

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Monday, November 22, 2021



AGENDA
CITY COUNCIL SPECIAL MEETING
Monday, November 22, 2021 – 7:00 p.m.
This meeting will be conducted by telephone
and online, connection information will be
posted on City Website—
<https://www.stanwoodwa.org>

Stanwood City Hall
10220 270th St. NW, Stanwood, WA 98292

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF THE AGENDA**
4. **CITIZEN COMMENTS**
Anyone wishing to provide written or oral public comment, must pre-register by 9:00 a.m. the day of the meeting, by calling 360-454-5213, or by clicking on this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>
5. **STAFF REPORTS**
 - a. Police Compstat Report – October 2021
6. **COMMITTEE REPORTS**
 - a. Public Works Committee Meeting Minutes – November 01, 2021
7. **CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks
 - b. Approve November 08, 2021 Regular City Council Meeting Minutes
8. **OLD BUSINESS**
 - a. Third Reading and Final Adoption of Ordinance 1499—Permit Procedures and Permitted Use Matrix Code Amendment
 - b. Second Reading and Final Adoption of Ordinance 1500—2022 Property Tax Levy
 - c. Resolution 2021-12 – Capital Improvement Plan Update—2022-2027
9. **PUBLIC HEARING**
Anyone wishing to provide written or oral public comment, must pre-register by 9:00 a.m. the day of the meeting by, by calling 360-454-5213, or by clicking on this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/Council-Meeting-Public-Hearing-Public-Co-69>
 - a. Mid-Biennium Budget Amendment
 - i. Receive Public Comment on the Proposed Ordinance
 - ii. Second Reading and Final Adoption of Ordinance 1501
10. **NEW BUSINESS**
 - a. Resolution 2021-13 – 2022 Salary & Benefit Schedule Amendment
11. **CITIZEN CLOSING COMMENTS – REMOVED VIA MOTION AT THE 3-26-20 MEETING**
12. **REPORTS OF OFFICERS AND COMMITTEES**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember Reports/Questions
13. **EXECUTIVE SESSION TO DISCUSS POTENTIAL/PENDING LITIGATION PURSUANT TO RCW 42.30.110(1)(i)**
14. **ADJOURN**

Upcoming Meetings:

December 09, 2021 Regular Meeting

January 13, 2022, Regular Meeting

Stanwood Police Department

October 2021

Administrative Personnel

Chief Rob Martin

Sergeant Karl Gilje

Amanda Slattery – Stanwood City Employee

Stacey Davis – Stanwood City Employee

Operational Personnel

	Assigned	Vacancies	Percentage
Sergeants	2	0	100%
MPD	0	0	N/A
Deputies	6	0	100%
SRO	1	0	100%
Detectives	1	0	100%
Total	10	0	100%

Area of Operation

The City of Stanwood contracts its police services through the Snohomish County Sheriff's Office. The population for Stanwood is currently 7,425. Stanwood's city limit encompasses 2.8 square miles.



COMPSTAT REPORT

Type of Crime	October 2021	Year to Date 2021	October 2020	Year to Date 2020
Homicide	0	0	0	0
Rape	1	6	0	3
Robbery	0	0	0	0
Assault	2	37	4	31
Burglary	0	7	4	18
Larceny	8	67	6	119
Motor Vehicle Theft	0	8	1	10
General	October 2021	Year to Date 2021	October 2020	Year to Date 2020
Calls for Service (Incidents)	682	7260	810	7528
Case Reports	43	469	38	468
Traffic Collisions	8	84	8	64
Arrests (Adult/Juvenile)	14	134	7	118
Drug Arrests	0	0	0	6
Warrant Arrests	3	29	1	16
Impaired Driving Arrests	0	14	0	10
Infractions Issued	11	150	24	145
Public Disclosure Requests	26	273	28	325
Concealed Pistol Licenses Issued	52	358	52	224
Pistol Transfer Checks	35	372	33	395
Fingerprinting & Approx. timeframe	17	324=81 hrs	0	78 = 19.5 hrs

City Collisions for October Totals: 8					
Date	Case Number	Location	H & R Injured		Reason
10/1/2021	2021-6574	7300 Block of 276th St NW		x	Medical emergency
10/7/2021	2021-6703	8800 Block of 268th St NW			Failure to stop
10/12/2021	2021-6825	27000 Block of 92nd Ave NW	x		Hit & Run/Exit parking space
10/13/2021	2021-6850	9900 Block of 271st St NW			Hit the gas instead of the breaks
10/20/2021	2021-6990	27000 102nd Ave NW			Distracted driver/Exit parking space
10/25/2021	2021-7101	26700 Block of 72nd Ave NW		x	Failure to yield
10/27/2021	2021-7139	26700 Block of 72nd Ave NW		x	Inattentive
10/29/2021	2021-7188	26700 Block of 72nd Ave NW	x		turned directly into middle lane (not closest lane)

Stanwood Police Department

Detective Report

October Newsletter

October 2021



2021-7076 Vehicle Prowl/Identity Theft



On 10-24-2021 Deputy Lafrance responded to a vehicle prowling complaint in the 28200 block of 70 AV NW, Stanwood. The victim left a purse in her car the evening of 10-23-2021. The victim discovered the passenger window of the car smashed and her purse missing the morning of 10-24-2021.

Detective Martin requested video from Safeway Asset Protection.

The subject shown in the video image used the victim's access devices for unauthorized purchases at the Safeway store in Anacortes on 10-24-2021.

VEHICLE PROWL PREVENTION

Vehicle prowls are the theft of property from a motor vehicle. Most are crimes of opportunity through unlocked doors and open windows. If the suspect sees items in the vehicle that they want there can be expensive damage done to their windows, doors, and locks.

Unfortunately, vehicle prowls are very common. Luckily, they are preventable. Use these easy and inexpensive tips to reduce your risk of becoming a victim of vehicle prowling:

Park and Secure your vehicle:

- Use a garage or secure location whenever possible
- Park in well-lit areas where your car can be seen
- Avoid isolated areas. Park near locations frequently used by pedestrians
- If you hear something suspicious (shattering glass) or see someone looking into vehicles, call 911
- Roll up the windows and lock all doors
- Secure the trunk, hatches, bed-mounted tool boxes, and canopies
- Activate your alarm
- Install anti-theft devices
- Steering wheel locking devices are easy to install and inexpensive
- Car alarms are convenient and effective - Especially if they disable the vehicle's starter when activated
- Install switches to interrupt the fuel supply or electrical systems
- Locking gas caps deters fuel from being siphoned

Stanwood Camano School

District Resource Officer

OCTOBER NEWSLETTER

OCTOBER 2021



DISTURBING “TIKTOK HIGH SCHOOL CHALLENGE”

The popular social media platform TikTok has developed a disturbing trend of “challenging” our high school youth to perform various tasks, month by month. Impressionable young minds see these “challenges” as humorous. Some students have been acting out the recent September challenge of “Vandalize school restrooms”. We’ve found damaged soap dispensers, paper towel dispensers, missing screws/hardware, and graffiti. This September challenge has unfortunately continued on into October, and we continue to find damaged property in restrooms on an almost daily basis. We have stepped up restroom checks, and have ordered more surveillance cameras to cover the front of the restroom entrance/exits to catch those that may be responsible. We have found that a majority of our bad behavior (malicious mischief, vaping, & drug/alcohol use) is occurring in our restrooms where students have their privacy. According to the TikTok challenge, the upcoming monthly challenges are:

- October Smack a staff member
- November Kiss your friend’s girlfriend at school
- December Deck the halls and show your (word for male genitalia)
- January Jab a (female chest area)
- February Mess up school signs
- March Make a mess in the courtyard or cafeteria
- April “Grab some eggz” (A stealing challenge)



VARSITY FOOTBALL MARCHES ON!

Friday Night Lights, October 28th the Stanwood Spartans marched to victory over the Lynnwood Royals 49-14. The high scoring Wing-T offense installed by new Head Coach Jeff Scoma is racking up points this season, while the defense proved to be too much for Lynnwood. The Stanwood Spartans move on to face Lincoln High School in Tacoma for a wildcard game to get into the State playoffs.

THIS IS, BY FAR, THE MOST KIDS I'VE EVER SEEN DRESS UP ON COSTUME DAY





**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 6a

DATE: November 22, 2021

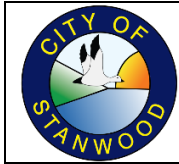
SUBJECT: Public Works Committee Meeting Minutes

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – November 1, 2021 Public Works Committee Minutes

SUMMARY STATEMENT

Minutes from the November 1, 2021 Public Works Committee Meeting are attached to this staff report for approval as presented.



Public Works Committee
Meeting Minutes
November 1, 2021

Councilmembers Present: Judy, Williams, Rob Johnson, Tim Pearce

Staff present: Kevin Hushagen, Shawn Smith, Lisa Sokolik

Call to order at 5:39 pm

Agenda

Discussion Items:

- Capital Improvement Plan (CIP)

Councilmember Johnson would like to see more funds added to the 72nd Project and for staff to set up a meeting with the School District, WSDOT and Vine Street Group to discuss the school traffic congestion during bus drop off and pick up times. He'd like this to be high priority to get the issued resolved as soon as possible.

Councilmember Williams suggested that the school move the pickup and drop off area up the hill. Staff should use this issue as a learning experience when approving permits; to look at these types of issues before hand and not take the word of the applicant's study but maybe conduct our own study. Councilmember Johnson agrees with Williams's suggestion.

Staff will add a new project to the proposed CIP titled 72nd Ave NW which the committee can review at the next Council meeting.

- Christmas Decorations: Electrician

The City Council approved \$50,000 last year to be spent on Christmas Decorations, there is \$25,000 left. Staff is asking for approval to spend some of that remaining money on an electrician to add power the to the pole at the Triangle.

Councilmember Pearce agreed if the funds are spent on the west end of town.

Councilmember Williams asked staff to bring back a definite plan and proposal. She also suggested that solar power or renewable batteries be looked at as an alternative option. Councilmember Johnson agreed with Williams's suggestion.

Meeting ended at: 6:26 pm



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7a

DATE: November 22, 2021

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Amy Bergemeier, Accounting Specialist

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 34669 through 34724 and Washington Federal Bank electronic funds transfers in the amount of \$500,790.24. Approve issuance of Washington Federal Bank payroll benefit checks 1929 through 1938 and Washington Federal Bank electronic payroll and benefit funds transfers in the amount of \$285,674.37.

RECOMMENDED MOTION

MOTION TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 34669 THROUGH 34724 AND WASHINGTON FEDERAL BANK ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$500,790.24. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK PAYROLL BENEFIT CHECKS 1929 THROUGH 1938 AND WASHINGTON FEDERAL BANK ELECTRONIC PAYROLL AND BENEFIT FUNDS TRANSFERS IN THE AMOUNT OF \$285,674.37.

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 06:56:41 Date: 11/16/2021

11/02/2021 To: 11/15/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4984	11/08/2021	Payroll	3	EFT		3,845.73	October 2021 Payroll
4985	11/08/2021	Payroll	3	EFT		4,119.35	October 2021 Payroll
4986	11/08/2021	Payroll	3	EFT		3,886.15	October 2021 Payroll
4987	11/08/2021	Payroll	3	EFT		1,983.95	October 2021 Payroll
4988	11/08/2021	Payroll	3	EFT		2,097.48	October 2021 Payroll
4989	11/08/2021	Payroll	3	EFT		1,297.33	October 2021 Payroll
4990	11/08/2021	Payroll	3	EFT		4,252.69	October 2021 Payroll
4991	11/08/2021	Payroll	3	EFT		6,512.66	October 2021 Payroll
4992	11/08/2021	Payroll	3	EFT		3,812.71	October 2021 Payroll
4993	11/08/2021	Payroll	3	EFT		2,210.80	October 2021 Payroll
4994	11/08/2021	Payroll	3	EFT		2,787.83	October 2021 Payroll
4995	11/08/2021	Payroll	3	EFT		2,589.19	October 2021 Payroll
4996	11/08/2021	Payroll	3	EFT		1,841.29	October 2021 Payroll
4997	11/08/2021	Payroll	3	EFT		3,948.18	October 2021 Payroll
4998	11/08/2021	Payroll	3	EFT		3,322.35	October 2021 Payroll
4999	11/08/2021	Payroll	3	EFT		4,457.68	October 2021 Payroll
5000	11/08/2021	Payroll	3	EFT		5,968.57	October 2021 Payroll
5001	11/08/2021	Payroll	3	EFT		390.85	October 2021 Payroll
5002	11/08/2021	Payroll	3	EFT		4,727.42	October 2021 Payroll
5003	11/08/2021	Payroll	3	EFT		6,001.96	October 2021 Payroll
5004	11/08/2021	Payroll	3	EFT		1,760.22	October 2021 Payroll
5005	11/08/2021	Payroll	3	EFT		4,634.58	October 2021 Payroll
5006	11/08/2021	Payroll	3	EFT		3,852.00	October 2021 Payroll
5007	11/08/2021	Payroll	3	EFT		3,676.38	October 2021 Payroll
5008	11/08/2021	Payroll	3	EFT		390.77	October 2021 Payroll
5009	11/08/2021	Payroll	3	EFT		3,371.83	October 2021 Payroll
5010	11/08/2021	Payroll	3	EFT		3,049.83	October 2021 Payroll
5011	11/08/2021	Payroll	3	EFT		340.93	October 2021 Payroll
5012	11/08/2021	Payroll	3	EFT		390.85	October 2021 Payroll
5013	11/08/2021	Payroll	3	EFT		5,068.35	October 2021 Payroll
5014	11/08/2021	Payroll	3	EFT		1,055.86	October 2021 Payroll
5015	11/08/2021	Payroll	3	EFT		1,279.61	October 2021 Payroll
5016	11/08/2021	Payroll	3	EFT		2,850.51	October 2021 Payroll
5017	11/08/2021	Payroll	3	EFT		3,853.35	October 2021 Payroll
5018	11/08/2021	Payroll	3	EFT		390.85	October 2021 Payroll
5019	11/08/2021	Payroll	3	EFT		4,324.29	October 2021 Payroll
5020	11/08/2021	Payroll	3	EFT		3,834.82	October 2021 Payroll
5021	11/08/2021	Payroll	3	EFT		4,718.23	October 2021 Payroll
5022	11/08/2021	Payroll	3	EFT		2,787.01	October 2021 Payroll
5023	11/08/2021	Payroll	3	EFT		3,067.42	October 2021 Payroll
5024	11/08/2021	Payroll	3	EFT		390.85	October 2021 Payroll
5025	11/08/2021	Payroll	3	EFT		390.69	October 2021 Payroll
5029	11/08/2021	Payroll	3	EFT	HSA Bank	1,791.00	Pay Cycle(s) 11/08/2021 To 11/08/2021 - HSA Contributions ER; Pay Cycle(s) 11/08/2021 To 11/08/2021 - HSA Contr EE Over 55
5030	11/08/2021	Payroll	3	EFT	Internal Revenue Service (941)	57,579.97	941 Deposit for Pay Cycle(s) 11/08/2021 - 11/08/2021
5031	11/08/2021	Payroll	3	EFT	WA St Department Of Retirement Systems	38,013.79	Pay Cycle(s) 11/08/2021 To 11/08/2021 - PERS2; Pay Cycle(s) 11/08/2021 To 11/08/2021 - PERS 3; Pay Cycle(s) 11/08/2021 To 11/08/2021 - 457 - DRS (DCP)
5091	11/10/2021	Claims	3	EFT	US Bank	3,340.70	4485-5945-5564-1495

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

11/02/2021 To: 11/15/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5032	11/08/2021	Payroll	3	1929	AFLAC	326.04	Pay Cycle(s) 11/08/2021 To 11/08/2021 - AFLAC, Pre-Tax; Pay Cycle(s) 11/08/2021 To 11/08/2021 - AFLAC, Post-Tax
5033	11/08/2021	Payroll	3	1930	AWC Employee Benefit Trust	20,758.86	Pay Cycle(s) 11/08/2021 To 11/08/2021 - AWC - Health First 250; Pay Cycle(s) 11/08/2021 To 11/08/2021 - AWC- Dental J; Pay Cycle(s) 11/08/2021 To 11/08/2021 - AWC - Vision; Pay Cycle(s) 11/08/2021 To;
5034	11/08/2021	Payroll	3	1931	Colonial Life Insurance	66.75	Pay Cycle(s) 11/08/2021 To 11/08/2021 - Colonial Life Ins
5035	11/08/2021	Payroll	3	1932	Hartford Retirement Plan Services	3,797.21	Pay Cycle(s) 11/08/2021 To 11/08/2021 - 457 - MassMutual (Hartford); Pay Cycle(s) 11/08/2021 To 11/08/2021 - Roth 457(b)(MassMutual)
5036	11/08/2021	Payroll	3	1933	ICMA Retirement Trust	2,530.25	Pay Cycle(s) 11/08/2021 To 11/08/2021 - 457 - ICMA
5037	11/08/2021	Payroll	3	1934	Legal Shield	18.95	Pay Cycle(s) 11/08/2021 To 11/08/2021 - Legal Shield
5038	11/08/2021	Payroll	3	1935	Navia Benefits	137.50	Pay Cycle(s) 11/08/2021 To 11/08/2021 - Medical FSA- S125; Pay Cycle(s) 11/08/2021 To 11/08/2021 - Navia Limited FSA
5039	11/08/2021	Payroll	3	1936	Western Conference of Teamsters Pension Trust	2,010.65	Pay Cycle(s) 11/08/2021 To 11/08/2021 - WCTPP Contributions
5040	11/08/2021	Payroll	3	1937	Teamsters Union Local 231	1,300.00	Pay Cycle(s) 11/08/2021 To 11/08/2021 - Teamsters Dues
5041	11/08/2021	Payroll	3	1938	Washington Teamsters Welfare Trust	31,810.00	Pay Cycle(s) 11/08/2021 To 11/08/2021 - Teamsters Dental; Pay Cycle(s) 11/08/2021 To 11/08/2021 - Teamsters Medical
4952	11/04/2021	Claims	3	34669	Aramark Uniform Services Inc	47.88	937963000
4953	11/04/2021	Claims	3	34670	The Blueline Group	5,330.00	City of Stanwood
4954	11/04/2021	Claims	3	34671	Camano Arts Association	1,350.00	City of Stanwood
4955	11/04/2021	Claims	3	34672	Camano Island Chamber of Commerce	150.00	City of Stanwood
4956	11/04/2021	Claims	3	34673	Cascade Natural Gas Corp	72.83	608 440 000 4
4957	11/04/2021	Claims	3	34674	Confluence Environmental Company, Inc	4,463.75	City of Stanwood; City of Stanwood
4958	11/04/2021	Claims	3	34675	Dataquest	202.00	CITYSTA
4959	11/04/2021	Claims	3	34676	Forest Land Services Inc	291.89	City of Stanwood
4960	11/04/2021	Claims	3	34677	Hamilton Lumber LLC	17.43	City of Stanwood
4961	11/04/2021	Claims	3	34678	JP Cooke Company	68.50	City of Stanwood
4962	11/04/2021	Claims	3	34679	Lake Industries LLC	1,953.54	City of Stanwood
4963	11/04/2021	Claims	3	34680	Lenz Enterprises Inc	1,565.12	City of Stanwood
4964	11/04/2021	Claims	3	34681	National Barricade Co LLC	1,228.50	City of Stanwood
4965	11/04/2021	Claims	3	34682	Office Depot	72.49	36274097; 36274097
4966	11/04/2021	Claims	3	34683	PUD Of Snohomish County *	4,043.53	200592889; 221854284; 200128742; 200240505
4967	11/04/2021	Claims	3	34684	Puget Tech LLC	2,784.00	City of Stanwood

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4968	11/04/2021	Claims	3	34685	Ricoh USA, Inc.	1,552.19	1316669-3660143; 131669-3660142; 1316669-3660090; 1316669-3659652; 1316669-3660140
4969	11/04/2021	Claims	3	34686	Safetyshirtz	277.19	City of Stanwood
4970	11/04/2021	Claims	3	34687	Skagit Farmers Supply	3,347.39	135052; 135052; 135052; 135052; 135052; 135052; 135052
4971	11/04/2021	Claims	3	34688	Stanwood Ace Hardware	1,630.12	20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013
4972	11/04/2021	Claims	3	34689	Stanwood Auto Parts	95.93	56100; 56100
4973	11/04/2021	Claims	3	34690	Stanwood-Camano News	185.63	48893; 48893
4974	11/04/2021	Claims	3	34691	Stilly Auto Parts Napa	240.24	27197; 27197; 27197
4975	11/04/2021	Claims	3	34692	Taylors Excavators Inc	107,825.96	City of Stanwood
4976	11/04/2021	Claims	3	34693	Verizon Wireless	1,154.51	372541731-00001
4977	11/04/2021	Claims	3	34694	Washington Economic Development Assn.	400.00	City of Stanwood
4978	11/04/2021	Claims	3	34695	Waste Management Skagit	154.18	8-34465-95001
5026	11/04/2021	Claims	3	34696	RWC International, LTD Accounts Receivab	98,166.48	City of Stanwood11428-01
5092	11/10/2021	Claims	3	34697	Aramark Uniform Services Inc	47.88	937963000
5093	11/10/2021	Claims	3	34698	Archive Social, Inc.	2,388.00	City of Stanwood
5094	11/10/2021	Claims	3	34699	The Blueline Group	3,996.00	City of Stanwood
5095	11/10/2021	Claims	3	34700	Gaylynn Brien	60.00	City of Stanwood
5096	11/10/2021	Claims	3	34701	Databar Inc.	44.22	City of Stanwood
5097	11/10/2021	Claims	3	34702	Edge Analytical Inc	464.00	STA01; STA01; STA01; STA01
5098	11/10/2021	Claims	3	34703	Forest Land Services Inc	29.49	City of Stanwood
5099	11/10/2021	Claims	3	34704	ICI Construction Inc.	178,023.30	City of Stanwood
5100	11/10/2021	Claims	3	34705	Navia Benefits	50.00	City of Stanwood
5101	11/10/2021	Claims	3	34706	Office Depot	378.89	36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097
5102	11/10/2021	Claims	3	34707	PUD Of Snohomish County *	291.09	200367373; 222799900
5103	11/10/2021	Claims	3	34708	Perteet Inc.	19,001.33	City of Stanwood
5104	11/10/2021	Claims	3	34709	Refund - Seattle City Plumbing & Heating	42.00	City of Stanwood
5105	11/10/2021	Claims	3	34710	Shred-it US JV LLC	187.16	14668765 City of Stanwood; 14668765 City of Stanwood; 1000283524 City of Stanwood
5106	11/10/2021	Claims	3	34711	Sno Co Human Services Dept *	570.78	HSALCO88
5107	11/10/2021	Claims	3	34712	Sno Co Information Services *	11,047.66	DIS1107
5108	11/10/2021	Claims	3	34713	Sno Co Public Works *	284.71	CR000024
5109	11/10/2021	Claims	3	34714	Snohomish County 911	8,202.99	City of Stanwood
5110	11/10/2021	Claims	3	34715	Snohomish County Public Def Association	2,208.00	City of Stanwood
5111	11/10/2021	Claims	3	34716	Stanwood-Camano News	66.00	48893
5112	11/10/2021	Claims	3	34717	Euston Smalley & Erika Underwood	78.16	09 3613 10 - 26533 FOX HILL DR N
5113	11/10/2021	Claims	3	34718	Transpogroup Inc	13,031.25	City of Stanwood
5114	11/10/2021	Claims	3	34719	Utilities Underground Loc	82.56	134200
5115	11/10/2021	Claims	3	34720	Verizon Wireless	300.47	742373248-00001
5116	11/10/2021	Claims	3	34721	WA St Dept of Ecology *	3,085.56	City of Stanwood WWTP

CHECK REGISTER

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City Of Stanwood

Time: 06:56:41 Date: 11/16/2021

11/02/2021 To: 11/15/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5117	11/10/2021	Claims	3	34722	Weed, Graafstra & Associates, Inc., P.S	12,526.50	City of Stanwood
5118	11/10/2021	Claims	3	34723	West Coast Code Consultants, Inc.	903.26	City of Stanwood
5119	11/10/2021	Claims	3	34724	Ziply Fiber	1,387.00	206-188-0411-053105-5; 360-629-4907-072497-5
						001 General Fund	190,103.78
						101 Street Fund	26,731.41
						103 Street Construction Fund	28,524.07
						104 Park And Trail Improvement Fund	110,800.96
						107 Equipment Reserve Fund	73,624.86
						115 Tourism And Promotion DSC	3,784.00
						401 Sewer Fund	62,150.14
						403 Sewer Construction Fund	178,023.30
						410 Drainage Fund	26,246.62
						411 Drainage Construction Fund	570.00
						421 Water Fund	61,370.16
						458 Drainage Equipment Reserve	24,541.62
						630 Agency Fund	-6.31
							Claims: 500,790.24
						* Transaction Has Mixed Revenue And Expense Accounts	Payroll: 285,674.37
							786,464.61

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 Wendy Donahoe Date: 11-16-21
 () Deputy Finance Director



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7b
DATE: November 22, 2021
SUBJECT: November 8, 2021, City Council Special Meeting Minutes
CONTACT PERSON: Krista Hintz, Assistant to the Administrator
ATTACHMENTS: A- Special Council Meeting Minutes

SUMMARY STATEMENT

Minutes of the November 8, 2021, City Council Special Meeting Minutes are attached.

RECOMMENDED MOTION

MOTION TO APPROVE THE MINUTES OF THE NOVEMBER 8, 2021 CITY COUNCIL MEETING AS PRESENTED

CITY OF STANWOOD

Special Meeting of the City Council
Monday, November 8, 2021 – 7:00 p.m.
Zoom Online Meeting & Telephone

MINUTES

1. CALL TO ORDER

Mayor Elizabeth Callaghan called the meeting to order at 7:08 p.m. after clarification of notice requirements with City Attorney Brett Vinson.

2. ROLL CALL

City Clerk Sara Robinson called the roll with the following Councilmembers present: Rob Johnson, Dianne White, Darren Robb, Tim Pearce, Steve Shepro, Sid Roberts and Judy Williams. The meeting was quorate.

Also known to be present: Interim City Administrator Shawn Smith, Public Works Director Kevin Hushagen, Community Development Director Patricia Love, Fire Chief John Cermak, Police Chief Rob Martin, City Attorney Brett Vinson, Communications Manager Krista Hintz, City Clerk Sara Robinson, Finance Director David A. Hammond.

3. APPROVAL OF THE AGENDA

With clarification from Mayor Callaghan that Council could choose to remove an item from the Special Meeting agenda but not add to it, a motion was made.

Motion by Councilmember White, second by Councilmember Johnson to approve the agenda.

Motion carried unanimously.

4. CITIZEN COMMENTS

The city did not receive any written comment and one citizen who would like to verbally address the Mayor and City Council. Citizens who wished to speak verbally, were required registered on the City Website by 9:00 am today, must be visible on camera and identify them-self with name and address.

The city received one request for verbal comment.

Tim Schmitt
26910 92nd Ave NW Stanwood, WA
Topic – Ethics

5. CONSENT AGENDA

- a. Approve Vouchers and Payroll Checks
- b. Approve October 28, 2021 - Regular City Council Meeting Minutes

Motion by Councilmember Roberts, second by Councilmember Robb to approve the consent agenda, items A & B.

Motion carried unanimously.

6. PUBLIC HEARING

Anyone wishing to provide written or oral public comment, must preregister by 9:00 a.m. the day of the meeting by, by calling 360-454-5213, or by clicking on this link: <https://stanwoodwa.org/FormCenter/City-Clerk5/Council-Meeting-Public-Hearing-Public-Co-69>

a. Permit Procedures and Permitted Use Matrix Code Amendment

- i. Receive Public Comment on the Proposed Ordinance
- ii. Second Reading and Final Adoption of Ordinance 1499

The Council will open a Public Hearing to receive testimony regarding the proposed Permit Procedures and Permitted Use Matrix Code Amendment and then consider approval of the resolution.

This is the second reading of Ordinance 1499, presented by Community Development Director Patricia Love.

The city received one request for verbal comment.

Tim Schmitt
26910 92nd Ave NW Stanwood, WA
Topic – Cost of appealing City decisions

The City of Stanwood has initiated an amendment to the Stanwood Municipal Code to update the City's permit procedures and corresponding permitted use matrix to ensure that the City's land uses are consistent with the intent of the zoning districts. Patricia Love presented the Second Reading request for consideration of Final Adoption of Ordinance 1499, highlighting the changes made to the matrix as asked by Council.

Council discussed the proposed item.

Motion by Councilmember Pearce, Second by Councilmember Williams to amend Ordinance 1499 as discussed and have staff bring back changes for the third and final reading of the ordinance on November 22, 2021.

Motion carried unanimously.

b. Kottsick Annexation – Acceptance of 60% petition - Intent to Annex and Transmit to Boundary Review Board

- i. Receive Public Comment on the Proposed Annexation
- ii. Pass Resolution 2021-10

The city received one request for verbal comment.

Michael Carmichael
28807 80th Ave NW Stanwood, WA
Topic – Kottsick Annexation

The issue is whether or not to support the 60% annexation petition for the Kottsick Annexation and direct staff to submit to the Snohomish County Boundary Review Board for review and consideration. The property is approximately 30 acres within two existing parcels, located at 7615 284th St. NW and 28801 80th Ave NW.

The applicant (Edwards Development Group LLC. – on behalf of the property owner, Marlyn Kottsick) submitted a complete 60% annexation petition to the City of Stanwood on June 28, 2021. The public hearing is to allow members of the community to speak in favor or in opposition to the annexation. At the conclusion of the hearing Council will need to either approve Resolution 2021-10 directing staff to address issues prior to approval or deny the annexation petition. Even if the Council approves the annexation at this hearing, the Council will still have to formally annex the property after the approval of the Boundary Review Board.

Council discussed the proposed item.

Motion by Councilmember Williams, second by Councilmember White to authorize the mayor to sign Resolution 2021 – 10 to allow staff to submit to the Snohomish County Boundary Review Board for review and consideration of the 60% Annexation Petition for the Kottsick Annexation.

Councilmember Johnson – Yes, Councilmember White – Yes, Councilmember Robb – Yes, Councilmember Pearce – Yes, Councilmember Shepro – No, Councilmember Roberts – Yes, Councilmember Williams – Yes

Motion carried.

With no further public comment scheduled, Mayor Callaghan closed the Public Hearing.

c. Revenue Sources and 2022 Property Tax Levy

- i. Receive Public Comment on the Proposed Ordinance
- ii. First Reading of Ordinance 1500

As part of the mid-biennial budget review and adjustment process, revenues for the current expense (General Fund) are forecast. Despite the COVID19 pandemic revenues and the general economic outlook remain positive and stable for the second half of the biennium. One source of revenue within the General Fund is property taxes and the City Council must take final action on a property tax levy, no later than November 30.

The General Fund is the main operating fund of the City, funded by six major revenue categories: Taxes, Licenses & Permits, and State Shared sources, Charges for Services, Fines & Forfeitures, and Miscellaneous

Council discussed the proposed item.

Motion by Councilmember Shepro, second by Councilmember Johnson to approve the first reading of Ordinance 1500 Levying taxes upon all property subject to taxation within the corporate limits of the city of Stanwood, Washington for 2022, with one percent levy increase from 2021.

Motion carried unanimously.

d. Mid-Biennium Budget Amendment

- i. Receive Public Comment on the Proposed Ordinance
- ii. First Reading of Ordinance 1501

Staff recommends mid-biennium adjustments to the 2021-2022 budget. The recommended changes include items that have been authorized by council, such as the updated Water and Sewer System Plan. The amendment also includes the transfer of prior biennium surplus out of the General Fund to Parks Capital and Building capital for future expenditure authorization, and requests authorization for relatively minor program changes, as well as changes arising from updated information and revised estimates. Finally, there are a set of recommended capital program budget changes that primarily relate to the timing of projects, with projects occurring either earlier or later than previously budgeted

Council discussed the proposed item.

Motion by Councilmember Johnson, second by Councilmember Roberts to approve the first reading of Ordinance 1501 Amending the 2021 – 2022 Budget as presented.

Motion carried unanimously.

7. NEW BUSINESS

Adopt Resolution 2021-09 - Salary and Benefits Schedule for 2022

Finance Director David Hammond presented this resolution which implements employee compensation and benefits for 2022. Two staffing changes are requested. Council previously approved two Public Works Supervisors. One position is filled, and is supervising the Water Utility, Facilities, Drainage and Parks employees. This request is to delay hiring the second supervisor and instead hire one additional Public Works Technician. This is a cost savings within the budget and would allow more “boots-on-the-ground.” The Sewer Utility and Wastewater Treatment Plant employees would report directly to the Assistant Public Works Director. Additionally, in the Finance Department staff requests authorization to reclassify the Accounting Clerk and the Administrative Assistant into a new Accounting Technician I/II structure. This would allow equitable distribution of work, and clear development pathways for the team.

The financial impact of the represented employees’ 3.25% COLA is in the current collective bargaining agreement, thus already budgeted. The impact of a 5.9 percent cost of living increase for non-represented employees is approximately \$90,000 (this amount depends on which step each individual employee is located). The 2021-2022 budget anticipated increases of three percent for the annual COLA and the performance adjustment pool, and six percent increases for medical and dental premiums. Actual increases are cumulatively less than budget.

Motion by Councilmember Roberts, second by Councilmember Shepro to adopt Resolution 2021-09 Formally updating the Salary and Benefit Schedule for City Employees effective January 1, 2022.

Motion carried unanimously.

Capital Improvement Plan Resolution 2021-12 – First Reading

Public Works Director Kevin Hushagen presented a proposed list of capital improvements in the 2022-2027 Capital Improvement Plan and adopt Resolution 2021-12 Six-Year Capital Improvement Plan.

The purpose of capital improvement planning is to:

- Provide adequate public facilities to serve existing and new development;
- Reduce the cost of serving new development with public facilities; and
- Ensure that these facilities will be in place when development occurs. The capital improvement plan is

a six-year plan of capital projects with estimated costs and proposed methods of financing that are updated annually.

As part of the budget amendment and to better align projects with proper funding sources and timelines, staff has updated the six-year capital improvement plan. There are a couple changes to note with one being a modified approach to 72nd Avenue including an in-depth traffic study in 2022 and developer driven improvements in 2023. Also, the floodwall under the SR532 overpass on Florence Road (Fort Freberg) is included in next year's projects with funding being provided with ARPA funds. This was presented to Council at the August 12th workshop.

Motion made by Councilmember Pearce, second by Councilmember Shepro to approve adoption of Resolution 2021-12 Six-Year Capital Improvement Plan 2022-2027, and direct staff to make changes.

Motion carried unanimously.

Authorize Final Acceptance of Heritage Park Ballfield Renovation

Presented by Public Works Director Kevin Hushagen; The City Council approved a contract with TayEx at the September 10, 2020 meeting, to complete the Heritage Park Ballfield Renovation project. That project is now complete, and staff is seeking final acceptance to initiate the retainage period.

Motion by Councilmember Pearce, second by Councilmember Shepro to authorize the Final Acceptance of the Heritage Ballfield Renovation Project.

Motion carried unanimously.

Authorize Final Acceptance of Pioneer Highway Upgrades 9-42 Phase II-Sewer Interceptor Project with Pellco Construction Inc.

Public Works Director Kevin Hushagen presented and requested Council to authorize final acceptance of Pioneer Highway Upgrades Phase II with Pellco Construction. At their March 3, 2021 meeting, Council approved a contract with Pellco Construction for the Pioneer Highway Upgrades Phase II project. That project is now complete, and staff is seeking final acceptance to allow for the retainage period to begin.

Motion by Councilmember Roberts, second by Councilmember Shepro to authorize the Final Acceptance of the Pioneer Highway Upgrades Phase II-Sewer Interceptor Project completed by Pellco Construction.

Motion carried unanimously.

Adopt Resolution 2021-11 Road and Street Services Interlocal 9-47 Agreement with Snohomish County

Presented by Public Works Director Kevin Hushagen; The City and Snohomish County have an interlocal agreement that allows for the City to employ County services to complete tasks through a work order system. That interlocal is set to expire on December 31. Periodically works comes up where the City employs Snohomish County services to complete. This has occurred through an interlocal agreement. With the expiration of the current interlocal agreement the County would like to add language to allow for reciprocity and the ability for the City to complete tasks for the County. Historically Snohomish County has provided street striping services to the City through an approved budget and work order acceptance. There are no other anticipated tasks or financial impacts.

Motion by Councilmember Roberts, second by Councilmember Pearce to authorize the Mayor to sign a Road and Streets Services Interlocal Agreement with Snohomish County.

Motion carried unanimously.

8. CITIZEN CLOSING COMMENTS – Removed via motion at the 3-26-2020 Meeting

9. REPORTS OF OFFICERS AND COMMITTEES

a- Mayor's Report

- Mayor Callaghan thanked everyone for hanging in there.

b- City Administrator's report-

- Thank you to David Hammond for his work on the budget.
- Ghoul's Night out reports 1,000-2,000 people participating.
- SR 532 Coordination Committee working together to analyze and determine solutions for issues that may arise with SR 532.
- The next Council meeting will also be on a Monday, two weeks from today.

c- Councilmember Reports and Questions

- Councilmember Shepro would like staff to consider budget discussions to take place during a Council Workshop Session to allow for extra time and discussion.

10. ADJOURN

The meeting was adjourned at 9:31 p.m.

CITY OF STANWOOD

ATTEST:

Elizabeth Callaghan, Mayor

Krista Hintz, Assistant to the Administrator



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8a

DATE: November 22, 2021

SUBJECT: Permitting Process and Permitted Use Matrix Code Amendment

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – Proposed Draft Ordinance 1499: Permitted Process and Permitted Use Matrix Code Amendment with Attachments

PURPOSE

The purpose of this agenda item is for Council consideration of the third and final reading of Ordinance 1499 amending the City's Permitting Procedures and Permitted Use Matrix regulations .

BACKGROUND

On October 28, 2021 Council held their first reading and public hearing on the proposed amendments to the permitting procedures and permitted use matrix code amendment. After considering staff comments and taking public testimony, Council requested the following additional information:

- Detailed summary of the proposed changes to the permitted use matrix;
- Options for siting Places of Worship / Churches in the City; and
- Definition of Places of Worship / Churches

The Council held their second reading of the ordinance on November 8th and directed that places of worship / churches remain as currently allowed in the MainStreet Business Districts I and II. Council also supported the minor changes suggested by staff.

PERMITTED USE MATRIX SUMMARY

As part of the Permitted Use Matrix code update, the following changes were made to the residential, commercial and industrial land use table. No changes were made to the Parks and Open Space designation, so that summary has not been included in the below shown table. Note that the footnote numbers have been renumbered from the original permitted use matrix to reflect the updated matrix format.

Residential Permitted Use Table Changes

Category	Change	Reason
Agriculture	Farm – Existing, Farm – New, and Horticulture Combined into Farm – Existing	There is very little property land left in Stanwood sizable enough to conduct farming activities. If someone wants to start a farm, they can apply under the Right to Farm chapter.
Animal Services	Deleted Pet, Domestic	Animals are regulated under Title 8; Noting pets in a permitted use matrix is an outdated land use regulation.
Automotive Services	Parking Lots, Garages	Parking lots and garages are a requirement for land use developments; calling them out separately is confusing and unnecessary.
Hotels and Guesthouses	Bed and Breakfast Inn and Bed and Breakfast Residence Combined into Bed and Breakfast	To simplify, these items were combined, and the footnote describes the differences.
Office	Deleted All Uses in the MR Zone	These uses were allowed with the mixed-use overlay zone only; Uses are addressed in the Commercial Use Table.
Personal Services	Deleted All Uses in the MR Zone	These uses were allowed with the mixed-use overlay zone only; Uses are addressed in the Commercial Use Table.
Public Facilities	Deleted City Hall and Library Maintained Governmental Use	City Halls and Libraries are part of governmental uses; these sections were deleted to simplify the table. Public Safety Station – Added (Police and Fire) for clarity

Quasi - Public	Changed All Administrative Conditional Uses to Conditional Uses	Deleted the Administrative Conditional Use Permit Process
Recreation	Deleted: Athletic Field, Ball Park, Batting Cage, Playground, Recreation Area / Facilities, Swimming Pool Added: Park, Private / HOA	All specific park uses fall under the general Community, Neighborhood, or Urban park categories. Deleting specific uses provides flexibility in future park designs and removes potential future restrictions.
Residential	Added: Adult Family Homes, Assisted Living/Independent Living, Daycare – Family, Group Care Facilities, Enhanced Service Facility Conversions, and Homeless Housing Deleted: Manufactured / Mobile Home Park	Changes comply with State mandates Manufactured homes and mobile homes are still allowed but deleted the option to create a mobile or manufactured home park.
Retail Trade Establishments	Deleted All Uses in the MR Zone	These uses were allowed with the mixed-use overlay zone only; Uses are addressed in the Commercial Use Table.
Schools	No Changes	
Utilities	Added Electrical Equipment and Pole Storage Yard Associated with Electrical Substations as a Permitted Use	This addition to the Permitted Use Matrix allows PUD to maintain a pole yard in the Stanwood area. The Use is subject to conditions.
Wireless Communication Facilities	No Changes	
Miscellaneous	Deleted Accessory Use and Unclassified Use as a Permitted Use Added Daycare Center and Daycare Mini Added: Transitional Housing Emergency Shelter, and Emergency Housing	Accessory uses are defined in the definitions section and is not needed in the matrix. Moved daycare center and mini from personal services. Added per State mandate

Commercial Permitted Use Table Changes

Category	Change	Reason
Agriculture	No Changes	No uses were allowed in this category, so it was omitted from the updated permitted use matrix.
Animal Services	Combined Dog Daycare and Dog Grooming Combined Kennels – Indoor and Outdoor Deleted Pet, Domestic	Combine daycare and grooming into one use and revise the definition to include both. Also change from “dog” to “animal” so other animals can be boarded or groomed Combine Kennel into one use. Add a footnote and additional requirements to the matrix for outdoor kennels.
Automotive Services	Combined Automobile Repair and Service, Automobile Sales and Services, New, Automobile Sales and Service Used	Combine because it doesn’t matter if they are selling new or used cars and services.
Cultural / Entertainment	Clarified Definitions	No Major Changes
Hotels and Guesthouses	Motels were taken out of the NB zone. Bed and Breakfasts Inn and Bed and Breakfast Residences were combined. Guest House, Hotel and Motel were combined	The NB zone is very limited in size and location and because it is surrounded by residential development it isn’t compatible with adjacent land uses. Combined uses included definitions and footnotes to distinguish the number of rooms.
Industrial	No Changes	
Office	Created one general office use and use examples in the definition of necessary. Moved Health Care Facility to Personal Services	Consolidated office uses, removed Other uses, and maintained allowed uses similar to existing matrix. Other uses determined to be consistent with definition is now considered an unclassified use and will follow that process.
Personal Services	Assisted / Independent Living moved to Residential	Uses have been consolidate but remain similar in how they are allowed per zone.

	Changed names and combined with similar uses Day Cares were combined and uses definition and footnotes to define differences Medical uses were combined into Health Care Office	
Public Facilities	Combined City Hall, Library and Court House under Governmental Use Proposed Change: Consider adding Public Safety Station to GC MXO zone.	Uses have been consolidate but remain similar. Allowed court houses in MBII as a governmental building. Consider adding Public Safety Station to GC MXO zone.
Quasi - Public	Combined Community Center with Meeting Hall Removed Churches from MB-I and MB-II based on previous comments heard. Added Churches to GC/MF MXO.	
Recreation	Deleted playground and recreational area; added Private / HOA Park	Made changes recreational uses to maintain flexibility in siting park spaces and uses. Playground and Recreation Playgrounds and Area/Facility are considered components parks and do not need to be listed separately.
Repair	Consolidated bike repair, shoe repair and tailor into minor service repairs	Consolidated all uses and required work to be conducted inside a building with no outside storage.
Residential	Added: Adult Family Homes, Assisted Living/Independent Living, Daycare – Family, Group Care Facilities, Enhanced Service Facility	Kept all uses and expanded uses per State mandate and added residential uses on 102nd Avenue north of 272nd Street.

	Conversions, and Homeless Housing Added residential uses on 102nd Ave north of 272nd Street	
Retail Trade Establishments	Significate changes: consolidated most retail uses into three categories of retail.	Consolidated and created three retails store sizes: boutique, medium – non-strip mall, and big box type.
Retail Prepared Food / Beverage Establishments	Changed Espresso Stand to Beverage Stand; they serve more than espresso	Remains the same with one some name change.
Schools	Proposed Change: Added School, Other to the MB-I zone and deleted from MB-II zone. This was an error, and the change makes it consistent with the existing matrix.	Remains the same as existing matrix; Found an error that needs to be corrected
Wholesale Storage / Distribution Facilities	Deleted Mini-Warehouse / Storage Facilities and wholesale operations in the MB-I, MB-II and NB zones	The city has several mini-storage facilities and to minimize the number of facilities in mixed—use buildings, staff proposed to remove them in the downtown business areas. As the downtown is intended for retail uses, it was thought that wholesale operations should not be located in the downtown area as well.
Utilities	Added Electrical Equipment and Pole Storage Yard Associated with an Electrical Substation Changed Sewer Lift Station to be consistent with existing use matrix.	Adding the equipment and storage yard allows PUD to maintain their maintenance operations in Stanwood. Corrected an error in the Sewer Lift Station use line.
Wireless Communication Facilities	No Changes	
Miscellaneous	Deleted Accessory Use and Unclassified Use as a Permitted Use	Accessory uses are defined in the definitions section and is not needed in the matrix.

	Added: Transitional Housing Emergency Shelter, and Emergency Housing	Added housing types per State mandate
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Industrial Permitted Use Table Changes

Category	Change	Reason
Agriculture	No Changes	No uses were allowed in this category, so it was omitted from the updated permitted use matrix.
Animal Services	Combined Kennels and deleted domestic pet.	. Add a footnote and additional requirements to the matrix for outdoor kennels.
Automotive Services	Combined Automobile Repair and Services with Truck Service and Repair Combined: Automobile Sales and Service, New, Automobile Sales and Service, Used	Combined similar uses as it doesn't matter if they are selling new cars, used cars, trucks and services.
Cultural / Entertainment	No Changes	
Hotels and Guesthouses	Combined Bed and Breakfast land uses and Hotel / Motel Uses	Combined similar uses and applies footnotes and definitions to describe conditions
Industrial	Added Laboratory and Light Manufacturing to the LI zone	Laboratory and Light Manufacturing are common uses in LI zones
Office	Moved Health Care Facility to Personal Services; Created one general office use and use examples in the definition if necessary.	Combined into one general professional office category and allowed in both zones.
Personal Services	Combined Daycare uses, Laundromat / Dry Cleaner, changed use names to be consistent with Commercial Use Matrix; moved Video Sales to retail; moved Optician to professional office	Maintained permitted uses as in existing matrix.

