

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, April 28, 2022



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, April 28, 2022 – 7:00 p.m.
Stanwood-Camano School District
Administration Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

Under Governor Inslee’s “Washington Ready” plan, members of the public may attend Stanwood City Council meetings in-person at the address above, or Via Zoom. Instructions to join the meeting by telephone or online are posted on the City Website

<https://www.stanwoodwa.org>

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF THE AGENDA**
- 4. PRESENTATION**
 - a. Snohomish Health District – Updates, Services & Funding **4.1**
- 5. PUBLIC COMMENTS**

Written comments must be provided to the Clerk by 9:00 a.m. the day of the meeting via this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>; or verbal comments may be provided by attending the meeting via Zoom; for assistance call 360-454-5213.
- 6. STAFF / DEPARTMENT REPORTS**
 - a. Police Compstat Report – March **6.1**
- 7. COUNCIL COMMITTEE REPORTS**
 - a. Community Development Committee Minutes – April 7, 2022 **7.1**
 - b. Finance Committee Minutes – April 18, 2022 **7.9**
 - c. Planning Commission Minutes – March 14, 2022 **7.13**
 - d. Economic Development Board Minutes – March 18, 2022 **7.19**
 - e. Parks and Trails Advisory Committee Minutes – March 21, 2022 **7.23**
- 8. CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks **8.1**
 - b. Approve April 14, 2022, City Council Regular Meeting Minutes **8.7**
- 9. UNFINISHED BUSINESS**
- 10. PUBLIC HEARING**
- 11. NEW BUSINESS**
 - a. Authorize Mayor to sign contracts with BHC Consultants for Municipal Code Update and for Engineering and Utility Standards Update **11.1**
 - b. Comprehensive Plan Visioning **11.27**
- 12. PUBLIC CLOSING COMMENTS**
- 13. EXECUTIVE/LEGISLATIVE REPORTS**
 - a. Mayor’s Report
 - b. City Administrator’s Report
 - c. Councilmember Reports/Questions
- 14. RECESS TO EXECUTIVE SESSION – NONE SCHEDULED AT THIS TIME**
- 15. RECONVENE AND ADJOURN**



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 4a

DATE: April 28, 2022

SUBJECT: Snohomish Health District - Updates, Services & Funding

CONTACT PERSON: Ragina Gray, Environmental Health Director

ATTACHMENTS: A – Presentation

SUMMARY STATEMENT

Ragina Gray, Environmental Health Director with the Snohomish Health District will have a presentation for the Council on Working Together for a Healthy and Thriving Stanwood.

Working Together for a Healthy and Thriving Stanwood

Ragina Gray
Director
Environmental Health

April 2022

4-2



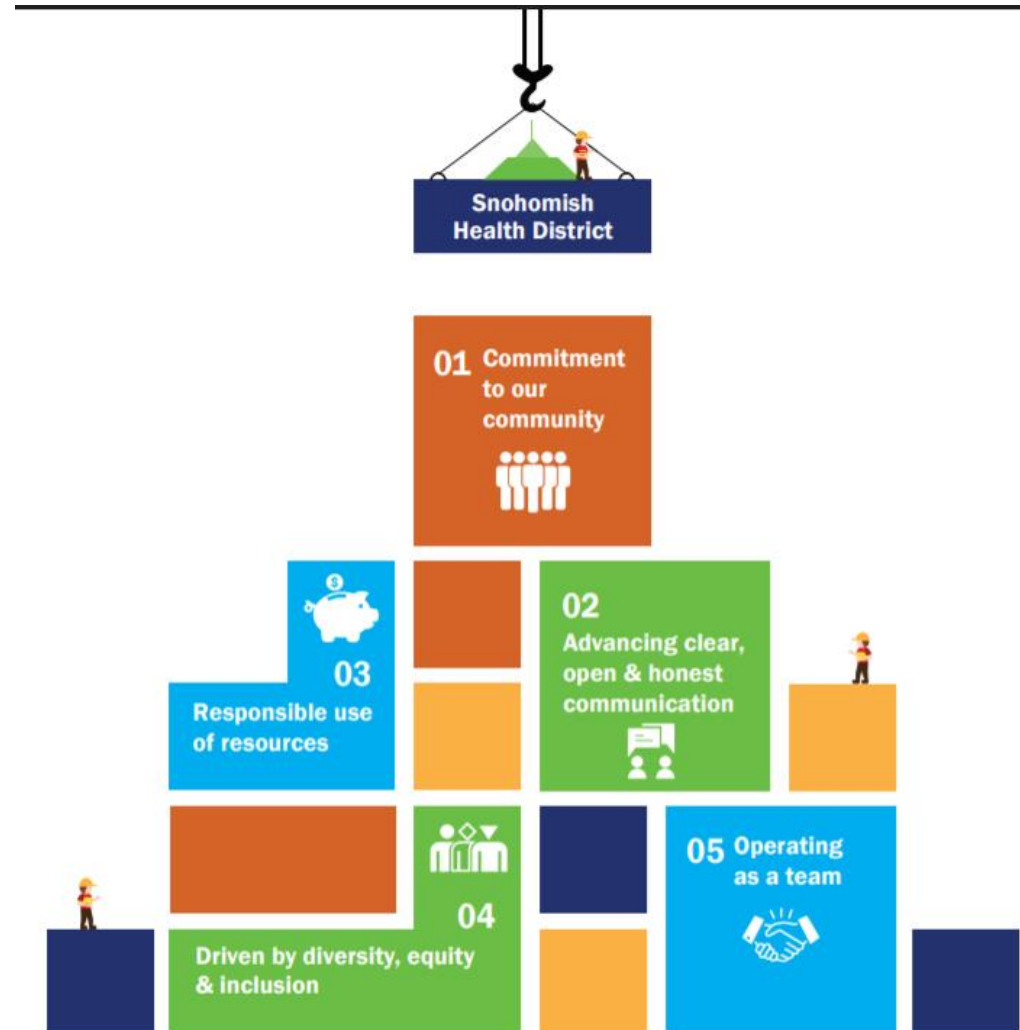
Community DATA & TRENDS

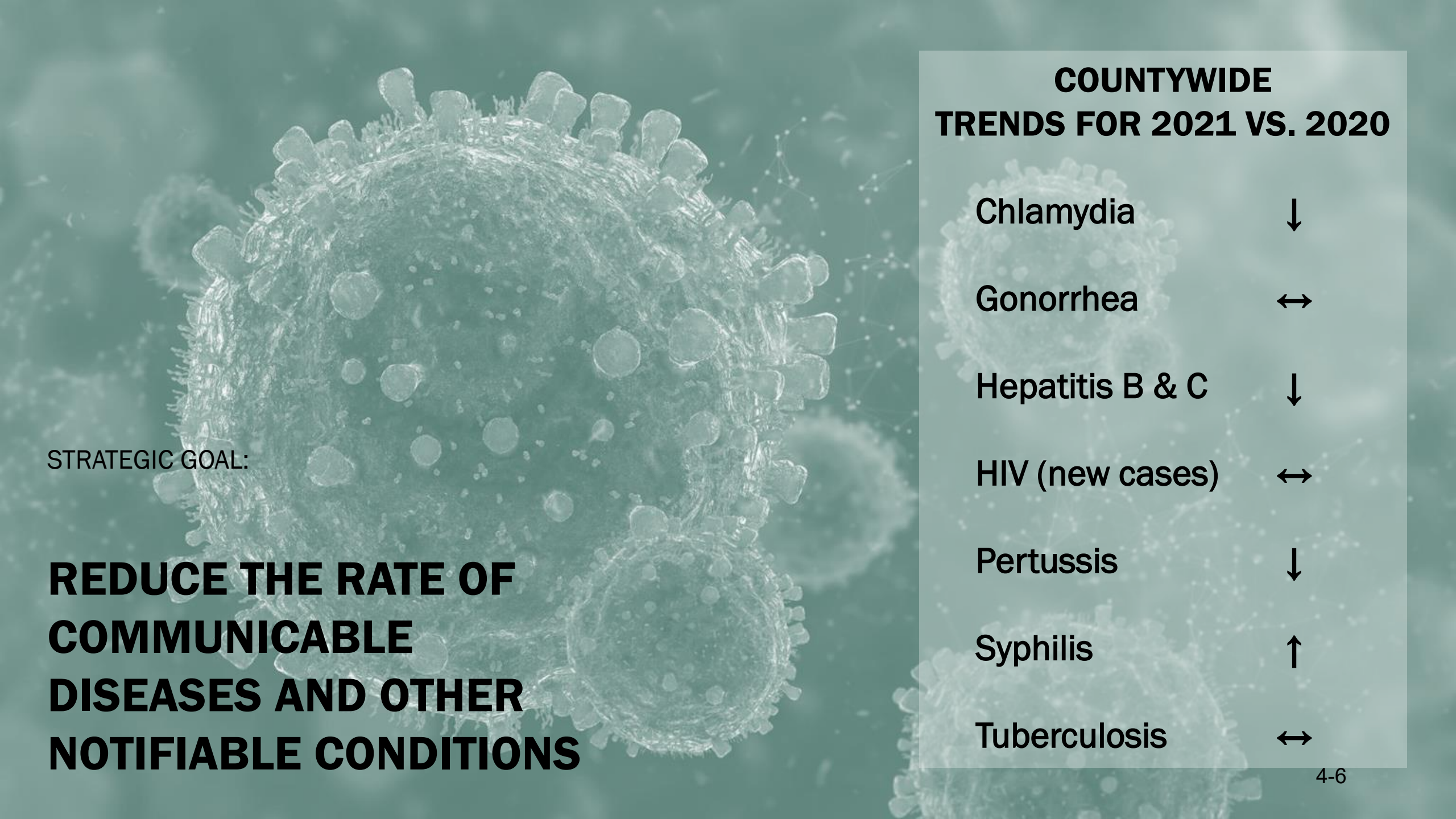


STRATEGIC GOAL:

BUILD A MORE SUSTAINABLE ORGANIZATION

Building for the Future





STRATEGIC GOAL:

**REDUCE THE RATE OF
COMMUNICABLE
DISEASES AND OTHER
NOTIFIABLE CONDITIONS**

**COUNTYWIDE
TRENDS FOR 2021 VS. 2020**

Chlamydia ↓

Gonorrhea ↔

Hepatitis B & C ↓

HIV (new cases) ↔

Pertussis ↓

Syphilis ↑

Tuberculosis ↔

COVID-19: Looking Ahead



FOCUSED ON PRESERVING
HOSPITAL CAPACITY



PREPARING FOR VACCINES
BECOMING AVAILABLE FOR
YOUNGER CHILDREN



RECENT LIFTING OF
MASKING REQUIREMENTS
IN MOST SETTINGS

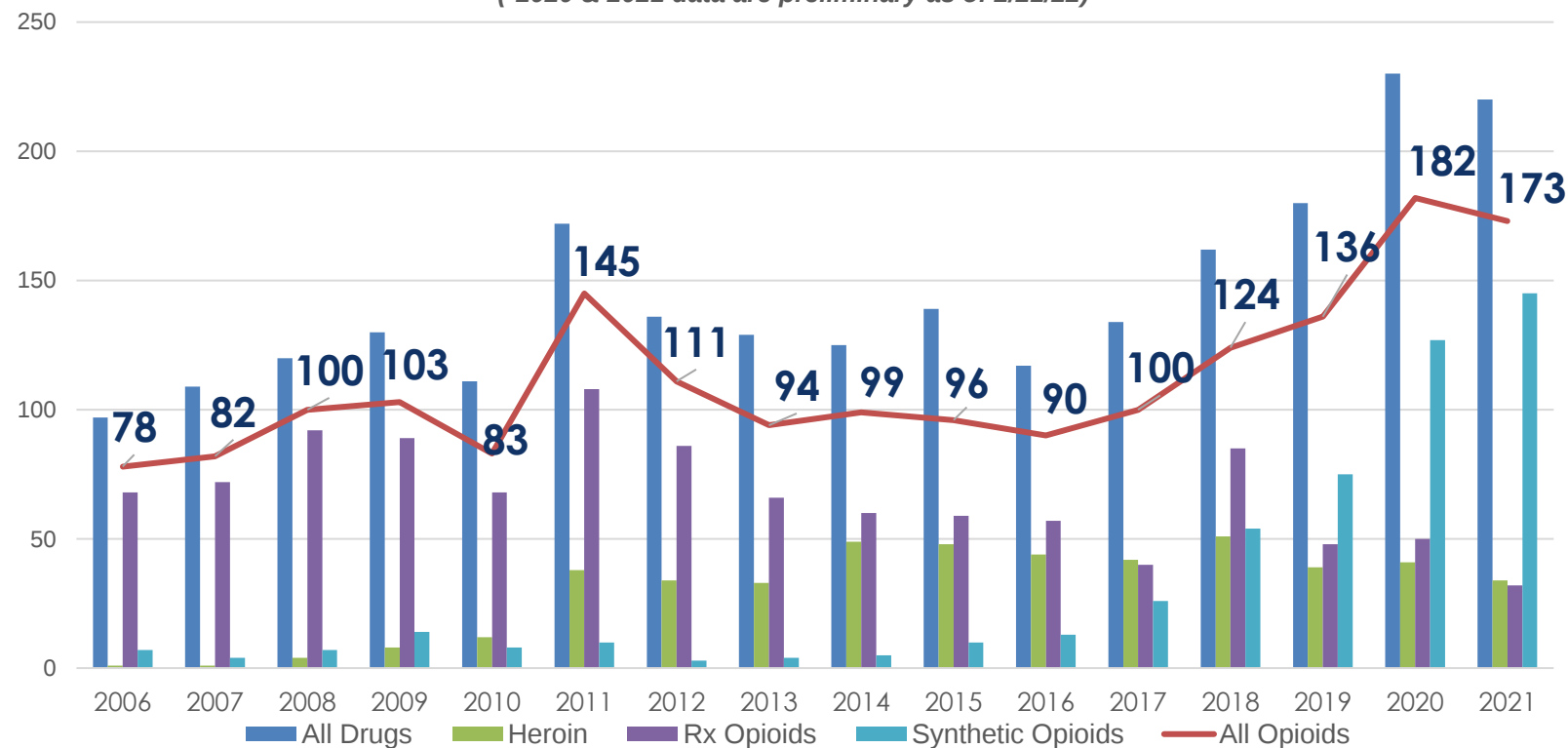
Preventing or Reducing Chronic Disease and Injuries

