



**Agenda**  
**City Council Regular Meeting**  
**February 12, 2026 | 7:00 PM**

Stanwood-Camano School District, Admin. Building Board Room  
26920 Pioneer Highway, Stanwood, WA 98292

Attend in-person or via Zoom ([join zoom](#))  
Webinar ID: 828 1720 4486, Passcode: 396305, or call: (253) 215-8782

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call**
- 3. Approval of the Agenda**
- 4. Presentations**
- 5. Public Comments**
  - Verbal comments may be provided in person.
  - Written comments must be provided to the Clerk by 12:00 p.m. the day of the meeting via this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>
  - Remote (online or phone-in) comments can be received by reasonable accommodation only. Any requests for reasonable accommodation for remote participation, must be sent in writing to the City Clerk at [cityclerk@stanwood.wa.us](mailto:cityclerk@stanwood.wa.us) by 12:00 p.m. the day of the meeting
- 6. Staff/Department Reports**
  - a. Police Compstat Report - January
- 7. Council Committee Reports**
  - a. Community Development Meeting Minutes - January 15, 2026
  - b. Economic Development Board Meeting Minutes - January 16, 2026
  - c. Parks and Trails Advisory Committee Meeting Minutes - January 26, 2026
  - d. Public Works Committee Meeting Minutes - February 2, 2026
- 8. Consent Agenda**
  - a. Approve Vouchers and Payroll Checks
  - b. Approve City Council Regular Meeting Minutes - January 22, 2026
  - c. Approve City Council Workshop Minutes - January 22, 2026
- 9. Unfinished Business**
- 10. Public Hearing**
- 11. New Business**
  - a. Approve First Reading of Ordinance 1560 SMC Title 10 Truck Routes and Weight Restrictions
  - b. Approve First Reading of Ordinance 1561 SMC Title 11 Brick Road Preservation
  - c. Authorize the Mayor to Sign the Climate Change Planning Grant from Department of Commerce
- 12. Public Closing Comments**
- 13. Executive/Legislative Reports**
  - a. Mayor's Report
  - b. City Administrator's Report
  - c. Councilmember's Reports/Questions

**14. Recess to Executive Session**

**15. Adjourn**

**Upcoming Meeting Dates**

Thursday, February 26, 2026, 5:00 pm - City Council Workshop

Thursday, February 26, 2026, 7:00 pm - City Council Meeting

Thursday, March 12, 2026, 7:00 pm - City Council Meeting



## City of Stanwood City Council Staff Report

**Item Number:** 6.a.  
**Date:** February 12, 2026  
**Subject:** Police Compstat Report - January  
**Contact Person:** Glenn DeWitt  
**Attachments:** 1. Police CompStat Report - January

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### **ISSUE**

Attached is the January CompStat report for Council's review.

# Stanwood Police Department CompStat Report



**City of Stanwood Police Chief Glenn DeWitt**

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

# JANUARY 2026

# Stanwood Police Department

## COMPSTAT REPORT



### What is CompStat?

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

### What is the benefit to the community?

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

### How is data collected?

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

### What data will you see in this report?

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

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

#### ***Incident data:***

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

#### ***Case data:***

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

# JANUARY 2026

# Stanwood Police Department

## POLICE STAFFING



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

### DIVISIONS:

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

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

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

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

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

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

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

# JANUARY 2026

# Stanwood Police Department



## RECORDS UNIT

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

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

	2026	2025	2024	2023	Year to Date
<b>Public Records Requests</b>	37	33	50	46	37
<b>Concealed Pistol License Issued</b>	55	33	30	39	55
<b>Fingerprinting &amp; Approx Time</b>	23 5.75 hrs	26 6.5 hrs	18 4.5 hrs	10 2.5 hrs	23 5.75 hrs

# JANUARY 2026

# Stanwood Police Department

## Message from the Chief



Being selected as Police for the City of Stanwood was a proud moment for me, and definitely a milestone in my career. I am looking forward to working with city leaders, community members, and area partners in providing public safety, transparency, and building trust. I have spent the first couple of weeks getting to know the day-to-day operations and trying to learn everyone's name and what they are responsible for. "I'm not as good at it as I once was, but I'm as good once as I ever was."

With a new face always comes a lot of questions about what is important and what changes need to be made. I want to make sure I hear from everyone and listen to their concerns and what they believe priorities should be. In the coming month I will be making an effort to meet with key stakeholders to introduce myself and learn what is important to them.

Some of my priorities for the police department will be proactive policing, traffic safety, education and enforcement, and officer wellness. When I talk about proactive policing, I want to see deputies driving through the city streets, in neighborhoods, being a presence and being seen. This can act as a deterrent to crime as well as afford the opportunity for the public to see that we are here. I also want them to address traffic safety concerns like speeding in high traffic areas throughout the city. A good balance of education versus enforcement is prudent as not everyone needs a ticket but sometimes it is necessary. With officer wellness being at the forefront of police work, I want to make sure we have the right tools, equipment, and support that we need to keep everyone healthy in their minds and bodies.

Lastly, I would be remiss if I didn't mention what a heart pounding great month of SEAHAWKS football. From beating that team from the bay whose name we don't mention, and on to defeating a division rival in a heart attack inducing back and forth game. Winning the NFC Championship!

GO HAWKS!

On to the Superbowl!

*Chief DeWitt*

# JANUARY 2026

# Stanwood Police Department

## Detective Report



### Stanwood Case 2023-524 Theft Update

In January and February of 2023, a subject who claimed to be a buyer from Safeway (Albertsons Inc.) communicated with a seafood supplier in San Francisco via e-mail. The subject provided fake purchase orders for several hundred thousand dollars of crab. The victim released two shipments of product from a cold storage facility in Stanwood before realizing the purchase orders were fake.

Agents from Homeland Security Investigations participated in the investigation and eventually identified the suspect as a male living in Florida.

On 01-21-2026 Detective Martin learned the subject was arrested in Florida and was being transported to Seattle to stand trial in federal court sometime this year.

Detective Martin will be meeting with the Assistant United States Attorney sometime in the next couple of months to prepare for trial.

### Stanwood Case 2023-7363 Theft Update

While acting as a representative of a local business between December 2021 and June 2023, a subject sold items from the business's inventory and collected customer payments using his personal PayPal account and used a company credit card for personal purchases totaling more than \$40,000.00.

The defendant was charged with Identity Theft First Degree and Theft First Degree. The case is scheduled for trial in May 2026.

# JANUARY 2026

# Stanwood Camano School District SCHOOL RESOURCE OFFICER



## Community Safety Forum



On January 28th, the Stanwood Camano School District held another Community Safety Forum at Stanwood High School. Superintendent Ryan Ovenell greeted the attendees in the Performing Arts Center, and hosted a screening of the 2016 documentary series "Screenagers". After the documentary showing, a debrief was held and participants asked questions and shared thoughts on our youth in this digital age. Deputy McCurry held a breakout session to go over school safety and security, and the process that takes place when an incident happens in our schools.

## 2026 Country Living Expo



Stanwood High School in partnership with WSU held their 2026 Country Living Expo on 1/31/26. WSU Professors, industry professionals and even students led the various teaching blocks. Over 1000 were in attendance.

## Blood Drive



On 1/30/26 Bloodworks Northwest came to Stanwood High School to accept donations. Teacher Matt Brennan organized the event that was attended by staff and students. The event was well put

together and all attendees appeared to have a good time. Bloodworks staff was highly professional and provided snacks and drinks to donors after they completed their donations.

# JANUARY 2026



Monthly Report to Council



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

# TOTAL INCIDENTS - inside Stanwood city limits



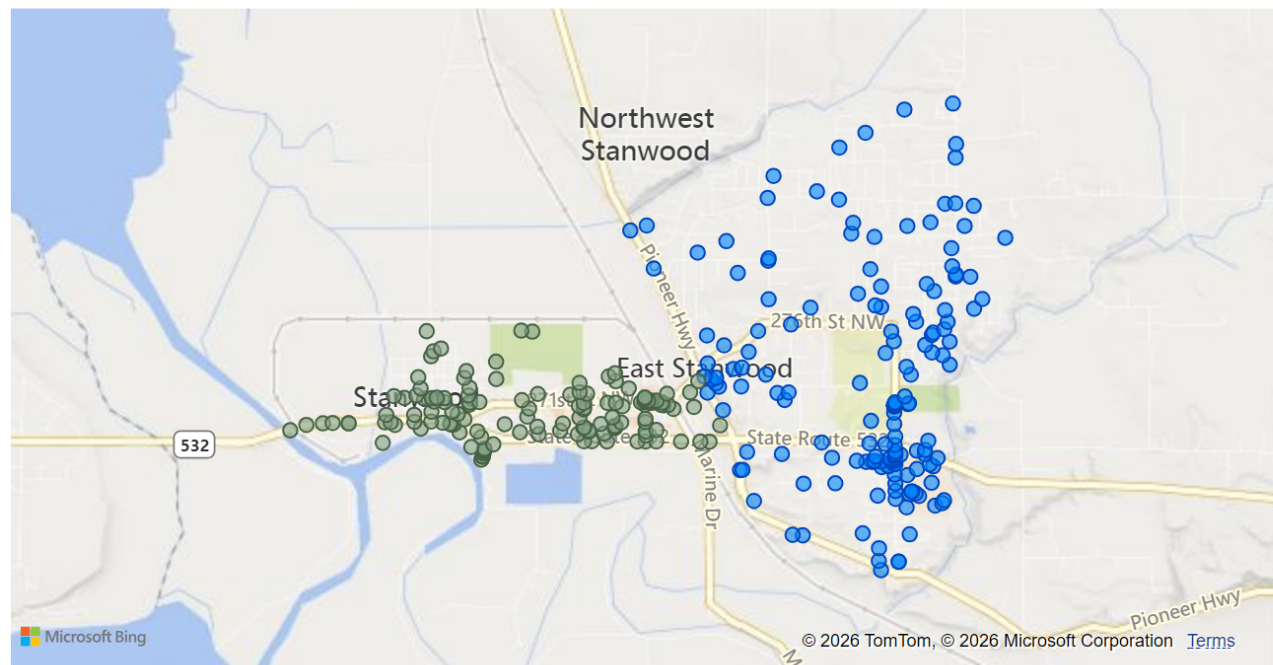
## Total Incident Counts, Past 6 Full Months by Origination Type

Year	2025					2026
Call Origination	August	September	October	November	December	January
	3	4	7	4	3	2
911 call	396	417	414	299	404	316
ASAP	4	7	6	14	11	8
Officer-Initiated	299	374	493	298	276	331
<b>Total</b>	<b>702</b>	<b>802</b>	<b>920</b>	<b>615</b>	<b>694</b>	<b>656</b>

Year	2025					2026
IncidentType	August	September	October	November	December	Januar
Abandoned Vehicle	3	2	6	9	7	
Abuse of Person		1		3		
Alarm	9	19	24	25	30	1
Animal	16	14	8	5	22	
BHC	27	17	23	7	5	1
Bomb		3				
Collision	18	23	23	17	17	2
CPS	4	5		3	4	
Death		1				
DUI	6	8	12	12	6	1
Elude	3					
EVICT	2	2		4	2	
Nuisance	5	17	7	16	8	1
SAR				1		
Suicide	1	1	4		1	
Traffic	93	76	95	52	47	8
Welfare Check	18	10	20	13	8	1
<b>Total</b>	<b>205</b>	<b>199</b>	<b>222</b>	<b>167</b>	<b>157</b>	<b>18</b>

All incidents Past 1 Month - excludes victim privacy concerning incidents

Beat ● STWE ● STWW

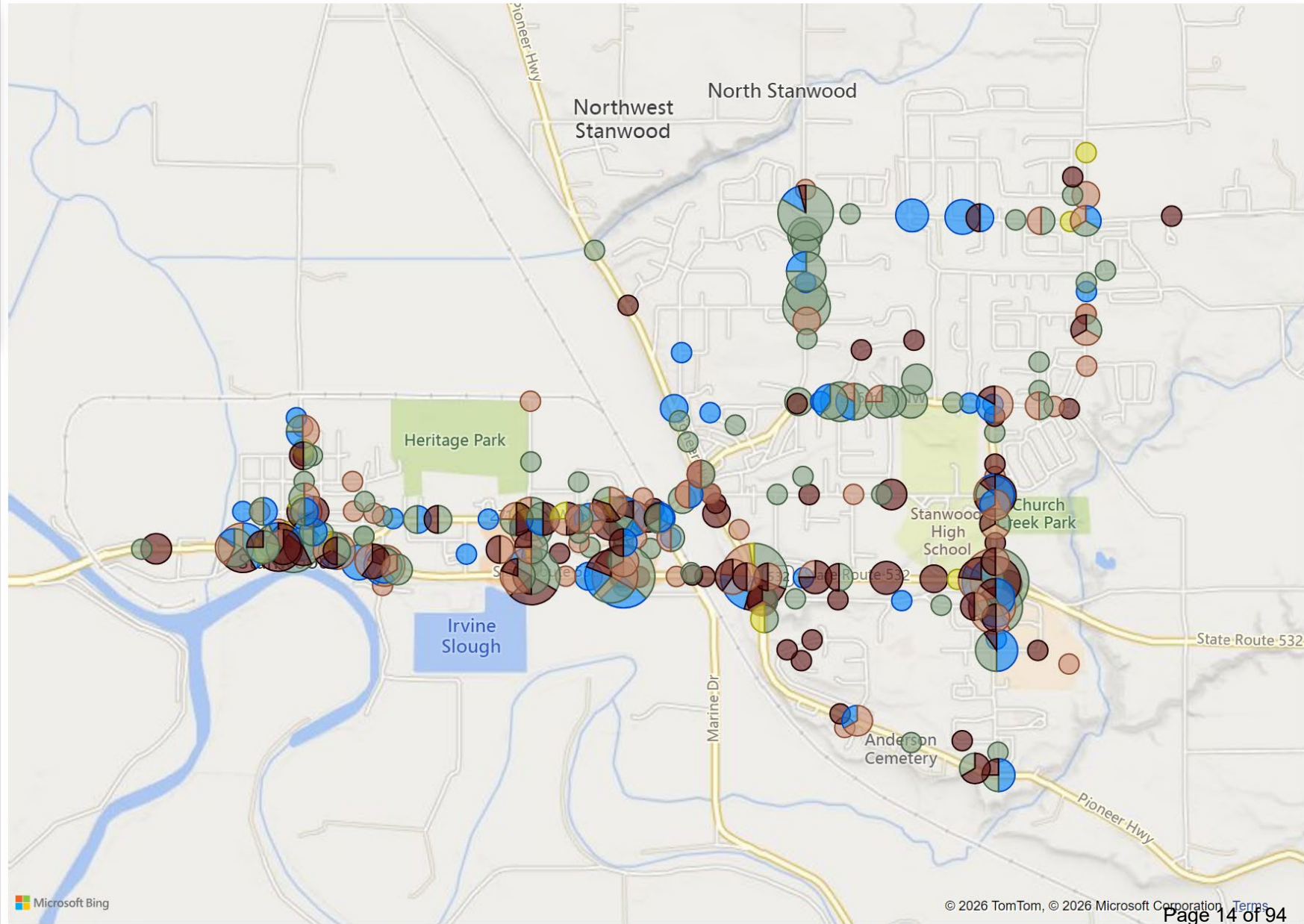




# Tickets Written

Total Tickets	
Year	# of Tickets
2026	18
2025	192
2024	171
2023	314
2022	144
<b>Total</b>	<b>839</b>

Year ● 2022 ● 2023 ● 2024 ● 2025 ● 2026



## Total Violations

Month	2022	2023	2024	2025	2026
January	6	19	22	23	24
February	11	39	16	27	
March	14	27	13	25	
April	4	18	24	18	
May	11	24	26	37	
June	25	34	21	12	
July	29	9	21	11	
August	30	37	11	27	
September	36	38	27	25	
October	11	112	28	20	
November	15	27	17	14	
December	23	29	27	13	
<b>Total</b>	<b>215</b>	<b>413</b>	<b>253</b>	<b>252</b>	<b>24</b>



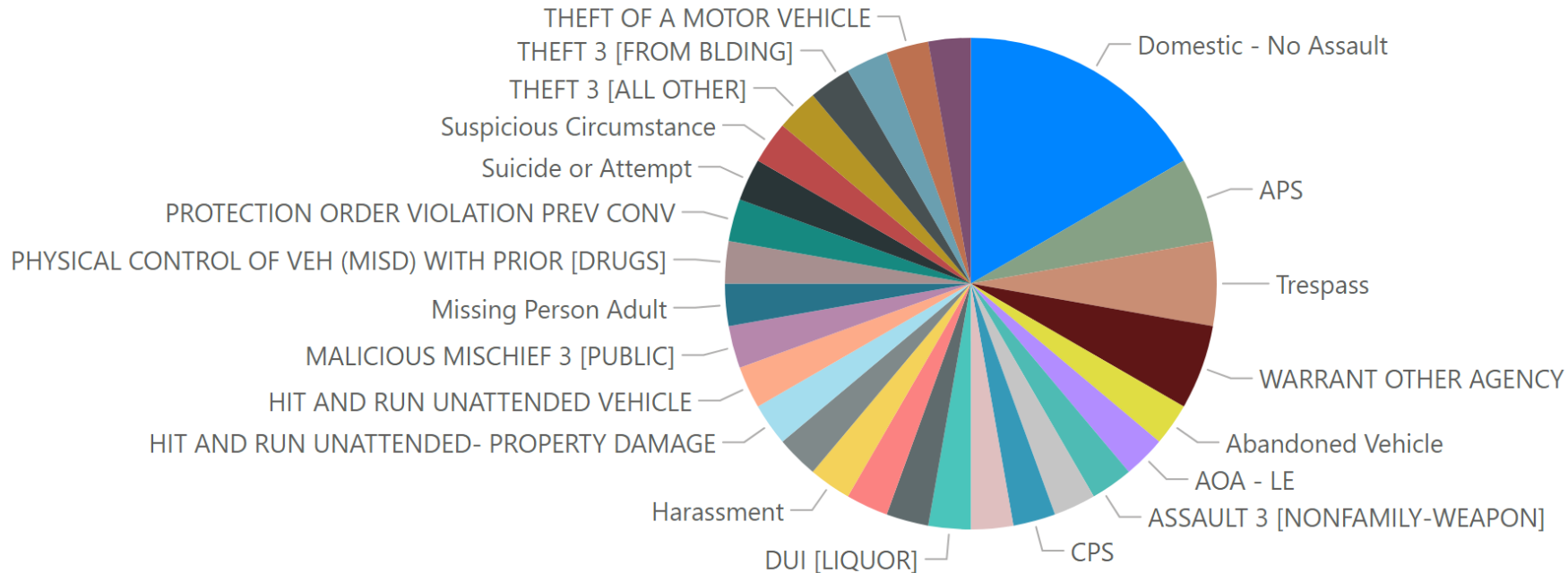
The following pages cover case data. The key difference between cases and incidents data is a Deputy has determined something did transpire that justifies writing a case report.



