



**Agenda**  
**City Council Regular Meeting**  
**May 28, 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. Stanwood Regional Job Fair Summary
- 7. Council Committee Reports**
  - a. Planning Commission Meeting Minutes - April 13, 2026
  - b. Community Development Committee Meeting Minutes - May 7, 2026
- 8. Consent Agenda**
  - a. Approve Vouchers and Payroll
  - b. Approve City Council Meeting Minutes - May 14, 2026
  - c. Approve City Council Workshop Minutes - May 14, 2026
  - d. Adopt Resolution 2026-12 Heritage Park Recreation and Conservation Office Grant
  - e. Adopt Resolution 2026-13 Church Creek Recreation and Conservation Office Grant
  - f. Authorize the Mayor to Sign a Contract with GrayMar Environmental Services for the Johnson Farm Remediation project
  - g. Approve Storefront Improvement Program Application for 8701 271st St NW
- 9. Unfinished Business**
  - a. Second Reading of Grading and Stormwater Code Amendment
  - b. Adoption of the Historic Preservation Ordinance and MOU with the Historical Society
- 10. Public Hearing**
- 11. New Business**
  - a. Adopt Resolution 2026-09 Reclassify Planner to Planning Manager and Approve Job Description and Salary Range
  - b. Adopt Resolution 2026-10 Declaration of Emergency Relating to Skagit Bay Dike Erosion Damage

**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, June 11, 2026, 5:00 p.m. - City Council Workshop

Thursday, June 11, 2026, 7:00 p.m. - City Council Meeting

Thursday, June 26, 2026, 7:00 p.m. - City Council Meeting



## CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

**ITEM NUMBER:** 6.a.  
**DATE:** May 28, 2026  
**SUBJECT:** Stanwood Regional Job Fair Summary  
**CONTACT PERSON:** Aaron Weinberg, Business & Community Relations  
Coordinator  
**ATTACHMENTS:** None

---

### **PURPOSE**

The purpose of this agenda item is to provide an overview of the Stanwood Regional Job Fair to the Council.

### **BACKGROUND**

Workforce development continues to be a significant challenge for businesses locally, regionally, and nationwide. A survey conducted by Community Development staff in late 2025 identified hiring and workforce availability as one of the top concerns among businesses, second only to inflation and price volatility.

To support local employers, Community Development staff have connected businesses with workforce development resources and partner organizations, including WorkSource, Workforce Snohomish, community colleges, and regional high school skills centers. Staff have also emphasized the importance of businesses taking a more active role in workforce development efforts. Employers experiencing ongoing hiring challenges, particularly for skilled positions, can benefit from partnering directly with educational institutions to help develop long-term workforce pipelines and training opportunities.

As part of these efforts, the City partnered with the Stanwood Commerce Alliance, a local nonprofit organization, to host the Stanwood Regional Job Fair on May 11 at Stanwood High School. This marked the first time the City has taken a lead role in organizing and supporting an event of this kind.

Job fairs provide an opportunity for employers and job seekers to connect directly on employment opportunities, internships, and career pathways. Participating organizations

host informational booths in an open-house format where attendees can learn about available positions, submit resumes, and, in some cases, participate in on-site interviews.

## **ANALYSIS**

City economic development staff served as the overall project manager for the event, coordinating partners, marketing efforts, and event logistics. The Stanwood Commerce Alliance served as the official event host and managed registration, promotion, and operational support. WorkSource and Workforce Snohomish partnered to assist with employer recruitment and outreach to job seekers. Staff also coordinated with Stanwood High School to promote the event to students interested in career exploration and summer employment opportunities.

The event was held on May 11 from 3:00 p.m. to 5:30 p.m. in the Commons area of Stanwood High School.

Twenty-eight employers participated in the event, representing a diverse range of industries including manufacturing, government, healthcare, hospitality, and food service. Businesses were primarily located in Stanwood and Snohomish County but came from as far north as Blaine. Attendance was estimated at approximately 150 to 200 job seekers, exceeding expectations. Anecdotally, staff observed a strong mix of attendees, including high school students, entry-level applicants, mid-career professionals, and managerial candidates.

Post-event survey responses from participating employers were overwhelmingly positive, with 100 percent of respondents rating the event experience as either “Very Good” or “Good.” Respondents reported interacting with an average of 26 job seekers during the event.

Some general comments from the survey included:

- “I thought the job fair was organized nicely. I saw it advertised in the community and appreciated the thoughtfulness behind the event. Job well done. We would love to participate more!”
- “Overall, the event was highly productive, and the scheduling was spot on.”
- “It was a great event, and I am looking forward to attending again.”

Overall, the event demonstrated the value of leveraging collaborative partnerships between the City, local agencies, and nonprofit organizations to deliver impactful economic development programming supporting businesses and residents.



**FISCAL IMPACT**

The event had no cost for the City.

**RECOMMENDATIONS**

None; Informational item only

**CITY COUNCIL OPTIONS**

None; Informational item only



## City of Stanwood City Council Staff Report

**Item Number:** 7.a.  
**Date:** May 28, 2026  
**Subject:** Planning Commission Meeting Minutes - April 13, 2026  
**Contact Person:** Patricia Love, Community Development Director  
**Attachments:** 1. PC Meeting Minutes 2026.04.13

---

### **ISSUE**

The minutes from the April 13, 2026, Planning Commission meeting are attached to this staff report for Council's review.



Planning Commission  
Meeting Minutes  
Monday, April 13, 2026, 6:30 pm

**Call to Order:** 6:30 p.m.

**Roll Call**

**Commissioners Present:**

Eric Warnat  
Richard Craig, Commission Vice Chair  
Melissa Toner  
Patrick Hosterman, Commission Chair  
Doug Standish,  
Rachelle Pedersen

**Staff Present:**

Patricia Love, Community Development Director  
Ty Schroeder, Senior Planner  
Audrey Rotrock, Associate Planner

**Absent:** Gabrielle Braley, Commissioner

**Also known to be present:** None

**Public Requests and Comments:** None

**Approval of Minutes:**

The minutes from March 9, 2026, Planning Commission meeting were unanimously approved with one correction to reflect the accurate date of public hearing for the Grading and Stormwater Code Amendments and the Permitted Use Matrix and Development Standards.

**Unfinished Business:**

**Public Hearing: Grading and Stormwater Code Amendments**

Similar to the other municipal code updates currently underway, related and complementary code provisions are being processed together. This grouping consists of the City's grading and stormwater management regulations. The grading code is currently codified as SMC 17.154, and the stormwater management code is codified as SMC 17.140. As part of this update, both codes are proposed to be relocated to Title 18 under Division III, Environmental Codes, and renumbered as SMC 18.830, Grading, and SMC 18.840, Stormwater Management.

The City's grading and stormwater regulations were originally adopted in the mid-1990s and have received only minor amendments since that time. The most recent substantive updates to these codes occurred in 2013. The grading regulations were initially embedded within the City's permit procedures code and, in 2021, were readopted as a standalone chapter without substantive changes. As a result, the core provisions of the grading and stormwater codes have remained largely unchanged for more than a decade.

The draft Grading and Stormwater code amendments reflect current best practices and have incorporated suggested amendments by the City's Public Works staff. The proposed updates are primarily clarifying and procedural in nature and are intended to improve consistency, predictability, and implementation.

**Commissioner Questions & Comments**

- What are the stormwater management requirements for properties less than 5,000 SF?



## Planning Commission Meeting Minutes Monday, April 13, 2026, 6:30 pm

- Small properties must still meet applicable water quality treatment requirements prior to discharging to the Puget Sound.
- Why does Stanwood use the 2005 Edition of the Washington State Department of Ecology *Stormwater Management Manual for Western Washington* instead of more recent editions?
  - Stanwood has consistently used, and is proposing to re-adopt, the 2005 Manual because the 2005 Edition does not require Low Impact Development (LID) standards.
    - Stanwood is one of the few cities not classified as a National Pollutant Discharge Elimination System (NPDES) by Dept. of Ecology and therefore are not required to adopt newer editions of the stormwater manual.
    - The City's poorly draining soils do not work for LID methods such as rain gardens or bioswales
- Can you clarify what it means to re-adopt a code?
  - There are different ways a City can make code changes:
    - Rewriting code: Making changes to existing regulations, which may include reorganizing, updating standards, or adding new language.
    - Repealing code: Removing existing code sections entirely when they are no longer needed or are being replaced.
    - Adopting new code: Creating and adopting entirely new sections or chapters to address topics not previously covered.
    - *Re-adopting code: Re-enacting existing code without changes. This is often done when moving code into a new title or format, or as part of a larger reorganization. It may also include incorporating external plans or documents by reference rather than rewriting them in full.*
  - Because the City is not proposing any changes to the standards outlined in the 2005 Manual, Stanwood can re-adopt the Manual by reference in the New Title 18 Unified Development Code.
- The Commissioners motioned unanimously to move the Grading and Stormwater Code Amendments forward to the City Council.

### **Public Hearing: Permitted Use Matrix and Development Standards**

The next phase of the City's Municipal Code Update focuses on revising and modernizing the Permitted Use Matrix. This effort represents an important step in aligning the City's Unified Development Code with current state laws, industry standards, and Comprehensive Plan policies.

Staff presented to the Planning Commission updates to the use definitions, matrix uses, and associated use standards.

### **Commissioner Questions & Comments**

- Commissioners requested that staff cross reference new definitions in the Permitted Use Matrix to the source definition (ex. Websters, other jurisdiction, etc)
- The Community Resource Center would be better defined as a Non-Profit or Public Service, instead of a government facility.



Planning Commission  
Meeting Minutes  
Monday, April 13, 2026, 6:30 pm

- Remove “private” from the language for recreational clubs.
- What if an existing business has a use that becomes prohibited when these standards go into effect?
  - In that scenario, the use would become a legally non-conforming use.
- Incorporate drive-through facilities standards into the use standards instead of listing in the use matrix.
- The Commissioners agreed to continue the Permitted Use Matrix and Development Standards Public Hearing to the next meeting on May 11, 2026.

**New Business:** Comprehensive Plan Amendment: Climate Change Element

Staff are working on a Comprehensive Plan Amendment to incorporate a Climate Change Element as part of the Downtown Initiative project.

- The Commissioners would like to hear more about this project as it gets up and running.

**Miscellaneous Business:** Historic Preservation Ordinance

**Recent Council Action on Commission Items:** None

**Upcoming Items:**

- Stanwood Municipal Code: Design Standards
- Multimodal Comprehensive Plan Amendment and Concurrency
- Sign Code Open House

**Adjourn:** 8:17 pm



## City of Stanwood City Council Staff Report

**Item Number:** 7.b.  
**Date:** May 28, 2026  
**Subject:** Community Development Committee Meeting Minutes - May 7, 2026  
**Contact Person:** Patricia Love, Community Development Director  
**Attachments:** 1. CDC Meeting Minutes 2026.05.07

---

### **ISSUE**

The minutes from the May 7, 2026, Community Development Committee meeting are attached to this staff report for Council's review



Community Development Committee  
Meeting Minutes  
Thursday, May 7, 2026 | 5:00 pm

**Council Members Present: Dani Gaumond, Steve Shepro, Robert Hicks**

**Staff Present: Patricia Love, Audrey Rotrock, Aaron Weingberg**

**Others Present: None**

Steve Shepro called the meeting to order at 5:03 p.m.

**1. Percent for Arts Ordinance**

- The Committee agreed to establish a Stanwood Arts Commission. The Commission would initially consist of seven members, including five residents from within City limits and two residents from outside City limits but within the School District boundaries, serving an initial two-year term. The structure and term lengths should be reevaluated at the end of the initial term.
- They would like to propose allowing art projects in the UGA with special permission from City Council.
- The Committee approves of the one percent (1%) of the total eligible project cost and a maximum cap of \$75,000 per project from a Municipal Arts Fund. They do not want to collect funds from underground utilities, Americans with Disabilities Act (ADA), or maintenance overlays.
- Staff will bring more details back to the June meeting on potentially hiring a part-time City staff to manage these projects. The Committee agreed to move the Percent for Arts forward to City Council.

**2. Sign Code Update**

Listed below are the thoughts of the Committee on some of the different sign types:

- Pole signs – Limit heights.
- Pylon signs – Better suited for bigger cities.
- Free Standing and Monument signs – Approve.
- Readerboard signs – 3 lines of text is limiting. Consider working on sizes allowed for these signs.
- A-Board signs – Allow these for events only.
- Temporary signs – Require permission for temporary signs with a time limit.
- Feather Banners – Do not approve.
- Banners – Put more consideration into how these can be regulated, such as how many are allowed per year, their placement and size.
- Marquee signs – Outdated, allow only for movie theaters or similar uses.
- Consider exempting art and murals from the sign code.



Community Development Committee  
Meeting Minutes  
Thursday, May 7, 2026 | 5:00 pm

**3. Storefront Improvement Project – 8701 271<sup>st</sup> Street NW**

The applicant has proposed to replace the existing storefront single-pane windows with new dark bronze aluminum double-pane windows. The proposal also includes replacing the railing, repainting the wood awning and trimming around the door and windows.

- The Committee would like to know if they are going to add an awning or paint the existing wood and how it will be protected from weather before moving this forward to Council.

**Adjourn:** 6:30 p.m.





## City of Stanwood City Council Staff Report

**Item Number:** 8.a.  
**Date:** May 28, 2026  
**Subject:** Approve Vouchers and Payroll  
**Contact Person:** Tim Niebruegge, Finance Manager  
**Attachments:** 1. Vouchers and Payroll Checks

---

### **ISSUE**

Approve issuance of Washington Federal Bank checks 40515 through 40557, and electronic fund transfers in the amount of \$693,068.31 and approve issuance of Washington Federal payroll check and electronic fund transfers in the amount of \$463,983.31.

### **RECOMMENDED MOTION**

**“I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK CHECKS 40515 THROUGH 40557 AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$693,068.31 AND APPROVE ISSUANCE OF WASHINGTON FEDERAL PAYROLL CHECK AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$463,983.31.”**

# CHECK REGISTER

City Of Stanwood

Time: 02:55:39 Date: 05/19/2026

05/06/2026 To: 05/18/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2343	05/08/2026	Payroll	3	EFT		5,219.37	April 2026 Payroll
2344	05/08/2026	Payroll	3	EFT		5,443.38	April 2026 Payroll
2345	05/08/2026	Payroll	3	EFT		11,987.67	April 2026 Payroll
2346	05/08/2026	Payroll	3	EFT		3,440.54	April 2026 Payroll
2347	05/08/2026	Payroll	3	EFT		570.46	April 2026 Payroll
2348	05/08/2026	Payroll	3	EFT		5,050.66	April 2026 Payroll
2349	05/08/2026	Payroll	3	EFT		8,791.47	April 2026 Payroll
2350	05/08/2026	Payroll	3	EFT		1,964.12	April 2026 Payroll
2351	05/08/2026	Payroll	3	EFT		4,285.65	April 2026 Payroll
2352	05/08/2026	Payroll	3	EFT			April 2026 Payroll
2353	05/08/2026	Payroll	3	EFT		8,650.66	April 2026 Payroll
2354	05/08/2026	Payroll	3	EFT		5,181.93	April 2026 Payroll
2355	05/08/2026	Payroll	3	EFT		2,687.41	April 2026 Payroll
2356	05/08/2026	Payroll	3	EFT		4,188.20	April 2026 Payroll
2357	05/08/2026	Payroll	3	EFT		5,752.10	April 2026 Payroll
2358	05/08/2026	Payroll	3	EFT		590.68	April 2026 Payroll
2359	05/08/2026	Payroll	3	EFT		6,446.62	April 2026 Payroll
2360	05/08/2026	Payroll	3	EFT		3,991.01	April 2026 Payroll
2361	05/08/2026	Payroll	3	EFT		594.23	April 2026 Payroll
2362	05/08/2026	Payroll	3	EFT		4,086.62	April 2026 Payroll
2363	05/08/2026	Payroll	3	EFT		9,603.22	April 2026 Payroll
2364	05/08/2026	Payroll	3	EFT		5,941.36	April 2026 Payroll
2365	05/08/2026	Payroll	3	EFT		3,317.78	April 2026 Payroll
2366	05/08/2026	Payroll	3	EFT		8,133.21	April 2026 Payroll
2367	05/08/2026	Payroll	3	EFT		8,033.34	April 2026 Payroll
2368	05/08/2026	Payroll	3	EFT		4,981.78	April 2026 Payroll
2369	05/08/2026	Payroll	3	EFT		8,595.61	April 2026 Payroll
2370	05/08/2026	Payroll	3	EFT		6,000.35	April 2026 Payroll
2371	05/08/2026	Payroll	3	EFT		540.34	April 2026 Payroll
2372	05/08/2026	Payroll	3	EFT		2,935.09	April 2026 Payroll
2373	05/08/2026	Payroll	3	EFT		4,234.99	April 2026 Payroll
2374	05/08/2026	Payroll	3	EFT		3,161.14	April 2026 Payroll
2375	05/08/2026	Payroll	3	EFT		5,148.65	April 2026 Payroll
2376	05/08/2026	Payroll	3	EFT		3,883.51	April 2026 Payroll
2377	05/08/2026	Payroll	3	EFT		5,433.34	April 2026 Payroll
2378	05/08/2026	Payroll	3	EFT		590.34	April 2026 Payroll
2379	05/08/2026	Payroll	3	EFT		6,582.16	April 2026 Payroll
2380	05/08/2026	Payroll	3	EFT		4,930.95	April 2026 Payroll
2381	05/08/2026	Payroll	3	EFT		7,027.59	April 2026 Payroll
2382	05/08/2026	Payroll	3	EFT		5,784.08	April 2026 Payroll
2383	05/08/2026	Payroll	3	EFT		7,619.46	April 2026 Payroll
2384	05/08/2026	Payroll	3	EFT		5,708.97	April 2026 Payroll
2385	05/08/2026	Payroll	3	EFT		1,556.73	April 2026 Payroll
2386	05/08/2026	Payroll	3	EFT		5,258.45	April 2026 Payroll
2387	05/08/2026	Payroll	3	EFT		3,870.68	April 2026 Payroll
2388	05/08/2026	Payroll	3	EFT		4,189.84	April 2026 Payroll
2389	05/08/2026	Payroll	3	EFT		490.46	April 2026 Payroll
2419	05/08/2026	Payroll	3	EFT	AFLAC	314.10	Pay Cycle(s) 05/08/2026 To 05/08/2026 - AFLAC, Pre-Tax; Pay Cycle(s) 05/08/2026 To 05/08/2026 - AFLAC, Post-Tax
2420	05/08/2026	Payroll	3	EFT	AWC Employee Benefit Trust	30,974.58	Pay Cycle(s) 05/08/2026 To 05/08/2026 - AWC - Health First 250; Pay Cycle(s) 05/08/2026 To 05/08/2026 - AWC - Dental J; Pay Cycle(s) 05/08/2026 To 05/08/2026 - AWC - Vision; Pay Cycle(s) 05/08/2026 To

# CHECK REGISTER

City Of Stanwood

Time: 02:55:39 Date: 05/19/2026

05/06/2026 To: 05/18/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2421	05/08/2026	Payroll	3	EFT	Colonial Life Insurance	66.75	Pay Cycle(s) 05/08/2026 To 05/08/2026 - Colonial Life Insurance
2422	05/08/2026	Payroll	3	EFT	Great-West Life & Annuity	3,950.00	Pay Cycle(s) 05/08/2026 To 05/08/2026 - 457 - Empower (Mass Mutual); Pay Cycle(s) 05/08/2026 To 05/08/2026 - Roth 457(b)Empower(MassMutual)
2423	05/08/2026	Payroll	3	EFT	HSA Bank	812.50	Pay Cycle(s) 05/08/2026 To 05/08/2026 - HSA Contributions ER; Pay Cycle(s) 05/08/2026 To 05/08/2026 - HSA Contributions EE
2424	05/08/2026	Payroll	3	EFT	Internal Revenue Service (941)	105,313.82	941 Deposit for Pay Cycle(s) 05/08/2026 - 05/08/2026
2425	05/08/2026	Payroll	3	EFT	Legal Shield	248.40	Pay Cycle(s) 05/08/2026 To 05/08/2026 - Legal Shield
2426	05/08/2026	Payroll	3	EFT	Mission Square Retirement	3,561.05	Pay Cycle(s) 05/08/2026 To 05/08/2026 - 457 - Mission Square Ret(ICMA)
2427	05/08/2026	Payroll	3	EFT	Navia Benefits	283.33	Pay Cycle(s) 05/08/2026 To 05/08/2026 - Navia Limited FSA
2428	05/08/2026	Payroll	3	EFT	Western Conference of Teamsters Pension Trust	3,470.70	Pay Cycle(s) 05/08/2026 To 05/08/2026 - WCTPT Contributions
2429	05/08/2026	Payroll	3	EFT	Teamsters Union Local 231	2,354.00	Pay Cycle(s) 05/08/2026 To 05/08/2026 - Teamsters Dues
2430	05/08/2026	Payroll	3	EFT	WA Divison of Child Support	400.00	Pay Cycle(s) 05/08/2026 To 05/08/2026 - WA Child Support
2431	05/08/2026	Payroll	3	EFT	WA St Department Of Retirement Systems	44,592.28	Pay Cycle(s) 05/08/2026 To 05/08/2026 - PERS 2; Pay Cycle(s) 05/08/2026 To 05/08/2026 - PERS 3; Pay Cycle(s) 05/08/2026 To 05/08/2026 - 457 - DRS (DCP); Pay Cycle(s) 05/08/2026 To 05/08/2026 - Roth 45
2432	05/08/2026	Payroll	3	EFT	Washington Teamsters Welfare Trust	45,165.60	Pay Cycle(s) 05/08/2026 To 05/08/2026 - Teamsters Dental; Pay Cycle(s) 05/08/2026 To 05/08/2026 - Teamsters Medical
2455	05/07/2026	Claims	3	EFT	Washington Federal Bank	2,020.21	Xpress April Fees
2476	05/08/2026	Claims	3	EFT	Navia Benefits	100.00	April Fee
2502	05/11/2026	Claims	3	EFT	Cole J Tyree	1,556.73	EFT second submission-account number error
2527	05/13/2026	Claims	3	EFT	Cole J Tyree	1,556.73	Reversal of ACH Chargeback Generated-Return- Tyree, Cole J april Payroll
2530	05/14/2026	Claims	3	EFT	Atwell, LLC	35,752.50	City of Stanwood
2531	05/14/2026	Claims	3	EFT	BHC Consultants, LLC	15,152.84	City of Stanwood
2532	05/14/2026	Claims	3	EFT	Scott A Black	148.00	City of Stanwood
2533	05/14/2026	Claims	3	EFT	Cascade Septic Pumping, LLC	704.56	City of Stanwood
2534	05/14/2026	Claims	3	EFT	Databar Inc.	1,897.83	8952
2535	05/14/2026	Claims	3	EFT	Dataquest, LLC	279.81	CITYSTA
2536	05/14/2026	Claims	3	EFT	Department Of Commerce	51.83	SWV0015238-02
2537	05/14/2026	Claims	3	EFT	Department Of Commerce	173,246.45	SWV0015238-00
2538	05/14/2026	Claims	3	EFT	Department Of Commerce	128,399.89	SWV0015238-02
2539	05/14/2026	Claims	3	EFT	Department Of Commerce	107,455.67	SWV0015238-00
2540	05/14/2026	Claims	3	EFT	Northwest Center Services	2,580.22	CIOST001L