COUNTYWIDE
TRENDS FOR 2021 VS. 2020

Drug Overdoses* ↔

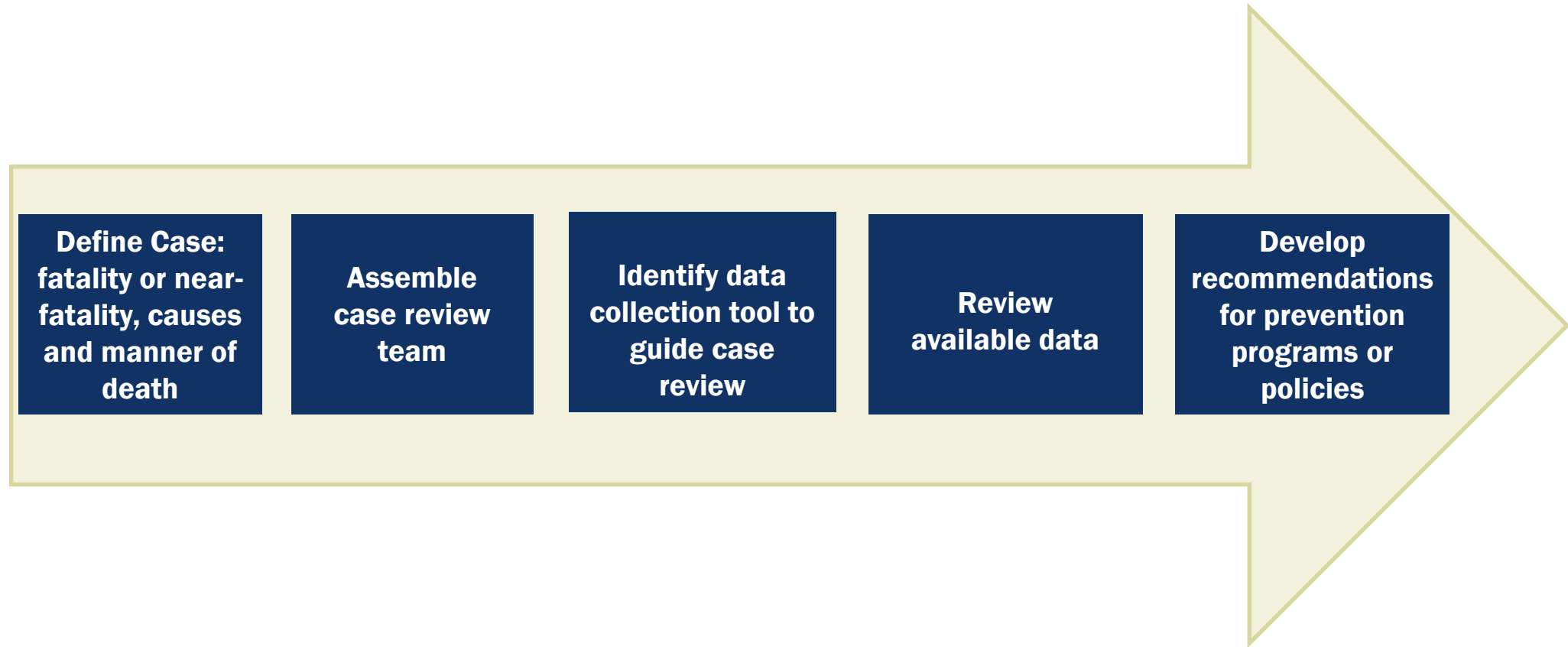
Youth Suicides ↓

Opioid-Related Deaths by Type
Snohomish County, 2006-2021*
*(*2020 & 2021 data are preliminary as of 2/21/22)*



Source: Washington State Department of Health

Adult Fatality Reviews – SHB 1074



STANWOOD TRENDS FOR 2021

108 Annual Food Permits

126 Food Inspections

4 Food Complaints

**18 Year-Round and
4 Seasonal Pool Inspections**

19 Septic Complaints

27 Solid Waste Complaints

STRATEGIC GOAL:

**PROVIDE HIGH-QUALITY
ENVIRONMENTAL HEALTH SERVICES**

Environmental Health

- ✓ New resources coming online due to new state funds
- ✓ Working on an initiative to digitize our paper records
- ✓ Food Safety code revision took effect March 1st
- ✓ School safety inspections in progress
- ✓ Solid waste complaints on nuisance
- ✓ Front counter is fully open



OUTREACH & EDUCATION ACTIVITIES – 2021

**330 Families Provided w/ Access
to Baby & Child Dentistry Info**

600+ Child Care Consultations

**1,192 Children w/ Special Health
Care Needs Services Performed**

3,635 STARS Courses Completed

**3,891 People & Providers
Reached w/ Oral Health
Outreach**

STRATEGIC GOAL:

**IMPROVE MATERNAL,
CHILD & FAMILY
HEALTH OUTCOMES**



STRATEGIC GOAL:

**ADDRESS ONGOING, CRITICAL
PUBLIC HEALTH ISSUES**

The image is a collage of three pages from the Snohomish County 2018 Community Health Assessment. The top-left page is the Executive Summary, featuring an illustration of a diverse group of people in a park and text explaining the assessment's purpose and findings. The top-right page is Appendix B: Data Tables (cont.), showing a table with various health indicators and their corresponding data. The bottom page is the title page for the 2018 Community Health Assessment, with a large green banner and the text 'Snohomish County, WA COMMUNITY HEALTH ASSESSMENT 2018'.

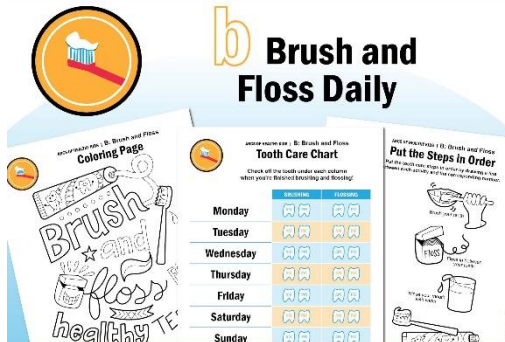
Ways to Get **INVOLVED**

Introducing the ABCs for Healthy Kids Campaign

ABCs FOR HEALTHY KIDS



ABCs FOR HEALTHY KIDS



DOWNLOAD ACTIVITIES AT
www.snohd.org/activities

DATE		TOPIC
Jan 3	A	Annual Well Child Checks
Jan 17	B	Brush & Floss Daily
Jan 31	C	Covid & Flu Vaccines
Feb 14	D	Drink More Water
Feb 28	E	Eat Fruits and Vegetables
Mar 14	F	Focus on Physical & Mental Health
Mar 28	G	Get Babies to Sleep Safely
Apr 11	H	Have a Plan
Apr 25	I	Inspect Living Spaces
May 9	J	Just Breathe
May 23	K	Keep Things Locked Up
Jun 6	L	Learn to Swim
Jun 20	M	Move Your Body

DATE		TOPIC
Jul 4	N	No Sunburns Allowed
Jul 18	O	Open to New Things
Aug 1	P	Prepare for Takeoff
Aug 15	Q	Questions are Healthy
Aug 29	R	Ready for School
Sep 12	S	Social Media Smart
Sep 26	T	Tough Conversations
Oct 10	U	Under Pressure
Oct 24	V	Vaccinate
Nov 7	W	Wash Your Hands
Nov 21	X	X-Ray Vision
Dec 5	Y	You Are Important
Dec 20	Z	Zzzzz - Healthy Sleep Habits

Thank you

contact information

For more info, please contact:

Ragina Gray

Prevention Services Director

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RGray@snohd.org

Shawn Frederick, MBA

Administrative Officer

425.339.8687

SFrederick@snohd.org

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 6a

DATE: April 28, 2022

SUBJECT: Police Compstat Reports

CONTACT PERSON: Chief Rebecca Lewis

ATTACHMENTS: A – March 2022 Compstat Report

SUMMARY STATEMENT

Attached is the March 2022 Compstat Reports for council review.

NOTE: Due to the continued statistical report errors caused by the county wide SNO911 systems upgrade, the Stanwood compstat report for the month of March is delayed. A Hot Spot crime map has been attached in it's place for this meeting.

Stanwood Police Department CompStat Report



ATTACHMENT A



City of Stanwood Police Chief Rebecca Lewis

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

MARCH 2022

Stanwood Police Department

COMPSTAT REPORT



What is CompStat?

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

What is the benefit to the community?

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

How is data collected?

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

What data will you see in this report?

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

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

Incident data:

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

Case data:

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

MARCH 2022

Stanwood Police Department

POLICE STAFFING



The City of Stanwood contracts for law enforcement services through the Snohomish County Sheriff's Office. The contract is identified as a "stand alone" contract, which allows the City of Stanwood to maintain its own police identity to include policies and procedures that meet unique small city needs. All uniforms and vehicles are identified as Stanwood Police and we provide services to the city population of approximately 7,425.

DIVISIONS:

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

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

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

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

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

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

	ASSIGNED	VACANCIES	PERCENTAGE
Chief	1	0	100%
Sergeant	2	0	100%
Deputy	6	0	100%
School Resource Officer	1	0	100%
Detective	1	0	100%

MARCH 2022

Stanwood Police Department

RECORDS UNIT



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

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

	2022	2021	2020	2019	Year to Date
Public Records Requests	40	31	34	39	113
Concealed Pistol License Issued	36	78	35	41	109
Pistol Transfer Checks	64	69	46	26	132
Fingerprinting & Approximate Time	13 3.25 hrs	37 9.25 hrs	13 3.25 hrs	37 9.25 hrs	51 12.75 hrs

Adjusted February total 14/ 3.3 hrs

MARCH 2022

Stanwood Police Department

Detective Report



Update Stanwood Case 2016-1964 Theft First Degree

In April 2016 an attorney contacted Deputy Chaney to report theft on behalf of an elderly, female client.

Detective Martin investigated the case and determined the victim's daughter used funds (more than \$125,000.00) from a trust account that did not benefit the victim, while acting as a co-trustee of the account and the victim's Attorney in Fact.

The charge of Theft First Degree was referred to the Prosecutor's office on 04-12-2017.

On 02-28-2022 the suspect plead guilty and will be sentenced on 04-22-2022.

Update Stanwood Case 2021-3128 Burglary

On 05-05-2021 the City of Stanwood Public Works Department was the victim of a burglary. Numerous tools, a vehicle and keys to buildings, vehicles and equipment were stolen. The stolen vehicle was recovered the same day in a wooded area on Happy Hollow RD, Stanwood. Most of the tools were recovered during a search warrant served on a vehicle on 05-23-2021.



On 03-17-2022 Sgt. Gilje, Detective Martin and Deputy Klassen assisted Marysville Police and other local law enforcement agencies on a search warrant service at a property on Happy Hollow RD, Stanwood.

Numerous items were recovered from burglaries of businesses/construction sites in Stanwood, Marysville, Camano Island and Skagit County.

A large ring of keys and two door/gate openers were recovered from the City of Stanwood Public Works burglary.

A heavy equipment forklift attachment was recovered from a burglary at a construction site in Stanwood in November 2021.

Marysville Police Detective Belleme will be referring charges to the Prosecutor's Office.

All recovered property has been returned to owners.

