, as well as other destination points in the city; especially the downtown/rail station area. Providing for a consistent and coordinated sign system, designating trail routes and improving the existing paving conditions of trail routes are important infrastructure considerations for the community. The community would like to see main loops provided for throughout the various sections/quadrants of the City with trailheads. These trailheads should provide some parking, restroom facilities, drinking fountains, and should be within proximity to services. Along with new trail development, there is also a desire that signs designateding trails signage be developed and existing trail conditions of trails are be improved.

In addition, bicycle routes are desired either as a provision for bike lanes on the main streets and highways going through the Ccity and as designated routes throughout the surrounding areas (along the dikes). Trailheads could be developed in conjunction with parks. Trails connecting to Camano Island, Conway, the Centennial Trail in Arlington and Warm Beach are supported.

5) Upgrades to Existing Parks

Upgrades and enhancements to existing parks is a top priority for many members of the community. Specifically, improvements at Heritage Park to create tournament ready baseball and softball facilities including drainage improvements, continuous loop trail, landscaping, RV parking and upgraded restroom and gathering facilities. playground equipment and site furnishings at Church Creek Park are needed. A redesign of Church Creek Park and improved signage for the entire park system are also desired.

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~~Improvements at Heritage Park—Updating Church Creek Park playground equipment and site furnishings at Church Creek Park are needed. A redesign of Church Creek Park and improved signage for the entire park system are also desired.~~

~~received additional attention, such as upgrades to the skate park, drainage improvements to improve field conditions, continuing a perimeter trail loop, planting additional landscaping, and providing a large picnic gathering facility.~~

6) Neighborhood/Community Park Acquisition

Acquisition and development of an additional neighborhood/community park in the northeast section of Stanwood south of 300th Street between 280th and 284th Streets is needed to address future growth in the Stanwood Urban Growth Area. This park need is identified in the ~~Draft~~ Snohomish County Comprehensive Plan and Recreation Plan.

ANALYSIS OF NEEDS

National standards for classifying park facilities were previously developed by the National Recreation and Parks Association (Table 7) for assessing parkland needs and are commonly used by jurisdictions for Level of Service (LOS) standards. Stanwood's 2014 population of 6,530, six year projected population of 8,210 and projected 2035 population of 11,085, has been used for the analysis of needs section. All population figures, analysis and calculations in this section include the City limits as well as the urban growth area (UGA). The ~~e~~-2035 population estimate is based on the Countywide Planning Policies for Snohomish County, Appendix B.

Existing LOS for Neighborhood and Community Parks

The greatest deficiencies include neighborhood and community parks, and trails including bicycle, walking and jogging trails. In addition, the existing neighborhood parks are not dispersed adequately throughout the City to provide equal local access.

The existing LOS for neighborhood parks is calculated by dividing total inventory of facilities (4 acres) by the total city population of 6,430. This results in a current LOS of .62 acres per 1,000 people. The existing LOS for community parks is calculated the same way. The City of Stanwood has 15 acres of community parks. The current level of service is 2.30 acres per 1,000 people.

A typical Level of Service Analysis is not used for regional parks because the population served includes the entire area of the Stanwood-Camano School District. The 2010 School District service area population was 32,907. In addition, there are other regional park facilities within this school district attendance boundary making it difficult to correlate Stanwood population and Heritage park acreage in a meaningful way. Heritage Park is 48 acres. Although there are other parks within the district, Heritage Park is the only non-school facility offering fields for team sports such as baseball, football, lacrosse and soccer.

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Future Needs

National standards for classifying park facilities have been developed by the National Recreation and Parks Association as shown below in Table 7.

Table 7
Classification Standards for Recreation Facilities

Recreation Facility Classification	Acres/1,000 Pop.	Size Range	Pop. Served	Service Area
Neighborhood Park	2.5	5-20 acres	560-2,000	¼-½ mile
Community Park	2.5	20-100 acres	2,000-10,000	½ mile
Regional Park*	.002-.003	50-75 acres	25,000	Multi County

Source: National Park Recreation and Open Space Standards; National Recreation and Park Association; Washington, D.C., 1983.

**Based on community facility standard Neighborhood Parks Future Need*

Neighborhood Parks

Table 8 describes projected neighborhood park needs between 2015 and 2035.

Table 8
National Standard LOS
Neighborhood Parks Needs Projection
(LOS=2.5 acres per 1,000 population)

Time Period	Pop.	Acreage Needed	Acreage Avail.	Net Reserve (Deficit)	Net land Cost
2015-2021	8,210	20.53	4	(16.53)	N/A
2022-2035	11,085	27.7	4	(23.7)	N/A

The City will require additional neighborhood park facilities over the planning period to meet the standard LOS.

Community Parks

Table 9 describes projected community park needs between 2015 and 2035.

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Table 9
National Standard LOS
Community Park Needs
(LOS=2.5 acres per 1,000 population)

Time Period	Pop.	Acreage Needed	Acreage Avail	Net Reserve (Deficit)	Net land Cost
2015-2021	8,210	20.53	15	(5.53)	N/A
2022-2035	11,085	27.7	15	(12.7)	N/A

The City will require additional community park facilities over the planning period to meet the standard LOS.

Linear Parks and Trails

The national standard LOS for trails is 2 acres per 1,000 people. This equates to a trail 8 feet wide and approximately two miles long for each 1,000 people. The City presently has .5 mile of trail at Heritage Park, 1 mile of trail at the Stanwood-Camano Village and 1 mile of designated trail along Pioneer Highway, for a total of 2.5 miles (2.4 acres). Table 10 shows the projected future trail needs.

Table 10
Trails Needs Assessment
(LOS=2 acres per 1,000 population)

Time Period	Pop.	Acreage Required	Acreage Available	Deficit in Acres
2015-2021	8,210	16.42	2.4	(14.02)
2022-2035	11,085	22.2	2.4	(19.8)

The City will need to add additional trail facilities over the planning period in order to resolve the projected deficit based on existing trails.