**Total Cases Written**

Year	January	February	March	April	May	June	July	August	September	October	November	December	Total
2026	35												<b>35</b>
2025	62	50	82	52	58	49	62	54	47	54	46	51	<b>666</b>
2024	47	52	64	59	58	63	62	64	58	66	67	55	<b>714</b>
2023	64	53	68	54	68	41	62	58	59	75	60	53	<b>714</b>
2022	39	41	46	59	43	43	56	55	40	55	51	65	<b>500</b>

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





## Domestic Related Charges

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

Year	January	February	March	April	May	June	July	August	September	October	November	December
<input type="checkbox"/> <b>2026</b>												
Domestic - No Assault	6											
<input type="checkbox"/> <b>2025</b>												
RECKLESS ENDANGERMENT DV										1		
Domestic - No Assault	6	6	4	4	4	2	2	6	5	6	6	8
Crime with a DV Component	2	4	4	2	2	4	5	1	3	4	3	2
ASSAULT 2 DV [PUB OFF-STRONGARM]						1						
<input type="checkbox"/> <b>2024</b>												
Domestic - No Assault	5	3	4	3	4	5	6	3	3	4	5	3
Crime with a DV Component	3	3	2	1	2	2	3	10	3	3	5	4
<input type="checkbox"/> <b>2023</b>												
Domestic - No Assault	3	7	6	2	2	2	6	8	5	3	6	
Crime with a DV Component		2	2	6	5		3	4	3	2	2	2
<input type="checkbox"/> <b>2022</b>												
Domestic - No Assault	1	2	4	3	3	4	4	7	6	7	2	5

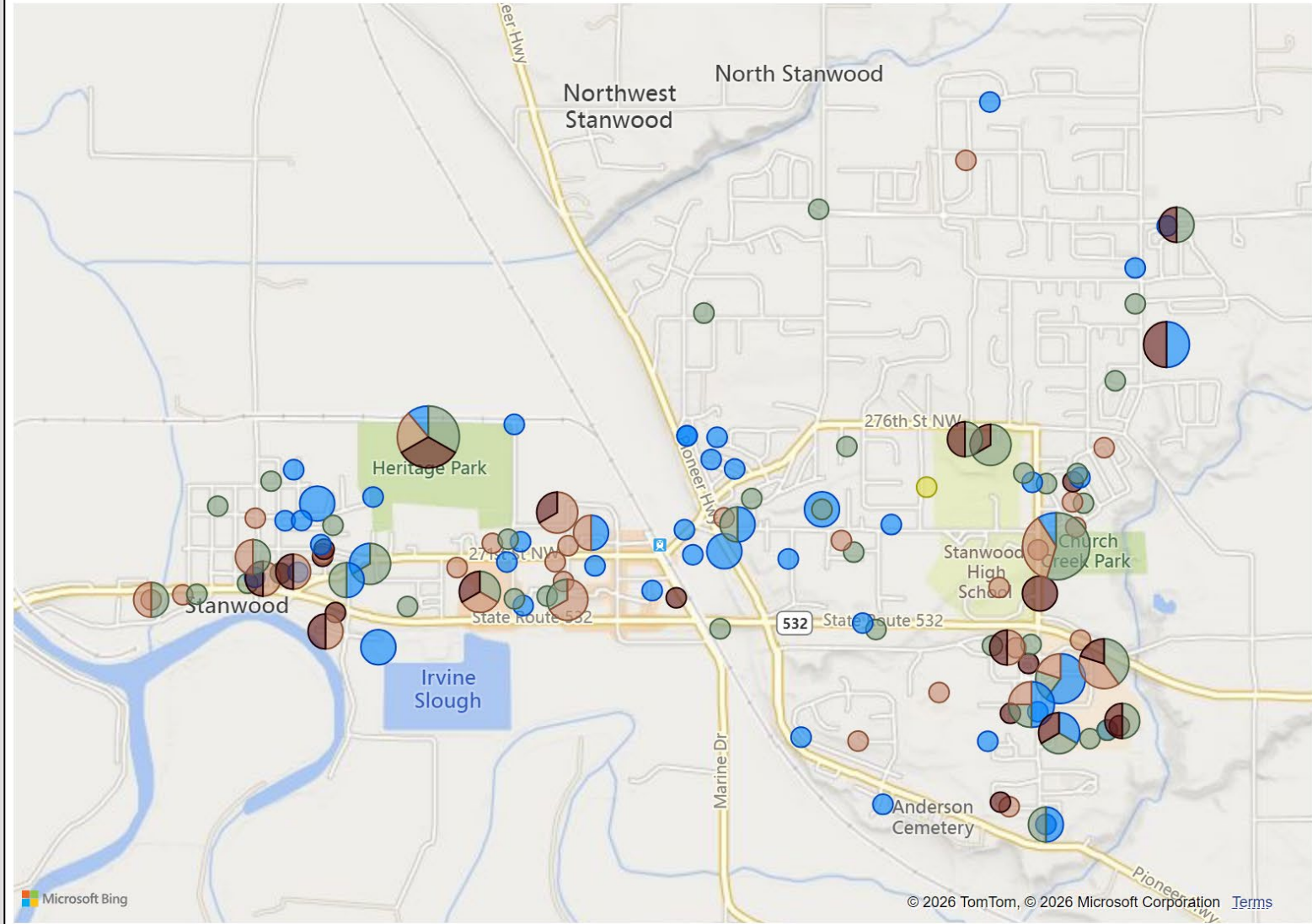


# Malicious Mischief CASES excluding any with a DV component

Month	2022	2023	2024	2025	2026
January	4	9	2	3	1
February	2		2	1	
March	5	7	3	1	
April	7	2	5	4	
May	3	5	1	1	
June	1	4		4	
July	10	4	6	1	
August	4	2	5	3	
September	6	3	6	2	
October	3	12	7	3	
November	9	7	3	2	
December	3	1	5	4	
<b>Total</b>	<b>57</b>	<b>56</b>	<b>45</b>	<b>29</b>	<b>1</b>

Count of CaseNumber by Year, Lat and Lon

Year ● 2022 ● 2023 ● 2024 ● 2025 ● 2026

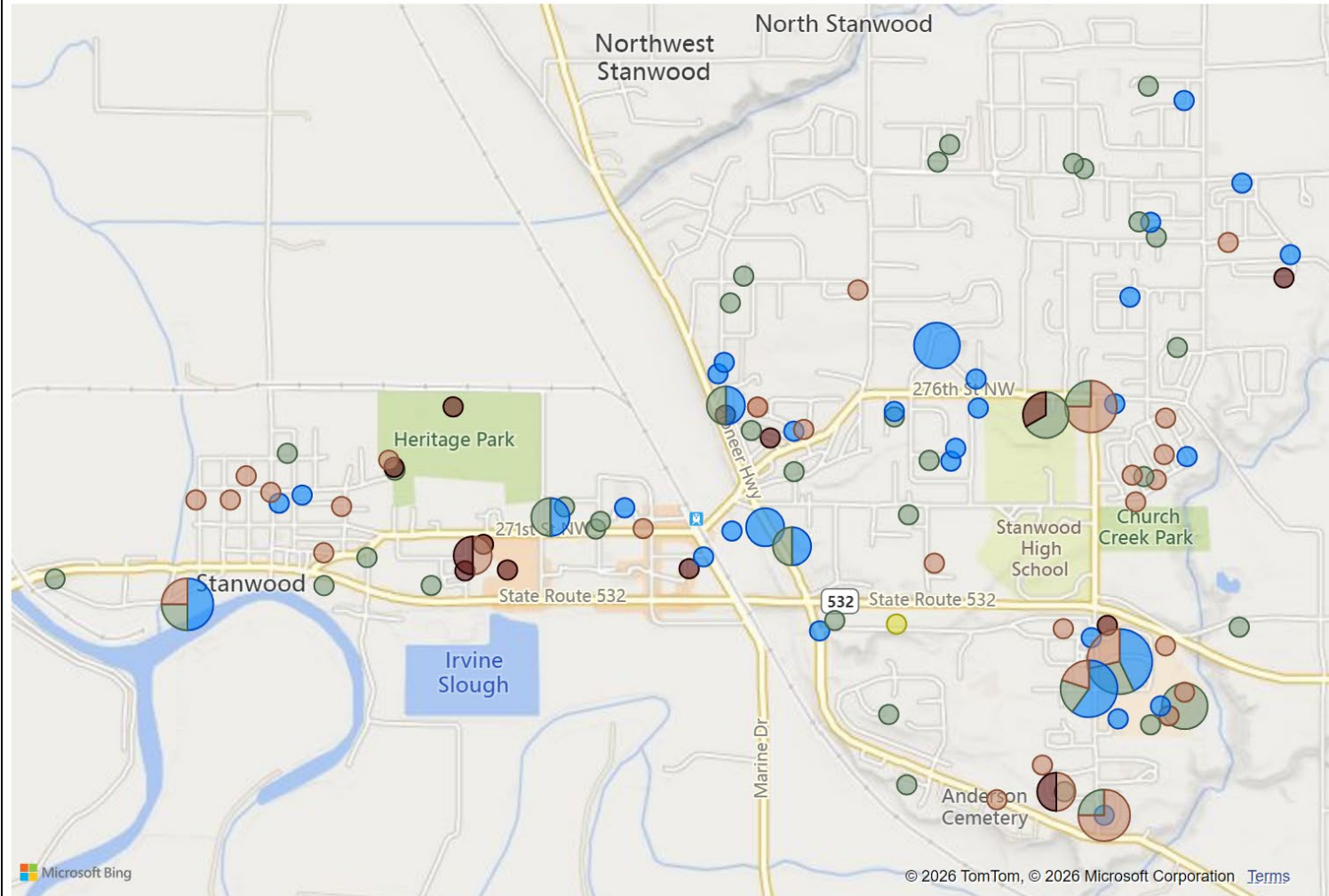




# Auto Theft & Vehicle Prowl CASES

Count of CaseNumber by Year, Lat and Lon

Year ● 2022 ● 2023 ● 2024 ● 2025 ● 2026



Auto Thefts & Vehicle Prowls	2022	2023	2024	2025	2026
<input type="checkbox"/> <b>Vehicle Prowl</b>	<b>29</b>	<b>21</b>	<b>12</b>	<b>3</b>	
January	5		1		
February	3	1	4		
March	3	3	1		
April	6	1	2		
May		6		1	
June	5	1	2	1	
July	2	3		1	
August	1				
September	1				
October		5	1		
November		1			
December	3		1		
<input type="checkbox"/> <b>Vehicle Theft</b>	<b>13</b>	<b>26</b>	<b>27</b>	<b>11</b>	<b>1</b>
January	1	1		3	1
February	1	3	1		
March		1	1		
April	3	2		3	
May	3	1			
June	1	1	2	1	
July	1		1	2	
August			3		
September	1	2	6		
October	1	6	3	1	
November	1	8	4		
December		1	6	1	
<b>Total</b>	<b>41</b>	<b>46</b>	<b>37</b>	<b>13</b>	<b>1</b>



## Theft CASES

Thefts	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>Thft: Shoplifting &amp; ORT</b>													
2026	1												1
2025	2	1	3	1	1		2	2				3	15
2024	2			2	2				1	1			10
2023	1	3	1						1	3			11
2022	2				1	1		1		2			8
<b>Thft 1, 2, &amp; 3 (not shoplifting)</b>													
2026	2												2
2025	7	3	3	1	3	6	2	3	6	3	5	3	45
2024	5	7	8	6	2	2	9	7	8	2	5	3	64
2023	9	4	6	7	8	5	5	1	5	4	4	3	61
2022	5	8	4	9	5	5	12	9	9	6	5	7	84

## Cases this Calendar Year

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

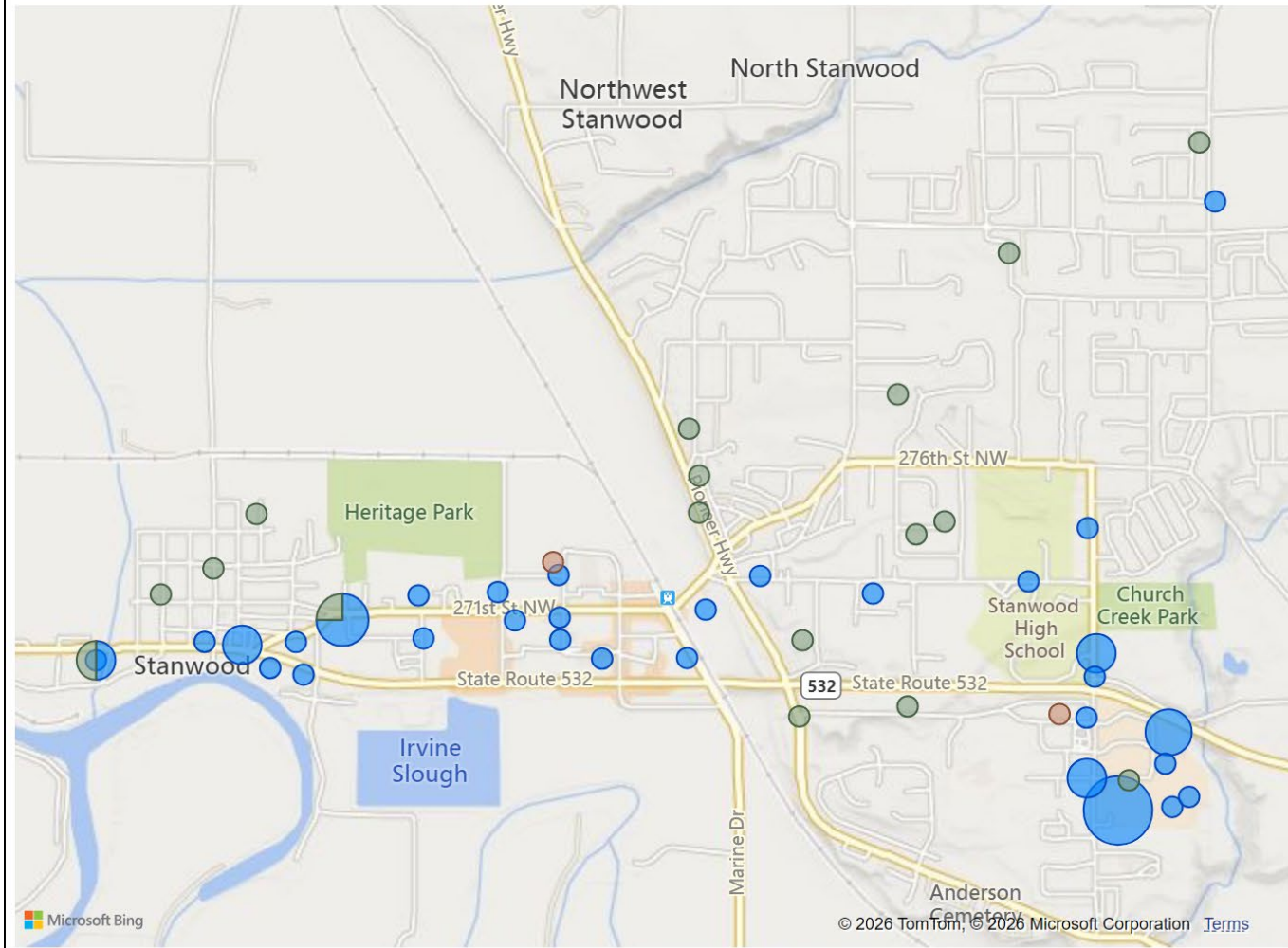




# Burglary CASES

Count of CaseNumber by Burglary, Lat and Lon

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



Burglary	2022	2023	2024	2025
<b>Burglaries - Commercial</b>	<b>11</b>	<b>17</b>	<b>5</b>	<b>13</b>
January	1	2		
February	3	3	2	2
March	1			1
April		2		1
May	1	2		
June	1	2		3
July		2	1	1
August	1			
September				2
October		1	1	
November	2	3	1	1
December	1			2
<b>Burglaries - Residential</b>	<b>10</b>	<b>1</b>	<b>4</b>	<b>2</b>
January	1			1
February	1		1	
April	2		1	
May	2		1	
July		1		
August			1	1
September	2			
October	1			
December	1			
<b>Burglaries - Unknown Structure Type</b>	<b>1</b>			<b>1</b>
August	1			
October				1
<b>Total</b>	<b>22</b>	<b>18</b>	<b>9</b>	<b>16</b>



## City of Stanwood City Council Staff Report

**Item Number:** 7.a.  
**Date:** February 12, 2026  
**Subject:** Community Development Meeting Minutes - January 15, 2026  
**Contact Person:** Patricia Love, Community Development Director  
**Attachments:** 1. CDC Meeting Minutes - January 15, 2026

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### **ISSUE**

The minutes from the January 15, 2026 Community Development Committee meeting are attached to this staff report for Council's review.