MARCH 2022

Stanwood Camano School District

SCHOOL RESOURCE OFFICER

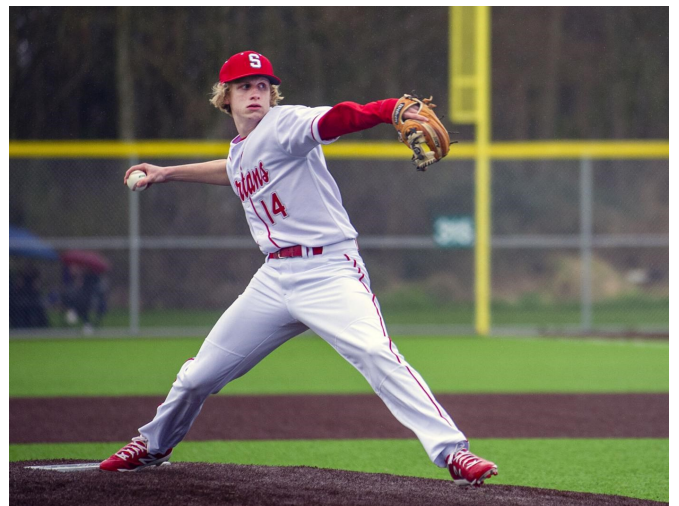


NEW CAMERAS INSTALLED

Guardian Security installed 7 new cameras around the identified problem spots at Stanwood High School. The Avigilon cameras are 360 degree rotating cameras allowing the user to rotate left, right, up and down and also has a zoom function. The cameras were installed in the hallways in front of the entrances to bathrooms, as well as a couple identified “dead spots” where we initially had no view. Cameras at the stadium are also up and online allowing viewing of the entrance to the field and concessions area. Parking lot cameras and the 4-way camera at the baseball/softball complex are not yet online.

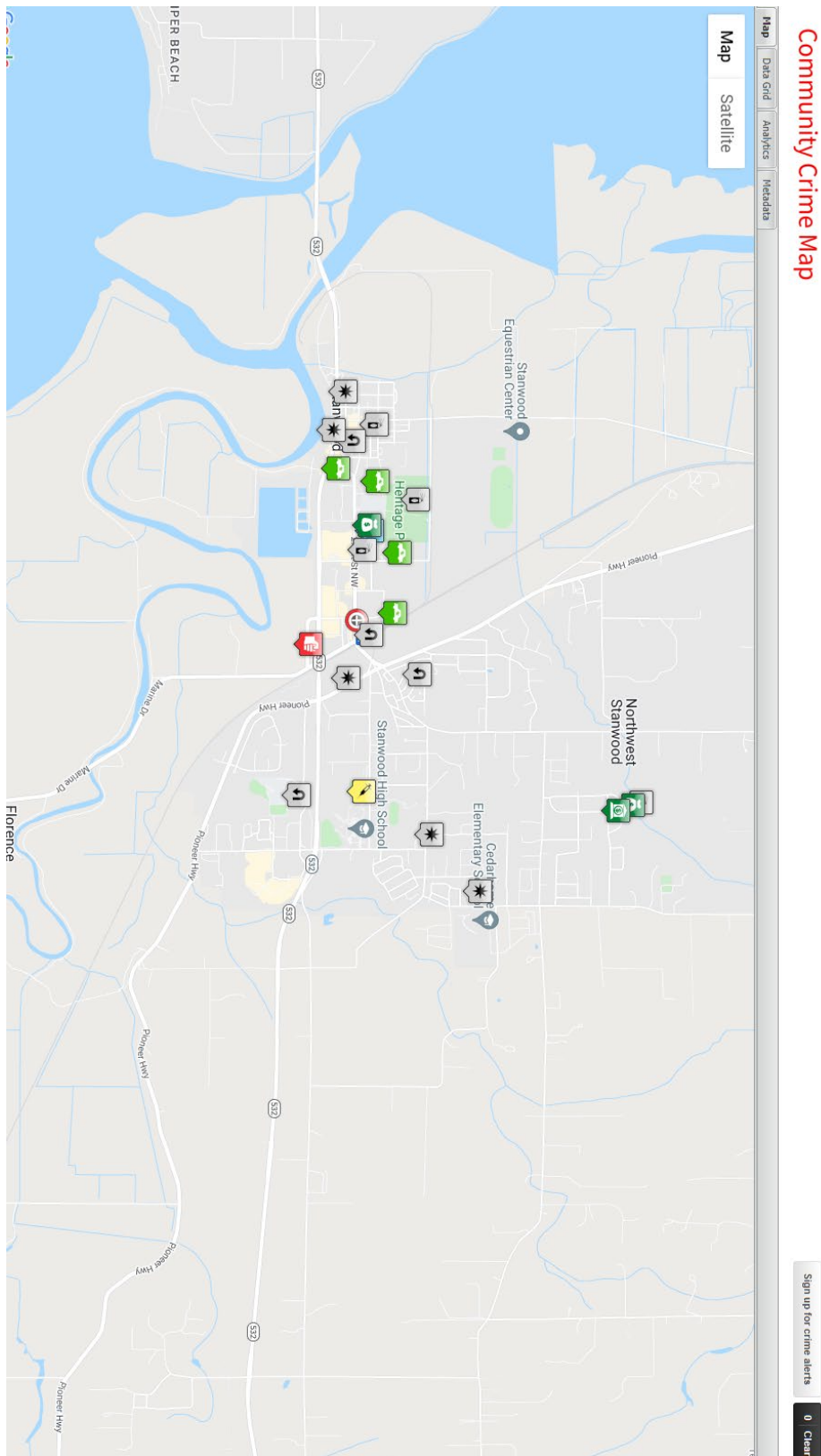
SPRING SPORTS UNDERWAY

Spring sports are now underway. Sports include baseball, softball, boys soccer, girls tennis, track & field, and boys & girls golf. Brandt Gilbertson is pictured to the right. On March 18th Gilbertson pitched an amazing full game, throwing only 67 pitches helping to pull the Spartans ahead to victory in a 1-0 nail-biter over Oak Harbor.



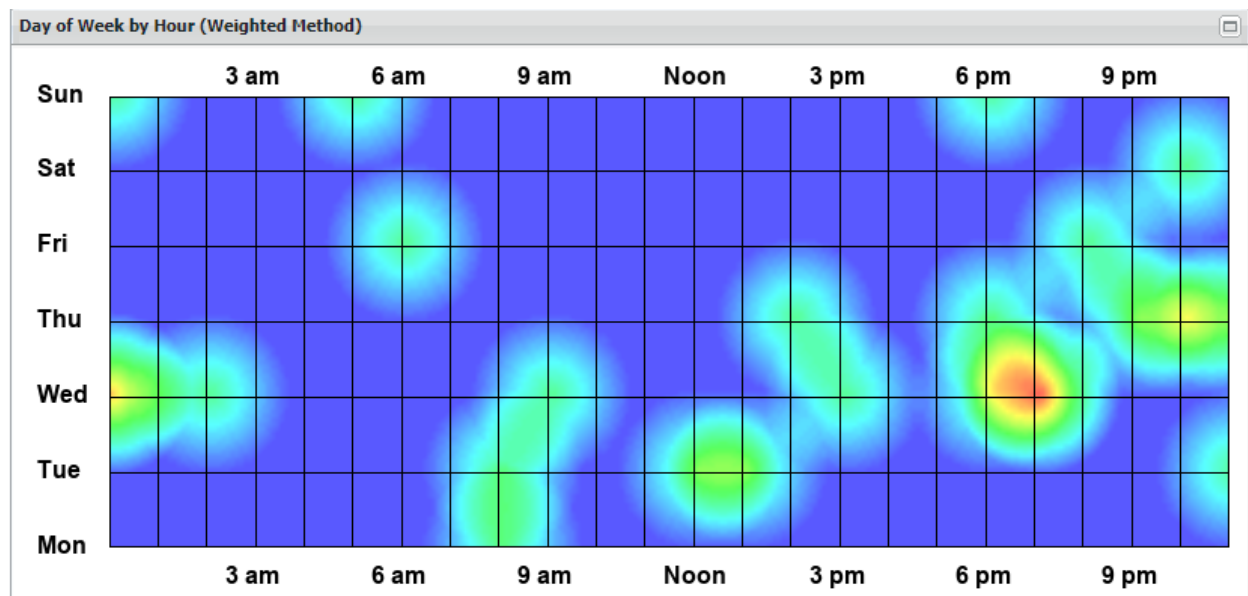
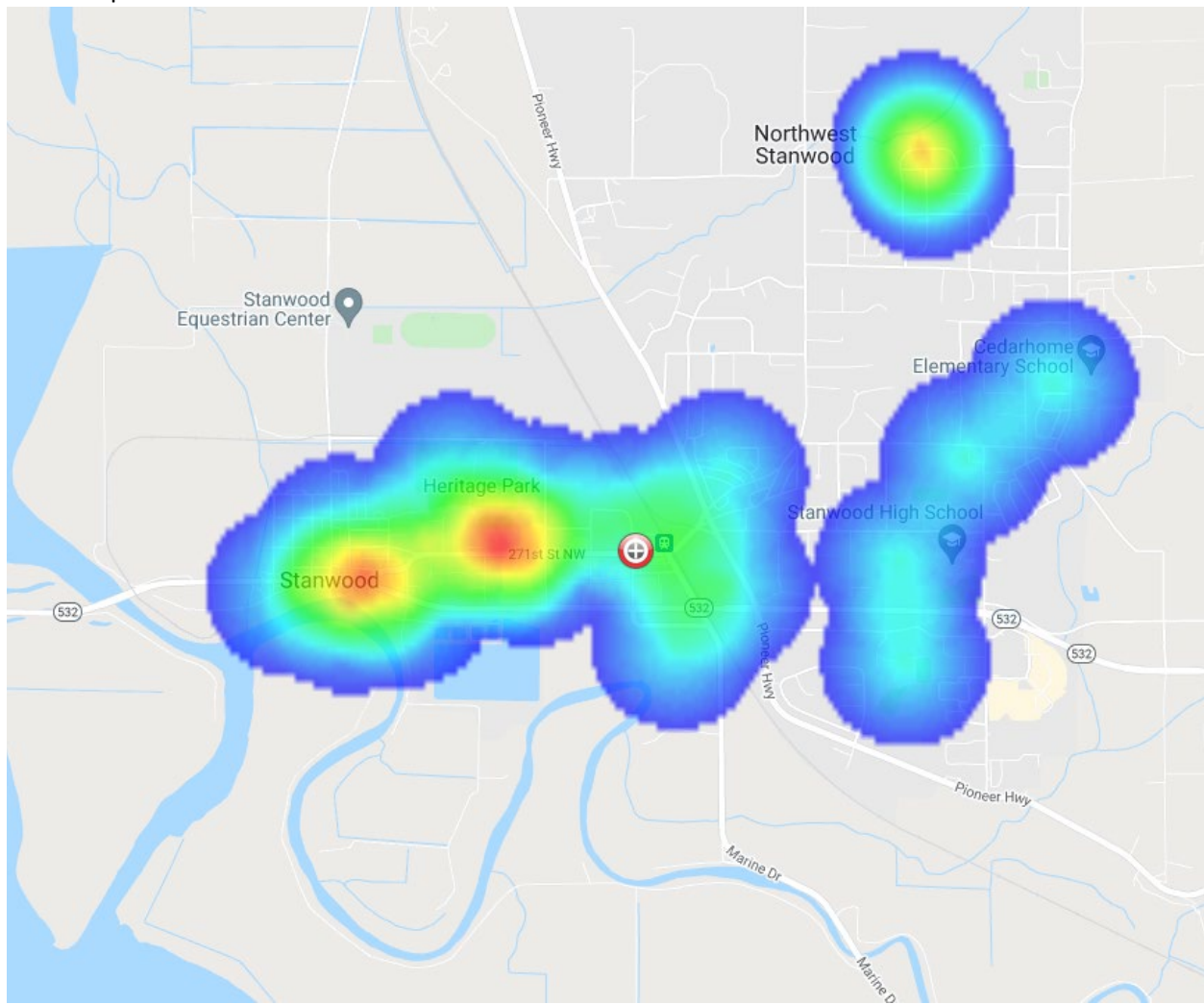
MARCH 2022