Summary

Neighborhood Parks Need

Based on the national standards, Stanwood does not have adequate acreage for neighborhood parks and much of the current inventory is undeveloped and/or not accessible as a park. The undeveloped parks need facilities and improvements to function as recreation areas for their neighborhoods. The need in the 6 year planning period is 16.53 acres. 23.7 acres is needed by

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2035 to meet the standard LOS. Some of the deficit can be met by developing the two undeveloped parcels owned by the city for parks use for an additional 3 acres. These lands are not currently included in the inventory for LOS purposes as they are undeveloped. In terms of acquisition needs, the north and northeast section of Stanwood lacks neighborhood park facilities and the town lacks a facility serving downtown residents and the commercial area.

Community Parks Need

Based on national standards, Stanwood will need to acquire and develop acreage for community parks over the planning period. The Church Creek Park incorporates most of the recreation elements that have been identified in the City's Comprehensive Plan. An additional 12.7 acres of community park land will be needed by 2035. Some portion of community park need is satisfied at Heritage Park for residents of the area adjacent to this facility.

Linear Trails Need

The City currently has a total of 2.5 miles of designated trails at 3 locations. Each mile of trail (8 feet wide) equals .97 acres. The national standard LOS for trails is 2 acres (8 feet wide and approximately 2 miles long) per 1,000 population.

The existing 2.5 miles of trails under serve the [2013-2014](#) population of 6,430,530, including the urban growth area (UGA), and an additional 10.58 trail miles are needed immediately. In addition to the immediate need, the City requires 3.88 miles of trails over the six year planning period for a total of 14.46 trail miles by 2021. 5.96 miles of additional 8 foot wide trails are needed by the end of the twenty-year planning period for a total of 20.42 new trail miles. Calculation of trail acres to miles requires conversion to square feet. One trail mile equals 42,240 sf (8' x 5280'). One acre equals 43,560 sf.

Regional Park Need

The community need is met and will be met by the 43.6 acre Heritage Park recreation complex. ~~This-~~[The intent for this facility is to serve a-the](#) regional population for sports league play, serving the Stanwood Camano School District, and providing a location for multi-county tournaments league play for teams from Stanwood and Camano Island in Island County, regional bicycle events and major community ~~events such as the 4th of July fireworks.~~ The addition of further facility improvements would bring the park to completion [to fully serve](#). The park also has ongoing maintenance needs.

ACTION PLAN

Introduction

The following recommended actions are based on the facility demand and needs analysis, and are consistent with the goals and objectives contained in this document. To aid in budget

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planning and qualifications for financial assistance, the City of Stanwood has prioritized the action items and developed both six-year and twenty-year action plans. More detail on the six-year action items can be found in the City's Capital Facilities Plan.

Policy Action Items

Several items and projects suggest policy items that should be planned for in regard to the City as a whole.

Six-year Project Action Items

[Following are the six year priority project details for each park/trail:](#)

Heritage Park

- [Drainage evaluated and improved](#)
- [Four-field lighted facility capable of hosting regional baseball and other sport tournaments](#)
- [New playground and loop trail](#)
- [Improved parking, potential RV parking](#)

Church Creek Park

- [New playground, improved visibility, new trail to the creek, better drainage, improved ball field](#)
- [Master Plan started to coordinate access and parking with the Vine Street property](#)

Trails

- [Sidewalk connectivity projects included in bi-annual budgets](#)
- [Lighting added to selected trails](#)
- [Trail information kiosk installed near the train station](#)
- [Trail within city-owned property along the 532 Berm](#)

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Hamilton Landing

- First local access point to the Stillaguamish River in recent memory
- Cleaned up; motorized boat launch, restroom and parking installed
- Remainder of the park designed, engineered and partially under construction

Ovenell Park

- Cleaned up and secured
- Interim restroom, utilities and parking
- Tours and approved programs and events
- Design and engineering completed
- Construction will start in the last year of the six-year plan

Remaining (Lindstrom, City Hall Park, Lions Park):

- Maintenance only, no major improvements

New Properties

- Johnson Farm
- Heritage Park Adjacent Land
- Central City open space
- N/NE City neighborhood park

Six-year Project Action Items

1. River Access Park including a small, non-motorized, water-craft launch and water trailhead: requirements may include ramp to water, parking spaces, location should be in close or relatively close proximity to services; possibilities include riverfront property, from Twin City Foods eastward, on the south side of SR-532.
2. Downtown Park: Land within downtown should be acquired and developed to provide passive recreation for residents and commercial users downtown, to provide a community meeting place for events or summer marketing and to provide a connection to trails and/or the train station. The park design could potentially address sustainability issues raised at the SDAT Charette including low impact development design.
3. City Hall Park: Potential improvement to the existing vacant lot owned by the city.
4. Neighborhood Park (1-5 acres) property acquisition in north and/or northeast part of Stanwood, north of East Stanwood (in vicinity of 280th and 284th Streets and 300th Street).
5. Church Creek Park Rehabilitation: Shelter improvements, playground equipment upgrade, enhanced native plantings.
6. Heritage Park Rehabilitation: Drainage improvements.
7. Port Susan Food and Farming Center : Provide expertise to assist the Board choose a permanent and sustainable year round location.
8. Trail System: Completion of missing links in the safe walks to schools program is supported for the sidewalk system. In addition approximately three or four main loop trails (separate from sidewalk system) should be established and designated that

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~~interconnect the city's community and neighborhood parks and connect Pioneer Highway/Marine Drive to the downtown and eventually to Camano Island and eastern Snohomish County.~~