Public Facilities	Clarified the public safety station applies to police and fire; Otherwise, no changes.	
Quasi - Public	Changed name of Community Center to Meeting Hall	Minor name change to be consistent with the rest of the matrix.
Recreation	Deleted: Athletic Field, Batting Cate, Community Garden, Playground and Recreational Area	Made changes similar to residential and commercial matrix to maintain flexibility in siting park spaces and uses. All deleted uses are considered components parks and do not need to be listed separately.
Repair Services	Combined shoe repair, and tailor into a single use within the confines of a building with no outside storage. Allowed small engine repair in GI zone.	GI zone is generally a heavier use zone than the LI and if uses are allowed in the LI then, it should be allowed in the GI zone.
Residential	No Changes	
Retail Trade Establishments	Combined most retail uses and deleted Marijuana Retailer Made a proposed correction to allow small retail uses in the GI zone to be consistent with the existing matrix.	Combined retail uses into the three new categories: boutique, small and large. Made a proposed correction to allow small retail uses in the GI zone to be consistent with the existing matrix. Deleted references to the GI Transit Overlay zone as that area consists of the train station and PUD electrical station. If / when the electrical substation changes use, then the zoning should be re-evaluated at that time. Deleted Marijuana as there is only one location where that use can be sited.
Retail Prepared Food / Beverage Establishments	Minor name change: Espresso Stand to Beverage Stand to be consistent with the rest of the matrix.	
Schools	No Changes	
Utilities	No changes in use; one change in permit process	Maintained all uses; changed Detached Commercial Accessory Storage from an administrative

		conditional use permit to a conditional use permit.
Wireless Communication Facilities	No Changes	
Miscellaneous	Deleted Accessory Use and Unclassified Use; added state mandated housing uses	Deleted Accessory and Unclassified Uses; added Indoor Emergency Housing, Indoor Emergency Shelter and Transitional Housing per State mandates.

During the first reading of the ordinance, Council considered the following requested amendments and supported the proposed changes.

- Added: “Recovery Home” means a licensed facility for drug and alcohol recovery houses. Recovery homes are alcohol and drug-free living environments that provide structured, transitional housing for men and women in recovery.
- Changed Crematoriums in the prohibited use list to: Crematoriums including the cremation of human and animal remains
- Added Automobile to the list to the prohibited use list as follows: Use of an automobile, travel trailer, motor home, or other recreational vehicle for living purposes for more than two consecutive weeks at a time and more than four weeks per year
- Modified the definition of Temporary Use to ensure that festivals and special events are not considered temporary uses as follows. “Temporary Use” means common land uses that may require a permit such as: carnivals, construction offices and yards, model homes that serve as sales centers in a subdivision, outdoor revival meetings, food trucks, pop-up restaurants or crafts shops, produce stands, Christmas tree stands, fireworks stands, and disaster relief kiosks or offices. City sponsored events or approved special event permits are not considered temporary uses.
- Added a definition for grandfathered to the definition section as follows: “Grandfathered Use or Structure” means an exemption from the zoning standards that allows persons or entities to continue with activities or operations that were legally established and has continuously existed before the implementation of new rules, regulations, or laws. Grandfathered uses, structures or lots are considered non-conforming and shall comply with the City’s non-conforming definitions and regulations.

After reviewing the second reading of the permitted use matrix changes, staff requested the following changes which were supported by Council:

- Allow Public Safety Station (Police and Fire) in the General Commercial / Multifamily Mixed-Use Overlay (GC/MF MXO) districts.

- Deleted Sewer Lift Station from MBI zone and Allowed them in the NB zone to be consistent with existing permitted use matrix.
- Allowed Retail Show – Mid Range between 3,00 and 10,000 square feet (Non-Strip Mall Design) in the General Industrial (GI) to be consistent between industrial zones.

CHAPTER 17.80 PERMIT REVIEW PROCEDURES PROPOSED AMENDMENTS:

Council reviewed the proposed amendments to the permitting process on the first reading of the Ordinance on October 28, 2021. No changes were requested, and the proposed amendments remain unchanged from that meeting. Below is a summary of the proposed amendments.

The Stanwood Municipal Code contains three chapters addressing the processing of permits:

- SMC 17.80, Administration
- SMC 17.81A, Procedures
- SMC 17.81B, Types of Land Use Review

These code sections have been amended over time and contain conflicting requirements. They also contain imbedded development regulations, such as grading standards and variance criteria, which should be located in their own separate and distinct chapters.

Instead of trying to fix the inconsistencies and conflicts in the existing code sections, staff is proposing to re-write the permit procedures following the process outlined in the Washington State Regulatory Reform Act contained in RCW 34.05.328. This re-write also provides an opportunity to evaluate the City's existing permit types and processes.

The ordinance maintains the fundamental context of the existing code procedures; however, the amendments eliminate conflicts and address gaps in the permit review process. Amendments includes:

- Consolidate the three permitting procedures chapters into a single chapter that follows the permitting steps.
- Eliminate duplicative and conflicting code sections.
- Include easy to read tables detailing permit types and process.
- Move the following non-procedural permit processes out of the administrative code sections and create new chapters:
 - Variance – New Chapter SMC 17.35
 - Conditional Use Criteria – New Chapter SMC 17.40
 - Development Agreements – Added Criteria and Relocated to SMC 17.60
 - Grading Regulations - New Chapter SMC 17.154
 - Amendments to Comprehensive Plans – Relocated to SMC 17.157
 - Amendments to Annexations – Section Relocated to SMC 17.158
- Adopt new permit procedures following the following outline:
 - Article I: General Provisions

Article II: Application Provisions and Procedures
Article III: Permit Review Procedures
Article IV: Post Permit Requirements

FINACIAL IMPACT

Fiscal Impact			
N/A; The proposed code amendment was included in the staff's 2021 work plan. The intent of the amendments is to simplify the permitting process and permitted use code for the community and local developers.			
Fund(s):	N/A		
Amount:	\$	Project Estimate:	\$ -
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends the Council consider the proposed amendments to the permitting procedures and permitted use matrix code amendment and approve the third and final reading.

Planning Commission:

The Planning Commission spent most of 2021 reviewing the city's permitted procedures and permitted use matrix. After a thorough review of the amendments, the Planning Commission held a virtual public hearing on the Ordinance on September 27, 2021. After considering staff comments and taking public comment, the Planning Commission unanimously recommended approval of Ordinance 1499 and the associated Findings of Fact and Conclusions.

Committee/Board Recommendation:

This item was brought to the Community Development Committee on January 14, June 10, and October 21, 2021. The Committee is supportive of simplifying the permitting procedures and permitted use matrix. The felt that the methodology used to consolidate permitting process was reasonable and supported the concept of breaking the permitted use matrix into general use categories.

CITY COUNCIL OPTIONS

1. Review and request changes to the proposed ordinance and approve the third and final reading of the ordinance for adoption.

2. Request additional edits prior to adopting the ordinance.

PROPOSED MOTION

I MOVE TO APPROVE THE THIRD READING AND ADOPTION OF ORDINANCE 1499 AS SET FORTH IN ATTACHMENT “A” AMENDING CHAPTER 17, ZONING, OF THE STANWOOD MUNICIPAL CODE RELATED TO DEFINITIONS, PERMITTING PROCEDURES, PERMITTED USES, VARIANCES, CONDITION USES, DEVELOPMENT AGREEMENTS, GRADING, AMENDMENTS TO COMPREHENSIVE PLANS AND AMENDMENTS TO ANNEXATION REGULATIONS.

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. 1499

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING STANWOOD MUNICIPAL CODE (SMC) TITLE 17 ENTITLED ZONING RELATING TO DEVELOPMENT REGULATIONS AMENDING SECTION 17.20, CONSTRUCTION OF LANGUAGE – DEFINITIONS; AMENDING SECTION 17.30, PERMITTED LAND USES; ADDING NEW SECTION 17.35, VARIANCES, ADDING NEW SECTION 17.40, CONDITIONAL USE PERMITS; AMENDING SECTION 16.60.050, DEVELOPMENT AGREEMENTS; REPLACING AND ADOPTING NEW SECTION 17.80, PERMIT REVIEW PROCEDURES; REPEALING SECTION 17.81A, PROCEDURES; REPEALING SECTION 17.81B, TYPES OF LAND USE REVIEW; AMENDING SECTION 17.95, SUPPLEMENTAL STANDARDS FOR SPECIAL RESIDENTIAL USES; ADDING NEW SECTION 17.154, GRADING; AMENDING SECTION 17.157.140, COMPREHENSIVE PLAN; AMENDING SECTION 17.158, ANNEXATIONS AND ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, it is necessary and beneficial for the health, safety and welfare of the community to update the zoning regulations to create consistency between the permitted use regulations and the permit processing regulations;

WHEREAS, the Growth Management Act (GMA) requires cities to adopt a fully integrated and consolidated permit processes;

WHEREAS, the intent of the draft regulations is to update the permitted, accessory, conditional and temporary uses by zone and streamline the permitting processes for the community consistent with the goals of the GMA;

WHEREAS, the purpose of these code amendments is to eliminate procedural conflicts, simplify the permit procedures and update the list of permitted, accessory, conditional, and temporary uses consistent with the intent of the zoning districts and state law;

WHEREAS, Stanwood's 2015 – 2035 Comprehensive Plan directly addresses the need to create zoning regulations that implement the city's future development vision and growth;

WHEREAS, pursuant to RCW 36.70A.106, on August 16, 2021 the City notified the State of Washington of its intent to adopt amendments to its development regulations;

WHEREAS, the code amendment was circulated for public review on August 17, 2021. One public comment was received and integrated into the draft amendment;

WHEREAS, the City of Stanwood SEPA Responsible Official has reviewed the proposed amendments to the Stanwood Municipal Code and issued a Determination of Non-Significance on August 17, 2021;

WHEREAS, the Stanwood Planning Commission held a public hearing on the draft ordinance on September 27, 2021 and has recommended that the City Council adopt the ordinance as presented;

WHEREAS, the City Council Community Development Committee reviewed the proposed language and amendments set forth in this Ordinance at their October 14, 2021, meeting;

WHEREAS, the City Council held their first reading of the draft code amendment on October 28, 2021, their second on November 8, 2021 and third and final reading on November 22, 2021 and accepted public comment; and

WHEREAS, the City Council of Stanwood has authority under Title 35A, RCW 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, DO ORDAIN AS FOLLOWS:

Section 1. Definitions. Stanwood Municipal Code, Chapter 17.20, Construction of Language - Definitions is hereby amended With updated definition as they relate to permitted uses and permitted procedures as provided in Exhibit "A" attached to this ordinance and incorporated herein by reference as if set forth in full.

Section 2. Permitted Land Uses. Stanwood Municipal Code, Chapter 17.30, Permitted Land Uses, is amended to read as provided in Exhibit "B" attached to this ordinance and incorporated herein by reference as if set forth in full.

Section 3. Variances. New Stanwood Municipal Code, 17.35, Variances is hereby adopted to read as set forth in Attachment "C", incorporated by reference as though fully set forth herein.

Section 4. Conditional Use Permits. New Stanwood Municipal Code, 17.40, Conditional Use Permits is hereby adopted to read as set forth in Attachment "D", incorporated by reference as though fully set forth herein.

Section 5. Development Agreements. New Stanwood Municipal Code, 17.60.050, Development Agreements is hereby adopted to read as set forth in Attachment “E”, incorporated by reference as though fully set forth herein.

Section 6. Permit Review Procedures. Stanwood Municipal Code, Chapter 17.80, Procedures, is repealed in its entirety and replaced with the new SMC 17.80, Permit Review Procedures as provided in Exhibit “F” attached to this ordinance and incorporated herein by reference as if set forth in full.

Section 7. Permit Procedures. Stanwood Municipal Code, Chapter 17.81A, Procedures, is repealed in its entirety.

Section 8. Types of Land Use Review. Stanwood Municipal Code, Chapter 17.81B, Types of Land Use Review is repealed in its entirety.

Section 9. Supplement Standards for Special Residential Uses. Stanwood Municipal Code, 17.95, Supplement Standards for Special Residential Uses, is hereby amended to read as set forth in Attachment “G”, incorporated by reference as though fully set forth herein.

Section 10. Grading Regulations. New Stanwood Municipal Code, 17.154, Grading Regulations is hereby adopted to read as set forth in Attachment “H”, incorporated by reference as though fully set forth herein.

Section 11. Comprehensive Plan. New Stanwood Municipal Code, 17.157.140 Concurrent Comprehensive Plan amendment and rezone is hereby adopted to read as set forth in Attachment “I”, incorporated by reference as though fully set forth herein.

Section 12. Annexations. Stanwood Municipal Code, 17.158, Annexations, is hereby amended to read as set forth in Attachment “J”, incorporated by reference as though fully set forth herein.

Section 13. Findings of Fact and Conclusions. In support of the code provisions provided in this Ordinance the Stanwood City Council adopts the Findings of Fact and Conclusions attached hereto as Exhibit “K” and incorporated herein by reference and the analysis contained in the Staff Report on the amendments.

Section 14. Severability. The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

Section 15. 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 16. Effective Date. This Ordinance shall take effect five days after its passage and publication as required by law.

PASSED AND APPROVED by the Stanwood City Council this 22nd day of November 2021.

CITY OF STANWOOD

Elizabeth Callaghan, Mayor

ATTEST:

By: _____
David Hammond, City Clerk

APPROVED AS TO FORM:

By: _____
Brett Vinson, City Attorney

Date of Publication: _____
Effective Date: _____

Exhibit A

SMC 17.20: Construction of Language - Definitions

The following amendments to Chapter 17.20, Definitions, is proposed. **Bold and Underlined** font is new language or definitions. Regular font is from the existing code.

“Accessory Use” means uses, facilities and activities normally associated with a use listed as a permitted use in a zone and are permitted as part of that permitted use on the same lot as the principal structure. The accessory use, facility or activity must be clearly secondary to the permitted use. The primary use or activity shall be established before or concurrent with the accessory use of activity.

“Adult Family Home” means a residential home in which a person or persons provide personal care, special care, room, and board for more than one but not more than six adults who are not related by blood or marriage to the person or persons providing the services. An adult family home may provide services up to eight adults upon approval from the department of social and health services under RCW 70.128.066.

“Assisted living facility” means a state licensed group residence for adults, in which tenants live in individual apartments but receive some personal-care services, including shared meals, day and night supervision, assistance with medications by caregivers, and other benefits, which vary according to state regulations. Caregivers are certified nursing assistants or home care aids staffed 24 hours per day. Nurses are LPN or RN and staffed typically five days per week.

“Assisted Living Facility” means any home or other institution, however named, which is advertised, announced or maintained for the express or implied purpose of providing housing, basic services, and assuming general responsibility for the safety and well-being of the residents, and may also provide domiciliary care consistent with chapter 142, Laws of 2004, to seven or more residents after July 1, 2000. However, an assisted living facility that is licensed for three to six residents prior to or on July 1, 2000, may maintain its assisted living facility license as long as it is continually licensed as an assisted living facility. “Assisted living facility” shall not include facilities certified as group training homes pursuant to RCW 71A.22.040, nor any home, institution or section thereof which is otherwise licensed and regulated under the provisions of state law providing specifically for the licensing and regulation of such home, institution or section thereof. Nor shall it include any independent senior housing, independent living units in continuing care retirement communities, or other similar living situations including those subsidized by the department of housing and urban development.

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

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

“Electrical substation” means a facility that provides transmission and distribution of electric power. **The facility may also include areas to support the substation operations and may include storage laydown yards, storage buildings, maintenance buildings, or vehicle parking areas.**

“Governmental use” means public land areas and facilities that are utilized for daily administration and operation of government business which house personnel, records, equipment and the like, belonging to or leased by the city, state, or federal government, special district, or agency. **This use may include city hall, city offices, libraries, ...**

“Enhanced Service Facility” means a residential facility licensed by the Washington State Department of Social Health Services and as defined by RCW 70.97.010 (11) or as amended by the state legislature.

“Enhanced services facility” (ESF) means a residential facility that provides services to persons for whom acute inpatient treatment is not medically necessary and who have been determined by the Department of Social Health Services to be inappropriate for placement in other licensed facilities due to complex needs. In accordance with WAC 388-107-0700 three types of enhanced service facilities are based off of building occupancy requirements:

- (a) Enhanced Service Facility Category 1 – Nursing Home Type: Resident(s) physically or cognitively incapable of self-preservation.
- (b) Enhanced Service Facility Category 2 – Assisted Living Type: Resident(s) capable of self-preservation with physical assistance from another person.
- (c) Enhanced Service Facility Category 3 – Adult Family Home Type: No more than six residents capable of evacuating the facility within five minutes.

“Grandfathered Use or Structure” means an exemption from the zoning standards that allows persons or entities to continue with activities or operations that were legally established and has continuously existed before the implementation of new rules, regulations, or laws. Grandfathered uses, structures or lots are considered non-conforming and shall comply with the City’s non-conforming definitions and regulations.

“Group Care Facility” means shared living quarters (without separate kitchen or bathroom facilities for each room or unit) for seven or more persons with physical or mental impairments that substantially limit one or more of such person’s major life activities when such persons are not living together as a single household unit.

“Group home” means a facility licensed by the state to provide, on a 24-hour basis, training, care, custody, correction or control, or any combination of those functions, to one or more persons who may be children, the aged, disabled, underprivileged, indigent, handicapped or other special class of persons, either by governmental unit or agency or by a person or organization devoted to such functions. This term shall not include schools, hospitals, prisons or other social service facilities.

“Homeless Housing” means housing types that are usually geared specifically towards homeless populations including:

- (a) Transition Housing: Temporary housing for individuals and families for periods up to two (2) years. Such facilities may also include job/or self-sufficiency training and other supportive services to help people transition to independent living.
- (b) Permanent Supportive Housing: A form of housing that is geared toward chronically homeless individuals who need continuous support to help maintain housing and access to community services. Permanent Supportive Housing is subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors. Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the resident's health status, and connect the resident of the housing with community-based health care, treatment, or employment services. Permanent supportive housing is subject to all of the rights and responsibilities defined in chapter 59.18 RCW.

“Independent living facility” means a group residence where residents are provided housing, monitoring, activities, housekeeping and laundry services with options for meals.

“Indoor Emergency Shelters or Housing” means temporary housing for individuals and families for 24 hours up to 90 days. These facilities may or may not include additional supportive services.

“Live/work unit” means a single dwelling unit in a detached building, or in a multifamily or mixed-use building, that also accommodates limited commercial uses within the dwelling unit. The predominate use of a live/work unit is residential, and commercial activity is a secondary use.

“Park, Private / HOA” means privately owned outdoor premises, available for community use, containing recreational areas, common space, or playground equipment. A private park is owned and maintained by an individual, company or homeowners association. The park grounds and recreational facilities shall be for the sole use of residents living in the area or subdivision where such facilities are located and shall not be used for commercial purposes.

“Park, urban” means an area that may be improved for the purpose of providing public access and use in a manner consistent with its recreational, educational, cultural, historical, or aesthetic qualities. This type of facility may include; passive recreation, playground, garden, picnic area, path or trail, seating area, restroom, or similar activities.

“Recovery Home” means a licensed facility for drug and alcohol recovery houses. Recovery homes are alcohol and drug-free living environments that provide structured, transitional housing for men and women in recovery.

“Temporary Use” means common land uses that may require a permit such as: carnivals, construction offices and yards, model homes that serve as sales centers in a subdivision, outdoor revival meetings, food trucks, pop-up restaurants or crafts shops, produce stands, Christmas tree stands, fireworks stands, and disaster relief kiosks or offices. City sponsored events or approved special event permits are not considered temporary uses.

Exhibit B

Chapter 17. 30 Permitted Land Uses

SMC Chapter 17.30, Permitted Land Uses, is proposed to be reorganized to describe the allowed uses by major land use categories. The following amendments to Chapter 17.30 is proposed. **Bold and Underlined** font is new language or definitions. Regular font is from the existing code.

Chapter 17.30 PERMITTED LAND USES

Sections:

17.30.010	Permitted Land Uses and Established Classification of Uses
17.30.020	Unclassified Uses
17.30.030	Zoning Use Tables Established
17.30.040	<u>Change in Use</u>
17.30.050	<u>Prohibited Uses</u>
17.30.060	<u>Residential Use Zoning Table Established</u>
17.30.070	<u>Commercial and Mixed-Use Zoning Table Established</u>
17.30.080	<u>Industrial Use Zoning Table Established</u>
17.30.090	<u>Public Facilities Zoning Table Established</u>

17.30.010 Permitted Land Uses and Established Classification of Uses.

- (1) No building or structure shall be erected, converted, enlarged, reconstructed, or structurally altered, nor shall any building or structure or land be used, designed, or arranged, for any purpose other than is permitted pursuant to this section in the district in which the building or structure or land is located; provided, that such regulations shall not prohibit the continuance of an existing use.
- (2) Land Use Classifications Established. This section establishes permitted, conditional, accessory, and prohibited uses for all properties within the city limits. All uses in a given zone are one of the following ~~five~~ permit types:
 - (a) Permitted Use. Land uses allowed outright within a zone. ~~The specific types of permitted uses are set forth in the zoning code chapters for each zoning district.~~
 - (b) Accessory Use. Uses customarily incidental and subordinate to the principal use and located upon the same lot occupied by the principal use. Accessory uses **are intended to support the main occupancy of the principal use.** ~~are determined by the community development director or designee on a case-by-case basis.~~
 - (c) ~~Administrative Conditional Use. Uses with special characteristics that may not be generally appropriate within a zoning district but may be permitted subject to review by the community development director to establish conditions to protect public health, safety and welfare. The specific types of administrative conditional uses are set forth in SMC 17.30.040, Zoning use table, and/or 17.30.050, zoning use conditions.~~
 - (c) Conditional Use. Uses with special characteristics that may not generally be appropriate within a zoning district, but may be permitted subject to review by the hearing examiner to establish conditions to protect public health, safety and welfare. ~~The specific types of conditional uses are set forth in SMC 17.30.040, Zoning use table, and/or 17.30.050, Zoning use conditions.~~

- (d) Prohibited Use. Any use which is not specifically enumerated or interpreted by the city as allowable in that district. Any use not specifically listed as a permitted, accessory, or conditional use is prohibited, except those uses determined to be unclassified and permitted by the community development director pursuant to SMC 17.30.020. **Specific prohibited uses are listed in SMC 17.30.030.** Any prohibited use is illegal and is subject to civil or criminal penalties under Chapter 13.01 SMC.
- (e) **Temporary Uses. Temporary Use Permits are intended to allow for short-term placement of activities on private or public property with appropriate mechanisms in places to be compatible with surrounding areas. The Director may approve or modify and approve an application for a temporary use permit if:**
 - a. The temporary use will not be materially detrimental to public health, safety, or welfare, nor injurious to property and improvements in the immediate vicinity of the subject temporary use.**
 - b. The temporary use is not incompatible in intensity and appearance with existing land uses in the immediate vicinity of the temporary use.**
 - c. Adequate parking is provided for the temporary use, and if applicable the temporary use does not create a parking shortage for the existing uses on the site.**
 - d. Hours of operation of the temporary use are specified.**
 - e. The temporary use will not create noise, light, or glare which would adversely impact surrounding uses and properties.**
- (f) Unclassified Use. A use which is not a permitted use, accessory use, or conditional use, but which is interpreted by the community development director **Stanwood Hearing Examiner** as similar to a permitted, conditionally permitted or accessory use and **that is** not otherwise prohibited, pursuant to SMC 17.30.020 **by the permitted use tables listed in this chapter.**

17.30.020 Unclassified uses.

- (1) ~~Unclassified Uses.~~ **In the event that a proposed use is not listed in the permitted use table or there is ambiguity as to if a proposed use meets the definition of a use defined by the Stanwood Municipal Code, Upon inquiry by an applicant, may request an administrative interpretation of the zoning code** shall be made by the community development director or designee **Hearing Examiner** to determine if a proposed use not specifically listed is either allowed, **allowed as an accessory use, allowed as a conditional use** or prohibited, utilizing the criteria in subsection (2) of this section. ~~Should an interpretation be made that a proposed, unlisted use not be allowed in a specific zoning district, the director shall indicate which zones, if any, do permit the use. If the community development director's interpretation indicates that an unlisted use is not consistent with the permitted, conditional or accessory uses in any district, or if a party does not concur with the permit type applied to a use, appeal may be made pursuant to SMC 17.80.130. Interpretations made by the community development director may be documented, and updates to this title, when consistent with the title format and level of detail, shall incorporate "unclassified use" interpretations upon adoption of a zoning code amendment by the city council.~~
- (2) Criteria for Unclassified Uses. In order to make a determination that an unclassified use is permitted, conditionally permitted, or accessory, the community development director **Hearing Examiner** must find that the use is:
 - (a) In keeping with the purpose and intent of the zone **zoning district as described in** and consistent with the Stanwood Comprehensive Plan. policies; and
 - (b) **Compatible with other permitted, accessory or conditional uses in the zoning district including, but not limited to being** similar in nature to, and no more intense than, a specifically listed permitted, conditional or accessory use.

- (c) Compatible in an alternative zoning district that is more appropriate for the proposed use. Evaluation should include, but not be limited to traffic, access, noise, odor, smoke, vibrations, parking, outdoor storage, and adjacent use or zoning buffers.
- (3) Unclassified Use requests shall be processed as a Type P-III permit subject to a public hearing before the Hearing Examiner. After considering staff comments and taking public testimony on the proposed use, the Hearing Examiner shall determine if the use is allowed, allowed as an accessory use, allowed as a conditional use or prohibited within the requested zone or any other appropriate zoning district. The Hearing Examiner may also require special conditions be applied to the use to ensure compatibility with the intent of the zoning district.
- (4) Appeals of a decision issued by the Hearing Examiner on an unclassified use request shall follow the appeal process for Type P-III permits.
- (5) Upon the decision of the Hearing Examiner, or the conclusion of any associated appeals, the interpretations made by the community development director may Hearing Examiner shall be documented and posted on the City's website. Updates to this title, when consistent with the title format and level of detail, shall incorporate "unclassified use" interpretations upon adoption of a zoning code amendment by the city council.

17.30.030 Zoning Use Table

- (1) The tables in SMC [17.30.040](#) establish whether a specific use is permitted in a zoning district and whether the use is allowed as a "permitted," "conditional" or "accessory" use. The zone is located on the horizontal row and the specific use is located on the vertical column of these tables.
- (2) Interpretation of Zoning Use Tables.
 - (a) Legend. The following letters have the following meanings when they appear in the box at the intersection of the column and the row:
 - (i) P—Permitted use.
 - (ii) C—Conditional use.
 - (iii) ADC—Administrative conditional use.
 - (iv) AC—Accessory use.
 - (b) Other Applicable Requirements. The above uses are subject to the review procedures and standards in SMC Title [16](#) and Chapters [17.90](#) through [17.153](#) and [17.200](#) through [17.220](#) SMC.
 - (c) Additional Use Related Conditions. If a number also appears at the intersection of the column and the row, the use is also subject to the additional requirements as listed immediately following the use table in SMC [17.30.050](#).
 - (d) Prohibited Uses. If no symbol appears in the box at the intersection of the column and the row, the use is prohibited in that district unless otherwise determined by the community development director pursuant to SMC [17.30.020](#).
 - (e) Uses allowed in overlay zones are shown with the following abbreviation:
 - (1) AEO—Adult Entertainment Overlay.
 - (2) CCO—Civic Commons Overlay.
 - (3) TO—Transit Overlay.
 - (4) MPO—Master Plan Overlay.
 - (5) MXO—Mixed Use Overlay.

- (1) Permit types shall be classified according to the following:

- (a) The letter “P-I” means that the use is permissible in the indicated zone with a Type I administrative permit issued by the community development director.
- (b) The letter “P-II” means that the use is permissible in the indicated zone with a Type II administrative permit with public comment period issued by the community development director.
- (c) The letters “P-III” means that the use is permissible in the indicated zone with a Type III permit decision is issued by the hearing examiner after holding a public hearing.
- (d) The letters “P-IV” and “P-V” are additional permits types that require either review by the Planning Commission or approval by the City Council.
- (e) The letters “AC” means that the use is permissible as an Accessory Use to a primary use on the same property.
- (f) The letter “C” means that the use is permissible with a Conditional Use Permit approved by the hearing examiner after holding a public hearing.

KEY:	-
Blank = Not Permitted	AEO = Adult Entertainment Overlay
AC = Accessory Use	HO = Historic Overlay
ADC = Administrative Conditional Use	TO = Transit Overlay
C = Conditional Use	MPO = Master Plan Overlay
P = Permitted Use	MXO = Mixed Use Overlay

Permit Type Key Table

KEY:	
<u>Blank = Not Permitted</u>	<u>AC = Accessory Use</u>
<u>P-I = Type I Permit</u>	<u>C = Conditional Use</u>
<u>P-II = Type II Permit</u>	
<u>P-III = Type III Permit</u>	<u>Footnote Number in Parentheses = Special Development Standards Specific to that Use</u>

17.30.040 Change in Use

- (1) A substantial change in use of property occurs whenever a new use or activity conducted on a lot creates a more intensive impact to the site in question or to the infrastructure of the city than the previous use, as determined by the community development director and/or his or her designee.
- (2) A change in the status of property from occupied to unoccupied or vice versa does not constitute a substantial change in use. Whether a change in use occurs shall be determined by comparing the two active uses of the property without regard to any intervening period during which the property may have been unoccupied, unless the property has remained unoccupied for more than one hundred eighty consecutive days or has been abandoned.

- (3) A change in ownership of a business or enterprise or a change in the name shall not be regarded as a substantial change in use.

17.30.050 Prohibited Uses

The following activities and uses are prohibited throughout the City of Stanwood due to their impactful nature on adjacent land uses or the community at large.

- a. Aggregate extraction
- b. The disassembly, dismantling, or storage of more than five (5) wrecked vehicles as defined in RCW 46.80.010(6) at any one time unless completely contained within an enclosed building
- c. Manufacture of explosives
- d. Stockyards, slaughterhouses, or rendering plants; with the exception of existing legal nonconforming uses or those established prior to November 8, 2018
- e. Petroleum refineries
- f. Fertilizer manufacture
- g. Sanitary landfills
- h. Waste to energy facilities
- i. Casinos and Card Rooms with two or more card tables
- j. New Enhanced Service Facilities
- k. Recovery Homes
- l. Orphanage
- m. Manufactured / Mobile Home Parks
- n. Auctions or sale of livestock or similar animals in the Light Industrial or General Industrial zones as noted in SMC 17.50
- o. Storage, manufacturing or sales of highly volatile or otherwise extremely hazardous substances or materials
- p. Incineration or reduction of garbage, sewage, dead animals or refuse
- q. Crematoriums including the cremation of human and animal remains
- r. Septage treatment plants
- s. Uses that cannot meet and/or exceed the performance standards listed in SMC 17.50.020 Light industrial and general industrial district performance standards
- t. Use of an automobile, travel trailer, motor home, or other recreational vehicle for living purposes for more than two consecutive weeks at a time and more than four weeks per year
- u. Temporary or permanent Homeless Encampments except as allowed by RCW 35A.21.360.

17.30.060 Residential Use Zoning Table Established

Permitted Use Table: Residential Zones

Land Use	Permit Type	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
Agriculture							
Farm, Existing	P-I	P (1)	P (1)	P (1)	P (1)	P (1)	Property previously and currently used for ongoing agricultural activity
Animal Services							
Kennel, Hobby	P-I	AC / C (2)	AC /C (2)	AC / C (2)	AC / C (2)		A collection of 3 or more adult dogs or 4 or more cats and one litter of unweaned pups
Hotels and Guesthouses							
Bed and Breakfast	P-III	C (3) (4)	C (3) (4)	C (3) (4)	C (3) (4)	C (3) (4)	A building other than a hotel or nursing home where meals and short-term lodging are provided for compensation to guests
Public Facilities							
Governmental Use	P-I					P	Public facilities that are utilized for daily administration and operation of government business
Public Safety Station (Police & Fire)	P-II	P (5)	P (5)	P (5)	P (5)	P (5)	A facility used for police and fire services
Quasi-Public							
Cemetery, Existing	P-I		P				A place for the burial or interment of dead persons or household pets
Community Center	P-III	C	C	C	C	P	A building or grounds used for social, civic, or recreational purposes
House of Worship / Church	P-III	C	C	C	C	P	A building or structure wherein persons regularly assemble for religious worship and which is maintained and controlled by a religious body organized to sustain public worship
Meeting Hall	P-III	C	C	C	C	P	A place of assembly that is used on a temporary but recurring basis for a variety of public or private events
Recreation							
Open Space	P-I	P	P	P	P	P	A common, accessible area that is shared by residents of a subdivision

Land Use	Permit Type	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
							and/or by the public and is left in its natural or undisturbed state.
Park, Community	P-II	P	P	P	P	P	Regional park facility that serves an area of over 10,000 in population and is 20 to 100 acres
Park, Neighborhood	P-II	P	P	P	P	P	A park of five to 20 acres serving an area of 2,000 to 10,000 population within a quarter to one-half mile service area
Park, Urban	P-II	P	P	P	P	P	A park providing public access and recreational, educational, cultural, historical, or aesthetic amenities
Private / HOA Parks	P-I	P	P	P	P	P	A park area under common, ownership by a Homeowners Association
Trail	P-II	P	P	P	P	P	A paved or unpaved path used for walking, hiking, running, bicycling and/or horseback riding
Residential							
Adult Family Home	P-I	P	P	P	P	P	A residential home in which a person or persons provide personal care, special care, room, and board to more than one but not more than six adults who are not related by blood or marriage to the person or persons providing the services
Assisted Living / Independent Living	P-II					P	A state licensed group residence for adults per RCW 18.20
Congregate Care Facility	P-III					C (6)	A residential facility for the elderly and/or handicapped persons
Daycare, Home	P-I	AC (7)	AC (7)	AC (7)	AC (7)	AC (7)	Care for children under the age of 12 or seniors located in the family dwelling accommodating 12 or fewer
Dwelling, Accessory	P-I	AC (8)	AC (8)	AC (8)	AC (8)		A secondary living unit that is located on the same property as the primary dwelling
Dwelling, Cottage	P-III	P (9)	P (9)	P (9)	P (9)		A minimum of 4 small detached single-family homes located together in a neighborhood format around common open space
Dwelling, Duplex	P-I				P (10)	P	A detached building, designed for 2 families living independently of each other & divided by a common wall

Land Use	Permit Type	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
Dwelling, Multiple Family Development Up to 20 Units	P-I					P	A building designed 3 or more families living independently of each other, including apartment houses but not include hotels, trailers, or mobile/manufactured homes
Dwelling, Multiple Family Development 21 Units or Greater	P-II					P	A building designed 3 or more families living independently of each other, including apartment houses but not include hotels, trailers, or mobile/manufactured homes
Dwelling, Single Family	P-I	P	P	P	P	P	A detached building designed for or occupied exclusively by one family
Dwelling, Townhouse	P-I				C	P	A dwelling unit that is: occupancy by one family; has no units above or under it; and is attached to other units by common side walls
Enhanced Service Facility Conversion Category 1 – Existing Nursing Home Conversion of up to a 16 Bed Facility (21)	P-III					C	A facility licensed under chapter 70.97 RCW that provides support and services to persons for whom acute inpatient treatment is not medically necessary
Enhanced Service Facility Conversion Category 2 – Existing Assisted Living Conversion of up to a 16 Bed Facility (21)	P-II					P	A facility licensed under chapter 70.97 RCW that provides support and services to persons for whom acute inpatient treatment is not medically necessary
Enhanced Service Facility Conversion Category 3 – Existing Adult Family Home Conversion of up to a 6 Bed Facility (21)	P-I	P	P	P	P	P	A facility licensed under chapter 70.97 RCW that provides support and services to persons for whom acute inpatient treatment is not medically necessary
Group Home	P-I	P (11)	P (11)	P (11)	P (11)	P (11)	A facility licensed by the state to provide 24-hour training, care, custody, correction or control, or any combination of those functions, to one or more persons. This term shall not include schools, hospitals, prisons or other social service facilities
Home Occupation	P-I	AC (12)	AC (12)	AC (12)	AC (12)	AC (12)	A business carried on within a dwelling unit or accessory building which is incidental and secondary to the residential use
Homeless Housing	P-I	P	P	P	P	P	Homeless Housing means housing types that are usually geared specifically towards homeless populations including:

Land Use	Permit Type	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
							Transition Housing Permanent Supportive Housing.
Manufactured / Mobile Home	P-I	P (13)	P (13)	P (13)	P (13)		A residential unit on one or more chassis for towing to the point of use and designed to be used with a permanent foundation as a dwelling unit on a year-round basis
Schools							
Elementary School	P-III	C	C	C	C		Any school, public or private, intended for the education of children from kindergarten through the fifth grade
High School	P-III	C	C	C	C		Any school, public or private, intended for the education of children from the ninth through the twelfth grade
Middle School	P-III	C	C	C	C		Any school, public or private, intended for the education of children from the sixth through eighth grade
Pre-School Facility	P-III / P-II	C	C	C	P (10)	P	An educational establishment that provides instruction and daytime care, for 4 or more children between the ages of 2 and 5 years
Seminary	P-III			C (14)			An educational institution for religious study
Utilities							
Electrical Equipment and Pole Storage Yard Associated with Electrical Substations	P-I	P	P	P	P	P	Area used for the storage of equipment and support poles associated with a permitted electrical substation.
Electrical Substation	P-II	P	P (15)	P (15)	P (15)	P	A facility that provides transmission and distribution of electric power
Electrical Transmission Lines	P-II	P	P	P	P	P	Lines which connect the power produced at generating facilities to substations
Sewage Lift Station	P-II	P	P	P	P	P	The station in a sewer system where the wastewater needs to be pumped (lifted) to a higher elevation so that gravity can be used to bring the wastewater to the treatment plant
Water Well and Pump Station	P-II	P	P	P	P	P	infrastructure used to move water from a ground water source and convey water within a utility system

Land Use	Permit Type	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
Water, Drainage or Sewage Infrastructure	P-II	P	P	P	P	P	Pipes, installations and other infrastructure that are part of a system used for the purpose of water, drainage or sewage
Wireless Communication Facilities							
Co-Location PWCF	P-II	P (16)	P (16)	P (16)	P (16)	P (16)	The placement and arrangement of multiple providers' antennas and equipment on a single support structure or equipment pad area
Minor Facilities	P-II	P (17)	P (17)	P (17)	P (17)	P (17)	Wireless communications facility consisting of up to three antennas within specified size limitations
Single PWCF	P-II	P (18)	P (18)	P (18)	P (18)	P (18)	A wireless communications facility for the transmission and/or reception of radio frequency signals associated with personal wireless services and which may include antennas, equipment shelter or cabinet, transmission cables, a support structure, reception and transmission devices and antennas and temporary or portable service facilities
Monopole Towers	P-II	C (19)	C (19)	C (19)	C (19)	C (19)	Any structure built for the sole or primary purpose of supporting any FCC-licensed or authorized antennas and their associated facilities
Small Cell Facilities	P-II	P (20)	P (20)	P (20)	P (20)	P (20)	A personal wireless services facility that meets the requirements SMC 17.200-220
Other							
Daycare Center	P-II			P (7)	P (7)	P (7)	Care of children under the age of 12, or seniors, located in a facility which accommodates 13 or more persons
Daycare, Mini	P-II				P (7)	P (7)	Care of children under the age of 12, or seniors, located in a facility other than a family dwelling, which accommodates 12 or fewer persons
Transitional Housing	P-II	P	P	P	P	P	Temporary housing for individuals and families for periods up to two (2) years. Such facilities may also include job/or self-sufficiency training and other

Land Use	Permit Type	SR 12.4	SR 9.6	SR 7.0	SR 5.0	MR	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
							supportive services to help people transition to independent living.
Emergency Shelter	P-I	P	P	P	P	P	Emergency Shelter means an indoor facility that provides a temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to enter into a lease or an occupancy agreement. Emergency shelter facilities may include day and warming centers that do not provide overnight accommodations.
Emergency Housing	P-I	P	P	P	P	P	Emergency Housing means temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless that is intended to address the basic health, food, clothing, and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement.
Temporary Uses	P-I	P	P	P	P	P	A use established for a fixed period of time with the intent to discontinue such use upon the expiration of such time

Residential Zoning Use Conditions.

- (1) Farms shall register with the city for the right to farm per Chapter 17.102 SMC. New farms are limited to the SR 12.4 zone with a minimum land area of two and one-half acres. Farms preexisting on the effective date of Ordinance No. 1032 in 2002 are permitted on smaller land areas and may register to receive right-to-farm protection.
- (2) A hobby kennel license is required for a total of four or more dogs and four or more cats over three months of age. A maximum of four animals is allowed when the parcel is under one acre, five animals per acre are allowed when the parcel is one to five acres and 25 animals are allowed when the parcel is over five acres. These maximums may be exceeded with special hobby kennel permit issued administratively by the animal control officer pursuant to SMC 8.02.450 and 8.02.470; provided, however, that in all cases exceeding the maximum standard by six animals requires an conditional use permit. All indoor and outdoor kennels shall comply with the animal control and licensing standards contained in Chapter 8.02 SMC. Three or fewer animals are allowed as an accessory use without a kennel license as pets.
- (3) A business license and compliance with conditions in SMC 17.100.060 for permitting a bed and breakfast use are required. Bed and breakfast residence use is limited to four rooms per residence. Bed and breakfast inn use is limited to six rooms in the SR 5.0 zone, 10 rooms in the MR zone and 16 rooms in the GC zone.
- (4) Restaurants that serve lunches and/or dinner shall be allowed in bed and breakfast accommodations.
- (5) Twenty thousand square feet of land area are required. This minimum land area requirement may be reduced through the conditional use permit process in SMC 17.80.120 provided the lot meets the minimum lot size standard for the zone.
- (6) Limited to 30 rooms/increment of minimum land area.
- (7) All daycare uses shall comply with the daycare facilities requirements provided in SMC 17.95.382. Family daycare shall require a home occupation permit. Daycare centers are limited to a minimum land area of 10,000 square feet in the SR 5.0 zone and 30,000 square feet in the SR 7.0 zone.
- (8) One accessory dwelling unit per lot is allowed. Accessory dwelling units shall comply with the criteria and design standards set forth in SMC 17.95.470 through 17.95.480.
- (9) Cottage housing units shall comply with the requirements in SMC 17.95.450.
- (10) Minimum land area of 7,000 square feet required.
- (11) This use shall comply with the special residential use requirements provided in SMC 17.95.375. Group homes are limited to six rooms in the SR 7.0, SR 5.0, RM and GC zones.
- (12) A home occupation permit and business license are required. Home occupations shall comply with the requirements in SMC 17.95.380.
- (13) This use shall comply with the manufactured housing requirements of SMC 17.95.385. Manufactured housing use is limited to Type A homes certified as meeting U.S. HUD standards. Manufactured home park use may accommodate both Type A and Type B HUD certified units and requires a minimum land area of three acres in SR 7.0 and two acres in SR 5.0 zones.
- (14) Limited to 9,000 square feet in the SR 7.0 zone.
- (15) Minimum land area of 10,000 square feet required.
- (16) Subject to the wireless communications facilities standards in Chapter 17.220 SMC.

- (17) Minor facilities are limited to co-location on an existing monopole and are subject to the wireless communications facilities standards in Chapter 17.220 SMC.
- (18) Limited to one personal wireless communications facility (PWCF) on existing light standards and power poles within the public right of-way and subject to the wireless communications facilities standards in Chapter 17.220 SMC.
- (19) Monopole towers only are permitted. Guy and lattice towers are prohibited. Limited to locations on properties with existing public use, except in the general commercial and general industrial zones subject to a conditional use permit, and subject to the wireless communications facilities standards in Chapter 17.220 SMC.
- (20) All small wireless communication facilities shall be subject to the requirements of Chapters 17.200, 17.205, and 17.210 SMC.
- (21) Enhanced Service Facility Conversions of Category 1 -3 Facilities shall be subject to the requirements of SMC 17.95.375.

17.30.070 Commercial and Mixed-Use Zoning Table Established

Permitted Use Table: Commercial and Mixed-Use Zones

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
Animal Services								
Animal Daycare/Grooming	P-I	P (1)	P (1)	P	P (1)	P (1)	P	An establishment providing daytime training, supervision, recreation, clipping, hygienic care, or cleaning services for animals
Kennel, Commercial Indoor / Outdoor			AC / C (4)	AC / C (4)				A facility holding 4 or more domestic animals over four months of age for boarding, breeding, sale, or treatment
Veterinarian Hospital or Clinic	P-I		P (5)	P (5)		P	P	A building used to provide health care services to animals.
Automotive Services								
Automobile Rental Agency	P-I					P		A rental and incidental storage agency which provides motor vehicle rentals under 10,000 lb.
Automobile Repair and Services	P-I					P (6)		An establishment that provides a variety of levels of repair, sales, handling, maintaining, or disposing of motor vehicles.
Automobile Sales and Service, New or Used	P-I					P / C (7)		An establishment that sells new or used motorized vehicles as its primary use, and allows for minor or major repairs, or paint and body work.
Automobile Service Station	P-I			P (35)				A building that sells or supplies fuels, lubricants, air, water, and other operating commodities for motor vehicles or boats
Car Wash	P-I			P		P		A building, or portion thereof, for washing automobiles utilizing mechanical devices.
Parking Lots, Garages	P-I	AC	AC, P (8)	P, AC	AC	AC	AC	A building, or area beneath a building, except those described as a private garage, used for the parking only of automotive vehicles.
Parking Structure, Commercial	P-I		P (8)			P		A stand-alone structure used for the storage or parking of motor vehicles.

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
Cultural / Entertainment								
Art Gallery	P-I		P	P		P	P	A room or building devoted to the exhibition of works of art or an institution or business exhibiting or dealing in works of art
Game, Video Arcade	P-I		P	P		P	P	A venue where people play indoor table games and/or arcade video games
Live Entertainment	P-I		AC (9)	AC (9)	AC (9)	AC (9)	AC (9)	Music, comedy, readings, dancing, acting, or other entertainment performed at an establishment such as a theater or concert hall.
Museum	P-II		P	P		P	P	A nonprofit, noncommercial establishment operated as a repository or a collection of natural, historic, scientific or works of art
Night club	P-I		P	P		P	P	A business conducted inside a building that has the capacity for at least 30 persons seated at tables, includes a bar, employs a bartender and maintains table service, dancing, and/or live entertainment.
Theater	P-I		P	P		P	P	A building or part of a building, devoted to showing motion pictures, or for dramatic, musical or live performances.
Hotels and Guesthouses								
Bed and Breakfast	P-III		P (2) (10) (11)	P (2) (10) (11)		C (2) (10) (11)		A building other than a hotel or nursing home where meals and short-term lodging of more than two rooms are provided for compensation
Hotel	P-I		P	P / C (7)		P	P	Any building containing more than six guest rooms intended to be used, rented or hired out to be occupied for sleeping purposes
Industrial								
Food and Beverage Processing Facility	P-III					C		Means sorting, packaging, bottling or labeling raw or semi-processed food or beverages into a product
Manufacturing, Light	P-II					P (12)		A use engaged in the manufacture, predominantly from previously

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
								prepared materials, of finished products or parts, including process, fabrication, assembly, treatment, packaging, incidental storage, sales, and distribution of such products, but excluding basic industrial processing
Communication Technology (TV broadcasting, radio station, video production, internet or movie production or other similar technologies)	P-I					P	P	An industry consisting of the technological and commercial broadcasting institutions or filmmaking
Office								
Professional Office	P-I	P	P	P	P	P	P	A business providing expertise to clients for a fee for service in any of the following related categories: accounting, architecture, engineering, planning, law, music, art, interior design, real estate, writing, education, or any similar type of business.
Health Care Office	P-I	P	P	P	P	P	P	Health care services such as primary care clinics, mental health clinics, community health centers, dentist, orthodontist, nutritionist, physical therapy, optometrists, or similar medical practices excluding hospitals.
Hospital	P-III	C	C	C	C	C	C	A facility providing primary health services and medical or surgical care to persons, primarily inpatients suffering from illness, disease, injury, deformity, other abnormal physical or mental conditions, chemical or substance dependency or abuse, and including as an integral part of the institution related facilities such as laboratories, outpatient facilities, and training facilities.
Personal Services								
Assisted / Independent Living		C		P / C (7) (17)		P (17)		A state licensed group residence for adults per RCW 18.20.
Salon	P-I	P	P	P	P	P	P	An establishment where hair cutting, coloring and styling, facials,

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
								manicures, lashes, and/or spa services are provided.
Daycare Center	P-I	P (13)	P (13)	P (13)	P (13)	P (13)	P (13)	Care of children under the age of 12, or seniors, located in a facility which accommodates 13 or more persons.
Laundromat / Dry Cleaner	P-I	P (14)	P	P	P	P	P	An establishment providing dry cleaning businesses or washing, drying machines on the premises for rental use to the general public.
Equipment Rental	P-I			P		P	P	Equipment rental is a service providing machinery, equipment and tools of all kinds and sizes for a limited period of time individual consumers.
Health / Athletic Club	P-I		P	P		P	P	Gymnasiums (except those related to educational institutions), private clubs (athletic, health, or recreational), reducing salons, and weight control establishments.
Funeral Home	P-I		P	P				A building used for the preparation of the deceased for burial, the display of the deceased, and ceremonies connected therewith before burial or cremation; crematories are not considered part of a funeral home or an accessory.
Janitorial Services	P-I			P				A company providing janitorial services such as the cleaning of offices or other building establishments.
Mail / Small Shipping Store	P-I		P	P		P	P	An establishment that provides shipping, shredding, printing, fax, passport photos, personal and business mailboxes, and notary services.
Private Clubs	P-I		P	P		P	P	Organizations that are privately owned and operated by their members and not operated for profit such as clubs, lodges, lounges, and halls.