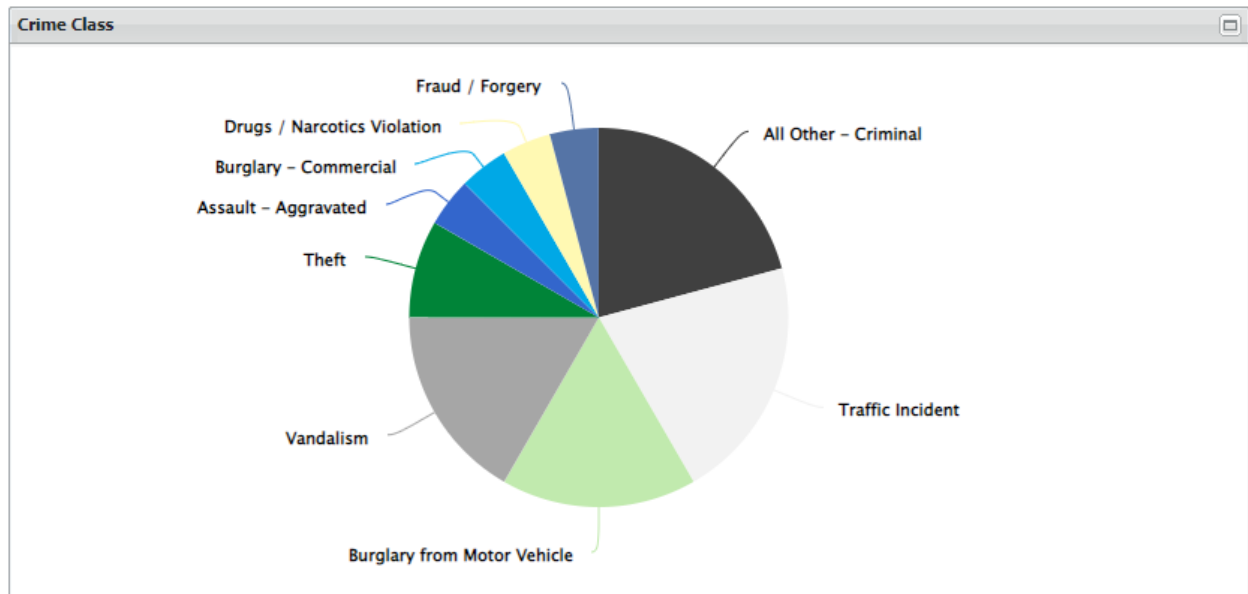
March 1-31



- ✓  Alcohol Violation
- ✓  All Other - Criminal
- ✓  All Other - Non-Criminal
- ✓  Arson
- ✓  Assault - Aggravated
- ✓  Assault - Simple
- ✓  Attempted Homicide
- ✓  Burglary - Commercial
- ✓  Burglary - Residential
- ✓  Burglary from Motor Vehicle
- ✓  Citation / Summons
- ✓  Civil / Court Violation
- ✓  Death Investigation
- ✓  Disorderly Conduct
- ✓  Driving Under the Influence (DUI)
- ✓  Drugs / Narcotics Violation
- ✓  Family Offense
- ✓  Field Interview
- ✓  Fraud / Forgery
- ✓  Harrassment / Intimidation
- ✓  Homicide / Manslaughter
- ✓  Kidnapping / Human Trafficking
- ✓  Missing Person / Runaway
- ✓  Motor Vehicle Theft
- ✓  Robbery - Commercial
- ✓  Robbery - Individual
- ✓  Sexual Assault
- ✓  Sexual Offense
- ✓  Shoplifting
- ✓  Theft
- ✓  Theft - Other
- ✓  Traffic Incident
- ✓  Trespassing
- ✓  Vandalism
- ✓  Weapons Violation

Heat map





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**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7a
DATE: 04/28/2022
SUBJECT: Community Development Committee Meeting Minutes
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A – April 7, 2022 Meeting Minutes

SUMMARY STATEMENT:

Minutes from the April 7, 2022 Community Development Committee Meeting are attached to this staff report for approval as presented.



Community Development Committee Meeting Minutes April 7, 2022

Call to Order 5:00 pm

Councilmembers Present: Steve Shepro, Dani Gaumond, Marcus Metz

Staff Present: Patricia Love, Tansy Schroeder, Audrey Rotrock

Absent: N/A

Agenda Items:

1. Comprehensive Plan Population Growth Targets
2. Municipal Code Update Project – Potential Amendments
3. Comprehensive Plan Vision Statement
4. Kottsick Annexation

Comprehensive Plan Population Growth Targets

The Washington State Growth Management Act (GMA) requires Snohomish, King, Pierce and Kitsap counties and cities within those counties to update their Comprehensive Plans by December 31, 2024 and every 10 years thereafter. One element of Comprehensive Plan updates is to ensure cities plan for their projected urban growth over the next twenty years.

Using the state's project growth forecasts, the regional planning organizations prepare growth strategies based on their region's unique characteristics. The Puget Sound Regional Council (PSRC) prepares the visioning document, Vision 2050, for the four-county region of Snohomish, King, Peirce and Kitsap. Stanwood is the most northern city within the PSRC boundaries.

Vision 2050 sets the framework for how and where growth is expected to occur by establishing regional growth strategies and targets. Vision 2050 estimates that the Puget Sound could grow by 1.5 – 1.8 million people by 2050. To accommodate that growth the regional growth strategy states that growth should be focused near transit infrastructure and urban centers.

GOAL: *The region accommodates growth in urban areas, focused in designated centers and near transit stations, to create healthy, equitable, vibrant communities well-served by infrastructure and services. Rural and resource lands continue to be vital parts of the region that retain important cultural, economic, and rural lifestyle opportunities over the long term.*

- ***Metropolitan and Core Cities:*** Cities with regional growth centers connected to high -capacity transit systems.



Community Development Committee Meeting Minutes April 7, 2022

- *High-Capacity Transited Communities*: Cities and unincorporated county areas that are connected to regional high-capacity transit systems.
- *Cities and Towns*: Smaller cities and towns served by local transit. Stanwood falls into this category.
- *Urban Unincorporated Areas*: Urban areas within Counties served by transit and identified as areas for potential annexation.
- *Rural Areas and Natural Resource Lands*: Rural areas outside of urban growth areas.
- *Major Military Installations*: Hubs for both military and civilian employment and population.
- *Indian Reservation Lands*: Homelands of sovereign tribal nations.

Stanwood falls into the cities and towns category as it is not connected to the regional transit system. Vision 2050 anticipates that the Snohomish County Cities and Towns Category should grow by 9.5% in the next twenty years.

With the adoption of the regional growth strategies, each county then begins the process to determine how best to distribute the population growth among its cities and unincorporated areas. Snohomish County is expected to take nearly a quarter of the regions projected growth, approximately 424,000 people.

Stanwood's 2044 growth target is 3,258 people and the UGA's target is 290 for a total of 3,548 new residents. Of the 11% county growth that is anticipated to go into the Cities and Towns category, Stanwood and its urban growth area is anticipated to take 1.2%.

The current Comprehensive Plan includes the following 2035 growth targets:

2035 Growth Target

City: 10,116

UGA: 969

Total: 11,085

Projected new 2044 growth:

2044 Growth Target

City: 10,963

UGA: 432

Total: 11,395

Difference: 310



Community Development Committee Meeting Minutes April 7, 2022

The City needs to plan for an additional 310 new residents through the Comprehensive Plan Update process.

Applying a similar approach to the population growth targets, the city also needs to plan for employment growth. The following charges show the assigned employment growth to the City of Stanwood.

Stanwood's 2044 employment target is 5,073 jobs and the UGA's target is 726 for a total of 5799 new jobs. Of the 7.7% county growth that is anticipated to go into the Cities and Towns category, Stanwood and its urban growth area is anticipated to take 1.0%.

The current Comprehensive Plan includes the following 2035 growth targets:

2035 Employment Target

City: 4,688

UGA: 1,035

Total: 5,723

Projected new 2044 growth:

2044 Employment Target

City: 5,073

UGA: 726

Total: 5,799

Difference: 76

The City needs to plan for an additional 76 new jobs through the Comprehensive Plan Update process. Next steps include evaluating the city's land uses against these new targets to determine needed capacity and types of land use needed to accommodate the expected growth.

After reviewing the Growth Targets presented, the Committee agreed that the goals are reasonable and achievable.

Municipal Code Update Project – Potential Amendments

The last comprehensive update to the Stanwood Municipal Code occurred in 1968. As the City has grown and development has increased over the years, so has the need for updated regulations. Fifty years of amendments has resulted in inconsistencies, conflicts, and outdated regulations. The City desires to adopt a modernized Municipal Code that reflects the character of Stanwood and meets the current needs of the community.



Community Development Committee Meeting Minutes April 7, 2022

The new code should reflect best practices with respect to the content and administration of the code. The update needs to be user friendly for staff, property owners and developers by 1) removing legalese and jargon unfamiliar to the lay person, 2) improving clarity and overall functionality, and 3) reflect regulatory best practices. It is also envisioned that the update will include tables and illustrations whenever possible to help convey concepts. Lastly, the updated code must be consistent with current case, state and federal laws. The following principals have been drafted to guide the update process.

- Focus on improving the code to eliminate deficient, outdated, overly or unnecessarily complex codes that inhibit development.
- Make the code internally consistent between Titles and Chapters.
- Create a user-friendly code that is easy to administer by staff and easily understood by developers and the community.
- Use plain, easily understood language in describing requirements and procedures.
- Identify existing development regulations that need to be revised or updated to be consistent with the Comprehensive Plan.
- Standards and regulations should reflect current needs and desires of the community.
- Ensure compatibility with current state and federal law.
- Evaluate the code for regulatory gaps.
- Eliminate “repealed” or “deleted” titles, chapters, or sections.
- Apply form-based concepts and development flexibility where appropriate.
- Insert tables, graphics and/or illustrations wherever necessary to convey concepts.

After reviewing the anticipated amendments, the Committee had the following comments:

Title 5: Business Licenses and Regulations	Review against current state law and city practices. Add clarity to address when a business license is needed or not. Update the taxicab business license requirements as they are out of date. Consider amendments to ban or limit the use of fireworks within the city limits. The Special Events Chapter needs a complete update. Look at business license requirements for rideshare businesses (uber / lyft) and food delivery services (doordash / uber eats).
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- Instead of a ban on fireworks, schedule specific days when fireworks will be allowed. Consider a City of Stanwood fireworks display on the 4th of July. Fireworks can be a topic for the Economic Development Board to discuss and involve the community and local business to sponsor a firework display.



Community Development Committee Meeting Minutes April 7, 2022

Title 17: Zoning

Modernize the zoning code so that it is easy to read and interpret by the general public. Ensure consistency throughout entire Title.

Add development standards flexibility to preserve existing buildings and implement the downtown master plan. Sections needing particular attention include density standards, bulk standards for buildings versus lot development, critical areas, infill development standards, reasonable use measures, sign code, non-conforming standards, daycares, and parking standards. The permitted uses and permit process has just recently been updated; all code revisions should be made consistent with these updates.

Evaluate the zoning code for barriers to development and suggest amendment options.

Other specific zoning issues that need review include:

- Address use of shipping containers as storage sheds – both residential and commercial
- Multicomplex and off-site signs
- Fence materials – no barbwire
- Day Care Centers in residential zones
- Impact fees: Level of Service Standards, adjustment rate, exemptions, and clarify impact fee exemptions (existing lots prior to July 1, 1969)
- Re do the nonconforming use standards; make clear differences between nonconforming uses, lots, and structures
- Evaluate the home occupation standards
- Provide density transfers for critical areas / subdivisions / PRDS
- Floodplain regulations – 1' above base flood elevations for mobile homes and mobile home parks
- Long term parking lots (airport or training parking)
- Update the submittal checklists to be consistent with new review process

- The Committee would like to see Accessory Dwelling Units (ADUs) considered in “Infill Development Standards” to cover the “missing middle”.
- Commercial Daycares in residential zones should be considered since it is a need of the community. Mitigation measures will need to be considered in order to reduce the impact of daycares in residential neighborhoods.
- Consider design standards for future development of Viking Village to include Viking style architecture.

Comprehensive Plan – Vision Statement



Community Development Committee Meeting Minutes April 7, 2022

One of the first steps in drafting a Comprehensive Plan is preparing a clear vision statement. This statement should be descriptive, yet concise, focusing on the values of the community. All other goals and policies are then built upon the guidance of the vision statement. Effective vision statements include three parts: Vision Statement, Mission of the Organization, and List of Core Values.

2024 Draft Vision Statement:

Promote the City of **historic downtown** Stanwood as the commercial and cultural center **heart** of the Greater Stanwood/Camano region ~~by preserving its distinctive small-town character~~ while strategically planning for future growth and economic development opportunities **of the entire City.**

Mission:

The Mission of the City of Stanwood is to create and maintain a community where people can live, work and play in an environment that is safe, vibrant and aesthetically pleasing. Stanwood: is inclusive of everyone, includes the community in its decision-making process; ensures a thriving local economy, provides transparent government, and is responsive to the needs of the community.

Values:

The following core values represent the desires of the community and provides a common basis for developing and implementing the City's 2024 Comprehensive Plan:

Sense of Community: ~~Retain the City's small-town rural character and identity at all costs.~~ **Retain the City's strong sense of community by fostering a family friendly culture that protects the areas natural beauty, celebrates its rural roots, promotes local businesses, and provides spaces for families to work and play.**

Livability: Continue to make Stanwood a desirable place to live by investing in the historic downtown, new uptown commercial areas and residential neighborhoods to create an aesthetically pleasing community.

Mobility: Stanwood should provide for all forms of multi-modal transportation, including includes trails, sidewalks, bike lanes, transit and private vehicles.