# CHECK REGISTER

City Of Stanwood

Time: 02:55:39 Date: 05/19/2026

05/06/2026 To: 05/18/2026

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2541	05/14/2026	Claims	3	EFT	Pape' Machinery, Inc.	541.78	314673
2542	05/14/2026	Claims	3	EFT	Lisa M Sokolik	483.60	CITY OF STANWOOD
2543	05/14/2026	Claims	3	EFT	Stanwood Auto Parts	78.65	56100
2544	05/14/2026	Claims	3	EFT	Thompson Guildner & Associates Inc. P.S.	2,935.10	City of Stanwood
2545	05/14/2026	Claims	3	EFT	Thompson Guildner & Associates Inc. P.S.	982.00	City of Stanwood
2546	05/14/2026	Claims	3	EFT	Thompson Guildner & Associates Inc. P.S.	4,356.60	City of Stanwood
2547	05/14/2026	Claims	3	EFT	Thompson Guildner & Associates Inc. P.S.	5,096.40	City of Stanwood
2548	05/14/2026	Claims	3	EFT	Transpo Group USA, Inc	10,426.25	City of Stanwood
2549	05/14/2026	Claims	3	EFT	Vestis	52.68	937963000
2550	05/14/2026	Claims	3	EFT	Vestis	52.68	937963000
2615	05/15/2026	Claims	3	EFT	Washington Federal Bank	467.34	WA Fed Analysis Service Charge May
2551	05/14/2026	Claims	3	40515	Cascade Natural Gas Corp	1,108.11	498 440 0000 7; 839 440 0000 5; 931 607 9072 6; 953 540 0000 2; 608 440 0000 4
2552	05/14/2026	Claims	3	40516	City of Everett *	620.00	STACITG
2553	05/14/2026	Claims	3	40517	Environment Control of North Seattle Inc	2,154.24	257778
2554	05/14/2026	Claims	3	40518	General Code, LLC	335.25	ST4659
2555	05/14/2026	Claims	3	40519	Gray & Osborne Inc	10,568.22	City of Stanwood
2556	05/14/2026	Claims	3	40520	H D Fowler Company, Inc	450.04	City of Stanwood
2557	05/14/2026	Claims	3	40521	Hamilton Lumber & Rentals	1,090.72	66; 66; 66
2558	05/14/2026	Claims	3	40522	Lenz Enterprises, Inc.	818.39	City of Stanwood
2559	05/14/2026	Claims	3	40523	Les Schwab Tire Centers	152.54	S334-00006
2560	05/14/2026	Claims	3	40524	PUD Of Snohomish County *	26,104.66	200592889; 200103539; 201942398; 200208858; 224533513; 202423729; 200794063; 200142180; 200240505; 224650291; 200128742; 200738672; 200367373; 200633634
2561	05/14/2026	Claims	3	40525	Professional Training Association	120.00	City of Stanwood reg code 7543-2025-1-5128
2562	05/14/2026	Claims	3	40526	Republic Services, Inc. #197	1,434.85	3-0197-0080305
2563	05/14/2026	Claims	3	40527	Ricoh USA, Inc-Maint	302.31	4250811; 4250811; 4250811; 4250811
2564	05/14/2026	Claims	3	40528	Ricoh USA, Inc.	687.35	3887639-1316669; 1316669-Combined Inv; 1316669-3887627
2565	05/14/2026	Claims	3	40529	Safeway	62.81	191483; 191483
2566	05/14/2026	Claims	3	40530	Seattle Daily Journal of Commerce	524.80	3941
2567	05/14/2026	Claims	3	40531	Silvana Plumbing, LLC	1,393.20	City of Stanwood
2568	05/14/2026	Claims	3	40532	Skagit Farmers Supply	226.63	135052; 135052; 135052; 135052; 135052; 135052; 135052; 135052
2569	05/14/2026	Claims	3	40533	Skagit River Steel & Recycling, Inc	74.45	City of Stanwood
2570	05/14/2026	Claims	3	40534	Skagit Valley Publishing	570.57	48893; 48893; 48893; 48893; 48893; 48893
2571	05/14/2026	Claims	3	40535	Sno Co District Court	1,044.59	DCT34003
2572	05/14/2026	Claims	3	40536	Sno Co Information Services *	15,423.63	DIS1107
2573	05/14/2026	Claims	3	40537	Sno Co Prosecuting Attorney *	663.76	City of Stanwood
2574	05/14/2026	Claims	3	40538	Snohomish County 911	10,307.03	City of Stanwood
2575	05/14/2026	Claims	3	40539	Stanwood Ace Hardware #14901	906.50	20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013

# CHECK REGISTER

City Of Stanwood

Time: 02:55:39 Date: 05/19/2026

05/06/2026 To: 05/18/2026

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2576	05/14/2026	Claims	3	40540	Stillaguamish Properties LLC	6,212.17	City of Stanwood
2577	05/14/2026	Claims	3	40541	Stilly Auto Parts LLC	112.22	27197; 27197
2578	05/14/2026	Claims	3	40542	Studio Meng Strazzara	34,856.29	City of Stanwood
2579	05/14/2026	Claims	3	40543	Turf Star Western	43,321.01	03551
2580	05/14/2026	Claims	3	40544	Unum Life Insurance	131.20	0220603-036 2
2581	05/14/2026	Claims	3	40545	Utilities Underground Location Center	231.84	STNWOD1
2582	05/14/2026	Claims	3	40546	Verizon Wireless	405.91	742373248-00001
2583	05/14/2026	Claims	3	40547	WA St Auditor's Office	1,425.83	City of Stanwood 66523
2584	05/14/2026	Claims	3	40548	WA St Dept of Licensing *	744.00	City of Stanwood
2585	05/14/2026	Claims	3	40549	WA St Dept of Transportation *	13,469.17	916001509 L; 916001509 L; 916001509 L; 916001509 L; 916001509 L; 916001509 L
2586	05/14/2026	Claims	3	40550	WM Corporate Services, Inc.	1,886.19	8-58270-85007; 8-58270-85007
2587	05/14/2026	Claims	3	40551	Washington State Patrol *	204.00	City of Stanwood 0000015959
2588	05/14/2026	Claims	3	40552	Wave Broadband	308.60	3201-031645-01; 3201-03164547-01
2589	05/14/2026	Claims	3	40553	West Coast Code Consultants, Inc.	5,555.80	City of Stanwood
2590	05/14/2026	Claims	3	40554	Western Exterminator Company	278.89	683591; 683591
2591	05/14/2026	Claims	3	40555	WinterSky Inc.	1,284.28	City of Stanwood
2592	05/14/2026	Claims	3	40556	World Kinect Energy Services	7,424.31	AP0100494
2593	05/14/2026	Claims	3	40557	Ziplay Fiber	1,695.60	360-939-0579-080320-5; 206-188-0411-053105-5

001 General Fund	271,150.16
101 Street Fund	73,073.73
104 Park And Trail Improvement Fund	689.20
107 Equipment Reserve Fund	43,321.01
110 Building Improvement Fund	36,249.49
115 Tourism And Marketing	17,943.44
401 Sewer Fund	362,259.89
410 Drainage Fund	37,749.02
411 Drainage Construction Fund	301.40
421 Water Fund	267,045.56
422 Water Construction Fund	46,320.72
630 Agency Fund	948.00
	Claims: 693,068.31
* Transaction Has Mixed Revenue And Expense Accounts	1,157,051.62 Payroll: 463,983.31

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: 5-19-2026  
 ( ) Deputy Finance Director



## City of Stanwood City Council Staff Report

**Item Number:** 8.b.  
**Date:** May 28, 2026  
**Subject:** Approve City Council Meeting Minutes - May 14, 2026  
**Contact Person:** Lisa Sokolik, City Clerk  
**Attachments:** 1. City Council Meeting Minutes - May 14, 2026

---

### **ISSUE**

The City Council meeting minutes for May 14, 2026, are attached to this staff report for Council's approval.

### **RECOMMENDED MOTION**

**"I MOVE TO APPROVE THE MAY 14, 2026, CITY COUNCIL MEETING MINUTES AS PRESENTED."**

**City of Stanwood**  
**Regular Meeting of the City Council**  
**May 14, 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 Bergman led the Pledge of Allegiance.

**2. Roll Call**

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

*Motion by Councilmember Robb, second by Councilmember Bergman, to excuse Councilmember Cowan. **Motion carried unanimously.***

Also present: City Administrator Shawn Smith, Finance Director David Hammond, Community Development Director Patricia Love, Public Works Director Kevin Hushagen, City Engineer Alan Lytton, City Attorney Nikki Thompson, Police Chief Glenn DeWitt, Police Sgt. Karl Gilje, Sgt. Kore Oyetuga, Deputy Clerk Barbara Vasquez and City Clerk Lisa Sokolik.

**3. Approval of the Agenda**

*Motion by Councilmember Gaumond, second by Councilmember Hicks to approve the agenda as published. **Motion carried unanimously.***

**4. Presentations**

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

Alexa Lay updated Council on student events at Stanwood High School:

- State and AP Testing coming soon
- Prom was a success
- Stanwood Middle School Update given

**5. Public Comments**

No public comments.

**6. Staff/Department Reports**

**a. Police Compstat Report - April 2026**

7. **Council Committee Reports**
  - a. **Public Works Committee Meeting Minutes - April 6, 2026**
  - b. **Public Works Committee Meeting Minutes - May 4, 2026**
8. **Consent Agenda**
  - a. **Approve Vouchers and Payroll Checks**
  - b. **Approve City Council Meeting Minutes - April 23, 2026**
  - c. **Approve City Council Workshop Minutes - April 23, 2026**
  - d. **Approve On-Call Electrical Contract with Bonner Electric and Tailored Electric**
  - e. **Approve an On-Call Task Order with BHC Consultant for Planning Services**
  - f. **Authorize the Mayor to Sign a Contract with Konnerup Construction for the Depot Park Project**

*Motion by Councilmember Gaumond, second by Councilmember Hicks to approve consent agenda items A. approve vouchers and payroll checks, B. approve April 23, 2026, City Council Meeting Minutes, and C. approve April 23, 206 City Council Workshop Minutes, D. Approve on-call electrical contract with Bonner Electrical Contracting and Tailored Electric, E. Approve On-Call Task Order with BHC Consultant for Planning Services, and F. Authorize the Mayor to sign a contract with Konnerup Construction for the Depot Park project. **Motion carried unanimously.***

- g. **Approve Funding Request for the Nation's 250th Birthday Celebration**  
This item was moved to 11.c. New Business, for further discussion.

9. **Unfinished Business**  
No unfinished business.

10. **Public Hearing**
  - a. **Grading and Stormwater Code Amendment Public Hearing**
  - b. **Approve the First Reading of Ordinance 1562, Grading and Stormwater Code Amendment**

Mayor Roberts opened the Public Hearing at 7:08 p.m.

With no public comments, Mayor Roberts closed the Public Hearing at 7:14 p.m.

*Motion by Councilmember Shepro, second by Councilmember Wheatley to accept the first reading of Ordinance 1562, Grading and Stormwater Code Amendment. **Motion carried unanimously.***

**11. New Business**

**a. Approve First Reading of Ordinance 1563 Draft Historic Preservation**

*Motion by Councilmember Hicks, second by Councilmember Shepro to approve the first reading of Ordinance 1563 and the Memorandum of Understanding with the Stanwood Area Historical Society. **Motion carried unanimously.***

**b. Adopt Resolution 2026-06 Water System Plan**

*Motion by Councilmember Wheatley, second by Councilmember Robb to adopt Resolution 2026-06 Adopting the City of Stanwood 2026 Water System Plan. **Motion carried unanimously.***

**c. Approve Funding Request for the Nation's 250th Birthday Celebration**

*Motion by Councilmember Bergman, second by Councilmember Gaumont, to approve the Stanwood Salute to America Foundation's Fourth of July event funding request of \$10,000. **Motion carried with 6 yeas (Gaumont, Robb, Hicks, Wheatley, Bergman) and 1 nay (Shepro).***

**12. Public Closing Comments**

<b>Name</b>	<b>City</b>	<b>Topic</b>
Carrie Richardson	Stanwood	Historic Preservation Ordinance
Tim Schmitt	Stanwood	Labels added to Historic Properties

**13. Executive/Legislative Reports**

**a. Mayor's Report**

- Water billing message previously received was for Stanwood, Iowa.

**b. City Administrator's Report**

- Thanked Council Members for great discussion tonight.
- Next workshop is June 11, 2026.

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

- Robb will be attending a YMCA event regarding pedestrian safety on June 4, 2026 and asked if any fellow Councilmembers wanted to join him.

- Hicks reminded everyone of the Memorial Day event on May 25, 2026, and the Salute to High School Seniors entering the Military on May 30, 2026.
- Shepro gave praise for the newest City Scene Newsletter.
- Bergman reminded everyone of the Troll Scroll this Saturday by the Sons of Norway.
- Wheatley stated his appreciation for the great discussion tonight.

**14. Recess to Executive Session**

**15. Adjourn**

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 8:27 p.m.

City of Stanwood

Attest:

---

Sid Roberts, Mayor

---

Lisa Sokolik, City Clerk



## City of Stanwood City Council Staff Report

**Item Number:** 8.c.  
**Date:** May 28, 2026  
**Subject:** Approve City Council Workshop Minutes - May 14, 2026  
**Contact Person:** Lisa Sokolik, City Clerk  
**Attachments:** 1. City Council Workshop Minutes - May 14, 2026

---

### **ISSUE**

The City Council Workshop minutes for May 14, 2026, are attached to this staff report for Council's approval.

### **RECOMMENDED MOTION**

**"I MOVE TO APPROVE THE MAY 14, 2026, CITY COUNCIL WORKSHOP MINUTES AS PRESENTED."**

**City of Stanwood  
Special Workshop of the City Council  
May 14, 2026 | 5:00 PM**

**Minutes**

**1. Call to Order**

Mayor Sid Roberts called the workshop to order at 5:00 PM.

Present: Dani Gaumond, Darren Robb, Robert Hicks, Steve Shepro, Andreena Bergman, and Jeff Wheatley. Councilmember Earl Cowan was absent.

Also present: City Administrator Shawn Smith, Finance Director David Hammond, Community Development Director Patricia Love, Public Works Director Kevin Hushagen, Communications & Marketing Specialist Niki Strachila, Business & Community Relations Coordinator Aaron Weinberg, Deputy City Clerk Barbara Vasquez and City Clerk Lisa Sokolik.

**2. New Business**

**a. Review of Funding for 2027–2028 Streets, Parks and Facilities Capital Projects**

Finance Director David Hammond provided an overview of the funding for 2027-2028 Streets, Parks and Facilities Capital projects.

Councilmembers discussed and asked questions about projects on the list.

**3. Adjourn**

Mayor Roberts adjourned the meeting at 6:28 p.m.

City of Stanwood

Attest:

---

Sid Roberts, Mayor

---

Lisa Sokolik, City Clerk



## City of Stanwood City Council Staff Report

**Item Number:** 8.d.  
**Date:** May 28, 2026  
**Subject:** Adopt Resolution 2026-12 Heritage Park Recreation and Conservation Office Grant  
**Contact Person:** Alan Lytton, City Engineer  
**Attachments:** 1. Resolution 2026-12 Heritage Park RCO Grant Application

---

### **ISSUE**

The issue is whether or not Council should adopt Resolution 2026-12 authorizing application for Recreation and Conservation Office funding for the Heritage Park Baseball/Softball Fields Turf project.

### **STAFF RECOMMENDATION**

Staff recommends the adoption of the Authorizing Resolution that allows the City to enter into a grant with the RCO in the amount of \$350,000 for the Heritage Park Baseball/Softball Fields Turf project. The grant requires a 50% match.

### **COMMITTEE RECOMMENDATION**

The Parks and Trails Advisory Committee and the Public Works Committee have been briefed on our RCO application strategy.

### **BACKGROUND**

The Washington Recreation and Conservation Office (RCO) allows jurisdictions to submit grant applications every two years through the Youth Athletic Facilities (YAF) program to assist with recreation facility improvements. Funding and project application policies of the RCO require cities to approve an Authorizing Resolution which formally declares their intent to fund the proposed project and acknowledge RCO grant policies and requirements. To receive grant funding, the City must submit an Authorizing Resolution approved by the City Council and signed by the Mayor as part of the formal grant application materials.

## **ANALYSIS**

The purpose of this grant application is to improve the playability and reliability of two existing baseball/softball fields at Heritage Park through installation of synthetic turf infields on Fields 2 and 3. Heritage Park is the City's primary baseball and softball complex and serves youth and adult recreation programs throughout the Stanwood-Camano area.

The existing infield mix surfaces frequently become saturated during periods of heavy rain, resulting in standing water, unsafe conditions, canceled practices and games, and increased maintenance. In 2026 alone, the City estimates more than 30 days of field use were lost due to weather-related conditions. During peak spring season, when all City ballfields are closed due to weather, approximately eight teams lose practice each day or game opportunities on weekdays, with even greater impacts during weekends when multiple games are scheduled throughout the day.

This project would convert the infields of Fields 2 and 3 to synthetic turf while maintaining the existing grass outfield. Improvements would include all necessary site preparation, grading, drainage adjustments, materials, and construction required for a full synthetic turf installation. The project is intended to increase playable days, improve field safety, reduce weather-related closures, and support additional programming opportunities including practices, league play, camps, and tournaments.

Heritage Park serves approximately 800 youth and adult participants annually and demand for field space continues to grow. Fields 2 and 3 accommodate the majority of youth players from T-ball through age 13, making them the most heavily used fields within the complex. Synthetic turf infields would provide more reliable access during wet weather conditions common in Western Washington and reduce the need for teams to travel outside the community to access turf facilities.

The project aligns with community priorities identified through coordination with local user groups, Parks and Trails Advisory Committee discussions, and the City's 2023 Parks, Recreation, and Open Space Survey, which identified turf athletic fields as a commonly requested park improvement.

## **COUNCIL OPTIONS**

1. Adopt Resolution 2026-12 RCO Authorizing Resolution for the Heritage Park Baseball and Softball Fields project.
2. Do not move forward with the RCO grant application at this time.

## **RECOMMENDED MOTION**

**“I MOVE TO ADOPT RESOLUTION 2026-12 AUTHORIZING APPLICATION FOR RECREATION CONSERVATION OFFICE GRANT FUNDING FOR THE HERITAGE PARK BASEBALL AND SOFTBALL FIELDS PROJECT.”**

**CITY OF STANWOOD  
Stanwood, Washington**

**RESOLUTION 2026-12**

**A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON,  
AUTHORIZING AN APPLICATION FOR FUNDING TO THE  
RECREATION AND CONSERVATION OFFICE FOR THE HERITAGE  
PARK BASEBALL & SOFTBALL TURF PROJECT.**

**WHEREAS**, the Washington State Recreation and Conservation Office (RCO) allows jurisdictions to apply for grant assistance every two years; and

**WHEREAS**, the Heritage Park Baseball & Softball Turf project could benefit from RCO grant funding; and

**WHEREAS**, RCO requires cities to approve an Authorizing Resolution which formally declares their intent to fund the proposed project and acknowledge RCO's grant policies and requirements.

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

Section 1. Authorization. The Mayor is hereby authorized to make formal application to the Recreation and Conservation Office for funding assistance for the Heritage Park Baseball & Softball Turf project. Exhibit A, RCO Applicant Resolution / Authorization, hereby becomes part of the formal application submittal materials.

PASSED AND APPROVED by the City Council of the City of Stanwood  
this 28 day of May 2026.

CITY OF STANWOOD

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

ATTEST

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



## Applicant Resolution/Authorization

Organization Name (sponsor) \_\_\_\_\_

Resolution No. or Document Name \_\_\_\_\_

Project(s) Number(s), and Name(s) \_\_\_\_\_

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	
Project contact (day-to-day administering of the grant and communicating with the RCO)	
RCO Grant Agreement (Agreement)	
Agreement amendments	
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. **[for Acquisition Projects Only]** Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property]** Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property]** Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. **[Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant]** Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

On File at: \_\_\_\_\_

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:  
(Local Governments and Nonprofit Organizations Only):

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Washington State Attorney General's Office

Approved as to form *Brian Toller* 2/13/2020  
*Assistant Attorney General* *Date*

**You may reproduce the above language in your own format; however, text may not change.**



## City of Stanwood City Council Staff Report

**Item Number:** 8.e.  
**Date:** May 28, 2026  
**Subject:** Adopt Resolution 2026-13 Church Creek Recreation and Conservation Office Grant  
**Contact Person:** Alan Lytton, City Engineer  
**Attachments:** 1. Resolution 2026-13 RCO Grant Acceptance Church Creek Park

---

### **ISSUE**

The issue is whether or not Council should authorize the Mayor to sign Resolution 2026-13 Recreation and Conservation Office (RCO) Authorizing Acceptance of grant funding for the Church Creek Park Baseball Field Turf and Lighting Project.

### **COMMITTEE RECOMMENDATION**

The Parks and Trails Advisory Committee has discussed the need for improved athletic field conditions and increased field access within the City park system. The Committee is supportive of pursuing grant opportunities that improve field reliability, reduce closures, and increase recreational opportunities for the Stanwood-Camano community.

### **ANALYSIS**

The Washington Recreation and Conservation Office (RCO) allows jurisdictions to submit grant applications every two years through the Youth Athletic Facilities (YAF) program to assist with recreation facility improvements. Funding and project application policies of the RCO require cities to approve an Authorizing Resolution which formally declares their intent to fund the proposed project and acknowledge RCO grant policies and requirements. To receive grant funding, the City must submit an Authorizing Resolution approved by the City Council and signed by the Mayor as part of the formal grant application materials.

The purpose of this grant application is to improve the reliability and usability of the existing baseball/softball field at Church Creek Park through installation of a synthetic turf infield and

field lighting. Church Creek Park serves youth and families throughout the Stanwood-Camano area and surrounding rural communities and is one of only four City-owned baseball/softball fields available to support local youth sports programs.

The current field consists of a dirt infield and natural grass outfield and is heavily impacted by wet weather conditions common in Western Washington. Saturated infield conditions frequently result in canceled practices and games during the spring season, when participation is highest. In the fall, limited daylight and wet conditions result in little to no scheduled use of the field.

This project would replace the existing infield mix with a synthetic turf infield while maintaining the natural grass outfield. Improvements would also include grading and drainage improvements and installation of a field lighting system. These upgrades are intended to increase field reliability, reduce weather-related closures, extend playable hours into the evening, and provide safer and more consistent playing conditions for youth baseball and softball programs.

The Stanwood-Camano area has limited athletic facilities and existing fields are consistently booked throughout peak seasons. When fields are closed due to weather, there are no reliable local alternatives available, resulting in canceled games, lost practice opportunities, and reduced recreational access for youth and families. This project would significantly improve year-round field availability and maximize use of an existing heavily utilized facility without expanding the park footprint.

The need for improved field conditions and lighting has been consistently identified through coordination with youth sports organizations, Parks and Trails Advisory Committee discussions, Public Works Committee discussions, City Council Member feedback, and community input received through parks planning efforts. Public comments and community discussions have identified field lighting and synthetic turf as priorities needed to improve access and reduce weather-related impacts.

## **COUNCIL OPTIONS**

1. Authorize the Mayor to sign the RCO Authorizing Resolution for the Church Creek Park Baseball Field Turf and Lighting Project.
2. Do not move forward with the RCO grant application at this time.

## **RECOMMENDED MOTION**

**“I MOVE TO ADOPT RESOLUTION 2026-13 AUTHORIZING ACCEPTANCE OF RECREATION CONSERVATION OFFICE FUNDING FOR THE CHURCH CREEK PARK BASEBALL FIELD TURF AND LIGHTING PROJECT.”**



**CITY OF STANWOOD  
Stanwood, Washington**

**RESOLUTION 2026-13**

**A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON,  
AUTHORIZING AN APPLICATION FOR FUNDING TO THE  
RECREATION AND CONSERVATION OFFICE FOR THE CHURCH  
CREEK PARK BASEBALL FIELD TURF & LIGHTING PROJECT.**

**WHEREAS**, the Washington State Recreation and Conservation Office (RCO) allows jurisdictions to apply for grant assistance every two years; and

**WHEREAS**, the Church Creek Park Baseball Field Turf & Lighting project could benefit from RCO grant funding; and

**WHEREAS**, RCO requires cities to approve an Authorizing Resolution which formally declares their intent to fund the proposed project and acknowledge RCO's grant policies and requirements.

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

Section 1. Authorization. The Mayor is hereby authorized to make formal application to the Recreation and Conservation Office for funding assistance for the Church Creek Park Baseball Field Turf & Lighting project. Exhibit A, RCO Applicant Resolution / Authorization, hereby becomes part of the formal application submittal materials.

PASSED AND APPROVED by the City Council of the City of Stanwood  
this 28 day of May 2026.