**City of Stanwood  
Community Development Committee**

**January 15, 2026 | 5:00 PM**

**Minutes**

**1. Call to Order**

Council Member Shepro called the Community Development Committee meeting to order at 5:05 pm.

**2. Roll Call**

Council Members present:

Steve Shepro & Dani Gaumond

Staff Present:

Patricia Love, Ty Schroeder, Audrey Rotrock

**3. Unfinished Business**

**a. Multimodal Level of Service**

The Committee would like the future portions of the Port Susan Trail added to the MMLOS maps. They would also like the Port Susan Trail integrated into the SR 532 study.

The Committee asked that intersections and street crossings be added to the maps with their own levels of service.

All agreed to move the MMLOS forward to the Comprehensive Plan Amendment with the cost analysis.

**4. New Business**

**a. Draft Haul Route and Weight Limit Ordinance**

The terms in the Local Haul Route map key need updating for consistency. The Committee would also prefer that the same color is used for all haul routes to avoid confusion. Add 92nd Avenue as a commercial haul route as it connects to QFC, Petco, and Grocery Outlet. The Committee would like more information on who would be responsible for repair of the new brickwork in case of damage on 92nd Avenue, since it will be part of the new haul routes. The Committee requested signage to be posted on the haul routes requiring muffled compression brakes.

**b. 2025 CDD Year-In-Review Report**

No Comments.

**5. Adjourn: 6:30 pm**



## City of Stanwood City Council Staff Report

**Item Number:** 7.b.  
**Date:** February 12, 2026  
**Subject:** Economic Development Board Meeting Minutes - January 16, 2026  
**Contact Person:** Aaron Weinberg, Business & Community Relations  
**Attachments:** 1. EDB Meeting Minutes - January 16, 2026

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### **ISSUE**

The minutes from the January 16, 2026 Economic Development Board meeting are attached to this staff report for Council's review.

**City of Stanwood  
Economic Development Board  
January 16, 2026 | 7:30 AM**

**Minutes**

**1. Call to Order**

Les Anderson called the Economic Development Board meeting to order at 7:35 am.

**2. Roll Call**

Board Members Present:

Tobin Fekkes, Lacey Winslow, Les Anderson, Teresas LaFleur (online), Camrie Ingram, David Pelletier, Kristine Birkenkopf

Staff Present: Aaron Weinberg, Niki Strachila, Audrey Rotrock

**3. Public Comments**

**4. Approval of Minutes**

**a. Economic Development Board Meeting Minutes 10/17/2025**

The minutes of October 17, 2025, Economic Development Board were approved unanimously.

**5. Election of Officers**

**a. Election of Officers**

David Pelletier volunteered to be the Board Chair. Les Anderson made a motion to approve, Tobin Fekkes seconded. All were in favor.

Teresa Lefluer volunteered to be the Board Vice Chair. Lacey Winslow made a motion to approve, Tobin Fekkes seconded. All were in favor.

**6. Unfinished Business**

**7. New Business**

**a. New Member Introduction**

Tobin Fekkes and Lacey Winslow, the newest Board members, gave brief introductions of themselves.

**b. Goals & Priorities Discussion**

The Board was asked to list the strengths and challenges of the City of Stanwood below. Staff will use this information to guide future EDB meetings.

Strengths:

Small town / historic charm

A strong downtown (eclectic, small shops, good food)

Rural nature  
People & community  
The City is growing, but there is still a feeling of connection  
Access to activities (water/Hamilton Landing, nature, etc.)  
No urban sprawl  
Train station  
Events

Challenges:

Need more family wage jobs  
Capture more Camano residents passing through town  
Missing a hotel/lodging  
People have to leave town to go to bigger box stores  
Need more affordable housing  
No Performing Arts center  
Nowhere to buy locally grown food (a co-op type)  
Floodplain challenges  
Lack of cohesion between east and west downtown  
Main Street is not attractive between the two ends of downtown  
Transportation

When asked about top goals for economic development – tied to the Economic Development Element of the comp plan – board members ranked the following three goals at top priorities:

Downtown revitalization  
Pedestrian mobility  
Business resiliency/diversification

**c. Twin City Mile Update**

Consider making turns off 270th Street onto 102nd Ave right turn only.  
The Board also suggested making the overhead lights on the west end brighter.

**d. Art Project Updates**

The Board supports all Community Development art projects.

**e. Business Climate Survey Results**

Overall, businesses were positive or neutral about the business climate in Stanwood. Top support needs included marketing, downtown revitalization, improved foot traffic, and grant opportunities.

**f. Business Licenses: July - December, 2025**

No comments

**g. Year-In-Review**

No comments

**8. Board Member Comments**

**9. Adjourn: 9:00**



## City of Stanwood City Council Staff Report

**Item Number:** 7.c.  
**Date:** February 12, 2026  
**Subject:** Parks and Trails Advisory Committee Meeting Minutes -  
January 26, 2026  
**Contact Person:** Alan Lytton, City Engineer  
**Attachments:** 1. PTAC Minutes - January 26, 2026

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### **ISSUE**

Minutes from the January 26, 2026, Parks Trails Advisory Committee are attached to this staff report for Council's approval.



Parks and Trails Advisory Committee  
Meeting Minutes  
January 26, 2026

## 1. Call to Order / Roll Call

The meeting was called to order at **3:01 PM**.

### Members Present:

- Cody Davis
- Dave Hall
- Lisa Bruce
- Megan Heiss

### Members Present via Virtual Attendance:

- Arie De Quilletes
- Gordy Holmes

### Members Absent:

- Matt Withers

### Staff Present:

- Alan Lytton, City Engineer
- Patricia Love, Community Development Director
- Amanda Slattery, Public Works and Parks Administrative Associate
- Kevin Pelham, Parks Lead

## 2. New Business

### a. Introductions

Committee members and staff introduced themselves and shared background information.

**Action:** None (discussion only).

### b. Election of Chair and Vice Chair

Dave Hall was nominated for Chair and Gordy Holmes was nominated for Vice Chair.

### Motion:

A motion was made to appoint Dave Hall as Chair and Gordy Holmes as Vice Chair.

### Vote:

Motion approved unanimously.

**Action:**

Dave Hall appointed Chair; Gordy Holmes appointed Vice Chair.

**c. Port Susan Trail Route and Wayfinding Signage**

Staff presented proposed options for Port Susan Trail wayfinding signage.

Committee members expressed strong support for the concept, particularly the inclusion of historical interpretive signage and snow goose footprint markers as wayfinding elements. Members noted that these features could support interactive and educational uses such as scavenger hunts, counting markers, and highlighting Stanwood’s history. Overall, the Committee was in favor of the concept and felt it would enhance trail user experience and community identity.

**Action:** None (discussion only).

**d. PTAC Roles, Responsibilities, and Communication Process**

Committee members and staff discussed PTAC roles, responsibilities, and communication procedures.

**Action:** None (discussion only).

**e. Proposed Change to PTAC Meeting Frequency**

Staff presented a proposal to move from a monthly meeting schedule to a quarterly schedule.

Following discussion, the Committee was opposed to quarterly meetings. General agreement was reached to meet every other month, with the flexibility to add or cancel meetings as needed. Meetings will be held in person, with a virtual option available.

The Committee agreed that meetings will be held on the third Monday of the meeting month at 3:00 PM, beginning in March 2026 and continuing throughout the year.

**Action:**

General agreement reached to adopt a bi-monthly meeting schedule as outlined.

**f. Church Creek Park Covered Picnic Shelter**

Staff presented design concepts for replacement of the existing covered picnic shelter at Church Creek Park.

Committee members expressed appreciation for the unique character of the existing shelter and indicated that the alternate design appeared too modern. The Committee requested that staff return with additional design options for future consideration.

Discussion also included the possibility of:

- Retaining a large shelter at the current location with potential locked power; and

- Adding a second shelter either in the wooded area behind the backstop or near the existing horseshoe pits.

**Action:**

No formal action taken. Staff to bring forward additional shelter design options at a future meeting.

**3. Committee Member Comments**

Committee members discussed potential agenda items for future meetings, including:

- Providing a priority list of parks and trails projects for new members
- Bringing back additional images and design concepts for the Church Creek Park shelter
- Adding regular park project updates to the agenda
- Reviewing the Heritage Park Master Plan

Staff noted that work is underway on a parking lot design at Heritage Park.

**5. Adjourn**

The meeting was adjourned at **4:25 PM**.



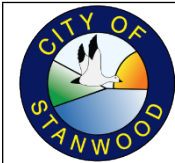
## City of Stanwood City Council Staff Report

**Item Number:** 7.d.  
**Date:** February 12, 2026  
**Subject:** Public Works Committee Meeting Minutes - February 2, 2026  
**Contact Person:** Kevin Hushagen, Public Works Director  
**Attachments:** 1. PWC Minutes - February 2, 2026

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### **ISSUE**

Minutes from the February 2, 2026, Public Works Committee Meeting are attached to this staff report for Council's approval.



### **Attendance:**

COUNCILMEMBERS: Andreena Bergman, Darren Robb, Robert Hicks  
COUNCILMEMBERS ABSENT: Steve Shepro  
CITY STAFF: City Engineer Alan Lytton, Public Works Director Kevin Hushagen, Amanda Slattery, Public Works and Parks Admin. Associate

Meeting was conducted in person. The full meeting agenda packet with detailed information can be found on the City's website.

### **Call to Order**

The meeting was called to order at 5:34 p.m.

### **Agenda Items**

#### **Selection of Committee Chair**

The Committee considered the selection of a Chair for the Public Works Committee. Darren Robb was selected as Chair. All members were in favor.

#### **Port Susan Trail Route and Wayfinding**

The Committee reviewed the proposed Port Susan Trail route and wayfinding concepts. Members were supportive of the overall concept and expressed a preference for the smaller interpretive signs and round trail decals. The Committee did not support the Snow Goose "footprint" design as presented but favored the use of round logos and painted directional elements as wayfinding features.

The Committee supported moving forward with refinement of the concept consistent with this feedback.

#### **Transportation Improvement Plan (TIP) 2027–2032**

The Committee reviewed the proposed 2027–2032 Transportation Improvement Plan (TIP), including the project list, maps, and funding assumptions. Discussion and direction included the following:

- Adding a project to the TIP for a three-way stop at 68th Avenue NW and 276th Street NW.



Public Works Committee  
Meeting Minutes  
February 2, 2026

- Direction to include some local funding for the 80th Avenue NW project in 2027–2028.
- Direction to separate the Twin City Mile project into distinct phases, with each phase clearly described within the project documentation.
- Direction to identify specific asphalt overlay projects rather than grouping all overlay projects together.

Staff will incorporate Committee feedback as the TIP continues through the review and refinement process.

### **Committee Comments**

No committee comments.

### **Public Comments**

No public comments.

### **Adjourn**

The meeting was adjourned at 7:45 p.m.



## City of Stanwood City Council Staff Report

**Item Number:** 8.a.  
**Date:** February 12, 2026  
**Subject:** Approve Vouchers and Payroll Checks  
**Contact Person:** Tim Niebruegge, Finance Manager  
**Attachments:**  
1. Vouchers 13th Month  
2. Vouchers and Payroll

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### **ISSUE**

Approve issuance of Washington Federal Bank checks 40189 through 40242, and electronic fund transfers in the amount of \$1,206,736.05 and approve issuance of Washington Federal payroll check and electronic fund transfers in the amount of \$68,246.67.

### **RECOMMENDED MOTION**

**“I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK CHECKS 40189 through 40242 AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$1,206,736.05 AND APPROVE ISSUANCE OF WASHINGTON FEDERAL PAYROLL CHECK AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$68,246.67.”**

# CHECK REGISTER

City Of Stanwood

Time: 14:17:17 Date: 02/03/2026

12/31/2025 To: 12/31/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6747	12/31/2025	Claims	3	EFT	Atwell, LLC	2,256.25	City of Stanwood-13th month
6748	12/31/2025	Claims	3	EFT	BHC Consultants, LLC	8,226.63	City of Stanwood-13th month
6749	12/31/2025	Claims	3	EFT	Bowman Consulting Group, Ltd	9,667.50	City of Stanwood-13th month
6750	12/31/2025	Claims	3	EFT	Bowman Consulting Group, Ltd	8,590.00	City of Stanwood-13th month
6751	12/31/2025	Claims	3	EFT	Gaylynn Brien	229.53	City of Stanwood-13th month
6752	12/31/2025	Claims	3	EFT	Addison M Chism	275.00	City of Stanwood-13th month
6753	12/31/2025	Claims	3	EFT	Eurofins Environment Testing NW	273.00	4103221-13th month
6754	12/31/2025	Claims	3	EFT	Eurofins Environment Testing NW	488.00	4103221-13th month
6755	12/31/2025	Claims	3	EFT	Eurofins Environment Testing NW	289.00	4103221-13th month
6756	12/31/2025	Claims	3	EFT	Eurofins Environment Testing NW	35.00	4103221-13th month
6757	12/31/2025	Claims	3	EFT	Eurofins Environment Testing NW	70.00	4103221-13th month
6758	12/31/2025	Claims	3	EFT	Eurofins Environment Testing NW	70.00	4103221-13th month
6759	12/31/2025	Claims	3	EFT	Cole F Ferguson	152.31	City of Stanwood-13th Month
6760	12/31/2025	Claims	3	EFT	Cole F Ferguson	103.63	City of Stanwood-13th month
6761	12/31/2025	Claims	3	EFT	Grainger	796.19	848089215-13th month
6762	12/31/2025	Claims	3	EFT	Grainger	43.22	848089215-13th month
6763	12/31/2025	Claims	3	EFT	Trevor M Harrison	184.95	City of Stanwood-13th month
6764	12/31/2025	Claims	3	EFT	Herc Rentals Inc.	797.90	1024925-13th month
6765	12/31/2025	Claims	3	EFT	Garrett Hight	271.95	City of Stanwood-13th month
6766	12/31/2025	Claims	3	EFT	ICONIX Waterworks (US) Inc.	342.91	CITSTA-13th month
6767	12/31/2025	Claims	3	EFT	ICONIX Waterworks (US) Inc.	352.73	CITSTA-13th month
6768	12/31/2025	Claims	3	EFT	Konnerup Construction Inc	264,762.65	City of Stanwood-13th month
6769	12/31/2025	Claims	3	EFT	Lithtex NW Printing Solutions	235.00	CIOST001L-13th month
6770	12/31/2025	Claims	3	EFT	Maul Foster Alongi, Inc.	9,648.75	City of stanwood-13th month
6771	12/31/2025	Claims	3	EFT	Maul Foster Alongi, Inc.	1,296.25	City of stanwood-13th month
6772	12/31/2025	Claims	3	EFT	Maul Foster Alongi, Inc.	1,151.25	City of Stanwood-13th month
6773	12/31/2025	Claims	3	EFT	MyFleetCenter.com	148.20	167571-13th month
6774	12/31/2025	Claims	3	EFT	MyFleetCenter.com	198.69	167571-13th month
6775	12/31/2025	Claims	3	EFT	MyFleetCenter.com	124.79	167571-13th month
6776	12/31/2025	Claims	3	EFT	MyFleetCenter.com	146.82	167571-13th month
6777	12/31/2025	Claims	3	EFT	MyFleetCenter.com	194.72	167571-13th month
6778	12/31/2025	Claims	3	EFT	MyFleetCenter.com	155.57	167571-13th month
6779	12/31/2025	Claims	3	EFT	MyFleetCenter.com	172.23	167571-13th month
6780	12/31/2025	Claims	3	EFT	MyFleetCenter.com	146.55	167571-13th month
6781	12/31/2025	Claims	3	EFT	Perteet Inc.	1,916.50	City of Stanwood-13th month
6782	12/31/2025	Claims	3	EFT	Perteet Inc.	3,087.50	City of stanwood-13th month
6783	12/31/2025	Claims	3	EFT	Perteet Inc.	4,903.90	City of Stanwood-13th month
6784	12/31/2025	Claims	3	EFT	David S Smith	275.00	City of Stanwood-13th month
6785	12/31/2025	Claims	3	EFT	Snohomish County Public Def Association	2,574.00	City of Stanwood-13th month
6786	12/31/2025	Claims	3	EFT	Snohomish County Public Def Association	2,574.00	City of Stanwood-13th month
6787	12/31/2025	Claims	3	EFT	TSE Power Solutions	601.25	City of Stanwood-13th month
6788	12/31/2025	Claims	3	EFT	TSE Power Solutions	1,180.99	City of Stanwood-13th month
6789	12/31/2025	Claims	3	EFT	TSE Power Solutions	1,360.88	City of Stanwood-13th month
6790	12/31/2025	Claims	3	EFT	Thompson Guildner & Associates Inc. P.S.	6,090.74	City of Stanwood-13th month
6791	12/31/2025	Claims	3	EFT	Thompson Guildner & Associates Inc. P.S.	921.52	City of Stanwood-13th month
6792	12/31/2025	Claims	3	EFT	Thompson Guildner & Associates Inc. P.S.	2,403.00	City of Stanwood-13th month
6793	12/31/2025	Claims	3	EFT	Transpo Group USA, Inc	3,225.00	City of Stanwood-13th month
6794	12/31/2025	Claims	3	EFT	Transpo Group USA, Inc	4,630.00	City of Stanwood-13th month
6795	12/31/2025	Claims	3	EFT	US Bank	22,576.29	4485 5945 5564 1496-13th month
6796	12/31/2025	Claims	3	EFT	Vestis	52.68	937963000-13th month
6797	12/31/2025	Claims	3	EFT	Vestis	52.68	937963000-13th month