Growth: Manage growth to avoid suburban sprawl **and expansion of the City's urban growth boundaries** while protecting **ensuring new development conforms to** the city's small-town community character.



Community Development Committee Meeting Minutes April 7, 2022

Economic Development: Focus on retaining the city's role as the center of the Greater Stanwood area by pursuing new endeavors that support the downtown and leverage Stanwood's location as an urban center surrounded by world class agricultural land.

Environment: Protect the environment while promoting access and tourism to local natural features.

Parks: Develop a parks system that provides public spaces for all age ranges that bring people together to create a more vibrant, healthy and equitable community.

After discussing the revised Vision Statement, Mission, and Values, the Committee supports the changes with the addition of "Community Events" to "Sense of Community".

Kottsick Annexation

On June 28, 2021, the City received a request to annex approximately 30 acres into the City known as the Kottsick Annexation. On November 8, 2021 the Council voted to accept their 60% annexation petition and authorized the city to submit the annexation petition to the Snohomish County Boundary Review Board. Snohomish County notified the city on March 18th that the proposed annexation has been deemed approved. For the annexation to be finalized the City Council must formally accept the annexation then it can be filed with the County.

The City has pre-designated the property as Single Family Residential on the Future Land Use Map and on SR 7.0 on the zoning map. Upon annexation, these designations will be applied to the property. Also, the property will be required to be assessed and taxed at the same rate and basis as other property within the City of Stanwood. This includes assessments or taxes for the payment of its pro rata share and all outstanding indebtedness of the City contracted or incurred prior to or existing on the effective date of the annexation.

The Committee supports forwarding the Kottsick Annexation Project to City Council for final action.

Meeting adjourned at: 6:35 pm

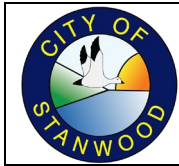


CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7b
DATE: April 28, 2022
SUBJECT: Finance/Personnel Committee Report
CONTACT PERSON: David A. Hammond, Finance Director
ATTACHMENTS: A – Finance/Personnel Committee Meeting Minutes

SUMMARY STATEMENT

The minutes of the April 18, 2022 Finance/Personnel Meeting are attached to this staff report for approval as presented.



Finance & Personnel Committee Meeting Minutes April 18, 2022

Councilmembers Present: Marcus Metz, Darren Robb, Tim Schmitt.

Staff present: Finance Manager Wendy Dowhower, Finance Director David Hammond,
City Clerk Lisa Sokolik

Absent: none

Committee Chair Marcus Metz called the meeting to order at 5:00 p.m.

1. Mayor Full time status

Hammond noted several questions were asked by council at the Feb. 10, 2022, workshop regarding the question of whether Stanwood should have a full-time mayor. Hammond noted there is not a threshold above which a mayor in Washington is required to be considered full-time, but rather it appears cities gradually increase mayor compensation as cities grow. There are only twelve full-time mayors in Washington, i.e., the largest cities. Hammond presented charts detailing comparable cities compensation and benefits paid to mayors, and a chart showing the mayor's compensation over the past ten years.

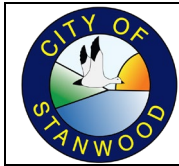
Hammond noted that if the Salary Commission increased the mayor's compensation at their annual meeting, the change would be effective the following Jan. 1st. If council amended the municipal code to change the mayor's compensation or benefits the change would take effect immediately following the effective date of the ordinance. However, if the Salary Commission was abolished then any council adopted salary changes to the councilmember's compensation would not take effect until they are re-elected.

Hammond described the partnership and shared responsibilities between mayor and city administrator.

Hammond noted that the municipal code provides the opportunity for the mayor to participate in the city health insurance program as a single person, with the requirement that the mayor pay half the premium and noted that this was obviously intended by council to provide benefit to the mayor, but that in practice most recent mayors have not used it as it is more expensive than keeping their current insurance, and that council may want to consider expanding it to allow the mayor and spouse, and/or at a higher rate, and further consider allowing the mayor to receive the same opt-out incentive pay as exempt employees.

The committee discussed and appeared split between a view that the city should provide a living wage full time salary and benefits for its mayor, and a view that the current arrangement is effective, although the mayor salary and benefits may have lagged in recent years.

There was interest in providing input to the Salary Commission, and to amending the health premium benefit or opt-out, perhaps at the current fifty percent rate as written in code. As the



Finance & Personnel Committee
Meeting Minutes
April 18, 2022

committee had disagreeing viewpoints they requested staff bring the matter to the full council at the first meeting in May with more information.

2. Financial Report – First Quarter 2022

Hammond discussed key elements of the report. The Committee discussed and requested pie charts be added in future to simplify.



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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7c

DATE: April 28, 2022

SUBJECT: Planning Commission Meeting Minutes

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – March 14, 2022 Meeting Minutes

SUMMARY STATEMENT

Minutes from the March 14, 2022 Planning Commission Meeting are attached to this staff report for approval as presented. The minutes were approved at the April 11, 2022 Planning Commission Meeting.



Planning Commission
Meeting Minutes
March 14, 2022

Call to Order: 6:31 pm

Roll Call

Present:

Monae Birkhofer
Melissa Toner
Patrick Hosterman
Cody Davis
Jeff Wheatly
Eric Warnat
Justin Burns

Staff Present:

Patricia Love
Audrey Rotrock
Tansy Schroeder

Absent: N/A

Also known to be present: Chris Castner, Izzie Lund, Meagan Watne, Paragon Partners, Paul & Teresa VanSant, TC Colleran, Barry Margolese, Wade Pogson

Public Requests and Comments:

None

Approval of Minutes:

The Minutes from the February 14, 2022 meeting were voted on and approved unanimously as written.

New Business:

Community Transit Presentation:

Representatives from Community Transit provided an update on their 2024 Network Planning and Long-Range Planning efforts as they prepare for the arrival of Light Rail coming to Snohomish County.

When light rail arrives in Snohomish County in 2024, Community Transit will end most bus service into King County and expand access to local bus service as well as regional light rail connections. This transition will allow the agency to expand public transit services across Snohomish County. The goal is for riders and residents to evaluate proposed routes: do they meet travel needs? Will they get more people from where they are to where they want to be? A network proposal will be presented to the public and the CT board of directors in late 2022 for final approval. Implementation of the new network will happen in stages and is expected to start in spring 2023.

Planning Commission and Public Comments/Discussion:

- Community Transit plans to look at population size, traffic patterns and ridership, then compare these to the budget and fleet capacity to find a balance of specific plans for transit in Stanwood. They will also conduct a gap analysis and use community input through outreach to refine those plans.
- When designing new routes, Community Transit surveys sites, new bus stops, crosswalks, and sidewalks for safety issues. They will also work with communities and cities for better access to bus stops and safety concerns.



Planning Commission Meeting Minutes March 14, 2022

- Historically, some areas in the region have not been part of the Public Transportation Benefit Area (PTBA). Some of these excluded areas are working on being annexed into the PTBA.
- Transit Service will be reviewed in the Transportation Plan portion of the Comprehensive Plan review. During this review, sidewalks and other improvements can be added to the Capital Improvement list for public safety.

Bakerview PRD Application

The applicant is proposing to construct a 114-lot single-family planned residential development. The project will consist of 74 detached single-family residences, 28 duplexes, and 12 townhomes. The project is located at 7510 284th Street NW. The site consists of one 20.07-acre parcel zoned Traditional Neighborhood (TN). Resident vehicular access to the site will be from 284th Street NW and connect to existing 281st Place NW and 74th Avenue NW. The proposed community will include open space tracts, storm water management, and street and landscaping improvements.

After discussing the Bakerview PRD application, the Commissioners and public had the following questions, concerns, and comments:

- Why are townhomes and duplexes allowed in this area, and not others? The Traditional Neighborhood (TN) zone is required by the Stanwood Municipal Code (SMC) to provide a variety of housing types such as single family residential (SFR), townhomes, duplexes, etc. with no more than 70% being SFR.
- Why are stormwater management areas also considered open space? Stormwater management areas will be vault-style and underground with the space above available as open space for things such as green spaces, recreation, trails, picnic areas, etc. The Commissioners would like to see the open spaces planned to be useable spaces.
- There are concerns over traffic congestion on 284th St. due to construction traffic and eventual new residents. A residential roundabout will be considered directly across from 75th Dr. to slow speed and ease traffic congestion. The City has road standards that developers are required to meet. This developer is dedicating land on the south side 284th St. to meet these standards. The Commissioners would like to see sidewalks installed on 284th St. as well. Traffic studies are being conducted in other parts of town in order to relieve congestion. The update of the Transportation Plan and Non-Motorized Transportation during the Comprehensive Plan update will also address congestion.
- There are concerns about additional students joining an already overcrowded Cedarhome Elementary School. The Stanwood/Camano School District as a whole, has the capacity to accommodate this growth. The School District is updating their Comprehensive Plan and will address this concern with their update.
- There are concerns about whether existing public works infrastructure can handle a new, large development. During the review process of the developer's application, sewer and water capacity are evaluated as a whole. The developer is required to upgrade and/or install improvements to meet the necessary capacity.
- Concerns were raised about losing old growth trees on the property. The developers will be adding 482 replacement trees. Staff will discuss saving some of the old growth trees and proposed species and size of replacement trees with the developer.



Planning Commission Meeting Minutes March 14, 2022

- The Commissioners would like to see a wide landscape buffer along 284th St. in order to buffer the back of new homes from the street.
- There are concerns about developments having a “cookie-cutter” appearance. According to SMC, developers are required to provide a variety floor plans and exterior elevations. This development in particular will have 8 different floor plans. Some homes will have alley loaded garages to further mitigate the look of uniformity.

Comprehensive Plan – Public Participation Plan:

The Growth Management Act requires each city and county to review and update their Comprehensive Plans at least once every eight years. The legislature set a staggered schedule for cities and counties throughout the state to update their plans. Jurisdictions within King, Pierce, Kitsap, and Snohomish County are required to update their plans review by June 30, 2024. The legislature is currently reviewing a funding package that may extend that date till December 30, 2024.

The Growth Management Act requires local governments to create and broadly disseminate a Public Participation Plan that describes how the city will conducts its Comprehensive Plan Update outreach efforts.

The Commission unanimously supports the Public Participation Plan.

Comprehensive Plan – Vision Statement:

2024 Draft Vision Statement:

Promote the City of Stanwood as the commercial and cultural center of the Greater Stanwood/Camano region by preserving its distinctive small-town character while strategically planning for future growth and economic development opportunities.

Mission:

The Mission of the City of Stanwood is to create and maintain a community where people can live, work and play in an environment that is safe, vibrant and aesthetically pleasing. Stanwood: is inclusive of everyone, includes the community in its decision-making process; ensures a thriving local economy, provides transparent government, and is responsive to the needs of the community.

The Commission approves the vision statement and the mission but would like to see more standards for “small-town character” included with the Municipal Code update.

Old Business:

None

Miscellaneous Business:

- Municipal Code and Comprehensive Plan binders were compiled and delivered to the Commissioners.
- The next Planning Commission meeting will be in-person with a hybrid approach to allow for citizens to listen in.



Planning Commission Meeting Minutes March 14, 2022

Recent Council Action on Commission Items:

- The first Council reading of the Public Impact Fee (PIF) was completed and the final reading is scheduled for March 24. The PIFs will likely become effective on April 1, 2022.
- City Council members appreciate the hard work the Planning Commission did on the Park Impact Fees.
- Consultants have been approved for both the Municipal Code and the Comprehensive Plan updates.
- The Council is supportive of the 3 levels of service for a Parks Department. This will go to Council for action on March 24, 2022.

Upcoming Items:

Municipal Code and Comprehensive Plan Update Project

A motion to adjourn was made and seconded.

Adjourn: 8:54 pm

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**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7d

DATE: April 28, 2022

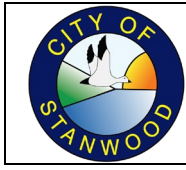
SUBJECT: Economic Development Board Meeting Minutes

CONTACT PERSON: Sarah Cho, Economic Development and Marketing Manager

ATTACHMENTS: A – March 18, 2022 Meeting Minutes

SUMMARY STATEMENT

Minutes from the March 18, 2022_Economic Development Board meeting are attached to this staff report for approval as presented. These minutes were approved at the April 15, 2022 Economic Development Board Meeting.



Economic Development Board Meeting Minutes March 18, 2022

The March 18, 2022, Economic Development Board Meeting held via Zoom, was called to order at 7:32 a.m.

Board Members in Attendance: Blake Arnold, Les Anderson, Kristine Birkenkopf, Richard Good

Absent: Randy Heagle, Dave Pelletier, John Russell

Staff Members in Attendance: Patricia Love, Sarah Cho, Audrey Rotrock

Guest Speaker: Cat Olson, Stanwood Camano Arts Advocacy Commission (SCAAC)

Business License Analytics

In the month of January, the City received a total of 22 new business applications – 19 Non-Resident Business, and 6 Home Occupation business licenses.