CITY OF STANWOOD

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

ATTEST

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



## Applicant Resolution/Authorization

Organization Name (sponsor) \_\_\_\_\_

Resolution No. or Document Name \_\_\_\_\_

Project(s) Number(s), and Name(s) \_\_\_\_\_

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	
Project contact (day-to-day administering of the grant and communicating with the RCO)	
RCO Grant Agreement (Agreement)	
Agreement amendments	
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. **[for Acquisition Projects Only]** Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property]** Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property]** Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. **[Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant]** Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

On File at: \_\_\_\_\_

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:  
(Local Governments and Nonprofit Organizations Only):

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Washington State Attorney General's Office

Approved as to form *Bruce Tallen* 2/13/2020  
*Assistant Attorney General* *Date*

**You may reproduce the above language in your own format; however, text may not change.**



## City of Stanwood City Council Staff Report

**Item Number:** 8.f.  
**Date:** May 28, 2026  
**Subject:** Authorize the Mayor to Sign a Contract with GrayMar Environmental Services for the Johnson Farm Remediation project  
**Contact Person:** Alan Lytton, City Engineer  
**Attachments:** 1. BID TAB- Johnson Farm Remediation- signed

---

### **ISSUE**

The issue before the Council is whether or not to authorize the Mayor to sign a contract with GrayMar Environmental Services for the Johnson Farm Remediation project.

### **STAFF RECOMMENDATION**

Staff recommends that the City Council award the construction contract for the Johnson Property Remediation Project to GrayMar Environmental Services, Inc. in the amount of \$276,182.32 and authorize the Mayor to sign the contract documents.

### **COMMITTEE RECOMMENDATION**

Public Works Committee has not reviewed the attached bid tab.

### **BACKGROUND**

The City of Stanwood acquired the Johnson Property located at 11203 State Route 532 in 2018. Subsequent environmental assessments identified petroleum-contaminated soil and groundwater associated with former fuel storage facilities on the property, including a former diesel aboveground storage tank and an abandoned underground storage tank.

Environmental investigations completed by Maul Foster & Alongi determined that concentrations of diesel-range petroleum hydrocarbons and polycyclic aromatic hydrocarbons exceeded Washington State Department of Ecology cleanup standards in portions of the site soil and groundwater. The investigation recommended remediation of impacted soil and groundwater to support future redevelopment and restoration activities on the property.

The Johnson Property Remediation Project was developed to address these environmental concerns and prepare the property for future use. The project includes excavation and disposal of petroleum-contaminated soils, removal and disposal of an abandoned 300-gallon underground storage tank, removal of a septic tank and associated piping, dewatering and treatment of excavation water if necessary, installation of bioremediation reagents, and restoration of the site following cleanup activities.

Bids for the project were publicly advertised with bids due on May 12, 2026. The engineer's estimate for the project, including the dewatering allowance alternate, was between \$280,000 and \$345,000.

GrayMar Environmental Services, Inc. submitted the apparent low responsive and responsible bid in the amount of \$276,182.32.

### **ANALYSIS**

The bid submitted by GrayMar Environmental Services, Inc. is below the engineer's estimate and is considered a fair and reasonable cost for the work. Staff has reviewed the bid package and determined the contractor meets the project requirements.

The remediation work is an important step in reducing environmental liabilities at the property and advancing the City's long-term planning efforts for the site. This work needs to take place prior to setback levee and mitigation work.

### **FINANCIAL IMPACT**

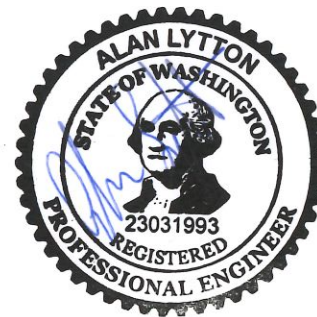
The total construction contract amount is \$276,182.32. We intend to use Snohomish County grant funds from the Diking District Levee project as this project is necessary to complete the setback levee.

### **RECOMMENDED MOTION**

**"I MOVE TO AUTHORIZE THE MAYOR TO SIGN ALL ASSOCIATED CONTRACT DOCUMENTS WITH GRAYMAR ENVIRONMENTAL SERVICES FOR THE JOHNSON PROPERTY REMEDIATION PROJECT IN THE AMOUNT OF \$276,182.32."**



Item No.	ITEM DESCRIPTION	Qty	Unit	Engineering Estimate		GrayMar		SkyCorp		Wyser Construction Co.		Innovative Const. Solutions		Anderson Enviro. Contracting LLC		Konneup Construction		Peak Enviromental LLC		3 Kings Environmental Inc.			
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Mobilization & Demobilization	1	LS	\$27,406.00	\$27,406.00	\$14,499.80	\$14,499.80	\$22,000.00	\$22,000.00	\$21,250.00	\$21,250.00	\$18,000.00	\$18,000.00	\$13,834.00	\$13,834.00	\$40,000.00	\$40,000.00	\$13,725.00	\$13,725.00	\$22,000.00	\$22,000.00		
2	Temporary Facilities & Controls	1	LS	\$13,703.00	\$13,703.00	\$32,252.97	\$32,252.97	\$15,000.00	\$15,000.00	\$5,600.00	\$5,600.00	\$73,000.00	\$73,000.00	\$54,038.00	\$54,038.00	\$12,000.00	\$12,000.00	\$26,109.00	\$26,109.00	\$48,000.00	\$48,000.00		
3	Excavate, Stockpile, & Haul Overburden Soils	600	CY	\$25.35	\$15,210.00	\$25.03	\$15,018.00	\$10.00	\$6,000.00	\$60.00	\$36,000.00	\$28.00	\$16,800.00	\$28.41	\$17,046.00	\$60.00	\$36,000.00	\$51.00	\$30,600.00	\$25.00	\$15,000.00		
4	Excavate, Stockpile, Haul & Recycle/Dispose Special Waste (Petroleum Contaminated Soil)	690	TON	\$123.32	\$85,090.80	\$78.71	\$54,309.90	\$125.00	\$86,250.00	\$140.00	\$96,600.00	\$185.00	\$127,650.00	\$131.16	\$90,500.40	\$120.00	\$82,800.00	\$245.00	\$169,050.00	\$205.00	\$141,450.00		
5	Soil Amendment with Bioremediation Reagents	2436	SF	\$15.22	\$37,075.92	\$6.80	\$16,564.80	\$9.50	\$23,142.00	\$6.00	\$14,616.00	\$12.00	\$29,232.00	\$9.40	\$22,898.40	\$20.00	\$48,720.00	\$3.00	\$7,308.00	\$25.00	\$60,900.00		
6	Backfill of Excavations	1	LS	\$14,136.00	\$14,136.00	\$18,612.10	\$18,612.10	\$8,000.00	\$8,000.00	\$19,500.00	\$19,500.00	\$36,000.00	\$36,000.00	\$25,871.00	\$25,871.00	\$36,000.00	\$36,000.00	\$23,741.00	\$23,741.00	\$22,500.00	\$22,500.00		
7	Material Import for Backfill	525	TON	\$43.34	\$22,753.50	\$40.81	\$21,425.25	\$39.00	\$20,475.00	\$50.00	\$26,250.00	\$50.00	\$26,250.00	\$54.13	\$28,418.25	\$45.00	\$23,625.00	\$70.00	\$36,750.00	\$40.00	\$21,000.00		
8	Additional Work for Minor Changes	1		\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00		
ALTERNATIVE ITEM																							
A1	Site Dewatering and Treatment	1	T & M	\$94,788.00	\$94,788.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00		
<b>Base Bid Subtotal</b>				<b>\$315,163.22</b>		<b>\$252,682.82</b>		<b>\$260,867.00</b>		<b>\$299,816.00</b>		<b>\$406,932.00</b>		<b>\$332,606.05</b>		<b>\$359,145.00</b>		<b>\$387,283.00</b>		<b>\$410,850.00</b>			
<b>Sales Tax @ 9.3%</b>				<b>\$29,310.18</b>		<b>\$23,499.50</b>		<b>\$24,260.63</b>		<b>\$27,882.89</b>		<b>\$37,844.68</b>		<b>\$30,932.36</b>		<b>\$33,400.49</b>		<b>\$36,017.32</b>		<b>\$38,209.05</b>			
<b>Total Bid</b>				<b>\$344,473.40</b>		<b>\$276,182.32</b>		<b>\$285,127.63</b>		<b>\$327,698.89</b>		<b>\$444,776.68</b>		<b>\$363,538.41</b>		<b>\$392,545.49</b>		<b>\$423,300.32</b>		<b>\$449,059.05</b>			
						*** Total Bid Shows \$259,106.64												*** Total Bid Shows \$362,801.68					



5/20/26



**CITY OF STANWOOD  
COUNCIL AGENDA STAFF  
REPORT**

**ITEM NUMBER:** 11.c.  
**DATE:** May 28, 2026  
**SUBJECT:** Approve Storefront Improvement Program Application for 8701 271<sup>st</sup> St. NW  
**CONTACT PERSON:** Aaron Weinberg, Business & Community Relations Coordinator  
**ATTACHMENTS:** None

**PURPOSE**

The purpose of this agenda item is for the City Council to review an application for the Storefront Improvement Program.

**BACKGROUND**

City of Stanwood has a rich history, with many historic and unique buildings, housing locally owned businesses in the downtown commercial retail area. In 2023, City Council approved the Storefront Improvement Program. The Storefront Improvement Program is intended to both preserve and enhance the character and charm of downtown Stanwood, while also encouraging investment in downtown through physical and visual improvements to storefront buildings.

The Storefront Improvement Program incentivizes businesses and property owners to make improvements to the appearance of their buildings by offering up to \$20,000 in matching grant funds for qualifying projects. Storefront improvements that are eligible for reimbursement include but are not limited to exterior paint, awnings, doors and windows, streetscapes and signage.

The City for the 2025-2026 budget cycle has \$59,109.62 in available Storefront Improvement Program grant funds. It had \$12,884.62 in unused funds rolling over from 2025. Eleven grants have been funded through the program since 2023.

**ANALYSIS**

**8701 271<sup>st</sup> NW Storefront Improvement Program Application**

On April 16, City staff held a pre-application meeting with Mehdi Fallahian, owner of the property adjacent to Depot Park at 8701 271<sup>st</sup> NW. The property has multiple business tenants, including Merry Little Baker and Bleached Society Salon. Staff on May 7 presented

the application to the Community Development Committee, which was in support of the proposed improvements.

*Below are the application details and proposed improvements:*

The applicant intends to:

1. Replace the existing storefront single-pane windows with new dark bronze aluminum double-pane windows
2. Replace the door and railing, dark bronze aluminum
3. Repainting the decorative wood awning, repainting the trim around the door and windows, replacing the decal signage for both windows, and installing new nonslip step covers.



Property Owner Information (If not applicant)			
Name of Property Owner:	Mehdi Fallahian		
Phone Number:	760-969-3200		
Email:	pcfineart@yahoo.com		
Property Address:	8701 271st NW		
	City:	State:	Zip:
	Stanwood	WA	98292
Mailing Address:	8816 E Lowell Larimer RD		
	City:	State:	Zip:
	Snohomish	WA	98296
Years Owned:	5 years		

Project Information	
Improvement Type (select all that apply):	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Paint <input type="checkbox"/> Streetscapes <input type="checkbox"/> Awnings <input checked="" type="checkbox"/> Doors and Windows <input type="checkbox"/> Creative and Imaginative Exterior Elements
Brief Project Description (Please describe the scope of the proposed improvements, including descriptions of the building's current conditions):	<p>Replace the existing store front woodframe single pane windows with new dark bronze aluminum double pane windows</p> <p>Replace the old railing with newer railing</p> <p>Paint the decorative wood awning and the trims around the front door and windows by the front door</p> <p>Replace the decal signage for both windows</p> <p>New nonslip step covers</p>
Estimated Total Project Cost:	<b>\$33,542.04</b>
Requested Grant Amount:	<p>(Not to exceed \$20,000, 1:1 match. For example, a \$2,000 project can receive up to a \$1,000 grant award. A \$50,000 project can receive up to a \$20,000 grant award)</p> <p><b>\$16,771.02</b></p>

Project Budget	
Project Element:	Total \$ Costs:
<i>Example: Quote for new pedestrian signage</i>	\$1,000
store front door + awning, wood trim paint	6,892.20
store front windows + new store logos	25,512.08
metal safy handrail	875.20
non slip step covers	262.56

**ARIA GLASS LLC**

Dark Bronze 2"x4-1/2" Aluminum Storefront  
Thermally Broken Storefront System

Double Pane Glass OA=1" filled Argon Gas  
FHC Aluminum Entrance Door with Closer, Handle  
& Panic Bar

Delivery, Installation and Dispose the Old  
Storefront & Broken Glass Panes

Customer Name: Mr. Mehdi Fallahian

*New window and door plan from Aria Glass LLC quote*



**Left:** New railing example. **Right:** New window material example.

## **RECOMMENDATIONS**

Staff recommend approving the Storefront Improvement Program application for the property 8701 271<sup>st</sup> NW, owned by Mehdi Fallahian, for a total grant award of \$16,771.02.

## **FISCAL ANALYSIS**

If the application is approved, \$42,338.10 in grant funding will remain available in 2026.

## **CITY COUNCIL OPTIONS**

1. Approve the Storefront Improvement Program application.
2. Do not approve the Storefront Improvement Program application and direct staff to continue reviewing the application.

## **PROPOSED MOTION**

**“I MOVE TO APPROVE MEHDI FALLAHIAN’S APPLICATION FOR HIS BUILDING AT 8701 271<sup>st</sup> NW FOR THE STOREFRONT IMPROVEMENT PROGRAM AND AWARD \$16,771.02 FOR REIMBURSEABLE GRANT FUNDS.”**



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

**ITEM NUMBER:** 9.a.  
**DATE:** May 28, 2026  
**SUBJECT:** Grading and Stormwater Code Amendment – 2<sup>nd</sup> Reading  
**CONTACT PERSON:** Patricia Love, Community Development Director  
**ATTACHMENTS:** 1. Ordinance 1562, Grading and Stormwater Management

---

**PURPOSE**

The purpose of this agenda item is for the City Council to approve the second and final reading of Ordinance 1562, Grading and Stormwater Code Amendments.

**RECOMMENDATION**

**Staff:**

Staff finds the amendments are consistent with the goals and policies of the City's Comprehensive Plan related to environmental protection, surface water quality, and flood hazard mitigation. Adoption of the proposed Ordinance supports public health, safety, and welfare by ensuring safe grading practices, improving stormwater management and ensuring new development appropriately manages stormwater runoff.

**Planning Commission:**

The Planning Commission held a public hearing on the proposed grading and stormwater amendments on April 13, 2026. After considering staff comments and Commission deliberations, the Commissioners motioned unanimously to move the Grading and Stormwater Code Amendments forward to the City Council.

**BACKGROUND**

Similar to the other municipal code updates currently underway, related and complementary code provisions are being processed together. This next grouping consists of the City's grading and stormwater management regulations. The grading code is currently codified as SMC 17.154, and the stormwater management code is codified as SMC 17.140. As part of this update, both codes are proposed to be relocated to Title 18 under Division III, Environmental Codes, and renumbered as SMC 18.830, Grading, and SMC 18.840, Stormwater Management.

The City's grading and stormwater regulations were originally adopted in the mid-1990s and have received only minor amendments since that time. The most recent substantive updates to these codes occurred in 2013. The grading regulations were initially embedded within the City's permit procedures code and, in 2021, were readopted as a standalone chapter without substantive changes. As a result, the core provisions of both the grading and stormwater codes have remained largely unchanged for more than a decade but are working well for the City.

## **ANALYSIS**

The City's grading and stormwater regulations are intended to protect public health, safety, and welfare by minimizing erosion, managing runoff, preventing flooding, and protecting water quality and downstream infrastructure. These regulations also ensure that development occurs in a manner consistent with adopted engineering standards, environmental requirements, and the City's long-term maintenance standards.

Over time, changes in state and federal regulations, evolving best management practices, and experience gained through project review and construction have identified areas where the City's existing grading and stormwater codes would benefit from minor clarifying amendments.

The attached draft Grading and Stormwater code amendments reflect current best practices and incorporates suggested amendments by the City's Public Works staff. The proposed updates are primarily clarifying and procedural in nature and are intended to improve consistency, predictability, and implementation. Key elements of the proposed codes are summarized below.

### **Grading Code:**

- Updates the grading permit approval period to two years, with a one-time two-year extension, consistent with subdivision and general land use permit approvals. This change allows site construction to proceed without a grading permit expiring prior to the associated land use permit.
- Clarifies when a grading permit is required, including excavations or fills exceeding 50 cubic yards within a 12-month period, cuts or fills exceeding two feet, and retaining walls greater than two feet in height.
- Maintains standard exemptions, including grading associated with a building permit, solid waste disposal, agricultural activities, site investigation work, wells and utilities, and emergency repairs.
- Maintains standards related to building grades, cuts and fills, slope setbacks, drainage and terracing, erosion control, site markings, plan submittal requirements, and inspections.
- Added new section for pre-loading of sites, which is a common practice in the downtown area due to the high-water table.

Stormwater Management Code:

- Requires developments to comply with the 2005 Edition of the Washington State Department of Ecology *Stormwater Management Manual for Western Washington*.
- The Manual requires stormwater detention and water quality for all land-disturbing activities greater than 5,000 square feet; projects under 5,000 square feet must still meet applicable water quality standards.
- Maintains exemptions for agricultural activities, forest practices, and Washington State Department of Transportation highways, as regulated by state law.
- Maintains design requirements for stormwater detention ponds.
- Adds new standards for underground detention vaults.
- Adds a new section on dedication of stormwater facilities to the City.

Overall, the proposed amendments are intended to support predictable project review, reduce the potential for drainage-related impacts, and ensure that the City’s grading and stormwater regulations remain technically sound, environmentally responsible, and aligned with community goals consistent with the Comprehensive Plan.

Summary Of Planning Commission Questions and Staff Responses:

During the Planning Commission’s deliberations on the draft grading and stormwater code, several questions were raised. While staff provided responses at the time, we believe it would be helpful for the Council to review both the questions and the corresponding staff responses.

Issue Number 1:	Staff Response:
<b>What are the stormwater management requirements for projects with less than 5,000 SF of impervious area?</b>	<p>The 2005 Washington State Stormwater Management Manual provides simplified requirements for small projects that create 5,000 square feet or less of new impervious surface. These reduced requirements are based on the concept that smaller developments generally have less impact on drainage systems and water quality. Even so, all projects must still meet applicable water quality treatment requirements before discharging stormwater to waters of the state.</p> <p>For small residential projects, water quality standards can typically be met using simple, on-site best management practices (BMPs). These could include directing roof downspouts to landscaped areas or rain gardens and using permeable pavement or pavers for driveways and walkways to reduce runoff.</p> <p>For small commercial or industrial projects, additional measures such as oil-water separators may be appropriate where there is a higher risk of petroleum contamination. These are commonly used for sites like auto repair shops, fueling areas, or busy</p>

parking lots. Oil-water separators slow stormwater flow, allowing oil and grease to rise to the surface where they can be captured before entering the storm system.

Overall, these low-impact approaches provide effective, practical, and cost-efficient ways for small projects to meet water quality requirements.

**Issue Number 2:**

**Staff Response:**

**What is the difference between the 2005 Stormwater Manual and the most current version.**

Detention requirements in the 2005 Washington State Stormwater Manual are similar in purpose to the current version, but they are implemented differently. Both versions control how stormwater runoff leaves a site, however, the current manual places a stronger emphasis on Low Impact Development (LID). Instead of relying primarily on traditional detention ponds or vaults, newer standards prioritize keeping stormwater on-site through infiltration, dispersion, and other natural approaches whenever feasible.

LID is a way of managing stormwater by working with nature instead of relying on pipes and ponds. The goal is to keep rainwater where it falls and let it soak into the ground, rather than running off into streets and storm drains. Examples include landscaping features such as rain gardens or permeable pavement. The theory is that LID helps reduce flooding, improves water quality, and supports natural groundwater systems.

**Issue Number 3:**

**Staff Response:**

**Why does Stanwood use the 2005 Edition of the Washington State Department of Ecology Stormwater Management Manual for Western Washington instead of more recent editions?**

Under the federal Clean Water Act, many cities are required to obtain a National Pollutant Discharge Elimination System (NPDES) municipal stormwater permit. This requirement typically applies to larger cities, such as Everett, as well as smaller cities that are located within designated urbanized areas.

The City of Stanwood, however, is classified as a rural community and lies outside of those urbanized boundaries. Because of this, Stanwood is not required to obtain an NPDES municipal stormwater permit.

In 2012, the Washington State Department of Ecology (Ecology) formally incorporated Low Impact Development (LID) into the Stormwater Management Manual for Western

Washington. LID emphasizes managing stormwater by allowing it to infiltrate into the ground, mimicking natural hydrology and helping recharge groundwater.

At that time, the City of Stanwood carefully reviewed the updated manual and made a deliberate decision not to adopt the 2012 version or its subsequent updates. This decision was based on local conditions and practical considerations.

While LID can be effective in many areas, it is not well suited to Stanwood's soil conditions. LID relies on stormwater soaking into the ground, but in Stanwood, infiltration is limited. Water may pass through the upper few inches of topsoil, but it quickly encounters a dense, relatively impermeable soil layer beneath. This layer prevents deeper infiltration, causing water to move laterally along the surface of the hard layer instead. As this water travels, it can re-emerge at downstream locations, potentially contributing to flooding or damage to properties.

Given these constraints, Stanwood has taken a different approach to stormwater management. Rather than relying on infiltration, the City uses detention, which temporarily stores stormwater in ponds or underground vaults and then releases it slowly into the drainage system. This controlled release helps reduce peak flows and minimizes the risk of downstream property damage.

### **FINANCIAL IMPACT**

None; staff costs to implement the ordinance are part of the overall job duties of the Community Development and Public Works Departments. As the ordinance continues to apply the 2005 Stormwater Management Manual for Western Washington, there would be limited financial impacts on future developments.

### **COUNCIL OPTIONS**

1. Approve the second and final reading of Ordinance 1562, Grading and Stormwater Management.
2. Direct staff to amend the ordinance and bring back for a third reading.
3. Delay adoption of the ordinance.

### **PROPOSED MOTION**

**“I MOVE TO APPROVE THE SECOND READING AND ADOPT ORDINANCE 1562, GRADING AND STORMWATER MANAGEMENT, AS PROVIDED IN ATTACHMENT 1.”**

**CITY OF STANWOOD  
WASHINGTON**

**ORDINANCE NO. 1562**

**AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, REPEALING STANWOOD MUNICIPAL CODE (SMC) CHAPTERS 17.140, STORMWATER MANAGEMENT PERFORMANCE STANDARDS AND 17.154, GRADING REGULATIONS AND ADOPTING NEW CHAPTERS 18.830, GRADING AND 18.840, STORMWATER MANAGEMENT, AND ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE.**

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

**WHEREAS**, the purpose of this code amendment is to eliminate conflicts, improve clarity to ensure consistent interpretation and administration, reduce ambiguity and disputes, and improve predictability for residents, property owners, applicants, and decision-makers; and

**WHEREAS**, the City of Stanwood is authorized under state law to adopt grading and stormwater regulations to protect public health, safety, and welfare; and

**WHEREAS**, grading and stormwater standards help ensure that new development and redevelopment are designed and constructed in a manner that minimizes adverse impacts to neighboring properties, public infrastructure, and natural resources; and

**WHEREAS**, as part of the larger Municipal Code Update project, the grading and stormwater regulations are being updated to be current with best management practices, technical standards, and applicable state and regional requirements; and

**WHEREAS** clear, consistent, and up-to-date code provisions improve predictability for applicants, reduce permitting delays, and support efficient administration and enforcement; and

**WHEREAS**, the grading and stormwater regulations currently codified in Title 17 of the Stanwood Municipal are being updated and moved to Title 18, Unified Development Code for consistency with the new code organization structure; and

**WHEREAS**, updating the grading and stormwater codes implements the City's Comprehensive Plan policies for environmental protection, climate resilience, and sustainable development; and

**WHEREAS**, a SEPA determination of non-significance for the draft ordinance was issued on March 3, 2026, and the comment / appeal period ended on March 17, 2026; and

**WHEREAS**, pursuant to RCW 36.70A.106, the City submitted the proposed code amendment for the 60-day review to the Washington State Department of Commerce on February 2, 2026. The 60-day review period was completed on April 14, 2026; and

**WHEREAS**, the code amendment was circulated for public review on March 3, 2026 through March 17, 2026; and

**WHEREAS**, the Stanwood Public Works Committee reviewed the draft ordinance at their March 2, 2026, meeting and recommended that the City Council adopt the ordinance; and

**WHEREAS**, the Stanwood Community Development Committee reviewed the draft ordinance at their March 5, 2026, meeting and recommended that the City Council adopt the ordinance; and

**WHEREAS**, the Stanwood Planning Commission held a public hearing on ordinance on April 13, 2026, and forwarded their findings of fact and conclusions recommending to approve the ordinance to the City Council; and

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

**WHEREAS**, the City Council held a public hearing on the draft code amendment on May 7, 2026, and accepted public comment; and

**WHEREAS**, the City is authorized under the Constitution and laws of the State of Washington, including the Growth Management Act, Chapter 36.70A RCW, to adopt and amend land use regulations and development standards to protect the public health, safety, and welfare; and

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

**Section 1. Permit Procedures.** Stanwood Municipal Code Chapter 18.130, Permits is amended as provided in Exhibit A attached to this ordinance and incorporated herein by reference as if set forth in full.