# CHECK REGISTER

City Of Stanwood

Time: 14:17:17 Date: 02/03/2026

12/31/2025 To: 12/31/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6798	12/31/2025	Claims	3	EFT	Grace L Walker	100.35	City of Stanwood-13th month
6799	12/31/2025	Claims	3	EFT	Whitney Equipment Co LLC	56,669.43	City of Stanwood-13th month
6800	12/31/2025	Claims	3	40204	Badger Meter, Inc	224.98	460708 13th month
6801	12/31/2025	Claims	3	40205	Calhoun & De Jong Inc.	189.53	1CITY07-13th month
6802	12/31/2025	Claims	3	40206	Cascade Natural Gas Corp	1,251.70	127 540 0000 3-13th month; 953 540 0000 2-13th month; 931 607 902 6-13th month; 839 440 0000 5-13th month; 498 440 0000 7-13th month; 608 440 0000 4-13th month
6803	12/31/2025	Claims	3	40207	City of Everett *	705.00	STACITG-13th month
6804	12/31/2025	Claims	3	40208	General Pacific, Inc.	11,519.40	101681-13th month
6805	12/31/2025	Claims	3	40209	Gray & Osborne Inc	19,949.56	City of Stanwood-13th month
6806	12/31/2025	Claims	3	40210	Harmsen LLC	2,271.79	CHRM-0322-13th month
6807	12/31/2025	Claims	3	40211	Lake Industries LLC	2,454.81	City of Stanwood-13th month
6808	12/31/2025	Claims	3	40212	Lenz Enterprises, Inc.	318.90	City of Stanwood-13th month
6809	12/31/2025	Claims	3	40213	Lopez Nursery & Landscaping LLC	9,581.79	City of Stanwood-13th month; City of Stanwood-13th month
6810	12/31/2025	Claims	3	40214	NCL of Wisconsin, Inc.	237.14	44599-13th month
6811	12/31/2025	Claims	3	40215	O'Reilly Auto Parts	452.37	1872464-13th month; 1872464-13th month; 1872464-13th month; 1872464-13th month
6812	12/31/2025	Claims	3	40216	ODP Business Solutions, LLC	575.13	36274097-13th month; 36274097-13th month; 36274097-13th month; 36274097-13th month; 36274097
6813	12/31/2025	Claims	3	40217	PSOMAS	6,815.62	City of Stanwood-13th month
6814	12/31/2025	Claims	3	40218	PUD Of Snohomish County *	32,611.67	200208858-13th month; 200592889-13th month; 200633634-13th month; 200142180-13th month; 200367373-13th month; 200128742-13th month; 200633634-13th month; 200103539-13th month; 200738672-13th month; 20
6815	12/31/2025	Claims	3	40219	Petty Cash/ Marcy Mathis -Custodian	25.75	City of Stanwood-13th month
6816	12/31/2025	Claims	3	40220	Quality Controls Corporation	42,036.78	City of Stanwood-13th month
6817	12/31/2025	Claims	3	40221	Eric Tollefson Rainier Environmental Laboratory	11,200.00	City of Stanwood -13th month; City of Stanwood-13th month
6818	12/31/2025	Claims	3	40222	Republic Services, Inc. #197	1,434.85	3-0197-0080305-13th month
6819	12/31/2025	Claims	3	40223	Ricoh USA, Inc-Maint	339.70	4250811-13th month; 4250811-13th month; 4250811-13th month; 4250811-13th month
6820	12/31/2025	Claims	3	40224	Safeway	36.68	191483-13th month
6821	12/31/2025	Claims	3	40225	Shred-it US JV LLC	47.97	1000283524-13th month
6822	12/31/2025	Claims	3	40226	Skagit Farmers Supply	2,340.89	135052-13th month; 135052-13th month; 135052-13th month; 135052-13th month
6823	12/31/2025	Claims	3	40227	Skagit Valley Publishing	394.68	48893-13th month; 48893-13th month; 48893-13th month
6824	12/31/2025	Claims	3	40228	Sno Co District Court	485.49	DCT34003-13th month
6825	12/31/2025	Claims	3	40229	Sno Co Public Works *	1,641.43	CR0000024-13th month; CR0000024-13th month
6826	12/31/2025	Claims	3	40230	Snohomish County Treasurer	30.91	City of Stanwood-13th Month; City of Stanwood-13th month

# CHECK REGISTER

City Of Stanwood

Time: 14:17:17 Date: 02/03/2026

12/31/2025 To: 12/31/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6827	12/31/2025	Claims	3	40231	Stanwood Ace Hardware #14901	366.13	20013 -13th month; 20013-13th month; 20013-13th month; 20013-13th month; 20013-13th month; 20013-13th month; 20013-13th month
6828	12/31/2025	Claims	3	40232	Stanwood City Utility	13,190.98	5333-13th Month; 5334-13th Month; 5530-13th Month; 2886-13th month; 1075-13th month; 2688-13th month; 2741-13th month; 2749-13th month; 2964-13th month; 2965-13th month; 3439-13th month; 4962-13th mon
6829	12/31/2025	Claims	3	40233	US Bank NA Custody/Treas Div Money Ctr	150.00	XX717 City of Stanwood-13th month; XX717-13th month
6830	12/31/2025	Claims	3	40234	USA Bluebook	6,899.18	478228-13th month; 478228-13th month; 478228-13th month
6831	12/31/2025	Claims	3	40235	Utilities Underground Loc	140.40	STNWOD1-13th month
6832	12/31/2025	Claims	3	40236	Verizon Wireless	2,078.34	372541731-00001-13th month; 742373248-13th month
6833	12/31/2025	Claims	3	40237	WA St Dept of Licensing *	570.00	City of Stanwood-13th month
6834	12/31/2025	Claims	3	40238	WA St Treasurer	2,403.01	City of Stanwood-13th month; City of Stanwood-13th month
6835	12/31/2025	Claims	3	40239	Washington State Patrol *	132.00	0000015959-13th month
6836	12/31/2025	Claims	3	40240	Wave Broadband	163.54	321-0316545-01 13th month
6837	12/31/2025	Claims	3	40241	World Kinect Energy Services	5,143.57	AP0100494-13th month
6838	12/31/2025	Claims	3	40242	Ziplay Fiber	117.37	360-939-0579-080320-5-13th month

001 General Fund	67,582.29	
101 Street Fund	18,452.87	
103 Street Construction Fund	284,390.76	
104 Park And Trail Improvement Fund	12,701.49	
110 Building Improvement Fund	1,916.50	
115 Tourism And Marketing	7,413.20	
401 Sewer Fund	49,230.55	
403 Sewer Construction Fund	8,033.30	
410 Drainage Fund	3,886.64	
411 Drainage Construction Fund	3,887.27	
421 Water Fund	21,878.90	
422 Water Construction Fund	70,632.72	
457 Sewer Equipment Reserve	56,669.43	
630 Agency Fund	946.00	
	607,621.92	Claims: 607,621.92

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

( ) Finance Director ( ) Auditing Officer Tim Niebruegge Date: 2-3-2026  
 ( ) Deputy Finance Director

# CHECK REGISTER

City Of Stanwood

Time: 13:59:13 Date: 02/03/2026

01/14/2026 To: 02/02/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
177	01/15/2026	Claims	3	EFT	Washington Federal Bank	444.37	WA Fed Analysis Service Charge January
199	01/23/2026	Payroll	3	EFT		3,350.00	January 2026 Draw
200	01/23/2026	Payroll	3	EFT		1,800.00	January 2026 Draw
201	01/23/2026	Payroll	3	EFT		2,500.00	January 2026 Draw
202	01/23/2026	Payroll	3	EFT		2,000.00	January 2026 Draw
203	01/23/2026	Payroll	3	EFT		1,100.00	January 2026 Draw
204	01/23/2026	Payroll	3	EFT		1,000.00	January 2026 Draw
205	01/23/2026	Payroll	3	EFT		2,400.00	January 2026 Draw
206	01/23/2026	Payroll	3	EFT		4,000.00	January 2026 Draw
207	01/23/2026	Payroll	3	EFT		4,000.00	January 2026 Draw
208	01/23/2026	Payroll	3	EFT		2,000.00	January 2026 Draw
209	01/23/2026	Payroll	3	EFT		2,000.00	January 2026 Draw
210	01/23/2026	Payroll	3	EFT		1,800.00	January 2026 Draw
211	01/23/2026	Payroll	3	EFT		2,000.00	January 2026 Draw
212	01/23/2026	Payroll	3	EFT		1,500.00	January 2026 Draw
213	01/23/2026	Payroll	3	EFT		2,100.00	January 2026 Draw
214	01/23/2026	Payroll	3	EFT		3,000.00	January 2026 Draw
215	01/23/2026	Payroll	3	EFT		2,000.00	January 2026 Draw
216	01/23/2026	Payroll	3	EFT		500.00	January 2026 Draw
217	01/23/2026	Payroll	3	EFT		6,000.00	January 2026 Draw
218	01/23/2026	Payroll	3	EFT		1,500.00	January 2026 Draw
219	01/20/2026	Claims	3	EFT	Cascade Septic Pumping, LLC	523.85	City of Stanwood
220	01/20/2026	Claims	3	EFT	ClearGov Inc.	28,144.76	City of Stanwood
221	01/20/2026	Claims	3	EFT	TSE Power Solutions	1,612.90	City of Stanwood
448	01/27/2026	Claims	3	EFT	WA St Dept of Revenue **	23,404.15	December Excise Tax Payment
449	01/27/2026	Claims	3	EFT	HSA Bank	7.50	January Fee
477	01/29/2026	Payroll	3	EFT	Dept of Labor and Industries	10,492.92	4TH Quarter L&I: 10/01/2025 - 12/31/2025
478	01/29/2026	Payroll	3	EFT	ESD - PFMLA	9,250.52	Pay Cycle(s) 10/01/2025 To 12/31/2025 - PFMLA; Pay Cycle(s) 10/01/2025 To 12/31/2025 - LTC
479	01/29/2026	Payroll	3	EFT	Employment Security Dept	1,953.23	4th Quarter Unemployment: 10/01/2025 - 12/31/2025
516	02/02/2026	Claims	3	EFT	Heartland Payment Systems	358.80	January Fees
222	01/20/2026	Claims	3	40189	Absolute Auto Repair Services	652.62	City of Stanwood
223	01/20/2026	Claims	3	40190	Association Of Wa Cities *	7,812.00	City of Stanwood
224	01/20/2026	Claims	3	40191	Economic Alliance Snohomish County	1,500.00	City of Stanwood
225	01/20/2026	Claims	3	40192	IWorQ Systems Inc	13,850.00	428
226	01/20/2026	Claims	3	40193	LEIRA	100.00	City of Stanwood; City of Stanwood
227	01/20/2026	Claims	3	40194	Propolis Communications LLC	2,350.00	City of Stanwood
228	01/20/2026	Claims	3	40195	Ricoh USA, Inc.	840.61	1316669-3887639; 1316669-3800327; 1316669-3800642
229	01/20/2026	Claims	3	40196	C/O Lindsey Ryan SCCFOA	180.00	City of Stanwood
230	01/20/2026	Claims	3	40197	Safeway	5.98	191483
231	01/20/2026	Claims	3	40198	Stanwood Ace Hardware #14901	10.48	20013
232	01/20/2026	Claims	3	40199	WA Cities Insurance	514,477.00	City of Stanwood
233	01/20/2026	Claims	3	40200	WA Municipal Clerks Assn	695.00	City of Stanwood
234	01/20/2026	Claims	3	40201	WA St Dept of Ecology *	125.00	City of Stanwood
235	01/20/2026	Claims	3	40202	Wave Broadband	143.14	3201-0316547-01
236	01/20/2026	Claims	3	40203	ZiPLY Fiber	1,730.07	206-188-0411-053105-5; 360-629-4907-072497-5
428	01/15/2026	Claims	8	EFT	US Bank St. Paul	145.90	Analysis Service Charge Jan
						355,973.38	
001 General Fund						33,652.48	
101 Street Fund							

CHECK REGISTER

City Of Stanwood

Time: 13:59:13 Date: 02/03/2026

01/14/2026 To: 02/02/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		115	Tourism And Marketing			64.59	
		401	Sewer Fund			127,553.15	
		410	Drainage Fund			42,810.16	
		421	Water Fund			107,307.04	
						<hr/>	Claims: 599,114.13
						667,360.80	Payroll: 68,246.67

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

( ) Finance Director ( ) Auditing Officer Tim Niebrugge Date: 2-3-2026  
( ) Deputy Finance Director



## City of Stanwood City Council Staff Report

**Item Number:** 8.b.  
**Date:** February 12, 2026  
**Subject:** Approve City Council Regular Meeting Minutes - January 22, 2026  
**Contact Person:** Lisa Sokolik, City Clerk  
**Attachments:** 1. Council Meeting Minutes 1.22.2026

---

### **ISSUE**

The City Council meeting minutes for January 22, 2026, are attached to this staff report for Council's approval.

### **RECOMMENDED MOTION**

**"I MOVE TO APPROVE THE JANUARY 22, 2026, CITY COUNCIL MEETING MINUTES AS PRESENTED."**

**City of Stanwood**  
**Regular Meeting of the City Council**  
**January 22, 2026 | 7:00 PM**

**Minutes**

**1. Call to Order and Pledge of Allegiance**

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

**2. Roll Call**

City Clerk Lisa Sokolik called the roll with the following Councilmembers Present: Dani Gaumond, Earl Cowan, Darren Robb, Robert Hicks, Steve Shepro, Andreena Bergman, and Jeff Wheatley. The meeting was quorate.

Also present: City Administrator Shawn Smith, Finance Director David Hammond, Community Development Director Patricia Love, Public Works Director Kevin Hushagen, City Engineer Alan Lytton, Communications and Marketing Specialist Niki Strachila, City Attorney Nikki Thompson, Fire Chief Dave Kraski, Police Chief Glenn DeWitt, Police Sgt. Kore Oyetuga, and City Clerk Lisa Sokolik. Utilities Supervisor Leigh Danielson and Public Works Office Specialist Amanda Slattery attended via Zoom.

**3. Approval of the Agenda**

Mayor Roberts requested to amend the agenda by moving item 4.b. Stanwood High School Update after 4.c. Stanwood Camano School District Levy presentation.

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

**4. Presentations**

**a. Swearing in of Police Chief Glenn DeWitt**

For the swearing-in ceremony of Police Chief Glenn DeWitt, Sheriff Susanna Johnson gave the Oath of Office and Chief DeWitt's wife, Tiffany performed the pinning ceremony.

Mayor Roberts presented Chief Toner with a plaque to recognize his dedication to service to the City of Stanwood and wished him well at his new post.

**b. Stanwood High School Update - Student Representative Alexa Lay**

Stanwood High School Student Representative Alexa Lay said for the second semester, the ASB team has held a few events already and are planning more:

- Powder Puff Football for girls and boys.
- Macho Volleyball for boys.
- Winter formal.
- MLK Day/Service Day: put together a list of places where students could volunteer; great turnout.
- For students who could not participate in MLK Day, a MLK video was purchased for them to watch.
- Held a Care Week for students.
- A Lotus Bar was set up in the morning for students; it was a very successful event.

**c. Stanwood Camano School District Levy Presentation - Superintendent Ryan Ovenell**

Superintendent Ryan Ovenell gave a presentation on the Stanwood-Camano School District Safety & Infrastructure Levy. He answered the following questions:

- Why is funding needed?
- What does the levy cost?
- How does SCSD compare to regional schools?
- What will the levy fund?

**5. Public Comments**

No public comments.