Discover Stanwood Camano Updates

Analytics for the month of January are as follows: Users: 1,293, Page views: 2,462.

The Acquisition Overview is 45% Direct, 43.9% Organic Search, 7.2% Referral, and 3.9% Social.

The audience locations were from Washington: 765, Wyoming: 171, California: 52, Oregon: 43, and District of Colombia: 24.

Staff believes the large viewership in Wyoming may be a bot or server system.

Approval of Minutes:

The Board unanimously approved the Minutes from the February 18, 2022 meeting.

Banner Artwork Project Update

The goal of the seasonal banners is to increase the visibility and beauty of the community to residents and local travelers by installing decorative and seasonal banners strategically placed along major thoroughfares such as SR 532, 88th Avenue, 92nd Avenue, 102nd Avenue and 271st Street. Banners are intended to add color and excitement to the City's commercial areas. The City plans to add 72nd Avenue as a future phase for this project.

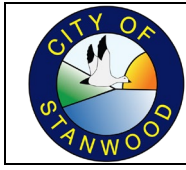
The Board approves moving forward with this project, with a few minor edits to 3 of the proposed banners. The Board would also like to see a discussion on SCAAC's and/or Stanwood's website for citizens to learn more about the art displayed on the banners and the artists who created them.

Banner Pole Update

Part of the 2022 City Beautification Program work plan includes a partnership with the Stanwood Camano Arts Advocacy Commission to design and fabricate new decorative banners for the City. These banners can only be installed on city owned light poles – PUD does not allow decorations or banners on their light poles.

Based on the recommendations from the Economic Development Board, six additional banner poles will be installed in West Downtown. There are several recommended locations for the six banner poles. Locations should be considered based on the ability to remove and relocate banner poles, if needed, for future street improvement projects.

The Board recommends Staff along with Kristine Birkenkopf decide the best locations for the poles. Patricia Love will reach out to WSDOT to discuss using their light poles for banners as well.



Economic Development Board Meeting Minutes March 18, 2022

Special Events and Tourism Grants

The Stanwood City Council has adopted and funded a Special Events / Tourism Grant program, established under Resolution No. 2018-13, to promote community events that draw visitors from outside the area. Grants are considered by the Economic Development Board and awarded by the Mayor. Grants may be considered in an amount up to \$1,000 for events with less than 4,000 participants, and \$2,000 for events over 4,000 participants.

There were 6 new special event permits issued in February:

1. ***Goose Is Loose – April 23, 2022***
The Stanwood Chamber of Commerce is hosting their annual Goose Is Loose 5K Fun Run. The event starts and ends at Heritage Park.
2. ***24th Annual Camano Island Studio Tour – May 6, 7, 8, 2022 and May 14, 15, 2022***
The Camano Arts Association is hosting their 24th Annual Camano Island Studio Tour, the premier event of the year for the organization.
3. ***Picker's Market – May 21, 2022***
Being hosted for the first time, the Picker's Market will be an open market with individual vendors, selling both vintage treasures and crafts.
4. ***Farmers Market – June 3, 2022 – October 7, 2022***
The Stanwood Farmers Market continues to be a community gathering place where residents and tourists can enjoy fresh, locally grown foods, handmade artisan goods, and a variety of local products.
5. ***Twin City Idler's Car Show – June 26, 2022***
The Twin City Idler's are back for their 18th Annual Car Show. The organization anticipates attendance of up to 650 plus cars and about 8,000 to 10,000 spectators.
6. ***Stanwood Camano Community Parade – August 6, 2022***
The Stanwood Camano Rotary Club is hosting the annual Stanwood Camano Community Parade, which runs through Downtown Stanwood.

Tourism Grants:

1. ***24th Annual Camano Island Studio Tour – May 6, 7, 8, 2022 and May 14, 15, 2022***
The Camano Arts Association have applied for the Tourism Grant and are requesting \$1,000. They anticipate a budget of \$44,450, meeting the requirement of a 50% grant award match. History shows that the Camano Island Studio Tour routinely brings in around 3,000 participants and will continue to grow. The event qualifies for the full grant request of \$1,000.
2. ***Twin City Idler's Car Show – June 26, 2022***
The Twin City Idler's have applied for the Tourism Grant and are requesting \$2,000. They anticipate a budget of \$11,372.44, meeting the requirement of a 50% grant award match. History shows that the Twin City Idler's Car Show routinely brings in over 4,000 participants and will continue to grow. The event qualifies for the full grant request of \$2,000.

New Businesses

Wits End Book Store will have their soft opening soon.

A new floral shop is expected to open the third weekend of April.

A new Therapist/Counseling business will be opening soon.

Adjourn: 8:15 am

Next meeting: April 15, 2022 @ 7:30 am

Audrey Rotrock, Associate Planner

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CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7e

DATE: April 28, 2022

SUBJECT: Parks and Trails Advisory Committee Meeting Minutes

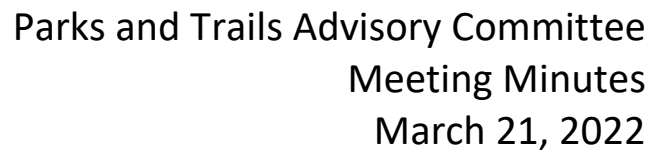
CONTACT PERSON: Carly Ruacho, Senior Planner

ATTACHMENTS: A – 03-21-2022 Meeting Minutes

SUMMARY STATEMENT

Minutes from the March 21, 2022 Parks and Trails Advisory Committee Meeting are attached to this staff report for approval as presented. These minutes were approved at the April 18, 2022 Parks and Trails Advisory Committee Meeting.





Adopted Budget:

Optional Budget:

10220 270th St NW, Stanwood, WA 98292 | 360-629-2181 | www.stanwoodwa.org



Parks and Trails Advisory Committee Meeting Minutes March 21, 2022

Other topics related to Heritage Park discussed were:

- Larger trees added to Heritage Park could act as a wind break. Little League baseball teams could potentially hold a fundraiser to help add these trees.
- Restrooms need attention at Heritage Park from Public Works. Carly will talk with Trevor in Public Works to check on the restrooms.
- A port-a-let would be convenient near the point of entry to the baseball fields. When athletes leave the field to use the restrooms, they are no longer in sight of their coach. This could be a safety issue.

Parks & Recreation Feasibility Study Implementation Update

On March 10, 2022 the City Council heard recommendations for a Parks Team from the Parks & Trails Advisory Committee, The Economic Development Board, the Advisory Committee, and the Community Development Committee. The Council is in support of moving to Service Level 1, which is to create a Parks Team. The Council asked the City to evaluate options for moving to Service Level 2 in the 2023/2024 budget cycle. A formal action is expected at the next Council meeting on March 24, 2022. If approved, Service Level 1 will be implemented in the next few weeks. More discussion on Service Level 2 will occur through a mid-year report and budget discussions at future Council Meetings.

Park/Trail Updates

- Heritage – Tree removal by PUD will take place in the next few weeks. Replacement trees will be planted this Fall. There will also be 40 trees added to the parking lot.
- Hamilton – The environmental report is almost ready to be issued for comments. The goal is to begin permitting this year with construction starting next year.
- Church Creek Park – Tree removal to begin soon.
- Port Susan Trail – The design contract went to City Council on February 24, 2022. They approved the contract for getting the trail to 100% design, which will get it ready for bid and construction will begin next year.
- Ovenell Park – The environmental study will be updated. City Council will discuss next steps on the vision for the park at the March 24, 2022 Council meeting.

The meeting was adjourned at 5:00 pm.



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8a

DATE: April 28, 2022

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Wendy Dowhower, Finance Manager

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 35170 through 35241 and Washington Federal Bank electronic funds transfers in the amount of \$257,065.00. Approve issuance of Washington Federal Bank payroll benefit checks 1983 through 1995 and Washington Federal electronic payroll and benefit funds transfers in the amount of \$351,039.98.

RECOMMENDED MOTION

MOTION TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 35170 THROUGH 35241 AND WASHINGTON FEDERAL BANK ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$257,065.00. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK PAYROLL BENEFIT CHECKS 1983 THROUGH 1995 AND WASHINGTON FEDERAL ELECTRONIC PAYROLL AND BENEFIT FUNDS TRANSFERS IN THE AMOUNT OF \$351,039.98.

CHECK REGISTER

ATTACHMENT A

City Of Stanwood

Time: 09:05:14 Date: 04/20/2022

04/06/2022 To: 04/20/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1419	04/08/2022	Payroll	3	EFT		4,139.98	March 2022 Payroll
1420	04/08/2022	Payroll	3	EFT		4,206.34	March 2022 Payroll
1421	04/08/2022	Payroll	3	EFT		2,358.98	March 2022 Payroll
1422	04/08/2022	Payroll	3	EFT		3,605.83	March 2022 Payroll
1423	04/08/2022	Payroll	3	EFT		1,800.02	March 2022 Payroll
1424	04/08/2022	Payroll	3	EFT		2,225.82	March 2022 Payroll
1425	04/08/2022	Payroll	3	EFT		435.77	March 2022 Payroll
1426	04/08/2022	Payroll	3	EFT		1,024.36	March 2022 Payroll
1427	04/08/2022	Payroll	3	EFT		3,702.59	March 2022 Payroll
1428	04/08/2022	Payroll	3	EFT		7,071.79	March 2022 Payroll
1429	04/08/2022	Payroll	3	EFT		3,815.01	March 2022 Payroll
1430	04/08/2022	Payroll	3	EFT		3,961.70	March 2022 Payroll
1431	04/08/2022	Payroll	3	EFT		2,967.91	March 2022 Payroll
1432	04/08/2022	Payroll	3	EFT		2,529.36	March 2022 Payroll
1433	04/08/2022	Payroll	3	EFT		435.82	March 2022 Payroll
1434	04/08/2022	Payroll	3	EFT		3,851.03	March 2022 Payroll
1435	04/08/2022	Payroll	3	EFT		3,304.16	March 2022 Payroll
1436	04/08/2022	Payroll	3	EFT		4,751.34	March 2022 Payroll
1437	04/08/2022	Payroll	3	EFT		6,412.58	March 2022 Payroll
1438	04/08/2022	Payroll	3	EFT		4,614.89	March 2022 Payroll
1439	04/08/2022	Payroll	3	EFT		14,128.89	March 2022 Payroll
1440	04/08/2022	Payroll	3	EFT		302.25	March 2022 Payroll
1441	04/08/2022	Payroll	3	EFT		5,097.72	March 2022 Payroll
1442	04/08/2022	Payroll	3	EFT		5,671.07	March 2022 Payroll
1443	04/08/2022	Payroll	3	EFT		4,036.96	March 2022 Payroll
1444	04/08/2022	Payroll	3	EFT		435.91	March 2022 Payroll
1445	04/08/2022	Payroll	3	EFT		3,471.85	March 2022 Payroll
1446	04/08/2022	Payroll	3	EFT		435.77	March 2022 Payroll
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1451	04/08/2022	Payroll	3	EFT		2,103.34	March 2022 Payroll
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1458	04/08/2022	Payroll	3	EFT		4,458.91	March 2022 Payroll
1459	04/08/2022	Payroll	3	EFT		4,116.00	March 2022 Payroll
1460	04/08/2022	Payroll	3	EFT		5,259.72	March 2022 Payroll
1461	04/08/2022	Payroll	3	EFT		3,689.48	March 2022 Payroll
1462	04/08/2022	Payroll	3	EFT		1,884.28	March 2022 Payroll
1463	04/08/2022	Payroll	3	EFT		3,404.63	March 2022 Payroll
1467	04/08/2022	Payroll	3	EFT	HSA Bank	1,408.33	Pay Cycle(s) 04/08/2022 To 04/08/2022 - HSA Contributions ER; Pay Cycle(s) 04/08/2022 To 04/08/2022 - HSA Contr EE
1468	04/08/2022	Payroll	3	EFT	Internal Revenue Service (941)	69,146.38	941 Deposit for Pay Cycle(s) 04/08/2022 - 04/08/2022
1469	04/08/2022	Payroll	3	EFT	WA St Department Of Retirement Systems	45,670.30	Pay Cycle(s) 04/08/2022 To 04/08/2022 - PERS2; Pay Cycle(s) 04/08/2022 To 04/08/2022 - PERS 3; Pay Cycle(s) 04/08/2022 To 04/08/2022 - 457 - DRS (DCP)
1626	04/15/2022	Claims	3	EFT	WA St Department Of Retirement Systems	25.00	000000930
1627	04/15/2022	Claims	3	EFT	WA St Dept of Revenue **	16,106.59	City of Stanwood