**Section 2. Grading Code.** Stanwood Municipal Code Chapter 18.830, Grading is adopted as provided in Exhibit B attached to this ordinance and incorporated herein by reference as if set forth in full.

**Section 3. Stormwater Management Code.** Stanwood Municipal Code Chapter 18.840, Stormwater Management is adopted as provided in Exhibit C attached to this ordinance and incorporated herein by reference as if set forth in full.

**Section 4. Repealed Sections.** The Stanwood Municipal Code Chapters 17.140, Stormwater Management Performance Standards and 17.154, Grading Regulations are repealed in their entirety.

**Section 5. Findings of Fact and Conclusions.** The Stanwood City Council adopts the Findings of Fact and Conclusions as recommended by the Planning Commission and attached hereto as Exhibit D and incorporated herein by reference.

**Section 6. Citation Corrections.** The Codifiers of this ordinance are here by instructed to make any and all appropriate code citation references, cross-references, and formatting adjustments necessary to ensure consistency with the amendments and revisions adopted by this ordinance.

**Section 7. 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 8. Effective Date.** This Ordinance shall take effect five days after its passage and publication as required by law.

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

Section 18.310 of the Stanwood Municipal Code is hereby amended to read as follows. The underlined language constitutes the only change to this section; all other language is included for context and remains unchanged.

## Chapter 18.310 Permits Generally

### 18.310.010 Permit terms, extension, and expiration.

- (1) *Applicability.* This section applies to issued project permits, which is an authorization to perform the work or establish the use identified in the permit. After the expiration of the permit, legally established uses that become nonconforming are governed by the nonconforming uses provisions of this title.
- (2) *Initial Term.*
  - (a) A permit is valid for the initial term shown in Table 18.310.010-1 unless extended by the director.
  - (b) A permit's initial term is measured from the date of project or permit approval (as specified in the notice of decision, if one is required), except that if the decision is appealed, the effective date is the date of decision on appeal. The initial term for a shoreline permit commences on the effective date of the permit as defined in WAC 173-27-090.
  - (c) If the director determines that soil, hydrologic, or geologic conditions necessitate that grading, drainage improvements or site stabilization be completed in less time, then the director may:
    - (i) Establish a shorter initial term for a grading permit;
    - (ii) Issue a grading permit that is not renewable pursuant to subsection (5) of this section; or
    - (iii) Both of the above.
- (3) *Extension.* The director may extend a permit the number of times shown in Table 18.310.010-1, for the length of extension indicated, only if all of the following criteria are met:
  - (a) The applicant submits a written request on forms provided by the department at least 30 days prior to expiration of the permit;
  - (b) Any applicable fee has been paid;
  - (c) The permittee has proceeded with due diligence and in good faith;
  - (d) The use remains a permitted use in the zone;
  - (e) The extension is not prohibited by requirements of state or federal law;
  - (f) Proper justification consists of one or more of the following conditions:
    - (i) Economic hardship;
    - (ii) Change of ownership;
    - (iii) Unanticipated construction, or site design problems, or both;
    - (iv) Other circumstances beyond the control of the applicant and determined acceptable by the appropriate department director.
- (4) *Expiration.*

- (a) A permit issued under this title will expire if, on the date the permit expires, the permit holder has not performed the work indicated in Table 18.310.010-1 or fulfilled the requirements of the applicable permit.
- (b) Exception. The initial permit term does not include the time during which a permit was not actually pursued by construction because of pending litigation related to the permit or because the applicant was diligently pursuing permits from other agencies necessary for construction.

**Table 18.310.010-1. Permit Terms and Extensions**

<b>Type of Permit</b>	<b>Initial Term</b>	<b>Number of Allowed Extensions</b>	<b>Length of Allowed Extension</b>
Subdivision	5 years	1	1 year
Short Subdivision	5 years	1	1 year
Shoreline Permit	2 years	1	1 year
Conditional Use Permit	2 years to establish the use	0	n/a
Variance	2 years to establish the use	0	n/a
<u>Grading Permit</u>	<u>2 years</u>	<u>1</u>	<u>2 years</u>
All Other Type 1 Permits	1 year	1	1 year
All Other Type 2-4 Permits	2 years	1	1 year

# EXHIBIT B

## Division VIII Environment

### Chapter 18.830 Grading

#### 18.830.010 Purpose.

The purpose of this chapter is to establish standards to regulate grading, excavating, filling, and the creation of impervious surface to safeguard life, property, and the environment.

#### 18.830.020 Applicability.

- (1) This chapter applies to the following grading activity unless exempt by SMC 18.830.030.
  - (a) Excavation or fill exceeding 50 cubic yards in a 12 month period. Quantities of excavation and fill are calculated separately and added together.
  - (b) Excavation or fill exceeding two feet deep.
  - (c) Excavation or fill associated with construction of a retaining wall more than two feet high.
- (2) The requirements of this chapter that are not expressly temporary, including but not limited to erosion control, drainage, and slope management, do not terminate with expiration of the grading permit subject to SMC 18.310.010.

#### 18.830.030 Exemptions.

The following grading activity is exempt from the requirements of this chapter if it occurs outside a critical area and is at least two feet from a property line:

- (1) Grading, excavation or filling performed during the construction of a building foundation for which a valid building permit has been issued.
- (2) Ongoing agricultural activities, as follows:
  - (a) Tilling, soil preparation, and maintenance; and
  - (b) Fallow rotation, planting, and harvesting.
- (3) Site investigative work necessary for project permit application submittals such as surveys, soil borings and test pits, percolation tests, and other related activities, provided the land-disturbing activity is the minimum necessary.
- (4) Excavation of a well for a single-family dwelling.
- (5) Excavation or filling of cemetery graves.
- (6) Utility and related underground drainage system construction and maintenance in city rights-of-way.
- (7) Emergency sandbagging, diking, ditching, or similar work immediately before, during, or after periods of extreme weather conditions, including flooding, when done to protect life or property.

## **18.830.040 Grading Permit Application.**

### (1) General.

- (a) A grading permit application is subject to the content and procedural requirements of Division II of this title and will only be approved if found to be consistent with these requirements.
- (b) A grading permit may be part of a larger project for which additional permits are required, according to Division II of this title.

### (2) Accuracy of grading plans. The city is not responsible for the accuracy of grading plans submitted for approval. The design and implementation of a suitable grading plan is the responsibility of the owner and applicant and not the city.

### (3) Engineered grading. The following activities require engineered grading and must have stamp and signature from a civil engineer:

- (a) Grading in excess of 50 cubic yards. Such grading also requires submittal of a full drainage plan as specified in the application checklist provided by the city;
- (b) Grading within rights-of-way, whether public or private. Such grading shall comply with city specifications;
- (c) Grading associated with development activities that are subject to SEPA environmental review;
- (d) Creation of more than 2,000 square feet of impervious surface; and
- (e) All other grading that requires civil engineering.

### (4) Geotechnical reports. The city may determine that geologic, hydrologic, or soil conditions present special grading or drainage conditions that may damage a public right-of-way or pose a substantial threat to public health, safety, or welfare. In these cases, the city may require the applicant to submit a geotechnical engineering report that includes a soils engineering report, an engineering geology report, or both pursuant to subsection (5) of this section. If a geotechnical engineering report is required:

- (a) The applicant's geotechnical engineer or civil engineer must inspect and approve the suitability of the prepared ground to receive fills and the stability of cut slopes with respect to soil, hydrologic, and geologic conditions.
- (b) The geotechnical evaluation must also address the need for subdrains or other groundwater drainage devices.
- (c) To verify safety, the city may require testing for required compaction, soil bearing capacity, stability of all finished slopes and the adequacy of structural fills as a condition of approval.

### (5) Additional Engineering Reports. The city may require any of the following additional engineering reports.

#### (a) Soils Engineering Report. The city may require a soils engineering report that includes:

- (i) Data regarding the nature, distribution, and strength of existing soils;
- (ii) Conclusions and recommendations for grading procedures and design criteria for corrective measures, including structural fills, when necessary; and
- (iii) An opinion on adequacy for the intended use of sites to be developed by the proposed grading as affected by soils engineering factors, including the stability of slopes.

#### (b) Engineering Geology Report. The city may require an engineering geology report that includes:

- (i) An adequate description of the geology of the site;

- (ii) Conclusions and recommendations regarding the effect of geologic conditions on the proposed development; and
  - (iii) An opinion on the adequacy for the intended use of sites to be developed by the proposed grading, as affected by geologic factors.
- (c) Liquefaction Report. The city may require a geotechnical investigation and report in accordance with IBC Sections 1802.2 and 1802.6, that addresses the potential for liquefaction.

### **18.830.060 Grading Standards.**

- (1) Building grades. Any building requiring yard space must be located at an elevation such that a sloping grade causes the flow of surface water to run away from the walls of the building.
- (2) Cuts or excavations.
- (a) Unless otherwise recommended in the approved soils engineering report or engineering geology report, cuts must conform to the provisions of this section. These provisions do not apply to minor cuts which are less than four feet in height when such cuts do not pose a threat to adjoining property.
  - (b) The slope of cut surfaces must be no steeper than is safe for the intended use and must be no steeper than one unit vertical in two units horizontal (50% slope) unless the applicant furnishes a soils engineering report or an engineering geology report, or both, stating that the site has been investigated and giving an opinion that a cut at a steeper slope is stable and does not create a hazard to public or private property.
  - (c) Slopes must be stabilized after being cut. The soils engineering report or engineering geology report, or both, must verify that the slopes are not subject to ongoing erosion that may adversely impact public or private property.
- (3) Fills or embankments.
- (a) Unless otherwise recommended in the approved soils engineering report, fills must conform to the provisions of this section. These provisions do not apply to minor fills not intended to support structures, and which are less than four feet in height, when such fills do not pose a threat to adjoining property.
  - (b) Fill slopes may not be constructed on natural slopes steeper than one unit vertical in two units horizontal (50% slope).
  - (c) Fill Material.
    - (i) Detrimental amounts of organic material is not permitted in fills. Rock or similar irreducible material with a maximum dimension greater than 12 inches is not allowed to be buried or placed in fills, except:
      - (A) The director may permit placement of larger rock when the soils engineer properly devises a method of placement, and the soils engineer continuously inspects its placement and fill stability. The following conditions also apply:
        - (I) Prior to issuance of the grading permit, potential rock disposal areas must be delineated on the grading plan;
        - (II) Rock sizes greater than 12 inches in maximum dimension must be 10 feet or more below grade, measured vertically; and
        - (III) Rocks must be placed so as to assure filling of all voids with well-graded soil.
    - (ii) Compaction.

(A) All fills intended to support structures or private roads must be compacted to a minimum of 95% of maximum density.

(B) All fills within public or private rights-of-way must be compacted in accordance with city specifications.

(iii) The slope of fill surfaces must be no steeper than is safe for the intended use, and no steeper than one unit vertical in two units horizontal (50% slope).

(d) Pre-loading of sites with fill material for the purpose of soil compaction may be permitted subject to the following requirements:

(i) Pre-loading activities require an approved grading permit and engineered plans indicating the purpose, height and volume of pre-load material, and duration of the surcharge.

(ii) The site must be secured to prevent unauthorized access and to ensure public safety. Fencing, signage, or other protective measures may be required by the city.

(iii) Pre-loading activities must not obstruct or encroach on public streets, alleys, sidewalks, or drainage facilities. All haul routes must comply with city standards and any material deposited in the public right-of-way must be promptly removed.

(iv) Pre-load material may remain on site only for the duration necessary to achieve the intended soil compaction, as approved by the city. Extensions may require additional review and approval pursuant to SMC 18.830.060(3).

(v) Once the pre-loading period is complete, all pre-load material must be removed or regraded in accordance with the approved grading plans and applicable city standards.

(vi) Following removal of pre-load material, the site must be stabilized to prevent erosion, sediment transport, or other impacts to adjacent properties or public infrastructure.

#### (4) Setbacks.

(a) Cut and fill slopes must be set back from site boundaries in accordance with this section. Setback dimensions are horizontal distances measured perpendicular to the site boundary.

(b) The top of cut slopes may not be made nearer to a site boundary line than one-fifth of the vertical height of cut, but in no event nearer than two feet from the boundary line. The setback may be increased as necessary for stability of any required subsurface drainage or surcharge.

(c) The toe of fill slopes may not be made nearer to the site boundary line than one-half the height of the slope, but in no event nearer than two feet from the boundary line.

#### (5) Drainage and terracing.

(a) Unless otherwise indicated on the approved grading plan, drainage facilities and terracing must conform to the provisions of this section for cut or fill slopes steeper than one unit vertical in three units horizontal (33.3% slope).

(b) Terraces at least six feet in width must be established at not more than 30 foot vertical intervals on all cut or fill slopes to control surface drainage and debris, except that where only one terrace is required, it must be at mid-height. For cut or fill slopes greater than 60 feet and up to 120 feet in vertical height, one terrace at approximately mid-height must be 12 feet in width. Terrace widths and spacing for cut and fill slopes greater than 120 feet in height must be designed by the civil engineer and approved by the director. Suitable access must be provided to permit proper cleaning and maintenance.

(c) Swales or ditches on terraces must have a minimum gradient of .5%.

- (d) Cut or fill slopes must be provided with subsurface drainage as necessary for stability and proper conveyance of groundwater.
  - (e) All drainage facilities must be designed to carry waters to the nearest practicable drainage way in a safe manner approved by the director. Outfalls or points of discharge must be designed using best management practices and construction procedures which prevent or minimize erosion.
  - (f) Building pads must have a drainage gradient of 2% toward approved drainage facilities, unless waived by the director. Except the gradient from the building pad may be 1% if all of the following conditions exist throughout the permit area:
    - (i) No proposed fills are greater than 10 feet in maximum depth;
    - (ii) No proposed finish cut or fill slope faces have a vertical height in excess of 10 feet; and
    - (iii) No existing slope faces steeper than one unit vertical in 10 units horizontal (10% slope) have a vertical height in excess of 10 feet.
  - (g) Paved interceptor drains must be installed along the top of all cut slopes where the tributary drainage area above slopes toward the cut and has a drainage path greater than 40 feet measured horizontally. If required, interceptor drains must:
    - (i) Be paved with a minimum of three inches of concrete or gunite and reinforced;
    - (ii) Have a minimum depth of 12 inches;
    - (iii) Have a minimum paved width of 30 inches measured horizontally across the drain; and
    - (iv) Have a slope approved by the director.
- (6) Erosion control.
- (a) The faces of cut and fill slopes must be prepared and maintained to control against erosion. Erosion control:
    - (i) May consist of effective planting, hydroseeding, or mulching.
    - (ii) Must be installed as soon as practicable, and prior to calling for final approval.
    - (iii) Must conform to the city's adopted stormwater manual.
  - (b) Where necessary to provide safety to adjoining properties, the applicant must employ check dams, cribbing, riprap, silt fences or other devices and methods.
  - (c) Where cut slopes are not subject to erosion due to the erosion-resistant character of the materials, erosion control may be omitted.

**18.830.070 Grading Activity Requirements.**

- (1) Any person performing grading subject to a grading permit must:
  - (a) Have a copy of the issued grading permit and approved plans on the work site at all times; and
  - (b) Be responsible for compliance with the plans, specifications, and permit requirements
- (2) Field marking. Before performing any grading activities for which a permit is required pursuant to this chapter, the applicant must mark in the field:
  - (a) Limits of all grading and clearing activity;
  - (b) Critical areas and critical area buffers;
  - (c) Trees to be retained; and

- (d) Drainage courses.
- (3) Grading plan modification.
- (a) After issuance of a grading permit, the director may require modifications of grading plans, specifications, construction phasing or operations, or impose additional or more stringent standards and requirements to the extent necessary to protect public health, safety, and welfare.
    - (i) Modifications, standards, or requirements may be necessary because of unusual circumstances or newly discovered site conditions, including but not limited to soil type, topography, and weather conditions.
    - (ii) Modifications, standards and requirements may include but are not limited to scheduling, time restrictions, or a phased grading plan pursuant to subsection (b) of this section.
  - (b) Phased grading plan.
    - (i) A phased grading plan may be approved as part of a modified permit for incomplete portions of a grading proposal subject to the following requirements:
      - (A) In lieu of completing the improvements required by the grading permit, the applicant must provide a two-year bond or equivalent form of financial surety at 150% of the established cost of the improvements, if it is determined by the city engineer that the incomplete project requires additional erosion control, slope management or drainage improvements to protect adjacent and abutting property or critical areas on site;
      - (B) All phases of a plan must be completed within 24 months of the approval of the modified permit, except the director may set an earlier expiration date pursuant to SMC 18.310.010(2).
    - (ii) A phased grading plan must include:
      - (A) A plan sheet delineating the phases and sequencing of proposed grading with proposed completion dates for each phase;
      - (B) An explanation of why the phased plan is needed;
      - (C) The percentage of remaining work to be completed as a separate phase and cost of each phase;
      - (D) A revised plan sheet showing how each phase complies with the performance standards for the permit including describing the edge of the filled area and temporary erosion control; and
      - (E) A description of how site drainage will be controlled until the project is complete.
- (4) Grading inspections. Grading activities for which a permit is required are subject to inspection by the city. Professional inspection of grading operations must be provided by the civil engineer, soils engineer, or the engineering geologist retained by the applicant to provide services for engineered grading and as required by the city, as follows:
- (a) The civil engineer must
    - (i) Provide professional inspection services that consist of observation and review as to the establishment of line, grade, surface drainage and erosion control of the development area.
    - (ii) Prepare any revised plans that may be required during the course of work.
  - (b) The soils engineer must:
    - (i) Provide professional inspection services that consist of observation during grading and testing for required compaction.

- (ii) Provide sufficient observation during the preparation of the natural ground, and placement and compaction of the fill, to verify that such work is being performed in accordance with the conditions of the approved plan and the requirements of this code.
  - (iii) Submit any revised recommendations relating to conditions differing from the approved soils engineering and engineering geology reports to the city.
- (c) The engineering geologist must:
- (i) Provide professional inspection services that consist of inspection of the bedrock excavation to determine if conditions encountered are in conformance with the approved report.
  - (ii) Submit any revised recommendations relating to conditions differing from the approved engineering geology report to the soils engineer.
- (d) The applicant or owner is responsible for the work to be performed in accordance with the approved plans and in conformance with the provisions of this code, and must engage consultants, if required, to provide professional inspections on a timely basis. In the event of changed conditions, the applicant or owner is responsible for informing the city of such change and must provide revised plans for approval.
- (e) The public works director or city engineer may inspect grading of subdivisions to assure the future roadways, whether public or private, are graded in accordance with the approved plans and specifications and in conformance with provisions of the public works standards.
- (f) The city must inspect the project at various stages of work to determine that adequate control is being exercised by the professional consultants.
- (g) If, in the course of fulfilling their respective duties under this chapter, the civil engineer, the soils engineer or the engineering geologist finds that the work is not being done in conformance with this code or the approved grading plans, the discrepancies must be reported immediately in writing to the city.
- (h) The city must notify the applicant or owner of any discrepancies that would necessitate plan revisions or corrections by the professional consultants when notified in subsection (5) of this section.
- (i) The types of soils inspections and standards recognized as acceptable soils tests are:
- (i) ASTM D 1557, moisture-density relations of soils and soil aggregate mixtures;
  - (ii) ASTM D 1556, in place density of soils by the sand-cone method; ASTM D 2167, the rubber-balloon method; or ASTM D 2937, the drive-cylinder method; and
  - (iii) ASTM D 2922 and D 3017, in place moisture content and density of soils by nuclear methods.
- (5) Transfer of responsibility. If the civil engineer, soils engineer, or engineering geologist of record changes during grading, the work must be stopped until the replacement has agreed in writing to accept their responsibility within the area of technical competence for approval upon completion of the work in compliance with approved plans. It is the duty of the applicant or owner to notify the city in writing of such change prior to the recommencement of grading.
- (6) Completion of work. Upon completion of the work, the civil engineer must submit as-built drawings and a report to the city certifying that the completed project conforms to the conditions of the permit and the approved plans, and that all grading work, drainage facilities, erosion control measures, etc., have been completed in accordance with the issued permit. Minor deviations from the approved plans must be listed in the report or noted on reproducible as-built drawings, which must be submitted with the report.

# EXHIBIT C

## Division VIII Environment

### Chapter 18.840 Stormwater Management

#### 18.840.010 Purpose.

The purpose of this chapter is to:

- (1) Ensure that development is consistent with the land use, utilities and natural features elements of the Comprehensive Plan;
- (2) Minimize water quality degradation and sedimentation in rivers, streams, ponds, lakes, wetlands, and other water bodies;
- (3) Minimize the impact of increased runoff, erosion, and sedimentation caused by land development and maintenance practices;
- (4) Maintain and protect groundwater resources;
- (5) Minimize adverse impacts of alternations on ground and surface water quantities, locations, and flow patterns;
- (6) Decrease potential landslide, flood, and erosion damage to public and private property;
- (7) Promote site planning and construction practices that are consistent with natural topographical, vegetational, and hydrological conditions;
- (8) Maintain and protect the city's stormwater management infrastructure and those downstream;
- (9) Provide a means of reviewing clearing and grading of private and public land while minimizing water quality impacts in order to protect public health and safety;
- (10) Provide minimum development regulations and construction procedures that will preserve, replace, or enhance, to the maximum extent practicable, existing vegetation to preserve and enhance the natural qualities of lands, wetlands and water bodies; and
- (11) Encourage low impact development (LID) techniques for stormwater.

#### 18.840.020 Applicability.

- (1) This chapter applies to new development or redevelopment that includes a regulated activity.
- (2) Regulated activities. The director may approve the following activities subject to the requirements of this chapter, unless exempted by subsection (3) of this section:
  - (a) Land disturbing activities;
  - (b) Structural development, including construction, installation or expansion of a building or other structure;
  - (c) Creation or addition of impervious surfaces;
  - (d) Replacement of impervious surface that is not part of a routine maintenance activity;
  - (e) Class IV general forest practices that are conversions from timber land to other uses; and

- (f) Subdivision, short subdivision, unit lot subdivisions, lot splits, and binding site plans, as defined in RCW [58.17.020](#).
- (3) Exemptions. This chapter does not apply to the following activities:
  - (a) Commercial agriculture and forest practices regulated by WAC Title [222](#), except for Class IV general forest practices that are conversions from timber land to other uses; and
  - (b) Development undertaken by the Washington State Department of Transportation in state highway rights-of-way regulated by Chapter [173-270](#) WAC, the Puget Sound Highway Runoff Program.
- (4) Conflict. When any other requirement of this code conflicts with this chapter, the requirement that provides more environmental protection applies unless otherwise established.
- (5) Greater restrictions. It is not the intent of these standards to repeal, abrogate, or impair any existing regulations, easements, covenants, or deed restrictions. However, where these standards impose greater restrictions, the provisions of these standards prevail.