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
Tattoo & Piercing Parlors	P-I		P	P		P	P	A business designing and creating permanent graphic images on the human body, may include piercing.
Public Facilities								
Governmental Use	P-I	P	P (15)	P (7)		P	P	Public facilities that are utilized for daily administration and operation of government business
Park and Ride Facility	P-II		P (8)					A parking area designated for commuters using public transportation.
Post Office	P-I		P	P (7)		P		A facility authorized by a postal system for posting, receipt, sorting, handling, transmission, and delivery of mail and offer mail related services
Public Safety Station (Police and Fire)	P-II	P / C (15)	P / C (15)	P / C (15)		P / C (15)	P / C (15)	A facility used for police and fire services.
Public Transit Storage and Maintenance Facility	P-II					P		A facility used for public transit storage and maintenance.
Public Transit Terminal	P-II		P (8)	P				A terminal used for public transit.
Quasi-Public								
Meeting Hall	P-II	P / C (7)	P	P / C (7)				A building or grounds used for social, civic, or recreational purposes and owned and operated by a nonprofit organization and open to the general public.
House of Worship / Church	P-III	C (7)	P / C (7)	P / C (7)	P / C (7)	P / C (7)	P / C (7)	A building or structure wherein persons regularly assemble for religious worship and which is maintained and controlled by a religious body organized to sustain public worship.
Recreation								
Amusement Park or Center	P-II					P		A group of amusement devices for children and/or adults and their accessory uses.
Bowling Alley	P-I			P				A recreational facility which includes bowling lanes, and may include a small lounge, restaurant or snack bar, video games and pool tables.

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
Community Garden	P-I	P		P		P		Land set aside for collective use for an organization or for the general public to grow produce and/or flowers. Excluding marijuana.
Open Space	P-I	P	P	P	P	P	P	A common, accessible area that is shared by residents of a subdivision and/or by the public and is left in its natural or undisturbed state
Park, Community	P-II	P	P	P	P	P	P	Regional park facility that serves an area of over 10,000 in population and is 20 to 100 acres
Park, Urban	P-II	P	P	P	P	P	P	A park providing public access and recreational, educational, cultural, historical, or aesthetic amenities
Private / HOA Parks	P-I	P	P	P		P	P	A park area under common, ownership by a Homeowners Association
Trail	P-II	P	P	P	P	P	P	A paved or unpaved path used for walking, hiking, running, bicycling and/or horseback riding
Repair Services								
Minor Service Repairs Within the Confines of a Building; No Outside Storage or Repair	P-I	P	P	P	P	P	P	An establishment providing minor repair services such as shoe repair, tailoring, bicycle repairs, computer repairs or similar type uses.
Residential								
Adult Family Home	P-I	P	P	P	P	P	P	A residential home in which a person or persons provide personal care, special care, room, and board to more than one but not more than six adults who are not related by blood or marriage to the person or persons providing the services.
Assisted Living/Independent Living	P-II					P	P	A state licensed group residence for adults per RCW 18.20.
Boarding House	P-I		P (16)	P (16)				A building other than a motel, where lodging and meals are provided for more than five persons for compensation on a long-term basis.
Congregate Care Facility	P-III	C		P / C (7) (17)		P (17)	P (17)	A residential facility for the elderly and/or handicapped persons.

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
Daycare, Family	P-I	P	P (8)	P (13)	P			A residence used for the care of children under the age of 12 or seniors located in the family dwelling of the person or persons under whose direct care the child or children are placed, accommodating 12 or fewer, such numbers to include those members of the resident family who are under the age of 12 years old.
Dwelling, Accessory	P-I	AC (18)						A secondary living unit that is located on the same property as the primary dwelling
Dwelling, Cottage	P-II	P (20)						A minimum of 4 small detached single-family homes located together in a neighborhood format around common open space
Dwelling, Duplex	P-I	P	P (37)	P (21)				A detached building, designed for 2 families living independently of each other & divided by a common wall
Dwelling, Triplex	P-I		P (37)					A detached building, designed for 3 families living independently of each other & divided by a common wall.
Dwelling, Multiple Family	P-II	P (7)		P			P	A building designed 3 or more families living independently of each other, including apartment houses but not include hotels, trailers, or mobile/manufactured homes
Dwelling, Single Family	P-I	P	P (37)	P (21)				A detached building designed for or occupied exclusively by one family
Dwelling, Townhouse	P-I	P	P (8) (37)	P		P (8)		A dwelling unit that is: occupancy by one family; has no units above or under it; and is attached to other units by common side walls
Enhanced Service Facility Conversion Category 1 – Existing Nursing Home Conversion of up to a 16 Bed Facility (21)	P-III	C		P		P	P	A facility licensed under chapter 70.97 RCW that provides support and services to persons for whom acute inpatient treatment is not medically necessary
Enhanced Service Facility Conversion Category 2 – Existing Assisted Living	P-II	C		P		P	P	A facility licensed under chapter 70.97 RCW that provides support and

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
Conversion of up to a 16 Bed Facility (21)								services to persons for whom acute inpatient treatment is not medically necessary
Enhanced Service Facility Conversion Category 3 – Existing Adult Family Home Conversion of up to a 6 Bed Facility (21)	P-I	P						A facility licensed under chapter 70.97 RCW that provides support and services to persons for whom acute inpatient treatment is not medically necessary
Group Care Facilities		P	P	P				Shared living quarters (without separate kitchen or bathroom facilities for each room or unit) for seven or more persons with physical or mental impairments that substantially limit one or more of such person's major life activities when such persons are not living together as a single household unit.
Group Home	P-I			P (19)		P (19)		A facility licensed by the state to provide 24-hour training, care, custody, correction or control, or any combination of those functions, to one or more persons. This term shall not include schools, hospitals, prisons or other social service facilities
Home Occupation	P-I	AC (22)	AC (22)	AC (22)		AC	AC (22)	A business carried on within a dwelling unit or accessory building which is incidental and secondary to the residential use
Live/Work Units	P-1		P (38)	P			P	Live/work unit means a single dwelling unit in a detached building, or in a multifamily or mixed-use building, that also accommodates limited commercial uses within the dwelling unit. The predominate use of a live/work unit is residential, and commercial activity is a secondary use.
Mixed Use	P-II	P	P	P (8)		P (8)	P	Residential and commercial uses within a single building or development that may occur either within one story as a horizontal mix, in one structure with multiple stories

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
								as a vertical mix or in more than one detached structure
Retail Trade Establishments								
Retail Shop – Boutique Style Less than 3,000 square fee	P-I		P	P	P		P	Small scale retail uses such as boutiques, bakeries, florists, convenience stores, pharmacies, and more.
Retail Shop – Mid-Range between 3,000 and 10,000 square feet (Non-Strip Mall Design)	P-I	P	P	P		P		Midsized retail uses such as grocery stores, sporting goods store, large thrift stores, office supplies, and more.
Retail – Strip Mall or Big Box greater than 10,000 square feet	P-III			C		C	C	Large scale retail uses such as supermarkets, construction supply stores, furniture stores, and more.
Agricultural Produce Stand	P-I	P		P	P	P		A farm stand that sells produce including fresh, dried or bottled vegetables and fruits and plants/flowers.
Farmer's Market	P-I	P	P	P	P	P	P	Retail area, outdoors or indoors, where vendors sell produce, baked goods, food and/or limited crafts to the public.
Kiosk / Vending Machine	P-I	AC (23)	AC (23)	AC (23)	AC (23)	AC (23)	AC (23)	Mobile units such as kiosks and vending machines that dispense products for sale including but not limited to beverages, food and video
Marijuana Retailer	P-I		C					As set forth in RCW 69.50.101. --a person licensed by the board to sell marijuana concentrates, useable marijuana, and marijuana-infused products in a retail outlet.
Plant Nursery	P-I			P			P	An enterprise, establishment, or portion thereof that conducts the retailing or wholesaling of plants grown on the site, as well as accessory items (but not farm implements) directly related to their care and maintenance.

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
Retail Prepared Food / Beverage Establishments								
Bars and Cocktail Lounges	P-I		P	P		P	P	A business conducted entirely within a building wherein primarily alcoholic beverages are sold at retail for consumption on the premises. Limited food service and live entertainment may be provided as an accessory use. Excludes nightclubs, restaurants, and taverns.
Catering	P-I	P (24)	P (24)	P	P	P	P	An establishment that prepares food on site and delivers it to another location for consumption. Caterers may also provide party planning and occasional hourly labor for special events.
Beverage Stand	P-I	P (24)	P (24) (26)	P (25) (26)	P (25) (26)	P (25) (26)		Restaurants specializing in coffee, tea, and other assorted beverage products, accessory baked goods and concessions.
Restaurant	P-I	P (24) (26)	P (24) (26)	P (25)	P (25) (26)	P (25) (26)	P	Restaurant - An establishment whose primary business is the sale of food and beverages to patrons for consumption on the premises.
Tavern	P-I		P (24)	P			P	A business conducted entirely within a building where beer and/or wine is served to the public, which holds a class "A" or "B" license from the Washington State Liquor Control Board. Limited food service and live entertainment may be provided as an accessory use. Excludes bars/cocktail lounges, night clubs and restaurants
Schools								
Elementary School	P-III	C						Any school, public or private, intended for the education of children from kindergarten through the fifth grade
Preschool Facility	P-II/P-III		P (8)	P or C				An educational establishment that provides instruction and daytime

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
								care, for 4 or more children between the ages of 2 and 5 years
School, Other	P-I		P (27)					Places for systematic instruction, to include trade, vocational/technical, art, music, dance, and business schools or similar type institutions.
Wholesale Storage / Distribution Facilities								
Detached Commercial Accessory Storage	P-III		C (28)	C (28)	C (28)	C (28)		Storage structure that is subordinate and incidental to a commercial or industrial use. This use is not a mini-warehouse storage unit facility.
Utilities								
Electrical Equipment and Pole Storage Yard Associated with an Electrical Substation	P-I	P (29) (36)	P (29) (36)	P (29) (36)	P (29) (36)	P (29) (36)	P (29) (36)	Area used for the storage of equipment and support poles associated with permitted electrical substations.
Electrical Substation	P-II	P (29)	P	P	P	P		A facility that provides transmission and distribution of electric power
Electrical Transmission Lines	P-II		P	P		P		Lines which connect the power produced at generating facilities to substations
Recycle Collection Stand	P-II		AC	AC	AC	AC		A movable kiosk for the collection of recyclable materials or donations such as newspapers, clothing or book
Sewage Lift Station	P-II	P(29)		P	P			The station in a sewer system where the wastewater needs to be pumped (lifted) to a higher elevation so that gravity can be used to bring the wastewater to the treatment plant
Water Well and Pump Station	P-II	P						Infrastructure used to move water from a ground water source and convey water within a utility system
Water, Drainage or Sewage Infrastructure	P-II	P	P	P	P	P	P	Pipes, installations and other infrastructure that are part of a system used for the purpose of water, drainage or sewage
Wireless Communications Facilities								
Co-Location PWCA	P-I	P (30)	P (30)	P (30)	P (30)	P (30)	P (30)	The placement and arrangement of multiple providers' antennas and equipment on a single support structure or equipment pad area

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
Minor Facilities	P-I	P (31)	P (31)	P (31)	P (31)	P (31)	P (31)	Wireless communications facility consisting of up to three antennas within specified size limitations
Single PWCF	P-II	P (32)	P (32)	P (32)	P (32)	P (32)	P (32)	A wireless communications facility for the transmission and/or reception of radio frequency signals associated with personal wireless services and which may include antennas, equipment shelter or cabinet, transmission cables, a support structure, reception and transmission devices and antennas and temporary or portable service facilities
Monopole Towers	P-III	C (33)	C (33)	C (33)	C (33)	C (33)	C (33)	Any structure built for the sole or primary purpose of supporting any FCC-licensed or authorized antennas and their associated facilities
Small Cell Facilities	P-I	P (34)	P (34)	P (34)	P (34)	P (34)	P (34)	A personal wireless services facility that meets the requirements SMC 17.200-220
Other								
Indoor Emergency Shelters	P-I	P	P	P	P	P	P	Emergency Shelter means a facility that provides a temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to enter into a lease or an occupancy agreement. Emergency shelter facilities may include day and warming centers that do not provide overnight accommodations.
Indoor Emergency Housing	P-I		P	P	P	P	P	Emergency Housing means temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless that is intended to address the basic health, food, clothing, and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement.

Land Use	Permit Type	TN	MB-I	MB-II	NB	GC	GC / MF MXO (3)	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
Temporary Uses	P-I	P	P	P	P	P	P	A use established for a fixed period of time with the intent to discontinue such use upon the expiration of such time
Transitional Housing	P-I	P				P	P	Housing and supportive services to homeless persons or families for up to two years and that has as its purpose facilitating the movement of homeless persons and families into independent living.

Commercial and Mixed-Use Zoning Use Conditions.

- (1) Subject to animal services grooming parlor conditions in [SMC 8.02.480](#).
- (2) Retail trade establishments are limited to 50,000 square feet gross floor area per individual establishment. A business license and compliance with conditions in SMC 17.100.060 for permitting a bed and breakfast use are required. Bed and breakfast residence use is limited to four rooms per residence. Bed and breakfast inn use is limited to six rooms in the SR 5.0 zone, 10 rooms in the MR zone and 16 rooms in the GC zone.
- (3) Permitted when located in the mixed use overlay and part of a mixed use project as defined in [SMC 17.79.030](#).
- (4) A hobby kennel license is required for a total of four or more dogs and four or more cats over three months of age. A maximum of four animals is allowed when the parcel is under one acre, five animals per acre are allowed when the parcel is one to five acres and 25 animals are allowed when the parcel is over five acres. These maximums may be exceeded with special hobby kennel permit issued administratively by the animal control officer pursuant to SMC [8.02.450](#) and [8.02.470](#); provided, however, that in all cases exceeding the maximum standard by six animals requires a conditional use permit. All indoor and outdoor kennels shall comply with the animal control and licensing standards contained in Chapter [8.02](#) SMC. Three or fewer animals are allowed as an accessory use without a kennel license as pets.
- (5) No outdoor kennels.
- (6) Automobile repair is limited to minor repair services in the general commercial zone and to minor and major repair services as defined in SMC [17.20.020](#) in the light industrial zone. Minor repair, major repair and paint/body shops are permitted in the general industrial zone.
- (7) Minimum land area of 20,000 square feet is required. This standard may be modified through the conditional use permit process provided in SMC [17.80.120](#).
- (8) Permitted in the transit overlay when part of a transit-oriented project as defined in SMC [17.77.040](#).
- (9) Subject to standards in SMC [17.100.055](#).
- (10) A business license and compliance with conditions in SMC [17.100.060](#) for permitting a bed and breakfast use are required.
- (11) Restaurants that serve lunches and/or dinner shall be allowed in bed and breakfast accommodations.
- (12) In the general commercial zone, light manufacturing is limited to assembly and fabrication of products such as medical equipment, optics, electrical and electronic goods.
- (13) All daycare uses shall comply with the daycare facilities requirements provided in SMC [17.95.382](#). Family daycare shall require a home occupation permit.
- (14) Limited to drop-off and pick-up with no on-site dry cleaning allowed.
- (15) Twenty thousand square feet of land area are required. This minimum land area requirement may be reduced through the conditional use permit process in SMC [17.80.120](#) provided the lot meets the minimum lot size standard for the zone.
- (16) Boarding/rooming houses shall be allowed only as second or third floor activities over retail trade, personal service or business professional service establishments, and not as ground floor uses.
- (17) Limited to 30 rooms/increment of minimum land area.

- (18) One accessory dwelling unit per lot is allowed. Accessory dwelling units shall comply with the criteria and design standards set forth in SMC [17.95.470](#) through [17.95.480](#).
- (19) This use shall comply with the special residential use requirements provided in SMC [17.95.375](#). Group homes are limited to six rooms in the GC zone.
- (20) Cottage housing units shall comply with the requirements in SMC [17.95.450](#).
- (21) Permitted when part of a mixed use development.
- (22) A home occupation permit and business license are required. Home occupations shall comply with the requirements in SMC [17.95.380](#).
- (23) Kiosks/vending machines are permitted only as accessory uses inside a building.
- (24) No drive-through service allowed.
- (25) Drive-up windows allowed subject to the supplemental standards for drive-through facilities provided in SMC [17.100.040](#).
- (26) Outside dining is limited to areas designated for such use, shall be in keeping with the exterior architectural theme of the building, and shall not permit the consumption of food or beverages within automobiles.
- (27) Permitted when located in the historic downtown overlay, provided there is no outdoor display or storage.
- (28) Detached accessory storage shall comply with “nonresidential performance standards” SMC [17.100.075](#), conditions for permitting detached storage structures in commercial zones, and the additional architectural standards in SMC [17.112.030](#) in the MB-I and MB-II zoning districts, and SMC [17.112.040](#) in the GC zoning district.
- (29) Minimum land area of 10,000 square feet required.
- (30) Subject to the wireless communications facilities standards in Chapter [17.220](#) SMC.
- (31) Minor facilities are limited to co-location on an existing monopole and are subject to the wireless communications facilities standards in Chapter [17.220](#) SMC.
- (32) Limited to one personal wireless communications facility (PWCF) on existing light standards and power poles within the public right-of-way and subject to the wireless communications facilities standards in Chapter [17.220](#) SMC.
- (33) All small wireless communication facilities shall be subject to the requirements of Chapters [17.200](#), [17.205](#), and [17.210](#) SMC.
- (34) Monopole towers only are permitted. Guy and lattice towers are prohibited. Limited to locations on properties with existing public use, except in the general commercial and general industrial zones subject to a conditional use permit, and subject to the wireless communications facilities standards in Chapter [17.220](#) SMC.
- (35) The cross-section areas of service station canopy supports where they meet the ground shall be measured as coverage for the purposes of determining maximum lot coverage and also shall be used for the measurement of setback requirements.
- (36) Pole yards and storage areas shall be screened from adjacent residential or commercial uses. Chain link fences with slats are not allowed.
- (37) Only permitted on properties fronting on 102nd Ave and north of 272nd Street in the MB-I Zoning District. All parking must be maintained on site. No parking shall be allowed on street or in an alley.
- (38) Live / Work Units are allowed as part of a mixed-use development.

Permitted Use Table: Industrial Zones

Land Use	Permit Type	LI	GI	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
Animal Services				
Kennel, Commercial Indoor / Outdoor	P-I	P (1)		A building holding 4 or more domestic animals over four months of age for boarding, breeding, sale, or treatment
Veterinarian Hospital or Clinic	P-II	P		A building used to provide health care services to animals
Automotive Services				
Automobile or Truck Repair and Services	P-I	P (2)	P (2)	An establishment that provides a variety of levels of repair, sales, handling, maintaining, or disposing of motor vehicles
Automobile Sales and Service, New or Used	P-I	P	P	An establishment that sells new or used motorized vehicles as its primary use, and allows for minor or major repairs, or paint and body work
Automobile Service Station	P-I	P (3)		A building that sells or supplies fuels, lubricants, air, water, and other operating commodities for motor vehicles or boats
Car Wash	P-I	AC		A building, or portion thereof, for washing automobiles utilizing mechanical devices
Impound, Storage, Tow Yards	P-I	AC (4)	AC (4)	A lot used for temporary storage of vehicles which have been towed by a towing company or for impounded vehicles
Parking Lots, Garages	P-I	AC, P (5)	AC, P (5)	A building, or area beneath a building, except those described as a private garage, used for the parking only of automotive vehicles
Parking Structure, Commercial	P-I	P	P (5)	A stand-alone structure used for the storage or parking of motor vehicles
Towing	P-I	P (6)	P (6)	A service that provides the towing of a disabled vehicle or trailer
Wrecking	P-I		P (6)	The dismantling/wrecking of one or more motor vehicles or trailers; and/or the storage, sale, or dumping of dismantled vehicles or their parts
Cultural / Entertainment				
Adult Entertainment Facility	P-I		P (7)	A room or building devoted to the exhibition of works of art or an institution or business exhibiting or dealing in works of art
Live Entertainment	P-I	AC		Music, comedy, readings, dancing, acting, or other entertainment performed at an establishment such as a theater or concert hall.
Hotels and Guesthouses				
Bed and Breakfast	P-I		P (5)	A building other than a hotel or nursing home where meals and short-term lodging of more than two rooms are provided for compensation
Hotel	P-I	P (8)		Any building containing more than six guest rooms intended to be used, rented or hired out to be occupied for sleeping purposes
Resort	P-III	P (8)		A hotel that serves as a destination point for visitors, generally provides recreational facilities for paying guests on vacation

Land Use	Permit Type	LI	GI	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
Industrial				
Building Construction Yard	P-I		P	An outdoor area consisting of short-term parking and storage of equipment and supplies used in the construction industry and may contain an office
Feed and Fertilizer Operation	P-I		P	A business which produces feed and/or fertilizer typically for the purpose of agricultural use
Food and Beverage Processing Facility	P-I	P	P	Means sorting, packaging, bottling or labeling raw or semi-processed food or beverages into a product
Freezer Plant / Cold Storage / Food Mill	P-I		P	An industrial business providing refrigeration and storage of food or products requiring refrigeration/freezing and may include food processing
Laboratory	P-I	P	P	A place devoted to experimental study, such as testing and analyzing, as well as physical diagnostic facilities. Manufacturing of any product is not considered part of this definition
Laundry Plant	P-I		P	An establishment for the mechanized washing and/or dry cleaning of clothing and the like
Lumber and Wood Products Processing	P-I		P	A facility that fabricates wood products and/or provides mill work or construction and assembly of products made of wood
Manufacturing, Heavy	P-II		P	A use engaged in the basic processing and manufacturing of materials or products predominantly from extracted or raw materials, or a use engaged in the storage of, or manufacturing processes that potentially involve, hazardous or commonly recognized offensive conditions
Manufacturing, Light	P-II	P (9)	P (9)	A use engaged in the manufacture, predominantly from previously prepared materials, of finished products or parts, including process, fabrication, assembly, treatment, packaging, incidental storage, sales, and distribution of such products, but excluding basic industrial processing
Communication Technology (TV broadcasting, radio station, video production, internet or movie production or other similar technologies)	P-I	P		An industry consisting of the technological and commercial broadcasting institutions or filmmaking
Printing, Publishing, and Allied Industry	P-I	P	P	An establishment providing printing and publishing services
Office				
Professional Office	P-I	P	P	A business providing expertise to clients for a fee for service in any of the following related categories: accounting, architecture, engineering, planning, law, medicine, music, art, interior design, real estate, writing, education, or any similar type of business
Personal Services				
Daycare Center	P-I		P (5)	Care of children under the age of 12, or seniors, located in a facility which accommodates 13 or more persons

Land Use	Permit Type	LI	GI	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
Equipment Rental	P-I	P	P	Equipment rental is a service providing machinery, equipment and tools of all kinds and sizes for a limited period of time individual consumers
Funeral Home	P-I	P		A building used for the preparation of the deceased for burial, the display of the deceased, and ceremonies connected therewith before burial or cremation; crematories are not considered part of a funeral home or an accessory to a funeral home.
Health / Athletic Club	P-I	P		Gymnasiums (except those related to educational institutions), private clubs (athletic, health, or recreational), reducing salons, and weight control establishments
Janitorial Services	P-I	P	P	A company providing janitorial services such as the cleaning of offices or other building establishments
Laundromat / Dry Cleaner	P-I	P	P	An establishment providing dry cleaning businesses or washing, drying machines on the premises for rental use to the general public
Mail / Small Shipping Store	P-I	P		An establishment that provides shipping, shredding, printing, fax, passport photos, personal and business mailboxes, and notary services
Salon	P-I		P (5)	An establishment where hair cutting, coloring and styling, facials, manicures, lashes, and/or spa services are provided
Tattoo & Piercing Parlors	P-I		P	A business designing and creating permanent graphic images on the human body, may include piercing
Public Facilities				
Courthouse	P-III	P		A building in which courts of law are regularly held
Park and Ride Facility	P-II	P (5)	P (5)	A parking area designated for commuters using public transportation
Post Office	P-I	P		A facility authorized by a postal system for posting, receipt, sorting, handling, transmission and delivery of mail and offer mail related services
Public Safety Station	P-II		P	A facility used for police and fire services
Public Transit Storage and Maintenance Facility	P-II		P	A facility used for public transit storage and maintenance
Public Transit Terminal	P-II	P (5)	P (5)	A terminal used for public transit
Quasi-Public				
Meeting Hall	P-II	P (10)		A building or grounds used for social, civic, or recreational purposes and owned and operated by a nonprofit organization and open to the general public
Recreation				
Bowling Alley	P-I	P		A recreational facility which includes bowling lanes, and may include a small lounge, restaurant or snack bar, video games and pool tables
Go-Cart Track	P-I	P		Tracks used for go-kart racing
Open Space	P-I	P	P	A common, accessible area that is shared by residents of a subdivision and/or by the public and could be left in its natural or

Land Use	Permit Type	LI	GI	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
				undisturbed state, used as community gardens or conservation areas
Park, Community	P-II	P	P	Regional park facility that serves an area of over 10,000 in population and is 20 to 100 acres
Park, Neighborhood	P-II	P	P	A park of five to 20 acres serving an area of 2,000 to 10,000 population within a quarter to one-half mile service area
Park, Urban	P-II	P	P	A park providing public access and recreational, educational, cultural, historical, or aesthetic amenities
Skating Rink	P-I	P		A surface used for ice skating or roller skating located indoors or outdoors
Swimming Pool	P-II	P		Any in-ground or above-ground structure designed for swimming, wading, or other aquatic recreational purposes
Trail	P-II	P	P	A paved or unpaved path used for walking, hiking, running, bicycling and/or horseback riding
Repair Services				
Minor Service Repairs Within the Confines of a Building; No Outside Storage or Repair	P-I	P		An establishment providing minor repair services such as shoe repair, tailoring, bicycle repairs, computer repairs or similar type uses
Small Appliance and Tool	P-I	P		An establishment repairing a wide variety of electrical, gas and mechanical appliances and tools
Small Engines	P-I	P	P	An establishment repairing small engines (excluding automobiles)
Residential				
Caretaker's House	P-I	P (11)	P (11)	An accessory building for the sole use of a person employed on the premises
Dwelling, Multiple Family	P-II		P (5)	A building designed 3 or more families living independently of each other, including apartment houses but not include hotels, trailers, or mobile/manufactured homes
Dwelling, Townhouse	P-I		P (5)	A dwelling unit that is: occupancy by one family; has no units above or under it; and is attached to other units by common side walls
Home Occupation	P-I		AC	A business carried on within a dwelling unit or accessory building which is incidental and secondary to the residential use
Mixed Use	P-II		P (5)	Residential and commercial uses within a single building or development that may occur either within one story as a horizontal mix, in one structure with multiple stories as a vertical mix or in more than one detached structure
Retail Trade Establishments				
Retail Shop – Boutique Style Less than 3,000 square fee		P		Small scale retail uses such as boutiques, bakeries, florists, convenience stores, pharmacies, thrift stores, and more.
Retail Shop – Mid-Range between 3,000 and 10,000 square feet (Non-Strip Mall Design)		P	P	Midsized retail uses such as grocery stores, sporting goods store, large thrift stores, office supplies, and more
Retail – Strip Mall or Big Box greater than 10,000 square feet		C	C	Large scale retail uses such as supermarkets, construction supply stores,

Land Use	Permit Type	LI	GI	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
				furniture stores, sporting goods store, and more.
Farmer's Market	P-I	P (12)		Retail area, outdoors or indoors, where vendors sell produce, baked goods, food and/or limited crafts to the public.
Kiosk / Vending Machine	P-I	AC (13)	AC (13)	Mobile units such as kiosks and vending machines that dispense products for sale including but not limited to beverages, food and video.
Plant Nursery	P-I	P (12)		An enterprise, establishment, or portion thereof that conducts the retailing or wholesaling of plants grown on the site, as well as accessory items (but not farm implements) directly related to their care and maintenance.
Retail Prepared Food / Beverage Establishments				
Bars and Cocktail Lounges	P-I		P	A business conducted entirely within a building wherein primarily alcoholic beverages are sold at retail for consumption on the premises. Limited food service and live entertainment may be provided as an accessory use. Excludes nightclubs, restaurants, and taverns.
Catering	P-I		P	An establishment that prepares food on site and delivers it to another location for consumption. Caterers may also provide party planning and occasional hourly labor for special events.
Beverage Stand	P-I		P (14) (15)	Restaurants specializing in coffee, tea, and other assorted beverage products, accessory baked goods and concessions.
Restaurant	P-I		P (14), P (15)	Restaurant - An establishment whose primary business is the sale of food and beverages to patrons for consumption on the premises.
Schools				
Bus Transportation and Maintenance Facility	P-I	P	P	Any building and adjacent outdoor space required for the servicing, washing, and the overnight parking of buses or other mass transit vehicles that are used for transporting the public, tourists, school children, the elderly, and/or handicapped or construction workers.
Middle School	P-II		P (5)	Any school, public or private, intended for the education of children from the sixth through eighth grade.
Post-Secondary School	P-II	P		An institution providing a post-secondary level of education that is provided at academies, universities, colleges, seminaries, institutes of technology, and certain other collegiate-level institutions, such as vocational schools, trade schools, and career colleges, that award academic degrees or professional certifications.
Preschool Facility	P-I	P (5)	P (5)	An educational establishment that provides instruction and daytime care, for 4 or more children between the ages of 2 and 5 years
School, Other	P-I	P		Places for systematic instruction, to include trade, vocational/technical, art, music, dance, and business schools or similar type institutions.
Wholesale Storage / Distribution Facilities				

Land Use	Permit Type	LI	GI	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
Detached Commercial Accessory Storage	P-I	C (16)	C (16)	Storage structure that is subordinate and incidental to a commercial or industrial use.
Equipment and Machinery Storage	P-I		P	An establishment handling heavy machinery used in agriculture, trucking, industry and manufacturing, and providing short-term storage in addition to sales. The use occurs both indoors and outdoors, and may include storage yards.
Freight Distribution Center	P-II		P	An industrial business receiving, storing and delivering a wide variety of goods to other wholesale or retail outlets typically by truck or train. Facilities may include a loading dock.
Fuel Storage Facility	P-III		C	An area used for the storage and distribution of petroleum products used for the powering of motor vehicles, boats and ships, and aircraft, and for the operation of electrical generating plants. The facilities may be above ground or underground storage tanks of propane, gasoline and other petroleum storage and distribution.
Mini-Warehouse / Storage Facility	P-II	P (17)	P	A building or group of buildings consisting of individual storage units not exceeding 400 square feet per storage unit that are leased or owned for the storage of business and household goods or contractor's supplies, not to be used for any wholesale or retail operations.
Moving Van and Storage Facilities	P-I	P (17)	P	An establishment providing trucking to move household or business furniture and both short-term or long-term storage facilities.
Warehouse Operations	P-II	P (17)	P	The storage of goods and materials. Warehouse operations may also include office and maintenance areas as accessory functions.
Wholesale Operations	P-II	P (17)	P	An establishment that includes large storage and distribution areas for receiving goods (such as produce) and shipping these goods to places such as grocery stores and restaurants or large facilities to provide items for sale to the public at wholesale prices. This definition excludes retail sales or clubs that sell wholesale goods to members as a retail transaction.
Utilities				
Electrical Equipment and Pole Storage Yard	P-I	P (24) (25)	P (24) (25)	Area used for the storage of equipment and support poles associated with permitted electrical substations.
Electrical Generating Plant	P-II		C	An establishment or utility that provides electricity.
Electrical Substation	P-II	P	P	A facility that provides transmission and distribution of electric power.
Electrical Transmission Lines	P-II	P	P	Lines which connect the power produced at generating facilities to substations.
Recycle Collection Stand	P-II	AC		A movable kiosk for the collection of recyclable materials or donations such as newspapers, clothing or book.
Sewage Lift Station	P-II	P		The station in a sewer system where the wastewater needs to be pumped (lifted) to

Land Use	Permit Type	LI	GI	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
				a higher elevation so that gravity can be used to bring the wastewater to the treatment plant.
Sewage Treatment Plant	P-II		C (18)	Any arrangement of devices and structures used for treating sewage and does not include the definition of septage facility.
Solid Waste Disposal / Recycling Center	P-II		C	A facility providing solid waste disposal or sorting and/or processing of recycled material for resale.
Water Well and Pump Station	P-II	P		Infrastructure used to move water from a ground water source and convey water within a utility system.
Water, Drainage or Sewage Infrastructure	P-II	P	P	Pipes, installations and other infrastructure that are part of a system used for the purpose of water, drainage or sewage.
Wireless Communication Facilities				
Co-Location PWCA	P-I	P (19)	P (19)	The placement and arrangement of multiple providers' antennas and equipment on a single support structure or equipment pad area.
Minor Facilities	P-I	P (20)	P (20)	Wireless communications facility consisting of up to three antennas within specified size limitations.
Single PWCF	P-II	P (21)	P (21)	A wireless communications facility for the transmission and/or reception of radio frequency signals associated with personal wireless services and which may include antennas, equipment shelter or cabinet, transmission cables, a support structure, reception and transmission devices and antennas and temporary or portable service facilities.
Monopole Towers	P-III	C (22)	C (22)	Any structure built for the sole or primary purpose of supporting any FCC-licensed or authorized antennas and their associated facilities.
Small Cell Facilities	P-I	P (23)	P (23)	A personal wireless services facility that meets the requirements SMC 17.200-220.
Other				
Indoor Emergency Housing	P-I	P		Emergency Housing means temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless that is intended to address the basic health, food, clothing, and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement.
Indoor Emergency Shelter	P-I	P		Emergency Shelter means a facility that provides a temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to enter into a lease or an occupancy agreement. Emergency shelter facilities may include day and warming centers that do not provide overnight accommodations.
Transitional Housing	P-I	P		Housing and supportive services to homeless persons or families for up to two years and that has as its purpose facilitating the movement of homeless

Land Use	Permit Type	LI	GI	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
				persons and families into independent living.
Temporary Uses	P-I	P	P	A use established for a fixed period of time with the intent to discontinue such use upon the expiration of such time.

Industrial Zoning Use Conditions.

- (1) A hobby kennel license is required for a total of four or more dogs and four or more cats over three months of age. A maximum of four animals is allowed when the parcel is under one acre, five animals per acre are allowed when the parcel is one to five acres and 25 animals are allowed when the parcel is over five acres. These maximums may be exceeded with special hobby kennel permit issued administratively by the animal control officer pursuant to SMC [8.02.450](#) and [8.02.470](#); provided, however, that in all cases exceeding the maximum standard by six animals requires an administrative conditional use permit. All indoor and outdoor kennels shall comply with the animal control and licensing standards contained in Chapter [8.02](#) SMC. Three or fewer animals are allowed as an accessory use without a kennel license as pets.
- (2) Automobile repair is limited to minor repair services in the general commercial zone and to minor and major repair services as defined in SMC [17.20.020](#) in the light industrial zone. Minor repair, major repair and paint/body shops are permitted in the general industrial zone.
- (3) The cross-section areas of service station canopy supports where they meet the ground shall be measured as coverage for the purposes of determining maximum lot coverage and also shall be used for the measurement of setback requirements.
- (4) A six-foot sight-obscuring fence or wall and landscaping consistent with Chapter [17.145](#) SMC, Landscape Performance Standards, shall be required.
- (5) Permitted in the transit overlay when part of a transit-oriented project as defined in SMC [17.77.040](#).
- (6) Twenty thousand square feet of land area are required. This minimum land area requirement may be reduced through the conditional use permit process in SMC [17.80.120](#) provided the lot meets the minimum lot size standard for the zone.
- (7) Adult entertainment uses shall be located only in the adult entertainment overlay zone and shall comply with the requirements in SMC [5.32.030](#).
- (8) Limited to 30 rooms/increment of minimum land area.
- (9) Accessory retail limited to 2,000 square feet for goods manufactured, assembled or distributed on site.
- (10) Minimum land area of 20,000 square feet is required. This standard may be modified through the conditional use permit process provided in SMC [17.80.120](#).
- (11) Caretaker units are limited to one per parcel.
- (12) Retail trade establishments are limited to 50,000 square feet gross floor area per individual establishment.
- (13) Kiosks/vending machines are permitted only as accessory uses inside a building.
- (14) Outside dining is limited to areas designated for such use, shall be in keeping with the exterior architectural theme of the building, and shall not permit the consumption of food or beverages within automobiles.
- (15) Drive-up windows allowed subject to the supplemental standards for drive-through facilities provided in SMC [17.100.040](#).
- (16) Detached accessory storage shall comply with “nonresidential performance standards” SMC [17.100.075](#), conditions for permitting detached storage structures in commercial zones, and the additional architectural standards in SMC [17.112.030](#) in the MB-I and MB-II zoning districts, SMC [17.112.040](#) in the NB, GC and GI zoning districts and SMC [17.112.045](#) in the LI zoning district.
- (17) Accessory retail limited to 2,000 square feet for goods manufactured, assembled or distributed on site.
- (18) Privately owned and operated sewage treatment plants, including but not limited to septage facilities, are not permitted.

- (19) Subject to the wireless communications facilities standards in Chapter [17.220](#) SMC.
- (20) Minor facilities are limited to co-location on an existing monopole and are subject to the wireless communications facilities standards in Chapter [17.220](#) SMC.
- (21) Limited to one personal wireless communications facility (PWCF) on existing light standards and power poles within the public right-of-way and subject to the wireless communications facilities standards in Chapter [17.220](#) SMC.
- (22) Monopole towers only are permitted. Guy and lattice towers are prohibited. Limited to locations on properties with existing public use, except in the general commercial and general industrial zones subject to a conditional use permit, and subject to the wireless communications facilities standards in Chapter [17.220](#) SMC.
- (23) All small wireless communication facilities shall be subject to the requirements of Chapters [17.200](#), [17.205](#), and [17.210](#) SMC.
- (24) Minimum land area of 10,000 square feet required.
- (25) Pole yards and storage areas shall be screened from adjacent residential or commercial uses. Chain link fences with slats are not allowed.

Permitted Use Table: Parks and Open Space

Land Use	Permit Type	POS	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
Recreation			
Athletic Field	P-I	P	Grounds used for playing sports or games generally but not exclusively outdoors. Generally, playing fields are wide expanses of grass, dirt or sand without many obstructions.
Ball Park	P-II	P	An athletic field or stadium in which games such as baseball or soccer are played.
Batting Cage	P-II	P	An area where pitching machines enable batting practice in a controlled environment for recreational purposes.
Community Garden	P-I	P	Land set aside for collective use for an organization or for the general public to grow produce and/or flowers. No marijuana shall be grown in such gardens.
Conservation Area	P-I	P	A tract of land that has protected status in order to ensure that natural features, cultural heritage or biota are safeguarded. A conservation area may be a nature reserve, a park, a land reclamation project or other area
Golf Course	P-III	P	A tract of land for the playing of the game of golf, with tees, greens, fairways, hazards, etc. A golf course may be nine or 18 holes in length.
Open Space	P-I	P	A common, accessible area that is shared by residents of a subdivision and/or by the public and is left in its natural or undisturbed state.
Park, Community	P-III	P	Regional park facility that serves an area of over 10,000 in population and is 20 to 100 acres
Park, Neighborhood	P-II	P	A park of five to 20 acres serving an area of 2,000 to 10,000 population within a quarter to one-half mile service area.
Park, Urban	P-II	P	A park providing public access and recreational, educational, cultural, historical, or aesthetic amenities.
Playground	P-I	P	A piece of land used for and usually equipped with facilities for recreation especially by children. This definition includes small parcels developed as "tot lots" and may include playground equipment such as swings, slides and climbing structures.
Recreation Area / Facility	P-I	P	Any privately or publicly owned passive or active park, playground, sports field,

Land Use	Permit Type	POS	Abbreviated Definition (Chapter 17.20 Contains Full Definition)
			access easement, beach, or other recreation area.
Swimming Pool	P-III	P	Any in-ground or above-ground structure designed for swimming, wading or other aquatic recreational purposes.
Trail	P-II	P	A path paved or unpaved used for walking, hiking, running, bicycling and/or horseback riding.
Utilities			
Electrical Equipment and Pole Storage Yard	P-I	P (1) (2)	Area used for the storage of equipment and support poles associated with permitted electrical substations.
Water, Drainage or Sewage Infrastructure	P-II	P	Pipes, installations and other infrastructure that are part of a system used for the purpose of water, drainage or sewage.
Other			
Temporary Uses	P-I	P	A use established for a fixed period of time with the intent to discontinue such use upon the expiration of such time. Such uses do not involve the construction or alteration of any permanent structure.

Public Facilities Use Conditions.

- (1) Minimum land area of 10,000 square feet required.
- (2) Pole yards and storage areas shall be screened from adjacent residential or commercial uses. Chain link fences with slats are not allowed

Exhibit C

New Chapter 17.35 Variances

Variances

Sections:

17.35.010	Purpose and Applicability
17.35.020	<u>Who May Apply</u>
17.35.030	<u>Permit Process</u>
17.35.040	<u>Applicant's Responsibility</u>
17.35.050	<u>Fees</u>
17.35.060	<u>Decision Criteria</u>
17.35.070	<u>Procedure - Administrative Variance Criteria</u>

17.35.010 Purpose and Applicability.

A variance is a mechanism by which relief may be granted from provisions of this title where compliance with the provisions of this title renders an unnecessary hardship. Variances may be granted from the strict application of any land dimension, density, or height requirements of this title ~~when, by reason of~~ **due to** exceptional narrowness, shallowness, shape, or substandard size of specific parcels of property, or by reason of exceptional topographic conditions or other extraordinary situations or conditions of specific parcels of property.

17.35.020 Who May Apply

A property owner, or his duly authorized agent, may file an application for a variance or an administrative variance, when the proposed use or development requires cannot meet the strict requirements as set forth in the zone district.

17.35.030 Permit Process

Variance permit applications shall be reviewed and processed in accordance with the procedures set forth in SMC 17.80, Permit Review Procedures.

17.35.040 Applicant's Responsibility

The application shall set forth fully the grounds and the facts justifying the granting of the variance or administrative variance permit.

17.35.050 Fees

Fees for a variance or administrative variance application shall be as listed in Chapter [3.30](#) SMC, Fee Schedule.

17.35.060 Decision Criteria.

Strict application of this code or amendment thereto must be found to result in a practical difficulty or unnecessary hardship upon the owner of said property, provided:

- (a) That such variance can be granted without substantial impairment of the intent, purpose, and integrity of this title and of the Comprehensive Plan of Stanwood; and
- (b) That this variance shall not permit a use of land not authorized within the zoning district, increase in the volume of a building or structure, or increase the density of development beyond that permitted, as established by this code; and
- (c) That the granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zoning district in which subject property is situated; and
- (d) That the reasons set forth in the application justify the granting of the variance, and that the variance is the minimum variance that will make possible the reasonable use of the land; and
- (e) That there must be a finding that all of the following conditions exist:
 - (i) That, if the owner or lessor complied with the provisions of this code, he or she would not be able to make reasonable use of his or her property;
 - (ii) That the difficulties or hardships are peculiar to the property in question in contrast with those of other properties in the same district;
 - (iii) That the hardship was not the result of the applicant's own action (applicant's own action shall not include the purchase of the property); and
 - (iv) That the hardship is not merely financial or pecuniary.
- (f) The fact that property may be utilized more profitably will not be an element of consideration.

17.35.070 Procedure.

~~Application for a variance shall be made by petition of the subdivider or other permit applicant stating fully the necessity of the variance and the specific requirement for which the variance is requested.~~

- ~~(a) If a variance is in conjunction with a preliminary plat or other major permit application requiring a public hearing, it shall be so stated in the public notice of hearing, and a single hearing shall be held.~~
- ~~(b) Public notice of a hearing on a variance shall be given pursuant to SMC 17.80, Permit Review Procedures.~~

17.35.070 Administrative Variances

Upon meeting the variance criteria listed in 17.35.060, Decision Criteria, minor administrative variances may be granted by the Community Development Director, or their appointee, from the following development standards.

- (a) **A decrease of not more than twenty-five (25) percent of the required width of front, side, or rear setback.**
- (b) **A reduction in the minimum lot size for existing lots to eliminate the property from being declared non-conforming.**

- (c) A decrease of not more than twenty percent in the number of required parking spaces if the reduction would allow the preservation of trees, critical areas, buffers, or other unique topographical features.
- (d) Allow compact parking stalls to account for up to twenty percent of the total number of parking stalls required on a site.

Conditional Use Permits

Sections:

17.40.010	Purpose
17.40.020	Who May Apply
17.40.030	<u>City Authority Permit Process</u>
17.40.040	Applicant's Responsibility
17.40.050	Fees
17.40.060	Decision Criteria
17.40.070	Additional Conditions

17.40.010 Purpose.

The purpose of ~~conditional and administrative~~ conditional use permits is to allow certain uses in districts where they are normally prohibited by this title, when the proposed uses are deemed consistent with other existing and potential uses within the general area of the proposed use. Except as provided in this section, a conditional use permit may not reduce the requirements of the zone in which the use is to be located.

17.40.020 Who May Apply.

A property owner, or his ~~their~~ duly authorized agent, may file an application for a ~~conditional or administrative~~ conditional use permit, when the proposed use or development requires any such permit as set forth in the zone districts.

17.40.030 City Authority Permit Process.

Conditional use permits shall be reviewed and processed in accordance with the procedures set forth in SMC 17.80, Permit Review Procedures.

17.40.040 Applicant's Responsibility.

The application shall set forth fully the grounds and the facts justifying the granting of the ~~conditional or administrative~~ conditional use permit.

17.40.050 Fees.

Fees for a ~~conditional or administrative~~ conditional use permit shall be as listed in Chapter [3.30](#) SMC, Fee Schedule.

17.40.060 Decision Criteria.

~~The reviewing official shall consider the following factors, among all other relevant information:~~

An applicant must demonstrate compliance with all of the following criteria before a conditional use permit may be issued.