~~9. Dog park and off-leash area(s).~~

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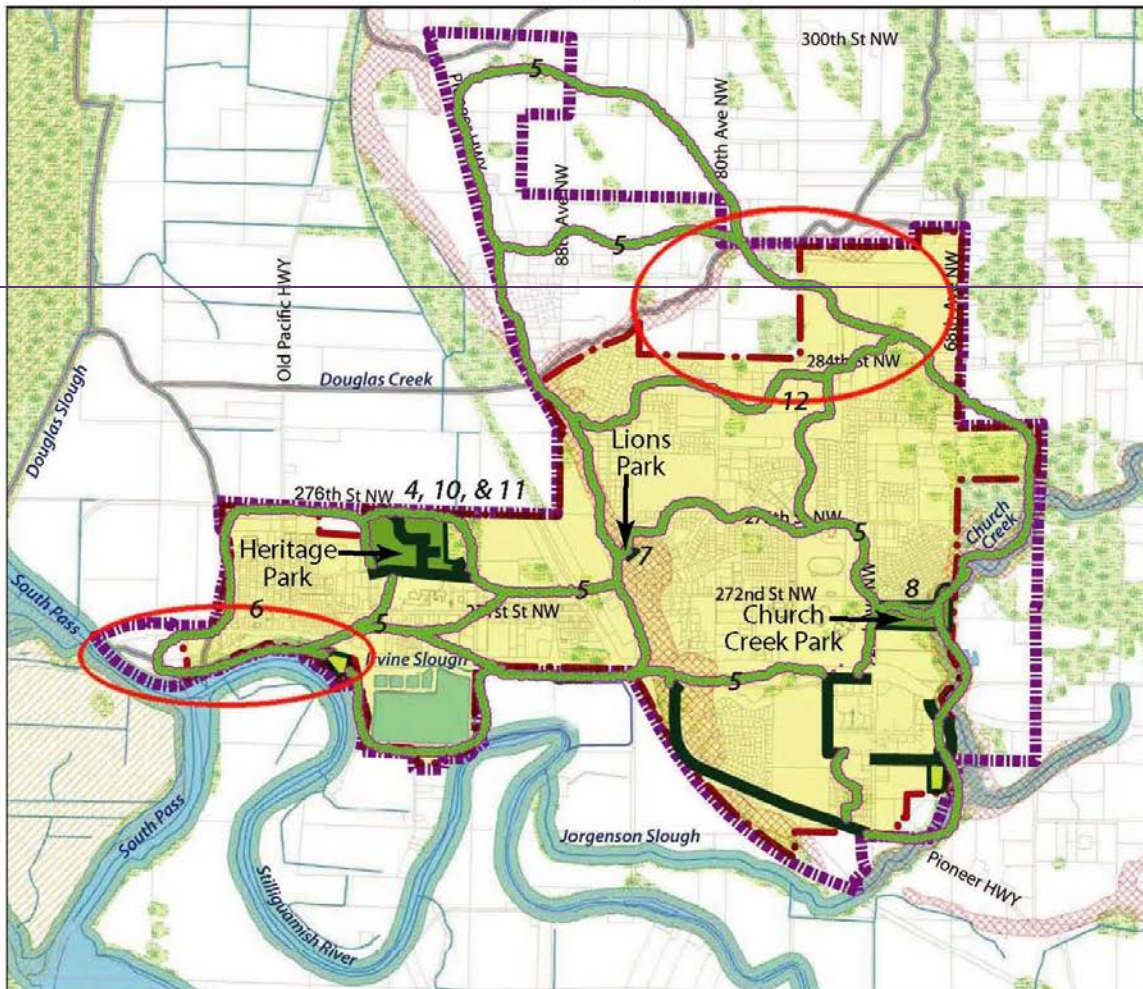
City of Stanwood

6-YEAR PROJECT ACTION ITEMS

- 4 *Heritage Park Field Improvement*
- 5 *Trail System Development**
- 6 *Small, water craft launch*
- 7 *Upgrades*
- 8 *Church Creek Park Upgrades*
- 10 *Heritage Park: Picnic Shelter*
- 11 *Heritage Park: Skate Park*
- 12 *NE Neighborhood Park*

LEGEND:

- | | |
|---|---|
|  Non-DNR Managed Public Lands |  Standwood Urban Growth Area |
|  Undevelopable Steep Slopes |  Stanwood City Limits |
|  Existing Parks |  Wetlands & Buffers |
|  Existing Trails |  Water Course |
|  Category 1 & 2 Water Buffer (150') |  Water Body |
|  Other Category Water Buffer (50' to 100') |  Future Trails |
| |  Undeveloped Parks |



* Trails shown on map are approximate locations only, actual trail routes should be implemented as opportunities arise

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Twenty-Year Parks Plan

The Twenty-Year Plan consists of projects that received comment and support, although they were lower priorities. These ideas should remain as potential projects should future opportunities arise. *(not listed in order of priority)*:

Heritage Park

- RV hook-ups

Trails

1. Three or four main loop/connection trails (separate from sidewalk system) should be established and designated that interconnect the city's community and neighborhood parks and connect Pioneer Highway/Marine Drive to the downtown and eventually to Camano Island and eastern Snohomish County.
2. Add parking near developed trail system (future).
3. Develop designated bike routes.
4. Rest stops for bicycles/walkers (restrooms, drinking fountains, benches).
5. Trail signage system.

Hamilton Landing

- Complete park construction including non-motorized boat launch

Ovenell Park

- Complete park construction including water access and waterfront trail (east on south side of SR-532).

Lindstrom Park

- Park design and development

City Hall Park

- Park design and development

Lions Park

- Park improvements

New Properties

- Central City open space
- N/NE City neighborhood park
- Downtown park
- Port Susan Food and Farming Center

1. ~~Developing a civic open space in downtown as a "Downtown Commons".~~

Parks, Recreation and Open Space Plan

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- ~~2. Develop the park at the Lindstrom Property.~~
- ~~3. Viewpoint/overlook near Pioneer Highway (1 acre): property acquisition and development within north part of Stanwood's Urban Growth Boundary.~~
- ~~4. Finish a continuous loop trail around perimeter of Heritage Park.~~
- ~~5. Provide RV hook-ups and RV parking facilities at Heritage Park.~~
- ~~6. Enhance the viaduct property with a visual "place marker/landmark element."~~
- ~~7. Add horseshoe pits to Heritage Park.~~
- ~~8. Add parking near developed trail system (future).~~
- ~~9. Develop designated bike routes.~~
- ~~10. Rest stops for bicycles/walkers (restrooms, drinking fountains, benches).~~
- ~~11. Trail signage system.~~

Many proposed projects occur outside of the city limits and urban growth boundary, and would involve partnering with other jurisdictions and partners to accomplish them. These include:

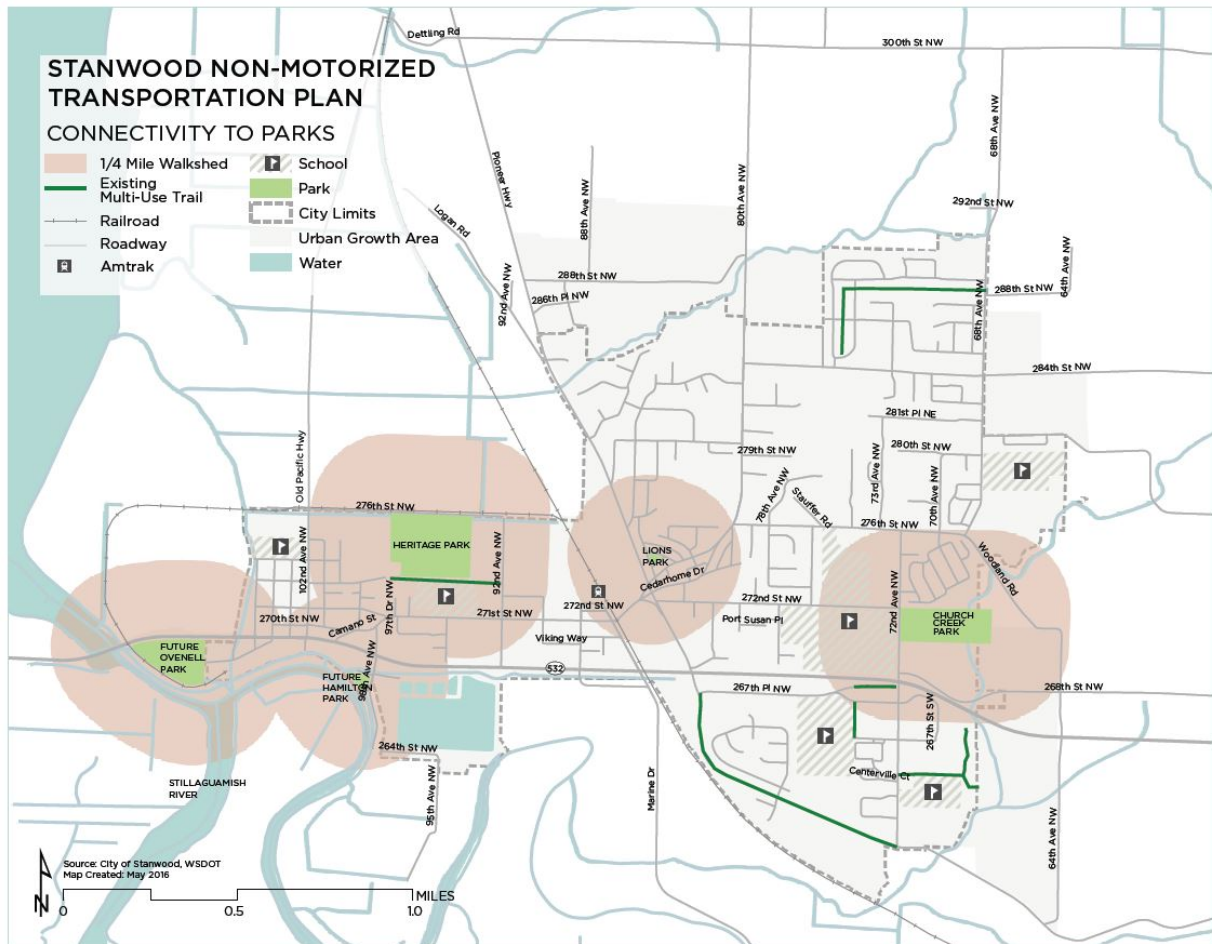
1. Developing a main east-west bicycle/pedestrian trail connecting Stanwood to Camano Island and Arlington separate from SR-532 much like the Burke Gilman trail.
2. Use the tops of the dike system along the river and sloughs for pedestrian and bicycle trails (Snohomish and Island Counties).

The City supports these projects and will make every effort to meet future demand for the region. This must, however, be accomplished through cooperative regional partnering with both Snohomish and Island Counties.

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Appendix A: Existing Inventory Map and Images



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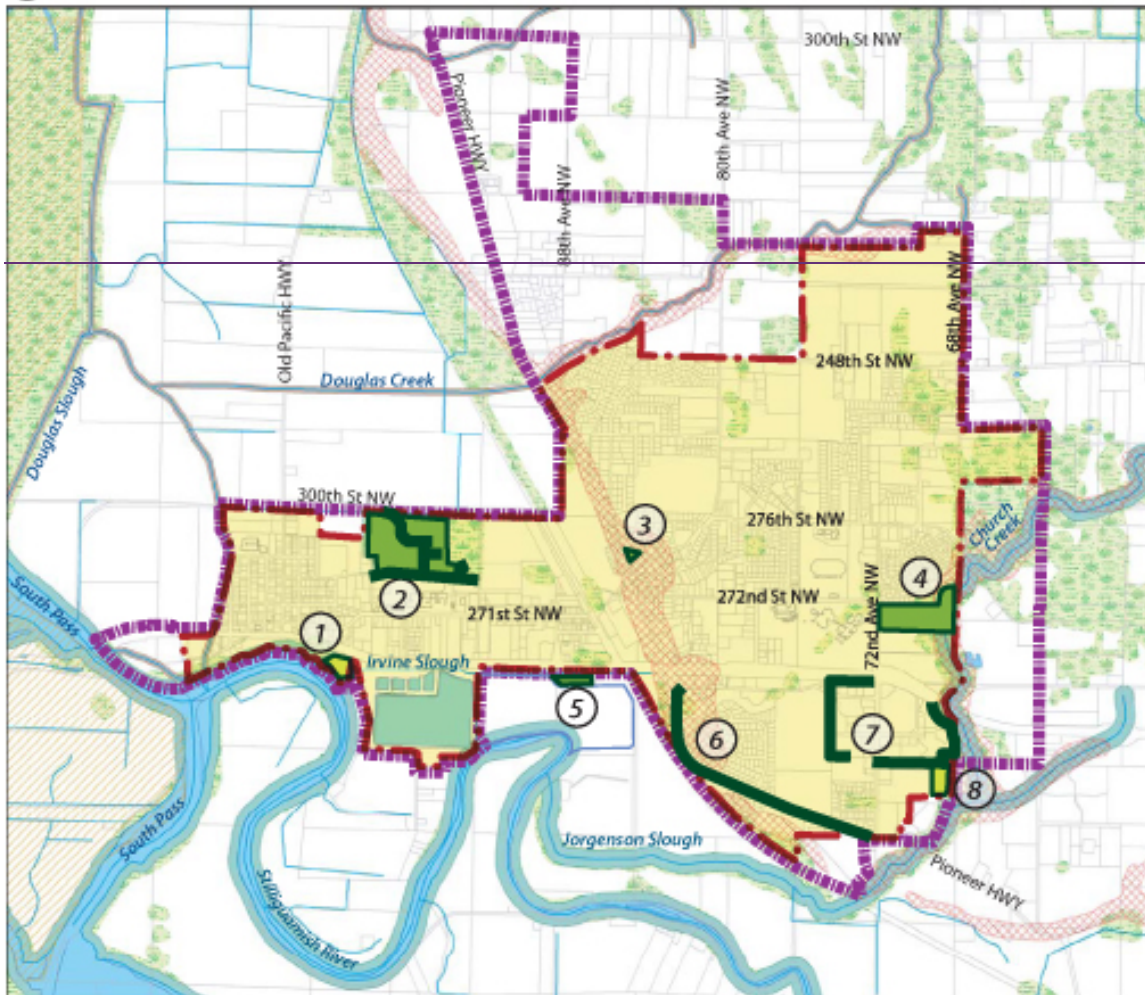
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EXISTING PARKS & TRAILS