**6. Staff/Department Reports**

- Police Compstat Report - December 2025**
- Transportation Benefit District Fund 2025 Annual Report**
- Finance Report - 4th Quarter 2025**

**7. Council Committee Reports**

- Planning Commission Meeting Minutes - November 17, 2025**
- Public Safety Committee Meeting Minutes - January 8, 2026**
- Public Works Committee Meeting Minutes - January 5, 2026**

**8. Consent Agenda**

- Approve Vouchers and Payroll Checks**
- Approve City Council Meeting Minutes - January 8, 2026**
- Approve Planning Commission Appointment of Doug Standish**

- d. **Adopt Resolution 2026-03 Personnel Policy and Procedure Manual**
- e. **Adopt Resolution 2026-02 Updating the Field Use Policy and Guidelines**

*Motion by Councilmember Gaumont, second by Councilmember Cowan to approve consent agenda items A. approval of vouchers and payroll checks, B. approve January 8, 2026, City Council Regular Meeting minutes, C. appoint Doug Standish to seat number 5 of the Stanwood Planning Commission, D. adopt Resolution 2026-03 City of Stanwood Personnel Policy Manual amendments, and E. adopt Resolution 2026-02 Field Use Policy and Guidelines Update. **Motion carried unanimously.***

## 9. Unfinished Business

### a. Approve Brick Road Concept Design

Community Development Director Love discussed the brick road alignment which was reconfigured in response to the comments provided at the November 13th joint Council–Business Community meeting:

- Preserve as much of the historic brick as possible.
- Maintain the north sidewalk in its existing location, with reconstruction to meet ADA standards.
- Rebuild and widen the south sidewalk, incorporating street trees.
- Install decorative pavers at sidewalk corners and crosswalks.
- Replace existing concrete and asphalt patches with brick to closely match the historic appearance.
- Retain on-street parking on both the north and south sides of the street.
- Relocate utility poles off the sidewalks and into small bump-outs. While this will cover some historic brick, it allows the entire sidewalk to be ADA compliant.
- Provide drainage collection beneath the sidewalk using slot drains rather than traditional catch basins, reducing construction impacts to the historic brick.

Other issues raised by business owners, included:

- Improve the lighting.
- Add removable bollards.
- Left-turn restrictions.
- Use raised crosswalks as a traffic-calming measure.
- Traffic speed and safety.
- Parking availability.
- Heavy vehicles and brick preservation.

Councilmembers discussed and asked questions.

*Motion by Councilmember Robb, second by Councilmember Shepro to accept the Brick Road Concept Design Plan and to continue with final design, engineering and permitting. **Motion carried unanimously.***

**10. Public Hearing**

No public hearing.

**11. New Business**

**a. Approve 2026 Council Committee Selections**

*Motion by Councilmember Gaumont, second by Councilmember Wheatley to approve the 2026 Council Standing Committee Memberships as submitted by the nominating committee. **Motion carried unanimously.***

**12. Public Closing Comments**

No closing public comments.

**13. Executive/Legislative Reports**

**a. Mayor's Report**

- Attended the ribbon cutting for Pottery Vault located at 27116 90th Ave NW.
- Thanked members of Task Force 250th for participating at the City Council Workshop where they discussed ideas for America's 250th Birthday celebration.
- Great discussion at tonight's workshop.

**b. City Administrator's Report**

- The Mayor will be announcing more workshop dates that will be added to the Council Calendar. The Finance and Personnel Committee may need to temporarily change their meeting day.
- The round-about that is being planned for the brick road will look more like the round-about on 284th and not like the one on 80th.
- Congratulations to Chief DeWitt and a thank you to Chief Toner.

**c. Councilmember's Reports/Questions**

- Councilmembers congratulated Chief DeWitt.
- Robb thanked Sheriff Johnson for attending tonight to swear in Chief DeWitt.
- Shepro encouraged Council to really study the permitting matrix and

come prepared to make comments when staff brings it back to council.

**14. Recess to Executive Session**

No executive session.

**15. Adjourn**

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 8:01 p.m.

City of Stanwood

Attest:

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Sid Roberts, Mayor

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Lisa Sokolik, City Clerk



## City of Stanwood City Council Staff Report

**Item Number:** 8.c.  
**Date:** February 12, 2026  
**Subject:** Approve City Council Workshop Minutes - January 22, 2026  
**Contact Person:** Lisa Sokolik, City Clerk  
**Attachments:** 1. Council Workshop Minutes 1.22.2026

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### **ISSUE**

The City Council meeting minutes for January 22, 2026, are attached to this staff report for Council's approval.

### **RECOMMENDED MOTION**

**"I MOVE TO APPROVE THE JANUARY 22, 2026, CITY COUNCIL MEETING MINUTES AS PRESENTED."**

**City of Stanwood  
Workshop of the City Council  
January 22, 2026 | 5:00 PM**

**Minutes**

**1. Call to Order**

Mayor Sid Roberts called the meeting to order at 5:00 p.m.

**Attendance:**

Councilmembers Present: Dani Gaumont, Earl Cowan, Darren Robb, Robert Hicks, Steve Shepro, Andreena Bergman. Jeff Wheatley arrived at 5:50 p.m.

Staff Present: City Administrator Shawn Smith, Finance Director David Hammond, Community Development Director Patricia Love, Public Works Director Kevin Hushagen, City Engineer Alan Lytton, Communications & Marketing Specialist Niki Strachila, Business & Community Relations Coordinator Aaron Weinberg, City Clerk Lisa Sokolik.

Task Force 250: Tori Lowrie, Gail Oostenraad Boon

**2. New Business**

**a. 4th of July - 250th Birthday Celebration**

Love introduced the item saying Council had expressed interest in hearing about various community group's potential plans for a 250th birthday celebration. Love asked Council to keep these talking points in mind:

- Purpose
- Overall Goal
- City Financial or Logistical Support

Councilmember Hicks is part of Task Force 250. The committee's mission is to be a unifying force for community collaboration, bringing together the City of Stanwood, schools, civic organizations, veterans groups, youth programs and local businesses. Hicks presented the committee's draft overview of ideas for America's 250th birthday celebration.

Councilmembers, Lowrie, and Oostenraad Boon participated in the discussion.

**b. SMC: Permitted Use Matrix Discussion**

Love led the discussion on the update to the Permitted Use Matrix, the following is a summary of the initial points for Council to consider when reviewing the draft code.

## **What is a permitted use matrix and legal implications once it is adopted?**

- A permitted use matrix is a table in the zoning code that clearly states what types of land uses are allowed in each zoning district, and how they are allowed (permitted outright, conditional, or prohibited).
- It is one of the most important policy tools in a zoning code because it directly controls where housing, businesses, services, and industries can locate.
- Adoption of the permitted use matrix creates legally enforceable land use rights. Subsequent permit review cannot be used to change or restrict those rights, and the City is legally required to approve development proposals that are consistent with the zoning code.

## **How do the uses adopted in the Permitted Use Matrix support the land use, housing, and economic development policies of the Comprehensive Plan?**

- Broad Comprehensive Goals and Policies support job growth and living wage jobs. Council should consider what types of businesses or uses support these policies and where in the City are these uses appropriately located.
- Downtown should reflect the City's history of small or moderate sized businesses within a walkable, pedestrian friendly atmosphere.
- Uptown is more auto-oriented business center.

## **Updated Matrix Format:**

- The existing permitted use matrix structure has been redesigned and consolidated into a single matrix for ease of use. With housing types and commercial uses distributed throughout zoning designations, a single matrix format makes it easier to see where specific uses are allowed across all zones in the City.

## **Documents included January 22 workshop packet materials:**

- Comprehensive Plan Policy Analysis: provides a list of use related policies which should be used to help guide decisions on type and placement of uses within the City.
- Draft Permitted Use Matrix: First draft of the consolidated permitted use matrix to start the review and discussion of uses by type and zone.
- Existing Permitted Use Matrix: Provided to give context and comparison with potential changes during the update process.

## **“Big Picture” Questions to Consider:**

- What type of businesses should the City encourage or limit to support the Comprehensive Plan's economic development strategies?

- What is working well today and what changes are needed in the matrix? What problems are we trying to fix?
- How much flexibility should be provided in the new code for evolving technologies or businesses models?
- Will the uses listed in the matrix make sense in 10 to 20 years? How can the matrix adapt to market conditions?

**Next Steps:**

Changes to the permitted use matrix require balancing predictability, flexibility, and neighborhood compatibility. Council’s policy decisions will shape future development for many years to come.

- Planning Commission is currently reviewing the matrix and we anticipate they will be holding their first public hearing in March.
- Staff encourages the Council to reach out to us to discuss your priorities so they can be incorporated into the matrix as we move forward.
- A second workshop is scheduled with the Council in March to preview the draft before the Council begins their formal review and adoption process.

**3. Adjourn**

Mayor Roberts adjourned the meeting at 6:30 p.m.

City of Stanwood

Attest:

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Sid Roberts, Mayor

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Lisa Sokolik, City Clerk



**CITY OF STANWOOD  
CITY COUNCIL  
AGENDA STAFF REPORT**

**ITEM NUMBER:** 11.a.  
**DATE:** February 12, 2026  
**SUBJECT:** Truck Route and Vehicle Weight Restrictions  
**CONTACT PERSON:** Patricia Love, Community Development Director  
**ATTACHMENTS:** 1. Draft Ordinance 1560

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**ISSUE**

The purpose of this agenda item is for Council consideration of first reading of Ordinance 1560 Truck Route and Weight Restrictions, adopting a citywide commercial truck haul route.

**BACKGROUND**

At the November 13, 2025, Council Workshop, the City Council met with local business owners to discuss roadway design alternatives for 270th Street, commonly referred to as the “Brick Road.” One outcome of that meeting resulted in the development of a phased action plan to guide future efforts:

- Immediate (0-3 Months): Actions that can be implemented with minimal cost and no construction.
- Near Term (4-12 Months): Actions that improve safety, manage traffic, and enhance visibility in the West End.
- Mid-Term (1-2 Years): Finalize engineering design and prepare the corridor for construction.
- Construction (3-5+ Years): Construction of the brick road.

This item addresses one of the Immediate Action items: adoption of a commercial truck weight limit on city roads, with the goal of preserving and protecting the City’s historic brick roadways from damage. Adoption of a roadway weight limit also requires consideration of how commercial vehicles access and supply local businesses. To that end, the attached draft ordinance addresses truck haul routes and vehicle weight limits on city roads.

## ANALYSIS

Attached for Council's consideration is an ordinance that establishes a citywide commercial truck route. The intent of the ordinance is to manage commercial truck traffic while balancing the operational needs of local businesses.

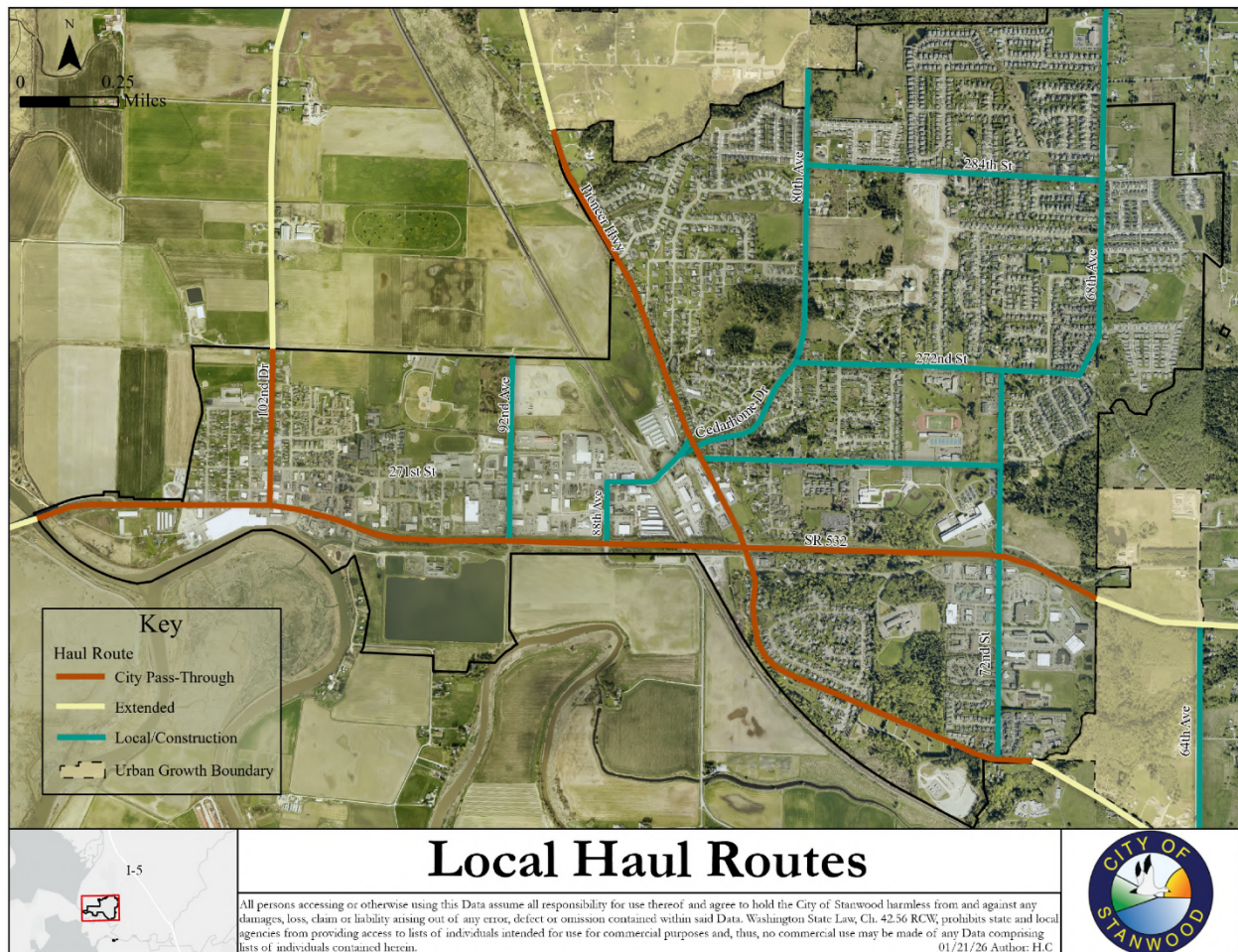
### **Truck Route Provisions:**

Two types of truck routes are being proposed: Commercial Through Truck Route and Local Heavy Vehicle Routes.

- Commercial routes are limited to SR 532, 102nd Avenue and Pioneer Highway.
- Local Heavy Vehicles are limited to the City's collector and arterial roadways.

When destinations are not immediately adjacent to the designated truck route, drivers will be required to use the most direct route once leaving the designated truck route. No cut-through traffic on local streets would be allowed.

Exceptions are provided for local deliveries, garbage collection, postal service, police, fire, EMS, local and regional transit services and residents.

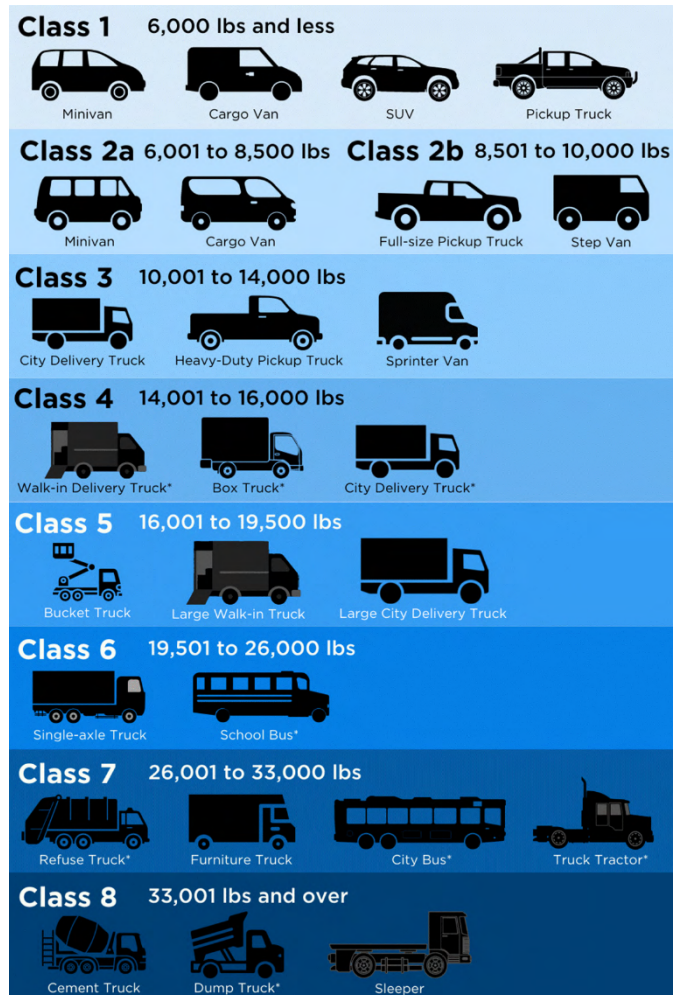


Map Prepared by City GIS Staff

### **Weight Limits on City Streets:**

Except for transit vehicles, emergency service vehicles, public utilities, and solid waste collection vehicles, the proposed ordinance establishes a maximum gross vehicle weight of 16,000 pounds (Class 4 Vehicle) on streets that are not designated as arterial or collector streets. In addition, a more restrictive gross vehicle weight limit of 14,000 pounds (Class 3 Vehicle) is proposed for the City's brick roads, unless prior approval is granted by the Public Works Director.

The recommended weight limits are based on a review of similar regulations adopted by other Washington cities, including Lake Stevens and Monroe. For comparison, the City of Lake Stevens allows a maximum gross vehicle weight of 20,000 pounds, while the City of Monroe has adopted a 15,000-pound gross vehicle weight limit on applicable roadways.



Google Vehicle Weight Limit Graphic

### **FINANCIAL IMPACT**

The proposed Haul Route Ordinance will have minimal direct and indirect financial impacts on the City.

- **Direct Costs:** The primary direct expenses include the purchase and installation of haul route signage. These costs are one-time and will be absorbed within the Public Works budget.
- **Indirect Costs:** Enforcement of haul route restrictions will be incorporated into the Police Department's general traffic enforcement duties. No additional staffing or overtime is expected.
- **Education and Outreach:** Public education efforts will consist of social media postings and community outreach. These activities will be managed within existing Community Development staff resources.