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1470	04/08/2022	Payroll	3	1983	AFLAC	221.39	Pay Cycle(s) 04/08/2022 To 04/08/2022 - AFLAC, Pre-Tax; Pay Cycle(s) 04/08/2022 To 04/08/2022 - AFLAC, Post-Tax
1471	04/08/2022	Payroll	3	1984	AWC Employee Benefit Trust	23,591.21	Pay Cycle(s) 04/08/2022 To 04/08/2022 - AWC - Health First 250; Pay Cycle(s) 04/08/2022 To 04/08/2022 - AWC- Dental J; Pay Cycle(s) 04/08/2022 To 04/08/2022 - AWC - Vision; Pay Cycle(s) 04/08/2022 To;
1472	04/08/2022	Payroll	3	1985	Colonial Life Insurance	66.75	Pay Cycle(s) 04/08/2022 To 04/08/2022 - Colonial Life Ins
1473	04/08/2022	Payroll	3	1986	Great-West Life & Annuity	3,363.00	Pay Cycle(s) 04/08/2022 To 04/08/2022 - 457 - Empower (Mass Mutual); Pay Cycle(s) 04/08/2022 To 04/08/2022 - Roth 457(b)Empower(MassMutual)
1474	04/08/2022	Payroll	3	1987	ICMA Retirement Trust	3,039.60	Pay Cycle(s) 04/08/2022 To 04/08/2022 - 457 - Mission Square Ret(ICMA)
1475	04/08/2022	Payroll	3	1988	Legal Shield	53.70	Pay Cycle(s) 04/08/2022 To 04/08/2022 - Legal Shield
1476	04/08/2022	Payroll	3	1989	Navia Benefits	125.00	Pay Cycle(s) 04/08/2022 To 04/08/2022 - Navia Limited FSA
1477	04/08/2022	Payroll	3	1990	Western Conference of Teamsters Pension Trust	2,733.60	Pay Cycle(s) 04/08/2022 To 04/08/2022 - WCTPP Contributions
1478	04/08/2022	Payroll	3	1991	Teamsters Union Local 231	1,419.00	Pay Cycle(s) 04/08/2022 To 04/08/2022 - Teamsters Dues
1479	04/08/2022	Payroll	3	1992	Washington Teamsters Welfare Trust	42,039.40	Pay Cycle(s) 04/08/2022 To 04/08/2022 - Teamsters Dental; Pay Cycle(s) 04/08/2022 To 04/08/2022 - Teamsters Medical
1619	04/15/2022	Payroll	3	1993	Dept of Labor and Industries	6,237.11	1ST Quarter L&I: 01/01/2022 - 03/31/2022
1620	04/15/2022	Payroll	3	1994	ESD - PFMLA	3,145.75	Pay Cycle(s) 01/01/2022 To 03/31/2022 - PFMLA
1621	04/15/2022	Payroll	3	1995	Employment Security Dept	1,404.30	1st Quarter Unemployment: 01/01/2022 - 03/31/2022
1489	04/06/2022	Claims	3	35170	5 Star service Inc.	8,000.00	City of Stanwood
1490	04/06/2022	Claims	3	35171	A WorkSAFE Service, Inc	110.00	City of Stanwood-Pat Adams
1491	04/06/2022	Claims	3	35172	Absolute Auto Repair Services	1,325.15	City of Stanwood
1492	04/06/2022	Claims	3	35173	Aramark Uniform Services Inc	314.60	937963000; 937963000; 937963000; 937963000
1493	04/06/2022	Claims	3	35174	Bonner Electrical Contracting LLC	781.20	City of Stanwood
1494	04/06/2022	Claims	3	35175	Cascade Natural Gas Corp	1,271.29	839 440 0000 5; 498 440 0000 7; 127 540 0000 3; 022 201 7579 4; 953 540 0000 2; 931 607 9072 6; 608 440 0000 4
1495	04/06/2022	Claims	3	35176	ClearGov Inc.	28,646.80	City of Stanwood
1496	04/06/2022	Claims	3	35177	Edge Analytical Inc	927.00	STA01; STA01; STA01; STA01
1497	04/06/2022	Claims	3	35178	Frix Technologies LLC	2,802.53	City of Stanwood
1498	04/06/2022	Claims	3	35179	Hamilton Lumber LLC	51.89	City of Stanwood
1499	04/06/2022	Claims	3	35180	ICONIX Waterworks (US) Inc.		148.00 charge should be different vendor
1500	04/06/2022	Claims	3	35181	Lou's Gloves	1,740.00	STA629
1501	04/06/2022	Claims	3	35182	Northsound Refrigeration	1,383.41	ity of Stanwood

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1502	04/06/2022	Claims	3	35183	Office Depot	649.89	36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097
1503	04/06/2022	Claims	3	35184	PUD Of Snohomish County *	14,298.75	200633634; 200367373; 200738672; 200103539; 200208858; 220923312; 202982351; 202423729
1504	04/06/2022	Claims	3	35185	Pace Engineers, Inc	26,815.44	City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood
1505	04/06/2022	Claims	3	35186	Pitney Bowes Inc- Global Financial Svc	88.17	0013214658
1506	04/06/2022	Claims	3	35187	Pitney Bowes Inc- Purchase Power *	1,005.00	8000-9090-0519-5677
1507	04/06/2022	Claims	3	35188	Platt Electric Supply Inc	143.65	24127; 24127; 24127
1508	04/06/2022	Claims	3	35189	Puget Tech LLC	1,209.00	City of Stanwood
1509	04/06/2022	Claims	3	35190	Quality Controls Corporation	288.00	City of Stanwood
1510	04/06/2022	Claims	3	35191	RH2 Engineering Inc	12,852.87	City of Stanwood; City of
1511	04/06/2022	Claims	3	35192	Ricoh USA Inc- Maint	541.64	4250811; 4250811; 4250811
1512	04/06/2022	Claims	3	35193	Ricoh USA, Inc.	850.10	1316669-3660090; 1316669-3800377; 1316669-3660142; 1316669-3800642
1513	04/06/2022	Claims	3	35194	Safetyshirtz	308.34	City of Stanwood
1514	04/06/2022	Claims	3	35195	Safeway	58.85	191483; 191483
1515	04/06/2022	Claims	3	35196	Shred-it US JV LLC	22.26	1000283524
1516	04/06/2022	Claims	3	35197	Skagit Farmers Supply	1,333.35	135052; 135052; 135052; 135052; 135052; 135052; 135052
1517	04/06/2022	Claims	3	35198	Snohomish County Cities & Towns	100.00	City of Stanwood
1518	04/06/2022	Claims	3	35199	Snohomish County Treasurer	6.67	
1519	04/06/2022	Claims	3	35200	Stanwood Auto Parts	577.08	56100
1520	04/06/2022	Claims	3	35201	Stanwood Camano Little League	32.76	City of Stanwood
1521	04/06/2022	Claims	3	35202	Stanwood Camano Youth Soccer Club	559.65	City of Stanwood
1522	04/06/2022	Claims	3	35203	Stanwood City Utility	113.58	4916; 4916
1523	04/06/2022	Claims	3	35204	Stilly Auto Parts Napa	384.09	27197; 27197; 27197; 27197; 27197
1524	04/06/2022	Claims	3	35205	Unum Life Insurance	88.40	City of Stanwood
1525	04/06/2022	Claims	3	35206	Verizon Wireless	1,503.86	372541731-00001
1526	04/06/2022	Claims	3	35207	WA St Dept of Ecology *	3,085.56	City of Stanwood WWTP
1527	04/06/2022	Claims	3	35208	WA St Treasurer	805.04	City of Stanwood
1528	04/06/2022	Claims	3	35209	Waste Management Skagit	154.18	8-34465-95001
1529	04/06/2022	Claims	3	35210	Wave Broadband	129.22	3201-0316547-01
1530	04/06/2022	Claims	3	35211	Ziply Fiber	77.91	360-939-0579-080320-5
1628	04/15/2022	Claims	3	35212	APP- Associated Petroleum Products	4,706.21	04-0100494
1629	04/15/2022	Claims	3	35213	AWC- Drug & Alcohol Testing Consortium	1,697.50	City of Stanwood
1630	04/15/2022	Claims	3	35214	Absolute Auto Repair Services	5,417.68	City of Stanwood; City of
1631	04/15/2022	Claims	3	35215	Ace Hardware *	962.22	20013
1632	04/15/2022	Claims	3	35216	Badger Meter Inc	449.00	460708
1633	04/15/2022	Claims	3	35217	Berk	435.00	City of Stanwood
1634	04/15/2022	Claims	3	35218	The Blueline Group, LLC	21,359.25	City of Stanwood; City of Stanwood; City of Stanwood
1635	04/15/2022	Claims	3	35219	CPC Materials, Inc	6,173.17	1025595

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1636	04/15/2022	Claims	3	35220	Certified Folder Display Services Inc	5,794.15	129996
1637	04/15/2022	Claims	3	35221	Code Publishing Company Inc	1,189.46	ST4659
1638	04/15/2022	Claims	3	35222	Crawford Garage Doors Inc	180.18	City of Stanwood
1639	04/15/2022	Claims	3	35223	Galt John E	250.00	City of Stanwood
1640	04/15/2022	Claims	3	35224	Iworq Systems Inc	9,300.00	428
1641	04/15/2022	Claims	3	35225	J.A. Brennan Associates, PLLC	5,934.75	City of Stanwood
1642	04/15/2022	Claims	3	35226	Office Depot	96.61	36274097
1643	04/15/2022	Claims	3	35227	PUD Of Snohomish County *	8,598.47	200592889; 221854284; 200240505; 222799900; 221041510; 200142180; 200128742; 202694204; 202670675; 202579512; 202882056; 202727285
1644	04/15/2022	Claims	3	35228	Perteet Inc.	26,517.35	City of Stanwood
1645	04/15/2022	Claims	3	35229	Quality Controls Corporation	1,686.00	
1646	04/15/2022	Claims	3	35230	Ricoh USA Inc- Maint	59.92	4250811
1647	04/15/2022	Claims	3	35231	Ricoh USA, Inc.	242.50	1316669-3800327
1648	04/15/2022	Claims	3	35232	Skagit Valley Publishing	804.41	48893; 48893; 48893; 48893; 48893; 48893; 48893; 48893; 48893
1649	04/15/2022	Claims	3	35233	Stanwood Auto Parts	623.02	56100; 56100
1650	04/15/2022	Claims	3	35234	Stilly Auto Parts Napa	278.47	27197; 27197; 27197
1651	04/15/2022	Claims	3	35235	Transpogroup Inc	17,961.25	City of Stanwood
1652	04/15/2022	Claims	3	35236	USA Bluebook	987.54	478228
1653	04/15/2022	Claims	3	35237	Verizon Wireless	297.26	742373248-00001
1654	04/15/2022	Claims	3	35238	WA St Dept of Licensing *		Stacey found her error, void and reissue with new paperwork
1655	04/15/2022	Claims	3	35239	Washington State Patrol *	119.25	STA301
1656	04/15/2022	Claims	3	35240	West Coast Code Consultants,	1,861.24	City of Stanwood
1657	04/15/2022	Claims	3	35241	Ziply Fiber	1,514.37	360-629-4907-072497-5; 206-188-0411-053105-5

001 General Fund	254,546.17
101 Street Fund	41,734.20
103 Street Construction Fund	43,820.35
104 Park And Trail Improvement Fund	6,184.75
115 Tourism And Promotion DSC	7,003.15
401 Sewer Fund	102,284.95
403 Sewer Construction Fund	16,448.30
410 Drainage Fund	28,315.62
411 Drainage Construction Fund	20,445.94
421 Water Fund	86,321.88
630 Agency Fund	999.67

* Transaction Has Mixed Revenue And Expense Accounts

Claims:	257,065.00
Payroll:	351,039.98

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 Donahue Date: 4/20/22
 (x) Deputy Finance Director

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**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 8b
DATE: April 28, 2022
SUBJECT: City Council April 14, 2022, Regular Meeting Minutes
CONTACT PERSON: Lisa Sokolik, City Clerk
ATTACHMENTS: A – Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the April 14, 2022, Regular City Council Meeting are attached.

RECOMMENDED MOTION

**MOTION TO APPROVE THE MINUTES OF THE APRIL 14, 2022, CITY COUNCIL
REGULAR MEETING AS PRESENTED.**

CITY OF STANWOOD
Regular Meeting of the City Council
Thursday, April 14, 2022 – 7:00 p.m.
In-Person & Zoom Online Meeting
MINUTES

1. Call to Order and Pledge of Allegiance

Mayor Sid Roberts called the meeting to order at 7:00 p.m. Councilmember Gaumond led the Pledge of Allegiance.

2. Roll Call

City Clerk Lisa Sokolik called the roll with the following Councilmembers present: Dani Gaumond, Marcus Metz, Darren Robb, Tim Pearce, Steve Shepro, Andreena Bergman and Tim Schmitt. The meeting was quorate.

Also present: City Administrator Shawn Smith, Community Development Director Patricia Love, Finance Director David Hammond, Public Works Director Kevin Hushagen, Fire Chief John Cermak, Police Chief Rebecca Lewis, Finance Manager Wendy Dowhower, City Attorney Nikki Thompson, Economic Development & Marketing Manager Sarah Cho, Assistant to the Administrator & Communications Manager Krista Hintz, and City Clerk Lisa Sokolik.