- ① Waterfront Property
- ② Heritage Park & Trails
- ③ Lions Park
- ④ Church Creek Park
- ⑤ VFW Memorial
- ⑥ Pioneer Highway Trail
- ⑦ Village Walking Loop Trail
- ⑧ Lindstrom Property

LEGEND:

- | | |
|---|---|
|  Non-DNR Managed Public Lands |  Standwood Urban Growth Area |
|  Undevelopable Steep Slopes |  Stanwood City Limits |
|  Existing Parks |  Wetlands & Buffers |
|  Existing Trails |  Water Course |
|  Category 1 & 2 Water Buffer (150') |  Water Body |
|  Other Category Water Buffer (50' to 100') |  Undeveloped Parks |



HERITAGE PARK
9600 276th St NW, Stanwood

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Acreage: 44.05



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CHURCH CREEK PARK

71st Ave NW, Stanwood

Acreage: 15.39

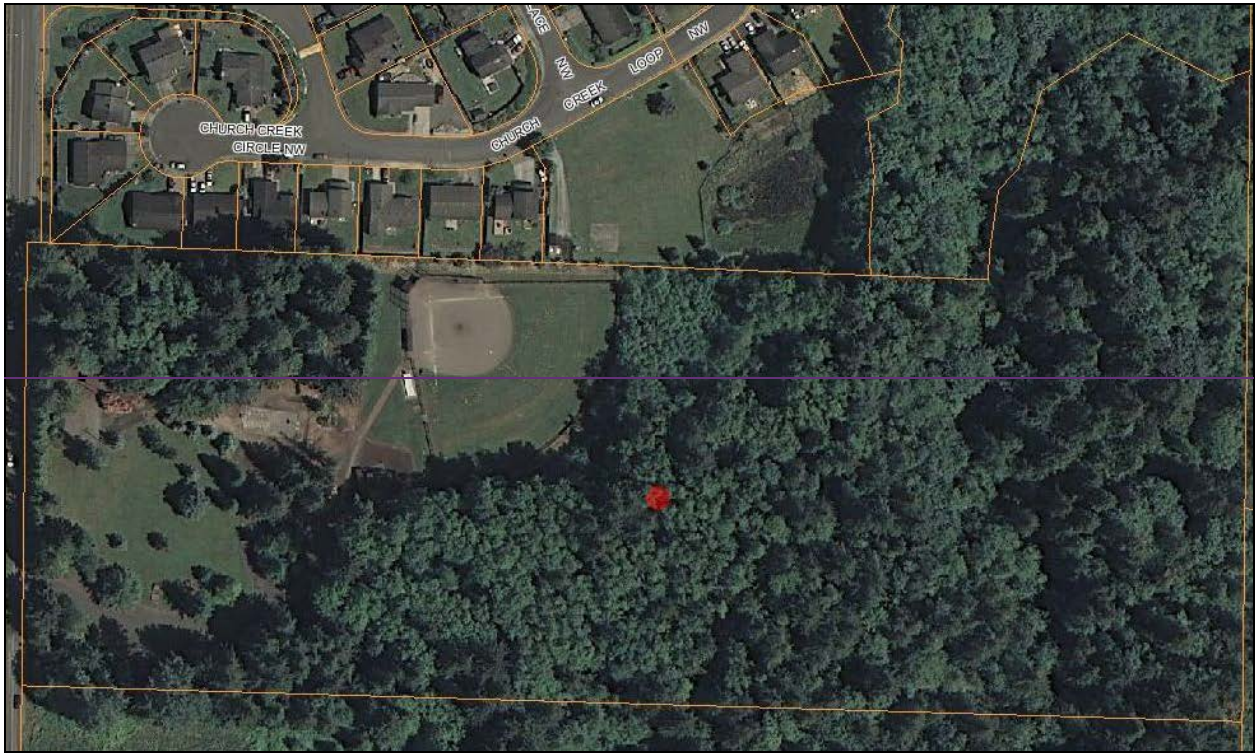
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LIONS PARK
Stanwood
Acreage: .68