### **18.840.040 Stormwater Standards.**

- (1) Stormwater designs must be consistent with:
  - (a) The 2005 Edition of the Washington State Department of Ecology’s “Stormwater Management Manual for Western Washington” (manual), which is hereby adopted by reference.
  - (b) The Street and Utility Standards (Chapter [14.08](#) SMC).
- (2) Required Stormwater Best Management Practices (BMPs).
  - (a) General.
    - (i) BMPs must be used to control pollution from stormwater.
    - (ii) BMPs must be used to comply with this chapter.
    - (iii) BMPs may be found in the manual.
  - (b) Experimental BMPs.
    - (i) In those instances where appropriate BMPs are not in the manual, experimental BMPs may be considered.
    - (ii) Experimental BMPs are encouraged as a means of solving problems in a manner not addressed by the manual in an effort to improve stormwater quality technology.
    - (iii) Experimental BMPs must be approved in accordance with the approval process outlined in the manual.
- (3) Illicit discharges to stormwater drainage systems are prohibited.
- (4) Design Requirements for Stormwater Facilities.
  - (a) New stormwater ponds must be designed with an irregular shape that utilizes the natural contours of the site and limits the use of manmade concrete walls to no more than 50% of the length of the perimeter pond embankment, measured at the pond bottom.
  - (b) Ponds that are surrounded by a fence must utilize chain link fencing coated in black vinyl to reduce the aesthetic impact of the fencing.
  - (c) Stormwater ponds must incorporate landscaping that provides visual screening of the pond for a minimum of 40% of the pond perimeter using either shrubs and evergreen trees or living fences.
    - (i) Spaces between planting clusters must utilize ground cover.

- (ii) Trees and shrubs must be grouped to provide a minimum of six feet for consideration of mowing equipment.
- (iii) Deciduous trees and shrubs are not allowed within or around the pond area.
- (iv) Plants considered acceptable for living fences include:
  - (A) Barberries (*Berberis darwinii* and *B. veruculosa*);
  - (B) Camelia (*Camelia sasanqua*);
  - (C) Quince (*Chenomeles*);
  - (D) Cotoneaster (*Cotoneaster horizontalis*, *C. simonsii*);
  - (E) Forsythia (*Forsythia suspensa sieboldii*);
  - (F) Winter jasmine (*Jasminum nudiflorum*);
  - (G) Euonymous (*Euonymous fortunei*);
  - (H) Bittersweet (*Celastrus orbiculatus*); and
  - (I) Russian vine (*Polygonum*).
- (v) Plants considered acceptable for shrubs include:
  - (A) English laurel;
  - (B) Photinia;
  - (C) Yew;
  - (D) Arbor-vitae;
  - (E) Hemlock;
  - (F) Western red cedar;
  - (G) Hornbeam (*Carpinus*);
  - (H) Hawthorn (*Crataegus*);
  - (I) Cypress (*Cupressocyparis*); and
  - (J) Beech (*Fagus*).
- (d) Detention vaults may be used as an alternative to surface detention ponds if warranted by site conditions or design considerations. Detention vaults must be designed in accordance with this section.
  - (i) Landscaping and recreational improvements may be located above the detention vault if the improvements do not interfere with required inspection, operation, or maintenance of the detention facility. All required access openings and maintenance points must remain accessible.
  - (ii) The detention vault must be designed and certified by a licensed engineer to support anticipated surface loads associated with the proposed recreational use.
  - (iii) Surface improvements may not compromise the structural integrity, watertightness, or function of the detention vault.
  - (iv) No buildings, enclosed structures, or deep-footing installations may be constructed over a detention vault unless approved by the city engineer.

- (v) The property owner or homeowners association is responsible for the maintenance of any improvements located above the detention vault.

**18.840.050 Dedication of Stormwater Facilities.**

- (1) Detention facilities, including detention ponds and detention vaults, may be dedicated to the city as part of final plat approval, subject to city acceptance.
- (2) Prior to dedication, the facility must be:
  - (a) Inspected by the city;
  - (b) Cleaned of sediment and debris by the developer; and
  - (c) Certified by a licensed professional engineer as meeting current city stormwater and construction standards.
- (3) The city may require maintenance and access easements as necessary for operation of the facility.

# Exhibit D

## CITY OF STANWOOD

### Planning Commission Findings of Fact and Recommendation



City of Stanwood, Washington

Grading and Stormwater Management Code Amendment

Findings of Fact and Conclusions of Law

10220-270<sup>TH</sup> Street NW  
Stanwood, WA 98292

#### A. GENERAL INFORMATION

---

File Number(s): 2025-0012 (Code Amendment)

Project Summary: Stanwood Unified Development Code: Grading and Stormwater Management

Applicant: City of Stanwood

Location: Applies Throughout the City of Stanwood Jurisdictional Limits

Staff Contact: Patricia Love, Community Development Director

#### B. BACKGROUND AND DESCRIPTION OF PROPOSAL

---

In 2022, the City launched the Municipal Code Update project to modernize the code with best practices for both content and administration. As part of this effort, a new Unified Development Code is being developed which includes amendments to the City's grading and stormwater regulations.

The City's grading and stormwater regulations are intended to protect public health, safety, and welfare by minimizing erosion, managing runoff, preventing flooding, and protecting water quality and downstream infrastructure. These regulations also ensure that development occurs in a manner consistent with adopted engineering standards, environmental requirements, and the City's long-term maintenance standards.

The Grading and Stormwater code amendments reflect current best practices and are primarily clarifying and procedural in nature and are intended to improve consistency, predictability, and implementation. They support predictable project review, reduce the potential for drainage-related impacts, and ensure that the City's grading and stormwater regulations remain technically sound, environmentally responsible, and aligned with community goals consistent with the Comprehensive Plan.

### **C. CODE AMENDMENT CRITERIA (SMC 17.155.090(2))**

---

The city may approve zoning code text amendments per the following criteria:

**(a) The purpose and desired effect of the proposed zoning code(s) are consistent with the Stanwood Municipal Code;**

The purpose and intent of the amendments is to clarify regulatory standards, incorporate current best management practices, align local provisions with applicable state and federal requirements, and improve administrative efficiency and enforceability. These objectives directly support the SMC's broader goals of protecting public health, safety, and welfare; preserving environmental quality; reducing risks associated with flooding and erosion; and promoting orderly development.

The proposed updates do not alter the fundamental policy direction of the existing code but instead refine and modernize its implementation mechanisms. By strengthening stormwater management standards, enhancing erosion and sediment control requirements, and improving regulatory clarity, the amendments further the City's adopted development regulations and environmental protection policies. Accordingly, the proposed code revisions are internally consistent with the Stanwood Municipal Code and its regulatory framework.

**(b) There is a positive relationship to the public health, safety and welfare of the community; and**

The proposed Stormwater and Grading Code updates provide a clear and positive relationship to the public health, safety, and welfare of the community. The amendments include standards for stormwater management, erosion control, and site grading practices, thereby reducing the risk of flooding, slope instability, sedimentation, and water quality degradation. These measures protect life and property, minimize damage to public and private infrastructure, and safeguard critical areas and downstream water bodies.

**(c) The proposed amendment is consistent with the Stanwood Comprehensive Plan.**

The proposed Stormwater and Grading Code amendments are consistent with the Stanwood Comprehensive Plan by modernizing stormwater management standards, strengthening erosion and sediment control requirements, and ensuring that grading activities are conducted in a manner that minimizes environmental and infrastructure impacts.

The amendments also advance land use and infrastructure goals by ensuring that development occurs in a safe and orderly manner, with adequate drainage facilities and construction practices that protect public streets, utilities, and neighboring properties. These provisions reinforce the Comprehensive Plan's emphasis on coordinated growth management, public safety, and sustainable development.

The proposed amendments are consistent with, and help implement, the following Comprehensive Plan goals and policies:

**Comprehensive Plan Goals and Policies**

<b>Goal / Policy Number</b>	<b>Policy</b>
Land Use Policy 1.3:	City shall process applications for state and local permits in a timely, transparent, and fair manner to ensure predictability.
Natural Features Policy 7.1:	Adopt building codes, construction standards, and erosion control measures that assure protection of life and property near geologic hazardous areas.
Natural Features Policy 7.2:	Establish seasonal limitations or controls on clearing and grading activities when adjacent to steep slopes.
Natural Features Policy 7.3:	Limit clearing of vegetation in areas that are susceptible to landslide and erosion and encourage the re-vegetation of cleared areas.
Natural Features Policy 10.1:	Encourage the use of alternative storm water collection designs that allow for more infiltration, where practical and consistent with the Department of Ecology’s stormwater manual.
Natural Features Policy 10.2:	Encourage the retention of existing, well-established native vegetation by allowing flexibility in site design.
Utilities Policy - Drainage 1.16:	Incorporate appropriate elements of the Department of Ecology’s updated Stormwater Management Manual for Western Washington and the Puget Sound Water Quality Action Team’s Puget Sound Water Quality Management Plan into the City’s stormwater manuals and practices.

**D. FINDINGS OF FACT**

1. The City of Stanwood has begun a process to comprehensively update its municipal code to conform to current law and practice.
2. The purpose of this code amendment is to eliminate conflicts, improve clarity and overall function of the municipal code, and reflect current city and best practices.
3. The City of Stanwood has established zoning regulations to guide land use and development in a manner that promotes public health, safety, and welfare.

4. The amendments clarify procedures, definitions, and standards to ensure consistent interpretation and implementation by staff, applicants, and the public.
5. Updating grading and stormwater regulations helps reduce risks related to erosion, sediment transport, flooding, and water quality impacts, thereby protecting public infrastructure, private property, and natural resources.
6. A SEPA determination of non-significance for the draft ordinance was issued on March 3, 2026, and the comment / appeal period ended on March 17, 2026.
7. Pursuant to RCW 36.70A.106, the City submitted the proposed code amendment for the 60-day review to the Washington State Department of Commerce on February 2, 2026. The 60-day review period was completed on April 4, 2026.
8. The code amendment was circulated for public review on March 3, 2026, through March 17, 2026.
9. The Stanwood Public Works Committee reviewed the draft ordinance at their March 2, 2026, meeting and recommended that the City Council adopt the ordinance.
10. The Stanwood Community Development Committee reviewed the draft ordinance at their March 5, 2026, meeting and recommended that the City Council adopt the ordinance.
11. The Stanwood Planning Commission held a public hearing on ordinance on April 13, 2026, and forwarded their findings of fact and conclusions recommending to Stanwood City Council.
12. All persons desiring to either provide written testimony or speak for or against the ordinance were given the opportunity to do so.
13. Staff prepared a report summarizing the proposed code amendment. This report is part of the public record and was presented to the Planning Commission at the public hearing on April 13, 2026, for their consideration.

## **E. CONCLUSIONS OF LAW**

---

1. The City of Stanwood has authority under RCW Title 35A, to adopt plans and regulations related to development and operations within the City of Stanwood.
2. Stanwood Municipal Code requires that the Planning Commission review and make recommendations to the Stanwood City Council regarding code amendments to the Zoning and Unified Development Codes.
3. On March 31, 2026, the Planning Commission public hearing notice was printed in the Stanwood Camano News and notices were sent to the party of record list and agency distribution list as required by law.
4. SEPA review was conducted on the proposal and a Determination of Nonsignificance (DNS) was issued per City Code and under WAC 197-11-340(2). No appeals of the SEPA determination were filed.
5. The proposed nonconforming code updates are consistent with the Stanwood Municipal Code in both purpose and effect. They maintain the City's commitment to fair, clear, and consistent land use regulations.

6. The proposed nonconforming code is consistent with the Stanwood 2024 – 2044 Comprehensive Plan as the amendments are consistent with the goals and policies related to environmental protection, infrastructure, and responsible development.
7. Adoption of the proposed amendments serves the public interest by ensuring responsible land development practices and improved management of stormwater runoff.
8. After considering staff comments and public testimony, the Stanwood Planning Commission determined the draft code amendments are consistent with the Comprehensive Plan and should be adopted.

#### **F. STAFF RECOMMENDATION**

---

The Planning Commission hereby **ADOPTS** the Findings of Fact and Conclusions of Law contained herein and **AUTHORIZES** the Planning Commission Chair to sign the Findings on behalf of the Commission and recommend that the Stanwood City Council **APPROVE** the proposed amendments to the Stanwood Municipal Code.

Dated this 13 day of April 2026.



---

Patrick Hosterman, Planning Commission Chair  
City of Stanwood



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

**ITEM NUMBER:** 9.b.  
**DATE:** May 28, 2026  
**SUBJECT:** Historic Preservation Ordinance  
**CONTACT PERSON:** Patricia Love, Community Development Director  
**ATTACHMENTS:**  

1. Draft Historic Preservation Ordinance 1563
2. Historic Preservation Commission By-Laws
3. MOU with Stanwood Historical Society
4. Sample Inventory Form - Blank
5. Inventory Form – Yakima Example

---

**PURPOSE**

The purpose of this agenda item is for Council to adopt the second and final reading of Ordinance 1563, which establishes a Historic Preservation Commission and formalizes a partnership with the Stanwood Area Historical Society to preserve Stanwood’s history and collaborate on future projects and educational efforts.

**RECOMMENDATIONS**

**Staff:**

Staff recommends that the City Council accept the first reading of the draft Historic Preservation Ordinance. The proposed ordinance is consistent with the City’s Comprehensive Plan policies to protect and promote Stanwood’s history and cultural heritage. It establishes a Historic Preservation Commission and formalizes a partnership with the Stanwood Area Historical Society, creating a collaborative framework to mutually support shared goals, projects, and educational efforts. Adoption of the ordinance will also position the City to qualify as a Certified Local Government, opening opportunities for grant funding to support historic preservation initiatives.

**Committee:**

The Community Development Committee met on March 5, 2026 to discuss the proposal. The Commission was supportive of the Historic Preservation Ordinance as long as it is a voluntary program that property owners can choose to participate

in. They also requested additional information on how the tax credit process works.

**Stanwood Area Historical Society:**

Aaron Weinberg, Business & Community Relations Coordinator, met with the Historical Society on April 16 to review adoption of a historical ordinance and the potential to form a partnership to advocate for historic preservation in the City. Their board voted on and approved moving forward with the MOU to establish a partnership promoting, preserving, and enhancing historic and cultural resources in Stanwood. The board also expressed strong interest in having one of its board members serve on the Historic Preservation Commission, and having one or more of its board members support the City's historic building survey efforts. They were supportive of the historical ordinance.

**BACKGROUND**

As part of the ongoing Downtown Initiative, staff has prepared a draft Historic Preservation Ordinance that is based on the Washington State Department of Archaeology and Historic Preservation (DAHP) Model Ordinance and is intended to provide the framework for identifying, protecting, and enhancing historically significant buildings, structures, sites, and districts within the City.

The ordinance supports and is complementary to the Creative Arts District and Main Street concepts which are currently under review. Preservation of historic structures contributes to Stanwood's character and sense of place. A historic preservation program is a significant component of a Main Street district, as it helps maintain the architectural integrity and walkable character that define traditional downtowns.

Adoption of the draft ordinance is an important step in advancing the Downtown Initiative and supporting historic preservation efforts to promote the City's broader economic development and placemaking efforts.

**ANALYSIS**

The Washington State Department of Archaeology and Historic Preservation (DAHP) provides a model historic preservation ordinance that includes key requirements for cities establishing a local historic preservation program and seeking designation as a Certified Local Government (CLG).

A Certified Local Government is a local jurisdiction that has been formally recognized by the National Park Service and DAHP as meeting specific federal and state standards for historic preservation. To qualify, a city must adopt a qualifying preservation ordinance, establish a historic preservation commission, maintain an inventory of historic resources, and provide for public participation in preservation decisions.

CLG designation allows a city to participate directly in the federal historic preservation program and provides access to exclusive grant funding, technical assistance, and training opportunities. It also strengthens coordination between local, state, and federal preservation efforts.

The attached ordinance is based on DAHP’s model ordinance and has been reviewed by the City Attorney.

Major components of the draft Historic Preservation Ordinance include:

Ordinance Topic:	Summary Description:
Historic Preservation Commission:	<ul style="list-style-type: none"> <li>▪ A 5-member board appointed by the Mayor and approved by Council.</li> <li>▪ At least 2 members must have professional experience in historic preservation or a related field.</li> <li>▪ Serves as the City’s primary advisory body on historic preservation matters.</li> </ul>
Primary Duties:	<ul style="list-style-type: none"> <li>▪ Maintain a Historic Inventory (HI).</li> <li>▪ Establish and maintain the Stanwood Historic Register (HR).</li> <li>▪ Review nominations to the Register.</li> <li>▪ Review proposed changes to listed properties.</li> <li>▪ Review demolition requests.</li> <li>▪ Administer and monitor the Special Property Tax Valuation program.</li> <li>▪ Advise City Council on historic preservation matters.</li> </ul>
Establishes a Stanwood Historic Preservation Register:	<p>Properties may be listed if they:</p> <ul style="list-style-type: none"> <li>▪ Are at least 50 years old.</li> <li>▪ Retain historic integrity.</li> <li>▪ Meet criteria related to architecture, events, persons, or cultural significance.</li> </ul> <p>Effects of Listing:</p> <ul style="list-style-type: none"> <li>▪ Major alterations require a Certificate of Appropriateness (COA).</li> <li>▪ Demolition requires a waiver from the Commission.</li> <li>▪ Ordinary maintenance and emergency repairs are exempt.</li> <li>▪ Listing does not change zoning.</li> <li>▪ Owner consent is required for listing and removal.</li> </ul>
Special Tax Credits:	<p>The ordinance authorizes a 10-year property tax incentive for qualifying historic rehabilitation projects. Rehabilitation costs (minimum 25% of assessed building value) may be excluded from taxable value for 10 years.</p>

How the Tax Incentive Works:

Washington State's Special Valuation program (RCW 84.26) provides a 10-year property tax incentive for qualifying historic rehabilitation projects by excluding the value of approved improvements from the property's assessed value.

To qualify, a property must be listed on a local or national historic register, rehabilitation costs must be at least 25% of the building's assessed value, and improvements must be consistent with historic preservation standards.

The city must adopt a historic preservation ordinance and form a Historic Preservation Commission and property owners must agree to maintain the historic character of the property.

Example:

- Pre-rehab building value: \$500,000
- Rehab investment: \$200,000 (40% of current valuation)
- New market value: \$700,000

With special valuation, taxes are calculated closer to \$500,000 instead of \$700,000 for 10 years. Note, the credit only applies to the building, not the combined building and land assessment.

Major components of the draft Historic Preservation Commission By-Laws include:

<b>Topic:</b>	<b>Summary Description:</b>
Purpose:	Identify, evaluate, and protect historic resources; raise community awareness; advise on preservation matters.
Membership:	<ul style="list-style-type: none"><li>▪ Members are appointed by Mayor and approved by City Council.</li><li>▪ Must have interest/competence in historic preservation; at least 2 professionals in relevant fields.</li><li>▪ Serve 3-year terms.</li><li>▪</li></ul>
Attendance & Quorum:	Regular attendance required; 3 consecutive absences may lead to resignation, and a quorum is a simple majority.
Officers & Staff:	Officers include a Chair and Chair Pro Tem; staff support is provided by Community Development Department.
Duties:	<ul style="list-style-type: none"><li>▪ Maintain historic register and review nominations.</li><li>▪ Review changes or impacts to historic properties.</li><li>▪ Promote preservation awareness; act as city resource.</li></ul>

Meetings:	Commission meetings are held quarterly and must comply with Open Public Meetings Act.
-----------	---

Major components of the City – Stanwood Area Historical Society Memorandum of Understanding include:

Topic:	Summary Description:
Purpose:	Establish partnership to promote, preserve, and enhance historic and cultural resources in Stanwood.
Objectives:	Increase public awareness, provide education on local history, and share expertise.
Project Scope:	<p>Potential projects could include:</p> <ul style="list-style-type: none"> <li>▪ Historic resource inventories and surveys</li> <li>▪ Historic register nominations</li> <li>▪ Public outreach materials, tours, or education</li> <li>▪ Research and record sharing</li> <li>▪ Historic site restoration and rehabilitation</li> <li>▪ Walking tours and interpretive programs</li> <li>▪ Oral history and archival digitization</li> </ul>
Roles & Responsibilities:	<p>City of Stanwood:</p> <ul style="list-style-type: none"> <li>▪ Implement preservation ordinance and commission</li> <li>▪ Support funding efforts and project coordination</li> <li>▪ Integrate preservation into planning and permitting</li> </ul> <p>Historical Society:</p> <ul style="list-style-type: none"> <li>▪ Provide historical expertise and research</li> <li>▪ Assist with identifying historic resources</li> <li>▪ Lead education and community engagement efforts</li> </ul>
Funding:	There is no direct financial obligation under MOU.
Terms:	5-year term; terminable with 30 days' notice.

**Response to Public Comments:**

At the Council’s May 14 meeting, public comments were received regarding the proposed inventory of downtown properties and the inclusion of the Historic Inventory (HI) designation on zoning maps. Concerns were expressed that these actions could create unintended consequences for property owners, including additional zoning restrictions, building requirements, or review processes. In response to these concerns, staff

consulted with the Washington State Department of Archaeology and Historic Preservation and is proposing the following amendments.

- The requirement to list “inventoried properties” on the zoning map with an HI (Historic Inventory designation) has been deleted. (Section 2.34.040(4)(a))
- The Commissions duty to review all applications for “approvals, permits, environmental assessments or impact statements, and other similar documents...” has been deleted and replaced with a statement that notes that they have the ability to comment on projects, but are not the decision makers. (Section 2.34.040(4)(e))
- Highlighted in yellow are a few minor clarifying amendments regarding noticing of Commission vacancies and references to the Mayor’s title.

Lastly, there were comments regarding historic inventories and privacy rights of property owners. One of the main duties of the Historic Commission is to conduct and maintain an inventory of historic buildings and places in the City.

Historic inventories are an important preservation tool used by cities to identify and document buildings, sites, and structures that may have historical, architectural, or cultural significance. These inventories help communities understand their historical development history. A historic inventory is intended to serve as an informational and planning resource and does not designate a property as a historic landmark or place it on the City’s historic register. Also, the inclusion of a property on an inventory does not automatically mean a property should be listed on the local register.

The information collected on a historic inventory form is generally based on publicly observable and publicly available information. Inventory records include:

- Property identification
- Site location
- Parcel information
- Historic/common name
- Architectural description
- Construction date
- Alterations
- Historical significance
- Photos/maps
- National Register eligibility evaluation
- Bibliography/references

Interior information is generally not included unless it is voluntarily and specifically provided by the property owner. Cities and survey consultants do not enter private property or document interior features without owner permission.

If it is the Council’s policy preference to obtain owner permission before including properties in the inventory, the City can incorporate that requirement into the survey and inventory process. While owner consent is not typically required for documenting publicly

visible exterior features or publicly available historical information, the Council may choose to implement a permission-based approach as a matter of City policy and community outreach.

### **FINANCIAL IMPACT**

Adoption of a Historic Preservation Ordinance will not require an immediate financial commitment. However, implementation of a preservation program will result in ongoing staff and administrative costs. Primary impacts include staff time for program coordination, support of the Historic Preservation Commission, public outreach, and integration of preservation into planning and permitting activities. These responsibilities are expected to be absorbed within existing Community Development staff.

Participation in grant-funded activities, such as Certified Local Government (CLG) grants, can help offset project costs but will require staff capacity for grant writing, administration, and compliance.

Project-related costs will vary depending on scope and funding availability. With grant support, costs may be limited to match contributions and staff oversight; without grant funding, the City may want to fund activities such as historic surveys and outreach materials. Once the program is established, funding requests will be included in the biennial budget process.

### **COUNCIL OPTIONS**

1. Accept the second and final reading of Ordinance 1563 and MOU.
2. Update the ordinance and MOU documents as requested and proceed with a third and final reading.
3. Do not implement a historic preservation program at this time.