Overall, the ordinance is expected to be implemented with minimal fiscal impact, utilizing existing budgets and resources.

## **RECOMMENDATIONS**

### **Staff Recommendation:**

The attached draft ordinance has been prepared based on Council feedback regarding priorities for brick road preservation and reconstruction.

Staff recommend adoption of the ordinance to protect local infrastructure and enhance public safety. Designating specific routes for heavy truck traffic will reduce pavement damage on city streets, minimize noise impacts, and keep large vehicles away neighborhood roads. This ordinance supports the City's goals for infrastructure preservation and community livability with minimal financial impact.

### **Committee Recommendation:**

#### **Public Works:**

The Public Works Committee reviewed the draft Haul Route and Weight Limit ordinance at its January 5, 2026, meeting and expressed support for the proposed amendments. The Committee recommends forwarding the ordinance to the full City Council for consideration. Their one comment has been included in the ordinance as presented.

- Relocate the haul route off the brick road in the uptown area.

#### **Community Development Committee:**

The Community Development Committee reviewed the draft ordinance on January 15, 2026. They were also supportive of the Ordinance and recommended forwarding it to the full Council for consideration. Their comments included:

- Ensure Terms in the Local Haul Route map key need updating for consistency. *Staff response: the ordinance has been reconciled to ensure the map and ordinance text are consistent.*
- They prefer that the same color is used for all haul routes to avoid confusion. *Staff response: Originally staff supported this request to simplify the ordinance but reconsidered it as a single route type would give permission to larger trucks use the uptown roads as a "pass-through" route where we want to discourage that type of activity.*
- Add 92nd Avenue as a commercial haul route as it connects to QFC, Petco, and Grocery Outlet. *Staff response: amendment made.*
- Request signage be posted on the haul routes requiring muffled compression brakes. *Staff Response: Signage will be installed if the ordinance is adopted.*

## **COUNCIL OPTIONS**

1. Accept the first reading of Ordinance 1560 adopting the haul route and vehicle weight limits regulations.
2. Request changes to Ordinance 1560 and direct staff to address specific Council issues or concerns prior to reconsidering the ordinance.
3. Send Ordinance 1560 back through the Committee process for further consideration.

## **PROPOSED MOTION**

**“I MOVE TO APPROVE FIRST READING OF ORDINANCE 1560 TRUCK ROUTE AND WEIGHT RESTRICTIONS.”**

**CITY OF STANWOOD  
WASHINGTON**

**ORDINANCE NO. 1560**

**AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, REPEALING STANWOOD MUNICIPAL CODE, SECTION 10.10.100, TRUCK ROUTES AND ADOPTING A NEW SECTION 10.10.100, TRUCK ROUTES AND WEIGHT RESTRICTIONS, AND ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the City is authorized to adopt ordinances and regulations to manage and protect its public rights-of-way and to preserve City transportation assets for current and future users; and

**WHEREAS**, establishing designated truck haul routes and street weight limits is a reasonable and necessary means to reduce heavy-haul impacts on the City infrastructure by directing heavy vehicles to streets designed and maintained for such loads where feasible; and

**WHEREAS**, the City seeks to safeguard the health, safety, and quality of life of residents, by establishing a haul route for truck traffic to reduce noise and vibration impacts within residential neighborhoods; and

**WHEREAS**, designating specific haul routes promotes public safety and economic activity while reducing adverse impacts; and

**WHEREAS**, the City Council finds that a haul-route designation system is necessary to ensure that heavy-haul activity occurs in a manner that is safe, coordinated, and consistent with the City's infrastructure capacity; and

**WHEREAS**, the City of Stanwood SEPA Responsible Official has reviewed the proposed amendments to the Stanwood Municipal Code, determined that the amendments are categorically exempt from SEPA, and memorialized those conclusions under file number 260004; and

**WHEREAS**, the Public Works Committee reviewed the ordinance at their January 5, 2026 meeting and Stanwood Community Development Committee reviewed the draft ordinance at their January 15, 2026 and; and

**WHEREAS**, all persons desiring to either provide written testimony or speak for or against the ordinance were given the opportunity to do so before City Council; and

**WHEREAS**, the City Council held a public meeting on the draft code amendment on February 26, 2026, and accepted public comment; and

**WHEREAS**, the City Council of Stanwood has authority under RCW 36.70A to adopt plans and regulations related to development and operations within the City of Stanwood; and

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

**Section 1. Truck Routes.** Stanwood Municipal Code Section 10.10.100, Truck Routes is hereby repealed in its entirety and replaced with new truck route and weight limits provisions as provided in Exhibit A attached to this ordinance and incorporated herein by reference as if set forth in full.

**Section 2. Citation Corrections.** The Codifiers of this ordinance are hereby instructed to make any and all appropriate code citation references, cross-references, and formatting adjustments necessary to ensure consistency with the amendments and revisions adopted by this ordinance.

**Section 3. Authority to Make Necessary Corrections.** The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers and any references thereto.

**Section 4. 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 5. Effective Date.** This Ordinance shall take effect five days after its passage and publication as required by law.

PASSED and APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2026.

CITY OF STANWOOD:

( ) Approve

( ) Veto

\_\_\_\_\_  
Sid Roberts, Mayor

Attest:

\_\_\_\_\_  
Lisa Sokolik, City Clerk

Approved as to Form:

\_\_\_\_\_  
Nikki Thompson, City Attorney

Date of Publication: \_\_\_\_\_

Effective Date: \_\_\_\_\_

# EXHIBIT A

## Title 10 – Vehicles and Traffic

### Section 10.10.100 - Truck Routes and Vehicle Weight Limits

#### 10.10.100 Truck routes and vehicle weight limits

(1) The purpose of this section is to regulate commercial truck vehicle traffic on City streets to promote the safe and efficient movement of vehicles while preserving the integrity of the City's transportation network.

(2) For the purposes of this chapter, the following definitions shall apply:

**“Through Truck Traffic”** means commercial truck traffic that does not originate or terminate in Stanwood.

**“Truck”** for the purpose of this chapter truck means any motor vehicle designated or used for the transportation of commodities, merchandise, produce, hazardous cargo, freight or animals.

**“Commercial Through-Truck Route”** means a designated route intended for freight trucks traveling through the area, providing a continuous, efficient connection between major highways and regional destinations.

**“Local Heavy Vehicle / Construction Route”** means a designated roadway corridor intended for heavy vehicles with a local origin or destination such as construction or agricultural vehicles.

(3) City Pass-Through Route: The following streets shall be designated as an approved City Pass Through Truck Route.

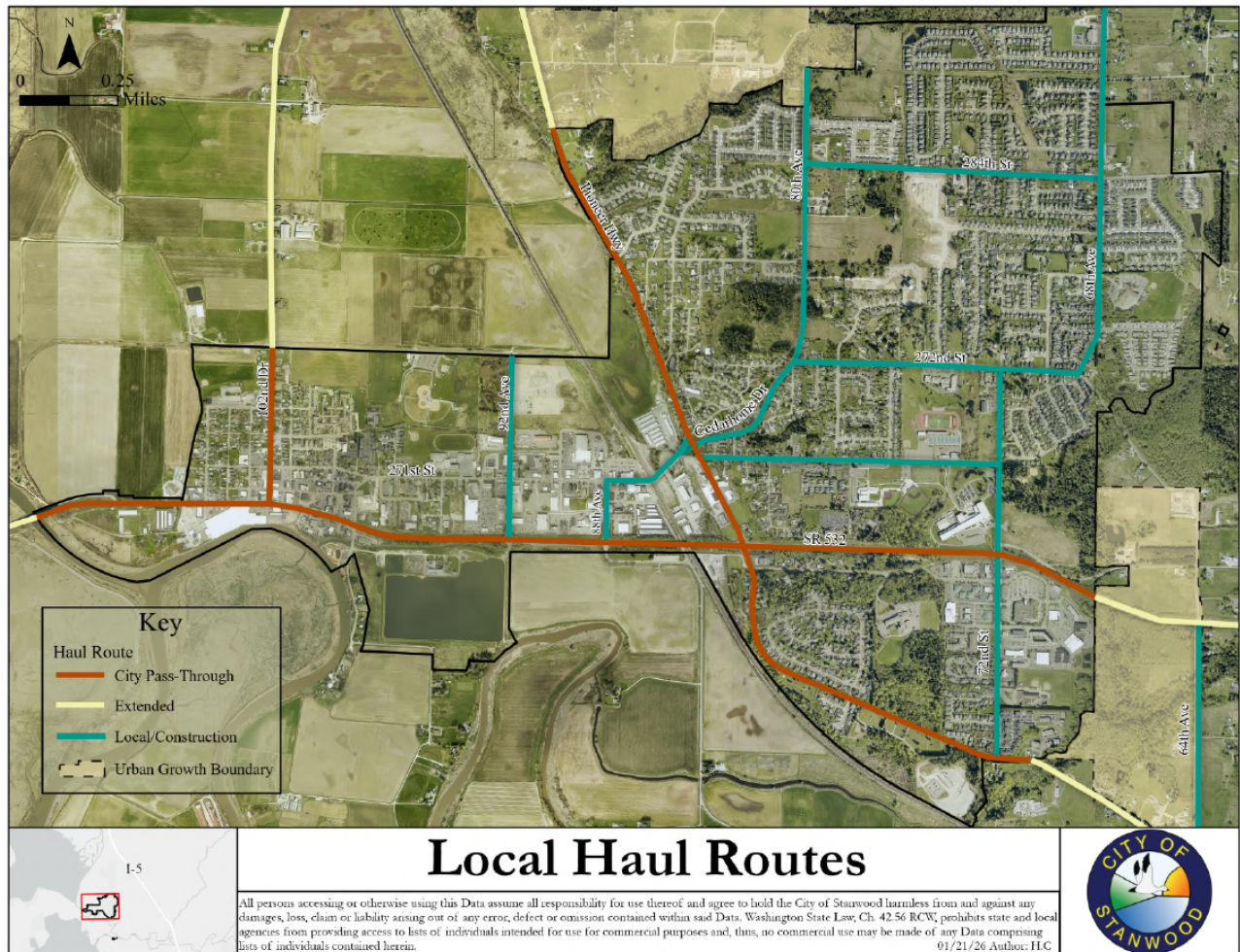
- (a) SR 532
- (b) 102<sup>nd</sup> Avenue NW north of SR 532
- (c) Pioneer Highway

(4) Local and Construction Truck Route: The following streets shall be designated as an approved Local Traffic and Construction Route.

- (a) 92<sup>nd</sup> Avenue
- (b) 80<sup>th</sup> Avenue NW
- (c) 72<sup>nd</sup> Avenue NW
- (d) 68<sup>th</sup> Avenue NW
- (e) 284<sup>th</sup> Street NW
- (f) 276<sup>th</sup> Avenue NW
- (g) 272<sup>nd</sup> Avenue NW

- (h) Cedarhome Road
- (5) Destinations: When destinations are not immediately adjacent to the designated truck route, drivers shall use the most direct route once leaving the designated truck route. No cut-through traffic is allowed on local streets.
- (6) Local Access Exemption:
  - (a) Local deliveries, garbage collection, postal service, and residents are exempt from through-truck restrictions but must meet posted weight limits.
  - (b) Police, fire, and EMS
  - (c) Local and regional transit services

**Figure 10.10.100-1 Designated Truck Route Map**



- (7) Weight limit: Excluding transit, emergency service, public utility, and solid waste disposal vehicles, no person may operate a vehicle exceeding 16,000 pounds gross weight (Class 4 Vehicle) on any street that is not designated an arterial street or collector per the City's Comprehensive Plan.
  
- (8) Weight Limit on Brick Roads: No person shall operate a vehicle in excess of 14,000 pounds gross weight (Class 3 Vehicle) on the City's historic brick roads without approval from the Public Works Director.
  - (a) 270<sup>th</sup> Street Between 102<sup>nd</sup> Avenue and Camano Street
  - (b) Cedarhome Drive NW
  
- (9) Overweight Permit: No person may operate or move any vehicle or load upon a City right-of-way that exceeds applicable vehicle weight limits unless the driver first obtains a right-of-way permit for use of an overweight vehicle on City Streets. Operation in violation of this requirement, or contrary to permit conditions, is unlawful.
  
- (10) Signage: Notice of the weight restriction under this section shall be posted on the roadway by placing a sign at each end of that section of road on which the allowable weight limit is reduced, as deemed necessary by the Public Works Director
  
- (11) Liability: Anyone who travels or drives a vehicle on a City street, or moves an object on a City street, is liable for any damage they cause to the street or related structures if:
  - (a) They operate the vehicle illegally, or
  - (b) They move or park a vehicle that is over the allowed weight limits, or
  - (c) They drive or move illegally, negligently, or without authorization by the City.
  - (d) Anyone driving a vehicle, but is not the owner of the vehicle, is also liable for any damage caused by negligent driving.
  
- (12) Enforcement: Violations of this chapter, including unauthorized operation of vehicles in excess of posted limits, shall be civil infractions enforceable under SMC 1.12, General Penalty and other applicable provisions of the Stanwood Municipal Code.



**CITY OF STANWOOD  
CITY COUNCIL  
AGENDA STAFF REPORT**

**ITEM NUMBER:** 11.b.  
**DATE:** February 12, 2026  
**SUBJECT:** Brick Road Preservation Ordinance  
**CONTACT PERSON:** Patricia Love, Community Development Director  
**ATTACHMENTS:** 1. Draft Ordinance 1561

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**ISSUE**

The purpose of this agenda item is for Council consideration of first reading of Ordinance 1561, Brick Road Preservation, adopting a citywide standard for preserving the City’s historic and new brick road segments.

**BACKGROUND**

At the November 13, 2025, Council Workshop, the City Council met with local business owners to discuss roadway design alternatives for 270th Street, commonly referred to as the “Brick Road.” One outcome of that meeting resulted in the development of a phased action plan to guide future efforts:

- Immediate (0-3 Months): Actions that can be implemented with minimal cost and no construction.
- Near Term (4-12 Months): Actions that improve safety, manage traffic, and enhance visibility in the West End.
- Mid-Term (1-2 Years): Finalize engineering design and prepare the corridor for construction.
- Construction (3-5+ Years): Construction of the brick road.

This item addresses one of the Immediate Action items: protecting the City’s historic brick and new roadways being constructed as part of the Twin City Mile project from being paved over and lost to history.

**ANALYSIS**

Preservation of the City’s brick roads is important to the community because they reflect the City’s historic character. Over time, portions of these brick roads have been paved over, cut, and patched to accommodate utility installations and routine street

maintenance. To protect the remaining brick roadway segments, a new Brick Road Preservation Standard is being proposed. These standards would limit construction-related impacts and require that any unavoidable damage be repaired using comparable brick materials, rather than asphalt or concrete.

The proposed standards would apply not only to the City's historic brick roads, but also to new brick roadway segments constructed as part of the City Beautification and Twin City Mile initiatives. The following standards are being proposed:

- Brick streets must remain exposed and may not be paved over with asphalt or concrete.
- Any street or utility work affecting brick roads must minimize impacts, salvage and reuse existing bricks whenever possible, and ensure that replacement materials closely match the original bricks in size, color, texture, and pattern.
- Restored areas must match the surrounding brick layout, and utility cuts are required to avoid brick streets to the greatest extent practicable.
- In emergency situations, temporary repairs may be made to protect public safety or restore essential services; however, permanent restoration of the brick roadway must occur within six months.

## **FINANCIAL IMPACT**

Adoption of the Brick Road Preservation Ordinance will likely increase construction costs for both City-led and developer-led projects due to feasibility assessments, specialized design, and labor-intensive construction methods associated with brick road preservation.

The City and future developers should anticipate that preserving the existing brick or integrating new brick segments could elevate project costs by at least 30% or more (per Google search) compared to standard asphalt resurfacing. Actual amounts will vary by project specifics and site conditions.

To comply with the ordinance, future capital budgeting must include these potential cost in feasibility analyses, design scopes, and construction budgets to ensure projects remain viable while preserving Stanwood's historic brick road character.

## **RECOMMENDATIONS**

### **Staff Recommendation:**

The attached draft ordinance has been prepared based on Council feedback regarding priorities for brick road preservation and reconstruction.

Staff recommends adoption of the Brick Road Preservation Ordinance to safeguard Stanwood's remaining historic brick streets and ensure that newly

restored segments are not paved over in the future. Historic brick roads are one of the City's defining features and serve as a tangible link to the city's past. Preserving these streets aligns with community priorities and reflects strong public support for maintaining historic infrastructure. Adoption of this ordinance will establish clear standards and requirements for protection.

### **Committee Recommendation:**

#### Public Works:

The Public Works Committee reviewed the draft ordinance at its January 5, 2026, meeting and expressed support for the proposed amendments. The Committee recommends forwarding the ordinance to the full City Council for consideration. Their one comment has been included in the ordinance as presented.