- (a) ~~Comprehensive Plan~~ **Zoning Compatibility**. The proposed use shall be compatible with the general purpose, goals, objectives and standards of the ~~Comprehensive Plan~~, **and intent of the zoning district as described in Chapter 17.10, Establishment of**

zoning Districts. ~~the zoning regulations and any other plan, program, map or ordinance of the city of Stanwood.~~

- (b) Community Need. There shall be a community need for the proposed use at the proposed location. In the determination of community need the reviewing official shall consider the following factors, among all other relevant information:
 - (i) The proposed location shall not result in either the detrimental overconcentration of a particular use within the city or within the immediate area of the proposed use;
 - (ii) That the proposed location is suited for the proposed use.
- (c) Effect on Adjacent Properties. The proposed use at the proposed location shall not result in substantial or undue adverse effects on adjacent property. The following factors shall be considered:
 - (i) Compatibility. The proposed use shall be compatible with the scale and character of the neighborhood.
 - (ii) Traffic. Traffic and circulation patterns of vehicles and pedestrians relating to the proposed use and surrounding area shall be reviewed for potential effects on, and to ensure safe movement in, the surrounding area.
 - (iii) Noise and Glare. Potential noise, light and glare impacts shall be evaluated based on the location of the proposed use on the lot and the location of on-site parking areas, outdoor recreational areas and refuse storage areas.
 - (iv) Landscaping. The hearing examiner may require additional landscaping to buffer adjacent properties from potentially adverse effects of the proposed use.
 - (v) Public Improvements. The proposed use and location shall be adequately served by and not impose an undue burden on any public improvements, facilities, utilities and services. Approval of a conditional use permit may be conditioned upon the provision and/or guarantee by the applicant of necessary public improvements, facilities, utilities and/or services.

17.40.070 Additional Conditions.

- (a) Additional conditions for bed and breakfast uses in single-family residential zones are set forth in SMC [17.100.060](#).
- (b) Additional conditions for school uses in single-family residential zones are set forth in SMC [17.100.070](#).
- (c) Additional conditions for wireless communications facilities are set forth in Chapter [17.220](#) SMC.
- (d) Additional conditions for ball parks, athletic fields, parks, playgrounds, community centers, houses of worship and meeting halls in residential zones are set forth in SMC [17.100.050](#).
- (e) Additional conditions for marijuana retailers are set forth in SMC [17.100.045](#).

17.60.050 Development Agreements. [New Section]

- (1) The city may enter into a development agreement with a person having ownership or control of property of at least five acres in size within the city's jurisdiction. The city may enter into a development agreement for property outside its boundaries as part of a proposed annexation or service agreement.**
- (2) A development agreement must set forth the development standards and other provisions that shall apply to and govern and vest the development, use, and mitigation of the development of the property for the duration specified in the agreement. "Development standards" include, but are not limited to the following:**

 - 1. Project elements such as, residential densities, and non-residential densities and intensities or building sizes;**
 - 2. The amount and payment of impact fees imposed or agreed to in accordance with any applicable provisions of state law, any reimbursement provisions, other financial contributions by the property owner, or dedications;**
 - 3. Mitigation measures, development conditions, and other requirements under chapter 43.21C RCW or as amended;**
 - 4. Design standards such as maximum heights, setbacks, drainage and water quality requirements, landscaping, parking, design standards and other development features;**
 - 5. Parks and open space preservation;**
 - 6. Phasing;**
 - 7. Review procedures and standards for implementing decisions;**
 - 8. A build-out or vesting period for applicable standards; and**
 - 9. Any other development requirement or procedure deemed appropriate by the City Council.**
- (3) Uses shall be confined to only those allowed under the site's underlying zoning and may not be altered under the provisions of a development agreement. Except however that where the site includes more than one underlying zone, uses allowed under any of the underlying zones may be allowed on the site if the City Council determines the uses to be compatible with the proposed development and surrounding properties.**
- (4) A development agreement may obligate a party to fund or provide services, infrastructure, or other facilities. The city and project applicants may include provisions and agreements whereby applicants are reimbursed over time for financing public facilities.**
- (5) The city shall only approve a development agreement by ordinance or resolution after a public hearing.**
- (6) A development agreement shall reserve authority to impose new or different regulations to the extent required by a serious threat to public health and safety.**

Exhibit F
Permit Review Procedures

Article I: General Provisions

- 17.80.100 Purpose**
- 17.80.110 Applicability**
- 17.80.120 Permit Required**
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- 17.80.300 Purpose**
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Article IV: Post Permit Requirements

- 17.80.400 Inspections**
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17.80.450	Commencement of Work
17.80.460	Permit Revocation
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17.80.480	Effect of Decisions
17.80.490	Violations

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Article I General Provisions

17.80.100 Purpose

In enacting regulations to conform with of Chapter 36.70B RCW, the city intends to establish a mechanism for implementing the provisions of the Growth Management Act regarding compliance, conformity and consistency of land use development permit review with the city's adopted comprehensive plan and existing development regulations. In order to achieve this purpose, the city finds that:

- A. Considerable time and effort went into the adoption of the city's comprehensive plan under the mandates of the Growth Management Act. The comprehensive plan and the city's supporting development regulations identify land use types, densities, minimum development standards, and mitigation for critical areas and public impacts. These documents are the foundation for project and environmental review in the city. The city shall not reanalyze these basic land use planning decisions when making a permit decision.
- B. The following land use development permit review process shall determine consistency between the proposed project and applicable regulations or plans through an integrated project and environmental impact analysis that run concurrently with each other, not separately.
- C. This chapter provides a coordinated review of zoning and other development regulations to ensure that proposed site development complies with the city's comprehensive plan, zoning regulations, public works standards, and other applicable development regulations

17.80.110 Applicability

The provisions of this chapter apply to all development permits identified in this code and to any related regulation implementing these provisions or any other ordinance or law. The Community Development Director, or his or her designee, shall administer these provisions and may adopt such rules as will assist in administering these provisions. Rules shall be filed with the clerk and copies given to the mayor and council.

17.80.120 Permit Required

A permit is required for any following including but not limited to: building permits, boundary line adjustments, subdivisions, binding site plans, planned unit developments, development agreements, conditional uses or variances, shoreline substantial development permits, site plan review, signs, permits or approvals required by critical area ordinances, engineering permits (i.e.: right of way, clearing, grading, filling) and site-specific rezones authorized by a comprehensive plan or subarea plan. No permit or approval shall be issued for any parcel of land developed or divided in violation of this title.

17.80.130 Exemptions

- A. Notwithstanding any provision in this code to the contrary, no permit shall be required pursuant to this code for the following types of development:
1. Accessory structures in a residential zone that do not require a building permit according to the most recently adopted International Building Codes;
 2. Right-of-way permits that do not require a grading permit;
 3. Fences;
 4. Adoption or amendment of a comprehensive plan, subarea plan, development agreements, or development regulations. Comprehensive Plan Amendments and Subarea Plans shall be processed according to Chapter 17.157 SMC. Development regulation Code Amendments shall be processed per Chapter 17.155 SMC; and
 5. Annexations: which shall be processed according to Chapter 17.158 SMC.
- B. Where immediate action by a person is required to protect life and public property from imminent danger, or to restore, repair, or maintain public works, utilities, or services destroyed, damaged, or interrupted by natural disaster or serious accident, or in other cases of emergency, the requirement of obtaining a permit prior to initiating such action under this section may be waived by the Community Development Director. The applicant shall notify the Community Development Director, in writing, of the type and location of the work, the length of time necessary to complete the work, and the name of the person or public agency conducting the work. Work shall be commenced within 30 days following the disaster, accident, or other emergency. However, this shall not preclude the requirement for building permits for such activity. One 30 day extension may be permitted by the Community Development Director if progress towards project completion is demonstrated.

17.80.140 Permit Approval Criteria

- B. A permit shall be granted if the city finds, based on substantial evidence in the record, that the development is consistent with the goals, policies, requirements and performance standards of the Stanwood Municipal Code, the street and utility standards, and other applicable laws and regulations. Consistency shall be established by determining if the following four factors have been met:
1. The type of land use permitted at the site, including uses that may be allowed under certain circumstances, such as planned unit developments and conditional and special uses, if the criteria for their approval have been satisfied.
 2. The level of development, such as units per acre or other measures of density, meets the zone for which it is located, including any density bonus provisions.
 3. Availability and adequacy of infrastructure, public facilities and services needed to serve the development as identified in the comprehensive plan, including but not limited to: transportation, utilities, parks, and capital facilities.
 4. The character of the development, including all development and design standards.

- C. The development project as proposed incorporates, to the maximum extent feasible, mitigation measures to substantially lessen or eliminate all adverse environmental impacts of the development.
- D. The development is connected to the city water, sewer, and stormwater systems.

17.80.150 Rule Making Authority

- A. The Community Development Director may, consistent with the intent of the Comprehensive Plan, Zoning Code and other applicable laws and regulations, issue written rules as he/she deems necessary to carry out the provisions of this code. Such rules shall include but are not limited to the following:
 - 1. Information to be required in the application, including, without limitation, proof of legal interest in the property, authority to sign the application, drawings, maps, data, and charts concerning land and uses and areas in the vicinity of the proposed development, and appropriate supplementary data reasonably required to describe and evaluate the proposed development and to determine whether the proposed development complies with statutory criteria under which it might be approved; and
 - 2. Requirements for the conduct and continuance of public hearings and the methods of providing public notice on projects and permits.
- B. The Community Development Director may administratively determine the format and contents of permits, application forms, application checklists, additional information needs, and notices above and beyond the minimums set forth in this code.

17.80.160 Administrative Interpretations This section establishes the procedure and criteria that the city will use in deciding upon a written request to interpret the provisions of Title 17, Zoning. The interpretation of the provisions of a development agreement or concomitant agreement will be treated as an interpretation of the zoning code.

- A. **Applicability.** This section applies to each written request to interpret the provisions of the zoning code, with the exception of unclassified uses as outlined in Chapter 17.30 SMC, Permitted Land Uses.
- B. **Purpose.** An interpretation of the provisions of the zoning code clarifies conflicting or ambiguous wording or the scope or intent of the provisions of the zoning code. A request for a zoning code interpretation must relate to a specific site, land use district, classified use or application within the City of Stanwood. An interpretation of the provisions of the zoning code may not be used as, or considered to be, an amendment to the zoning code.
- C. **Applicable Procedure.**
 - 1. The Community Development Director shall interpret the provisions of the zoning code in conformance with this section.
 - 2. A zoning code interpretation requested by a person other than the project proponent or property owner must be requested prior to the date of expiration of

any applicable administrative appeal period for a land use decision on the application to which the request relates. Any zoning code interpretation requested after the applicable administrative appeal period shall not affect an issued permit or decision.

3. Unclassified use applications shall be interpreted by the Hearing Examiner and processed in accordance with SMC 17.30.020.
- D. Submittal Requirements. Any person requesting an interpretation of the zoning code shall submit a written request on a form provided by the city specifying each provision of the zoning code for which an interpretation is requested, why an interpretation of each provision is necessary, and any reasons or material in support of a proposed interpretation.
- E. Factors for Consideration. In making an interpretation of the provisions of the zoning code, the Director shall consider the following factors:
 1. The applicable provisions of the zoning code, including their purpose, intent, and context;
 2. The impact of the interpretation on other provisions of the municipal code;
 3. The implications of the interpretation for development within the city as a whole;
 4. The applicable provisions of the Comprehensive Plan and other relevant codes and policies; and
 5. Any applicable state statutes and court decisions.
- F. Effect of Interpretation. An interpretation of the zoning code issued under this section shall have the same effect as any provision of the zoning code.
- G. Time Limitation. An interpretation of the zoning code remains in effect until rescinded in writing by the Director or Title 17, Zoning is amended.
- H. Appeals. Interpretations may be appealed to the Hearing Examiner following the appeal procedures contained in this chapter.

Article II

Application Provisions and Procedures

17.80.200 Pre-Application Meeting

- A. At the applicant's request, a pre-application conference shall be scheduled with representatives of the city planning, engineering, fire and building departments. The purpose of the pre-application process is for the applicant to provide city staff with the necessary information about the proposed project and site conditions so that the city can provide the applicant with the requirements that must be met in order to have the proposed project proceed through the formal permit review process.
- B. For the city to accurately evaluate the proposed project at the pre-application meeting, the applicant shall provide at a minimum a draft site plan, preliminary grading and critical area plans, and locations of drainage and utility connections.
- C. It is impossible for the meeting to be an exhaustive review of all potential issues. The discussions at the meeting shall not bind or prohibit the city's future application or enforcement of all applicable laws.
- D. Information provided at the pre-application meeting, including but not limited to conceptual site and civil construction plans, building concepts, environmental documents or interpretation requests shall not vest a development.
- E. While pre-application meetings are informational in nature, it is the responsibility of the applicant to ensure their project meets the minimum requirements of the Stanwood Municipal Code and City Street and Utility Standards.

17.80.210 Vesting

- A. An application for a permit or project permit listed as a Type I – V permit, except those which seek variance from land use regulations, shall be considered under the development regulations in effect on the date of a complete application. For purposes of this section the "date of a complete application" shall mean the date on which the applicant files a permit application that contains all information, documents, plans and reports required by this chapter.
- B. The Community Development Director, or their designee, shall prepare a written notice of complete application that is mailed, emailed or hand delivered noting that the application includes all of the required permit submittals. The issuance of a written notice of complete application as provided in this chapter shall be a final determination of whether an application is vested pursuant to this chapter.
- C. Supplemental information required after vesting of a complete application shall not affect the validity of the vesting for such application unless the information is requested because incorrect information was submitted by the applicant and if the incorrect information would materially affect the final decision on the application.
- D. An applicant-requested modification occurring either before or after issuance of the permit shall eliminate vesting when such modification would result in a substantial change in a project's review requirements, as determined by the Director. Under such a condition, the application will be deemed a new application.

- E. Applications for subdivisions that propose to create offspring lots within a parent site comprising existing detached condominiums or attached townhouses for which a grading or building permit has been issued shall vest to the site development requirements and standards in effect at the time such grading or building permit application was determined to be complete by the city.
- F. Building permits that may be subsequently required to construct or complete a vested site development permit shall be considered new applications under the building code, zoning, or other land use control ordinances in effect on the date of application and shall be subject to the edition of the building code in place at the time of application.
- G. Nothing herein shall restrict the Director's authority to impose conditions on site development permits pursuant to the State Environmental Policy Act (SEPA), Chapter 43.21C RCW and WAC 197-11-600.
- H. Filing of a permit application does not vest the payment of fees. Fees due, including impact mitigation fees, application fees, or other charges, shall be those fees in effect on the date the fee is paid in accordance with the most current city council fee resolution.

17.80.220 Submittal Requirements

- A. All applications for development permits shall provide the information required on the relevant application checklist provided in Table 2, Permit Submittals for Type I-V Permit Applications.
- B. Submittal materials shall include:
 - 1. Scaled Drawings. Site and construction plans drawn to an engineering scale of appropriate size to read and verify drawing elements.
 - 2. Plans. Plans shall be prepared by a registered engineer, architect, landscape architect, or land surveyor illustrating the proposed development of the property unless otherwise waived by the Community Development Director.
 - 3. Evidence of Ownership or Legal Interest. All applications shall be signed by the property owner or an authorized representative as follows:
 - a. The applicant shall be required to show evidence in writing of his or her legal interest in and the right to perform development upon all property on which work would be performed.
 - b. A developer may operate under the property owner's authority.
 - c. The developer and/or property owner is either an individual or a duly formed and qualified corporation, partnership or other legal entity.
 - d. The person signing all applications or other legal documents is authorized by the legal entity and/or property owner to do so.
- C. Applications shall include an accurate address, assessor's parcel number(s), and legal description of the property subject to the requested permit.
- D. A statement shall be signed by the applicant stating that the information as shown on the plans, maps, and application is true and correct. Any failure to comply with

the provisions of this section shall be good cause to deny the application and/or to revoke any permit which may have been issued for any building or use of land.

- E. Application and inspection fees shall be paid at the time of permit submittal as set forth in the fee resolution adopted by the city council.

17.80.230 Permit Types

- A. The City has five (5) levels of land use review. Land use and development decisions are classified based on who makes the decision, the amount of discretion exercised by the decision maker, the level of impact associated with the decision, the amount and type of input sought, and the type of appeal opportunity.
- B. Classification of Permits and Decisions is as follows:
 - 1. Type I Review – Administrative Decisions without Notice. A Type I process is an administrative review and decision by the appropriate department or division. Applications reviewed under the Type I process are minor administrative decisions and are exempt from certain administrative procedures, such as complete application review, noticing, and decision time frames.
 - 2. Type II Review – Administrative Decisions with Notice. A Type II process is an administrative review and decision with recommendation from staff, city departments or others and requires public notice at the application and/or decision stages of the review.
 - 3. Type III Review – Quasi-Judicial Decisions – Hearing Examiner. A Type III process is a quasi-judicial review and decision by the Hearing Examiner. The Hearing Examiner holds a pre-decision open record public hearing and makes a decision based on evidence submitted at the hearing, including a staff report and public testimony. A public meeting may be required prior to the Hearing Examiner hearing by the Planning Commission in certain types of cases. Public notice is required at the application and public hearing stages of application review.
 - 4. Type IV Review – Quasi-Judicial Decisions – City Council. A Type IV process is a quasi-judicial review and decision by the City Council upon receipt of a recommendation from the Hearing Examiner. Public notice is required at the application and public hearing (if any) stages of application review.
 - 5. Type V Review – Council Decisions. A Type V permit process is a decision made by the City Council after holding a public meeting or public hearing depending on the specific permit.
- C. Application types by permit classification are provided in Table 1 – Permit Applications by Category.
- D. Permits and Actions Not Listed. If a permit or land use action is not listed the Community Development Direct shall make the determination as to the appropriate review procedure.

Table 1 – Permit Applications by Category

Type I: Administrative Decisions without Notice	Type II: Administrative Decisions with Notice	Type III: Quasi-Judicial Decisions – Hearing Examiner	Type IV: Quasi-Judicial Decisions – City Council	Type V: City Council Decisions
▪ Single Family Residential Building Permits ▪ Multifamily Residential Projects Equal or Less Than 39 Units ▪ Commercial and Industrial Developments Less Than 12,000 Square Feet ▪ Mixed-Use Developments Equal To or Less than 19 Units ▪ Grading ▪ Sign ▪ Home Occupation ▪ Accessory Dwelling Unit ▪ Parcel Combination ▪ Manufactured Home Infill ▪ Boundary Line Adjustment	▪ Multifamily Residential Projects Greater Than 40 Units ▪ Commercial and Industrial Developments Greater Than 12,000 Square Feet ▪ Mixed-Use Developments Greater Than 20 Units ▪ Administrative Variance ▪ Reasonable Use Permit ▪ Short Plats ▪ Binding Site Plans ▪ Shoreline Substantial Development Permit ▪ Forest Practice Waiver – SFR	▪ Type II Multifamily, Commercial, Industrial or Mixed-Use Permits ▪ Developments with 5+ Substantive Comments ▪ Conditional Use Permit ▪ Preliminary Plat; Including PRD's, Cottage, and Off-spring subdivision ▪ Shoreline CUP ▪ Shoreline Variance ▪ Essential Public Facilities ▪ Forest Practice Waiver – Nonresidential ▪ WCF – Mono Pole ▪ WCF – Deviation ▪ TN – Residential Subdivisions ▪ Non-Administrative Variance	▪ Development Agreements ▪ Site Specific Rezones	▪ Street Vacations ▪ Final Plats ▪ Annexations

Type I: Administrative Decisions without Notice	Type II: Administrative Decisions with Notice	Type III: Quasi-Judicial Decisions – Hearing Examiner	Type IV: Quasi-Judicial Decisions – City Council	Type V: City Council Decisions
▪ Administrative Zoning Code Interpretation ▪ Code Enforcement ▪ Floodplain Development ▪ Small Cell WCF ▪ Co-Located WCF ▪ Minor Modification to WCF ▪ Public Works Deviation Requests ▪ TN – Public Facilities ▪ Right of Way Permits ▪ Encroachment Permit	▪ SEPA Determinations ▪ Concurrency Evaluation ▪ Right to Farm	▪ TN_ Commercial / Mixed Use Projects ▪ Code Enforcement Appeals ▪ Building Code Appeals ▪ Administrative Appeals		

17.80.240 Phased Permit Applications

- A. Projects may be completed in phases, provided the phasing meets the requirements of this section and conforms to the approved phasing plan. The zoning regulations in effect at the time of the original approval shall continue to apply.
- B. Developers shall submit site plans that clearly show the various phases or stages of the proposed development and how the requirements of this title will be satisfied with respect to each phase or stage.
- C. Each phase must stand on its own in terms of meeting the requirements of the permit and this title. For example, improvements necessary to support Phase 1 cannot be deferred to be constructed in Phase 2.
- D. The vehicle and pedestrian circulation pattern at the end of each phase must result in a configuration that does not create traffic hazards and that adequately supports the level of traffic anticipated to be generated during each phase.
- E. Phased development authorized in one site development permit may be commenced with separate building permits, however each phase must be initiated prior to the permit expiration period as provided in Table 8, Permit Approval Time Frames. All construction shall conform to the International Building Code and International Fire Code regulations in force at the time of building permit application.

17.80.250 Consolidated Permit Review

- A. If a project action requires two or more permit types, the applicant may elect in writing to have the permit reviewed under a consolidated permit review process. This includes a combined application review and approval process covering all project permits requested by an applicant for all or part of a project action and a designated permit coordinator. If an applicant elects the consolidated process, the determination of completeness, the notice of application, and notice of final decision must include all project permits being reviewed through the consolidated permit review process.
- B. When applying concurrently for a development that involves two or more related applications, individual permit numbers shall be assigned and separate permit fees shall be paid, but the applications shall be reviewed and processed collectively at the applicant's request. Consolidated reports setting forth the recommendation and decision shall be issued.
- C. If the applicant elects to have a project reviewed under a consolidated permit process, it shall be reviewed collectively under the highest numbered procedure required for any part of the application.
- D. No hearing or deliberation upon an application which is inconsistent with the existing zoning map, shall be scheduled for the same meeting at which the required zoning map amendment will be considered by the appropriate hearing body. This section is intended to be a procedural requirement applicable to such actions as noted in RCW 58.17.070

17.80.260 Complete Application Requirements

- A. All applications for Type I-V permits shall provide the information required on the relevant application checklist provided by the city, which includes the requirements listed in Table 2 – Permit Submittals for Type I-V Permit Applications.
- B. An applicant may request a waiver of any of the submittal requirements where they can prove to the satisfaction of the Community Development Director's office that a waiver is appropriate.
- C. The Director may waive in writing specific submittal requirements determined to be unnecessary for review of an application. Alternatively, the Director may require additional material, such as maps, studies, or models, when the Director determines such material is needed to adequately assess the proposed project and submits the request in writing to the applicant.

Table 2 – Permit Submittals for Type I-V Permit Applications

Type I Permit – Submittal Requirements Administrative Decisions without Public Notice										
➤ The number indicates the item is required for submittal and the number of copies required ➤ A “•” indicates the item shall, upon request, be required for submittal						General Information Meeting Date: _____ Submittal Date: _____				
Submittal Requirements	Complete Submittal Item?			Accessory Dwelling Unit	Administrative Modification	Boundary Line Adjustment	Final Short Plat (≤ 9 lots)	Floodplain Development Permit	Manufactured Housing Infill	Minor Site Development
	Yes	No	N/A							
General Application:										
Land Use Application Form	☐	☐	☐	1	1	1	1	1	1	1
Project Narrative	☐	☐	☐	1	1	1	1	1	1	1
Review Fee ¹	☐	☐	☐	1	1	1	1	1	1	1
Legal Description	☐	☐	☐		•	1	1		1	1
Vicinity Map or Aerial Photograph	☐	☐	☐			1	1			1
Water/Sewer Availability Approval ²	☐	☐	☐	1					1	1
Site Plans:										
Site Plan ³	☐	☐	☐	4	•	4		1	4	4
Landscape Plan ³	☐	☐	☐		•		4			4
Tree Retention Plan ³	☐	☐	☐		•		1			1
Plat Map ⁴	☐	☐	☐		•		4			
Reduced Plan Set (11x17)	☐	☐	☐	1	•	1	1	1	1	1
Building Elevations (11x17)	☐	☐	☐	4	•				4	1
Civil / Engineering:										
Drainage Report	☐	☐	☐					•		3
Traffic Impact Study	☐	☐	☐							3
Grading and Clearing Plan ⁵	☐	☐	☐	•	•			1	•	3
Road and Drainage Plans ⁵	☐	☐	☐		•			1		3
TESCP (Erosion Control Plan)	☐	☐	☐	•	•			1		3
Topography ⁵ (Existing Conditions)	☐	☐	☐	•				1		3
Water / Sewer / Utility Plans ⁵	☐	☐	☐		•			1	•	3

**Type I Permit – Submittal Requirements
Administrative Decisions without Notice**

Submittal Requirements	Complete Submittal Item?			Accessory Dwelling Unit	Administrative Modification	Boundary Line Adjustment	Final Short Plat (≤ 9 lots)	Floodplain Development Permit	Manufactured Housing Infill	Minor Site Development
	Yes	No	N/A							
Environmental:										
SEPA Checklist ⁶	☐	☐	☐	•				•	•	•
Critical Area Report	☐	☐	☐	•				1	•	1
Wildlife Habitat Report (floodplain)	☐	☐	☐	•				1	•	•
Archaeology / Cultural Report	☐	☐	☐	•				•	•	•
Geotechnical Report	☐	☐	☐	•				•	•	•
Other:										
Public Notice Materials ⁷	☐	☐	☐							
School Safe Walking Conditions Assessment	☐	☐	☐							•
C.C. & R.s	☐	☐	☐		•					
Petition	☐	☐	☐							
Title Certificate (< 30 days old)	☐	☐	☐		•	1	1			
Lot Closures	☐	☐	☐		•	1	1			
PDF's for Submitted Documents	☐	☐	☐	1	1	1	1	1	1	1
Before Final Plat or Final Certificate of Occupancy:										
Deeds/Easements/ Conveyances	☐	☐	☐			•	•			•
As-Built Plans ⁸	☐	☐	☐				3			3
Sureties / Bonds ⁹	☐	☐	☐				1			1
Electronic CAD As-Built Plans	☐	☐	☐				1			1
NOTES:						FOR CITY USE ONLY				
1.	See the City of Stanwood Adopted Fee Schedule Water / Sewer Availability shall be determined prior to submittal and					☐	This application is complete.			
2.						☐	This application is incomplete. See items noted above.			

3. 4. 5. 6. 7. 8. 9.	letters submitted. See Site Plan Submittal Requirements for required specifications. See Preliminary Short Plat, Preliminary Plat, Final Short Plat or Final Plat Submittal Requirements for required specifications. See Engineering Plan Submittal Requirements for required specifications. See the SEPA Checklist Requirements for Categorical Exemption Thresholds. See Public Notice Materials for requirements. See As-Built Plan Submittal Requirements for required specifications. See Sureties/Bond Submittal Requirements for required specifications.		• The City of Stanwood may require additional information. The applicant will be notified in writing if additional information is necessary. These submittal requirements are for the City of Stanwood permits only. Additional permits may be • required by other federal, state, regional or local agencies. It is the responsibility of the applicant to ascertain whether other permits are required. _____ _____ _____ Community Development Representative Date
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**Type II Permit – Submittal Requirements
Administrative Decisions with Public Notice**

- The number indicates the item is required for submittal and the number of copies required
- A “•” indicates the item shall, upon request, be required for submittal

**General Information Meeting
Date:** _____

Submittal Date: _____

Submittal Requirements	Complete Submittal Item?			Administ rative Conditio nal Use	Bind ing Site Plan	Major Site Develop ment ¹⁰	Prelimina ry Short Plat / PRD (≤ 9 lots)	Right- to-Farm Registr ation	Sensitive Area Reasona ble Use	Shorel ine Subst antial	Varian ce ¹¹
	Y e s	N o	N/ A								
General Application:											
Land Use Application Form	☐	☐	☐	1	1	1	1	1	1	1	1
Project Narrative	☐	☐	☐	1	1	1	1	1	1	1	1
Review Fee ¹	☐	☐	☐	1	1	1	1	1	1	1	1
Legal Description	☐	☐	☐	1	1	1	1	1	1	1	•
Vicinity Map or Aerial Photograph	☐	☐	☐	1	1	1	1	1	1	1	1
Water/Sewer Availability Approval ²	☐	☐	☐	1	1	1	1		•		
Site Plans:											
Site Plan ³	☐	☐	☐	4		4		4	4	4	4
Landscape Plan ³	☐	☐	☐	4	4	4	4			•	•
Tree Retention Plan ³	☐	☐	☐	4	4	4	4			•	•
Plat Map ⁴	☐	☐	☐		4		4				
Reduced Plan Set (11x17)	☐	☐	☐	1	1	1	1	1	1	1	1
Building Elevations (11x17)	☐	☐	☐			1				•	•
Civil / Engineering:											
Drainage Report	☐	☐	☐	3	3	3	3	•	•	3	•
Traffic Impact Study	☐	☐	☐	3	3	3	3				•
Grading and Clearing Plan ⁵	☐	☐	☐	3	3	3	3	•	•	3	•
Road and Drainage Plans ⁵	☐	☐	☐	3	3	3	3	•		3	•
TESCP (Erosion Control Plan)	☐	☐	☐	3	3	3	3	•	•	3	•

Topography ⁵ (Existing Conditions)	☐	☐	☐	3	3	3	3	•	•	3	•
Water / Sewer / Utility Plans ⁵	☐	☐	☐	3	3	3	3	•	•	3	•
Type II Permit – Submittal Requirements Administrative Decisions with Notice											
Submittal Requirements	Complete Submittal Item?			Administrative Conditional Use	Binding Site Plan	Major Site Development ¹⁰	Preliminary Short Plat / PRD (≤ 9 lots)	Right-to-Farm Registration	Sensitive Area Reasonable Use	Shoreline Substantial	Variance ¹¹
	Yes	No	N/A								
Environmental:											
SEPA Checklist ⁶	☐	☐	☐	•	•	•	•	•	1	1	1
Critical Area Report	☐	☐	☐	•	3	3	3	•	1	1	•
Wildlife Habitat Report (floodplain or shoreline)	☐	☐	☐	•	•	•	•	•	•	1	•
Archaeology / Cultural Report	☐	☐	☐	•	•	•	•	•	•	•	•
Geotechnical Report	☐	☐	☐	•	•	•	•	•	•	•	•
Other:											
Public Notice Materials ⁷	☐	☐	☐	1	1	1	1	1	2	1	1
School Safe Walking Conditions Assessment	☐	☐	☐	•	1	•	1				•
C.C. & R.s	☐	☐	☐		•	•	•				
Petition	☐	☐	☐						1		
Title Certificate (< 30 days old)	☐	☐	☐		1						
Lot Closures	☐	☐	☐		1						
PDF's for Submitted Documents	☐	☐	☐	1	1	1	1	1	1	1	1
Before Final Plat or Final Certificate of Occupancy:											
Deeds/Easements/ Conveyances	☐	☐	☐	•	1	•	•	•	•	•	•
As-Built Plans ⁸	☐	☐	☐	•	3	3	3				
Sureties / Bonds ⁹	☐	☐	☐	•	1	1	1				
Electronic CAD As-Built Plans	☐	☐	☐	•	1	1	1				
NOTES:						FOR CITY USE ONLY					
1.	See the City of Stanwood Adopted Fee Schedule					☐ This application is complete.					
						☐ This application is incomplete. See items noted					

2.	Water / Sewer Availability shall be determined prior to submittal and letters submitted.		above.
3.			
4.	See Site Plan Submittal Requirements for required specifications.		The City of Stanwood may require additional information. The applicant will be notified in writing if additional information is necessary.
5.	See Preliminary Short Plat, Preliminary Plat, Final Short Plat or Final Plat Submittal Requirements for required specifications.		
6.	See Engineering Plan Submittal Requirements for required specifications.		These submittal requirements are for the City of Stanwood permits only. Additional permits may be required by other federal, state, regional or local agencies. It is the responsibility of the applicant to ascertain whether other permits are required.
7.	See the SEPA Checklist Requirements for Categorical Exemption Thresholds.		
8.	See Public Notice Materials for requirements.		
9.	See As-Built Plan Submittal Requirements for required specifications.		
10	See Sureties/Bond Submittal Requirements for required specifications.		
.	Major Site Development and Variances could be processed as a Type III Permit depending on Public Comments.		
11	Administrative Variance unless comments are received during noticing, then Hearing Examiner Decision.		Community Development Representative Date

**Type III Permit – Submittal Requirements
Quasi-Judicial, Hearing Examiner Decisions**

- The number indicates the item is required for submittal and the number of copies required
- A “•” indicates the item shall, upon request, be required for submittal

**General Information Meeting
Date:** _____

Submittal Date: _____

Submittal Requirements	Complete Submittal Item?			Conditional Use Permit	Preliminary Plat / PRD (≥ 10 lots)	Shoreline Conditional Use Permit	Shoreline Variance
	Yes	No	N/A				
General Application:							
Land Use Application Form	☐	☐	☐	1	1	1	1
Project Narrative	☐	☐	☐	1	1	1	1
Review Fee ¹	☐	☐	☐	1	1	1	1
Legal Description	☐	☐	☐	1	1	1	1
Vicinity Map or Aerial Photograph	☐	☐	☐	1	1	1	1
Water/Sewer Availability Approval ²	☐	☐	☐	1	1	•	•
Site Plans:							
Site Plan ³	☐	☐	☐	4		4	4
Landscape Plan ³	☐	☐	☐	4	4	4	•
Tree Retention Plan ³	☐	☐	☐	4	4	4	•
Plat Map ⁴	☐	☐	☐		4		
Reduced Plan Set (11x17)	☐	☐	☐	1	1	1	1
Building Elevations (11x17)	☐	☐	☐	•		•	•
Civil / Engineering:							
Drainage Report	☐	☐	☐	3	3	3	•
Traffic Impact Study	☐	☐	☐	3	3	3	•
Grading and Clearing Plan ⁵	☐	☐	☐	3	3	3	•
Road and Drainage Plans ⁵	☐	☐	☐	3	3	3	•
TESCP (Erosion Control Plan)	☐	☐	☐	3	3	3	•
Topography ⁵ (Existing Conditions)	☐	☐	☐	3	3	3	•

Water / Sewer / Utility Plans ⁵	☐	☐	☐	3	3	3	•
Type III Permit – Submittal Requirements Quasi-Judicial, Hearing Examiner Decision							
Submittal Requirements	Complete Submittal Item?			Conditional Use Permit	Preliminary Plat / PRD (≥ 10 lots)	Shoreline Conditional Use Permit	Shoreline Variance
	Yes	No	N/A				
Environmental:							
SEPA Checklist ⁶	☐	☐	☐	3	3	3	3
Critical Area Report	☐	☐	☐	3	3	3	3
Wildlife Habitat Report (floodplain)	☐	☐	☐	•	•	3	3
Archaeology / Cultural Report	☐	☐	☐	•	•	•	•
Geotechnical Report	☐	☐	☐	•	•	•	•
Other:							
Public Notice Materials ⁷	☐	☐	☐	2	2	2	2
School Safe Walking Conditions Assessment	☐	☐	☐	1	1		
C.C. & R.s	☐	☐	☐	•	•		
Petition	☐	☐	☐				
Title Certificate (< 30 days old)	☐	☐	☐				
Lot Closures	☐	☐	☐				
PDF's for Submitted Documents	☐	☐	☐	1	1	1	1
Before Final Plat or Final Certificate of Occupancy:							
Deeds/Easements/ Conveyances	☐	☐	☐	•	1	•	•
As-Built Plans ⁸	☐	☐	☐	3	3	•	•
Sureties / Bonds ⁹	☐	☐	☐	1	1	•	•
Electronic CAD As-Built Plans	☐	☐	☐	1	1	•	•
NOTES:					FOR CITY USE ONLY		
1. See the City of Stanwood Adopted Fee Schedule 2. Water / Sewer Availability shall be determined prior to submittal and letters submitted. 3. See Site Plan Submittal Requirements for required specifications. 4. See Preliminary Short Plat, Preliminary Plat, Final Short Plat or Final					☐	This application is complete.	
					☐	This application is incomplete. See items noted above.	
					•	The City of Stanwood may require additional information. The applicant will be notified in writing if	

5. 6. 7. 8. 9.	Plat Submittal Requirements for required specifications. See Engineering Plan Submittal Requirements for required specifications. See the SEPA Checklist Requirements for Categorical Exemption Thresholds. See Public Notice Materials for requirements. See As-Built Plan Submittal Requirements for required specifications. See Sureties/Bond Submittal Requirements for required specifications.		additional information is necessary. These submittal requirements are for the City of Stanwood permits only. Additional permits may be required by other federal, state, regional or local agencies. It is the responsibility of the applicant to ascertain whether other permits are required. Community Development Representative Date
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Type IV & Type V Permit – Submittal Requirements									
Legislative, Development Agreements, City Council Decisions, and City Council Decisions with Planning Commission Recommendation									
➤ The number indicates the item is required for submittal and the number of copies required ➤ A “•” indicates the item shall, upon request, be required for submittal						General Information Meeting Date: _____ Submittal Date: _____			
Submittal Requirements	Complete Submittal Item?			Annexation	Annual Docket	Developer's Agreement	Final Plat (≥ 10 lots)	Vacation of Streets and Alleys	Zoning Code Amendment / Zoning Map Rezone
	Yes	No	N/A						
General Application:									
Land Use Application Form	☐	☐	☐	1	1	1	1	1	1
Project Narrative	☐	☐	☐	1	1	1	1	1	1
Review Fee ¹	☐	☐	☐	1		1	1	1	1
Legal Description	☐	☐	☐	1		1	1	•	1
Vicinity Map or Aerial Photograph	☐	☐	☐	1		1	1	1	1
Water/Sewer Availability Approval ²	☐	☐	☐			1			1
Site Plans:									
Site Plan ³	☐	☐	☐	4		4			1
Landscape Plan ³	☐	☐	☐			•			
Tree Retention Plan ³	☐	☐	☐			•			
Plat Map ⁴	☐	☐	☐				4		
Reduced Plan Set (11x17)	☐	☐	☐	1		1	1		
Building Elevations (11x17)	☐	☐	☐			•			•
Civil / Engineering:									
Drainage Report	☐	☐	☐			•			
Traffic Impact Study	☐	☐	☐			•			1
Grading and Clearing Plan ⁵	☐	☐	☐			•			
Road and Drainage Plans ⁵	☐	☐	☐			•			
TESCP (Erosion Control Plan)	☐	☐	☐			•			
Topography ⁵ (Existing Conditions)	☐	☐	☐			•			

Water / Sewer / Utility Plans ⁵	☐	☐	☐			•			
Type IV & Type V Permit – Submittal Requirements Legislative, Development Agreements, City Council Decisions, and City Council Decisions with Planning Commission Recommendation									
Submittal Requirements	Complete Submittal Item?			Annexation	Annual Docket	Developer's Agreement	Final Plat (≥ 10 lots)	Vacation of Streets and Alleys	Zoning Map Amendment / Rezone
	Yes	No	N/A						
Environmental:									
SEPA Checklist ⁶	☐	☐	☐		•	1			1
Critical Area Report	☐	☐	☐			•			1
Wildlife Habitat Report (floodplain)	☐	☐	☐			•			•
Archaeology / Cultural Report	☐	☐	☐			•			
Geotechnical Report	☐	☐	☐			•			
Other:									
Public Notice Materials ⁷	☐	☐	☐	2		2			2
School Safe Walking Conditions Assessment	☐	☐	☐						
C.C. & R.s	☐	☐	☐						
Petition	☐	☐	☐	1	1			1	
Title Certificate (< 30 days old)	☐	☐	☐				2		
Lot Closures	☐	☐	☐				2		
PDF's for Submitted Documents	☐	☐	☐	1	1		1	1	1
Before Final Plat or Final Certificate of Occupancy:									
Deeds/Easements/ Conveyances	☐	☐	☐	•		1	1		
As-Built Plans ⁸	☐	☐	☐				3		
Sureties / Bonds ⁹	☐	☐	☐				3		
Electronic CAD As-Built Plans	☐	☐	☐				1		
NOTES:						FOR CITY USE ONLY			
1. See the City of Stanwood Adopted Fee Schedule 2. Water / Sewer Availability shall be determined prior to submittal and letters submitted. 3. See Site Plan Submittal Requirements for required specifications.						☐ This application is complete.			
						☐ This application is incomplete. See items noted above.			
						• The City of Stanwood may require additional			

5.	See Preliminary Short Plat, Preliminary Plat, Final Short Plat or Final Plat Submittal Requirements for required specifications.			information. The applicant will be notified in writing if additional information is necessary.
6.	See Engineering Plan Submittal Requirements for required specifications.			These submittal requirements are for the City of Stanwood permits only. Additional permits may be required by other federal, state, regional or local agencies. It is the responsibility of the applicant to ascertain whether other permits are required.
7.	See the SEPA Checklist Requirements for Categorical Exemption Thresholds.			•
9.	See Public Notice Materials for requirements. See As-Built Plan Submittal Requirements for required specifications. See Sureties/Bond Submittal Requirements for required specifications.			_____ _____ _____ Community Development Representative Date

Article III

Permit Review Procedures

17.80.300 Purpose

It is the intent of this Article to provide the review procedures for applications and land use actions classified as Types I through V permits. These procedures are intended to outline the permitting process once an application has been submitted.

17.80.310 Permit Review Process

Table 3A and 3B, Decision Making and Appeals, outlines the permit review process for the five levels of land use permits. Once the permit type has been determined, applications are processed according to the associated processes.

Table 3A: Decision Making and Appeals: Non-Shoreline Permits

Permit Type	Public Meeting with PC	Open Record Public Hearing	Project Decision	Open Record City Appeal	Closed Record Appeal	Non-City or Judicial Appeal¹
Type I	No	No	CDD / CE	HE	No	Yes
Type II	Yes ² /No	No	CDD / CE	HE	No	Yes
Type III	Yes	HE	HE	No	No	Yes
Type IV	Yes	HE ³	CC	No	No	Yes
Type V	No	Yes/No ⁴	CC	No	No	Yes

Abbreviations:

CC = City Council

HE = Hearing Examiner

CE = City Engineer

PC = Planning Commission

CDD = Community Development
Director

Footnotes:

- 1 Non-City or Judicial Appeals are filed with Snohomish County Superior Court
- 2 Only the following Type II permit applications require a public meeting with the Planning Commission: Multifamily Residential Projects Greater Than 40 Units, Commercial and Industrial Developments Greater Than 12,000 Square Feet, and Mixed-Use Developments Greater Than 20 Units
- 3 Hearing Examiner makes a recommendation to the City Council after holding a public hearing
- 4 Final Plats are approved by the City Council at a public meeting; a public hearing is not required

Table 3B: Decision Making and Appeals: Shoreline Permits

Permit Type	Public Meeting with PC	Open Record Public Hearing	City: Project Decision	State: Final Project Decision	Administrative Appeal	SHB Appeal
Type II Shoreline Substantial Development	Yes	No	CDD / CE	N/A	SHB	Superior Court
Type III Shoreline Conditional Use and Variance	Yes	HE	HE	DOE	SHB	Superior Court

Abbreviations:

CC = City Council

CE = City Engineer

CDD = Community Development Director

HE = Hearing Examiner

PC = Planning Commission

SHB = Shorelines Hearing Board

DOE = Department of Ecology

17.80.320 Notice of Completeness

- A. Purpose. RCW 36.70B.070 and 36.70B.080 require time frames be established to ensure applications are reviewed in a timely and predictable manner. Table 4, Notice of Completeness Required, establishes whether a determination of completeness is required by permit category.

Table 4: Notice of Completeness Required

Permit Category	Notice of Completeness Required
Type I	No
Type II	Yes
Type III	Yes
Type IV	Yes
Type V	Yes

- B. Determination of Completeness. Within twenty-eight calendar days after receiving a Type I-V permit application, the city shall mail or personally provide a written determination of completeness to the applicant which states either: (1) that the application is complete and the date that it was complete; or (2) that the application is incomplete and state what additional information is necessary to make the application complete.
- C. Additional Information. A site development permit application is complete for purposes of this section when it meets the submission requirements outlined in Section 17.80.260, Table 2 – Permit Submittals for Type I-V Permit Applications. However, each development is unique, and therefore the Director may request additional information, if necessary, or may waive certain items if it is determined they are not necessary to ensure that the project complies with city requirements.
- D. A determination of completeness shall be made when the required submittals are determined to be in a comprehensible format and contain at least the minimum amount of information to allow review of the project to progress even though additional information may be required or project modifications may be undertaken subsequent to initial project review. The city's determination of completeness shall not preclude the city from requesting additional information or studies either at the time of the determination of completeness or at some later time.
- E. Incomplete Application Procedure. If the applicant received a determination of incompleteness from the city, the applicant shall have ninety calendar days from the date of the determination of incompleteness to submit the necessary information to the city. Within fourteen calendar days after an applicant has submitted the requested additional information, the city shall prepare a written determination of completeness as described in the section above, and notify the applicant in the same manner.
- F. If the applicant does not submit the required information within the ninety-calendar-day period, the Community Development Director or their designee shall make findings that the application has lapsed for failure to submit the necessary information in a timely manner and close the permit application file. The Director may grant one time extension to submit the required information, not to exceed an additional ninety calendar days.
- G. City's Failure to Provide a Determination of Completeness. If, within twenty-eight calendar days of the date of the submitted application, the city has not provided a written determination of completeness, a Type I-V permit application shall be deemed complete.

17.80.330 Notice of Application

- A. Notice of Applications (NOA). Within fourteen calendar days after the city has made a determination of completeness of a site development permit application, the city shall issue a notice of application in accordance with Table 5 – Notice of application Noticing Requirements. The NOA shall include the following information:

1. The date of application and the date of the notice of application;
2. A description of the proposed project action and a list of the project permits included in the application and, if applicable, a list of any studies requested under RCW 36.70B.070;
3. The identification of other permits not included in the application, to the extent known by the city;
4. The identification of existing environmental documents that evaluate the proposed project, and, if not otherwise stated on the document providing notice of application, the location where the application and any studies can be reviewed;
5. A statement of the limits of the public comment period;
6. A statement of the right of any person to comment on the application, receive notice of and participate in any hearings, request a hearing, if applicable, request a copy of the decision once made, and any appeal rights;
7. The date, time, place and type of meeting or hearing, if applicable and if it has been scheduled as of the date of notice of the application;
8. A statement of the preliminary determination of consistency, if one has been made at the time of notice, and of those development regulations that will be used for project mitigation;
9. A map depicting the boundaries of the project site and, when applicable, a site map showing the proposal or website address where maps can be viewed;
10. A statement announcing the city's goal of complying with the intent of the Americans with Disabilities Act, announcing accessibility, offer of assistance to persons with special needs, and availability of TDD services;
11. Any other information determined appropriate by the city, such as the city's threshold determination, if complete at the time of issuance of the notice of application.

- B. All Notice of Applications shall be noticed according to Table 5, Notice of Application Noticing Requirements.

Table 5 - Notice of Application Noticing Requirements

Permit Category	Post Site	Post at Designed Posting Locations	Advertise in Designated Newspaper	Adjacent Jurisdictions in within ¼ Mile	WSDOT If Adjacent to Hwy	Property Owners within 300'	Other Agencies with Jurisdiction	Parties of Record
Type I ¹	None	None	None	None	None	None	None	None
Type II -V ²	✓	✓	✓	✓	✓	✓	✓	✓

Footnotes:

- 1 Type 1 Permits are not subject to a Notice of Application Requirement; However Type I permit applications shall be circulated for comment to internal and external departments that may have an interest in the project.
- 2 Final Plat Applications do not require NOA's or noticing

- C. All public comments on a notice of application must be received by the Community Development department by four-thirty (4:30) p.m. on the last day of the comment period. Comments may be mailed, emailed, personally delivered, sent by facsimile or by any online digital method established by the city. Comments should be as specific as possible.
- D. When required, the public meeting and/or public hearing notice shall be published at least once in a newspaper of general circulation in the city. At a minimum the notice shall contain the information contained in Section 17.80.370, Public Meetings and Public Hearings.
- E. Minimum public noticing periods shall be provided as follows:

Table 6 – Public Comment and Noticing Periods

Permit Category / Type	Notice of Application Comment Period	Public Meeting & Hearing Noticing Period
Type II Permit	15 Days	10 Days
Type II Shoreline Permits	30 Days for 2 consecutive weeks	15 Days
Type III Permit	15 Days	10 Days
Type III Shoreline Permits	30 Days for 2 consecutive weeks	15 Days
Type IV Permit	15 Days	10 Days
Type V Permit (Except Final Plats)	15 Days	10 Days

- F. The City has designated the following locations as official noticing/posting sites: City Hall, Library, and the Post Office.