### **PROPOSED MOTION**

**“I MOVE TO APPROVE THE SECOND READING AND ADOPT ORDINANCE 1563 CREATING A HISTORIC PRESERVATION COMMISSION AND PROGRAM FOR THE CITY OF STANWOOD”**

**AND**

**“I MOVE TO APPROVE THE MEMORANDUM OF UNDERSTANDING WITH THE STANWOOD AREA HISTORICAL SOCIETY.”**

**CITY OF STANWOOD  
WASHINGTON**

**ORDINANCE NO. 1563**

**AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, ADOPTING A NEW CHAPTER OF THE MUNICIPAL CODE, CHAPTER 2.34, HISTORIC PRESERVATION COMMISSION, AND ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the land now known as the City of Stanwood lies within the traditional and ancestral territory of the Stillaguamish people, who have inhabited and stewarded this region since time immemorial, maintaining deep cultural, spiritual, and subsistence relationships with the land, waters, and natural resources long before European settlement; and

**WHEREAS**, the development of the Stanwood area was significantly shaped by Norwegian and other European immigrants who settled in the region in the late nineteenth and early twentieth centuries, bringing with them distinct cultural traditions, architectural styles, and agricultural practices; and

**WHEREAS**, these early settlers lived and worked alongside Indigenous peoples and other communities, contributing to a blending and intermingling of cultures that has influenced the social, economic, and cultural fabric of Stanwood; and

**WHEREAS**, the City of Stanwood incorporated as a City in 1903; and

**WHEREAS**, the City's historic buildings, structures, sites, objects, and districts reflect its historical, cultural, architectural, and archaeological heritage; and

**WHEREAS**, the preservation of these buildings and sites is important and promotes civic pride, enhances community livability, and fosters an appreciation of local history; and

**WHEREAS**, the Washington State Legislature has authorized local governments to establish historic preservation programs pursuant to Chapter 35A.63 RCW and Chapter 84.26 RCW; and

**WHEREAS**, the City of Stanwood desires to establish a comprehensive program to identify, evaluate, designate, and protect historic and cultural resources within its jurisdiction; and

**WHEREAS**, participation in the Certified Local Government (CLG)

program administered by the Washington State Department of Archaeology and Historic Preservation provides access to technical assistance and grant funding for preservation efforts; and

**WHEREAS**, it is in the public interest to ensure that the historic, cultural, and architectural heritage of Stanwood is preserved for present and future generations; and

**WHEREAS**, the adoption of a historic preservation ordinance will provide a clear and consistent framework for the designation and protection of historic resources while balancing private property rights and community interests;

**WHEREAS**, creation of a historic preservation commission is a nonregulatory action and is exempt from SEPA; and

**WHEREAS**, the Stanwood Community Development Committee reviewed the draft ordinance at their March 5, 2026, meeting and recommended that the City Council adopt the ordinance; 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 the City Council; and

**WHEREAS**, the City Council held a public meeting on the draft code amendment on May 14, 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 Preservation.** Stanwood Municipal Code Chapter 2.34, Historic Preservation Commission, is hereby adopted 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 here by instructed to make any and all appropriate code citation references, cross-references, and formatting adjustments necessary to ensure consistency with the amendments and revisions adopted by this ordinance.

**Section 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. 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: \_\_\_\_\_

## Title 2

### **Stanwood Municipal Code Chapter 2.34 Historic Preservation Commission**

**Sections:**

- 2.34.020 Title**
- 2.34.030 Definitions**
- 2.34.040 Stanwood Historic Commission**
- 2.34.050 Stanwood Register of Historic Places**
- 2.34.060 Review of Changes to the Stanwood Historic Register Properties**
- 2.34.070 Review and Monitoring of Properties for Special Property Tax Valuation**
- 2.34.080 Appeals**

**2.34.010 Purpose**

- (1) The purpose of this ordinance is to provide for the identification, evaluation, designation, and protection of designated historic and prehistoric resources within the boundaries of the City of Stanwood and preserve and rehabilitate eligible historic properties within the City of Stanwood for future generations through special valuation, a property tax incentive, as provided in Chapter 84.26 RCW in order to:
- (a) Safeguard the heritage of the City of Stanwood in Snohomish County as represented by those buildings, districts, objects, sites and structures which reflect significant elements of the City of Stanwood’s history;
  - (b) Foster civic and neighborhood pride in the beauty and accomplishments of the past, and a sense of identity based on the City of Stanwood’s history;
  - (c) Stabilize or improve the aesthetic and economic vitality and values of such sites, improvements and objects;
  - (d) Assist, encourage and provide incentives to private owners for preservation, restoration, redevelopment and use of outstanding historic buildings, districts, objects, sites and structures;
  - (e) Promote and facilitate the early identification and resolution of conflicts between preservation of historic resources and alternative land uses; and,
  - (f) Conserve valuable material and energy resources by ongoing use and maintenance of the existing built environment.

**2.34.020 Short Title**

The following sections shall be known and may be cited as the “Historic Preservation Ordinance of the City of Stanwood.”

**2.34.030 Definitions**

The following words and terms when used in this ordinance shall mean as follows, unless a different meaning clearly appears from the context:

“The City of Stanwood Historic Inventory” or “Inventory” means the comprehensive inventory of

historic and prehistoric resources within the boundaries of the City of Stanwood.

“The City of Stanwood Historic Preservation Commission” or “Commission” means the commission created by Section 2.34.040 herein.

“The City of Stanwood Register of Historic Places”, “Local Register”, or “Register” means the listing of locally designated properties provided for in Section 2.34.050 herein.

“Actual Cost of Rehabilitation” means costs incurred within twenty-four months prior to the date of application and directly resulting from one or more of the following: a) improvements to an existing building located on or within the perimeters of the original structure; or b) improvements outside of but directly attached to the original structure which are necessary to make the building fully useable but shall not include rentable/habitable floor-space attributable to new construction; or c) architectural and engineering services attributable to the design of the improvements; or d) all costs defined as “qualified rehabilitation expenditures” for purposes of the federal historic preservation investment tax credit.

“Certificate of Appropriateness” means the document indicating that the commission has reviewed the proposed changes to a local register property or within a local register historic district and certified the changes as not adversely affecting the historic characteristics of the property which contribute to its designation.

“Certified Local Government” or “CLG” means the designation reflecting that the local government has been jointly certified by the State Historic Preservation Officer and the National Park Service as having established its own historic preservation commission and a program meeting Federal and State standards.

“Class of properties eligible to apply for Special Valuation in the City of Stanwood” means all properties listed on the National Register of Historic Places or certified as contributing to a National Register Historic District which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW, until the City of Stanwood becomes a Certified Local Government (CLG). Once a CLG, the class of properties eligible to apply for Special Valuation in the City of Stanwood means all properties listed on the local and national Register of Historic Places or properties certified as contributing to an local or national Historic District which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW.

“Cost” means the actual cost of rehabilitation, which cost shall be at least twenty-five percent of the assessed valuation of the historic property, exclusive of the assessed value attributable to the land, prior to rehabilitation.

A “district” is a geographically definable area urban or rural, small or large—possessing a significant concentration, linkage, or continuity of sites buildings, structures, and/or objects united by past events or aesthetically by plan or physical development.

“Emergency repair” means work necessary to prevent destruction or dilapidation to real property or structural appurtenances thereto immediately threatened or damaged by fire, flood, earthquake or other disaster.

“Historic property” means real property together with improvements thereon, except property listed in a register primarily for objects buried below ground, which is listed in a local register of

a Certified Local Government or the National Register of Historic Places.

“Incentives” are such rights or privileges or combination thereof which the City of Stanwood / Snohomish County Council, or other local, state, or federal public body or agency, by virtue of applicable present or future legislation, may be authorized to grant or obtain for the owner(s) of Register properties. Examples of economic incentives include but are not limited to tax relief, conditional use permits, rezoning, street vacation, planned unit development, transfer of development rights, facade easements, gifts, preferential leasing policies, beneficial placement of public improvements or amenities, or the like.

“Local Review Board”, or “Board” used in Chapter 84.26 RCW and Chapter 254-20 WAC for the special valuation of historic properties means the commission created in Section 2.34.040 herein.

“National Register of Historic Places” means the national listing of properties significant to our cultural history because of their documented importance to our history, architectural history, engineering, or cultural heritage.

An “object” is a thing of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.

“Ordinary repair and maintenance” means work for which a permit issued by the City of Stanwood is not required by law, and where the purpose and effect of such work is to correct any deterioration or decay of or damage to the real property or structure appurtenance therein and to restore the same, as nearly as may be practicable, to the condition prior to the occurrence of such deterioration, decay, or damage.

“Owner” of property is the fee simple owner of record as exists on the Snohomish County Assessor’s records.

“Significance” or “significant” used in the context of historic significance means the following: a property with local, state, or national significance is one which helps in the understanding of the history or prehistory of the local area, state, or nation (whichever is applicable) by illuminating the local, statewide, or nationwide impact of the events or persons associated with the property, or its architectural type or style in information potential. The local area can include the City of Stanwood, or northwest Washington, or a modest geographic or cultural area, such as a neighborhood. Local significance may apply to a property that illustrates a theme that is important to one or more localities; state significance to a theme important to the history of the state; and national significance to property of exceptional value in representing or illustrating an important theme in the history of the nation.

A “site” is a place where a significant event or pattern of events occurred. It may be the location of prehistoric or historic occupation or activities that may be marked by physical remains; or it may be the symbolic focus of a significant event or pattern of events that may not have been actively occupied. A site may be the location of ruined or now non-extant building or structure of the location itself possesses historic cultural or archaeological significance.

“Special Valuation for Historic Properties” or “Special Valuation” means the local option program which when implemented makes available to property owners a special tax valuation for rehabilitation of historic properties under which the assessed value of an eligible historic

property is determined at a rate that excludes, for up to ten years, the actual cost of the rehabilitation. (Chapter 84.26 RCW).

“State Register of Historic Places” means the state listing of properties significant to the community, state, or nation but which may or may not meet the criteria of the National Register.

A “structure” is a work made up of interdependent and interrelated parts in a definite pattern of organization. Generally constructed by man, it is often an engineering project.

“Universal Transverse Mercator” or “UTM” means the grid zone in metric measurement providing for an exact point of numerical reference.

“Waiver of a Certificate of Appropriateness” or “Waiver” means the document indicating that the commission has reviewed the proposed whole or partial demolition of a local register property or in a local register historic district and failing to find alternatives to demolition has issued a waiver of a Certificate of Appropriateness which allows the building or zoning official to issue a permit for demolition.

“Washington State Advisory Council’s Standards for the Rehabilitation and Maintenance of Historic Properties” or “State Advisory’s Council’s Standards” means the rehabilitation and maintenance standards used by the City of Stanwood’s Historic Preservation Commission as minimum requirements for determining whether or not an historic property is eligible for special valuation and whether or not the property continues to be eligible for special valuation once it has been so classified.

**2.34.040 Stanwood Historic Commission**

- (1) Creation and Size. There is hereby established a Stanwood Historic Preservation Commission, consisting of 5 members, as provided in the subsection below. Members of the Stanwood Historic Preservation Commission shall be appointed by the Mayor and approved by the City Council and shall be residents of the City of Stanwood, except as provided below.
- (2) Composition of the Commission:
  - (a) All members of the commission must have a demonstrated interest and competence in historic preservation and possess qualities of impartiality and broad judgement.
  - (b) The commission shall always include at least two professionals who have experience in identifying, evaluating, and protecting historic resources and are selected from among the disciplines of architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, curation, conservation, and landscape architecture, or related disciplines. The commission action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or all of the professional positions, unless the commission action is related to meeting Certified Local Government (CLG) responsibilities cited in the Certification Agreement between the Mayor and the State Historic Preservation Officer on behalf of the State. Furthermore, exception to the residency requirement of commission members may be granted by the Mayor and the City of Stanwood Council in order to obtain representatives from these disciplines.

- (c) In making appointments, the Mayor may consider names submitted from any source, but the Mayor **City** shall notify ~~history and the City of Stanwood development related organizations of vacancies~~ **the Historical Society and post the vacancy on-line** so that names of interested and qualified individuals may be submitted ~~by such organizations for consideration. along with names from any other source.~~
- (3) Terms. The original appointment of members to the commission shall be as follows: three (3) members for two (2) years, and two (2) members for three (3) years; Thereafter, appointments shall be made for a three (3) year term. Vacancies shall be filled by the Mayor for the unexpired term in the same manner as the original appointment.
- (4) Powers and Duties. The major responsibility of the Historic Preservation Commission is to identify and actively encourage the conservation of the City of Stanwood’s historic resources by initiating and maintaining a register of historic places and reviewing proposed changes to register properties; to raise community awareness of the City of Stanwood’s history and historic resources; and to serve as the City of Stanwood’s primary resource in matters of history, historic planning, and preservation. In carrying out these responsibilities, the Historic Preservation Commission shall engage in the following:
- (a) Conduct and maintain a comprehensive inventory of historic resources within the boundaries of the City of Stanwood and known as the City of Stanwood Historic Inventory and publicize and periodically update inventory results. ~~Properties listed on the inventory shall be recorded on official zoning records with an “HI” (for historic inventory designation). This designation shall not change or modify the underlying zone classification.~~
  - (b) Initiate and maintain the City of Stanwood Register of Historic Places. This official register shall be compiled of buildings, structures, sites, objects, and districts identified by the commission as having historic significance worthy of recognition and protection by the City of Stanwood and encouragement of efforts by owners to maintain, rehabilitate, and preserve properties.
  - (c) Review nominations to the City of Stanwood Register of Historic Places according to criteria in Section 2.34.050 of this ordinance and adopt standards in its rules to be used to guide this review.
  - (d) Review proposals to construct, change, alter, modify, remodel, move, demolish, or significantly affect properties or districts on the register as provided in Section 2.34.060; and adopt standards in its rules to be used to guide this review and the issuance of a certificate of appropriateness or waiver.
  - (e) ~~Provide for the review either by the commission or its staff of all applications for approvals, permits, environmental assessments or impact statements, and other similar documents pertaining to identified historic resources or adjacent properties.~~ **While the Historic Commission does not have permit authority, it may provide comments and recommendations on projects, including those involving properties not listed on the local, state, or national historic registers.**
  - (f) Conduct all commission meetings in compliance with Chapter 42.30 RCW, Open Public Meetings Act, to provide for adequate public participation and adopt standards in its rules to guide this action.
  - (g) Participate in, promote and conduct public information, educational and interpretive programs pertaining to historic and prehistoric resources.
  - (h) Establish liaison support, communication and cooperation with federal, state,

and other local government entities which will further historic preservation objectives, including public education, within the City of Stanwood area.

- (i) Review and comment to the City of Stanwood Council on land use, housing and redevelopment, municipal improvement and other types of planning and programs undertaken by any agency of the City of Stanwood, other neighboring communities, Snohomish County, the state or federal governments, as they relate to historic resources of the City of Stanwood.
  - (j) Advise the City of Stanwood Council and the **Mayor** ~~Chief Local Elected Official~~ generally on matters of City of Stanwood's history and historic preservation.
  - (k) Perform other related functions assigned to the Commission by the City of Stanwood Council or the **Mayor** ~~Chief Local Elected Official~~.
  - (l) Provide information to the public on methods of maintaining and rehabilitating historic properties. This may take the form of pamphlets, newsletters, workshops, or similar activities.
  - (m) Officially recognize excellence in the rehabilitation of historic buildings, structures, sites and districts, and new construction in historic areas; and encourage appropriate measures for such recognition.
  - (n) Be informed about and provide information to the public and the City of Stanwood departments on incentives for preservation of historic resources including legislation, regulations and codes which encourage the use and adaptive reuse of historic properties.
  - (o) Review nominations to the State and National Registers of Historic Places.
  - (p) Investigate and report to the City of Stanwood Council on the use of various federal, state, local or private funding sources available to promote historic resource preservation in the City of Stanwood.
  - (q) Serve as the local review board for Special Valuation and:
    - (i) Make determination concerning the eligibility of historic properties for special valuation;
    - (ii) Verify that the improvements are consistent with the Washington State Advisory Council's Standards for Rehabilitation and Maintenance;
    - (iii) Enter into agreements with property owners for the duration of the special valuation period as required under WAC 254-20-070(2);
    - (iv) Approve or deny applications for special valuation;
    - (v) Monitor the property for continued compliance with the agreement and statutory eligibility requirements during the 10 year special valuation period; and
    - (vi) Adopt bylaws and/or administrative rules and comply with all other local review board responsibilities identified in Chapter 84.26 RCW.
  - (r) The commission shall adopt rules of procedure to address items 3, 4, 6, and 18 inclusive.
- (5) Compensation. All members shall serve without compensation.
- (6) Rules and Officers. The commission shall establish and adopt its own rules of procedure and shall select from among its membership a chairperson and such other officers as may be necessary to conduct the commission's business.
- (7) Commission Staff. Commission and professional staff assistance shall be provided by the City of Stanwood Community Development with additional assistance and

information to be provided by other City departments as may be necessary to aid the commission in carrying out its duties and responsibilities under this ordinance.

### **2.34.050 City Of Stanwood Register Of Historic Places**

- (1) Criteria for Determining Designation in the Register. Any building, structure, site, object, or district may be designated for inclusion in the Stanwood Historic Register if it is significantly associated with the history, architecture, archaeology, engineering, or cultural heritage of the community; if it has integrity; is at least 50 years old and if it falls in at least one of the following categories.
  - (a) Is associated with events that have made a significant contribution to the broad patterns of national, state, or local history.
  - (b) Embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction.
  - (c) Is an outstanding work of a designer, builder, or architect who has made a substantial contribution to the art.
  - (d) Exemplifies or reflects special elements of Stanwood's cultural, special, economic, political, aesthetic, engineering, or architectural history.
  - (e) Is associated with the lives of persons significant in national, state, or local history.
  - (f) Has yielded or may be likely to yield important archaeological information related to history or prehistory.
  - (g) Is a building or structure removed from its original location but which is significant primarily for architectural value, or which is the only surviving structure significantly associated with an historic person or event.
  - (h) Is a birthplace or grave of an historical figure of outstanding importance and is the only surviving structure or site associated with that person.
  - (i) Is a cemetery which derives its primary significance from age, from distinctive design features, or from association with historic events, or cultural patterns.
  - (j) Is a reconstructed building that has been executed in an historically accurate manner on the original site.
  - (k) Is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.
  
- (2) Process for Designating Properties or Districts to the City of Stanwood Historic Register
  - (a) Property owners or the Stanwood Historical Society may nominate a building, structure, site, object, or district for inclusion in the City of Stanwood. Members of the Historic Preservation Commission or the commission as a whole may generate nominations. In its designation decision, the commission shall consider the Stanwood Historic Inventory and the City of Stanwood Comprehensive Plan.
  - (b) In the case of individual properties, the designation shall include the UTM reference and all features—interior and exterior—and outbuildings that contribute to its designation.
  - (c) In the case of districts, the designation shall include description of the

boundaries of the district; the characteristics of the district justifying its designation; and a list of all properties including features, structures, sites, and objects contributing to the designation of the district.

- (d) The Historic Preservation Commission shall consider the merits of the nomination, according to the criteria in this Section and according to the nomination review standards established in rules, at a public meeting. Adequate notice will be given to the public, the owner(s) and the authors of the nomination, if different, and lessees, if any, of the subject property prior to the public meeting according to standards for public meetings established in rules and in compliance with Chapter 42.30 RCW, Open Public Meetings Act. Such notice shall include publication in a newspaper of general circulation in City of Stanwood, and any other form of notification deemed appropriate by the City of Stanwood. If the commission finds that the nominated property is eligible for the Stanwood Historic Register, the commission shall list the property in the register with owner's consent. In the case of historic districts, the commission shall consider a simple majority of property owners to be adequate for owner consent. Owner consent and notification procedures in the case of districts shall be further defined in rules. The public, property owner(s) and the authors of the nomination, if different, and lessees, if any, shall be notified of the listing.
  - (e) Properties listed on the Stanwood Historic Register shall be recorded on official zoning records with an "HR" (for Historic Register) designation. This designation shall not change or modify the underlying zone classification.
- (3) **Removal of Properties from the Register.** In the event that any property is no longer deemed appropriate for designation to the Stanwood Historic Register, the commission may initiate removal from such designation by the same procedure as provided for in establishing the designation. A property may not be removed from the Stanwood Historic Register without the owner's consent.
- (4) **Effects of Listing on the Register**
- (a) Listing on the Stanwood Historic Register is a designation denoting significant association with the historic, archaeological, engineering, or cultural heritage of the community. Properties are listed individually or as contributing properties to an historic district.
  - (b) Prior to the commencement of any work on a register property, excluding ordinary repair and maintenance and emergency measures, the owner must request and receive a Certificate of Appropriateness from the commission for the proposed work. Violation of this rule shall be grounds for the commission to review the property for removal from the register.
  - (c) Prior to whole or partial demolition of a register property, the owner must request and receive a waiver of a Certificate of Appropriateness.
  - (d) Once the City of Stanwood is certified as a Certified Local Government (CLG), All properties listed on the Stanwood Historic Register may be eligible for Special Tax Valuation on their rehabilitation (Section 2.34.070).

## **2.34.060 Review Of Changes To The City Of Stanwood Register Of Historic Places**

## Properties

- (1) **Review Required.** No person shall change the use, construct any new building or structure, or reconstruct, alter, restore, remodel, repair, move, or demolish any existing property on the Stanwood Historic Register or within an historic district without review by the commission and without receipt of a Certificate of Appropriateness, or in the case of demolition, a waiver, as a result of the review.
  - (a) The review shall apply to all features of the property, interior and exterior, that contribute to its designation and are listed on the nomination form. Information required by the commission to review the proposed changes are established in rules.
  
- (2) **Exemptions.** The following activities do not require a Certificate of Appropriateness or review by the commission: ordinary repair and maintenance, which includes painting, or emergency measures as defined in this chapter.
  
- (3) **Review Process**
  - (a) **Requests for Review and Issuance of a Certificate of Appropriateness or Waiver.** The building or zoning official shall report any application for a permit to work on a designated Stanwood Historic Register property or in a historic district to the commission. If the activity is not exempt from review, the commission or professional staff shall notify the applicant of the review requirements. The building or zoning official shall not issue any such permit until a Certificate of Appropriateness, or a waiver is received from the commission but shall work with the commission in considering building and fire code requirements.
  - (b) **Commission Review.** The owner or his/her agent (architect, contractor, lessee, etc.) shall apply to the commission for a review of proposed changes on a Stanwood Historic Register property or within a historic district and request a Certificate of Appropriateness or, in the case of demolition, a waiver. Each application for review of proposed changes shall be accompanied by such information as is required by the commission established in its rules for the proper review of the proposed project.
  - (c) The commission shall meet with the applicant and review the proposed work according to the design review criteria established in rules. Unless legally required, there shall be no notice, posting, or publication requirements for action on the application, but all such actions shall be made at regular meetings of the commission. The commission shall complete its review and make its recommendations within thirty (30) calendar days of the date of receipt of the application. If the commission is unable to process the request, the commission may ask for an extension of time.
  - (d) The commission's recommendations shall be in writing and shall state the findings of fact and reasons relied upon in reaching its decision. Any conditions agreed to by the applicant in this review process shall become conditions of approval of the permits granted. If the owner agrees to the commission's recommendations, a Certificate of Appropriateness shall be awarded by the commission according to standards established in the commission's rules. The commission's recommendations and, if awarded, the Certificate of Appropriateness shall be transmitted to the building or zoning official. If a

Certificate of Appropriateness is awarded, the building or zoning official may then issue the permit.

(4) Demolition

A waiver of the Certificate of Appropriateness is required before a permit may be issued to allow whole or partial demolition of a designated Stanwood Historic Register property or in a historic district. The owner or his/her agent shall apply to the commission for a review of the proposed demolition and request a waiver. The applicant shall meet with the commission in an attempt to find alternatives to demolition. These negotiations may last no longer than 45 calendar days from the initial meeting of the commission, unless either party requests an extension. If no request for an extension is made and no alternative to demolition has been agreed to, the commission shall act and advise the official in charge of issuing a demolition permit of the approval or denial of the waiver of a Certificate of Appropriateness. Conditions in the case of granting a demolition permit may include allowing the commission up to 45 additional calendar days to develop alternatives to demolition. When issuing a waiver the commission may require the owner to mitigate the loss of the Stanwood historic register property by means determined by the commission at the meeting. Any conditions agreed to by the applicant in this review process shall become conditions of approval of the permits granted. After the property is demolished, the commission shall initiate removal of the property from the register.

(5) Appeal of Approval or Denial of a Waiver of a Certificate of Appropriateness. The commission's decision regarding a waiver of a Certificate of Appropriateness may be appealed to the City of Stanwood Council within ten days. The appeal must state the grounds upon which the appeal is based. The appeal shall be reviewed by the council only on the records of the commission. Appeal of Council's decision regarding a waiver of a Certificate of Appropriateness may be appealed to Superior Court.

**2.34.070 Review And Monitoring Of Properties For Special Property Tax Valuation**

(1) Time Lines.