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RIVERFRONT PROPERTY

Stanwood

Acreage: .8

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LINDSTROM PROPERTY

Stanwood

Acreage: 4.59

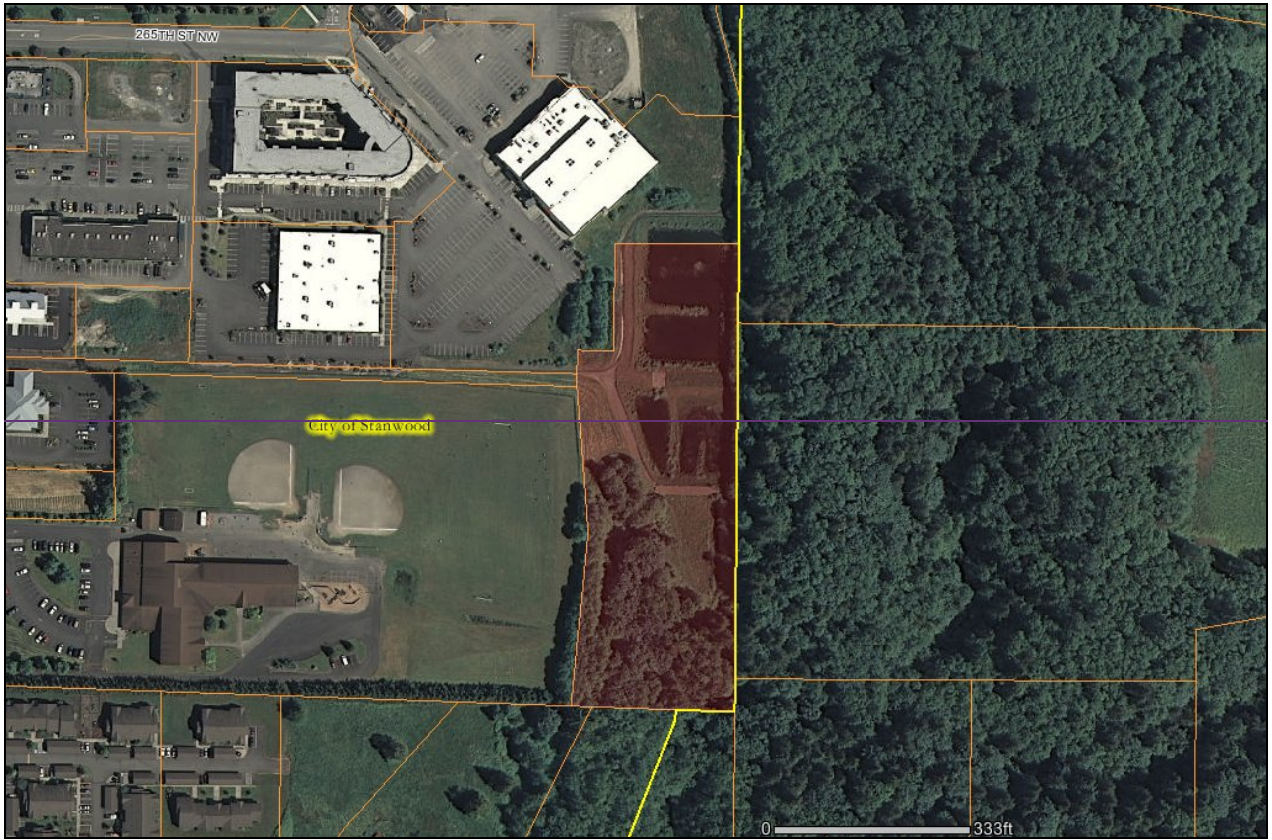
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OVENELL PROPERTY

Stanwood

Acreage: 15



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HAMILTON PROPERTY

Stanwood

Acreage: 2.01



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Heritage Park & Trails:



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Lions Park:



Church Creek Park:



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VFW Memorial:



Pioneer Highway Trail:



Village Walking Loop Trail:



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Church Creek Park



Heritage Park



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Lions Park



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VFW Memorial



Pioneer Highway Trail

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Lindstrom Village Walking Loop Trail



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Riverfront property



Hamilton property



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Ovenell property



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Appendix B: PREVIOUS PUBLIC INVOLVEMENT SUMMARIES

<u>Event</u>	<u>Description</u>	<u>Date</u>
<u>Planning Commission Workshop</u>	<u>Workshop to provide input on current inventory, goals, and objectives; and generate ideas regarding future facilities within the service area.</u>	<u>August 13, 2012</u>
<u>City Council</u>	<u>Review scope and methodology.</u>	<u>August 23, 2012</u>
<u>Public Workshop Questionnaire</u>	<u>Online Questionnaire to assess use of facilities, recreational priorities, and comments regarding City parks.</u>	<u>September 10 to October 1, 2012</u>
<u>Planning Commission Workshops</u>	<u>Review public workshop and questionnaire results, obtain additional comments, review possible projects, and Planning Commission prioritization of projects.</u>	<u>September 10, 2012 October 8 & 22, 2012</u>
<u>Public Open House</u>	<u>Review results from previous workshop, have the public prioritize projects, and receive additional comments and ideas.</u>	<u>September 24, 2012</u>
<u>Planning Commission Public Hearing</u>	<u>Review amendments.</u>	<u>November 14, 2012</u>
<u>Joint Planning Commission & City Council Workshop</u>	<u>Review results from previous workshop and Planning Commission session, City Council members briefing, and receive additional comments and ideas.</u>	<u>November 26, 2012</u>
<u>Planning Commission</u>	<u>Public Hearing deliberation and recommendation.</u>	<u>December 3, 2012</u>
<u>City Council</u>	<u>Consideration of plan recommended by Planning Commission and adoption of plan.</u>	<u>December 13, 2012</u>

Questionnaire

The City held a Parks, Recreation and Open Space Plan Open House for the public on September 24, 2012. Twenty community members had the opportunity to vote on their top four priorities in future parks projects. There were nine options: a city hall park, Church Creek park, an off-leash dog park, a new downtown park, Heritage park improvements, kayak/river access, a new neighborhood park, skate park rehabilitation at Heritage park or trails. The top two votes were tied for kayak/river access and trails. A new downtown park ranked third in votes.