- Remove all exceptions allowing the paving over of brick roadways. *Staff response: See section 11.14.040(2).*
- Add a new section requiring restoration of brick surfaces in previously patched areas when those areas undergo maintenance or other work. *Staff response: See section 11.14.040(3).*
- Clarify that the code applies only to roadway segments where brick is currently exposed, and not to road sections where brick has been previously buried. *Staff Response: See section 11.14.050.*

#### Community Development Committee:

The Community Development Committee reviewed the draft ordinance on January 15, 2026. They were also supportive of the Ordinance and recommended forwarding it to the full Council for consideration. Their comments included:

- Provide an explanation on who would be responsible for repair of the new brickwork such as the new sections of 92<sup>nd</sup> Avenue and 88<sup>th</sup> Avenue intersections. *Staff response: Developers and contractors who obtain right-of-way permits are required to restore damaged streets and infrastructure per City standards and/or through bonding. If they fail to do so, the City can use the bond to cover repairs. For non-projects liability for street damage caused by a vehicle accident or negligent operation would be handled through state traffic laws outlined in the RCW's. Insurance claims against the responsible party/driver (not the City directly) is another option.*

### **COUNCIL OPTIONS**

1. Accept the first reading of Ordinance 1561 adopting the brick road preservation standards.
2. Request changes to Ordinance 1561 and direct staff to address specific Council issues or concerns prior to reconsidering the ordinance.
3. Send Ordinance 1561 back through the Committee process for further consideration.

**PROPOSED MOTION**

**“I MOVE TO APPROVE FIRST READING OF ORDINANCE 1561 BRICK ROAD PRESERVATION STANDARDS.”**

**CITY OF STANWOOD  
WASHINGTON**

**ORDINANCE NO. 1561**

**AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, ADOPT A NEW CHAPTER OF THE STANWOOD MUNICIPAL CODE, CHAPTER 11.14, HISTORIC BRICK STREETS PRESERVATION, AND ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the City of Stanwood’s brick streets are historic public assets that contribute to the community’s character and identity; and

**WHEREAS**, the City desires that the brick roads be preserved and maintained in a manner consistent with their historic character; and

**WHEREAS**, brick roads differ from modern asphalt or concrete pavements in structure, load response, and repair methods; and

**WHEREAS**, brick roads are more susceptible to displacement, settlement, damage, and vibration-related impacts when subjected to frequent heavy truck traffic, repeated turning movements, braking, or acceleration; and

**WHEREAS**, adoption of brick road preservation standards is necessary to ensure maintenance, repair, and restoration work is conducted in a manner consistent with the City’s Comprehensive Plan historic preservation goals; and

**WHEREAS**, the City is authorized to adopt ordinances and regulations to manage and protect its public rights-of-way and to preserve City transportation assets for current and future users; and

**WHEREAS**, the City of Stanwood SEPA Responsible Official has reviewed the proposed amendments to the Stanwood Municipal Code, determined that the amendments are categorically exempt from SEPA, and memorialized those conclusions under file number 260005; and

**WHEREAS**, the Stanwood Public Works Committee reviewed the ordinance on January 5, 2025 and the Community Development Committee reviewed the draft ordinance on January 15, 2026; and

**WHEREAS**, all persons desiring to either provide written testimony or speak for or against the ordinance were given the opportunity to do so before City Council; and

**WHEREAS**, the City Council held a public meeting on the draft code amendment on February 26, 2026, and accepted public comment; and

**WHEREAS**, the City Council of Stanwood has authority under RCW 36.70A to adopt plans and regulations related to development and operations within the City of Stanwood; and

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

**Section 1. Historic Brick Street Preservation.** New Stanwood Municipal Code Chapter 11.14, Historic Brick Streets Preservation, is hereby adopted to read as follows as provided in Exhibit A attached to this ordinance and incorporated herein by reference as if set forth in full.

**Section 2. Authority to Make Necessary Corrections.** The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener’s clerical errors, references, ordinance numbers, section/subsection numbers and any references thereto.

**Section 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 five days after its passage and publication as required by law.

PASSED and APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2026.

CITY OF STANWOOD:

( ) Approve

( ) Veto

\_\_\_\_\_  
Sid Roberts, Mayor

Attest:

\_\_\_\_\_  
Lisa Sokolik, City Clerk

Approved as to Form:

\_\_\_\_\_  
Nikki Thompson, City Attorney

Date of Publication: \_\_\_\_\_

Effective Date: \_\_\_\_\_

# EXHIBIT A

## Title 11 Streets and Public Rights-of-Way New Chapter 11.14 - Brick Road Preservation Standards.

### Chapter 11.14 Historic Brick Road Preservation Standards

#### Sections:

- 11.14.010 Purpose**
- 11.14.020 Definitions**
- 11.14.030 Designated Brick Streets**
- 11.14.040 Preservation Requirements**
- 11.14.050 Design and Streetscape Improvements**

#### **11.14.010 Purpose**

- (1) The purpose of this chapter is:
  - (a) To preserve Stanwood’s brick road segments as unique public assets;
  - (b) Protect the structural integrity of the brick surface;
  - (c) Regulate construction and utility work within the right-of-way; and
  - (d) Authorize the Public Works Director to establish vehicle operational restrictions necessary to prevent long-term damage.

#### **11.14.020 Definitions.**

For the purposes of this chapter, the following definitions shall apply:

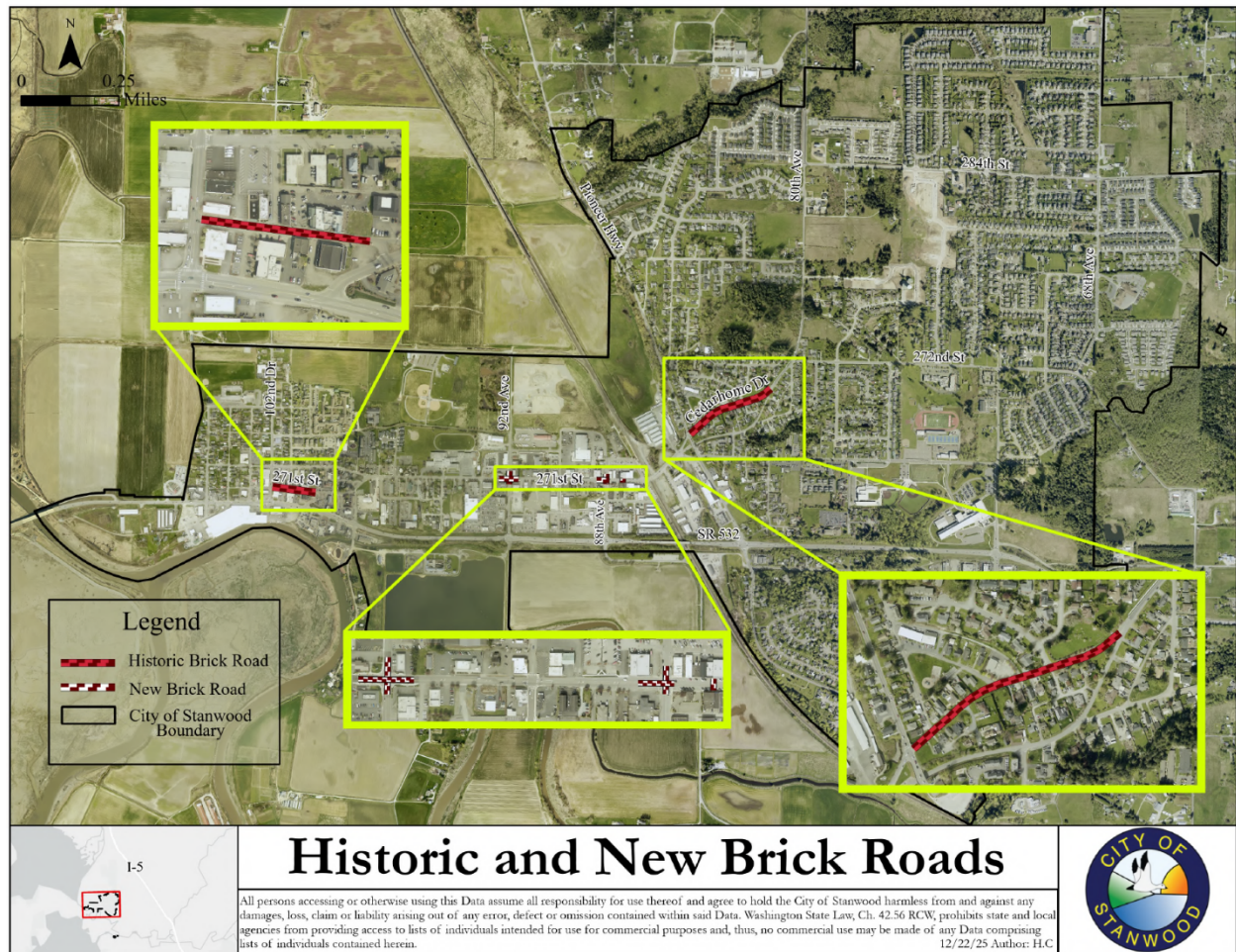
**“Brick Road or Street”** means those portions of city streets which are paved, or partially paved, with exposed brick.

#### **11.14.030 Designated Brick Roads**

- (1) The following road segments are designated as Historic Brick Roads:
  - (a) 270th Street NW between 102nd Avenue NW and Camano Street.
  - (b) Cedarhome Drive NW between Pioneer Highway and Cedarhome Drive NW (brick-paved segment).
- (2) The following road segments are designed as new or future Brick Roads:

- (a) 271<sup>st</sup> Street NW between 98<sup>th</sup> Drive NW and 84<sup>th</sup> Avenue NW (Florence Road).
- (b) 270<sup>th</sup> Street and SR 532 Intersection.
- (3) Additional brick street segments may be added to or removed from the list of Brick Streets by ordinance of the City Council.

**Figure 11.14.303-1 Brick Road Street Map**



**11.14.040 Preservation Requirements**

- (1) Brick Streets shall be preserved and maintained in a manner that retains their appearance, alignment, and pattern, while providing a safe and functional surface for vehicular, bicycle, and pedestrian use.
- (2) Existing exposed brick must be preserved. Paving over brick with asphalt or concrete is prohibited.
- (3) Repair and Replacement Standards. All street and utility maintenance, repair or replacement work shall comply with the following standards:

- (a) When brick pavement is disturbed or damaged, brick units shall be salvaged, cleaned, and re-used to the maximum extent practicable.
  - (b) If existing bricks are damaged and cannot be salvaged, they must be replaced to match the existing bricks in size, color range, texture, and pattern to the extent reasonably practicable, as approved by the Public Works Director.
  - (c) Restored areas must match the adjacent brick pattern (e.g., running bond, herringbone).
  - (d) Utility cuts shall use alternative routes to the maximum extent possible to avoid disturbance to Brick Roads. The Public Works Director may require trenching or alternate alignments to protect brick pavement.
- (4) Emergency Work. In the event of an emergency, repairs necessary to protect public health and safety or restore critical utility service, temporary measures may be taken without full compliance with this chapter; provided that permanent restoration of the brick shall occur within 6 months or as soon as practicable thereafter. The estimated cost of permanent repairs shall be bonded for at the time of the emergency repair.

#### **11.14.050 Design and Streetscape Improvements**

Any capital improvement project, streetscape enhancement, or major reconstruction on a brick road shall be designed to preserve the existing exposed brick pavement.



**CITY OF STANWOOD  
CITY COUNCIL  
AGENDA STAFF REPORT**

**ITEM NUMBER:** 11.c.  
**DATE:** February 12, 2026  
**SUBJECT:** Commerce Climate Change Grant Acceptance  
**CONTACT PERSON:** Patricia Love, Community Development Director  
**ATTACHMENTS:**  
1. Climate Change Commerce Grant  
2. Maul Foster and Alongi Task Order

---

**ISSUE**

The purpose of this agenda item is for Council to authorize the Mayor to sign the grant contract with Washington Department of Commerce and associated consultant contracts to execute the climate change grant deliverables.

**BACKGROUND**

In 2023, the Washington State Legislature enacted House Bill 1181, amending the state’s Growth Management Act (GMA) requiring local governments to plan for climate change. Under this new law, jurisdictions that plan under the GMA are now required to include a Climate Change and Resiliency Element in their comprehensive plans as part of their periodic update process.

This Climate Element must integrate goals and policies to reduce greenhouse gas (GHG) emissions, enhance resilience to climate impacts, and address localized climate risks and vulnerabilities, including efforts to minimize vehicle miles traveled and other emissions sources. HB 1181’s requirements place equal emphasis on climate planning as is required for traditional elements like transportation and land use.

Snohomish County cities are required to adopt a Climate Change Element as part of their five-year periodic comprehensive plan update by June 30, 2029. To support local jurisdictions in meeting this new requirement, the State has made grant funding available, tied to periodic update cycles. During the 2025–2027 Comprehensive Plan update cycle however, not all available climate planning funds were allocated, prompting the State to open a second round of grant applications statewide to all jurisdictions.

Stanwood applied for these funds to begin climate change planning efforts ahead of its required update cycle. Initiating this work early will help ease workload demands in 2027

and 2028, when both the Comprehensive Plan periodic update and the Shoreline Master Program update are scheduled concurrently. Completing the Climate Change Element in advance will also inform and support the technical, environmental, and policy analysis necessary for the Shoreline Master Program update.

## **ANALYSIS**

On January 6, the Washington State Department of Commerce opened a competitive grant round to support local governments in developing Climate Change Elements required under the Growth Management Act. Approximately \$7.5 million was made available statewide through a first-come, first-served application process. The City of Stanwood submitted a timely grant application and was awarded \$283,120 to advance early climate change planning efforts.

The awarded grant will fund the development of foundational components necessary to adopt a compliant Climate Change Element, including public engagement, a climate change impact analysis, and a vulnerability assessment to identify risks and community sensitivities. The grant also supports the development of goals and policies, a greenhouse gas emissions reduction strategy, and preparation of a draft Climate Change Element along with associated comprehensive plan amendments.

Securing this funding allows the City to complete a substantial portion of the required climate planning work in advance of its 2027–2029 Comprehensive Plan periodic update. This proactive approach reduces future workload pressures, positions the City to meet statutory deadlines, and improves coordination with the upcoming Shoreline Master Program update.

To implement the grant requirements, the City has assembled a consultant team through its existing on-call consultant contracts. Maul Foster & Alongi (MFA) will serve as the prime consultant and lead preparation of the required technical analyses, including climate impact and vulnerability assessments and greenhouse gas emissions reduction strategies. HBC, which is currently assisting the City with the Municipal Code Update project, will lead the drafting of the Comprehensive Plan Climate Change Element and associated amendments to ensure consistency with existing Comprehensive Plan. HBC will serve as a subconsultant to MFA.

The following actions are required to move forward with implementation of the grant. First, City Council must formally accept the Washington State Department of Commerce grant and authorize the Mayor to execute the grant agreement. Second, finalize the scope of work with MFA to prepare grant deliverables. Upon completion of these steps, the consultant team will initiate work in accordance with the grant schedule and reporting requirements.

## **FINANCIAL IMPACT**

All consultant fees and associated project costs will be fully funded by the Washington State Department of Commerce grant of \$283,120.00. No matching funds are required

under this grant. Acceptance of the grant will not result in additional direct expenditures from the City's operating or capital budgets.

The City's financial contribution to the project will be limited to staff time necessary to manage the consultant team, coordinate public engagement, and review work products. This level of staff involvement would be required regardless of grant funding, as adoption of a Climate Change Element is a mandated component of the City's Comprehensive Plan update under state law.

## **RECOMMENDATIONS**

### **Staff Recommendation:**

Staff recommends that the City Council accept the Washington State Department of Commerce Climate Change Planning Grant in the amount of \$283,120 and authorize the Mayor to execute the grant agreement. Staff further recommends that Council authorize the Mayor to sign the associated task order to implement the grant.

### **Committee Recommendation:**

Due to the timing of the grant award notification, there was insufficient time to route this item through the full committee review process prior to Council consideration. The Community Development Committee was verbally briefed on the grant opportunity and award at its February 5 meeting. Staff will provide additional information and respond to questions regarding the grant acceptance and scope of work during the City Council meeting scheduled for February 19.

## **COUNCIL OPTIONS**

1. Accept the Washington State Department of Commerce Climate Change Grant in the amount of \$283,190 and the associated draft task order.
2. Do not accept the grant and delay the work until 2027.

## **PROPOSED MOTION**

**"I MOVE TO ACCEPT THE WASHINGTON STATE DEPARTMENT OF COMMERCE CLIMATE CHANGE GRANT IN THE AMOUNT OF \$283,120.00."**

**And**

**"I MOVE TO AUTHORIZE THE MAYOR TO SIGN THE TASK ORDER WITH MAUL FOSTER AND LONGI TO CARRY OUT THE DEPARTMENT OF COMMERCE GRANT REQUIREMENTS."**



**Interagency Agreement with**

**City of Stanwood**

**through**

**Growth Management Services**

**Contract Number:**

**26-63330-304**

**For**

**2025-2027 Climate Planning Grant**

**Dated:** Date of Execution

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# Face Sheet

Contract Number: 26-63330-304

**Local Government Division  
Growth Management Services  
2025-2027 Climate Planning Grant**

<b>1. Contractor</b> City of Stanwood 10220 270th Street NW Stanwood, WA 98292		<b>2. Contractor Doing Business As (as applicable)</b> N/A	
<b>3. Contractor Representative</b> Patricia Love Community Development Director (360) 454-5206 patricia.love@ci.stanwood.wa.us		<b>4. COMMERCE Representative</b> Noelle Madera Climate Operation Team Lead 509-818-1040 noelle.madera@commerce.wa.gov PO Box 42525 1011 Plum St. SE Olympia, WA 98504	
<b>5. Contract Amount</b> \$283,120	<b>6. Funding Source</b> Federal: <input type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>	<b>7. Start Date</b> Date of Execution	<b>8. End Date</b> June 30, 2027
<b>9. Federal Funds (as applicable)</b> N/A		<b>Federal Agency:</b> N/A <b>ALN</b> N/A	
<b>10. Tax ID #</b> N/A	<b>11. SWV #</b> SWV 0015238-02	<b>12. UBI #</b> 916-001-509	<b>13. UEI #</b> N/A
<b>14. Contract Purpose</b> To develop a Climate Element with a Resiliency Subelement and GHG Emissions Reduction Subelement			
COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work and Attachment "B" – Budget			
<b>FOR CONTRACTOR</b>  <b>DRAFT ONLY - DO NOT SIGN</b>  _____ <insert name>, <insert title>  _____ Date		<b>FOR COMMERCE</b>  _____ Mark K. Barkley, Assistant Director Local Government Division  _____ Date  <b>APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL APPROVAL ON FILE</b>	

## **Special Terms and Conditions**

### **1. AUTHORITY**

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by Chapter 39.34 RCW.