- (a) Applications shall be forwarded to the commission by the assessor.
- (b) Applications shall be reviewed by the commission before December 31 of the calendar year in which the application is made.
- (c) Commission decisions regarding the applications shall be certified in writing and filed with the assessor within 10 calendar days of issuance.

(2) Procedure.

- (a) The assessor forwards the application(s) to the commission.
- (b) The commission reviews the application(s), consistent with its rules of procedure, and determines if the application(s) are complete and if the properties meet the criteria set forth in WAC 254-20-070(1) and criteria listed in this chapter.
  - (i) If the commission finds the properties meet all the criteria, then,

on behalf of the City of Stanwood, it enters into an Historic Preservation Special Valuation Agreement (set forth in WAC 254-20-120 with the owner. Upon execution of the agreement between the owner and commission, the commission approves the application(s).

- (ii) If the commission determines the properties do not meet all the criteria, then it shall deny the application(s).
  - (c) The commission certifies its decisions in writing and states the facts upon which the approvals or denials are based and files copies of the certifications with the assessor.
  - (d) For approved applications:
    - (i) The commission forwards copies of the agreements, applications, and supporting documentation (as required by WAC 254-20-090 (4) and by this chapter) to the assessor,
    - (ii) Notifies the state review board that the properties have been approved for special valuation, and
    - (iii) Monitors the properties for continued compliance with the agreements throughout the 10-year special valuation period.
  - (e) The commission determines, in a manner consistent with its rules of procedure, whether or not properties are disqualified from special valuation either because of
    - (i) The owner's failure to comply with the terms of the agreement or
    - (ii) Because of a loss of historic value resulting from physical changes to the building or site.
  - (f) For disqualified properties, in the event that the commission concludes that a property is no longer qualified for special valuation, the commission shall notify the owner, assessor, and state review board in writing and state the facts supporting its findings.
- (3) Criteria.
- (a) Historic Property Criteria: The class of historic property eligible to apply for Special Valuation in the City of Stanwood means all properties listed on the National Register of Historic Places or certified as contributing to a National Register Historic District which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW, until the City of Stanwood becomes a Certified Local Government (CLG). Once a CLG, the class of property eligible to apply for Special Valuation in the City of Stanwood means all properties listed on the Stanwood Historic Register of Historic Places or properties certified as contributing to a local or national Register Historic District which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW.
  - (b) Application Criteria: Complete applications shall consist of the following documentation:
    - (i) A legal description of the historic property,

- (ii) Comprehensive exterior and interior photographs of the historic property before and after rehabilitation,
  - (iii) Architectural plans or other legible drawings depicting the completed rehabilitation work, and
  - (iv) A notarized affidavit attesting to the actual cost of the rehabilitation work completed prior to the date of application and the period of time during which the work was performed and documentation of both to be made available to the commission upon request, and
  - (v) For properties located within historic districts, in addition to the standard application documentation, a statement from the secretary of the interior or appropriate local official, as specified in local administrative rules or by the local government, indicating the property is a certified historic structure is required.
- (c) Property Review Criteria: In its review the commission shall determine if the properties meet all the following criteria:
- (i) The property is historic property;
  - (ii) The property is included within a class of historic property determined eligible for Special Valuation by the City of Stanwood;
  - (iii) The property has been rehabilitated at a cost which meets the definition set forth in RCW 84.26.020(2) within twenty-four months prior to the date of application; and d. The property has not been altered in any way which adversely affects those elements which qualify it as historically significant as determined by applying the Washington State Advisory Council’s Standards for the Rehabilitation and Maintenance of Historic Properties.
- (d) Rehabilitation and Maintenance Criteria: The Washington State Advisory Council’s Standards for the Rehabilitation and Maintenance of Historic Properties in WAC 254-20-100 shall be used by the commission as minimum requirements for determining whether or not an historic property is eligible for special valuation and whether or not the property continues to be eligible for special valuation once it has been so classified.
- (4) Agreement: The historic preservation special valuation agreement in WAC 254-20-120 shall be used by the commission as the minimum agreement necessary to comply with the requirements of RCW 84.26.050(2).

**2.34.080 Appeals:**

Any decision of the commission acting on any application for classification as historic property, eligible for special valuation, may be appealed to Superior Court under Chapter 34.05.510 -34.05.598 RCW in addition to any other remedy of law. Any decision on the disqualification of historic property eligible for special valuation, or any other dispute, may be appealed to the County Board of Equalization.



## **BY-LAWS OF THE CITY OF STANWOOD HISTORIC PRESERVATION COMMISSION**

*These By-Laws establish the rules and procedures under which the Stanwood Historic Preservation Commission (Commission) executes those duties and functions set forth in Stanwood Municipal Code Chapter 2.34, Ordinance No. 1563, City of Stanwood Historic Preservation Ordinance.*

### **A. NAME**

1. The name of the organization shall be THE STANWOOD HISTORIC PRESERVATION COMMISSION.

### **B. PURPOSE**

1. The purpose is to provide for the identification, evaluation, and protection of historic resources; raise community awareness; and serve as the city's primary resource in matters of history, historic planning, and preservation in a manner prescribed in Stanwood Municipal Code Chapter 2.34, City of Stanwood Historic Preservation Ordinance No. 1563.

### **C. MEMBERSHIP**

1. Composition of the Commission:
  - a. All members of the commission must have a demonstrated interest and competence in historic preservation and possess qualities of impartiality and broad judgment.
  - b. The commission shall always include at least 2 professionals who have experience in identifying, evaluating, and protecting historic resources and are selected from the disciplines of history, architecture, architectural history, historic preservation, planning, cultural anthropology, archaeology, cultural geography, American studies, law, and real estate. The commission action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or all of the professional positions, unless the commission action is related to meeting Certified Local Government (CLG) responsibilities cited in the Certification Agreement between the Mayor and the State Historic Preservation Officer. Furthermore, the Mayor, and City Council may grant exception to the residency requirement of commission members in order to obtain representatives from these disciplines.
  - c. In making appointments, the Mayor may consider individuals submitted from any source, but the Mayor shall notify history and city development related organizations of vacancies so that names of interested and qualified individuals may be submitted by such organizations for consideration along with names from any other sources.
2. Terms of Members

- a. Appointments shall be made for a three-year term commencing January 1. Mayoral appointments shall fill vacancies. The City shall actively seek applicants for vacancies and expired terms.

#### **D. ATTENDANCE OF MEMBERS**

1. All members shall attend regularly scheduled meetings and shall be on time. If three consecutive regularly scheduled meetings are missed without good cause as determined by the commission, resignation shall be encouraged.

#### **E. QUORUM**

1. A quorum is a simple majority of the five members eligible to vote at a meeting. Should there be less than five members on the commission at any given time, a quorum of three (3) shall still be required. A quorum is necessary to transact any official business.

#### **F. OFFICERS AND STAFF**

1. The officers of the Commission shall be Chairman and Chairman Pro Tem. Officers beyond these mentioned are not a functional need of the commission. Should the need arise on a permanent or temporary basis, the necessary office shall be voted in by a majority vote.
2. All officers shall perform their duties as prescribed by these by-laws and by parliamentary authority adopted by the organization.
  - a. The election for Chairman and Chairman Pro Tem shall be held at the regularly scheduled February meeting. Nominations shall be made from the floor and election held immediately before new business. The officers shall be elected for a one-year term or until their successors are elected, with their term of office beginning immediately after election.
  - b. The Chairman shall preside over all regularly scheduled and all special or called meetings of the Commission. The chairman shall appoint members to specific task forces (ad-hoc) committees which term shall end when the task is completed. All tasks presented to a committee shall be executed in a timely manner.
  - c. The Chairman Pro Tem assumes the duties of the Chairman in the absence of the Chairman. In the absence of the Chairman, the Chairman Pro Tem will have the same powers and duties as those of the Chairman.
  - d. Commission and professional staff assistance shall be provided by the Stanwood Community Development Department, and additional assistance and information to be provided by other city departments as may be necessary to aid the commission in carrying out its duties and responsibilities as prescribed in
  - e. Community Development Department staff shall act as secretary. The secretary shall distribute information to members including minutes, information pertinent to tasks at hand, and all current and updated materials that members are in need of in order to carry out their tasks. Also, the secretary shall act as an advisor to the Commission and shall notify members of meeting dates and times not less than five (5) days before the meeting.

#### **F. POWERS AND DUTIES**

1. The major responsibility of the Historic Preservation Commission is to identify and actively encourage the conservation of the City of Stanwood historic resources by initiating and maintaining a register of historic resources, reviewing proposed changes to register properties, raising community awareness of the city's history and historic resources; and serving as the city's primary resource in matters of history, historic planning, and preservation.
2. Review nominations to the Stanwood Register of Historic Places shall commence according to criteria in Chapter 2.34 of the Stanwood Municipal Code.
3. Review proposals to construct, change, alter, modify, remodel, move, demolish or significantly affect properties or districts on the register as provided in the Secretary of the Interior's Standards for Rehabilitation.

## **G. MEETINGS**

1. The regularly scheduled meeting of this Commission shall be quarterly with the date and time determined by a vote of the Commission and will be held in a predesignated location unless otherwise directed by the Chairman or a commission vote in compliance with Chapter 42-30 RCW, Open Public Meeting Act, to provide for adequate public participation and adopt standards to guide this action. All meetings shall start on time and shall be executed expeditiously by the Chairman.
2. Special meetings may be called by the Chairman. The purpose of the meeting will be stated in the call. Except in emergencies, at least three (3) days notice shall be given for special meetings and five (5) days notice for regularly scheduled meetings.
3. Parliamentary authority of the meetings shall be the current edition of Robert's RULES OF ORDER NEWLY REVISED.
4. Procedures for conducting regular meetings.
  - a. Pre-Meeting
    - i. If there are agenda items, regular meetings will be held quarterly and a date and time specified by the HPC. In case of scheduling conflicts the meeting place may be changed at the discretion of the Chair with ten (10) days advance notice given to HPC members and the public. If the meeting date falls on an official holiday, the meeting may be changed to a time and place as determined by the HPC at the preceding month's meeting. If such a change occurs, the regular meeting place will be posted as to the new time and place.
    - ii. If there are no agenda items, the Chair may cancel the regular meeting after giving all HPC members and the public 24 hours advance notice. However, if a majority of HPC members express the desire to hold the meeting, it shall convene as scheduled. If the meeting is canceled, a notice to that effect will be posted at the regular meeting place at the regular time.
    - iii. Special meetings may be called by the Chair or by a majority of the HPC members. Commission members will be given at least 24 hours advance notice of the time and place of such meetings.
    - iv. All regular and special meetings will be open to the public and the date, place and agenda will be publicized in accordance with the Open Public Meetings Act (Chapter 42.30 RCW). The agenda for regularly scheduled meetings shall be posted and advertised 48 hours prior to the regularly scheduled meetings.

- v. The order of agenda items will be determined by their order of receipt. All applications, including designation review and special valuation review must be filed at least one (1) month before the meeting at which the case is to be considered. This allows staff sufficient time to copy and distribute materials to HPC members. Design Review applications must be filed at least 30 days prior to the regularly scheduled meetings at which they are to be considered.
  - vi. Staff shall be responsible for notifying principles in each case as specified under the rules for review procedures.
- b. Regular Order of Business for Meetings
- i. Business will be conducted under Robert’s Rules of Order. All issues will be decided by simple majority vote except amendments to the By-Laws, which require a vote of two-thirds (2/3) of the membership.
  - ii. Three (3) members or 60 percent of the non-vacant membership on the HPC constitute a quorum. Meetings without a quorum will be recessed to the earliest possible date.
  - iii. Minutes will be taken during all HPC proceedings.
  - iv. The regular order of business shall be as follows:
    - (a) Call to order.
    - (b) Roll call.
    - (c) Adoptions of minutes.
    - (d) Unfinished business.
    - (e) New business.
    - (f) Other business.
    - (g) Adjournment.
  - v. The regular order of business for consideration for applications for local register review, design review and special valuation review shall be as follows:
    - (a) The Chair or chair-designated person shall offer a preliminary statement concerning the application.
    - (b) The applicant or the designated agent of the applicant presents statements in favor of the application including relevant pictures, models, etc.
    - (c) Statements in opposition to the application.
    - (d) Comments by interested persons, organizations, or legal entities.
    - (e) Rebuttal by all concerned parties.
    - (f) Staff comments.
    - (g) Summary of above by Chair or chair-designated person.
    - (h) Deliberation by Commission.
    - (i) Motion for action.
    - (j) Vote.

During the course of the meeting, the above procedure may be temporarily modified by the concurrence of all parties and the HPC.

- vi. The HPC shall act on each application at the meeting unless a majority of the Commission decide to defer consideration to a later date. Requests for continuance may be granted if all parties agree. The Chair will publicly announce the

continuance, and the case automatically set on the agenda for the next regularly scheduled meeting. In such a case, no further notice is required for the principles in the case.

- c. Plan for copying, distributing and implementing rules
  - i. The master copies of all historic preservation related rules and procedures, application standards, criteria, and standard forms will remain on file with the City of Stanwood. Copies of all forms will be posted on the City's website.

#### **H. AMENDING BY-LAWS**

These by-laws may be amended at any regularly scheduled meeting of The Stanwood Historic Preservation Commission by a 2/3 vote of the attending membership provided the amendment has been submitted in writing.



## **Memorandum of Understanding (MOU)**

### **Between the City of Stanwood and the Stanwood Historical Society Regarding Historic Preservation Partnership**



---

#### **I. PARTIES**

This Memorandum of Understanding (“MOU”) is entered into by and between the City of Stanwood, a municipal corporation of the State of Washington (“City”), and the Stanwood Historical Society, a Washington nonprofit organization (“Society”). The City and the Society may be referred to individually as a “Party” and collectively as the “Parties.”

#### **II. PURPOSE**

The purpose of this MOU is to establish a cooperative partnership between the Parties to promote, preserve, and enhance historic and cultural resources within the City of Stanwood. Through this partnership, the Parties intend to support public awareness, education, and to collaborate on preservation-related projects and initiatives.

#### **III. BACKGROUND**

The City recognizes the importance of preserving historic resources as part of its community identity, cultural heritage, and economic vitality. The Society is dedicated to collecting, preserving, and sharing the history of the Stanwood area and possesses expertise and resources that support these goals.

The Parties share a mutual interest in fostering historic preservation and agree to collaborate in ways that benefit the community.

#### **IV. SCOPE OF COLLABORATION**

The Parties agree to cooperate in areas including, but not limited to:

- **Historic Resource Inventories**  
Identification and documentation of historic buildings, structures, sites, and districts.
- **Historic Surveys**  
Conducting reconnaissance and historic building surveys consistent with local, state, and federal standards.
- **Historic Register Nominations**  
Preparation and support of nominations to local, state, and/or national historic registers.
- **Public Education and Outreach**  
Development of brochures, interpretive materials, walking tours, and other educational resources.
- **Archival and Research Support**  
Sharing historical records, photographs, and research to support preservation efforts.
- **Grant Support**  
Collaboration on grant applications and administration related to historic preservation.

## **V. ROLES AND RESPONSIBILITIES**

### **A. City of Stanwood**

The city agrees to:

- Adopt a historic preservation ordinance and staff the associated commission.
- Support integration of preservation efforts into planning, permitting, and development processes.
- Provide staff support, as available, for project coordination.
- Ensure compliance with applicable local, state, and federal regulations.

### **B. Stanwood Historical Society**

The Society agrees to:

- Provide subject matter expertise in local history and preservation
- Assist in identifying historically significant properties and resources
- Lead or co-lead educational and interpretive efforts
- Maintain historical records and archives
- Participate in project planning and implementation
- Engage volunteers and community members in preservation activities.

## **VI. PROJECTS AND ACTIVITIES**

Specific projects and activities may be identified and agreed upon by the Parties from time to time. Such projects may include, but are not limited to:

- Historic site restoration or rehabilitation efforts
- Development of trails or walking tours that highlight Stanwood's historic sites
- Oral history collection and documentation
- Archival digitization projects
- Historic landmark designation or recognition programs

Project-specific details, including roles, timelines, and funding, may be documented separately.

## **VII. FUNDING AND RESOURCES**

This MOU does not obligate either party to expend funds. Any financial commitments will be addressed through separate agreements, grants, or approved budgets.

Potential funding sources include grants, city funds, donations, in-kind contributions , or any other jointly pursued funding opportunity.

## **VIII. TERM AND TERMINATION**

This MOU shall become effective upon signature by both parties and will remain in effect for a term of five (5) years unless terminated earlier. Either party may terminate this MOU by providing thirty (30) days' written notice to the other party.

## **IX. COMMUNICATION AND COORDINATION**

Each party shall designate a primary point of contact responsible for communication and coordination under this agreement. The parties agree to maintain regular communication through scheduled meetings, which may occur quarterly or as otherwise needed to support ongoing collaboration. Additionally, both parties will provide periodic updates on activities, progress, and any relevant issues to ensure alignment and effective implementation of shared objectives.

## **X. NON-BINDING NATURE**

This Memorandum of Understanding (MOU) is intended solely to outline the mutual intentions and cooperative efforts of the parties and does not constitute a legally binding contract or create any enforceable rights or obligations. It reflects a shared commitment to collaborate in good faith toward the goals described herein, while recognizing that all activities are subject to the availability of resources, applicable laws, and each party's internal policies and procedures.

## **XI. LIABILITY AND INDEMNIFICATION**

Each party shall be solely responsible for its own acts, omissions, and the acts or omissions of its officers, employees, agents, and contractors. Nothing in this MOU shall be construed as creating any obligation for one party to assume liability for the other party. To the extent permitted by law, each party agrees to defend, indemnify, and hold harmless the other party from any claims, damages, or liabilities arising out of its own actions or performance under this MOU.

## **XII. AMENDMENTS**

This MOU may be amended or modified at any time by mutual written agreement of both parties. Any such amendments shall be in writing, signed by authorized representatives of each party, and shall become effective on the date specified in the amendment.

**XIII. SIGNATURES**

DATED this \_\_\_\_ day of \_\_\_\_\_, 2026.

CITY OF STANWOOD

STANWOOD AREA HISTORICAL  
SOCIETY

By

By

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

\_\_\_\_\_  
Name, Title

- 
- 
- 
- APPROVED AS TO FORM:

- 
- 
- 
- By \_\_\_\_\_
- Nikki Thompson, City Attorney

# HISTORIC PROPERTY INVENTORY FORM

State of Washington, Department of Community Development  
 Office of Archaeology and Historic Preservation  
 420 Golf Club Road, P.O. Box 48343  
 Olympia, WA 98504-8343 (360) 407-0753

## IDENTIFICATION SECTION

Field Site No. \_\_\_\_\_ OAHF No. \_\_\_\_\_ DATE RECORDED \_\_\_\_\_  
 Site Name: Historic  
 Common \_\_\_\_\_ Same \_\_\_\_\_  
 Field Recorder \_\_\_\_\_  
 Owner's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip Code \_\_\_\_\_

## LOCATION SECTION

Address \_\_\_\_\_  
 City/Town/County/Zip Code \_\_\_\_\_  
 Twp. \_\_\_\_\_ Range \_\_\_\_\_ ¼ Section \_\_\_\_\_ ¼ Section \_\_\_\_\_  
 Tax No./Parcel No. \_\_\_\_\_ Acreage \_\_\_\_\_  
 Quadrangle or map name \_\_\_\_\_  
 UTM References Zone \_\_\_\_\_ Easting \_\_\_\_\_ Northing \_\_\_\_\_  
 Plat/Block/Lot \_\_\_\_\_  
 Supplemental Map(s) \_\_\_\_\_

### Status

- Survey/Inventory
- National Register
- State Register
- Determined Not Eligible
- Other (HABS, HAER, NHL)
- Local Designation

### Classification

- District
- Site
- Building
- Structure
- Object
- District/Thematic Nomination Theme \_\_\_\_\_

### District Status

- NR
- SR
- LR
- INV

- Contributing
- Non-Contributing

### Photography

Photography Neg. No. \_\_\_\_\_  
 (Roll No. & Frame No.) \_\_\_\_\_  
 View of \_\_\_\_\_  
 Date \_\_\_\_\_

## DESCRIPTION SECTION

### Materials & Features/Structural Types

Building Type \_\_\_\_\_  
 Plan \_\_\_\_\_  
 Structural System \_\_\_\_\_  
 No. of Stories \_\_\_\_\_

### Roof Type

- Gable
- Flat
- Monitor
- Gambrel
- Hip
- Pyramidal
- Shed
- Other (specify) \_\_\_\_\_

### Roof Material

- Wood Shingle
- Composition
- Wood
- Build-Up
- Tile
- Metal (specify) \_\_\_\_\_
- Other (specify) \_\_\_\_\_
- Not visible

### Foundation

- Log
- Post & Pier
- Stone
- Brick
- Concrete
- Block
- Poured
- Other (specify) \_\_\_\_\_
- Not visible

### Cladding (Exterior Wall Surfaces)

- Log
- Horizontal Wood Siding:
- Rustic/Drop
- Wood Shingle
- Board and Batten
- Vertical Board
- Asbestos/Asphalt
- Concrete/Concrete reinforced
- Vinyl/Aluminum Siding

- Stucco
- Clapboard
- Brick
- Stone
- Terra Cotta
- Metal (specify) \_\_\_\_\_
- Other (specify) \_\_\_\_\_

### High Styles/Forms

- Greek Revival
- Revival/Mediterranean
- Gothic Revival
- Italianate
- Second Empire
- Romanesque Revival
- Stick Style
- Queen Anne
- Shingle Style

- Colonial Revival
- Beaux Arts/Neoclassical
- Chicago/Commercial Style
- American Foursquare
- Mission Revival
- Northwest Style
- Commercial Vernacular
- International Style
- Spanish Colonial

- Tudor Revival
- Craftsman/Arts & Crafts
- Bungalow
- Prairie Style
- Art Deco/Art Modern
- Rustic Style
- Residential Vernacular (below)
- Other (specify) \_\_\_\_\_

### Integrity *Include detailed descriptions in Description of Physical Appearance*

	Intact	Slight	Moderate	Extensive
Changes to plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Changes to windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Changes to original cladding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Changes to interior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Vernacular House Types

- Gable front
- Gable front and wing
- Side gable
- Cross gable
- Pyramidal/Hipped
- Other (specify) \_\_\_\_\_

## NARRATIVE SECTION

### Study Unit Themes

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Agriculture                         | <input type="checkbox"/> Conservation              | <input type="checkbox"/> Politics/Government Law           |
| <input type="checkbox"/> Architecture/Landscape Architecture | <input type="checkbox"/> Education                 | <input type="checkbox"/> Religion                          |
| <input type="checkbox"/> Arts                                | <input type="checkbox"/> Entertainment/Recreation  | <input type="checkbox"/> Science & Engineering             |
| <input type="checkbox"/> Commerce                            | <input type="checkbox"/> Ethnic Heritage (specify) | <input type="checkbox"/> Social Movements/Organizations    |
| <input type="checkbox"/> Communications                      | <input type="checkbox"/> Health/Medicine           | <input type="checkbox"/> Transportation                    |
| <input type="checkbox"/> Community Planning                  | <input type="checkbox"/> Manufacturing/Industry    | <input type="checkbox"/> Other (specify)                   |
| <input type="checkbox"/> Arts                                | <input type="checkbox"/> Military                  | <input type="checkbox"/> Study Unit Sub-Theme(s) (specify) |

### Statement of Significance

Date of Construction

Architect/Engineer/Builder

- In the opinion of the surveyor, this property appears to meet the criteria of the National Register of Historic Places
- In the opinion of the surveyor, this property is located in a potential historic district (National and/or local)

### Description of Physical Appearance

### Major Bibliographic References



**NARRATIVE SECTION**

Areas of Significance/Study Unit Themes: (check one or more of the following)

- |                                     |                                     |                           |                                     |                                |                          |
|-------------------------------------|-------------------------------------|---------------------------|-------------------------------------|--------------------------------|--------------------------|
| Agriculture                         | <input type="checkbox"/>            | Conservation              | <input type="checkbox"/>            | Military                       | <input type="checkbox"/> |
| Architecture/Landscape Architecture | <input checked="" type="checkbox"/> | Education                 | <input type="checkbox"/>            | Politics/Government/Law        | <input type="checkbox"/> |
| Arts                                | <input type="checkbox"/>            | Entertainment/Recreation  | <input type="checkbox"/>            | Religion                       | <input type="checkbox"/> |
| Commerce                            | <input checked="" type="checkbox"/> | Ethnic Heritage (specify) | <input type="checkbox"/>            | Science & Engineering          | <input type="checkbox"/> |
| Communications                      | <input type="checkbox"/>            | Health/Medicine           | <input type="checkbox"/>            | Social Movements/Organizations | <input type="checkbox"/> |
| Community Planning/Development      | <input type="checkbox"/>            | Manufacturing/Industry    | <input checked="" type="checkbox"/> | Transportation                 | <input type="checkbox"/> |
|                                     |                                     |                           |                                     | Other (Specify)                | <input type="checkbox"/> |

Statement of Significance: (Reference names, dates, events, areas of significance/study unit themes)

Date of Construction: 1898-1899  
 Architect/Builder: W. W. Felton  
 Historical Significance:

The residence at 314 North 2nd Street is associated with North Yakima's earliest development period (1885- 1900). Properties in North Yakima Section 19, Township 13, Range 19 were platted February 29, 1885. Homes in this section of Yakima bordered downtown and catered to owners whose business or place of work was in town. This house is significant as an excellent example of the "Queen Anne" style built at the turn-of-the-century by architects who were beginning to establish businesses in Yakima for upper-income families in business and professions. The Miller House represents the larger, two-story residences built in the "Queen Anne" style in Yakima for affluent families. Its size, interior, carriage house and site make this the most outstanding house of its style in an area where prestigious homes have been razed for commercial construction. The north corner of the front elevation was originally constructed with a conical roof to give the appearance of the typical "Queen Anne" tower. This roof detail was removed sometime after 1909; the porte cochere was also a later addition. The "Queen Anne" style appears in the hipped roof and projecting bays with gabled roofs. The Free Classic influences prevalent throughout the residence in the "Tuscan" columns, pedimented entry, and colossal pilasters.