The City ~~also~~ hosted an online PROS plan survey from September 8 to October 1, 2012 and invited the community to give input. The survey received seventy-four responses. The survey results reflected the community's desire for a wider-range of recreational activities including waterfront access/boat launch, off-leash dog park and active recreation such as sports, courts,

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fields and multi-use trails as well as to acquire additional land for parks/recreation facilities. The majority of survey respondents stated that they would not like more private, mini-parks/tot lots for homeowner association use in Stanwood residential neighborhoods and that both taxpayers and developers should share the costs for funding and the associated maintenance costs of new parks.

Survey

The development of the City's Non-Motorized Transportation Plan included a variety of outreach activities to gain insight about the challenges of Stanwood's existing pedestrian and bicycle network and recommendations for future improvements. The survey was available online through the City's project webpage. It was advertised via social medial, email and an announcement at the first Community Workshop on April 28, 2016, where participants were invited to take the survey at a workshop station with a lap top computer. Paper copies were also available upon request. City staff and Advisory Committee members encouraged people to take the survey by personally visiting community gathering places and discussing the process. The survey yielded 262 participants. Of the participants, 79% identified themselves as female and 21% as male. The reported majority age of survey takers was between 40-49 years (30%), followed by those age 30-39(25%), 50-59, (19%), 60-69 (14%, and 70+ (3%). The survey provided responses to questions regarding walking and biking trends, obstacles and concerns, desired facilities, and desired destinations.

2012 Online Survey Results

City of Stanwood 2012 Park Survey

Where do you live?											
	Bryant	Camano Island	East of 68th St NW	Lake Ketchum	Norman Rd/Marine Dr Area	North of 284th	Silvana	Stanwood (within city limits)	Sunday Lake	Warm Beach	Total Response Count
Your permanent residence	2	20	1	2	1	2	0	41	2	3	74

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Appendix C: Parks and Trails Phase II Final Report and Six-year Implementation Plan with Costs and Funding Strategies



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10c

DATE: February 8, 2018

SUBJECT: Planning Commission Fall 2018 Work Plan

CONTACT PERSON: Ryan C. Larsen, Community Development Director

ATTACHMENTS: A - Planning Commission 2018 Work Plan

ISSUE

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

RECOMMENDATION

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

SUMMARY STATEMENT

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

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

Commission has prepared and supports their 2018 Work Plan and is now asking for City Council to approve this Plan.

DISCUSSION

The Planning Commission has prepared a 2018 Work Plan for the Commission. The Planning Commission reviewed the Plan at their January 8, 2018 meeting and recommended approval of the Plan. Also, the Council Community Development Committee will be reviewing the Plan at their February 8, 2018 meeting prior to the council meeting. Staff is recommending for council to approve the Plan as prepared.

FINANCIAL IMPACT

None.

COMMITTEE RECOMMENDATION

The Community Development Committee will review the Planning Commission's 2018 Work Plan at their February 8, 2018 meeting prior to the council meeting.

CITY COUNCIL OPTIONS

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

RECOMMENDED MOTION

I MOVE TO APPROVE THE PLANNING COMMISSION'S 2018 WORK PLAN.

Attachment A

PLANNING COMISSION

2018 WORK PROGRAM

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



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10d

DATE: February 8, 2018

SUBJECT: Ordinance 1455 – Code Edits Title 17 –Tattoo and B&B changes (Zoning Use Table) – 1st Reading

CONTACT PERSON: Ryan C. Larsen, City Administrator/Community Development Director

ATTACHMENTS: A - Ordinance 1455 – Zoning Use Table – Tattoo and B&B changes
B - Supporting Information for Tattoo Parlor
C -Letter from Mark Ramaley dated September 13, 2017

ISSUE

The issue before the City Council is to review Ordinance 1455 relating to the zoning use table edits affecting Tattoo and B&B changes and whether or not the City Council should allow for first reading.

RECOMMENDATION

1. Review and discuss the proposed edits to the zoning use table for Tattoo and B&B changes.
2. Allow for first reading of Ordinance 1455 making changes to the City of Stanwood Municipal Code.

SUMMARY STATEMENT

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

The Commission held a public hearing on January 22, 2018, at which time the Commission made the following recommendation to City Council:

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

The motion from the Commission passed with four members in favor, one no vote, one abstention, and one not present. The motion included support for the proposed changes in the attached Ordinance 1455.

Also, during public comment, there was concern expressed over the number of rooms allowed in the residential zone for bed and breakfast. The change would allow for six rooms in all residential zones for both bed and breakfast residences and bed and breakfast inns. Before the proposed change only two rooms were allowed for bed and breakfast residences.

Staff has further evaluated the proposed change and realized the change suggested by staff would be in contradiction with the definitions (below).

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

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

So one alternative would be to make a change to address the number of rooms for bed and breakfast residences under section 17.30.050 Zoning use conditions subsection (6) from staff’s suggested change and to make the definition consistent.

Staff offers the following additional suggested change:

17.20.030 “B” definitions

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

17.30.050 Zoning use conditions

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

DISCUSSION

The change to the Personal Services section of the zoning use table under SMC 17.30.040 adds Tattoo Parlors as a permitted use in the MBI and GC zones. The other change to the zoning use table changes Bed and Breakfast Inns as an Administrative Conditional Use permit under Single-Family Residential SR5.0 (SR5.0), Multi-Family Residential (MR), and General Commercial (GC) from a Conditional Use Permit and changes Bed and Breakfast Residence from a Conditional Use to an Administrative Conditional Use permit under the SR12.4, SR9.6, SR7.0, SR5.0, MR and GC zones. Staff also changed footnote (6) to allow up to 6 rooms in all SR zones from 2 rooms under SMC 17.30.050.

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

FINANCIAL IMPACT

None.

COMMITTEE RECOMMENDATION

City staff met with the Council Community Development Committee on Thursday, November 9, 2017 to discuss the proposed edits. The Committee supported moving forward with the edits.

CITY COUNCIL OPTIONS

1. Allow for first reading of Ordinance 1455 making changes to the zoning use table affecting Tattoo and B&B changes in the City of Stanwood Municipal Code.
2. Allow for first reading of Ordinance 1455 making changes to the zoning use table affecting Tattoo and B&B changes in the City of Stanwood Municipal Code and make additional changes as suggested by staff.
3. Do not support Ordinance 1455 making changes to the zoning use table affecting Tattoo and B&B changes in the City of Stanwood Municipal Code at this time and direct staff to address specific Council issues or concerns prior to Council reconsidering the ordinance.