### **2. ACKNOWLEDGEMENT OF CLIMATE COMMITMENT ACT FUNDING**

This Agreement is funded in whole or in part by the Climate Commitment Act, Grantee agrees that any website, announcement, press release, and/or publication (written, visual, or sound) used for media-related activities, publicity, and public outreach issued by or on behalf of Grantee which reference programs or projects funded in whole or in part with Washington's Climate Commitment Act (CCA) funds under this Grant, shall contain the following statement:

"The WA Department of Commerce climate planning grant is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at [www.climate.wa.gov](http://www.climate.wa.gov)."

The Grantee agrees to ensure coordinated Climate Commitment Act branding on work completed by or on behalf of the Grantee. The CCA logo must be used in the following circumstances, consistent with the branding guidelines posted at [CCA brand toolkit](#), including:

- A. Any project related website or webpage that includes logos from other funding partners;
- B. Any publication materials that include logos from other funding partners;
- C. Any on-site signage including pre-during Construction signage and permanent signage at completed project sites; and
- D. Any equipment purchased with CCA funding through a generally visible decal.

### **3. CONTRACT MANAGEMENT**

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

### **4. COMPENSATION**

COMMERCE shall pay an amount not to exceed **\$283,120**, for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the Scope of Work.

### **5. BILLING PROCEDURES AND PAYMENT**

COMMERCE will pay Contractor upon acceptance of deliverables and services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than monthly nor less than quarterly.

The parties agree this is a performance-based contract intended to produce the deliverables identified in Scope of Work (Attachment A). Payment of any invoice shall be dependent upon COMMERCE'S acceptance of Contractor's performance and/or deliverable. The invoices and attachments shall describe and document, to COMMERCE's satisfaction, deliverables or a description of the work performed, the progress of the project, and fees. The invoice shall include the **Contract Number 26-63330-304**. Payment shall be considered timely if made by COMMERCE within thirty (30) calendar

days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

Contract funds must be used only for work covered by this Agreement. All back-up documents such as consultant or subcontractor/subgrantee invoices, expense reports, and/or staff time and expenses related to contract work, should be provided if requested by Commerce.

#### Final Invoices

Commerce will provide notification of the end of contract due date.

#### Grant Timeline

COMMERCE will reimburse the Contractor beginning July 1, 2025, for costs paid performing work as described under this Agreement.

Allowable expenses for the performance of work and submission of completed deliverables to Commerce are eligible for reimbursement under this Contract from July 1, 2025, through the end date listed on the Face Sheet, subject to reimbursement requirements stated herein. Commerce shall not reimburse Grantee expenses for activities outside this period.

#### Duplication of Billed Costs

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

#### Disallowed Costs

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

COMMERCE may, in its sole discretion, withhold ten percent (10%) from each payment until acceptance by COMMERCE of the final deliverable (or completion of the project, final report, etc.).

#### Line Item Modification of Budget

- A. Notwithstanding any other provision of this Contract, the Grantee may, at its discretion, make one-time modification or modifications to line items in the Budget (Attachment B) that will not increase the line item by more than twenty percent (20%).
- B. The Grantee shall notify COMMERCE in writing (by email) when proposing any budget modification to the Budget (Attachments B). Conversely, Commerce may initiate the budget modification approval process if presented with a request for payment under this Contract that would cause reallocation of line item amount to exceed the twenty percent (20%) threshold increase described above.
- C. Any such budget modification or modifications as described above shall require the written approval of COMMERCE (by email), and such written approval shall amend the Budget. Each party to this contract will retain and make any and all documents related to such budget modifications a part of their respective contract file.
- D. Nothing in this section shall be construed to permit an increase in the amount of funds available as set forth in Section 4 of this Contract, nor does this section allow any proposed changes to

the Scope of Work, including Tasks/Work Items and Deliverables under Attachment A, without specific written approval from COMMERCE by amendment to this contract.

**6. SUBCONTRACTOR DATA COLLECTION**

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Contract performed by subcontractors and the portion of Contract funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

**7. INSURANCE**

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

**8. FRAUD AND OTHER LOSS REPORTING**

Contractor shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Contract immediately or as soon as practicable to the Commerce Representative identified on the Face Sheet.

**9. ORDER OF PRECEDENCE**

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget

# **General Terms and Conditions**

## **1. DEFINITIONS**

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Washington Department of Commerce.
- C. "Contract" or "Agreement" or "Grant" means the entire written agreement between COMMERCE and the Contractor, including any Attachments, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D. "Contractor" or "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.
- E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- F. "State" shall mean the state of Washington.
- G. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

## **2. ALL WRITINGS CONTAINED HEREIN**

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

## **3. AMENDMENTS**

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

## **4. ASSIGNMENT**

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

## **5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION**

- A. "Confidential Information" as used in this section includes:
  - i. All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;
  - ii. All material produced by the Contractor that is designated as "confidential" by COMMERCE; and

iii. All Personal Information in the possession of the Contractor that may not be disclosed under state or federal law.

- B.** The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.
- C.** Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

## **6. COPYRIGHT**

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

## **7. DISPUTES**

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority

prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

**8. GOVERNING LAW AND VENUE**

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

**9. INDEMNIFICATION**

Each party shall be solely responsible for the acts of its employees, officers, and agents.

**10. LICENSING, ACCREDITATION AND REGISTRATION**

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

**11. RECAPTURE**

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

**12. RECORDS MAINTENANCE**

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

The Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

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

**13. SAVINGS**

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

**14. SEVERABILITY**

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

**15. SUBCONTRACTING**

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

**16. SURVIVAL**

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

**17. TERMINATION FOR CAUSE**

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

**18. TERMINATION FOR CONVENIENCE**

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days' written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

**19. TERMINATION PROCEDURES**

Upon termination of this contract, COMMERCE, in addition to any other rights provided in this contract, may require the Contractor to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

- A. Stop work under the contract on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
- C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the contract had been completed, would have been required to be furnished to COMMERCE;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which COMMERCE has or may acquire an interest.

## **20. TREATMENT OF ASSETS**

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.
- B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management

practices.

- C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract.
- E. All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

21. **WAIVER**

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

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## Attachment A: Scope of Work

### Resiliency Subelement SOW

Section, Steps, Tasks, and Deliverables	Description	Start/End Date
Section 2	Planning and Engagement	2/2026-5/2027
Task 2.1	Establish Climate Policy Advisory Team.	
Task 2.2	Establish public engagement strategy.	
Task 2.3	Establish tribal engagement strategy.	
Task 2.4	Develop vision statement.	
Task 2.5*	Conduct engagement activities as described in public engagement strategy and tribal engagement strategy.	
<b>Resiliency Deliverables 1a and 1b</b>	Planning and Engagement: Submit interim (1a) and final (1b) memos summarizing completion of engagement planning and engagement tasks, respectively, with work samples. The final memo will describe how and when overburdened communities and vulnerable populations, including tribes, were encouraged to participate in the development of the new or amended climate policies and goals per RCW 36.70A.020.	Interim (1a): 5/31/2026  Final (1b): 5/31/2027
Section 3, Step 1	Explore Climate Impacts	10/2025-9/2026
Task 1.1	Identify community assets.	
Task 1.2	Explore hazards and changes in the climate.	
Task 1.3	Pair assets and hazards and describe exposure and consequences.	
Task 1.4	Identify priority climate hazards.	
<b>Resiliency Deliverable 2</b>	Explore Climate Impacts: Submit a memo summarizing completion of this step with work samples.	9/30/2026
Section 3, Step 2	Audit Plans and Policies	2/2026-6/2026

<b>Section, Steps, Tasks, and Deliverables</b>	<b>Description</b>	<b>Start/End Date</b>
Task 2.1	Review existing plans for resilience gaps, opportunities, and barriers.	
Task 2.2	Determine next step (i.e., whether vulnerability assessment is needed for specific climate hazard and asset pairings).	
<b>Resiliency Deliverable 3</b>	Audit Plans & Policies: Submit a memo summarizing completion of this step with work samples.	6/30/2026
Section 3, Step 3	Assess Vulnerability & Risk	4/2026-9/2026
Task 3.1	Assess sensitivity.	
Task 3.2	Assess adaptive capacity.	
Task 3.3	Characterize vulnerability.	
Task 3.4	Characterize risk.	
Task 3.5	Decide course of action.	
<b>Resiliency Deliverable 4</b>	Assess Vulnerability & Risk: Submit a memo summarizing completion of this step with work samples.	9/30/2026
Section 3, Step 4	Draft Resiliency Goals and Policies	4/2026-12/2026
Task 4.1	Develop goals and policies.	
Task 4.2	Identify policy co-benefits.	
<b>Resiliency Deliverable 5</b>	Draft Resiliency Goals and Policies: Submit a memo summarizing completion of this step with work samples.	12/31/2026
Section 3, Step 5	Draft Climate Resiliency Subelement	10/2026-5/2027
Task 5.1	Integrate resiliency goals and policies into the comprehensive plan.	
<b>Resiliency Deliverable 6</b>	Draft Climate Resiliency Subelement.	5/31/2027
Section 3, Step 6*	Commerce and SEPA Environmental Review for Climate Element	1/2027-6/2027

<b>Section, Steps, Tasks, and Deliverables</b>	<b>Description</b>	<b>Start/End Date</b>
Task 6.1*	Prepare SEPA Environmental Checklist and threshold determination.	
Task 6.2*	Submit draft plan and any revisions to the development code to the Department of Commerce.	
Task 6.3*	Work with staff to collect and review agency comments and incorporate these into the drafts, as needed.	
<b>Resiliency Deliverable 7*</b>	SEPA Environmental Checklist and threshold determination for Climate Element.	6/18/2027

**GHG Emissions Reduction Subelement SOW**

<b>Section, Steps, Tasks, and Deliverables</b>	<b>Description</b>	<b>Start/End Date</b>
Section 2	<p>Planning and Engagement</p> <p>Note: The GHG Emissions Reduction Subelement Planning and Engagement tasks will be integrated with the Resiliency Subelement Planning and Engagement tasks. For task descriptions, refer to Table 1.</p>	2/2026-5/2027
<b>GHG Deliverables 1a and 1b</b>	<p>Planning and Engagement: Submit interim (1a) and final (1b) memos summarizing completion of engagement planning and engagement tasks, respectively. The final memo will describe how and when overburdened communities and vulnerable populations, including tribes, were encouraged to participate in the development of the new or amended climate policies. These deliverables will be combined with the Resiliency Subelement deliverables 1a and 1b, as described in Table 2.</p>	<p>Interim (1a): 5/31/2026</p> <p>Final (1b): 5/31/2027</p>
Section 4, Step 1	Choose GHG Emissions Pathway	2/2026-4/2026
Task 1.1	Define GHG Emissions Pathway	

<b>Section, Steps, Tasks, and Deliverables</b>	<b>Description</b>	<b>Start/End Date</b>
<b>GHG Deliverable 2</b>	Choose GHG Emissions Pathway: Submit a memo summarizing completion of these steps. This memo will be combined with the deliverable for Section 4, Step 2.	4/24/2026
Section 4, Step 2	Determine Scope, Scale, and Approach	2/2026-4/2026
Task 2.1	Define study area and emissions scope.	
Task 2.2	Select baseline year.	
Task 2.3	Identify study methodology.	
<b>GHG Deliverable 2</b>	Determine Scope, Scale, and Approach: Submit a memo summarizing completion of these steps. This memo will be combined with the deliverable for Section 4, Step 1.	4/24/2026
Section 4, Step 3	Gather Sector-Specific Data	3/2026-5/2026
Task 3.1	Collect data.	
Task 3.2	Develop GHG emissions inventory management plan.	
<b>GHG Deliverable 3</b>	Gather Sector-Specific Data: Submit a memo summarizing completion of this step.	5/31/2026
Section 4, Step 4	Quantify Emissions and Determine Emissions Reduction Goal	3/2026-6/2026
Task 4.1	Quantify emissions and VMT.	
Task 4.2	Determine emissions reduction goal.	
<b>GHG Deliverable 4</b>	Emissions Reduction Goal Metric: Submit a memo summarizing completion of this step with work samples.	6/30/2026
Section 4, Step 5	Draft GHG Emissions Reduction Goals and Policies	4/2026-12/2026
Task 5.1	Draft goals and policies.	
<b>GHG Deliverable 5</b>	Draft GHG Emissions Reduction Goals and Policies: Submit a memo summarizing completion of this step with work samples.	12/31/2026
Section 4, Step 6	Draft GHG Emissions Reduction Subelement	10/2026-5/2027
Task 6.1	Integrate new GHG reduction goals and policies into the comprehensive plan.	

<b>Section, Steps, Tasks, and Deliverables</b>	<b>Description</b>	<b>Start/End Date</b>
<b>GHG Deliverable 6</b>	Draft GHG Emissions Reductions Subelement.	5/31/2027

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## Attachment B: Budget

<b>Deliverables</b>	<b>Grant Funds</b>
<b>Resiliency Deliverables 1a and 1b:</b> Planning & Engagement, including documentation of outreach to and participation of vulnerable populations and overburdened communities, including tribes.	\$85,110
<b>Resiliency Deliverable 2:</b> Explore Climate Impacts	\$23,780
<b>Resiliency Deliverable 3:</b> Audit Plans & Policies	\$21,805
<b>Resiliency Deliverable 4:</b> Assess Vulnerability & Risk	\$18,990
<b>Resiliency Deliverable 5:</b> Draft Resilience Goals and Policies	\$26,150
<b>Resiliency Deliverable 6:</b> Draft Resiliency Subelement	\$28,920
<b>Deliverable 7:</b> SEPA Environmental Checklist and threshold determination for Climate Element.	\$9,200
<b>GHG Deliverables 1a and 1b:</b> Planning & Engagement, including documentation of outreach to and participation of vulnerable populations and overburdened communities, including tribes. (See Resiliency Deliverables 1a and 1b above)	\$0
<b>GHG Deliverable 2:</b> Section 4, Steps 1-2	\$2,470
<b>GHG Deliverable 3:</b> Gather Sector-Specific Data	\$10,645
<b>GHG Deliverable 4:</b> Quantify Emissions and Set Reduction Targets	\$24,015
<b>GHG Deliverable 5:</b> Draft GHG Emissions Reduction Goals and Policies	\$14,615
<b>GHG Deliverable 6:</b> Draft GHG Emissions Reduction Subelement	\$17,420
<b>Grant Total:</b>	<b>\$283,120</b>



**PER ON-CALL PROFESSIONAL SERVICES AGREEMENT #2025-009  
BETWEEN CITY OF STANWOOD, WASHINGTON (CITY) AND  
MAUL FOSTER AND ALONGI (CONSULTANT)**

**APPROVED TASK ORDER**

**TASK ORDER:** XXXX

**PROJECT NAME:** Climate Change Comprehensive Plan Element

This shall constitute an approved Task Order pursuant to the On-Call Professional Services Agreement between CITY and CONSULTANT dated February 12, 2025 ("AGREEMENT"). The scope of services, cost estimate, and rate sheet are incorporated into the Agreement.

**Project Scope of Services:**

Prepare the climate change technical documents and draft Climate Change Element of the Comprehensive Plan. The following is a summary of tasks:

**Tasks:**

- 1 – Public Engagement
- 2 – Climate Change Resiliency Documentation
- 3 – Environmental Review
- 4 – Green House Gas Emissions Documentation
- 5 – Draft Comprehensive Plan Amendments

CONSULTANT agrees to perform the tasks listed above and described in Exhibit A for a fee amount of not to exceed **\$283,120 (Two hundred eighty-three thousand, one hundred twenty dollars and no cents)**, unless otherwise modified by CITY'S Community Development Director in a signed writing/subsequent Task Order Approval Form.

Performance of the services shall be subject to the terms and conditions contained in AGREEMENT.

Dated this 12<sup>th</sup> day of February 2026.

**CITY OF STANWOOD**

**MAUL FOSTER AND ALONGI**

By: \_\_\_\_\_  
Sid Roberts  
Mayor, City of Stanwood

By: \_\_\_\_\_  
Phil Wiescher  
Principal

**Attachments:  
Exhibit A**

**Scope of Work and Budget**

<b>Deliverables</b>	<b>Grant Funds</b>
<b>Resiliency Deliverables 1a and 1b:</b> Planning & Engagement, including documentation of outreach to and participation of vulnerable populations and overburdened communities, including tribes.	\$85,110
<b>Resiliency Deliverable 2:</b> Explore Climate Impacts	\$23,780
<b>Resiliency Deliverable 3:</b> Audit Plans & Policies	\$21,805
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