- G. No proceeding of any procedure established in this chapter shall be found to be invalid for failure to provide mailed notice as required in this section as long as the other methods of notice have met their respective requirements and there was a good faith attempt to comply with the mailed notice requirements.
- H. The records of the Snohomish County Assessor's Office or Title Company shall be used for determining the property owner of record. Addresses for a mailed notice required by this code shall be obtained from the Snohomish County real property tax records.
- I. All public notices shall be deemed to have been provided or received on the date the notice is deposited in the mail or personally delivered, whichever occurs first.
- J. As an option to mailing the full Notice of Application, the City may issue a post card Notice of Application to adjacent property owners as long as the post card includes the website address where detailed information on the project is available for viewing.

17.80.340 Permit Integration With State Environmental Policy Act (SEPA)

- A. Except for the issuance of a DNS/MDNS using the "optional DNS process" or the issuance of a determination of significance, the city will not issue its threshold determination, or issue a decision or recommendation on a land use development permit until the expiration of the public comment period on the notice of application.
- B. If the optional DNS process, as authorized under SEPA and set forth in this section, is used, the responsible official shall:
 - 1. State on the first page of the notice of application that it expects to issue a DNS for the proposal, and that:
 - a) The optional DNS process is being used;
 - b) This may be the only opportunity to comment on the environmental impacts of the proposal;
 - c) The proposal may include mitigation measures under applicable codes, and the project review process may incorporate or require mitigation measures regardless of whether an EIS is prepared; and
 - d) A copy of the subsequent threshold determination for the specific proposal may be obtained upon request;
 - 2. List in the notice of application the conditions being considered to mitigate environmental impacts, if a MDNS is expected;
 - 3. Comply with the requirements for a notice of application and public notice in RCW 36.70B.110;
 - 4. Send the notice of application and environmental checklist to:
 - a) Agencies with jurisdiction, the Department of Ecology, affected tribes, and each local agency or political subdivision whose public services would be changed as a result of implementation of the proposal; and

- b) Anyone requesting a copy of the environmental checklist for the specific proposal;
- 5. If the responsible official indicates on the notice of application that a DNS is likely, an agency with jurisdiction may assume lead agency status during the comment period on the notice of application in accordance with WAC 197-11-940 and 197-11-948;
- 6. The responsible official shall consider timely comments on the notice of application and either:
 - a) Issue a DNS or MDNS with no comment period;
 - b) Issue a DNS or MDNS with a comment period;
 - c) Issue a DS; or
 - d) Require additional information or studies prior to making a threshold determination;
- 7. If a DNS or MDNS is issued under this section, the responsible official shall send a copy of the DNS or MDNS to the Department of Ecology, agencies with jurisdiction, those who commented, and anyone requesting a copy. A copy of the environmental checklist need not be recirculated.

17.80.350 Project Review

- A. Project Analysis. Upon determination that the proposed project is consistent with the adopted development regulations and standards a single staff report shall be prepared which consolidates all land use development permit recommendations or decisions. The report shall state any mitigation required or proposed under the development regulations or through SEPA. If a threshold determination, other than a determination of significance, has not been previously issued by the city, the report shall include or append the SEPA threshold determination for the project. The SEPA threshold determination shall be issued at least fifteen calendar days prior to the opening of a public hearing.
- B. Insufficient Information. If, upon review of a complete application, the city finds that additional information is necessary or corrections are required to be made to the plans to be consistent with city codes and regulations, the city shall write a letter to the applicant detailing the necessary corrections. The applicant shall have ninety calendar days from the date of the letter requesting additional information to submit the necessary information to the city. If the applicant does not submit the required information within ninety calendar days, the application shall lapse for failure to submit the necessary information in a timely manner, and the Community Development Director, or his/her designee shall document that the application has lapsed for failure to submit the necessary information in a timely manner and close

the permit application file. The Director may allow for an extension to submit the required information, not to exceed an additional sixty days.

- C. Applications may be approved, approved with conditions, or denied. For those permits subject to review by the Hearing Examiner, the Examiner may remand an application to staff for further review. If an application for a permit is denied, the applicant may not submit another application for development of the same property sooner than one year after the date of such denial.

17.80.360 Application Review Timeframes

- A. Purpose. RCW 36.70B.070 and 36.70B.080 require time frames be established to ensure applications are reviewed in a timely and predictable manner. This subsection establishes the time frames and procedures for issuance of a final decision for Type II, III, or IV reviews. No time frames are established by state statutes for Type I or Type V reviews.
- B. Computing Time. Unless otherwise specified, all time frames are indicated as calendar days, not working days. For the purposes of computing time, the day the determination or decision is rendered shall not be included. The last day of the time period shall be included; provided, that if it is a Saturday, Sunday, a day designated by RCW 1.16.050 or by the city's ordinances as a legal holiday, then it also is excluded and the time period concludes at the end of the next business day.
- C. Application Review and Decision Time Frame.
 - 1. Decisions on Type II, III, or IV applications shall not exceed 120 days, unless the Community Development Director makes written findings that a specified amount of additional time is needed for processing of a specific complete project application. Applications for developments that are complex or that have extensive or difficult issues may take additional time. The applicant and the city may agree in writing to extend the time period.
 - 2. Preliminary Plats. Pursuant to RCW 58.17.140, preliminary plats of any proposed subdivision and dedication shall be approved, disapproved, or returned to the applicant for modification or correction within 90 days from the date of filing thereof unless the applicant consents to an extension of such time period or the 90-day limitation is extended to include up to 21 days as specified under RCW 58.17.095(3). The 90-day period shall not include the time spent preparing and circulating an environmental impact statement by the local governmental agency.
 - 3. Final Plats and Short Plats. Pursuant to RCW 58.17.140, final plats and short plats shall be approved, disapproved, or returned to the applicant within 30 days from the date of filing thereof, unless the applicant consents to an extension of such time period.
 - 4. Exemptions. The time limits established in this title do not apply if a project permit application:
 - a) Requires an amendment to the comprehensive plan or a development regulation;

- b) Requires approval of the siting of an essential public facility as provided in RCW 36.70A.200;
 - c) Is reviewed as Type I or V permit;
 - d) Is substantially revised by the applicant, in which case the time period shall start from the date at which the revised project application is determined to be complete.
- D. Calculating Decision Time Frame. In determining the number of days that have elapsed after the city has notified the applicant that the application is complete for purposes of calculating the time for issuance of the notice of final decision, the following periods shall be excluded:
 - 1. Any period during which the applicant has been requested by the city to correct plans, perform required studies, or provide additional required information. If the city determines that the information submitted by the applicant is insufficient, it shall notify the applicant of the deficiencies. The period shall be calculated from the date the city notifies the applicant of the need for additional information until the earlier of the date the local government determines whether the additional information satisfies the request for information or 14 days after the date the information has been provided to the city;
 - 2. Any period during which an environmental impact statement is being prepared following a determination of significance (DS) pursuant to Chapter 43.21C RCW, or if the city and the applicant in writing shall agree to a time period for completion of an environmental impact statement;
 - 3. Any period for administrative appeals of project permits, if an open record appeal hearing or a closed record appeal, or both, are allowed; or
 - 4. Any extension of time mutually agreed upon by the applicant and the city.
- D. Possible Extension of Time for Final Decision. If the city is unable to issue a final decision within the time limits provided herein, the applicant shall be provided written notice of this fact. The notice shall include a statement of reasons why the time limits have not been met and an estimated date for issuance of the notice of final decision.

17.80.370 Public Meetings and Public Hearings

- A. This section sets forth procedures for public meetings and hearings.
 - 1. Public Meetings. The purpose of a public meeting is to provide the public with the opportunity to learn about a project and/or the city, a board or panel, or decision maker to ask questions for a better understanding of a project. Meetings are not as formal as a hearing, do not require public testimony, and are not required to be recorded.
 - 2. Public Hearings. The purpose of having hearings is to provide decision makers with an opportunity to obtain additional information and to provide the public with an opportunity to introduce that information and to make their views known. Public hearings are required when this chapter or state law requires a hearing; when a hearing is required, the following shall apply:
 - a) A verbatim record shall be kept;
 - b) Those present shall be given the opportunity to testify under oath;
 - c) The hearing authority shall be allowed to ask questions of those testifying;

- d) The hearing shall be conducted to ensure fairness to all parties;
 - e) The hearing authority may subpoena witnesses; and
 - f) A hearing may be kept open to take additional information up to the point a final decision is made. No further notice of a continued hearing need be published unless a period of six months or more elapses between meeting dates.
- B. Notices of public meetings or hearings shall include the following information:
- 1. The date, time, and place and/or manner of the meeting or hearing.
 - 2. Location of the site.
 - 3. A brief description of the request, and any proposed modifications or variances.
 - 4. Applicant's name.
 - 5. Project name and file number and a statement of its availability for inspection by the public.
 - 6. A statement of the right of any person to submit written testimony to the appropriate permit-issuing authority and to appear at the public hearing to give testimony orally.
 - 7. A statement that only persons who submit written or oral testimony to the permit-issuing authority may appeal the decision.
 - 8. A statement announcing the city's goal of complying with the intent of the Americans with Disabilities Act, announcing accessibility, offer of assistance to persons with special needs, and availability of TDD services.
- C. Burden of Proof/Testimony.
- 1. The burden of presenting evidence to the permit-issuing entity sufficient to lead it to conclude that the application should be approved, conditioned, or denied shall be upon the applicant or their designated agents. Unless otherwise specified in statute or ordinance, the standard of proof shall be preponderance of the evidence.
 - 2. All persons in attendance that wish to testify shall be sworn in.
 - 3. All findings and conclusions necessary to the issuance of a decision shall be based upon reliable evidence.
- D. Joint Public Meetings or Hearings.
- 1. Approval Authority's Decision to Combine Joint Hearing. At the applicant's request, the approval authority may combine any public hearing on a permit application with any hearing that may be held by another local, state, regional, federal, or other agency, on the proposed action, as long as:
 - a) The hearing is held within the city limits; and
 - b) The requirements of RCW 36.70B.110(7) are met.
 - 2. Applicant's Request for a Joint Meeting or Hearing. The applicant may request that the public hearing on a permit application be combined as long as the joint hearing can be held within the time periods set forth in this chapter. In the alternative, the applicant may agree to a particular schedule if that additional time is needed in order to complete the hearings. [RCW 36.70B.110(7)]
 - 3. Prerequisites to Joint Public Meeting or Hearing. A joint public hearing may be held with another local, state, regional, federal or other agency and the city, as long as:

- a) The other agency is not expressly prohibited by statute from doing so [RCW 36.70B.110(8)];
- b) Sufficient notice of the meeting or hearing is given to meet each of the agencies' adopted notice requirements as set forth in statute, ordinance, or rule;
- c) The agency has received the necessary information about the proposed project from the applicant in enough time to hold its meeting or hearing at the same time as the local government hearing; and
- d) The meeting or hearing is held within the geographic boundary of the local government.

E. Record.

- 1. Electronic recordings shall be made of all hearings required by this chapter, and such recordings shall be kept for at least two years. Accurate minutes shall also be kept of all such proceedings, but a transcript need not be made. The written decision of a Hearing Examiner shall meet the requirement for minutes of the Hearing Examiner public hearing.
- 2. Whenever practicable, all documentary evidence presented at a hearing, as well as all other types of physical evidence, shall be provided to the City in digital form and shall be made a part of the record of the proceedings and shall be kept by the city for at least two years.

17.80.380 Hearing Examiner Procedures

- A. Any person may participate in the Hearing Examiner public hearing by submitting written comments to staff prior to the hearing or by submitting written comments or making oral comments at the hearing. Also, any party may be represented by agent or attorney.
- B. The Department shall transmit to the Hearing Examiner a copy of the department file on the application including all written comments received prior to the hearing and information reviewed by or relied upon by staff. The file shall also include information to verify that the requirements for notice to the public (notice of application and notice of SEPA threshold determination) have been met.
- C. The Department shall create a complete record of the public hearing including all exhibits introduced at the hearing and an electronic sound recording of each hearing.
- D. The Hearing Examiner shall approve a project or approve with modifications if the applicant has demonstrated that the proposal complies with the applicable decision criteria of this code. The applicant carries the burden of proof and must demonstrate that a preponderance of the evidence supports the conclusion that the application merits approval or approval with modifications. The Hearing Examiner may remand an application to staff for revision. In all other cases, the Hearing Examiner shall deny the application.
- E. If the Hearing Examiner requires a modification which results in a different proposal not reasonably foreseeable from the description of the proposal contained in the public notice provided, the hearing examiner shall conduct a new hearing on the modified proposal.

- F. The Hearing Examiner may include conditions to ensure a proposal conforms to the relevant decision criteria.
- G. The Hearing Examiner shall within 10 business days following the close of the record, unless a longer time period is agreed to on the record by the applicant/appellant, issue a written report supporting the decision. The Hearing Examiner's written report shall be distributed to parties of record electronically or in paper form by the Community Development department. The report shall contain the following:
 - 1. The decision of the Hearing Examiner;
 - 2. Any conditions included as part of the decision;
 - 3. Findings of fact upon which the decision, including any conditions, was based and the conclusions derived from those facts; and
 - 4. A statement explaining the process to appeal the decision of the Hearing Examiner to superior court.
- H. Reconsideration Period. Any person who presented or commented at the hearing may file a written request with the Hearing Examiner for reconsideration within 10 business days of the date of the Hearing Examiner's decision. The request shall explicitly set forth alleged errors of procedure or fact. The Examiner shall request comments from affected parties of record and reviewing city departments on the request for reconsideration. Comments shall be received within 14 business days. The Hearing Examiner shall act within 10 business days after the close of the comment period by denying the request, issuing a revised decision, or calling for an additional public hearing. A reconsideration request for which one of the actions specified above has not been taken within the required time period shall be deemed to have been denied.
 - 1. The grounds for reconsideration shall be limited to the following:
 - a) The Hearing Examiner exceeded their jurisdiction;
 - b) The Hearing Examiner failed to follow the applicable procedure in reaching their decision;
 - c) The Hearing Examiner committed an error of law or misinterpreted the applicable city regulation, ordinance or other state law or regulation;
 - d) The Hearing Examiner's findings, conclusions and/or conditions are not supported by the record; and/or
 - e) Newly discovered evidence alleged to be material to the Hearing Examiner's decision which could not reasonably have been produced prior to the Hearing Examiner's decision.
 - 2. Requests for reconsideration may use the additional grounds that changes to the application proposed by the applicant are in response to deficiencies identified in the decision.
 - 3. The Examiner's action following reconsideration is not subject to further requests for reconsideration.
- I. Proceedings before the Hearing Examiner shall conform with the Hearing Examiner's Rules of Procedure promulgated pursuant to Chapter 17.87.080 SMC.

17.80.385 Notice of Final Decision

- A. Following the completion of any hearing, procedure, or administrative decision, the permit application shall be approved, approved with conditions, remanded, or denied and a written notice of decision shall be issued within five calendar days. The notice of decision shall include the final determination of approval or denial of the project, a statement of any threshold determination made under SEPA, and the procedure to appeal the notice of decision.
1. For Type I permit applications a published notice of decision is not required. However, a memorandum or completed project checklist shall be placed in the permit file containing findings describing how the application was consistent/inconsistent with applicable zoning regulations and development standards.
 2. For Type II –V permit applications a notice of decision shall be mailed or emailed to all parties of record, which shall include the applicant and each person who participated in the public hearing or who submitted comments during the public comment period at any time prior to issuance of the decision. For shoreline permits, the director shall notify the following persons in writing of its final approval or disapproval of a shoreline conditional use permit or shoreline variance:
 - a) The applicant.
 - b) The Department of Ecology.
 - c) Any person who has submitted written comments on the application.
 - d) Any person who has written to the hearing examiner requesting notification.
- B. If the city is unable to issue its notice of decision within the allotted timeframe, it shall provide written notice to the project applicant including the reasons the time limits have not been met and an estimated date for issuance of the notice of decision. The time limits established in this chapter do not apply if a site development permit application requires:
1. An amendment to the comprehensive plan or development regulations; or
 2. Approval of a new fully contained community, master planned resort, or the siting of an essential public facility; or
 3. Substantial revisions by the applicant, in which case the time period shall start from the date at which the revised project application is determined to be complete.

17.80.390 Appeals

- A. Processing of Appeals. Appeals of decisions on permits shall be processed according to the procedures outlined in this section. The decision maker on the appeal may reverse or affirm or modify the decision, if it is found the original decision was based on faulty facts or incorrect application of the law. Any modifications to the decision shall be limited to those necessary to ensure the decision criteria of this title are met.
- B. Effect of Appeal. Decisions on Type I, Type II, Type III, and Type IV permits are assumed valid unless overturned by an appeal decision. An appeal stays all actions by the Director seeking enforcement of or compliance with the order or decision

appealed from, unless the Director finds that a stay would, in their opinion, cause imminent peril to life or property, in which case proceedings shall not be stayed except by order of the Hearing Examiner, Shorelines Hearing Board or a court with jurisdiction.

- C. Consolidated Appeals. All appeals of permit application decisions, other than an appeal of determination of significance (DS), shall be considered together in a consolidated appeal. [RCW 43.21C.075, 36.70B.060(6)]
- D. SEPA Appeals. Appeals shall only be of the determination of nonsignificance or mitigated determination of nonsignificance, or final determination if issued. See SMC17.149.070 for SEPA and agency decisions.
- E. Content of Appeal. Appeals shall be in writing, be accompanied by an appeal fee as outlined in the City's most current fee resolution, and contain the following information:
 - 1. Appeals must be submitted with a completed appeal form
 - 2. Facts demonstrating that the person is adversely affected by the decision;
 - 3. A concise statement identifying each alleged error and the manner in which the decision fails to satisfy the applicable decision criteria;
 - 4. The specific relief requested; and
 - 5. Any other information reasonably necessary to make a decision on the appeal.
- F. Appeal Standing. The project applicant or any person who submitted written comments or testified at a public hearing on the application has standing to appeal the decision if comments were provided prior to the date the decision was issued. Appeals shall be submitted to the Community Development Department no later than 4:00 pm on the last day of the appeal period. The cost of appeal hearing shall be borne by the appellant.
- F. Appeal Hearing. Appeals shall be heard and processed according to Table 7 – Appeal Procedures. The City does not provide closed record appeals.

Table 7 – Appeal Procedures

Permit Type:	I	II	III	IV	V
Permit Decision Maker	Admin	Admin	HE	CC	CC
<i>Local / Administrative Open Record Appeals</i>					
Appeal Period	14 Days	14 Days	None	None	None
Appeal Body	HE	HE			
Appeal Type	Open Record	Open Record			
Time Period to Complete Appeal	90 Days	90 Days			
Time Period For Written Decision After the Hearing is Closed	14 Days	14 Days			
<i>SEPA Open Record Appeals</i>					

Appeal Period	14 Days	14 Days	14 Days		
Appeal Body	HE	HE	HE		
Judicial Appeals					
Appeal of HE Decision	Snohomish County Superior Court				
Appeal Period	21 Days Per Chapter <u>36.70C</u> RCW				
Shoreline Appeals					
Appeal Body	Pursuant to RCW 90.58.140				
Time Period to Appeal	Pursuant to RCW 90.58.140				

Notes:

Admin = Administrative Decision

CC = City Council

HE = Hearing Examiner

- G. Notice of Appeal. A hearing before the designated appeal body, as established in Table 7 – Appeal Procedures. The hearing notice shall be mailed or emailed to the appellant, the applicant, and all parties of record. Notice shall be mailed or emailed no less than 10 days prior to the appeal hearing.
- H. Public Hearing. The Hearing Examiner shall conduct an open record hearing per Table 7, Appeal Procedures. The appellant, the applicant, and the city shall be designated parties to the appeal. Each party may participate in the appeal hearing by presenting testimony or calling witnesses to present testimony. Interested persons, groups, associations, or other entities who have not appealed may participate only if called by one of the parties to present information or to present testimony on a consolidated application; provided, that the Examiner may allow nonparties to present relevant testimony if allowed under the examiner rules of procedure.
- I. Decision on Appeal. The Hearing Examiner shall issue a written decision to grant, grant with modifications, or deny the appeal. The hearing examiner may grant the appeal or grant the appeal with modification if:
1. The appellant has carried the burden of proof; and
 2. The Examiner finds that the decision is not supported by a preponderance of the evidence.
 3. The Hearing Examiner shall accord substantial weight to the decision of the applicable department director.
- J. Decision of Appeal. The city shall issue a written decision of appeal within ten business days of the appeal body's final action to the parties of record disclosing whether the appeal is upheld or denied.
- K. Judicial appeals. The city's final decision on an application (excepting Shoreline permit decisions) may be appealed by a party of record with standing by filing a land use petition in Snohomish County Superior Court. Such petition must be filed within twenty-one (21) days of issuance of the decision, as provided in Chapter 36.70C RCW.

- L. Exhaustion of Administrative Remedies. No action to obtain judicial review may be commenced unless all rights of administrative appeal provided by this chapter or state law have been exhausted. The cost of transcription of all records ordered certified by the court for such review shall be borne by the appellant. A copy of each transcript prepared by an appellant shall be submitted to the city for confirmation of its accuracy.

17.80. 395 Expiration of Approvals and Approved Permits

- A. Land use approvals/permits shall expire as outlined in Table 8 – Permit Approval Time Frames if a grading, right-of-way or building permit has not been obtained within the required time frame.

Table 8 – Permit Approval Time Frames

Permit Type	Approval Period	Extension If Approved
Subdivisions	5 Years	1 Year
Short Plats	5 Years	1 Year
Conditional Use Permits and Variances	2 Years	None
Shoreline Permits	2 Years	1 Year
All Other Type I Permits	1 Year	1 Year
All Other Type II – V Permits	2 Years	1 Year

- B. Extensions may be granted by the Director upon showing proper justification if:
1. The extension is requested at least 30 calendar days before the permit expires;
 2. The permittee has proceeded with due diligence and in good faith;
 3. The zoning designation of the property has not changed; and
 4. Proper justification consists of one or more of the following conditions:
 - a) Economic hardship;
 - b) Change of ownership;
 - c) Unanticipated construction and/or site design problems;
 - d) Other circumstances beyond the control of the applicant and determined acceptable by the appropriate department director.
- C. Once the time period and any extensions have expired, permit approval shall terminate, and the application is void and deemed withdrawn.

Article IV Post Permit Requirements

17.80.400	Construction Plan Approvals
17.80.410	Inspections
17.80.420	Permit Modifications
17.80.430	Effect of Decisions
17.80.440	Certificate of Occupancy
17.80.450	Commencement of Work
17.80.460	Vacation of Approved Permits
17.80.470	Revocation of Approved Permits
17.80.480	Re-Applications
17.80.490	Violations

17.80.400 Construction Plan Approvals

- A. Final civil construction plan applications may be submitted with the land use entitlement permit or after the land use entitlement permit process has been completed. At a minimum the 30% design plans shall be submitted with the land use entitlement application. To obtain civil construction plan approval, the plans shall be consistent with the Stanwood Municipal Code and the Street and Utility Standards.
- B. Approval of final civil construction plans is exempt from the 120 day plan review timeframe as outlined in the Growth Management Act.
- C. Construction shall begin or a building permit be issued prior to the expiration times outlined in section 17.80.395, Table 8, Permit Approval Time Frames. If work has not begun prior to expiration of the land use entitlement permit, all plans must be resubmitted and comply with the current code requirements.

17.80.410 Inspections

- A. Once a permit is issued inspections are required to verify that the construction or work is being done in accordance with the approved plans. Site inspections shall include, but are not limited to: erosion control, critical area protection, grading, pavement, roadway and sidewalk improvements, drainage, utility installation, parking and landscaping. The project applicant is responsible for ensuring all inspections have been conducted pursuant to city requirements.
- B. Final project approval shall not be given, whether a final plat approval or certificate of occupancy, until all of the required site improvements have been inspected, bonded and approved by the City Inspector.

17.80.420 Permit Modifications

- A. Minor Modifications to an Approved Permit. Minor modifications to a permit may be permitted by administrative decision. To be considered a minor modification, the amendment must not:
 - 1. Involve more than a 10 percent increase in area or scale of the development in the approved site development plan; or
 - 2. Have a significantly greater impact on the environment and facilities than the approved plan; or
 - 3. Change the boundaries of the originally approved plan.
- B. Major Adjustments to an Approved Permit. Major adjustments to an approved permit will require a new application. The review and approval shall rest with the approval body which approved the original permit. Major adjustments involve a substantial change in the basic site design plan, intensity, density, use, and other zoning code issues and generally involve more than a 10 percent change in area or scale.

17.80.430 Effect of Decisions

- A. No Occupancy or Use of Property Until Requirements Fulfilled. Issuance of a land use permit authorizes the recipient to commence construction activity, subject to obtaining appropriate building or construction permits, designed to support the approved land use. Actual occupancy or use of the approved land use may not occur until all requirements of the permit have been satisfied.
- B. Transfer of Permit and Permit Applications on Successors and Assigns. Active land use permits and pending land use permit applications, including subdivisions, run with the land and therefore are transferable to new owners.

17.80.440 Certificate of Occupancy

- A. No land area shall be occupied or used and no building hereafter erected or altered shall be occupied or used in whole or in part for any purpose whatsoever until an occupancy permit has been issued by the Building Official, stating that the premises, building, or other development complies with all provisions of this code. Minor expectations include:
 - 1. Cases of alteration that does not require vacating the premises;
 - 2. Cases where parts of the premises are finished and ready for occupancy before the completion of the alteration, or
 - 3. In the case of a new structure, before its completion, a conditional occupancy permit may be issued.
- B. No change, extension of use, or alteration shall be made in a nonconforming use without a building permit having first been issued by the Building Official that such change, extension or alteration is in conformity with the provisions of this code.
- C. Within 10 days from the date that an applicant requests that an occupancy permit be issued on his/her development project, the Building Official shall render a decision as to whether or not said occupancy permit is to be issued. If the decision is not to issue the occupancy permit, the Building Official shall so notify the applicant including the reasons for denial of the permit. If no occupancy permit has been issued within 10 working days of the written request thereof, and the Building Official has not informed the applicant of approval or denial, in writing, it shall be deemed

that the Building Official approves the request and the applicant may legally occupy the premises.

17.80.450 Commencement of Work

An appeal stays all actions by the director seeking enforcement of or compliance with the order or decision appealed from, unless the director finds that a stay would, in his or her opinion, cause imminent peril to life or property, in which case, proceedings shall not be stayed except by order of the hearing examiner or a court.

17.80.460 Vacation of Approved Permits

- A. Requests to vacate a permit or variance shall be made in writing to the Community Development Department.
- B. The Community Development Director may vacate the permit or variance if the following conditions are present:
 - 1. The use authorized by the permit or variance does not exist and is not actively being pursued; or
 - 2. The use has been terminated and no violation of the terms and the conditions of the variance or permit exists.
- C. Vacation of any permit or variance shall be documented by the filing of a notice of land use permit or variance vacation with the county auditor on a form provided by the Community Development Department.

17.80.470 Revocation of Approved Permits

- A. The city may revoke an approved permit through the same approval and/or hearing procedures for the original approval.
- B. An approved permit may be revoked only upon finding that:
 - 1. The use for which the approval was granted has been abandoned for a period of at least one year;
 - 2. Approval of the permit was obtained by misrepresentation of material fact; or
 - 3. The permit is being exercised contrary to the terms of approval.

17.80.480 Re-Applications

Reapplication Following Denial of Permit. Whenever a land use permit or a variance is denied, the same or similar permit application may not be resubmitted for a period of one year from the date of denial unless the applicant clearly demonstrates that:

- 1. The zoning classification or relevant development standards have changed;
- 2. New information is available that could not with reasonable diligence have been presented at a previous hearing; or
- 3. The project is modified in such a manner so as to correct the defects on which the original denial was based.

17.80.490 Violations

- A. Any person violating any provisions of this chapter shall be subject to SMC Title 13, Enforcement Code, and Chapter 17.160 SMC, Enforcement and Penalties.
- B. Any building, structure, development, activity, land use, or division of land, not in conformance with Title 17, Zoning, and not a legal nonconformance or exempted by

a policy governing existing nonconforming structures or uses, is declared to be unlawful, substandard, and a public nuisance, and is subject to the enforcement and abatement provisions in SMC Title 13, Enforcement Code, and Chapter 17.160 SMC, Enforcement and Penalties.

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Exhibit G

Chapter 17.95.375 Supplemental Standards for Special Residential Uses

The following amendments to SMC Section 17.95.375 is proposed. **Bold and Underlined** font is new language or definitions. Regular font is from the existing code.

17.95.375 Supplemental Standards for Special Residential Uses

- (1) Purpose. It is the purpose of this section to set forth standards for the protection of the health, safety, and welfare of both the community at large and the residents of a facility. These standards are supplementary regulations and are in addition to standards set forth elsewhere in this code.
- (2) Special Residential Uses. Special residential uses include licensed group care homes, ~~homeless shelters,~~ **licensed enhanced service facilities,** ~~temporary emergency shelters,~~ ~~residential treatment facilities,~~ ~~recovery homes,~~ or **memory care facilities** ~~designated emergency shelters,~~ except as limited in subsection (5) of this section.
- (3) In addition to other applicable standards, no special residential development shall be located closer than 1,200 feet, measured from property lines, from another such facility. For the purpose of this subsection, a development shall be defined as a building or group of buildings on a single parcel of land. This provision is intended to prevent the creation of a de facto social service district.
- (4) The following standards shall also apply to special residential uses:
 - (a) If the facility is located within a residential neighborhood, it shall be maintained to conform to the character of that neighborhood. This applies to design, density, lot size, landscaping, or other factors affecting the neighborhood character. This will prevent disruption of a neighborhood due to the introduction of a dissimilar structure.
 - (b) Only identification signs not exceeding two square feet in area denoting the name and/or purpose of a special residential use shall be allowed in a residential neighborhood. Such signs must be attached to the structure.
 - (c) Facilities located in nonresidential areas shall be maintained in the general character of the surrounding area. This applies to design, lot size, and landscaping affecting the character of the area.
 - (d) The total occupancy of a structure designed for special residential use shall be at least 100 square feet per occupant, or as provided by the city's adopted building code, as hereafter amended. For homes on a local residential street, occupancy shall not exceed two clients per bedroom.
- (5) Family daycare homes and group care facilities for handicapped persons or children that meet the definition of "family" in SMC 17.20.070 are not subject to the regulations in this section. These facilities are subject to SMC 17.95.380 and 17.95.382 and the use regulations of Chapters 17.30 through 17.79 SMC, similar to any single-family home, and without additional regulation beyond applicable state and federal requirements.
- (6) **In addition to all of the standards listed above, enhanced service facilities shall comply with the following:**

- (a) Only conversions of currently licensed nursing homes under chapter 18.51 RCW, assisted living facilities under chapter 18.20 RCW, or adult family homes under chapter 70.128 RCW to enhanced service facilities are allowed as provided for in WAC 388-107-0710. No new enhanced service facilities are allowed in the City of Stanwood.
- (b) Converted buildings must be brought up to current building, floodplain and fire code standards, including, ADA (Americans with Disabilities Act) standards and all other applicable state and local rules, regulations, permits, and code requirements.
- (c) The enhanced services facility must also meet specific new construction requirements related to the safety of any residents with complex needs that the facility is choosing to serve.
- (d) Facilities must provide a current copy of their Washington State Business License and Department of Social and Health Services License.
- (e) A written management plan shall be provided for the Director's review and approval. At a minimum, a management plan shall address the following components:
 - i. Identify potential impacts on nearby residential uses and proposed methods to mitigate those impacts. Impacts could include, but is not limited to noise, access, security, and/or traffic;
 - ii. Identify the project management or agency responsible for the support staff and who will be available to resolve concerns pertaining to the facility. The plan shall specify procedures for updating any changes in contact information;
 - iii. Identify staffing, supervision and security arrangements for the facility. A twenty-four-hour on-site supervisor is required;
 - iv. Identify a communications plan in the event that information to the surrounding neighborhood would be needed throughout the time the ESF is in operation.

Exhibit H
New Chapter 17.154, Grading Regulations

Grading Regulations

Sections:

17.154.010	Purpose and Applicability
17.154.020	Exemptions
17.154.030	Other Laws
17.154.040	Accuracy of Plans
17.154.050	Applications
17.154.060	SEPA
17.154.070	Engineered Grading
17.154.080	Geotechnical Reports
17.154.090	Permit Issuance
17.154.100	Filling of Wetlands
17.154.110	Permit Expiration
17.154.120	Inspections
17.154.130	Transfer of Responsibility
17.154.140	Completion of Work
17.154.150	Modification to Permits
17.154.160	Cuts or Excavations
17.154.170	Fills or Embankments
17.154.180	Setbacks
17.154.190	Drainage and Terracing
17.154.200	Erosion Control

17.154.010 Purpose and Applicability

The purpose of this section shall be to regulate grading, excavating, filling, and the creation of impervious surface to safeguard life, property, and the environment. The provisions of this chapter apply to all grading activity.

17.154.020 Exemptions.

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

- (i) Operation of a solid waste disposal site subject to a solid waste permit pursuant to Chapter [70.95](#) RCW. The expansion, relocation, or closure of a solid waste disposal site is not exempt;
- (ii) On-going commercial operations involving mining, quarrying, excavating, processing, or stockpiling of rock, sand, gravel, aggregate, or clay if such operations are authorized by a county conditional use permit or permitted elsewhere in this code. This exemption does not apply to reclamation activities; an operation which the director determines may destabilize or undermine any adjacent or contiguous property; or an operation which the director determines may result in adverse downstream drainage impacts.
- (b) On-going commercial agricultural activities, as follows:
 - (i) Tilling, soil preparation, and maintenance; and

- (ii) Fallow rotation, planting, and harvesting.
- (c) Site investigative work necessary for land use application submittals such as surveys, soil borings and test pits, percolation tests, and other related activities, provided the land-disturbing activity is no greater than is necessary to accomplish the work.
- (d) Excavation of a well for a single-family dwelling.
- (e) Excavation or filling of cemetery graves.
- (f) Grading or filling of less than 50 cubic yards, provided it occurs outside a critical area and buffer and is at least two feet from a property line.
- (g) Utility and related underground drainage system construction and maintenance in city rights-of-way and outside of critical areas.
- (h) Excavation performed during the construction of a building for which a valid building permit has been issued.
- (i) Paving or the creation of less than 2,000 square feet of impervious surface, which requires no utilities.
- (j) 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.

17.154.030 Other Laws.

Approvals and permits granted under this chapter and any policies and procedures promulgated hereunder do not constitute waivers of the requirements of any other laws or regulations nor do they indicate compliance with any other laws or regulations. Compliance is still required with all applicable federal, state, and local laws and regulations.

17.154.040 Accuracy of Plans.

- (a) The city is not responsible for the accuracy of grading plans submitted for approval. The city expressly disclaims any responsibility for the design or implementation of a grading plan. The design and implementation of a suitable grading plan is the responsibility of the owner and applicant.
- (b) The applicant or owner shall be responsible for the work to be performed in accordance with the approved plans and specifications and in conformance with the provisions of this code. Any person performing grading subject to a grading permit shall have a copy of a valid grading permit and plans on the work site at all times and shall also be responsible for compliance with the plans, specifications, and permit requirements.

17.154.050 Applications.

Grading permit applications shall meet the application checklist requirements provided by the planning department.

17.154.060 SEPA.

Grading applications for fills of 1,000 cubic yards or more or any fill located within a sensitive area or buffer shall require review under SEPA.

17.154.070 Engineered Grading.

The following require grading plans stamped and signed by a civil engineer:

- (a) All 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 community development department;

- (b) All grading within rights-of-way, whether public or private. Such grading shall comply with city specifications;
- (c) All grading plans for development activities that are subject to environmental review pursuant to SEPA;
- (d) All paving in excess of 2,000 square feet; and
- (e) All other grading that requires civil engineering.

17.154.080 Geotechnical Reports.

- (a) If the city determines that geologic, hydrologic, or soil conditions may 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, the city may require the applicant to submit a geotechnical engineering report that includes a soils engineering report and/or an engineering geology report pursuant to subsection (8)(b) and (8)(c) of this section. If a geotechnical engineering report is required, the applicant's geotechnical engineer or civil engineer shall 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. The geotechnical evaluation shall also address the need for subdrains or other groundwater drainage devices. 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.
- (b) Soils Engineering Report. The city may require a soils engineering report, which shall include data regarding the nature, distribution, and strength of existing soils, conclusions and recommendations for grading procedures and design criteria for corrective measures, including structural fills, when necessary, and 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.
- (c) Engineering Geology Report. The city may require an engineering geology report, which shall include an adequate description of the geology of the site, conclusions and recommendations regarding the effect of geologic conditions on the proposed development, and an opinion on the adequacy for the intended use of sites to be developed by the proposed grading, as affected by geologic factors.
- (d) Liquefaction Report. The city may require a geotechnical investigation and report in accordance with IBC Sections 1802.2 and 1802.6, which address the potential for liquefaction.

17.154.090 Permit Issuance.

A grading permit shall be issued after all other necessary permits and plan approvals have been obtained or assured by other affected agencies (as allowed by state law), all fees have been paid, grading plans and specifications have been approved, and environmental review has been completed, if applicable.

17.154.100 Filling of Wetlands.

Filling of wetlands shall be subject to environmental review and the city's sensitive area regulations. Filling of wetlands may require permits from other federal and state agencies. It is the applicant's responsibility to obtain needed permits. All filling of wetlands within the city's floodplain is subject to the city's Shoreline Master Program.

17.154.110 Permit Expiration.

- (a) Grading permits shall expire 24 months from the date of issuance; provided, that the director may set an earlier expiration date for a permit, or issue a permit that is non-renewable, or both, if the director determines that soil, hydrologic, or geologic conditions on the project site necessitate that grading and drainage improvements and site stabilization be completed within less time.
- (b) If a permit has expired, the applicant shall obtain a renewed permit before starting work authorized under the expired permit.
- (c) A permit may be renewed once for up to 24 additional months except as provided in subsection (15) of this section, and a request for renewal shall be made no later than 30 days after the date of expiration of the original permit.
- (d) Requirements under this chapter that are not expressly temporary during the grading operations, including, but not limited to, requirements for erosion control, drainage, and slope management, do not terminate with the expiration of the grading permit.

17.154.120 Inspections.

- (a) Grading operations for which a permit is required shall be subject to inspection by the city. Professional inspection of grading operations shall be provided by the civil engineer, soils engineer, or the engineering geologist retained to provide such services for engineered grading and as required by the city, as follows:
 - (i) The civil engineer shall provide professional inspection, which shall consist of observation and review as to the establishment of line, grade, surface drainage and erosion control of the development area. If revised plans are required during the course of the work they shall be prepared by the civil engineer.
 - (ii) The soils engineer shall provide professional inspection, which shall include observation during grading and testing for required compaction. The soils engineer shall 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 appropriate requirements of this chapter. Revised recommendations relating to conditions differing from the approved soils engineering and engineering geology reports shall be submitted to the city.
 - (iii) The engineering geologist shall provide professional inspection, which shall include professional inspection of the bedrock excavation to determine if conditions encountered are in conformance with the approved report. Revised recommendations relating to conditions differing from the approved engineering geology report shall be submitted to the soils engineer.
- (b) The applicant or owner shall be responsible for the work to be performed in accordance with the approved plans and specifications and in conformance with the provisions of this code, and shall engage consultants, if required, to provide professional inspections on a timely basis. In the event of changed conditions, the applicant or owner shall be responsible for informing the city of such change and shall provide revised plans for approval.
- (c) 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.
- (d) The city shall inspect the project at the various stages of work requiring approval to determine that adequate control is being exercised by the professional consultants.
- (e) 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 chapter or the approved grading plans, the discrepancies shall be reported immediately in writing to the city.

(f) The city shall notify the applicant or owner of any discrepancies that would necessitate plan revisions or corrections by the professional consultants when notified in subsection (12)(e) of this section.

(g) 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.

17.154.130 Transfer of Responsibility.

If the civil engineer, the soils engineer, or the engineering geologist of record is changed during grading, the work shall 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 shall be the duty of the applicant or owner to notify the director or city in writing of such change prior to the recommencement of such grading.

17.154.140 Completion of Work.

Upon completion of the work, the civil engineer shall 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 shall be listed in the report or noted on reproducible as-built drawings, which must be submitted with the report.

17.154.150 Modification to Permits.

(a) After issuance of a grading permit, the director may require modifications of grading plans, specifications, construction phasing and/or operations or impose additional or more stringent standards and requirements, to the extent necessary to protect public health, safety and welfare. Such 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. Such modifications, standards and requirements may include but are not limited to scheduling, phasing or time restrictions.

(b) A phasing plan may be approved as part of a modified permit for incomplete portions of a grading proposal subject to the following requirements:

- (i) In lieu of completing the required improvements the applicant shall provide a two-year bond or equivalent form of financial surety at 150 percent of the established cost of the improvements made pursuant to the grading permit when it is determined by the city engineer that the incomplete project requires additional erosion control, slope management and/or drainage improvements to protect adjacent and abutting property and/or critical areas on the site;

All phases of a plan shall be completed within 24 months of the approval of the modified permit, except the director may set an earlier expiration date pursuant to subsection (11)(a) of this section.

(c) Standards. A phased grading plan shall provide:

- A plan sheet delineating the phases and sequencing of proposed grading with proposed completion dates for each phase;
- An explanation of why the phased plan is needed;

The percentage of remaining work to be completed as a separate phase and cost of each phase;

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;

Description of how site drainage will be controlled until the project is complete.

17.154.160 Cuts or Excavations.

(a) Unless otherwise recommended in the approved soils engineering or engineering geology report, cuts shall conform to the provisions of this section. These provisions shall 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 shall be no steeper than is safe for the intended use and shall be no steeper than one unit vertical in two units horizontal (50 percent 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 will be stable and not create a hazard to public or private property.

(c) Slopes shall be stabilized after being cut. The soils engineering or an engineering geology report, or both, shall verify that the slopes shall not be subject to on-going erosion that would adversely impact public or private property.

17.154.170 Fills or Embankments.

(a) General. Unless otherwise recommended in the approved soils engineering report, fills shall conform to the provisions of this section. These provisions shall 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) Preparation of Ground. Fill slopes shall not be constructed on natural slopes steeper than one unit vertical in two units horizontal (50 percent slope).

(c) Fill Material.

(i) Detrimental amounts of organic material shall not be permitted in fills. Except as permitted by the city, no rock or similar irreducible material with a maximum dimension greater than 12 inches shall be buried or placed in fills.

(ii) Exception. The city may permit placement of larger rock when the soils engineer properly devises a method of placement, and continuously inspects its placement and approves the fill stability. The following conditions shall also apply:

(A) Prior to issuance of the grading permit, potential rock disposal areas shall be delineated on the grading plan;

(B) Rock sizes greater than 12 inches in maximum dimension shall be 10 feet or more below grade, measured vertically; and

(C) Rocks shall be placed so as to assure filling of all voids with well-graded soil.

(iii) Compaction. All fills intended to support structures or private roads shall be compacted to a minimum of 95 percent of maximum density. All fills within public or private rights-of-way shall be compacted in accordance with city specifications.

(iv) Slope. The slope of fill surfaces shall be no steeper than is safe for the intended use. Fill slopes shall be no steeper than one unit vertical in two units horizontal (50 percent slope).

17.154.180 Setbacks.

- (a) Field Marking. Before performing any grading or clearing subject to a grading permit pursuant to this chapter, the applicant shall mark, in the field, the limits of all proposed clearing and grading, sensitive and critical areas and their buffers, trees to be retained, and drainage courses.
- (b) Cut and fill slopes shall be set back from site boundaries in accordance with this section. Setback dimensions shall be horizontal distances measured perpendicular to the site boundary.
- (c) The top of cut slopes shall 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 shall be increased as necessary for stability of any required subsurface drainage or surcharge.
- (d) The toe of fill slope shall 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.

17.154.190 Drainage and Terracing.

- (a) Unless otherwise indicated on the approved grading plan, drainage facilities and terracing shall conform to the provisions of this section for cut or fill slopes steeper than one unit vertical in three units horizontal (33.3 percent slope).
- (b) Terraces at least six feet in width shall 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 shall 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 shall be 12 feet in width. Terrace widths and spacing for cut and fill slopes greater than 120 feet in height shall be designed by the civil engineer and approved by the director or city. Suitable access shall be provided to permit proper cleaning and maintenance.
- (c) Swales or ditches on terraces shall have a minimum gradient of one-half percent.
- (d) Cut or fill slopes shall be provided with subsurface drainage as necessary for stability and proper conveyance of groundwater.
- (e) All drainage facilities shall be designed to carry waters to the nearest practicable drainage way in a safe manner approved by the director or city. Outfalls or points of discharge shall be designed using best management practices and construction procedures which prevent or minimize erosion.
- (f) Building pads shall have a drainage gradient of two percent toward approved drainage facilities, unless waived by the city. Exception: The gradient from the building pad may be one percent 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 percent slope) have a vertical height in excess of 10 feet.
- (g) Paved interceptor drains shall 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. Interceptor drains, if required, shall be paved with a minimum of three inches of concrete or gunite and reinforced. They shall have a minimum depth of 12 inches and a minimum paved width of 30 inches measured horizontally across the drain. The slope of drain shall be approved by the city.

17.154.200 Erosion Control.

- (a) The faces of cut and fill slopes shall be prepared and maintained to control against erosion. This control may consist of effective planting, hydroseeding, or mulching. The protection for the slopes shall be installed as soon as practicable, and prior to calling for final approval. Where cut slopes are not subject to erosion due to the erosion-resistant character of the materials, such protection may be omitted.
- (b) Where necessary to provide safety to adjoining properties, check dams, cribbing, riprap, silt fences or other devices and methods shall be employed.
- (c) Erosion control shall conform to the city's adopted stormwater manual.

Exhibit I

Amendments to Section 17.157.140 Comprehensive Plan

17.157.140 Concurrent Comprehensive Plan amendment and rezone.

A site specific rezone is a site-specific change in the zoning classification of a property or properties. A site-specific rezone process shall not be used to amend a comprehensive plan designation, therefore a site-specific rezone application must be consistent with the comprehensive plan designation. If a rezone application is not consistent with the comprehensive plan designation, an amendment to the Comprehensive Plan may be submitted for concurrent review.

The process for review by the planning commission and the city council shall be the same as provided for in SMC 17.155.030. If the city receives a concurrent application for a site-specific rezone and an amendment to the Comprehensive Plan, then the city will review the application to first determine whether the proposed Comprehensive Plan amendment satisfies the necessary criteria; if it does not, the site-specific rezone will not be considered.