Additional Description of Physical Appearance & Significant Architectural Features: (Architectural significance; can include interior & site features; address integrity issues specifically)

The Miller House at 314 North 2nd Street is a two story wood frame residence with attic. The building exhibits Queen Anne influences of projecting bays in square, rounded and angled forms with recessed windows set in shingled gables and with decorations in the "Classical" style. The building is organized around a square plan with hipped, wood shingled roof having projecting bays with gabled roof and a hipped porch and "porte cochere" supported by unfluted "Tuscan" columns with capitals and bases. The building has clapboard siding and engaged piers at corners, a decorated frieze with garlands and wood shingles within the gabled ends. The focal window is formed by a projecting bay with curved window of 1/1 lights. The rounded front bay (east) is repeated above with curved windows and two leaded glass side-lights flanking the central fixed unit. A carriage house is located at the rear with hipped roof with vent cupola. This 1 1/2 story building has clapboard siding with shingles in gable ends. Some landscaping has given way to a parking area along north side. The integrity of this building is maintained. The portion of the yard paved for parking does diminish the sense of the setting for the original design. The interior retains many of the original residential

For Bibliographic References: (Include books, periodicals, manuscripts, newspapers, legal documents, maps, photos, oral sources, etc.)

Newhill, Jim and Herb Blisard. Yakima: A Centennial Perspective 1885-1985. Franklin Press, Yakima, 1984. p. 77.  
 Ringrose, Karen. Manuscript. nd. ca. 1984. (Yakima Valley Museum, Archives).  
 Jackson, Gary L. Remembering Yakima: By Those Who Were There. Golden West Publishing, Yakima, 1975. p. 54-55.  
 Lyman, W.D. History of the Yakima Valley, Washington. 2 vols. J.J. Clarke, 1919. Vol. 2, p. 179-180.  
 Spencer, Lloyd. History of the State of Washington. Vol. 3. American Historical Society, Ithaca, N.Y., ca. 1937. p. 77-78.  
Yakima Herald-Republic. July 22, 1969.  
Yakima, Bountiful and Beautiful. Brooks and Schreiber Publishers, North Yakima. nd. ca. 1909. p. 13.  
 Holstein, Craig. A Survey and Inventory of Historic Resources in the City of Yakima, Washington. Cheney, Washington, 1985. Inventory Form 39-13.  
Yakima Herald. December 18. 1899.



## City of Stanwood City Council Staff Report

**Item Number:** 11.a.  
**Date:** May 28, 2026  
**Subject:** Adopt Resolution 2026-09 Reclassify Planner to Planning Manager and Approve Job Description and Salary Range  
**Contact Person:** Pat Adams, Human Resource Manager  
**Attachments:**  
1. Attachment A - Planning Manager Job Description  
2. Attachment B - Resolution 2026-09 Updating NR Salary Schedule

---

### **ISSUE**

The issue before the City Council is to request City Council approval to reclassify the existing Senior Planner position to Planning Manager, approve the Planning Manager job description, and pass Resolution 2026-09, authorizing placement of the position within the City's non-represented salary schedule.

### **STAFF RECOMMENDATION**

Staff recommends that City Council approve the reclassification of the Senior Planner position to Planning Manager, approve the Planning Manager job description, and authorize placement of the position within the City's salary schedule at the proposed management-level salary range.

### **BACKGROUND**

The City's current Senior Planner classification is responsible for professional planning work, including current and long-range planning, implementation of the Comprehensive Plan, review of zoning and development applications, coordination of special projects, public presentations, consultant coordination, and support to boards, commissions, hearing examiners, and the public. The current Senior Planner job description also implies the position may exercise supervision over planners, assistants, consulting planners, support staff, temporary employees, or volunteers.

The Community Development Department's operational needs have continued to evolve. In addition to advanced planning work, the department now requires a stronger management-level position to provide direct supervision, coordinate departmental priorities, assist with complex planning and policy matters, support staff development, directly oversee consultant work, provide continuity of operations, and serve as acting department leadership when the Community Development Director is unavailable.

The proposed Planning Manager classification incorporates core professional planning duties from the existing position, while expanding the role to include formal management responsibilities. The City's proposed Planning Manager job description includes management responsibility for planning services and activities, development and implementation of departmental goals, work plan coordination, staff supervision, training and development, performance evaluation, budget support, complex development review, code revisions, and staff support to City Council, Planning Commission, Hearing Examiner, and other groups.

The proposed Planning Manager's minimum requirements include a bachelor's degree or equivalent coursework in urban planning, geography, or a related field, and eight years of increasingly responsible professional planning experience, including two years of administrative and supervisory responsibility.

## **ANALYSIS**

Staff recommends reclassifying the Senior Planner position to Planning Manager to better align this classification with the Community Development Department's current and future operational needs.

The proposed Planning Manager classification establishes a management layer needed within the department. In addition to advanced planning responsibilities, the position would provide direct supervision, coordinate assigned staff and consultant work, support departmental priorities, assist with policy and code implementation, and provide day-to-day operational support to the Community Development Director.

A key component of the proposed role is direct supervision of the Business and Community Relations Coordinator and the Communications and Marketing Specialist positions. This will create a clearer reporting structure and strengthen coordination between planning, economic development, public information, community engagement, and implementation of City priorities.

The Planning Manager would also serve as Acting Community Development Director in the Director's absence. This provides continuity of leadership, reduces operational bottlenecks, and ensures the department remains responsive when the Director is unavailable. It also provides needed relief to the Director by allowing routine supervisory, coordination, and operational matters to be addressed at the manager's level.

The reclassification also supports succession planning. By formally assigning supervisory, management, and acting-director responsibilities, the City creates an internal leadership pathway within the Community Development Department. This helps to better prepare the department for future transitions, extended absences, or vacancies.

This is not a title change alone. The proposed reclassification reflects a substantive expansion in duties and responsibilities. Establishing the Planning Manager classification will improve accountability, strengthen internal coordination, provide relief to the Director, and better position the department to meet increasing planning, development, communications, economic development, and community engagement demands.

### **SALARY PROPOSAL**

Staff recommends placement of the Planning Manager classification at a salary range that appropriately distinguishes it from the Senior Planner classification and reflects the expanded management-level responsibilities of the position.

The proposed Planning Manager role includes additional duties and expectations beyond the current Senior Planner classification, including:

- Direct supervision of assigned Community Development Department staff, including the Economic Development and Communications positions.
- Acting Director responsibilities in the Community Development Director's absence.
- Greater responsibility for work planning, staff coordination, consultant oversight, and project management.
- Advanced support for code updates, Comprehensive Plan implementation, public engagement, and complex development review.
- Increased responsibility for interdepartmental coordination, public meeting support, and continuity of department operations.

For these reasons, staff recommends that the Planning Manager position be aligned with other non-represented management classifications of comparable responsibility, scope, supervisory authority, and organizational impact and placed at the existing Finance Manager and Public Works Manager monthly salary range of \$10,323 minimum to \$11,732 maximum.

### **FINANCIAL IMPACT**

The financial impact will depend on the incumbent's placement within the approved range. The position is currently budgeted as a Senior Planner. Reclassifying the position to Planning Manager will result in an increased monthly salary cost of approximately \$981.00. The estimated additional cost is \$4,905.00 for the remainder of the fiscal year and \$11,772.00 on an annualized basis.

The increased cost is justified by the expanded scope of the position, including direct supervision, acting director responsibilities, increased management support, succession planning benefits, and improved operational continuity within the Community Development Department.

### **COUNCIL OPTIONS**

1. Approve the reclassification of the Senior Planner position to Planning Manager, approve the Planning Manager job description, and authorize the proposed salary range placement.
2. Approve the Planning Manager job description and reclassification, but direct staff to return with additional salary comparison data before final salary range placement.
3. Modify the proposed reclassification or job description and direct staff to bring back a revised version for further consideration.
4. Do not approve the reclassification and retain the existing Senior Planner classification.

### **RECOMMENDED MOTION**

**"I MOVE TO APPROVE THE RECLASSIFICATION OF THE SENIOR PLANNER POSITION TO PLANNING MANAGER, APPROVE THE PLANNING MANAGER JOB DESCRIPTION, AND ADOPT RESOLUTION 2026-09 AUTHORIZING THE POSITION BE ADDED AND PLACED ON THE CITY'S NON-REPRESENTED SALARY SCHEDULE."**



## POSITION DESCRIPTION

**Title:** Planning Manager  
**Department:** Community Development  
**FLSA Status:** Exempt  
**Union Status:** Non-Represented

### GENERAL DESCRIPTION

Under general administrative direction of the Community Development Director, plans, directs, manages, and oversees assigned planning programs, services, and activities of the Community Development Department. The Planning Manager performs advanced professional planning work involving current and long-range planning, land use and development review, implementation and update of the Comprehensive Plan, review of zoning and development applications, preparation of code amendments and ordinances, and coordination of special projects.

### SUPERVISION RECEIVED

Works under the supervision of the Community Development Director.

### SUPERVISION EXERCISED

Exercises direct supervision of assigned Community Development Department staff, including the Business and Community Relations Coordinator and the Communications and Marketing Specialist positions. Provides direction, assigns work, reviews work products, evaluates performance, supports professional development, and assists with corrective action or personnel recommendations consistent with City policies. May also exercise direct or functional supervision over planning staff, consultants, technical staff, support staff, temporary employees, interns, or volunteers, as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, manages, coordinates, and participates in the City's current and long-range planning programs, including land use review, zoning administration, development review, code amendments, public involvement, and Comprehensive Plan implementation.
2. Assists the Community Development Director in managing assigned Community Development Department operations, services, goals, objectives, priorities, policies, and procedures.
3. Serves as the Acting Community Development Director in the Director's absence, as assigned, including providing department leadership, responding to operational needs, coordinating with City leadership, and ensuring continuity of department services.



## POSITION DESCRIPTION

4. Manages the Historic Preservation, Economic Development and Percent for Arts programs. Assists the Community Development Director with the City Beautification and Twin City Mile programs.
5. Plans, directs, coordinates, and reviews assigned work plans, projects, programs, and service delivery methods; assigns and completes work activities; monitors timelines; reviews work products; and works with staff and consultants to identify and resolve problems.
6. Reviews, processes, and manages complex land use and development applications, including subdivisions, site plans, housing, commercial, industrial, mixed-use, and other development proposals.
7. Determines conformity with the Stanwood Municipal Code, zoning regulations, Comprehensive Plan, development standards, environmental regulations, and other applicable plans and policies; recommends approval, conditions of approval, mitigation measures, or identifies issues and alternatives.
8. Conducts or oversees review of environmental checklists and related environmental information to ensure compliance with the State Environmental Policy Act; evaluates potential impacts and recommends mitigation measures as appropriate.
9. Assists in the implementation and administration of applicable planning statutes and programs, including the Growth Management Act, Shoreline Management Act, State Environmental Policy Act, and other applicable federal, state, regional, and local requirements.
10. Coordinates, leads, and participates in updates to the City's Comprehensive Plan, development regulations, subarea plans, shoreline regulations, housing strategies, transportation-related planning, capital facility planning, and other long-range plans and policy initiatives.
11. Prepares and presents staff reports, recommendations, ordinances, resolutions, code amendments, administrative rules, procedures, public notices, correspondence, and other written materials related to planning and development review.
12. Provides staff support to the Planning Commission, City Council, Hearing Examiner, and other boards, commissions, committees, and task forces as assigned; prepares agendas, staff reports, presentations, findings, and recommendations.
13. Provides information, technical assistance, and interpretation to developers, property owners, applicants, contractors, architects, engineers, City staff, elected and appointed



## POSITION DESCRIPTION

- officials, and the public regarding land use laws, zoning, permit procedures, standards, policies, and requirements.
14. Responds to and resolves difficult, complex, or sensitive citizen inquiries, complaints, code interpretation questions, and development review issues in a professional and constructive manner.
  15. Coordinates planning activities with other City departments, outside agencies, tribal governments, regional planning organizations, state agencies, consultants, utilities, and community stakeholders.
  16. Manages and directs the work of planning consultants, technical consultants, and other professional service providers as assigned; reviews consultant work products for accuracy, consistency, quality, and alignment with City goals.
  17. Coordinates and participates in public involvement programs, open houses, neighborhood meetings, workshops, and other outreach efforts related to planning projects, development regulations, and long-range planning initiatives.
  18. Conducts, organizes, or oversees research studies regarding planning issues, land use, zoning, urban design, population trends, housing, transportation, environmental issues, community needs, and related topics
  19. Reviews and recommends revisions to codes, standards, procedures, and policies to improve clarity, consistency, efficiency, customer service, and compliance with current law and City goals.
  20. Assists in department budget preparation and administration as assigned; monitors assigned project budgets, consultant contracts, grant-funded work, and expenditures.
  21. May participate in site inspections, development inspections, and field reviews to evaluate compliance with approved plans, permits, regulations, and conditions of approval.
  22. Establishes and maintains positive working relationships with City staff, applicants, developers, consultants, community organizations, state and local agencies, elected and appointed officials, and the public.
  23. Attends professional development workshops, conferences, and professional group meetings to stay current on trends, laws, best practices, and developments in municipal planning.
  24. Performs other related duties as assigned.



## POSITION DESCRIPTION

### DESIRED MINIMUM QUALIFICATIONS

#### Education and Experience:

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

#### *Education/Training:*

Equivalent to a bachelor's degree from an accredited college or university with major course work in urban planning, geography, or a related field.

#### *Experience:*

Eight years of increasingly responsible professional planning experience, including two years of administrative and supervisory responsibility.

#### Necessary Knowledge, Skills and Abilities:

##### *Knowledge of:*

- Advanced principles and practices of municipal planning, zoning, land use, urban design, and community development.
- Washington zoning and land use laws including the comprehensive planning process.
- Growth Management Act, State Environmental Policy Act, Shoreline Management Act, development review, and related local, state, and federal planning requirements.
- Land use regulation concepts, including zoning, subdivisions, variances, conditional uses, density, design standards, nonconforming uses, and development agreements.
- Current and long-range planning practices, public involvement processes, permit procedures, and development review requirements.
- Principles and practices of program development, project management, policy development, and public administration.
- Principles and practices of supervision, training, coaching, performance evaluation, and work planning.
- Research methods, statistical analysis, data collection, and preparation of planning studies and reports.
- Environmental impact assessment and mitigation practices.
- Methods and techniques of effective technical report preparation, presentation, and public communication.
- Municipal budget preparation and administration, as applicable to assigned programs and projects.
- Customer service, public relations, conflict resolution, and interpersonal



## POSITION DESCRIPTION

communication using tact, patience, professionalism, and courtesy.

- City organization, operations, policies, objectives, procedures, Personnel Policy, and Code of Conduct.
- Office procedures, records management, computers, permit systems, GIS applications, word processing, spreadsheets, databases, and related software.

### *Ability to:*

- Manage and participate in a comprehensive municipal planning program.
- Develop, recommend, and administer goals, objectives, procedures, policies, and work plans.
- Supervise, lead, train, mentor, and evaluate assigned staff and consultants.
- Plan, organize, prioritize, and manage multiple complex projects and deadlines.
- Review and process complex land use and development applications.
- Read, interpret, apply, and explain laws, regulations, codes, plans, policies, procedures, maps, plats, site plans, building plans, and engineering/construction drawings.
- Prepare clear, concise, accurate, and legally defensible staff reports, findings, recommendations, ordinances, resolutions, correspondence, and administrative documents.
- Make effective oral presentations at public hearings, public meetings, and community events.
- Communicate effectively, both orally and in writing, with architects, contractors, developers, property owners, supervisors, employees, elected and appointed officials, agencies, and the public.
- Analyze complex planning problems, identify alternatives, evaluate consequences, and recommend effective solutions.
- Exercise sound judgment, initiative, discretion, and professionalism in sensitive or high-pressure situations.
- Provide quality customer service while fairly and consistently administering City regulations.
- Coordinate effectively with other departments, agencies, consultants, boards, commissions, and community stakeholders.
- Manage and participate in public involvement processes.
- Maintain composure, professionalism, and objectivity in stressful or controversial situations.
- Work independently with limited direction and as a collaborative member of a team.
- Produce high-quality work products in a timely and efficient manner.
- Maintain regular attendance and attend evening meetings as required.



## POSITION DESCRIPTION

### **SPECIAL REQUIREMENTS:**

This position may be required to use city vehicle periodically. Valid State Driver's License or ability to obtain one within 30 days of hire and a good driving record is required.

### **TOOLS AND EQUIPMENT USED**

Personal computer, permit tracking software, GIS applications, word processing software, spreadsheet and database software, motor vehicle, calculator, telephone, copy/scanning equipment, presentation equipment, and other standard office and planning-related tools.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is frequently required to speak and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is primarily an indoor office. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.



## POSITION DESCRIPTION

### SELECTION GUIDELINES

Formal application, evaluation of education and experience, oral interview(s) and job-related tests may be required. Must successfully pass pre-employment screening, including reference check, criminal background, and driver's records check.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and subject to change by the employer as the needs of the employer and requirements of the job change.*

DRAFT

**CITY OF STANWOOD**  
**Stanwood, Washington**

**RESOLUTION 2026-09**

**A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON AMENDING THE NON-REPRESENTED EMPLOYEE SALARY SCHEDULE TO INCLUDE THE CLASSIFICATION OF PLANNING MANAGER, EFFECTIVE MAY 28, 2026.**

**WHEREAS**, pursuant to RCW 35A.11.020, the City Council has the authority to fix the annual compensation for employees through budget allocation for personnel and benefits; and

**WHEREAS**, on May 28, 2026, the City Council approved the addition of Planning Manager to the existing non-represented salary schedule; and

**WHEREAS**, it is necessary and appropriate to establish the 2026 salary schedules for employees of the City of Stanwood by Resolution of the City Council;

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

The Planning Manager classification shall be added to the city's non-represented position schedule. The monthly base compensation shall be as set forth below:

City of Stanwood - Non-Represented 2026	Salary Schedule				
Position Title	Step 1	Step 2	Step 3	Step 4	Step 5
<i>Planning Manager</i>	\$10,323	\$10,676	\$11,026	\$11,380	\$11,732

PASSED AND APPROVED by the City Council of the City of Stanwood this 28th day of May 2026.

CITY OF STANWOOD

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

ATTEST:

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

APPROVED AS TO FORM:

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



## City of Stanwood City Council Staff Report

**Item Number:** 11.b.  
**Date:** May 28, 2026  
**Subject:** Adopt Resolution 2026-10 Declaration of Emergency  
Relating to Skagit Bay Dike Erosion Damage  
**Contact Person:** Shawn Smith, City Administrator  
**Attachments:** 1. Resolution 2026-10 Ratify Dike Emergency

---

### **ISSUE**

This issue before the Council is to consider Adopting Resolution 2026-10 Declaration of Emergency.

### **STAFF RECOMMENDATION**

Staff recommends that Council adopt Resolution No. 2026-10 ratifying and affirming the Mayor's emergency declaration related to erosion damage at the Skagit Bay Dike.

### **COMMITTEE RECOMMENDATION**

Public Works Committee has been briefed on the levee damage and repair plan.

### **BACKGROUND**

Recent damage to the Skagit Bay Dike created an immediate threat to public infrastructure, businesses, and properties within the City. Due to the urgent nature of the situation and the need to rapidly mobilize protective measures, the Mayor declared an emergency on May 5, 2026 pursuant to authority granted under RCW Chapter 38.52.

Following the declaration, City staff has coordinated with local and federal permitting agencies. Permits will be required from the Army Corp of Engineers, Washington State Department of Fish and Wildlife, and the Department of Ecology. Staff and project team are working through applying for permits.

The attached resolution formally ratifies the Mayor's emergency declaration and affirms the emergency actions already taken by staff.

## **ANALYSIS**

Adoption of Resolution No. 2026-10 provides the City with important emergency response authorities intended to protect public health, safety, and welfare during the ongoing flood risk event.

Specifically, the resolution:

- Allows the City to procure contractors, equipment, and materials more quickly by waiving standard competitive bidding requirements permitted under state law during emergencies;
- Enables staff to rapidly mobilize emergency repair work necessary to stabilize the dike and reduce flood risk;
- Provides an expedited pathway for emergency permitting and related response activities associated with flood protection measures;
- Ratifies and affirms actions already taken by City staff in response to the emergency declaration; and
- Authorizes additional emergency measures if future protective actions become necessary.

These authorities are critical in emergency situations where delays associated with normal procurement and permitting timelines could increase the risk of infrastructure failure, flooding, or property damage.

## **FINANCIAL IMPACT**

Staff plans to use grant funds from Snohomish County totally in \$1,750,000 for the repairs.

## **RECOMMENDED MOTION**

**"I MOVE TO ADOPT RESOLUTION NO. 2026-10 RATIFYING AND AFFIRMING THE MAYOR'S EMERGENCY DECLARATION RELATED TO SKAGIT BAY DIKE EROSION DAMAGE."**

## RESOLUTION NO 2026-10

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANWOOD RATIFYING AND AFFIRMING A DECLARATION OF EMERGENCY BY THE MAYOR OF THE CITY RELATING TO SKAGIT BAY DIKE EROSION DAMAGE AND WAIVING COMPETITIVE BIDDING REQUIREMENTS

**WHEREAS**, the Revised Code of Washington (RCW) Chapter 38.52 authorizes the Mayor to exercise emergency powers; and

**WHEREAS**, the Skagit Bay Dike has recently experienced serious erosion, requiring immediate repairs to protect life and businesses within the City; and

**WHEREAS**, on May 5, 2026, the Mayor, in exercise of his powers, declared an emergency and staff proceeded to hire a contractor and purchase dirt and other materials; and

**WHEREAS**, the health, safety, and welfare of City residents, businesses, visitors, and staff is of utmost importance to the City and additional future measures may be needed to protect the community; and

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

#### **SECTION 1**

In order to promptly address emergency repairs and purchase of necessary flood related items, pursuant to RCW 36.40.180, RCW 38.52.070(2), and RCW 39.04.280(3), and the Mayor's Declaration of May 5, 2026, which is hereby ratified and confirmed, an emergency exists, and the requirements of competitive bidding and public notice are hereby waived with reference to any contract relating to repairs or purchases required to address the flood event. Each designated department is hereby authorized to exercise the powers vested in the Declaration and prior actions of staff are hereby ratified and affirmed.

APPROVED AND ADOPTED this 28<sup>th</sup> day of May, 2026.

APPROVED:

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

APPROVED AS TO FORM:

ATTEST:

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

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