4. Do not support first reading of Ordinance 1455 making changes to the zoning use table affecting Tattoo and B&B changes in the City of Stanwood Municipal Code.

RECOMMENDED MOTION

I MOVE TO APPROVE FIRST READING OF ORDINANCE 1455 AS SET FORTH IN ATTACHMENT "A" BY AMENDING TITLE 17 FOR CHANGES ASSOCIATED WITH TATTOO AND B&B UNDER THE ZONING USE TABLE.

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. 1455

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING STANWOOD MUNICIPAL CODE (SMC) SECTION 17.30.040 ENTITLED “ZONING USE TABLE” RELATING TO HOTELS AND GUESTHOUSES, AND PERSONAL SERVICES; AND SUBSECTION 17.30.050(6) ZONING USE CONDITIONS; ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, under the State Growth Management Act (GMA), the City is authorized to adopt concurrent zoning code amendments to implement its Comprehensive Plan; and

WHEREAS, amendments to the zoning code are required to ensure consistency with the Comprehensive Plan; and

WHEREAS, the development regulation amendments contained in this Ordinance are consistent with the procedural guidelines for amendments to the development regulations of the City; and

WHEREAS, on November 13, 2017 and January 22, 2018 the Stanwood Planning Commission reviewed the amendments set forth in this Ordinance during the amendment process; and

WHEREAS, the City of Stanwood SEPA Responsible Official reviewed the amendments and issued a Determination of Non-significance (DNS) on November 21, 2017; and

WHEREAS, on January 22, 2018, following notice as required by law, a public hearing was held by the Planning Commission and all persons wishing to provide public input concerning the proposed amendments set forth in this Ordinance were heard; and

WHEREAS, public notice of the SEPA DNS and the above-referenced public hearing were provided as required by law; and

WHEREAS, the Planning Commission made a recommendation concerning proposed amendments;

WHEREAS, the Community Development Committee reviewed the edits recommended by the Planning Commission at their February 8, 2018 meeting; and

WHEREAS, the City Council reviewed the recommendation of the Planning Commission and the Committee at their February 8, 2018 regular meeting;

WHEREAS, pursuant to RCW 36.70A.106, the City has notified the Washington State Department of Commerce of the City's intent to adopt the proposed amendments to the zoning code and asked for expedited review of those amendments contained in this Ordinance; and

WHEREAS, the City Council has determined that it is in the best interests of the City to amend the zoning use table;

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

Section 1. SMC Section 17.30.040 entitled "Zoning use table" subsections for "Hotels and Guesthouses" and "Personal Services" are hereby amended to read as follows (all other provisions of SMC Section 17.30.040 entitled "Zoning use table" remain in effect and unchanged):

17.30.040 Zoning Use Table

KEY:

Blank = Not Permitted

AC = Accessory Use

ADC = Administrative Conditional Use

C = Conditional Use

P = Permitted Use

AEO = Adult Entertainment Overlay

HO = Historic Overlay

TO = Transit Overlay

MPO = Master Plan Overlay

MXO = Mixed Use Overlay

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

Land Use	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR	TN	MB-I ²⁹	MB-II	NB	GC	LI	GI
Personal Services												
Assisted/independent living					C18	C		P11, P18		P18		
Barber shop, beauty shop					P39MXO	P	P	P	P	P, P39 MXO		P37TO
Daycare center			P12	P12	P12	P12	P12	P12	P12	P12, P39 MXO		P37TO
Daycare, family	AC12	AC12	AC12	AC12	P12		P37TO	P	P12	P12, P39 MXO		P37TO
Daycare, mini				P12	P12	P12	P12	P12	P12	P12, P39 MXO		
Dry cleaner					P39MXO	P35	P	P	P	P, P39 MXO	P	P
Equipment rental								P		P, P39 MXO	P	P
Funeral home							P	P		P, P39 MXO	P	
Health/athletic club					P39MXO		P	P		P, P39 MXO	P	
Janitorial service					P39MXO			P			P	P
Laundromat					P39MXO	P35	P	P	P	P, P39 MXO	P	P37TO
Optician					P39MXO	P	P	P	P	P, P39 MXO		P37TO
Massage clinic/center							P	P		P, P39 MXO		

Medical marijuana collective gardens							ADC	ADC		ADC	ADC	
Photo processing service					P39MXO		P	P		P, P39 MXO	P	
Photocopy/private mail center							P	P		P, P39 MXO		
Printing and publishing					P39MXO		P	P		P, P39 MXO	P	
Private clubs					P39MXO		P	P		P, P39 MXO		
Tattoo parlors					P39MXO		<u>P</u>	P		<u>P</u>		P
Travel agencies					P39MXO	P	P	P				
Video sales and rental					P39MXO	P	P37TO	P	P	P, P39 MXO	P37TO	P37TO
Other uses determined to be consistent with the definition of "personal service" as determined in this code							P51HO					

Section 2. SMC Subsection 17.30.050(6) is hereby amended to read as follows (All other provisions of SMC Section 17.30.050 entitled "Zoning use conditions" remain in effect and unchanged):

17.30.050 Zoning use conditions.

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

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. Effective Date. This Ordinance shall take effect from and after five (5) days after its passage and publication as required by law.

PASSED AND APPROVED by the Stanwood City Council this ____ day of _____ 2018.

CITY OF STANWOOD

Leonard Kelley, Mayor

ATTEST:

By: _____
David A. Hammond, City Clerk

APPROVED AS TO FORM:

By: _____
Grant Weed, City Attorney

Date of Publication: _____

Effective Date: _____

ATTACHMENT B

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

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

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

Definitions

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

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

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

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

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

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

ATTACHMENT C

September 13, 2017

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

Re: Bed and Breakfast Residences

Dear Ryan:

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

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

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

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

Sincerely,



Mark Ramaley
Klondike Manor, LLC