Exhibit J
Amendments to Chapter 17.158 Annexations

Annexations

Sections:

17.158.010	Purpose.
17.158.020	Scope.
17.158.030	Uniform criteria.
17.158.040	Comprehensive Plan consistency.
17.158.050	Decision to annex.
17.158.060	Pre-application conference.
17.158.070	Notice of intent.
17.158.080	Review of intent petition.
17.158.090	Meeting with the petitioner.
17.158.100	Annexation petition.
17.158.110	Review of annexation petition.
17.158.120	Zoning or Comprehensive Plan amendment.
17.158.130	Planning department review.
17.158.140	Public hearing and notice.
17.158.150	Resolution of intent to annex.
17.158.160	Boundary review board.
17.158.170	Council decision.
17.158.180	Annexation notification.
17.158.190	<u>Post-annexation processing of building and related permits and land use applications.</u>

17.158.010 Purpose.

The ordinance codified in this chapter is enacted pursuant to the provisions of Chapter 35A.14 RCW, and is intended to accomplish the following:

- (1) To identify criteria for evaluation of annexation proposals;
- (2) To outline annexation procedures; and
- (3) To ensure that an adequate level of service (LOS) is available for annexation proposals.

17.158.020 Scope.

The area within Stanwood's designated urban growth area is subject to this chapter.

17.158.030 Uniform criteria.

Uniform criteria shall be used in evaluating annexations.

- (1) Annexations shall comply with all requirements with respect to the city's Comprehensive Plan. The city should evaluate all annexations on the basis of their short- and long-term community impact. Annexations shall be consistent with city plans for urban densities and uses

within the urban area of the city and to assure adequate financial capability of the annexed area to meet the criteria for urban areas.

(2) The city should, at a minimum, analyze and evaluate the condition and safety of all streets, the availability and condition of public utilities and the demand for emergency services (police, fire and medical). Public services and facilities to be analyzed may include:

- (a) City facilities;
- (b) Transportation needs;
- (c) Necessary utilities;
- (d) Sidewalks, curbs and lighting;
- (e) Recreational and human services (includes parks and open spaces and social services); and
- (f) Support a balance of housing, commercial and public recreational needs.

(3) The city may require the development of a plan for public transportation to serve the newly annexed area. When possible, plans should be consistent with plans of community transit for public transportation in north Snohomish County.

(4) Annexation of land should be directly dependent upon the city's ability to provide, acquire, operate and maintain general services and utility services. Annexation will take place only after the city is satisfied that general services, utility resources and necessary utility plan capacity can be made available in a manner cost effective to the city.

(5) In order to accomplish the above, this code will establish uniform annexation procedures.

(a) In addition to adoption of the annexation procedures, the city shall designate staff to perform the following:

- (i) Receive and process annexation requests;
- (ii) Furnish the public and city official with annexation information;
- (iii) Prepare technical studies and assessments on the impacts from annexation.

(b) The city may require the applicant to prepare a report assessing the probable short- and long-term financial, economic, environmental and social impacts from the annexation.

(c) If the annexation is acceptable to the city, the city shall forward reports, plans, studies and agreement of areas requesting annexation to Snohomish County and the boundary review board (BRB) to facilitate processing. (Ord. 1071, 1999).

17.158.040 Comprehensive Plan consistency.

The city should consider annexations that best meet the growth goals and policies set forth in the Stanwood Comprehensive Plan.

(1) The city may, by council approval, condition the extension of utilities and services to encourage and guide needed and desirable urban growth.

(a) The area served by water and/or sewer may be subject to a contractual arrangement wherein it is agreed that all utility improvements meet city standards.

(2) The owners of lands to be served by such water and/or sewer service agree to participate, financially, to the extent and in the manner agreeable to the city, in capital improvements taking place, or projected to take place. (Ord. 1071, 1999).

17.158.050 Decision to annex.

(1) The decision to annex a property is vested in the discretion of the Stanwood city council. The acceptance of a notice of intent by the city represents a commitment by the city to process an annexation consistent with the requirements of this code and the Comprehensive Plan annexation goals and policies.

(2) Final acceptance of the annexation is within the sole discretion of the city council upon a finding that the annexation, as proposed, is both beneficial to the residents of the city and is consistent with the city's plans and policies at the time the annexation request was considered for approval. The decision to approve an annexation is conditioned on the council finding, through a public hearing process, that the applicant has adequately satisfied the requirements of the final annexation ordinance and these annexation guidelines. (Ord. 1110 § 3, 2002; Ord. 1071, 1999).

17.158.060 Pre-application conference.

Prior to submitting a notice of intent to annex petition and related documents, the applicant will meet with the community development director and other departmental staff at an informal meeting to discuss the annexation process and any issues that may affect the proposed annexation request. (Ord. 1316 § 14, 2012; Ord. 1110 § 3, 2002; Ord. 1071, 1999).

17.158.070 Notice of intent.

The notice of intent petition shall be filed utilizing a form supplied by the city. In addition, the applicant shall file ownership documentation as required by the city attorney. A fee deposit shall also be paid to cover the costs of reviewing of the intent petition (SMC 3.30.060). (Ord. 1071, 1999).

17.158.080 Review of intent petition.

The planning department will review the material supplied by the petitioner and determine:

(1) Whether sufficient information has been filed to meet city requirements and to certify the intent petition;

(2) Whether all costs have been paid; and

(3) Whether or not the intent petition can be certified to have sufficient signatures of property owners to meet the requirements of state law.

If there are any defects in the petition, information, or cost payments, the planning department shall return the application and notify the petitioner of the defects. Once the petition, other information, and cost payments are complete, the planning department will assign a file number to the intent petition and give the petition a filing date. Copies of the relevant information will be distributed to the city council and Snohomish County staff.

17.158.090 Meeting with the petitioner.

The city council shall set a public meeting with the intent petitioners within 60 days of the petition filing date. The meeting shall be open to the public and occur at a regular or special council meeting. At the meeting, the city council shall determine whether the city will accept, reject, or geographically modify the proposed annexation; whether it shall require the simultaneous adoption of a proposed zoning regulation; and whether it will require the assumption of all or a fair portion of existing city indebtedness by the area to be annexed. A resolution may be adopted incorporating the council's decision. Approval by the council shall be a condition precedent to circulation of the annexation petition. The city council reserves the right to reject the annexation at any time until final adoption of an annexation ordinance.

17.158.100 Annexation petition.

If the city council accepted the notice of intent petition, the petitioners shall circulate an annexation petition on a form provided by the city and approved by the city attorney. A fee deposit shall also be paid to cover the costs of reviewing the annexation petition.

17.158.110 Review of annexation petition.

The planning department will review the material supplied by the petitioner and determine:

- (1) Whether sufficient information has been filed to meet city requirements and to certify the annexation petition;
- (2) Whether all costs have been paid; and
- (3) Whether or not the annexation petition can be certified to have sufficient signatures of property owners to meet the requirements of state law.

If additional information is needed in the petition, information, or cost payments, the planning department shall return the application and notify the petitioner of the defects. Once the petition, other information, and cost payments are complete, copies of the relevant information will be distributed to the city council.

17.158.120 Zoning or Comprehensive Plan amendment.

If the city council elects to simultaneously adopt a new zoning regulation for the area to be annexed, the rezone and any related Comprehensive Plan amendment shall be referred to the planning commission and the procedure for rezones and plan amendments set forth in these regulations shall be utilized. The referral shall be made at such a time as an annexation petition is certified by the planning department.

17.158.130 Planning department review.

Upon filing of an annexation petition, the planning director shall evaluate the property in relation to the Comprehensive Plan, infrastructure capacity, existing level of service (LOS), capital improvements program, expected revenue/expenditures impact, and other element particulars important to the annexation request. The planning director may refer the petition to other parties for review and comment including but not limited to:

(1) A third party consultant may be required to provide level of service, fiscal, land use analysis or similar information if the director determines that additional data is needed to evaluate the impact of the proposed annexation on city services. The cost of any additional consultant services shall be the responsibility of the applicant and shall be based on a scope of work determined by the city and Chapter 3.30 SMC, Fee Schedule.

(2) Snohomish County, the Stanwood School District, the State Departments of Transportation and Ecology, and other appropriate agencies and jurisdictions.

Upon completion of the review, the planning department shall transmit a report on the annexation to the city council.

17.158.140 Public hearing and notice.

The planning department shall issue a notice for a public hearing on the annexation before the city council. The notice shall be prepared in accordance with the requirements of RCW 35A.14.130 and 35A.14.340. After notice, the city council shall conduct a public hearing on the proposed annexation considering the report of the planning department, any input from the petitioners, and other public comment at the hearing.

17.158.150 Resolution of intent to annex.

After the public hearing, if the city council determines that it is willing to annex, the council shall pass a resolution of intent to annex to be forwarded to the county boundary review board (BRB).

17.158.160 Boundary review board.

After the public hearing, the planning director will forward an annexation packet to the boundary review board unless the annexation is exempt from BRB review by law (Chapter 36.93 RCW). The packet shall contain all information required by the BRB to review the proposed annexation. If the annexation is exempt from BRB review, the city council shall proceed to make a decision on the annexation. On annexations subject to BRB review, the city shall take no further action until the annexation is returned to the city by the BRB for further consideration.

17.158.170 Council decision.

After the city council passes a resolution of intent to annex and BRB consideration, the city council shall make a final decision on the annexation. The timing for the decision is within the sole discretion of the city council. The city council reserves the right to reject any annexation until an ordinance is adopted and becomes effective annexing the property into the city. The city shall have the right to modify the annexation in accordance with state law. The city shall also have the right to condition the annexation, as it deems necessary, to protect public health, safety, and welfare, and to serve the best interests of the citizens of Stanwood. The annexation

may be conditioned upon a preannexation agreement. The preannexation agreement must be signed by the mayor and approved by the city council.

17.158.180 Annexation notification.

Upon the adoption by the city council of an ordinance approving an annexation, the planning department shall file a certified copy of the ordinance with Snohomish County. The planning department shall also prepare annexation certificates to be filed with the state of Washington and with other agencies.

17.158.190 Post-annexation processing of building and related permits and land use applications.

(1) The purpose of this section is to clearly state the process for processing of permits in newly annexed areas consistent with any adopted interlocal agreements.

(2) The city will honor subdivisions, short plats, and other projects that have already vested under Snohomish County development standards pursuant to this section.

(3) The county will continue the building permit review and project inspections of vested active projects and active land use permits pursuant to any adopted annexation interlocal agreement.

(4) After the effective date of an annexation, all new land use and building applications not previously vested shall conform to city regulations, and all plan reviews and inspections will be conducted by the city.

(5) Transfer by Request of an Applicant. An applicant may request a transfer of a pending building permit application from the county to the city by submitting a written request to the city. The city will recognize any intermediate approvals that are effective prior to transfer of the permit application.

(6) Permit Renewal or Extension. After the effective date of annexation, any request to renew a building permit or to renew or extend a land use permit issued by the county in the annexation area shall be made to and administered by the city and subject to the provisions of SMC 17.80, Permit Review Procedures.

(7) Applicant-Requested Change to County Vested Project or County Approved Land Use Permit. Once permit processing has been transferred to the city pursuant to subsections (3) and (4) of this section, or a permit has been approved by the county pursuant to an adopted annexation interlocal agreement, an applicant may request a change to a permit from the city in compliance with the requirements within the applicable code section. Administrative modifications will be pursuant to county code; all other modifications will be pursuant to city code.

(8) Expiration of County Vested Permits. The vested status of permits in an annexation area which vested in the county before the effective date of the annexation shall expire pursuant to the county code. If the county code does not specifically address expiration, then SMC 17.80, Permit Review Procedures, shall govern expiration of vested status.



Exhibit K

City of Stanwood

Findings of Fact and Conclusions of Law

Planning Commission Recommendation

A. GENERAL INFORMATION

Project Summary: Permitted Land Use Code Amendment
Land Use Permit Procedures Code Amendment

Applicant: City of Stanwood

Location: City of Stanwood

Public Hearing Date: September 27, 2021

Staff Contact: Patricia Love, Community Development Director

B. BACKGROUND AND DESCRIPTION OF PROPOSAL

The City of Stanwood has initiated an amendment to the Stanwood Municipal Code to update the City's permit procedures and corresponding permitted use matrix to ensure that the type of land uses are consistent with the intent of the zoning districts and that the permitting process is efficient as possible while ensuring public participation.

The permitted use matrix code amendment includes a list of uses that are prohibited or allowed as a permitted, accessory use, conditional use or temporary use to ensure compatibility within each of the city's zoning districts as envisioned in the Comprehensive Plan. Permitted Use Matrix Amendments include:

- Clarified use types: Permitted, Accessory Use, Conditional Use, Temporary and Unclassified Uses
- Add a list of prohibited uses
- Updated requirements for adult family homes, group homes, enhanced service facilities, accessory dwelling units and family day cares in accordance with state law
- Re-organize the permitted land use table into major land use categories: Residential, Commercial and Mixed Use, Industrial, Public, and Special Uses
- Consolidate existing permitted and conditional uses into "like" uses
- Reflect the associated permit process for uses identified in the permitted use matrix
- Review and update definitions, conditions, footnotes or explanations

The permitting processing code amendment is procedural in nature and consolidates the existing three permit procedures chapters into a single chapter that follows the general permitting steps. This amendment is intended to simplify the process and eliminate procedural conflicts in the code. Permit Procedures Amendments include:

- Consolidate the three permit procedures chapters into a single chapter that follows the permitting steps
- Eliminate duplicative and conflicting code sections
- Include easy to read tables detailing permit types and process
- Create flow charts for each permit type
- Adopt new permit procedures following the following outline:
 - Article I: General Provisions
 - Article II: Application Provisions and Procedures
 - Article III: Permit Review Procedures
 - Article IV: Post Permit Requirements
- Move the following non-procedural permit processes out of the administrative code sections and create new chapters:
 - Grading Regulations
 - Development Agreements
 - Variance and Conditional Use Criteria
 - Amendments to Annexations

C. CODE AMENDMENT CRITERIA

The city may approve or approve with modifications amendments to the text of the zoning code if:

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

The Stanwood Comprehensive Plan establishes land use designations based on historic development patterns and community desires. The Stanwood Municipal Code then implements the Comprehensive Plan through the adoption of zoning standards which address allowed or prohibited uses, building density, building height, lot dimensions, site and architectural development standards and protection of critical areas. Also included in the zoning chapter of the municipal code are the procedures for approving permits, amending the municipal code and adopting amendments to the Comprehensive Plan. The municipal code is the set of laws that govern the operation and development of the city.

Stanwood Municipal Code contains four chapters addressing permitted uses and procedures:

- Chapter 17.30: Permitted Land Uses
- Chapter 17.80: Administration
- Chapter 17.81A: Procedures
- Chapter 17.81B: Types of Land Use Review

The Permitted Use Matrix (SMC Chapter 17.30) has been updated 18 times over the last ten years. The Administrative Chapter (SMC 17.80) has been updated 8 times within a similar time period. These amendments over time have resulted in unintended conflicts with the Procedures and Permit Types (SMC 17.81A and 17.81B) chapters of the Stanwood Municipal Code.

The purpose of these code amendments is to eliminate procedural conflicts, simplify the permit procedures and update the list of permitted, accessory, conditional, and temporary uses consistent with the intent of the zoning districts.

To ensure consistency between the permitted use chapter and the new procedures chapter, a permitted use table was created for each zone type: Residential, Commercial, Industrial, Public Facilities and Special Uses with the permit type and definition identified in the table for each use. This format resembles the zoning development standards tables and provides consistency throughout the code. It also is more reader friendly for users of the code to determine uses by zoning category.

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

The Growth Management Act (GMA) requires cities to adopt a fully integrated and consolidated permit processes. The intent of the draft regulations is to update the permitted, accessory, conditional and temporary uses by zone and streamline the permitting processes for the community consistent with the goals of the GMA. Having clear and consistent regulations reduces the potential for misinterpretations of city codes that can lead to inconsistent application of city codes, incompatible uses being located next to each other, appeals or increased attorney fees.

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

The City of Stanwood, a coastal farming community, is located at the confluence of the Stillaguamish River, Port Susan Bay and Skagit Bay with beautiful natural areas, working farms, and a wide range of recreation opportunities. Stanwood functions as the town center for this diverse rural, suburban and urban population. It is the desire of the community to preserve its historic rural, small town character while still providing urban level of services to its citizenry.

The Land Use Element of the Comprehensive Plan describes trends, future needs, and the general character of Stanwood. The land use patterns are what determine the character of the City and the locations, type of future development and redevelopment that will occur. Land use determines where people in the City will reside, shop and work. Goals and policies that support the proposed amendments includes:

Future Land Use Goals and Policies:

- LUG 1 Plan current and future land uses in accordance with the Washington State Growth Management Act, Snohomish Countywide Planning Policies and the values and vision of Stanwood residents and business people.
- LUP 1.3 Create adequate land use capacity to accommodate growth targets by zoning land with sufficient density and range of uses to allow the housing and commercial markets to attract quality development.

Character Goals and Policies:

- LUG 2 Re-vitalize and reinforce the character of Stanwood’s existing residential and commercial neighborhoods as infill and redevelopment occur.
- LUP 2.9 Maintain commercial centers with a sufficient range of uses:
 - To allow residents to meet their basic daily needs within town,
 - support a network of personal and business interactions that result in a friendly hometown.
- LUP 2.10 Encourage preservation of open space and recreational opportunities.
- LUG 3 Recognize Stanwood's existing character, scale, and neighborhood quality as assets that will add to the desirability of the community when incorporated into the design of new residential development.
- LUP 3.4 Preserve a predominately single family land use pattern with some multi-family development in the residential zones with proximity to Downtown, or in proximity to Uptown.
- LUP 3.5 Limit new commercial and industrial development to uses and project designs that complement the small town character of Stanwood.

Downtown Center Goals and Policies:

- LUG 4 Develop Downtown Stanwood, defined as the area incorporating East District, the 271st Corridor, and West End as a Center consistent with Vision 2040 and recognize that this Center serves the City, surrounding agricultural area and Camano Island.
- LUP 4.1 Allow a mix of residential, office, retail, entertainment and service uses to serve incorporated Stanwood, unincorporated Snohomish County and Camano Island in Island County.
- LUP 4.2 Support re-development of the area within the Transit Overlay for pedestrian oriented development organized around the Amtrak Station. Develop a sub-area plan for the Transit Overlay area and develop flexible parking standards within the Overlay to encourage business development.
- LUP 4.3 Allow light industrial use in areas without strong access for retail or service uses.

- LUG 6 Encourage mixed-use structures in the Downtown Center that combine residential and commercial uses where deemed appropriate.
- LUP 6.1 Encourage mixed-use structures in the Downtown Center that combine residential and commercial uses where deemed appropriate.

The Economic Development Element of the Comprehensive Plan is implemented through the Economic Development Action Plan. The Action Plan implements key goals and policies described in the Land Use and Economic Development Elements of the Comprehensive Plan. Goals outline broad programs and actions that considered together portray an image of the future city with a strong and active economy.

Economic Development Goals and Policies:

- EDG 6 Support local business by providing up to date information and equitable and efficient licensing permitting procedures.
- EDP 6.1 Ensure that City licensing and permitting procedures and development regulations are coherent, fair, and expeditious.
- EDP 6.2 Coordinate with other government entities to eliminate duplication of efforts where specialized industry requirements call for the inspection by government agencies.

D. FINDINGS OF FACT

1. It is necessary and beneficial for the health, safety and welfare of the community to update the zoning regulations to create consistency between the permitted use regulations and the permit processing regulations.
2. The Growth Management Act (GMA) requires cities to adopt a fully integrated and consolidated permit processes.
3. The intent of the draft regulations is to update the permitted, accessory, conditional and temporary uses by zone and streamline the permitting processes for the community consistent with the goals of the GMA.
4. The purpose of these code amendments is to eliminate procedural conflicts, simplify the permit procedures and update the list of permitted, accessory, conditional, and temporary uses consistent with the intent of the zoning districts and state law.
5. Stanwood's 2015 – 2035 Comprehensive Plan directly addresses the need to create zoning regulations that implement the city's future development vision and growth. Section C of

these Findings lists those goals and polices that support the proposed amendments to the permit use matrix and permitting procedures.

6. Pursuant to RCW 36.70A.106, on August 16, 2021 the City notified the State of Washington of its intent to adopt amendments to its development regulations.
7. The Planning Commission held a public hearing on September 27, 2021 and considered all relevant matters, and heard all parties in support or opposition, and subsequently forwarded a recommendation to the City Council.
8. The City of Stanwood SEPA Responsible Official reviewed the amendments and issued a Determination of Non-significance (DNS) on August 17, 2021.
9. The code amendment was circulated for public review on August 17, 2021. One comment was received on the amendment.
10. The City Council Community Development Committee reviewed the proposed amendments set forth in this Ordinance at their January 14 and June 10, 2021 meetings.
11. 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 September 27, 2021 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. SMC section 17.155.030 requires that the Planning Commission review and make recommendations to the Stanwood City Council regarding code amendments to Title 17, Zoning.
3. Planning Commission held briefings to discuss the proposed code amendments on January 11, January 25, February 8, April 12, May 10, June 14, July 12 and September 13, 2021.
4. On September 14, 2021, the public hearing notice was printed in the Stanwood Camano News as required by law that a public hearing was to be held by the Planning Commission and all persons wishing to provide public input concerning the proposed amendments set forth in this Ordinance were heard.

5. SEPA review was conducted on the proposal and a Determination of Nonsignificance (DNS) was issued on August 17, 2021 under WAC 197-11-340(2). No appeals of the SEPA determination were filed.
6. The proposal is consistent with the Comprehensive Plan and meets the requirements and intent of the Plan, including Land Use Policies and Economic Development Policies as outlined Section C of these findings.
7. The proposal is beneficial to the public health, safety and welfare and is in the public interest by providing clear, concise and streamlined permitted regulations that maintains community character as envisioned in the Comprehensive Plan.
8. After considering staff comments and public testimony the Stanwood Planning Commission determined the draft code amendment is consistent with the Comprehensive Plan and should be adopted.

F. STAFF RECOMMENDATION

The Planning Commission moved to **ADOPT** the Findings of Fact and Conclusions of Law contained herein and recommend that the Stanwood City Council **APPROVE** the proposed amendments to Chapter 17 of the Stanwood Municipal Code.

Dated: September 27, 2021



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 8b

DATE: November 22, 2021

SUBJECT: Ordinance 1500—2022 Property Tax Levy, Second Reading and Adoption

CONTACT PERSON: David A. Hammond, Finance Director

ATTACHMENT: A - Ordinance 1500

Reference: <https://stanwoodwa.org/DocumentCenter/View/4535/PROPOSED-BUDGET-BOOK-2021-2022>

PURPOSE

The purpose of this agenda item is for a second reading and adoption of Ordinance 1500, establishing the 2022 property tax levy.

BACKGROUND

The 2021-2022 Biennial Budget was adopted by the City Council during its regular meeting on November 23, 2020 and published online on the city website which is referenced above. One source of revenue within the General Fund is property taxes and the City Council must take final action on a property tax levy, no later than November 30.

The City Council held a public hearing on General Fund revenue sources November 8, 2021, no public comments received. The first reading of the ordinance was approved unanimously.

DISCUSSION

Property Tax Levy for 2022

Property taxes and the amount that a taxing jurisdiction, the City, may levy each year is subject to strict limitations. The Levy amount is a set dollar amount that the City may levy and is based on the value of property assessed by the Snohomish County Assessor. One limitation is the levy cannot increase more than 1% from the prior year levy, unless the City has available capacity to levy more; however, this additional amount is subject to further limitations.

For 2022, the proposed tax levy is calculated by taking the 2021 levy of \$1,823,858 and increasing it 1% or \$18,239 to \$1,842,097. The levy is also allowed to increase by the value of new construction that occurred in the prior year. In 2022, new construction value is estimated at \$90,270 in levy dollars. Based on a 1% increase for the 2022 levy, the city tax rate would be \$1.50 per \$1,000 of AV; a decrease of \$0.04 from the 2021 tax rate. The total

levy, including the value from new construction and refunds from prior years is \$1,937,830.

Property tax levies are also limited by a city's "highest lawful levy" per RCW; for Stanwood the highest lawful levy amount is \$2.87 million and equivalent tax rate of \$2.22/per \$1,000 of AV. However, this levy amount and rate has further limitations. What is not levied, from the highest lawful levy each year is called "banked capacity;" for 2021, this amount is \$1,046,206. The further limitation to our ability to use all capacity is the \$3.60 District Aggregate Limitation. This means that the total amount of the city tax rate, the Regional Fire Authority rate and the Sno-Isle Library rates cannot cumulatively exceed \$3.60 per \$1,000 of AV. For 2022, we meet this limitation as the proposed city rate is \$1.50, the RFA is estimated to be \$1.49 and the Library is estimated to be \$0.42 for a total of \$3.41. The City Council may choose to use some of its banked capacity, estimated to be no more than \$213,161 in additional levy with a tax rate of no higher than \$1.69. This additional levy amount would increase the levy over a 1% limitation but allowed by law. If the city elects to not increase the 2022 levy by 1%, then this banked capacity increases to \$231,400.

The adopted budget for 2021-2022 did not include the levy of banked capacity but did include one percent increases. Table Two below summarizes a 2022 levy with a one percent increase to remain consistent with the biennial budget, however council may elect to not increase the levy and bank the capacity for future needs. Table Three on the following page provides examples of the impact of these options on a typical residence, including an example demonstrating the effect of a levy of \$100,000 of available banked capacity, for illustrative purposes.

Table Two – 2022 Property Tax Levy Summary- With 1% Increase

Item	Amount
2021 Total Regular Levy	\$ 1,823,858
1% Levy Increase	\$ 18,239
Est. New Construction (\$56.2 million)	\$ 90,270
Refunds	\$ 5,463
Effect of Levy Lid Lift	N/A in 2022
Banked Capacity	N/A in 2022
Estimated 2022 Levy cap*, includes new construction and refunds	\$1,937,830
Estimated 2022 Levy Rate*	\$1.50
*Amounts per Sept. 14, 2021 Preliminary Assessed Valuation \$1,290,424,646.	

Table Three – *Example impact of levy options*

Estimated 2022 Tax On Typical Residence*	
With no increase	\$ 549.95
With 1% increase	\$ 555.18
With 1% increase, and levy \$100,000 banked capacity	\$ 583.76
For reference, 2021 tax on typical residence	\$ 562.43
*Typical 2022 residence value \$369,700	

Staff Recommendation: Staff recommends second reading and adoption of Ordinance 1500 which increases the 2022 Property Tax Levy by the statutorily allowed one percent over the 2021 Levy Amount. The decision whether to levy some or all available banked capacity is available to the City Council, which could be set aside in capital funds to provide reserves for future projects, such as funding bonded debt for parks improvements or reduce borrowing costs for the City Hall improvement or replacement project. Such reserves contribute to the city's bond rating, which in turn lead to lower long-term borrowing costs.

CITY COUNCIL OPTIONS

The City Council options include:

1. Approve the second reading and adoption of ordinance 1500 to increase the 2022 Property Levy 1%
2. Approve the second reading and adoption of ordinance 1500 to increase the Levy an additional % that meets the \$3.60 limitation, utilizing a portion of banked capacity; estimated to be no more than \$213,161
3. Approve the second reading and adoption of ordinance 1500 that does not increase the Levy and remain at 2021 amount adding to future banked capacity.
4. Do not approve second reading of ordinance 1500 and direct staff to prepare other analysis and make further adjustments and set another adoption date for the 2022 Levy no later than November 30, 2021

PROPOSED MOTION

MOTION TO APPROVE THE SECOND READING AND ADOPTION OF ORDINANCE 1500 LEVYING TAXES UPON ALL PROPERTY SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF STANWOOD, WASHINGTON FOR 2022, WITH ONE PERCENT LEVY INCREASE FROM 2021.

Note that the council must take final action on a property tax levy by November 30, as levy certifications must be prepared and submitted to the Snohomish County Assessor's Office by their 2021 deadline.

Ordinance / Resolution No. 1500
RCW 84.55.120

WHEREAS, the City Council of the City of Stanwood has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2022; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 1,823,858.45; and,
(Previous year's levy amount)

WHEREAS, the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2022 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 18,238.58
which is a percentage increase of 1% from the previous year. This increase is exclusive of
(Percentage increase)
additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this _____ day of _____, _____.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.



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

ITEM: 8c
DATE: November 22, 2021
SUBJECT: Capital Improvement Plan (CIP)
CONTACT PERSON: Kevin Hushagen, Public Works Director
ATTACHMENTS: A – Resolution 2021-12 –Adopting 2022-2027 CIP Update
B - 2022-2027 Capital Improvement Plan (CIP)

ISSUE

The issue in front of the City Council is to discuss the proposed list of capital improvements in the 2022-2027 Capital Improvement Plan and adopt Resolution 2021-12, Six-Year Capital Improvement Plan.

RECOMMENDATION

Review and discuss the 2022-2027 Capital Improvement Plan (CIP) and adopt Resolution 2021-12 Six Year Capital Improvement Plan.

SUMMARY STATEMENT

The purpose of capital improvement planning is to:

- Provide adequate public facilities to serve existing and new development;
- Reduce the cost of serving new development with public facilities; and
- Ensure that these facilities will be in place when development occurs.

The capital improvement plan is a six-year plan of capital projects with estimated costs and proposed methods of financing that is updated annually. The City's Comprehensive Plan (SMC 17.157) does not require an amendment for this annual update.

DISCUSSION

As part of the budget amendment and to better align projects with proper funding sources and timelines, staff has updated the six-year capital improvement plan. The following are noted for next year:

- The installation of a floodwall under the SR532 BNSF overpass on Florence Road (Fort Freberg) was added in 2022 funded with ARPA money.
- An in-depth traffic study on 72nd has been included for 2022 paid with impact fees.
- Some developer funded reconstruction and upgrades to 80th Avenue were included in 2022 due to the recent meetings with developers.
- Some developer funded reconstruction and upgrades to 284th Street were included in 2022 due to the recent meetings with developers.
- Sidewalk installations on 92nd and 273rd were included in the 2022 budget funded with TBD dollars.
- An overlay project on 72nd between SR532 and Pioneer Highway was added for 2022 dependent on TIB funding.
- Work on 101st Avenue was included contingent to grant funding.
- Phase II of Viking Way ROW and PE work will be completed in 2022.
- The sewer line in Pioneer Highway from 86th Drive to Cedarhome Drive is being installed by developers,
- Installation of a sewer line through Church Creek Park and the property just south of the park is scheduled for 2022. This will ultimately allow for the removal of 2 lift stations and gravity. This is being funded through utility debt.
- Work on the main pump station and force main will unlikely be completed and funds will need to be transferred to 2022 from 2021.
- As part of the general sewer plan update, solids handling will be addressed at the wastewater treatment plant and work in the stabilization ponds in anticipated.
- A sewer line in Cedarhome Drive between Pioneer Highway and 84th is anticipated to be upsized by developers.
- Work on the IS4 project will continue funded through utility rate-funded debt.
- Added \$15,000 for benches and signage near the new playground equipment at Church Creek Park.
- Shifted unused 2021 funds in the City Beautification Action Plan to 2022; added additional funds to build the 88th Avenue Arch in 2022.
- Fully funded the Stanwood Port Susan Trail in 2022 and 2023.
- Shifted the Downtown Park Commerce Grant from 2021 to 2022.

Projects that were completed and will be removed include:

- Overlay of 276th Street from 73rd to east city limits.
- Viking Way Phase I.
- Upper Pioneer Highway Sewer interceptor project.
- Design of the Church Creek sewer line.
- IS4 Phase I.

COUNCIL OPTIONS

- 1) Approve adoption of Resolution 2021-12 Six Year Capital Improvement Plan 2022-2027.
- 2) Do not approve adoption of Resolution 2021-12 Six Year Capital Improvement Plan 2022-2027, and direct staff to make changes.

RECOMMENDED MOTION

I MOVE TO APPROVE ADOPTION OF RESOLUTION 2021-12 SIX YEAR CAPITAL IMPROVEMENT PLAN.

**RESOLUTION NO. 2021-12
CITY OF STANWOOD, WASHINGTON**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON, APPROVING AND ADOPTING THE CITY'S SIX-YEAR CAPITAL IMPROVEMENT PLAN (CIP) FOR FISCAL YEARS 2022 – 2027.

WHEREAS, pursuant to the City's Comprehensive Plan, an update to the City's Six-Year CIP does not require an amendment to the Comprehensive Plan as such provisions are set forth in Stanwood Municipal code chapter 17.157; and

WHEREAS, the City would like approve and adopt its Six-Year CIP;

WHEREAS, , the City Council has reviewed the Six-Year Capital Improvement Plan for Fiscal Years 2022 – 2027 and has determined that it is in the interest of the health, safety, and welfare of the citizens of Stanwood to adopt the CIP

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

Section 1. That the Six-Year Capital Improvement Plan for Fiscal Years 2022 – 2027, attached as Exhibit A and incorporated herein by this reference, is hereby **Approved and Adopted**.

APPROVED AND ADOPTED this ____th day of November. 2021

Mayor Elizabeth Callaghan

ATTEST:

City Clerk, David A. Hammond

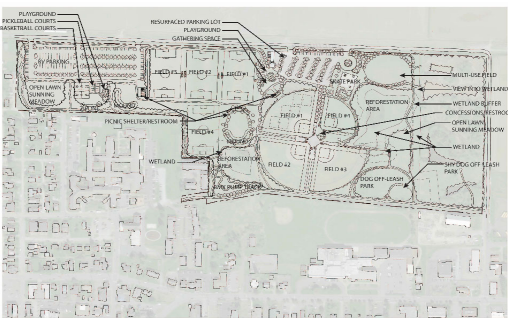
APPROVED AS TO FORM:

City Attorney Brett Vinson

Exhibit A
Six-Year Capital Improvement Plan for Fiscal Years 2022 – 2027

City of Stanwood - Comprehensive Plan - Capital Facilities								
Capital Improvement Plan Update 2022-2027								
Project Name	Total 2022-2027	2022	2023	2024	2025	2026	2027	Community Priority
Port Susan Trail	\$ 4,897,000	\$ 1,554,000	\$ 1,338,000	\$ 200,000	\$ 1,805,000	\$ -	\$ -	Enhance Parks and Recreation
Heritage Park	\$ 800,000	\$ -	\$ 200,000	\$ 100,000	\$ 250,000	\$ 250,000	\$ -	
Hamilton Park	\$ 1,090,000	\$ 90,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	
Ovenell Park	\$ 2,305,000	\$ 200,000	\$ 250,000	\$ 355,000	\$ 1,500,000	\$ -	\$ -	
Johnson Farm Park	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	
Church Creek Park	\$ 866,750	\$ 455,000	\$ -	\$ -	\$ -	\$ 82,350	\$ 329,400	
Downtown Park	\$ 1,340,000	\$ 340,000	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	Support a Sustainable Local Economy
Civic Campus	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Flood Wall	\$ 564,000	\$ 564,000	\$ -	\$ -	\$ -	\$ -	\$ -	
City Beautification	\$ 2,640,000	\$ 405,000	\$ 155,000	\$ 530,000	\$ 530,000	\$ 1,020,000	\$ -	Build Safe Streets
Street Annual Overlays	\$ 2,826,000	\$ 439,500	\$ 588,500	\$ 410,000	\$ 510,000	\$ 428,000	\$ 450,000	
Sidewalk Installations	\$ 2,271,948	\$ 417,452	\$ 270,000	\$ 745,000	\$ 124,884	\$ 714,612	\$ -	
SR532 Ovenell & 98th Intersection	\$ 5,916,750	\$ -	\$ 635,000	\$ 2,400,000	\$ 2,470,000	\$ 411,750	\$ -	
SR 532 Hamilton Entrance	\$ 3,500,000	\$ -	\$ 525,000	\$ 275,000	\$ 2,700,000	\$ -	\$ -	
72nd Ave. Improvements	\$ 1,820,000	\$ 50,000	\$ 1,770,000	\$ -	\$ -	\$ -	\$ -	
64th & SR 532 Intersection	\$ 3,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000	
106th Bypass	\$ 3,500,000	\$ -	\$ 1,030,000	\$ 2,470,000	\$ -	\$ -	\$ -	
101st Street Reconstruction	\$ 2,640,000	\$ -	\$ 660,000	\$ 1,980,000	\$ -	\$ -	\$ -	
80th Avenue Reconstruction	\$ 7,030,000	\$ 1,406,000	\$ 5,624,000	\$ -	\$ -	\$ -	\$ -	
284th Street Reconstruction	\$ 6,220,000	\$ 500,000	\$ 744,000	\$ 622,000	\$ 4,354,000	\$ -	\$ -	
Main Street Corridor	\$ 3,450,000	\$ -	\$ -	\$ -	\$ -	\$ 3,450,000	\$ -	Protect the Environment
Viking Way	\$ 1,586,000	\$ 586,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	
Pioneer Hwy Sewer Main	\$ 1,700,000	\$ 1,700,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Church Creek Gravity Main	\$ 1,025,000	\$ 1,025,000	\$ -	\$ -	\$ -	\$ -	\$ -	
68th Ave Collection	\$ 2,000,000	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	
72nd Ave Collection	\$ 500,000	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	
Cedarhome Collection	\$ 175,000	\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ -	
Main Lift Station Upgrade	\$ 850,000	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ -	
WWTP BioSolids	\$ 4,300,000	\$ 2,300,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	
Cedarhom Dr. Sewer	\$ 1,285,000	\$ 1,285,000	\$ -	\$ -	\$ -	\$ -	\$ -	
72nd Ave. Gravity Main Repl.	\$ 1,425,000	\$ -	\$ 1,425,000	\$ -	\$ -	\$ -	\$ -	
Pioneer Hwy and SR 532	\$ 2,120,000	\$ 1,250,000	\$ 870,000	\$ -	\$ -	\$ -	\$ -	
274th Gravity Sewer	\$ 700,000	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	
68th Ave. Gravity main	\$ 535,000	\$ 535,000	\$ -	\$ -	\$ -	\$ -	\$ -	
SR 532 and Pioneer Highway	\$ 360,000	\$ -	\$ 360,000	\$ -	\$ -	\$ -	\$ -	
Irvine Slough (IS4) Drainage	\$ 8,550,000	\$ 2,550,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	
Water Telemetry Upgrade	\$ 180,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Capital Budget Total	\$ 85,018,448	\$ 19,581,952	\$ 24,444,500	\$ 13,762,000	\$ 16,243,884	\$ 6,706,712	\$ 4,279,400	

City of Stanwood Multi-Year Capital Project										
Project:	Port Susan Trail	Project Overview:								
Tracking Fund:	104 Park Construction	The Stanwood Port Susan Trail is a 5 mile looped trail network that has been segregated into 5 distinct independent phases which will eventually create a looped multiuse trail system when completed.								
Department:	Community Development									
Project Manager:	Patricia Love	Justification:								
Year Identified:	2015	The 2015 Nonmotorized Transportation Plan identified the Stanwood Port Susan loop trail as a high priority for the city. The 2020 community survey results also identified trails as the highest priority by city residents.								
Completion Year:	2030									
Strategic or Master Plan Reference:	Nonmotorized Transportation Plan	Detailed Project Description:								
Program Reference:	Trails	Phase 1: Under construction and will be completed in the late summer of 2020.								
Project Priority:	High									
Project Score:	N/A	Phase 2: a 1.2 mile segment that runs from the Stanwood Park and Ride lot off of 88th Avenue and SR 532, around the waste water treatment plant, and along the Stillaguamish River to Twin City Foods. . The project would include: 6- 10 foot wide trail – width will vary on the waste water treatment plant dike to accommodate existing conditions, Gateway trail entry locations, River view and plaza area near the southeast corner of the looped trail, Wetland and buffer mitigation for trail impacts, Pedestrian bridge spanning Irvine Slough and Interpretive Signs. Construction of Phase 2 may be broken into multiple contracts depending on available funding.								
Asset Category:	Trail									
Address/Location:		Phase 3-5: Continue the 10 foot wide multi-puopose trail around the perimeter of downtown Stanwood. Design will follow the concepts identified in Phase 2. This section includes the design and contruction of the SPST Park just south of the WWTP.								
Related Projects(s):	532 Berm, IS4, Hamilton Park									
Operating Impacts:										
Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	2026	2027	Project Total
Sources/Funding	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Projection	Overall Project Sources
Debt - Park & Trails	\$ -	\$ 123,000	\$ -	\$ 378,840	\$ 1,033,000	\$ 200,000	\$ 1,305,000	\$ -	\$ -	\$ 3,039,840
Grant - DOC	\$ -	\$ 144,000	\$ 50,000	\$ 727,160	\$ -	\$ -	\$ -	\$ -		\$ 921,160
Grant - RCO	\$ -	\$ -		\$ 448,000	\$ -	\$ -	\$ 500,000	\$ -		\$ 948,000
Tranfer in - REET 2	\$ 71,710	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,710
Park Impact Fees			\$ 241,000				\$ -			\$ 241,000
State - Ped/Bike Program					\$ 305,000		\$ 2,111,750			\$ 2,416,750
Total Sources	\$ 71,710	\$ 267,000	\$ 291,000	\$ 1,554,000	\$ 1,338,000	\$ 200,000	\$ 1,805,000	\$ -	\$ -	\$ 5,526,710
Uses/Costs	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection			Overall Project Uses
Planning and Design-NMTP	\$ 71,710	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -		\$ 76,710
Phase 1-Construction-Berm Section	\$ -	\$ 73,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 73,000
Design & Permit Port Susan Ph 2	\$ -	\$ 194,000	\$ 291,000	\$ 224,000	\$ -	\$ -	\$ -	\$ -		\$ 709,000
Phase 2 Construction - Trail	\$ -	\$ -		\$ 1,330,000	\$ 1,333,000		\$ -			\$ 2,663,000
Phase 2 Construction - Public Plaza Areas	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -
Phase 3 Construction Design	\$ -	\$ -	\$ -	\$ -		\$ 200,000	\$ 200,000	\$ -		\$ 400,000
SPST Park (South of WWTP) Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,000	\$ -		\$ 105,000
Phase 3 Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -		\$ 1,500,000
Total Uses	\$ 71,710	\$ 267,000	\$ 291,000	\$ 1,554,000	\$ 1,338,000	\$ 200,000	\$ 1,805,000	\$ -	\$ -	\$ 5,526,710
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Updates:										
2021: 30% design is complete; 2022 = final Design and Construction										

City of Stanwood Multi-Year Capital Project		
Project:	Heritage Park	Project Overview:
Tracking Fund:	104 Park Construction	Heritage Park is a 55 acre regional athletic and recreational complex serving Stanwood, northwest Snohomish County, and Camano Island.
Department:	Community Development	
Project Manager:	Patricia Love	Justification:
Year Identified:	2015	Heritage Park is the only regional sports complex park in the area. The PROS Plan prioritizes it's development and maintenance for regional use.
Completion Year:	2025	
Strategic or Master Plan Reference:	PROS	Detailed Description of Project:
Program Reference:	Park Implementation	Heritage Park is a regional facility serving the north Snohomish County and Camano area. This facility provides baseball and soccer fields along with open space, trails and play areas. It will take at least 20 years to fully develop the site according to the Master Plan concepts. To accomplish this task, design, construction and volunteer projects are broken into manageable phases the progress the design concepts into a usable park.
Project Priority:	N/A	Phase 1 Ball field Re-Construction: Reconstruct the 3 existing ball fields into playable conditions which Includes irrigation repairs, drainage improvements and re-construction of ball fields.
Project Score:	N/A	Phase 2 Parking Lot Repair: The existing parking lot pavement is "allergated" and in need of repair; work will include either patching or repaving depending on best engineering practices.
Asset Category:	Park, Facility, Utilities	Phase 3 Trail Design: The Master Plan envisions an internal looped trail system that connects people with the park amenities and adjacent sidewalks and neighborhoods.
Address/Location:	9600-276th Street	Phase 4 Trail Construction: Construction of the interior looped trail.
Related Projects(s):		Phase 5 Playground Equipment: Add a new play structure to accommodate younger children; this is not intended to replace the existing equipment, but to enhance the play opportunities for all age ranges.
		Phase 6 Design of the Soccer Fields and Josephine Property: Using the Master Plan as a guide, design the western half of the park to include additional soccer fields, parking, sports courts, bathroom facilities, and open space recreational areas.
		Phase 7 Construction of Western Half of Heritage Park: Based on the final designs developed in Phase 6, construct park elements as a whole or break into additional phases.
		On-Going Volunteer Park Improvements: The Master Plan calls for several park elements that can be accomplished with community volunteer efforts including: expansion of the dog park, adding a pump track, wetland viewing signage and platforms, or other minor improvements. This line item provides yearly seed money to help with community projects.
		Operating Impacts:
		Additional park maintenance staff will be needed in 2022; Volunteer support \$5,000 annually

Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	2026	2027	Total
Sources/Funding	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Projection	Projection
General Funds	\$ 615,053	\$ 1,065,000	\$ 1,368,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,048,053
Grant-Youth Athletic Fields	\$ -	\$ 350,000	\$ 332,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 682,000
Transfer in - Park Impact Fees	\$ 100,000	\$ 100,000	\$ 100,000		\$ 100,000		\$ -	\$ -		\$ 400,000
Transfer in - REET 1	\$ 250,582	\$ -	\$ -		\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ 750,582
Transfer in - REET 2	\$ -	\$ 200,000	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 400,000
Total Sources	\$ 965,635	\$ 1,715,000	\$ 1,800,000	\$ -	\$ 200,000	\$ 100,000	\$ 250,000	\$ 250,000	\$ -	\$ 5,280,635
Uses/Costs	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection		Projection
Design	\$ 265,635	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ 265,635
Land Acquisition	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 700,000
Ph 1: Ball field Re-Construction	\$ -	\$ 1,715,000	\$ 1,700,000		\$ -	\$ -	\$ -	\$ -		\$ 3,415,000
Ph 2: Parking Lot Repair	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 100,000
Ph 3: Internal Loop Trail Design	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -		\$ 50,000
Ph 4: Internal Loop Trail Construction	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -		\$ 150,000
Ph 5: New Playground Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -		\$ 100,000
Ph 6: West Park Side Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000		\$ 500,000
Total Uses	\$ 965,635	\$ 1,715,000	\$ 1,800,000	\$ -	\$ 200,000	\$ 100,000	\$ 250,000	\$ 250,000	\$ -	\$ 5,280,635
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Updates:
The City and School District jointly purchased the property in 1995.
The adjacent 11 acres, commonly known as the Josephine Property, was purchased in 2019. Construction of the two baseball fields began in December 2020. The drainage improvements will be complete by February 2021.

City of Stanwood Multi-Year Capital Project		
Project:	Hamilton Park & Boat Launch	Project Overview:
Tracking Fund:	104 Park Construction	Hamilton Landing Park consists of approximately 2.01 acres located along State Route 532 immediately adjacent to the Stillaguamish River.
Department:	Community Development	
Project Manager:	Patricia Love	Justification:
Year Identified:		The 2018 PROS plan includes developing Hamilton Landing Park as a high priority. The 2020 community survey identified developing new waterfront access parks as a high priority.
Completion Year:	2021	
Strategic or Master Plan Reference:	PROS	Detailed Project Description:
Program Reference:	Park Implementation	Hamilton Landing Park sits on the banks of the Stillaguamish River and was purchased with conservation futures funds from the Hamilton family. The park is being developed by two entities: WDFW and the City.
Project Priority:	N/A	
Project Score:	N/A	WDFW: Motorized boat launch, boat trailer access and parking, wetland mitigation, and public restrooms.
Asset Category:	Park, Trail, Facilities	
Address/Location:	26810-98th Avenue	City of Stanwood: Non-Motorized boat launch, car parking, and park features to include a grassy lawn area, picnic tables, play areas and overlook areas.
Related Projects(s):	IS4	
		
		Additional park maintenance staffing needed in 2022.

Capital Budget		2020	2021	2022	2023	2024	2025	2026	2027	Total
Sources/Funding	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Projection	Overall Project Sources
Transfer in - General Fund	\$ 43,502	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 113,502
Transfer in - REET 1	\$ 112,429	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 112,429
Transfer in - REET 2	\$ -	\$ -	\$ -	\$ 90,000	\$ 500,000	\$ -	\$ -	\$ -		\$ 590,000
Grant-Conservation Futures	\$ 156,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 156,000
Grant-Department of Ecology - IPG	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Grant-Aquatic Lands Enhancement Account	\$ -	\$ -		\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Total Sources	\$ 561,931	\$ 70,000	\$ -	\$ 90,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,721,931
Uses/Costs	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection		Overall Project Uses
ROW & Acquisition	\$ 268,429	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 268,429
Design, Engineering & Permitting	\$ 293,502	\$ 70,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -		\$ 413,502
Construction	\$ -	\$ -		\$ -	\$ 1,000,000	\$ -	\$ -	\$ -		\$ 1,000,000
Smoke Stack Maintenance & Painting	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -		\$ 40,000
Total Uses	\$ 561,931	\$ 70,000	\$ -	\$ 90,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,721,931
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Updates:
Project is currently in permitted stage and subject to appeal.

City of Stanwood Multi-Year Capital Project		
Project:	Ovenell	Project Overview:
Tracking Fund:	104 Park Construction	Ovenell Park is a 15 acre regional park on the west end of Stanwood with access off of SR 532 and Saratoga Drive.
Department:	Community Development	
Project Manager:	Patricia Love	
Year Identified:	2018	Justification:
Completion Year:	2025	The 2018 PROS plan includes developing Ovenell Park as a high priority. The 2020 community survey identified maintaining existing parks over building new parks.
Strategic or Master Plan Reference:	Ovenell Master Plan	Detailed Project Description:
Program Reference:	PROS	The 15-acre Ovenell property is a former dairy farm with a long history. The site includes the old milking parlors and barns used by the Ovenell family for milk production. The 2016 Master Plan envisions Ovenell as a regional asset that will be a gem for all of northern Snohomish County – one that encourages community and family gatherings, connecting with the boundless nature that is Port Susan Bay and Skagit Bay, and honoring the history of the site. The Ovenell Park Master Plan identifies the following future uses: • Picnic Areas, Playground & Public Art • Indoor/Outdoor Venue for Local Events • Multi-Purpose Community Space • Large Open Grass Area/Amphitheatre/Stage • FFA/4H Program and Display Space • Traffic Access & Parking
Project Priority:	Medium	
Project Score:	N/A	
Asset Category:	Park, Trail, Facility	
Address/Location:	10520 Saratoga Drive	
Related Projects(s):	Johnson Farm	
		Operating Impacts:

Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	2026	2027	Total
Sources/Funding	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Projection	Overall Project Sources
Debt - Parks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
Transfer in - Park Impact Fees	\$ 93,530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,530
Grant - RCO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000
Transfer in - REET 1	\$ 211,132	\$ -	\$ -	\$ 200,000	\$ 250,000	\$ 355,000	\$ -	\$ -	\$ -	\$ 1,016,132
Transfer in - REET 2	\$ 68,576	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,576
Grant-Conservation Futures	\$ 1,289,367	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,289,367
Total Sources	\$ 1,662,605	\$ -	\$ -	\$ 200,000	\$ 250,000	\$ 355,000	\$ 1,500,000	\$ -	\$ -	\$ 3,967,605
Uses/Costs	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Projection	Overall Project Uses
Land Acquisition	\$ 1,569,075	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,569,075
Planning and Design-Concept Planning	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Planning and Design-60% Design	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Planning and Design-RCO Grant App.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Ovenell Site Access - SR 532 Widening	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000
Site Cleanup	\$ 93,530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,530
Park Construction/Restoration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
Total Uses	\$ 1,662,605	\$ -	\$ -	\$ 200,000	\$ 250,000	\$ 355,000	\$ 1,500,000	\$ -	\$ -	\$ 3,967,605
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Updates:
The Property was purchased in 2014/15. Site clean up activities occurred in 2019.

City of Stanwood Multi-Year Capital Project

Project:	Johnson Farm Park	Project Overview:	
Tracking Fund:	104 Parks Construction	Johnson Farm Park is a 15 acre site purchased in 2018 with conservation futures funds.	
Department:	Community Development		
Project Manager:	Patricia Love		Justification:
Year Identified:	2018		
Completion Year:	Future		
Strategic or Master Plan Reference:		Detailed Project Description:	
Program Reference:		Johnson Farm Park was purchased with conservation futures funds which limits future uses as follows: Passive Recreation: trails, interpretive centers, viewpoints, picnic facilities, access, restrooms, playgrounds, restoration projects, associated parking.	
Project Priority:			
Project Score:			
Asset Category:	Park, Trail Facility		
Address/Location:			
Related Projects(s):	Ovenell Park	Next steps include adopting a master plan for the property and potential integration with Ovenell Park.	
			
		Operating Impacts:	

[illegible]

Project Updates:

Property purchased in 2018.

City of Stanwood Multi-Year Capital Project		
Project:	Church Creek Park	Project Overview:
Tracking Fund:	104 Park Construction	Church Creek Park is a developed community park serving the hill top area. Upgrades include volunteer projects, maintenance and inclusion of new park amenities.
Department:	Community Development	
Project Manager:	Patricia Love	Justification:
Year Identified:	2018	The 2018 PROS plan includes maintaining Church Creek Park as a high priority. The 2020 community survey identified maintaining existing parks over building new parks.
Completion Year:	2023	
Strategic or Master Plan Reference:	PROS	Detailed Project Description:
Program Reference:		The PTAC has identified the following Church Creek Park improvement projects: 2020: Update the Church Creek Park Site / Master Plan with new park amenities. 2022: Tree thinning near the entrance gate and along 72nd Avenue to improve visibility into the park. Design, permit and construct a new pickleball court or refurbish the existing basketball court into a multi-purpose court. Tree trimming and landscaping around the Flag Pole. This area is overgrown and the flag pole is no longer visible. Trail improvements and interpretive signs in the forested area leading to Church Creek. Design, permit and reconstruct the ballfield to improve drainage system and eliminate tripping hazards. Renovate or replace the picnic shelter and determine repairs needed for parking lot.
Project Priority:	High	
Project Score:	N/A	
Asset Category:	Park, Trail, Facility	
Address/Location:	27116-72nd Avenue	
Related Project(s):	Civic Campus	
		Operating Impacts:

Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	2026	2027	Total
Sources/Funding	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Projection	Overall Project Sources
Transfer in - General Fund	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000
Transfer in - REET 2	\$ -	\$ -	\$ -	\$ 455,000	\$ -	\$ -	\$ -	\$ 82,350	\$ 329,400	\$ 866,750
Grant-Snohomish County	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Total Sources	\$ -	\$ 150,000	\$ -	\$ 455,000	\$ -	\$ -	\$ -	\$ 82,350	\$ 329,400	\$ 1,016,750
Uses/Costs	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Projection	Overall Project Uses
Replace Playground Equipment	\$ -	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000
Church Creek Park Loop Trail								\$ 82,350	\$ 329,400	\$ 411,750
Master Plan Update	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Renovations & Minor Improvements	\$ -	\$ -	\$ -	\$ 455,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 455,000
Total Uses	\$ -	\$ 150,000	\$ -	\$ 455,000	\$ -	\$ -	\$ -	\$ 82,350	\$ 329,400	\$ 1,016,750
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Updates:
May 2020: PTAC Recommended Approval of Playground Equipment to City Council; Pending Council Approval
Playground equipment installed

City of Stanwood Multi-Year Capital Project

Project:	Downtown Park	Project Overview:
Tracking Fund:	104 Parks Construction	Construct a downtown public park that will enhance the experience of visitors to the main street area of Stanwood.
Department:	Communiyt Development	
Project Manager:	Patricia Love	Justification:
Year Identified:	2020	Implementation of the 2010 Economic Development Plan, 2012 SDAT: Destiney by Design, and 2015 Downtown
Completion Year:	2022	Subarea Plan.
Strategic or Master Plan Reference:	Downtown Master Plan	Detailed Project Description:
Program Reference:	N/A	Main Street is the primary location for special events. The street is regularly closed for the following events:
Project Priority:	N/A	Arts By the Bay festival; Summary Arts Jam; Small Trailer Event; Twin City Idlers Car Show; Stanwood Camano
Project Score:	N/A	Fair parade; Touch- A-Truck, National Night Out; and the Downtown Concert Series. In 2021, the City is
Asset Category:	Parks, Trails Facilities	considering moving the Farmers Market to Main Street. This site will enhance these events by providing park
Address/Location:	8627 and 8629 271st Street	space for people to rest, eat and relax during these events.
Related Projects(s):	City Beautification	The Site has remained underutilized and vacant since the 1990s. The Site's location within the main street
		business district of the City of Stanwood provides a great opportunity to support local businesses with a public
		park in the downtown corridor
		Operating Impacts:

[illegible]

Project Updates:

Grant application to Dept of Commerce is pending.

Phase I and II environmental studies complete

Pending property purchase discussions with owner

City of Stanwood Multi-Year Capital Project		
Project:	Civic Campus	Project Overview:
Tracking Fund:	110 Building Improvement	Construct a new Civic Campus that houses city hall, police department and council chambers
Department:	Community Development	
Project Manager:	Patricia Love	Justification:
Year Identified:	2016	FEMA recommended for CRS rating to reduce flood insurance rates for residential/commercial property owners.
Completion Year:	2026	Moves essential services from floodplain
Strategic or Master Plan Reference:	N/A	Detailed Project Description:
Program Reference:	FEMA Certification	Through a grant from Snohomish County, the City purchased a 1.25 acre parcel next to Church Creek Park, to construct a new civic campus that will relocate City Hall, Police Department and construct a City Council Chambers. In 2020 the project was delayed due to the COVID 19 pandemic that brought to light new issues to consider. In 2021, alternative options will be determined and the feasibility of the project will be known.
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Facility	
Address/Location:	72nd Ave NW	
Related Projects(s):	Church Creek Park	
add photo here		Operating Impacts:

Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	2026	2027	Total
Sources/Funding	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Projection	Overall Project Sources
Grant - Snohomish County	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Building Improvement - Cash on Hand	\$ 64,640	\$ 55,000	\$ 180,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 499,640
Debt - Facilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Sources	\$ 564,640	\$ 55,000	\$ 180,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 999,640
Uses/Costs	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Projection	Overall Project Uses
Design, Engineering & Permitting	\$ 64,640	\$ 55,000	\$ 180,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 499,640
Acquisition & ROW	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Uses	\$ 564,640	\$ 55,000	\$ 180,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 999,640
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Updates:
The preliminary design of the civic campus was completed in 2020 prior to the COVID 19 pandemic. 2021 Evaluated Downtown Site Alternative 2022: Begin design and permitted for selected site or future site evaluations.

City of Stanwood Multi-Year Capital Project		
Project:	Florence Road Flood Wall	Project Overview:
Tracking Fund:		Construct a removable flood wall on Florance Road to prevent flooding of downtown Stanwood during flood events
Department:	Public Works	
Project Manager:	Alan Lytton	Justification:
Year Identified:	2021	Flood prevention
Completion Year:		
Strategic or Master Plan Reference:		Detailed Project Description: Design, permit and build a removable wall on Florance Road and on BNSF rail right of way to help prevent flooding into the city's downtown during high tides and flood events. City will design and install the wall on city right of way; BNSF staff will install the pilings needed on BNSF right of way. Flood walls will be owned and maintained by the City.
Program Reference:		
Project Priority:		
Project Score:		
Asset Category:		
Address/Location:		
Related Projects(s):		Operating Impacts:
add photo here		

Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	Horizon Years	Total
Sources/Funding	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Overall Project Sources
ARPA Funds				\$ 564,000					\$ 564,000
Grant									\$ -
Impact Fee									\$ -
Developer Contribution									\$ -
Cash on Hand									\$ -
Debt									\$ -
									\$ -
Total Sources	\$ -	\$ -	\$ -	\$ 564,000	\$ -	\$ -	\$ -	\$ -	\$ 564,000
Uses/Costs	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Overall Project Uses
Design, Engineering & Permitting				\$ 243,000					\$ 243,000
Acquisition & ROW									\$ -
Construction				\$ 321,000					\$ 321,000
Contingency									\$ -
									\$ -
									\$ -
Total Uses	\$ -	\$ -	\$ -	\$ 564,000	\$ -	\$ -	\$ -	\$ -	\$ 564,000
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Updates:

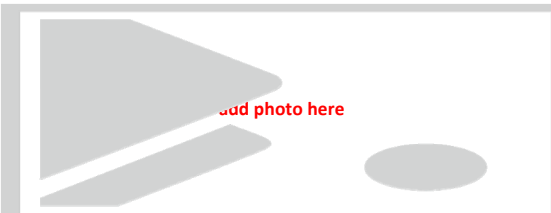
City of Stanwood
Multi-Year Capital Project

Project:	City Beautification	Project Overview:
Tracking Fund:	103 Streets Construction	Implementation of the City's economic development strategies to engerize, revitalize, and beautify the City's commerical districts and transportation corridors.
Department:	Community Development	
Project Manager:	Patricia Love	Justification:
Year Identified:	2019	2010 Economic Development Plan, 2012 SDAT: Destiny by Design, 2015 Downtown Subarea Plan and the 2015 Non-Motorized
Completion Year:	On-Going	Transportation Plan
Strategic or Master Plan Reference:	2010 Economic Development	Detailed Project Description:
Program Reference:	N/A	Over the last 10 years the City has developed an economic development strategy to promote the vitality of Stanwood's business districts and neighborhoods. A substantial amount of community volunteer hours went into crafting a vision for Stanwood's future.
Project Priority:	N/A	Following the guidance laid out in these plans, the City is moving forward with an action plan referred to as the Stanwood City Beautification Action Program. It consists of 5 key program elements:
Project Score:	N/A	• Gateway Signage and Landscaping
Asset Category:	Streets	• Main Street Revitalization and Parklets
Address/Location:	Varies: 270th, 271st & SR 532	• Downtown Gateway Features
Related Projects(s):	Downtown Park	• SR 532 Beautification
City of Stanwood, Washington City Beautification Program Economic Development Board May 29, 2020 		• Wayfinding Signage
		* Holiday Decorations
		Operating Impacts:

Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	2026	2027	Total
Sources/Funding	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Projection	Overall Project Sources
Transfer in - General Fund	\$ -	\$ -	\$ 150,000	\$ 285,000	\$ 155,000	\$ 30,000	\$ 30,000	\$ 20,000	\$ -	\$ 670,000
Debt - Transportation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 1,000,000	\$ -	\$ 2,000,000
Total Sources	\$ -	\$ -	\$ 150,000	\$ 285,000	\$ 155,000	\$ 530,000	\$ 530,000	\$ 1,020,000	\$ -	\$ 2,670,000
Uses/Costs	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Projection	\$ -
SR532 & Main Street Landscaping	\$ -	\$ -	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 110,000
72nd Ave Entry Sign & Landscaping	\$ -	\$ -		\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
88th Avenue Arch	\$ -	\$ -	\$ 5,000	\$ 185,000	\$ -	\$ -	\$ -	\$ -		\$ 190,000
West End Gateway				\$ -						
Service Club Sign	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 10,000
Wayfinding Signs	\$ -	\$ -	\$ 5,000	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -		\$ 50,000
East and West End Street Design	\$ -	\$ -	\$ -	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -		\$ 250,000
Holiday Decorations	\$ -	\$ -		\$ 50,000	\$ -	\$ -	\$ -	\$ -		\$ 50,000
271st Sidewalk Widening & Striping	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -		\$ 1,000,000
West End 271st St. Reconfigure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000		\$ 1,000,000
Total Uses	\$ -	\$ -	\$ 30,000	\$ 405,000	\$ 155,000	\$ 530,000	\$ 530,000	\$ 1,020,000	\$ -	\$ 2,670,000
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ 120,000	\$ (120,000)	\$ -	\$ -	\$ -	\$ -		\$ -

Project Updates:

City of Stanwood Multi-Year Capital Project

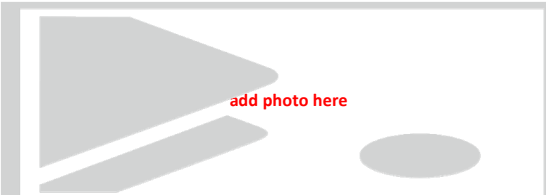
Project:	Annual Street Overlays	Project Overview:
Tracking Fund:	103 Street Construction	
Department:	Public Works	Overlay and ADA upgrades of street segments listed. Applying for annual TIB grants.
Project Manager:	Shawn Smith	Justification:
Year Identified:	Annual Maintenance	
Completion Year:	N/A	Annual maintenance to city streets extend the useful life of the street
Strategic or Master Plan Reference:	TIP	Detailed Project Description:
Program Reference:	N/A	Asphalt overlay and ADA upgrades on 276th from 73rd to east city limits on Woodland Road. Grind and overlay asphalt with dig outs and reconstruction where needed and removal and replacement of ADA ramps at intersections that don't meet current standards . Asphalt overlay and ADA upgrades on 72nd Avenue from SR532 to Pioneer Highway. Grind and overlay asphalt with dig outs and reconstruction where needed and removal and replacement of ADA ramps at intersections that don't meet current standards . Asphalt overlay and ADA upgrades on 68th Avenue from 276th/Woodland north to city limits. Grind and overlay asphalt with dig outs and reconstruction where needed and removal and replacement of ADA ramps at intersections that don't meet current standards.
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Streets	
Address/Location:	Various	
Related Projects(s):	Sidewalks, Utilities	
		
		Operating Impacts:

[illegible]

Project Updates:

City approved a task order with on-call consultant Perteet for design of ADA ramps and overlay plans and specs. Survey to begin February 1, 2021.

City of Stanwood
Multi-Year Capital Project

Project:	Annual Sidewalk Improvement	Project Overview:
Tracking Fund:	103 Street Construction	
Department:	Public Works	Sidewalk improvements on segments listed.
Project Manager:	Shawn Smith	Justification:
Year Identified:	Annual Maintenance	
Completion Year:	N/A	New and improve sidewalks for pedestrians and safe routes to school.
Strategic or Master Plan Reference:	TIP	Detailed Project Description:
Program Reference:	N/A	Additional sidewalks on one side of the street, filling in missing sections on alternating sides and ensuring safe walkways to school. Street sections are 92nd Ave between 271st and Heritage Park, 272nd St. between 72nd Ave and 78th Ave., 273rd Pl. between 100th Pl and 102nd Ave., 98th Dr. between SR 532 and 270th, Cedarhome Dr. between the Viaduct and 276th St, 90th Ave between 271st and 272nd, and 72nd Ave. between 268th and 276th.
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Streets	
Address/Location:	Various	
Related Projects(s):	Sidewalks, Utilities	
		
		Operating Impacts:

[illegible]

Project Updates:

City of Stanwood Multi-Year Capital Project

Project:	SR532 Intersection Improvements	Project Overview:
Tracking Fund:	103 Street Construction	Justification: Safety factor and traffic flow improvements
Department:	Public Works	
Project Manager:	Shawn Smith	
Year Identified:	2021	
Completion Year:	2026	Detailed Project Description: Two roundabout installations are planned for the 98th access and the future Ovenell Park entrance along the SR532 corridor to improve traffic flow and reduce the number of accidents. Additionally, the existing intersection at 102nd Ave will be revised, along with landscaped medians to allow for right-in/right-out movements. Roundabouts will be utilized for vehicle who normally would make left turns; however, this is dangerous and the roundabout serves as a "u-turn" to access business located on the south side of SR 532. Project phasing: 2022-2023 will be design, engineering and permitting work for the Ovenell access roundabout 2024 will be construction of the Ovenell access roundabout 2025 will be design, engineering and permitting work for the 98th access roundabout 2026 will be construction of the 98th access roundabout Future improvements will include 102nd intersection modifications and landscaped medians along the SR532 corridor FUNDING SOURCES ARE PROPOSED TO BE TRANSPORTATION DEBT ISSUED WITH ANNUAL DEBT SERVICE PAYMENTS COVERED BY TRANSPORTATION BENEFIT DISTRICT (TBD) SALES TAX. SEE TBD CASHFLOW ANALYSIS
Strategic or Master Plan Reference:	TIP	
Program Reference:	N/A	
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Streets	Operating Impacts: Maintenance of roundabout middle sections which include landscaping, art features and wayfinding
Address/Location:	Various on SR 532	
Related Projects(s):	106th Bypass	

[illegible]

Project Updates:

City of Stanwood Multi-Year Capital Project

Project:	SR532 Hamilton Entrance Inter	Project Overview:
Tracking Fund:	103 Street Construction	
Department:	Public Works	Intersection Improvements - curb, gutter, paving and planter strips.
Project Manager:	Shawn Smith	Justification:
Year Identified:		
Completion Year:		
Strategic or Master Plan Reference:	TIP	Detailed Project Description:
Program Reference:	N/A	
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Street	
Address/Location:	SR532 to 98th Drive	
Related Projects(s):	N/A	
add photo here		
		Operating Impacts:

[illegible]

Project Updates:

City of Stanwood Multi-Year Capital Project

Project:	72nd Ave NW Improvement	Project Overview:
Tracking Fund:	103 Street Construction	Road Improvements - including widening, intersections improvements, curb, gutter, sidewalk and planter strips. Additional travel and turn lanes, the reconfiguration of 268th, traffic control at 272nd and study.
Department:	Public Works	
Project Manager:	Shawn Smith	Justification:
Year Identified:		
Completion Year:		
Strategic or Master Plan Reference:	TIP	
Program Reference:	N/A	
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Street	
Address/Location:	SR532 to 276th St	
Related Projects(s):	N/A	
add photo here		
		Operating Impacts:

[illegible]

Project Updates:

City of Stanwood Multi-Year Capital Project

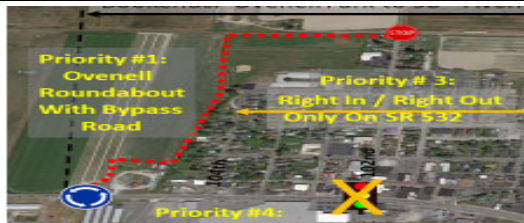
Project:	64th & SR532 Intersection Imp	Project Overview:
Tracking Fund:	103 Street Construction	
Department:	Public Works	This project will include curb, gutter, paving, and planter
Project Manager:	Shawn Smith	Justification:
Year Identified:		
Completion Year:		
Strategic or Master Plan Reference:	TIP	Detailed Project Description:
Program Reference:	N/A	
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Street	
Address/Location:	64th Ave NW to SR532	
Related Projects(s):	N/A	
add photo here		
		Operating Impacts:

[illegible]

Project Updates:	

City of Stanwood
Multi-Year Capital Project

Project:	106th Bypass	Project Overview:
Tracking Fund:	103 Street Construction	This project will construct a bypass from Old Pacific Hwy/102nd Avenue. The project will consist of a roundabout at SR 532 and Ovenell Park and then provide a new road (106th Avenue) north, to 276th Street at 102nd Avenue.
Department:	Public Works	
Project Manager:	Shawn Smith	
Year Identified:	2021	
Completion Year:	2024	
Strategic or Master Plan Reference:	TIP	Safety and traffic flow improvement
Program Reference:	N/A	Detailed Project Description:
Project Priority:	N/A	A roundabout will be constructed on SR 532 at the entrance to the Ovenell Park. A new road will be constructed to the north through an existing field. This road will connect into 102nd Avenue at the intersection of 276th St. There may be a roundabout or other intersection control at this location.
Project Score:	N/A	
Asset Category:	Streets	
Address/Location:	SR532/Ovenell Park	FUNDING SOURCES ARE PROPOSED TO BE TRANSPORTATION DEBT ISSUED WITH ANNUAL DEBT SERVICE PAYMENTS COVERED BY TRANSPORTATION BENEFIT DISTRICT (TBD) SALES TAX. SEE TBD CASHFLOW ANALYSIS
Related Projects(s):	Ovenell Access Roundabout	

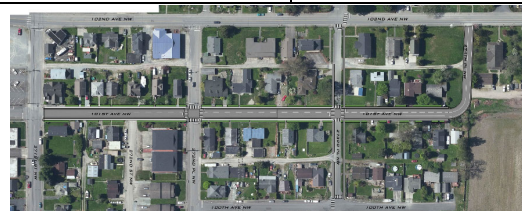


Operating Impacts:

[illegible]

Project Updates:

City of Stanwood
Multi-Year Capital Project

Project:	101st Reconstruction	Project Overview:	
Tracking Fund:	103 Street Construction		
Department:	Public Works		Reconstruct 101st Street with new sidewalk, drainage improvements and a new southwest access to Heritage Park
Project Manager:	Shawn Smith		
Year Identified:	2020		
Completion Year:	2022		
Strategic or Master Plan Reference:	TIP		
Program Reference:	N/A		
Project Priority:	N/A		Justification: Significant flooding and poor drainage system affecting multiple property owners Detailed Project Description: Project will identify existing ROW to allow for total reconstruction of 101st. Once ROW has been established a design will be drafted to include new sidewalk, road surface, drainage improvements, water line improvements and potential access to Heritage Park.
Project Score:	N/A		
Asset Category:	Street, Sidewalk, Utility		
Address/Location:	101st Street		
Related Projects(s):	Heritage Park		
			
Operating Impacts:			

[illegible]

Project Updates:

Design is approximately 60% on January 26, 2021

City of Stanwood Multi-Year Capital Project		
Project:	80th Ave. Reconstruction	Project Overview:
Tracking Fund:	103 Street Construction	Widen and enhance 80th Avenue from 276th Street to north City Limits
Department:	Public Works	
Project Manager:	Shawn Smith	Justification:
Year Identified:	2014	Widen street and provied sidewalks on both sides for safe pedestrian/biking. Detailed Project Description: 80th Avenue, from 276th St. to north City Limits will be widened to the city's current standard and will include curb, gutter, planter strip and sidewalk on both sides. Much will be developer funded due to the large parcels that will develop in the future and build frontage improvements. This project includes traffic calming at the intersection of 284th, 280th and 276th. Intersection studies will be necessary to determine feasibility.
Completion Year:	2025	
Strategic or Master Plan Reference:	TIP	
Program Reference:	N/A	
Project Priority:	N/A	
Project Score:	N/A	Operating Impacts:
Asset Category:	Street	
Address/Location:	276th to City Limits	
Related Projects(s):	N/A	
add photo here		

[illegible]

Project Updates:	

City of Stanwood Multi-Year Capital Project		
Project:	284th St. Reconstruction	Project Overview:
Tracking Fund:	103 Street Construction	Widen 284th Street from 80th Avenue to City Limits.
Department:	Public Works	
Project Manager:	Shawn Smith	Justification:
Year Identified:	2014	Widen street and provide sidewalks on both sides for safe pedestrian/bicyclists.
Completion Year:	2026	
Strategic or Master Plan Reference:	TIP	284th St., from 80th Ave. to City Limits, will be widened to the city's current standard and will include curb, gutter, planter strip and sidewalk on both sides. Much will be developer funded due to the large parcels that will develop in the future and build frontage improvements. This project includes traffic calming at the intersection of 284th St. and 80th Ave
Program Reference:	N/A	
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Streets	
Address/Location:	80th to City Limits	
Related Projects(s):	N/A	Operating Impacts:
add photo here		

[illegible]

Project Updates:	

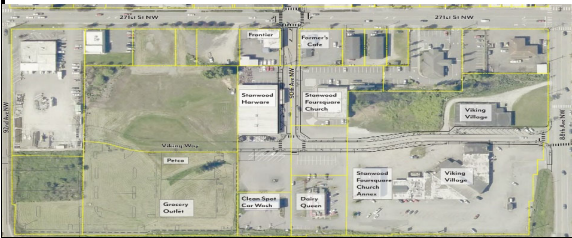
City of Stanwood
Multi-Year Capital Project

Project:	Main Street Improvements	Project Overview:
Tracking Fund:	103 Street Construction	
Department:	Public Works	Reconstruct and beautification of Main Street along 270th and 271st
Project Manager:	Shawn Smith	Justification:
Year Identified:	2021	
Completion Year:	2027	Safety and main street traffic flow
Strategic or Master Plan Reference:	TIP	Detailed Project Description:
Program Reference:	N/A	Streetscaping, landscaped medians, mini roundabouts, bike lane, wider sidewalks, cross walk improvements
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Street, Sidewalk, Utility	
Address/Location:	270th and 271st	
Related Projects(s):	City Beautification	
		
		Operating Impacts:

[illegible]

Project Updates:

City of Stanwood Multi-Year Capital Project		
Project:	Viking Way-90th Ave	Project Overview:
Tracking Fund:	103 Street Construction	Construct Viking Way and 90th Ave
Department:	Public Works	
Project Manager:	Shawn Smith	Justification:
Year Identified:	1980	Improve mobility through the local community, enhance driver safety at 92nd and provide an alternative to SR532
Completion Year:	2023	Detailed Project Description: Construct Viking Way from 88th Avenue to current end of Viking Way and construct 90th Avenue from Viking Way to 271st Street. Amenities includes new road, wide sidewalks with street trees, planters, benches, and utility improvements of water, sewer and storm drainage. 2021 Phase II of the project includes design of Viking Way to continue west through what is currently the PUD pole yard. Funding for the project comes from federal and state grants, utility funds and TBD sources. Once design has been completed and the ROW need identified, ROW negotiations and acquisition will take place. An additional grant through PSRC (perhaps RTCC) will be sought with a local match to purchase ROW. Once ROW is secured the construction phase will commence and an additional grant will be sought again through PSRC with a local match from TIF.
Strategic or Master Plan Reference:	TIP	
Program Reference:	N/A	
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Street, Utilities	
Address/Location:	Viking Way-90th Ave	Operating Impacts:
Related Projects(s):	N/A	



Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	2026	2027	Total
Sources/Funding	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Projection	Projection
Grant - WSDOT/FHA	\$ 370,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 370,240
Grant - RTCC	\$ 350,000	\$ 1,437,000	\$ -	\$ 518,500	\$ 1,000,000	\$ -	\$ -	\$ -		\$ 3,305,500
Grant-Direct Appropriation (DOC)	\$ 584,476	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,084,476
Transfer in - Impact Fees	\$ 166,864	\$ 63,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 229,864
Transfer in - Drainage Funds	\$ -	\$ -	\$ -	\$ 67,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,500
Transfer in - TBD	\$ 772,316	\$ -	\$ 25,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 797,316
Total Sources	\$ 2,243,896	\$ 2,000,000	\$ 25,000	\$ 586,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 5,854,896
Uses/Costs	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Projection	Projection
Design- Ph I	\$ 391,363	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 391,363
Design- Ph II	\$ -	\$ -	\$ 25,000	\$ 286,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 311,000
ROW & Acquisition- Ph I	\$ 999,393	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 999,393
ROW & Acquisition-Ph II	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Construction-Ph I	\$ 853,140	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,853,140
Construction- Ph II	\$ -	\$ -	\$ -		\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Total Uses	\$ 2,243,896	\$ 2,000,000	\$ 25,000	\$ 586,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 5,854,896
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Updates:
Phase I is substantially complete and functional. Final project acceptance and close out to go to Council in late January-early February. There were 7 change orders on the project totalling \$396,518. Phase 2 funding has been obligated for design. WSDOT is determining our UDBE goal for design, then we will advertise for consultants in February 2021.

City of Stanwood
Multi-Year Capital Project

Project:	Pioneer Hwy Main Line Replacement	Project Overview:
Tracking Fund:	403 Sewer	
Department:	Public Works - Wastewater	Install new upsized sewer mains in Pioneer Highway along Fox Hill and from SR532 to the viaduct
Project Manager:	Shawn Smith	Justification:
Year Identified:	2019	
Completion Year:	2021	Increased capacity for future growth
Strategic or Master Plan Reference:	Sewer Master Plan	Detailed Project Description:
Program Reference:	N/A	One portion of this project replaces and upsizes 650 lineal feet of 8 inch sewer line to 15 inch along the northwest side of the Fox Hill development. The other portion replaces and upsizes the sewer main from SR532 to the viaduct. The third section replaces the pipe from 86th Dr. to the viaduct.
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Collection	
Address/Location:	Pioneer Hwy	
Related Projects(s):	N/A	
		
		Operating Impacts:

Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	2026	2027	Total
Sources/Funding	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Projection	Overall Project Sources
Transfer in - Plant Investment Fees	\$ 19,190	\$ 200,000	\$ 56,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,190
Debt - Utilities	\$ -	\$ -	\$ 1,530,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,530,000
Developer Funded	\$ -	\$ -	\$ -	\$ 1,700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,700,000
Total Sources	\$ 19,190	\$ 200,000	\$ 1,586,000	\$ 1,700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,505,190
										\$ -
Uses/Costs	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Projection	Overall Project Uses
Design, Engineering & Permitting	\$ 19,190	\$ 200,000	\$ 56,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475,190
Construction	\$ -	\$ -	\$ 1,530,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,030,000
Total Uses	\$ 19,190	\$ 200,000	\$ 1,586,000	\$ 1,700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,505,190
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Updates:

The first 2 sections from Fox Hill to the viaduct were advertised for bids on January 25, 2021. The low responsible bidder will be brought to council for approval on 2/25. The first 2 sections have been installed and accepted.

City of Stanwood Multi-Year Capital Project

Project:	Church Creek Collection	Project Overview:
Tracking Fund:	403 Sewer	Install gravity sewer from the lift station in Church Creek Estates through Church Creek Park, through the Vine Street property and connect to the newly installed line under SR532.
Department:	Public Works - Wastewater	Justification:
Project Manager:	Shawn	The sewer system plan (SSP) identifies the removal of the Cedarhome and Church Creek Estates lift stations and installation of a gravity system.
Year Identified:	2020	Detailed Project Description:
Completion Year:	2021	In an effort to eventually take two lift stations off line (Cedarhome and Church Creek Estates), this project installs a gravity line from the existing lift station in Church Creek Estates across Church Creek Park, through the Vine Street property and ties into the new line the school installed underneath SR532.
Strategic or Master Plan Reference:	Sewer Master Plan	
Program Reference:	N/A	
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Collection	
Address/Location:	Church Creek Park	
Related Projects(s):	N/A	
		Operating Impacts:

[illegible]

Project Updates:

Staff requested a scope and fee from PACE Engineers for the design. PACE was chosen because they had previously done some survey and a feasibility on this line. Design to start in February 2021.

City of Stanwood Multi-Year Capital Project

Project:	68th Ave. Main Replacement	Project Overview:
Tracking Fund:	403 Sewer	
Department:	Public Works - Wastewater	Replace the sewer main in 68th Ave. between 284th St. and the Cedarhome Lift Station
Project Manager:	Shawn Smith	Justification:
Year Identified:	2015	
Completion Year:	2023	Sewer modeling has shown undersized pipes.
Strategic or Master Plan Reference:	Sewer Master Plan	Detailed Project Description:
Program Reference:	N/A	Replace the sewer main in 68th Ave. between 284th St. and the Cedarhome Lift Station. The existing pipe was shown to be undersized in a sewer availability analysis for Josephine Sunset Homes.
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Sewer	
Address/Location:	284th to 276th	
Related Projects(s):	N/A	
add photo here		
		Operating Impacts:

[illegible]

Project Updates:

City of Stanwood
Multi-Year Capital Project

Project:	72nd Ave. Main Replacement	Project Overview:
Tracking Fund:	403 Sewer	
Department:	Public Works - Wastewater	Replace sewer main in 72nd Ave. between SR 532 and Pioneer Hwy.
Project Manager:	Shawn Smith	Justification:
Year Identified:	2015	Sewer modeling has shown undersized pipes
Completion Year:	2024	
Strategic or Master Plan Reference:	Sewer Master Plan	Detailed Project Description:
Program Reference:	N/A	Due to the High School putting their sewer under SR 532, this has resulted in undersized pipes in 72nd. Ave. This project will upsize these pipes.
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Sewer	
Address/Location:	SR 532 to Pioneer Hwy	
Related Projects(s):	N/A	
add photo here		
		Operating Impacts:

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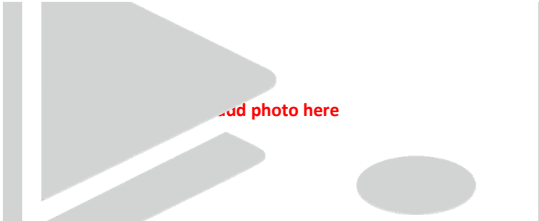
Project Updates:

City of Stanwood
Multi-Year Capital Project

Project:	Cedarhome Collection System	Project Overview:
Tracking Fund:	403 Sewer	
Department:	Public Works - Wastewater	Contract new pipe between the Cedarhome Lift Station and Church Creek Estates.
Project Manager:	Shawn Smith	Justification:
Year Identified:	2013	
Completion Year:	2024	Sewer modeling has shown undersized pipes.
Strategic or Master Plan Reference:	Sewer Master Plan	Detailed Project Description:
Program Reference:	N/A	In order to eliminate the Cedarhome Lift Station, a connection will need to be made to Church Creek Estates. This will be complete after all other downstream improvements have been completed.
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Sewer	
Address/Location:	Cedarhome and 276th	
Related Projects(s):	N/A	
add photo here		
		Operating Impacts:

[illegible]

Project Updates:

City of Stanwood Multi-Year Capital Project		
Project:	Main Lift Station Upgrades	Project Overview:
Tracking Fund:	403 Sewer	This project upgrades the electrical controls and components, installs new pumps and adds a fourth pump, designs a redundant force main to the WWTP and designs upgrades to the fine screen at the WWTP.
Department:	Public Works - Wastewater	
Project Manager:	Shawn Smith	Justification:
Year Identified:	2015	Detailed Project Description: The project includes the installation of new electrical controls and components, replacing the three existing pumps and adding a fourth, piping water to the pumps for their cooling jackets, designing a new/redundant force main from the station under SR532 and to the WWTP and design and analysis for upgrading the fine screen at the headworks to the WWTP.
Completion Year:	2022	
Strategic or Master Plan Reference:	Sewer Master Plan	
Program Reference:	N/A	
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Lift Station	
Address/Location:	Public Works Facilities	
Related Projects(s):		
		
Operating Impacts:		

Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	2026	2027	Total
Sources/Funding	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Projection	Overall Project Sources
Transfer in - Plant Investment Fees	\$ 91,350	\$ 300,000	\$ 44,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 435,350
Debt - Utilities	\$ -	\$ -	\$ 1,122,000	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,972,000
Total Sources	\$ 91,350	\$ 300,000	\$ 1,166,000	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,407,350
Uses/Costs	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Projection	
Design, Engineering & Permitting	\$ 91,350	\$ 300,000	\$ 166,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 557,350
Construction	\$ -	\$ -	\$ 1,000,000	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,850,000
Total Uses	\$ 91,350	\$ 300,000	\$ 1,166,000	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,407,350
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Updates:
The design is at 95% as of January 25, 2021. Staff will advertise the project for bids in February 2021.

City of Stanwood Multi-Year Capital Project

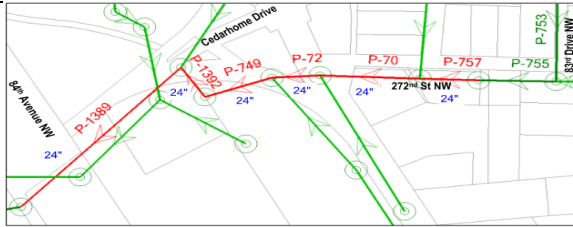
Project:	Wastewater Treatment Plant Improvements	Project Overview:
Tracking Fund:	403 Sewer	
Department:	Public Works	Reconstruct failing biosolids ponds and new shop at wastewater treatment plant.
Project Manager:	Shawn Smith	Justification:
Year Identified:	2015	
Completion Year:	2023	
Strategic or Master Plan Reference:	Sewer System Master Plan	Detailed Project Description:
Program Reference:	N/A	Re-grade the slopes along the biosolids ponds, remove the ecology blocks, provide new aireators, remove biosolids from one pond. Construct a new shop that can store some of the vehicles and equipment that have been upgraded in the last few years. Currently there are several vehicles, including back hoes, vector truck, dump trucks and several other city trucks that are parked outside.
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Utility Facility	
Address/Location:	26729 98th Ave NW	
Related Projects(s):		
		Operating Impacts:

[illegible]

Project Updates:

Staff is meeting with RH2 on February 4, 2021, to discuss design options prior to getting a scope and fee.

City of Stanwood Multi-Year Capital Project		
Project:	Cedarhome Dr sewer main	Project Overview: Phase I Replace approximately 1080 LF of existing gravity pipe with 24/12-inch diameter gravity pipe per City standards along Cedar Home Dr. and 84th Ave NW. Phase II Replace approximately 660 LF of existing gravity pipe with 24-inch diameter gravity pipe per City standards along Cedar Home Dr. between Pioneer Hwy and 84th Ave NW Justification: Phase I The capacity of this sewer collector will be exceeded if any residential, commercial, or industrial growth occurs in Sewer Drainage Basin 3. Phase II The capacity of this sewer collector will be exceeded if any residential, commercial, or industrial growth occurs in Sewer Drainage Basin 3. Detailed Project Description:
Tracking Fund:	403	
Department:	PW	
Project Manager:	Alan Lytton	
Year Identified:	2015	
Completion Year:		
Strategic or Master Plan Reference:		
Program Reference:		
Project Priority:		
Project Score:		
Asset Category:		Operating Impacts:
Address/Location:		
Related Projects(s):		



Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	Horizon Years	Total
Sources/Funding	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Overall Project Sources
Grant									\$ -
Grant									\$ -
Impact Fee									\$ -
Developer Contribution				\$ 1,285,000					\$ 1,285,000
Cash on Hand									\$ -
Debt									\$ -
									\$ -
Total Sources	\$ -	\$ -	\$ -	\$ 1,285,000	\$ -	\$ -	\$ -	\$ -	\$ 1,285,000
Uses/Costs	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Overall Project Uses
Design, Engineering & Permitting									\$ -
Acquisition & ROW									\$ -
Construction				\$ 1,285,000					\$ 1,285,000
Contingency									\$ -
									\$ -
									\$ -
Total Uses	\$ -	\$ -	\$ -	\$ 1,285,000	\$ -	\$ -	\$ -	\$ -	\$ 1,285,000
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Updates:

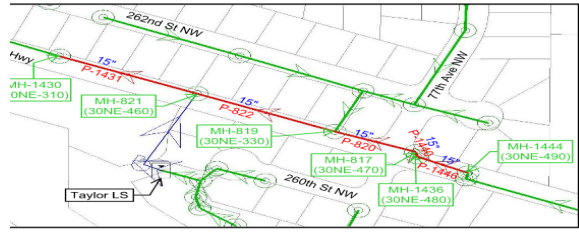
City of Stanwood Multi-Year Capital Project

Project:	72nd Ave Sewer Main	Project Overview:
Tracking Fund:	403	Replace approximately 2,000lf of existing gravity pipe with 15 inch diameter gravity pipe along 72nd Avenue between Pioneer Highway and SR532.
Department:	PW	
Project Manager:	Alan Lytton	Justification:
Year Identified:	2015	The capacity of this sewer collector will be exceeded if any residential, commercial or industrial growth occurs in Sewer Basin 5.
Completion Year:		
Strategic or Master Plan Reference:		Detailed Project Description:
Program Reference:		
Project Priority:		
Project Score:		
Asset Category:		
Address/Location:		
Related Projects(s):		
add photo here		
		Operating Impacts:

Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	Horizon Years	Total
Sources/Funding	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Overall Project Sources
Grant									\$ -
Grant									\$ -
Impact Fee									\$ -
Developer Contribution					\$1,425,000				\$ 1,425,000
Cash on Hand									\$ -
Debt									\$ -
									\$ -
Total Sources	\$ -	\$ -	\$ -	\$ -	\$1,425,000	\$ -	\$ -	\$ -	\$ 1,425,000
Uses/Costs	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Overall Project Uses
Design, Engineering & Permitting									\$ -
Acquisition & ROW									\$ -
Construction					\$1,425,000				\$ 1,425,000
Contingency									\$ -
									\$ -
									\$ -
Total Uses	\$ -	\$ -	\$ -	\$ -	\$1,425,000	\$ -	\$ -	\$ -	\$ 1,425,000
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -	\$0	\$ -	\$ -	\$ -	\$ -

Project Updates:

City of Stanwood
Multi-Year Capital Project

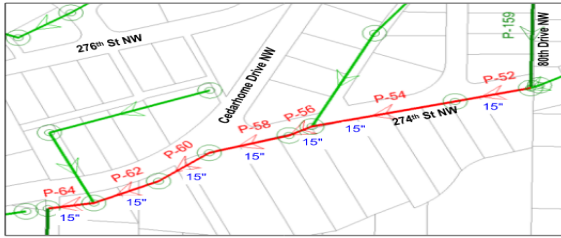
Project:	Pioneer Hwy Sewer Main	Project Overview:
Tracking Fund:	403	Phase I Replace approximately 1610lf of existing gravity pipe with 18/15 inch diameter gravity pipe along Pioneer Highway and under SR532. Phase II Replace approximately 1225 LF of existing gravity
Department:	PW	
Project Manager:	Alan Lytton	Justification:
Year Identified:	2015	The capacity of this sewer collector will be exceeded if any residential, commercial or industrial growth occurs in Sewer Basin 5.
Completion Year:		Detailed Project Description:
Strategic or Master Plan Reference:		
Program Reference:		
Project Priority:		
Project Score:		
Asset Category:		
Address/Location:		
Related Projects(s):		
		Operating Impacts:

Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	Horizon Years	Total
Sources/Funding	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Overall Project Sources
Grant									\$ -
Grant									\$ -
Impact Fee									\$ -
Developer Contribution				\$ 1,250,000	\$ 870,000				\$ 2,120,000
Cash on Hand									\$ -
Debt									\$ -
									\$ -
Total Sources	\$ -	\$ -	\$ -	\$ 1,250,000	\$ 870,000	\$ -	\$ -	\$ -	\$ 2,120,000
Uses/Costs	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Overall Project Uses
Design, Engineering & Permitting									\$ -
Acquisition & ROW									\$ -
Construction				\$ 1,250,000	\$ 870,000				\$ 2,120,000
Contingency									\$ -
									\$ -
									\$ -
Total Uses	\$ -	\$ -	\$ -	\$ 1,250,000	\$ 870,000	\$ -	\$ -	\$ -	\$ 2,120,000
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -

Project Updates:

City of Stanwood
Multi-Year Capital Project

Project:	274th Sewer Main	Project Overview:
Tracking Fund:	403	Replace approximately 980lf of existing gravity main with 15 inch diameter gravity pipe.
Department:	PW	
Project Manager:	Alan Lytton	Justification:
Year Identified:	2015	The capacity of this sewer collector will be exceeded if any residential, commercial, or industrial growth occurs in Sewer Drainage Basin 3,
Completion Year:	2022	Detailed Project Description:
Strategic or Master Plan Reference:		
Program Reference:		
Project Priority:		
Project Score:		
Asset Category:		
Address/Location:		Operating Impacts:
Related Projects(s):		



Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	Horizon Years	Total
Sources/Funding	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Overall Project Sources
Grant									\$ -
Grant									\$ -
Impact Fee									\$ -
Developer Contribution				\$ 700,000					\$ 700,000
Cash on Hand									\$ -
Debt									\$ -
									\$ -
Total Sources	\$ -	\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000
Uses/Costs	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Overall Project Uses
Design, Engineering & Permitting									\$ -
Acquisition & ROW									\$ -
Construction				\$ 700,000					\$ 700,000
Contingency									\$ -
									\$ -
									\$ -
Total Uses	\$ -	\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Updates:

City of Stanwood Multi-Year Capital Project

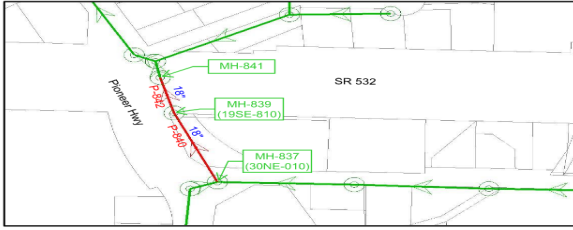
Project:	68th Sewer Main	Project Overview:
Tracking Fund:	403	Replace approximately 750 LF of existing gravity pipe with 15-inch diameter gravity pipe per City standards along 68th St.
Department:	PW	
Project Manager:	Alan Lytton	Justification:
Year Identified:	2015	The capacity of this sewer collector will be exceeded if any residential, commercial, or industrial growth occurs in Sewer Drainage Basin 5,
Completion Year:		
Strategic or Master Plan Reference:		Detailed Project Description:
Program Reference:		
Project Priority:		
Project Score:		
Asset Category:		
Address/Location:		
Related Projects(s):		
		
		Operating Impacts:

Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	Horizon Years	Total
Sources/Funding	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Overall Project Sources
Grant									\$ -
Grant									\$ -
Impact Fee									\$ -
Developer Contribution				\$ 535,000					\$ 535,000
Cash on Hand									\$ -
Debt									\$ -
									\$ -
Total Sources	\$ -	\$ -	\$ -	\$ 535,000	\$ -	\$ -	\$ -	\$ -	\$ 535,000
Uses/Costs	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Overall Project Uses
Design, Engineering & Permitting									\$ -
Acquisition & ROW									\$ -
Construction				\$ 535,000					\$ 535,000
Contingency									\$ -
									\$ -
									\$ -
Total Uses	\$ -	\$ -	\$ -	\$ 535,000	\$ -	\$ -	\$ -	\$ -	\$ 535,000
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Updates:

City of Stanwood Multi-Year Capital Project

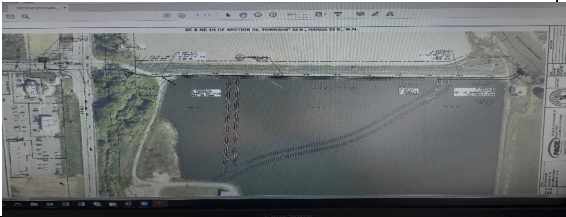
Project:	SR532 and Pioneer Hwy Sewer	Project Overview:
Tracking Fund:	403	Replace approximately 355 LF of existing gravity pipe with 18-inch diameter gravity pipe per City standards connecting Pioneer Highway under SR532
Department:	PW	
Project Manager:	Alan Lytton	Justification:
Year Identified:	2015	The capacity of this sewer collector will be exceeded if any residential, commercial, or industrial growth occurs in Sewer Drainage Basin 5.
Completion Year:		
Strategic or Master Plan Reference:		Detailed Project Description:
Program Reference:		
Project Priority:		
Project Score:		
Asset Category:		
Address/Location:		
Related Projects(s):		



Operating Impacts:

Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	Horizon Years	Total
Sources/Funding	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Overall Project Sources
Grant									\$ -
Grant									\$ -
Plant Investment Fee					\$ 360,000				\$ 360,000
Developer Contribution									\$ -
Cash on Hand									\$ -
Debt									\$ -
									\$ -
Total Sources	\$ -	\$ -	\$ -	\$ -	\$ 360,000	\$ -	\$ -	\$ -	\$ 360,000
Uses/Costs	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Overall Project Uses
Design, Engineering & Permitting									\$ -
Acquisition & ROW									\$ -
Construction					\$360,000				\$ 360,000
Contingency									\$ -
									\$ -
									\$ -
Total Uses	\$ -	\$ -	\$ -	\$ -	\$ 360,000	\$ -	\$ -	\$ -	\$ 360,000
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Updates:

City of Stanwood Multi-Year Capital Project		
Project:	Irvine Slough Drainage	Project Overview: Create a conveyance and pumping system to separate downtown Stanwood from Irvine Slough, to allow downtown to drain during floods or other high water.
Tracking Fund:	411 Drainage	
Department:	Public Works	Justification:
Project Manager:	Shawn Smith	
Year Identified:	2015	Detailed Project Description: Phase 1 will retrofit the existing pump station at Irvine Slough by adding another pump and separate bay that will be able to just pump downtown drainage. This is scheduled for construction in 2020. Phase 2 will construct a new pump station along 92nd Avenue, near Mod Pizza, along with a new force main out past the wastewater treatment lagoon to the Old Stilli Channel. The next 3 to 5 phases will be conveyance project throughout downtown to be able to get all of the downtown drainage to these two pumps. Phase 2 is scheduled to be constructed in 2021.
Completion Year:	2026	
Strategic or Master Plan Reference:	Storm Water Master Plan	
Program Reference:	N/A	
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Utility	
Address/Location:		
Related Projects(s):	Hamilton Park, Port Susan Trail	
		Operating Impacts:

Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	2026	2027	Total
Sources/Funding	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Projection	Overall Project Sources
Transfer In - Plant Investment Fees	\$ 312,920	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 412,920
Transfer In - from Drainage Operating		\$ 150,000	\$ 250,000	\$ -	\$ -	\$ -			\$ -	\$ 400,000
Debt - Utilities			\$ -	\$ 1,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ -		\$ 7,000,000
Grant-Floodplains by Design (Ph. 1)	\$ 435,000	\$ 1,000,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,935,000
Grant-DOC (Potential grant Phase 2)		\$ -	\$ -	\$ 1,550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,550,000
Total Sources	\$ 747,920	\$ 1,250,000	\$ 750,000	\$ 2,550,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ 11,297,920
Uses/Costs	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Projection	Overall Project Uses
Design	\$ 737,350	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 837,350
Permitting	\$ 10,570	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,570
Construction--Phase 1	\$ -	\$ 1,000,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
Construction--Phase 2	\$ -	\$ -	\$ 250,000	\$ 1,550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800,000
Construction-Future Phases	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ 7,000,000
Total Uses	\$ 747,920	\$ 1,250,000	\$ 750,000	\$ 2,550,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ 11,297,920
Capital Sources Over (Under) Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Updates:
Phase 1 is 75% constructed as of December 2020. The pump and slide gates are scheduled to be delivered and installed in February or March 2021. Phase 2 is at about 70% design and is going through permitting. Permitting is expected to take several months. Staff is waiting on potential grant funding through Flood Plains by Design and hoping to hear something in spring of 2021. Staff is getting a task order with our consultant to begin design on Phase 3 in February 2021.

City of Stanwood
Multi-Year Capital Project

Project:	Telemetry Upgrades - Water	Project Overview:
Tracking Fund:	422 Water	Upgrade the telemetry system for the water department to communicate with the wells, treatment plant, reservoirs, and booster station.
Department:	Public Works	
Project Manager:	Shawn Smith	Justification:
Year Identified:	2021	
Completion Year:	2021	Allows for better and redundant communications
Strategic or Master Plan Reference:	Water System Master Plan	Detailed Project Description:
Program Reference:	Capital Equipment	Design and construct a new telemetry system, providing for new cellular communication equipment that will allow the water department to communicate remotely with all of the major water components.
Project Priority:	N/A	
Project Score:	N/A	
Asset Category:	Water Utility	
Address/Location:	N/A	
Related Projects(s):	N/A	
		
		Operating Impacts:

Capital Budget	Previous Years	2020	2021	2022	2023	2024	2025	2026	2027	Total
Sources/Funding	Appropriated to Date	Budget	Budget	Budget	Projection	Projection	Projection	Projection	Projection	Overall Project Sources
Water Fund - Cash on Hand	\$ -	\$ -	\$ 20,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Total Sources	\$ -	\$ -	\$ 20,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Uses/Costs	Appropriated to Date	Budget	Projection	Projection	Projection	Projection	Projection	Projection	Projection	Overall Project Uses
Plant Equipment Updates	\$ -	\$ -	\$ 20,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Total Uses	\$ -	\$ -	\$ 20,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Capital Sources Over (Under) Uses	\$ -	\$ -	\$0	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Updates:

Staff is discussing options for consultants to do this project. A consultant will be selected and begin work by March 2021.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 9a
DATE: November 22, 2021
SUBJECT: Mid-Biennium Budget Amendment
CONTACT PERSON: David A. Hammond, Finance Director
ATTACHMENT: A - Ordinance 1501 - Mid-Biennium Budget Amendment

PURPOSE

The issue before council is to review mid-biennium budget updates and consider second reading and adoption of Ordinance 1501 - Mid-Biennium Budget Amendment.

RECOMMENDATION

Review staff requested amendments and approve second reading and adoption of Ordinance 1501 - Mid-Biennium Budget Amendment.

SUMMARY STATEMENT

A public Hearing on the mid-biennium amendment was held Nov. 8th, 2021, no comments were received and Council approved first reading of the amendment unanimously. Additional CIP changes were made, so this second hearing was scheduled to ensure the public had opportunity to comment.

This report provides staff recommended mid-biennium adjustments to the 2021-2022 budget. The recommended changes include various items, including items previously authorized by council, such as the updated Water and Sewer System Plans. The amendment also includes the transfer of prior biennium surplus out of the General Fund to Parks Capital and Building Capital Funds for future expenditure authorization, and requests authorization for relatively minor program changes, as well as changes arising from updated information and revised estimates. Finally, there are a set of recommended capital program budget changes that primarily relate to the timing of projects, with projects occurring either earlier or later than previously budgeted.

COMMITTEE REVIEW

The mid-biennial budget amendment was not reviewed by the Finance Committee.

RECOMMENDED MOTION

**I MOVE TO APPROVE SECOND READING AND ADOPTION OF ORDINANCE 1501
AMENDING THE 2021-2022 BUDGET AS PRESENTED**

Key Budget Amendment Topic—2019-2020 General Fund Surplus

City of Stanwood Financial Management Policy, Section 2 Reserves, directs the transfer of the General Fund surplus from the General Fund to be used to fund one-time operations and capital expenditures. The surplus amount is defined as the difference between the actual beginning fund balance and the budgeted beginning fund balance. This amount has been calculated for the 2019-2020 biennium in the amount of \$1,949,003. This amendment proposes transfer of \$1,500,000 to the Building Capital Fund to save for the future City Hall project and the remainder of \$449,003 to the Parks Improvement Fund. It is important to note the transfer of these funds simply removes them from the General Fund, it does not appropriate the expenditure of the funds from the capital funds. The expenditure of the funds must be authorized by council in a future budget action.

2019-2020 General Fund Surplus Calculation	
	2021
Budgeted beginning Fund Balance	\$ 2,479,697
Actual Beginning Fund Balance	\$ 4,428,700
	\$ (1,949,003)

Key Budget Amendment Topic—American Recovery Plan Act (ARPA) Funding

The City received the first half of ARPA (American Rescue Plan) Act funding (\$1,018,070) in June. The City will receive the second half of ARPA funds in June 2022. The City Council met in August to discuss ARPA funding, however no clear decisions were made in the workshop setting. Staff propose to use the funding initially on one project in 2022 based on the strong support at the workshop. This project is the Flood Wall Construction on near Florence Road in conjunction with Burlington Northern, which is estimated to cost \$564, 000 and staff can construct in 2022. Staff recommends convening a workshop in early 2022 to consider how best to appropriate the remaining funding. The following guidelines on use of ARPA funding, which were promulgated by the Government Finance Officers Association in 2020 are provided for council consideration.

Temporary Nature of ARPA Funds. ARPA funds are non-recurring so their use should be applied primarily to non-recurring expenditures.

- Care should be taken to avoid creating new programs or add-ons to existing programs that require an ongoing financial commitment.
- Use of ARPA funds to cover operating deficits caused by COVID-19 should be considered temporary and additional budget restraint may be necessary to achieve/maintain structural balance in future budgets.
- Investment in critical infrastructure is particularly well-suited use of ARPA funds because it is a non-recurring expenditure that can be targeted to strategically important long- term assets that provide benefits over many years. However, care should be taken to assess any on-going operating costs that may be associated with the project.

ARPA Scanning and Partnering Efforts. State and local jurisdictions should be aware of plans for ARPA funding throughout their communities.

- Local jurisdictions should be cognizant of state-level ARPA efforts, especially regarding infrastructure, potential enhancements of state funding resources, and existing or new state law requirements.
- Consider regional initiatives, including partnering with other ARPA recipients. It is possible there are many beneficiaries of ARPA funding within your community, such as schools, transportation agencies and local economic development authorities. Be sure to understand what they are planning and augment their efforts; alternatively, creating cooperative spending plans to enhance the structural financial condition of your community.

Take Time and Careful Consideration. ARPA funds will be issued in two tranches to local governments. Throughout the years of outlays, and until the end of calendar year 2024, consider how the funds may be used to address rescue efforts and lead to recovery.

- Use other dedicated grants and programs first whenever possible and save ARPA funds for priorities not eligible for other federal and state assistance programs.
- Whenever possible, expenditures related to the ARPA funding should be spread over the qualifying period (through December 31, 2024) to enhance budgetary and financial stability.
- Adequate time should be taken to carefully consider all alternatives for the prudent use of ARPA funding prior to committing the resources to ensure the best use of the temporary funding.

2021 Proposed Amendments, By Fund:

Fund Number	Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
001	General	Cares Act Grant	0	35,000	35,000	Additional CRF funding from Snoh. County
		WSDOT Grant	0	25,000	25,000	New Grant Funding-Ovenell Entrance Study
		Crim Just One-time Allocation	0	29,323	29,323	To Address Recent Legislative changes affecting Police
		Marijuana Tax	20,000	-15,000	5,000	Revise Revenue Estimate
		Local grants (Snoh. County)	1,000	24,000	25,000	New Grant Funding
		Transfer from Fire Impact Fee Fund	0	41,915	41,915	Reimburse 2020 Fire Station Debt Service
		Total Change		140,238		

Fund Number	Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
001	General	Prof Services Clerk/Council	39,800	50,000	89,800	Digital Records Management
		salary ind cost alloc	-266,452	45,675	-220,777	Revised Estimated Overhead
		benef ind cost alloc	-129,978	29,484	-100,494	Revised Estimated Overhead
		services ind cost alloc	-94,497	-75,159	-169,656	Revised Estimated Overhead
		Prof Services CD	110,500	100,000	210,500	Planning services during recruitment
		Transfer to Building Imp Fund	0	1,500,000	1,500,000	2019-2020 General Fund Surplus
		Transfer to Parks Imp Fund	0	449,003	449,003	2019-2020 General Fund Surplus
		Total Change		2,099,003		

Fund Number	Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
101	Street Operating	Insurance	13,742	16,258	30,000	Revised Estimate to Actual Premium
		Total Change		16,258		
102	Street Impact Fee	Transfer to Street Construction	0	100,000	100,000	To adjust to current CIP
		Total Change		100,000		

Fund Number	Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
103	Street Construction	Transfer from Street Impact Fee	0	100,000	100,000	To adjust to current CIP
		Transfer from TBD	100,000	59,450	159,450	To adjust to current CIP
		RTCC - Viking Way	173,000	-173,000	0	Project timing revised
		WSDOT Safe Routes	660,000	-660,000	0	Project timing revised
		Total Change		-673,550		

Fund Number	Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
103	Street Construction	101st ST, Reconstruction	660,000	-589,000	71,000	To adjust to current CIP
		Viking Way Engineering	200,000	-25,000	175,000	To adjust to current CIP
		Viking Way ROW	0	543,000	543,000	Settlement
		City Beautification	150,000	-1,230,000	-1,080,000	To adjust to current CIP
		Total Change		-1,301,000		

Fund Number	Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
104	Park & Trail Impr	DOC	250,000	-200,000	50,000	Project timing revised
		DOE Grant	0	50,000	50,000	New Grant Funding
		ALEA Grant	500,000	-500,000	0	Project timing revised
		RCO Grant	241,000	-241,000	0	Project timing revised
		Park Impact Fees	-	400,000	400,000	Use most restrictive funding first
		REET 1	724,000	-483,000	241,000	Use most restrictive funding first
		REET 2	-	245,000	245,000	Use most restrictive funding first
		Intergovernmental loan Snoh. County	73,000	-73,000	0	Loan Proceeds Not Utilized for Park Element of Berm
		Transfer in from General Fund	0	449,003	449,003	2019-2020 General Fund Surplus
		Total Change		-352,997		

Fund Number	Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
104	Park & Trail Impr	Stanwood Port Susan Trail	515,000	-168,610	346,390	To adjust to current CIP
		Downtown Park	200,000	-140,000	60,000	To adjust to current CIP
		Church Creek Park	0	15,000	15,000	To adjust to current CIP
		Heritage Park	1,700,000	100,000	1,800,000	To adjust to current CIP
		Hamilton Park	1,000,000	-1,000,000	0	To adjust to current CIP
		Total Change		-1,193,610		

Fund Number	Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
105	Fire Impact Fees	Transfer to GF Debt Service Reimb.	0	41,915	41,915	Reimburse 2020 Fire Station Debt Service
		Total Change		41,915		

Fund Number	Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
106	Park Impact Fees	Park Impact Fees	81,135	106,195	187,330	Revise Revenue Estimate
				106,195		

Fund Number	Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
106	Park Impact Fees	Transfer to Park & Trail Capital	0	400,000	400,000	Use most restrictive funding first
		Total Change		400,000		

Fund Number	Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
110	Building Impr. Fund	Transfer in from General Fund	0	1,500,000	1,500,000	2019-2020 General Fund Surplus
		Total Change		1,500,000		

Fund Number	Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
110	Building Improv	Police/City Hall Design	100,000	80,000	180,000	City Hall Analysis
		Total Change		80,000		

Fund Number	Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
115	Tourism & Promotion	Grant Port of Seattle	0	10,000	10,000	New Grant Funding
		Total Change		10,000		

Fund Number	Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
115	Tourism & Promotion	Supplies	34,000	-33,000	1,000	Correct Expenditure Line Items
		Tourism Grants	0	11,000	11,000	Correct Expenditure Line Items
		Advertising	0	10,000	10,000	Correct Expenditure Line Items
		Dues	0	2,000	2,000	Correct Expenditure Line Items
		Printing	0	10,000	10,000	Correct Expenditure Line Items
		Total Change		0		

Fund Number	Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
120	REET 1	Transfer to Parks Improvement	724,000	-483,000	241,000	Use most restrictive funding first
		Total Change		-483,000		
121	REET 2	Transfer to Parks Improvement	0	245,000	245,000	Use most restrictive funding first
		Total Change		245,000		

Fund Number	Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
401	Sewer Operating	Sewer Service Charges	2,312,000	145,000	2,457,000	Rate increases not accurately built into forecast
		Total Change		145,000		

401	Sewer Operating	2021 Rev Bond Princ	75,000	100,000	175,000	Revision to final Debt Proceeds Accounting
		2021 Rev Bond Int	5,000	23,210	28,210	Revision to final Debt Proceeds Accounting
		Total Change		123,210		

Fund Number	Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
403	Sewer Construction	2021 Rev Bond Proceeds	4,477,000	-667,930	3,809,070	Revision to final Debt Proceeds Accounting
		2021 Premiums on Bonds Issued	0	760,565	760,565	Revision to final Debt Proceeds Accounting
		Transfer In from Sewer Bond Resrv	0	503,130	503,130	Revision to final Debt Proceeds Accounting
		Total Change		595,765		

Fund Number	Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
403	Sewer Construction	2021 Rev Bond Int & Debt Cost	0	65,636	65,636	Revision to final Debt Proceeds Accounting
		Main Lift Station Upgrades	1,966,000	-800,000	1,166,000	Project timing change
		Treatment Plant (Biosolids)	300,000	-300,000	0	Project timing change
		Sewer Master Plan Update	0	20,000	20,000	Master Plan Update
		Total Change		-1,014,364		

Fund Number	Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
410	Drainage Operating	Drainage Service Charges	1,050,000	101,500	1,151,500	Rate increases not accurately built into forecast
		Total Change		101,500		
Fund Number	Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
410	Drainage Operating	Insurance	9,754	20,246	30,000	Revised Estimate to Actual Premium
		Total Change		20,246		
Fund Number	Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
411	Drainage Capital	IS4 Separator & Pump Station	2,300,000	-1,550,000	750,000	Project timing change
				-1,550,000		
Fund Number	Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
412	Drainage PIF	Trsnfr to Drainge Constr	0	150,000	150,000	To adjust to current CIP
		Total Change		150,000		
Fund Number	Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
412	Drainage PIF	PIF fees	80,000	75,000	155,000	Revised Estimate
		Total Change		75,000		
Fund Number	Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
421	Water Operating	Water Service Charges	2,106,225	55,000	2,161,225	Rate increases not accurately built into forecast
		Total Change		55,000		
Fund Number	Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
421	Water Operating	Salaries	534,471	20,000	554,471	To Correct Salary Estimate
		Insurance	32,641	15,359	48,000	Revised Estimate to Actual Premium
		2019 Rev Bond Princ	0	129,000	129,000	Revision to final Debt Proceeds Accounting
		2019 Rev Bond Int	0	40,470	40,470	Revision to final Debt Proceeds Accounting
		Transfer to Water Bond Resrv	419,138	-104,783	314,355	Revision to final Debt Proceeds Accounting
		Total Change		100,046		
Fund Number	Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
422	Water Construction	Transfer In from Water Bond Resrv	0	437,186	437,186	Revision to final Debt Proceeds Accounting
		Total Change		437,186		
Fund Number	Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
422	Water Construction	Water Master Plan Update	0	20,000	20,000	Master Plan Update
		Telemetry Upgrades	200,000	-180,000	20,000	Project timing Changes
		Water Meter Replacement Program	0	5,000	5,000	Additional Water Meter Replacement
		transfr to Street	-350,000	350,000	0	Error in Budget Amendment One
		Total Change		195,000		
Fund Number	Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
451	Water Bond Reserve	2021 Refunding 2011 Debt	0	1,705,930	1,705,930	Revision to final Debt Proceeds Accounting
		Transfer In from Water	419,138	-104,783	314,355	Revision to final Debt Proceeds Accounting
		Total Change		1,601,147		
Fund Number	Fund Name	Expenditure Account Name	Current Budget	Proposed Change	Amended Budget	Description
451	Water Bond Reserve					
		2011 Rev Bond Princ	135,000	1,677,157	1,812,157	Revision to final Debt Proceeds Accounting
		2019 Rev Bond Princ	129,000	-129,000	0	Revision to final Debt Proceeds Accounting
		2011 Rev Bond Int & Debt	74,200	71,616	145,816	Revision to final Debt Proceeds Accounting
		2019 Rev Bond Int & Debt	80,938	-40,468	40,470	Revision to final Debt Proceeds Accounting
		Transfer Out to Water Construction	0	439,045	439,045	Revision to final Debt Proceeds Accounting
		Total Change		2,018,350		
452	Sewer Bond Reserve	Transfer out to Sewer Construction	0	508,935	508,935	Revision to final Debt Proceeds Accounting
		Total Change		508,935		

2022 Proposed Amendments, By Fund:

Fund Number	Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
001	General	Marijuana Tax	20,000	-15,000	5,000	Revise Revenue Estimate
		Total Change		-15,000		

Fund Number	Fund Name	Expenditure Account Name	Budget	Proposed Change	Amended Budget	Description
001	General	Professional Services	28,300	41,700	70,000	Digital Records Management
		Professional Services	29,800	200,000	229,800	Municipal Code Update
		Transfer to Road Construction	185,000	100,000	285,000	City Beautification Project
		Transfer to Drain Cap ARP funds	0	564,000	564,000	New Floodwall Project
		Total Change		905,700		

Fund Number	Fund Name	Revenue Account Name	Current Budget	Proposed Change	Amended Budget	Description
103	Street Construction	Transfer from TBD	161,450	1,417,452	1,578,902	Project timing revised
		Transfer from Impact Fees	0	50,000	50,000	Study 72nd Ave Improvements
		RTCC - Viking Way	259,500	173,000	432,500	Project timing revised
		TIB	1,408,050	-418,050	990,000	Project timing revised
		WSDOT Safe Routes	1,198,000	-538,000	660,000	Project timing revised
		Transfer from GF	185,000	100,000	285,000	88th Arch Estimate Revision & Timing Change
		transfer from Water Capital	400,000	-400,000	0	Correct Prior Budget Error
		Total Change		384,402		

Fund Number	Fund Name	Expenditure Account Name	Budget	Proposed Change	Amended Budget	Description
103	Street Const.	Sidewalk Installation	175,000	242,452	417,452	Additional sidewalk projects
		SR532 Intersection	525,000	-525,000	0	To adjust to current CIP
		101st Reconst Construction	1,848,000	-1,848,000	0	Project timing revised
		Viking Way Engineering	0	175,000	175,000	Project timing revised
		Viking Way Construction	0	586,000	586,000	Project timing revised
		City Beautification	185,000	220,000	405,000	Project timing and cost estimate revised
		72nd Ave. improvements	0	50,000	50,000	Study High School Entrance 72nd St.
		Total Change		-1,099,548		

Fund Number	Fund Name	Revenue Account Name	Budget	Proposed Change	Amended Budget	Description
104	Park & Trail Capital	DOC	0	927,160	927,160	Downtown \$200,000 & \$727,160 Pt. Susan Trail
		Grant RCO	0	448,000	448,000	Project timing revised
		REET 1	300,000	-100,000	200,000	Use most restrictive funding first
		REET 2	480,000	65,000	545,000	Additional Funding Church Creek Park
		Loan Proceeds	4,500,000	-4,121,160	378,840	Borrowing deferred
		Loan Snoh. County	73,000	-73,000	0	Loan Proceeds Not Utilized for Park Element of Berm
		Total Change		-2,854,000		

Fund Number	Fund Name	Expenditure Account Name	Budget	Proposed Change	Amended Budget	Description
104	Park & Trail Impr	Stanwood Port Susan Trail	734,000	820,000	1,554,000	Project timing revised
		Downtown Park	140,000	200,000	340,000	Project timing revised
		Heritage Park	100,000	-100,000	0	Project timing revised
		Hamilton Park	40,000	50,000	90,000	Project timing revised
		Church Creek Park	440,000	15,000	455,000	Project timing revised
		Total Change		985,000		

Fund Number	Fund Name	Expenditure Account Name	Budget	Proposed Change	Amended Budget	Description
108	Transportation Ben	Transfer to Street construction	161,450	417,452	578,902	Additional sidewalk projects
		Total Change		417,452		
110	Building Improvem	Police/City Hall Design	50,000	150,000	200,000	City Hall Project
		Total Change		150,000		
120	REET 1	Transfer to Parks Capital	300,000	-100,000	200,000	Use most restrictive funding first
		Total Change		-100,000		
121	REET 2	Transfer to Parks Capital	480,000	65,000	545,000	Use most restrictive funding first
		Total Change		65,000		

Fund Number	Fund Name	Revenue Account Name	Budget	Proposed Change	Amended Budget	Description
401	Sewer Operating	Sewer Service Charges	2,312,000	329,414	2,641,414	Rate increases not accurately built into forecast
		Total Change		329,414		

Fund Number	Fund Name	Expenditure Account Name	Budget	Proposed Change	Amended Budget	Description
401	Sewer Operating	Prof Serv	47,760	25,000	72,760	IT Security assessment
		2021 Rev Bond Princ	125,000	135,000	260,000	Revision to final Debt Proceeds Accounting
		2021 Rev Bond Int	5,000	174,400	179,400	Revision to final Debt Proceeds Accounting
		Total Change		334,400		

Fund Number	Fund Name	Revenue Account Name	Budget	Proposed Change	Amended Budget	Description
403	Sewer Construction	Rev Bond Proceeds	2,000,000	-2,000,000	0	Revision to final Debt Proceeds Accounting
		Total Change		-2,000,000		

Fund Number	Fund Name	Expenditure Account Name	Budget	Proposed Change	Amended Budget	Description
403	Sewer Construction	Sewer Master Plan Update	0	430,000	430,000	Master Plan Update
		Main Lift Station Upgrades	0	850,000	850,000	Project timing change
		Treatment Plant (Biosolids)	2,000,000	300,000	2,300,000	Project timing change
		Church Creek	1,700,000	-1,700,000	0	Error in Budget Amendment One
		Total Change		-120,000		

Fund Number	Fund Name	Revenue Account Name	Budget	Proposed Change	Amended Budget	Description
410	Drainage Operating	Drainage Service Charges	1,086,750	171,250	1,258,000	Rate increases not accurately built into forecast
		Total Change		171,250		

Fund Number	Fund Name	Revenue Account Name	Budget	Proposed Change	Amended Budget	Description
411	Drainage Constructio	Transfer from GF ARPA funds	0	564,000	564,000	Flood Wall Project
		Total Change		564,000		

Fund Number	Fund Name	Expenditure Account Name	Budget	Proposed Change	Amended Budget	Description
411	Drainage Construct	IS4 Separator & Pump Station	1,000,000	1,550,000	2,550,000	Timing Project Change
		Flood Wall	0	564,000	564,000	New Floodwall Project
		Total Change		2,114,000		

Fund Number	Fund Name	Revenue Account Name	Budget	Proposed Change	Amended Budget	Description
421	Water Operating	Water Service Charges	2,106,225	43,775	2,150,000	Rate increases not accurately built into forecast
				43,775		

Fund Number	Fund Name	Expenditure Account Name	Budget	Proposed Change	Amended Budget	Description
421	Water Operating	Salaries	546,906	65,300	612,206	To Correct Salary Estimate
		Social Sec	44,423	4,000	48,423	To Correct Salary Estimate
		Retirement	70,673	5,300	75,973	To Correct Salary Estimate
		Medical	141,418	19,400	160,818	To Correct Salary Estimate
		Prof serv	63,300	25,000	88,300	IT Security Assessment
		2019 Rev Bond Princ	0	133,000	133,000	Revision to final Debt Proceeds Accounting
		2019 Rev Bond Int	0	77,596	77,596	Revision to final Debt Proceeds Accounting
		Transfer to Water Bond Resrv	424,396	-424,396	0	Revision to final Debt Proceeds Accounting
		Total Change		-94,800		

Fund Number	Fund Name	Expenditure Account Name	Budget	Proposed Change	Amended Budget	Description
422	Water Construction	Water Master Plan Update	0	258,000	258,000	Master Plan Update
		Water Telemetry Upgrades	0	180,000	180,000	Project timing change
		Water Meter Replacement Program	0	5,000	5,000	Additional Water Meter Replacement
		Transfr to Street Const	400,000	-400,000	0	To adjust to current CIP
		Total Change		43,000		

Fund Number	Fund Name	Revenue Account Name	Budget	Proposed Change	Amended Budget	Description
451	Water Bond Reserve	Interest	4,900	-4,900	0	Revision to final Debt Proceeds Accounting
		Transfer In from Water	424,396	-424,396	0	Revision to final Debt Proceeds Accounting
		Total Change		-429,296		

Fund Number	Fund Name	Expenditure Account Name	Budget	Proposed Change	Amended Budget	Description
451	Water Bond Reserve	2011 Rev Bond Princ	145,000	-145,000	0	Revision to final Debt Proceeds Accounting
		2019 Rev Bond Princ	133,000	-133,000	0	Revision to final Debt Proceeds Accounting
		2011 Rev Bond Int & Debt	68,800	-68,800	0	Revision to final Debt Proceeds Accounting
		2019 Rev Bond Int & Debt	77,596	-77,596	0	Revision to final Debt Proceeds Accounting
		Total Change		424,396		

Fund Number	Fund Name	Revenue Account Name	Budget	Proposed Change	Amended Budget	Description
452	Sewer Bond Reserve	Interest	8,900	-8,900	0	Revision to final Debt Proceeds Accounting
		Total Change		-8,900		

**CITY OF STANWOOD
Stanwood, Washington**

ORDINANCE 1501

**AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING
ORDINANCE RELATING TO THE 2021-2022 BUDGET**

WHEREAS, the City previously adopted the 2021 and 2022 biennial budget on November 12, 2020, pursuant to Ordinance 1489; and Budget Amendment dated March 11, 2021 pursuant to Ordinance 1495.

WHEREAS, by law the City may not have expenditures in excess of budgeted appropriations for an individual fund;

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

Section 1. Ordinances No. 1489 and 1495 are hereby amended to reflect the totals of 2021 and 2022 amended budgeted revenues and appropriations for each separate fund as set forth in summary form in Exhibit A. The Finance Director is hereby authorized to include year-end actual cash balances in the final budget document as determined at the close of the current fiscal year.

Section 2. Except as provided herein, all provisions of Ordinances 1489 and 1495 shall remain in full force and effect unchanged.

ADOPTED by the City Council and APPROVED by the Mayor this ___th day of _
2021.

CITY OF STANWOOD

Elizabeth Callaghan, Mayor

ATTEST:

David A. Hammond, City Clerk

APPROVED AS TO FORM:

Brett Vinson, City Attorney

Date of Publication:
Effective Date:

Summary Revenues, Expenditures and Fund Balance (All Funds)
2021-2022 Biennial Budget, Mid-Biennium Budget Amendment
2021

Fund	Fund Name	Beginning Balance	Revenues			Expenditures			2021 End Fund Balance
			2021 Revenue Budget	2021 Budget Amendment Mid-Bien. Adjustments	2021 Adjusted Revenue Budget	2021 Expense Budget	2021 Budget Amendment Mid-Bien. Adjustments	2021 Adjusted Expense Budget	
001	General Fund	4,428,700	6,154,458	140,238	6,294,696	5,953,139	2,099,003	8,052,142	2,671,254
101	Street Operating Fund	84,060	665,900		665,900	663,786	16,258	680,044	69,916
102	Street Impact Fee Fund	690,313	216,665		216,665	0	100,000	100,000	806,978
103	Street Capital Fund	885,730	1,656,950	-673,550	983,400	1,659,100	-1,301,000	358,100	1,511,030
104	Park & Trail Capital Fur	1,464,467	2,145,900	-352,997	1,792,903	3,415,000	-1,193,610	2,221,390	1,035,980
105	Fire Impact Fees	41,915	0		0	0	41,915	41,915	0
106	Park Impact Fees	269,097	81,135	106,195	187,330	0	400,000	400,000	56,427
107	Equipment Reserve Fur	554,977	196,890		196,890	277,050		277,050	474,817
108	Transportation Benefit	640,983	475,500		475,500	359,450		359,450	757,033
109	Contingency Fund	388,824	55,400		55,400	0		0	444,224
110	Building Improvement	1,492,319	16,800	1,500,000	1,516,800	100,000	80,000	180,000	2,829,119
115	Tourism And Promotio	2,408	79,000	10,000	89,000	74,000	0	74,000	17,408
120	REET 1 Fund: Capital Im	861,915	310,300		310,300	724,000	-483,000	241,000	931,215
121	REET 2 - Growth Manag	1,031,343	315,500		315,500	0	245,000	245,000	1,101,843
205	Debt Service Fund	19,655	500		500	0		0	20,155
401	Sewer Utility Funds	1,546,702	2,340,900	145,000	2,485,900	2,350,398	123,210	2,473,608	1,558,994
403	Sewer Capital Fund	2,267,120	4,836,300	595,765	5,432,065	4,160,500	-1,014,364	3,146,136	4,553,049
405	Sewer Plant Investmen	284,510	155,000		155,000	300,000		300,000	139,510
410	Drainage Operating Fur	291,815	1,055,300	101,500	1,156,800	955,540	20,246	975,786	472,829
411	Drainage Capital Fund	689,922	2,522,160	0	2,522,160	2,538,600	-1,550,000	988,600	2,223,482
412	Drainage Plant Investm	59,446	80,700	75,000	155,700	27,000	150,000	177,000	38,146
421	Water Operating Fund	976,710	2,214,200	55,000	2,269,200	2,312,973	100,046	2,413,019	832,891
422	Water Capital Fund	1,925,459	44,800	437,186	481,986	200,000	195,000	395,000	2,012,445
423	Cedar Home Plant Inve	132,465	12,100		12,100	10,000		10,000	134,565
424	Water Plant Investmen	478,801	205,000		205,000	0		0	683,801
451	Water Bond Reserve	412,303	424,038	1,601,147	2,025,185	419,138	2,018,350	2,437,488	0
452	Sewer Bond Reserve	500,035	8,900		8,900	0	508,935	508,935	0
457	Sewer Equipment Rese	573,466	116,461		116,461	125,000		125,000	564,927
458	Drainage Equipment Re	327,865	65,064		65,064	104,950		104,950	287,979
459	Water Equipment Rese	347,914	83,160		83,160	8,000		8,000	423,074
630	Custodial Fund	1,763						0	1,855
	Total Funds	23,673,001	26,534,981	3,740,484	30,275,465	26,737,624	555,989	27,293,613	26,654,944

Summary Revenues, Expenditures and Fund Balance (All Funds)
2021-2022 Biennial Budget, Mid-Biennium Budget Amendment
2022

Fund	Revenues				Expenditures			2022 Ending Fund Balance
	2022 Beg Fund Balance	2022 Revenue Budget	2022 Budget Amendment Mid-Bien. Adjustments	2022 Adjusted Revenue Budget	2022 Expense Budget	2022 Budget Amendment Mid-Bien. Adjustments	2022 Adjusted Expense Budget	
001	2,671,254	6,273,859	-15,000	6,258,859	6,452,817	905,700	7,358,517	1,571,595
101	69,916	671,209		671,209	668,317		668,317	72,808
102	806,978	218,665		218,665	0		0	1,025,643
103	1,511,030	4,014,400	384,402	4,398,802	3,802,500	-1,099,548	2,702,952	3,206,880
104	1,035,980	5,518,900	-2,854,000	2,664,900	1,654,000	985,000	2,639,000	1,061,880
105	0							0
106	56,427	84,135		84,135	140,000		140,000	562
107	474,817	163,100		163,100	0		0	637,917
108	757,033	475,500		475,500	361,450	417,452	778,902	453,631
109	444,224	55,400		55,400	0		0	499,624
110	2,829,119	16,800		16,800	50,000	150,000	200,000	2,645,919
115	17,408	109,000		109,000	74,000		74,000	52,408
120	931,215	310,300		310,300	300,000	-100,000	200,000	1,041,515
121	1,101,843	315,500		315,500	480,000	65,000	545,000	872,343
205	20,155	298,500		298,500	298,000		298,000	20,655
401	1,558,994	2,421,820	329,414	2,751,234	2,421,629	334,400	2,756,029	1,554,200
403	4,553,049	2,059,300	-2,000,000	59,300	4,725,000	-120,000	4,605,000	7,349
405	139,510	155,000		155,000	0		0	294,510
410	472,829	1,092,050	171,250	1,263,300	808,590		808,590	927,538
411	2,223,482	1,015,000	564,000	1,579,000	1,000,000	2,114,000	3,114,000	688,482
412	38,146	80,700		80,700	40,500		40,500	78,346
421	832,891	2,285,425	43,775	2,329,200	2,330,707	-94,800	2,235,907	926,184
422	2,012,445	44,800		44,800	400,000	43,000	443,000	1,614,245
423	134,565	12,100		12,100	10,000		10,000	136,665
424	683,801	205,000		205,000	0		0	888,801
451	0	429,296	-429,296	0	424,396	-424,396	0	0
452	0	8,900	-8,900	0	0		0	0
457	564,927	112,411		112,411	0		0	677,338
458	287,979	51,641		51,641	0		0	339,620
459	423,074	76,216		76,216	0		0	499,290
630	1,855							1,855
	26,654,944	28,574,927	-3,814,355	24,760,572	26,441,906	3,175,808	29,617,714	21,797,802



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

ITEM NUMBER: 10a

DATE: November 22, 2021

SUBJECT: Proposed Resolution to Amend the City's Salary and Benefits Schedule for 2022

CONTACT PERSON: David A. Hammond, Finance Director

ATTACHMENTS: A – Resolution 2021-13, 2022 Salary & Benefit Schedule Amendment

ISSUE

The issue before the committee is to review a resolution amending the city's 2022 compensation and benefits schedule for its employees.

RECOMMENDATION

Recommend approval of Resolution 2021-13 amending the city's compensation and benefits schedule for city employees for 2022.

DISCUSSION

This resolution revises the salary ranges for the newly approved Accounting Technician I/II positions. This change was requested by the Teamsters union representative during negotiations regarding the change. Staff reviewed materials provided by the union supporting the request and agree the changes are reasonable. The increased ranges will aid in recruitment and retention of employees. There are no other changes to the resolution.

Proposed Pay Scale		
Accounting Technician I	4,362	5,352
Accounting Technician II	4,956	6,078

Pay Scale approved Nov. 8 th :		
Accounting Technician I	4,107	5,040
Accounting Technician II	4,362	5,352

FINANCIAL IMPACT

There will be no budget impact in 2022 as the increased range is less than the currently budgeted position. In future years, the financial impact of the requested increase will be a maximum of \$4,224 per year for the Accounting Technician I position and \$8,808 for the Accounting Technician II position.

Committee Review

This resolution was not discussed by the Finance & Personnel Committee.

RECOMMENDED MOTION

I MOVE TO ADOPT RESOLUTION 2021-13 AMENDING THE SALARY AND BENEFIT SCHEDULE FOR CITY EMPLOYEES EFFECTIVE JANUARY 1, 2022.

CITY OF STANWOOD
Stanwood, Washington

RESOLUTION 2021-13

**A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON AMENDING
THE SALARY AND BENEFIT SCHEDULE FOR CITY EMPLOYEES
EFFECTIVE January 1, 2022.**

WHEREAS, it is necessary and appropriate to establish the salary and benefits schedule for employees and elected officials of the City of Stanwood by resolution of the city council; and

WHEREAS, pursuant to RCW 35A.11.020, the City Council has the power to fix the compensation and working conditions of its officers and employees; and

WHEREAS, on February 27, 2020 the City Council approved agreements by and between City of Stanwood and Teamsters Local Union No. 231 (representing the administrative and public works employees) for the period from January 1, 2020 through December 31, 2022; and

WHEREAS, on October 13, 2021, the Bureau of Labor Statistics most recent consumer price index for urban wage earners in the West, for cities of population less than 2.5 million, reported the rate for the period ending September 30, 2021 was 6.2%, and

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

Section 1: Adopting Pay and Benefits for Teamsters Administrative Employees

That the monthly base compensation for City employees represented by Teamsters Local Union No. 231 (representing the Administrative Employees), shall be as set forth below:

	Minimum	Maximum
Accounting Clerk	4,107	5,040
Accounting Specialist	5,079	6,229
Administrative Assistant	4,956	6,078
Associate Planner	5,594	6,517
Engineering Tech	5,586	6,797
Police Records Clerk	4,956	6,078

Proposed Pay Scale		
Accounting Technician I	4,362	5,352
Accounting Technician II	4,956	6,078

Other compensation and benefits for City Teamsters Administrative Employees are set forth in the current Collective Bargaining Agreement. In addition, the city will provide AWC Standard Long-Term Disability insurance, Option 1.

Section 2: Adopting Pay and Benefits for Teamsters Public Works Employees

That the monthly base compensation for City employees represented by Teamsters Local Union No. 231 (representing the Public Works Employees), shall be as set forth below:

	Minimum	Maximum
PW Tech I	4,172	5,392
PW Tech II	4,431	5,727
PW Lead	5,457	7,052
Water Plant Operator I	4,491	5,807
Water Plant Operator II	4,776	6,170
WW Treatment Plant Oper I	4,762	6,156
WW Treatment Plant Oper II	5,112	6,606
WW Treatment Plant Oper Lead	5,676	7,335

Other pay and benefits for City Teamsters Public Works Employees are set forth in the current Collective Bargaining Agreement. In addition, the city will provide AWC Standard Long Term Disability Insurance, Option 1, and the Vision Service Plan (VSP) \$0 Copay plan.

Section 3: Adopting Pay and Benefits for Non-Represented Employees

That the monthly base compensation for City employees and elected officials who are not represented by a union or bargaining group subject to adjustments as contained herein as set forth below, which represents a 5.9% cost-of-living adjustment from 2021.

a) Salary Increases Based on Performance

In addition to the 5.9% cost-of-living adjustments incorporated in the salary schedule below, full-time non-represented employees may receive an annual salary increase based on individual performance as determined by the Mayor. The total amount of performance increases shall not exceed the salary adjustment pool, which is calculated by the finance director and authorized by the City Council as a percentage share of annual full-time, non-represented salaries. For the 2022 budget year, the performance pool will be \$41,738, which is based on a 3% performance step increase.

Position Title	Min	Max
City Administrator	\$ 12,202	\$ 13,557
Public Works Director	\$ 10,640	\$ 11,823
Finance Director	\$ 10,253	\$ 11,393
Community Development Director	\$ 10,253	\$ 11,393
City Engineer/Capital Projects Manager	\$ 10,214	\$ 11,349
Human Resource Manager	\$ 8,927	\$ 9,919
Finance Manager	\$ 8,927	\$ 9,919
Public Works Supervisor	\$ 8,927	\$ 9,919
Building Official	\$ 8,060	\$ 8,956
City Clerk	\$ 8,060	\$ 8,956
Economic Development & Marketing Manager	\$ 7,393	\$ 8,215
Assistant to the City Administrator	\$ 7,393	\$ 8,215
Senior Planner	\$ 7,393	\$ 8,215
Planner	\$ 6,569	\$ 7,299

Health Insurance and Retirement Benefits

The City of Stanwood currently provides the following benefits for full-time non-represented employees:

- Medical –

1. Regence Health First 250 Plan—The City pays 100% of the employee share, and 91% of spouse and dependent premiums and the employee shall pay 9%.
2. Kaiser Permanente \$200 deductible— The City pays 100% of the employee, spouse and dependent premiums.
3. Health First High Deductible Plan, or Kaiser Permanente High Deductible Plan. The City pays 100% of the employee, spouse and dependent premiums and will make the following Health Savings Account contributions. The initial incentive amounts will be paid in January of each year, and the regular H.S.A. contribution will be paid in 1/12th installments monthly.

	Year One		Year Two		All Future years	
	H.S.A.	Incentive	H.S.A.	Incentive	H.S.A.	Incentive
Family	\$ 3,000	\$ 4,200	\$ 3,000	\$ 4,200	\$ 3,600	\$ -
Single	\$ 1,500	\$ 2,100	\$ 1,500	\$ 2,100	\$ 1,800	\$ -

- Regular, full-time employees are able to voluntarily decline medical insurance coverage for themselves or their eligible family members and receive a monthly financial incentive for doing so. The incentive amount is to be half the savings from the employee, spouse or dependent not included in the monthly medical premium.
- The City pays 100% of the dental and vision premiums for employee, spouse and dependent.

- \$10,000 life insurance paid by the city.
- Public Employees Retirement System (PERS). Benefit levels and contributions are set by the State of Washington.
- Deferred Compensation Plans. The City offers participation in two Deferred Compensation Plans, which allows employees to make tax deferred deposits up to dollar limits defined by the IRS.
 - Empower Retirement Deferred Compensation Plan
 - MissionSquare Retirement (formerly ICMA-RC)
- Directors and non-represented Managers shall be eligible to participate in a matching Deferred Compensation Program, which shall include a dollar for dollar match up to \$1,440 annually.
- Delta Dental Plan J
- Willamette Dental \$15 Copay Plan
- Vision Service Plan (VSP) \$0 Copay Plan
- AWC Standard Long Term Disability insurance, Option 1

b) Other Benefits as Provided in the Personnel Policy Manual

The City of Stanwood provides other benefits to its employees as set forth in the Personnel Policy Manual as approved by the City Council.

ADOPTED by the city council and **APPROVED** by the Mayor this 8th day of November, 2021.

CITY OF STANWOOD

By _____
Elizabeth Callaghan, Mayor

ATTEST:

By _____
David A. Hammond, City Clerk