3. Approval of the Agenda

Motion by Councilmember Metz, second by Councilmember Pearce to approve the agenda as amended. Motion carried unanimously.

4. Presentation

a. Pickle Ball Presentation

Doug Shafer, Spokesperson for the Camano-Stanwood Pickle Ball Association Club and Gordy Holmes, President of the Camano-Stanwood Pickle Ball Association Club gave a presentation on the fastest growing sport, pickle ball which Governor Inslee made the official Washington State sport on March 28, 2022.

5. Citizen Comments

The City received two written comments and two requests to verbally address the Mayor and City Council. Written comments must be provided to the Clerk by 9:00 a.m. the day of the meeting. Verbal comments may be provided by attending the meeting in-person or via Zoom.

Written Comment

Rick Angelo	3534 Summerland Drive, Camano Island Topic – Stanwood Pickle Ball
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Molly Simon	27325 Pioneer Hwy, Stanwood Topic – Requesting a sidewalk on 80 th
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Verbal Comment

Gary Katzenmaier 8001 272nd St., Stanwood
Topic – Pride Rainbow Painted Crosswalk

Karl Nystrom Stanwood Topic – Toxic Waste Dump on 300th

6. Staff Reports

a. Police Compstat Report – February

Councilmember Schmitt commented that he'd like the report to be narrowed down to the 5 top-level bullet points: number of felonies, misdemeanors, traffic accidents, and calls to 911 and to fit them on one page.

Councilmember Robb appreciated the addition of the SRO page.

7. Committee Reports

- a. Economic Development Board Meeting Minutes – February 18, 2022
- b. Parks and Trails Advisory Committee Meeting Minutes February 22, 2022
- c. Public Works Committee Meeting Minutes – April 4, 2022

Councilmember Robb gave a report of the Public Works Committee meeting. The Committee discussed the Lease Agreements that are on the consent agenda, item e., the Committee's recommendation to Council is to pass the item. Most of the meeting was spent discussing the Six-year Transportation Improvement Plan (TIP) 2023-2028. They focused on prioritizing the sidewalk projects. Robb is requesting for Councilmembers to look at the proposed Six-year TIP and provide feedback, comments, project ideas, and project priorities before the May 2nd PWC meeting, so a comprehensive Six-year TIP can be brought to full council in June.

8. Consent Agenda

- a. Approve Vouchers and Payroll Checks
- b. Approve March 24, 2022, City Council Regular Meeting Minutes
- c. Approve March 24, 2022, City Council Special Workshop Minutes
- d. Authorize Mayor to Sign MRSC Annual Agreement
- e. Authorize Mayor to Sign Lease Agreements with Stanwood Lacrosse and North County Youth Soccer Association

Motion by Councilmember Metz, second by Councilmember Gaumond to approve the consent agenda items A - E. Motion carried unanimously.

9. Old Business

a. American Recovery Plan Spending

Finance Director David Hammond discussed the revised list of projects that have been made possible by the ARPA funding. He discussed the recommendation of using REET 2 funds for the Floodwall project instead of ARPA funds. A preliminary budget from the Mayor will be brought to Council in August.

Councilmember Robb asked Hammond to clarify why the floodwall has federal requirements and should be used with REET 2 funds instead of ARPA funds. Hammond said it's a question of timing, the previous council designated ARPA funding for the Floodwall project. Staff was proceeding with the intention to do the procurement in compliance with a Federal Public Works requirements. The City is subject to the regulations in effect when action is taken.

Motion by Councilmember Robb, second by Councilmember Metz to authorize staff to proceed with the attached list of projects and prepare a mid-year budget amendment that reflect this work as necessary.

Roll call of votes was taken:

<i>Councilmember Schmitt –</i>	<i>Yes</i>
<i>Councilmember Gaumond –</i>	<i>Yes</i>
<i>Councilmember Metz –</i>	<i>Yes</i>
<i>Councilmember Robb –</i>	<i>Yes</i>
<i>Councilmember Pearce –</i>	<i>Yes</i>
<i>Councilmember Shepro –</i>	<i>Yes</i>
<i>Councilmember Bergman –</i>	<i>Yes</i>

Motion carried unanimously

10. Public Hearing

Written comments must be provided to the Clerk by 9:00 a.m. the day of the meeting via this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>, or verbal comments may be provided by attending the meeting via Zoom; for assistance call 360-454-5213.

a. Comprehensive Plan Public Participation Plan

Community Development Director Patricia Love presented the Public Participation Plan which is the first step of the Comprehensive Plan update. Under state law, it is a requirement for the city to adopt a Public Participation Plan and do it early and continuous, with a robust outreach through the two-year process. The Public Participation Plan lays out the process of who will be reached out to and how they will be reached. The Planning Commission and Community Development Committee have both reviewed the plan and had some suggestions that have been incorporated into the plan.

Councilmember Schmitt said if paid professional surveys are utilized that they meet a very high bar to make sure they move the mission forward. Love responded that in the contract there is a section on public outreach and staff will also be doing public outreach, e.g., setting up a booth at the farmer's market, keeping an email list, and creating a party of record list.

Councilmember Shepro suggested the use of a dedicated Facebook page just for the Comprehensive Plan Update.

Councilmember Robb commented that the Public Participation Plan is much more important than just a state requirement. He is looking forward to the multi-prong approach for getting feedback

from the public. He really liked the tag line “Stanwood Comprehensive Plan, Remember Yesterday, Imagine Tomorrow”.

The Mayor opened the Public Hearing to receive public comments. No citizen comments received.

Motion by Councilmember Shepro, second by Councilmember Robb to adopt Resolution 2022-06 establishing the public participation plan for the 2024 Comprehensive Plan Update Process.

Roll call of votes was taken:

<i>Councilmember Schmitt –</i>	<i>Yes</i>
<i>Councilmember Gaumond –</i>	<i>Yes</i>
<i>Councilmember Metz –</i>	<i>Yes</i>
<i>Councilmember Robb –</i>	<i>Yes</i>
<i>Councilmember Pearce –</i>	<i>Yes</i>
<i>Councilmember Shepro –</i>	<i>Yes</i>
<i>Councilmember Bergman –</i>	<i>Yes</i>

Motion carried unanimously

11. New Business

- a. Authorize Mayor to sign Amendment No. 1 to the FreeDoc Information Automation contract 2022-46

Finance Director David Hammond discussed the Electronic Records Management project and the multiple steps to get city records digitized and the reason for Amendment No. 1. Staff is ready to move to the scanning phase of the project, eighty boxes of building permits, which have a very long retention period of life of building plus six years and are the most requested records. Once the scanned documents are uploaded to Laserfiche they will be searchable using Optical Character Recognition (OCR).

Councilmember Robb asked how many more boxes will there be after the eighty boxes are scanned? Hammond clarified that the eighty boxes are all the boxes through 2020. Robb asked if there is an offsetting cost savings from staff time by not having to search through paper documents. Hammond said not quantified, but over the next few years there definitely will be efficiently, which will save staff time and space in the records room. Robb asked if this is a good use of ARPA funding. Hammond said this was a great example of an appropriate use the ARPA funds on because it is a one-time, non-recurring project.

Councilmember Schmitt asked what lessons were learned by on going over budget on Task Order No.1. Hammond said he stopped the project after receiving the first invoice, as the contractor billed for a large amount of travel time. Going forward, the consultant will come up for three days and stay in a hotel.

Councilmember Metz commented that he is very excited for this project, he has spent a great deal of time looking up permits and in this day and age it will be very helpful to have permits online and easily accessible.

Motion by Councilmember Metz, second by Councilmember Gaumond to authorize the Mayor to sign an amendment to contract 2021-46 with Freedoc, with revised not to exceed amount of \$151,165.27.

Roll call of votes was taken:

<i>Councilmember Schmitt –</i>	<i>Yes</i>
<i>Councilmember Gaumond –</i>	<i>Yes</i>
<i>Councilmember Metz –</i>	<i>Yes</i>
<i>Councilmember Robb –</i>	<i>Yes</i>
<i>Councilmember Pearce –</i>	<i>Yes</i>
<i>Councilmember Shepro –</i>	<i>Yes</i>
<i>Councilmember Bergman –</i>	<i>Yes</i>

Motion carried unanimously.

b. Acceptance of Artwork for the Banner Project.

Economic Development & Marketing Manager Sarah Cho gave an update on the banner project. Staff received all the artwork submissions from the Stanwood-Camano Art Advocacy Commission (SCAAC). The artwork was presented to city staff and SCAAC staff to see which submissions were suitable for the banner project. The narrowed down submissions were then brought to the Economic Development Board (EDB) for a second review, EDB had a few minor edits, but over all were happy with all the submissions. All of the submissions have been included in the council packet.

Councilmember Schmitt suggested placing the more complex designs in the pedestrian areas and the simpler designs along SR532.

Councilmember Shepro asked about banner sample on page 10.52 which shows the city logo and asked if text like 'Welcome to Stanwood' could be placed on the banners? Cho answered that currently there is no text on the banners, but they are considering having the artists sign the corner of their artwork. Also, there is an option to have one dedicated banner for the City of Stanwood. Adding text to any of the artwork would require the permission of the artist.

Councilmember Bergman asked how many times will these banners be used? Cho answered that they would be ready to hang by June. The banners have a life of three years, after three years the program would start again and with a new cycle of new artwork from new artists. The artists are all local, living within the Stanwood-Camano School District. Bergman would like to see more historical or Scandinavian inspired artwork for the next round.

Councilmember Metz commented that the banners go a long way towards city beautification. If any artists agree to have text added to their artwork, he suggested placing those banners by the city limits arterial routes.

Motion by Councilmember Pearce, second by Councilmember Bergman accept the submitted artwork for the banner project and direct staff to initiate the production and manufacturing of the banners with the intent to install the spring/summer themed banners by early to mid-spring.

Roll call of votes was taken:

<i>Councilmember Schmitt –</i>	<i>Yes</i>
<i>Councilmember Gaumond –</i>	<i>Yes</i>
<i>Councilmember Metz –</i>	<i>Yes</i>
<i>Councilmember Robb –</i>	<i>Yes</i>
<i>Councilmember Pearce –</i>	<i>Yes</i>
<i>Councilmember Shepro –</i>	<i>Yes</i>
<i>Councilmember Bergman –</i>	<i>Yes</i>

Motion carried unanimously

- c. Authorize Mayor to Sign the Stanwood Chamber of Commerce Event Management Agreement

Economic Development & Marketing Manager Sarah Cho discussed the Stanwood Chamber of Commerce's proposal of managing the Summer Concert Series for 2022. Judy Williams, President of the Stanwood Chamber was in attendance to answer Council questions.

Councilmember Schmitt asked what the radius of the advertising and how far does this event draw? Williams answered that it is a social media advertisement with the Stanwood Chamber of Commerce who will be boosting all the posts. Posters will be hung all throughout Stanwood, Mount Vernon, Everett, and Bellingham areas. In the past, the concert series were included in the advertisement rental space on the electronic billboard on I-5. In terms of mile radius, Williams said approximately 35 miles, plus the Facebook miles.

Councilmember Shepro was happy to see that other geographic spots were chosen for the concerts. He would like to know if the new spots have a better turnout than the previous year's locations. Williams said they just heard back from Haggan's headquarters, and they said no to the use of their parking lot.

Motion by Councilmember Metz, second by Councilmember Robb to authorize the Mayor to execute the professional services agreement with the Stanwood Chamber of Commerce for management of the special event: summer concerts series with an event management fee of \$11,000.

Roll call of votes was taken:

<i>Councilmember Schmitt –</i>	<i>Yes</i>
<i>Councilmember Gaumond –</i>	<i>Yes</i>
<i>Councilmember Metz –</i>	<i>Yes</i>

<i>Councilmember Robb –</i>	<i>Yes</i>
<i>Councilmember Pearce –</i>	<i>Yes</i>
<i>Councilmember Shepro –</i>	<i>Yes</i>
<i>Councilmember Bergman –</i>	<i>Yes</i>

Motion carried unanimously

d. Adoption of Resolution 2022-03 Amending Council Rules of Procedure

Mayor Roberts introduced the proposed amendments to the Council Rules of Procedure, noting that Rule 44 states that the Rules of Procedures should be periodically reviewed. In March of 2020 there was a motion to take off Citizen Closing Comments from the agenda. Mayor Roberts wanted to address this issue and asked for council comments.

Councilmember Schmitt feels strongly about retaining the citizen closing comments, he was greatly alarmed with the possibility that the opportunity for citizen comments would be reduced.

Motion by Councilmember Schmitt, second by Councilmember Robb to retain Citizen Closing Comments.

Councilmembers discussed the issue of retaining or removing the Citizen Closing Comments from the agenda.

Roll call of votes was taken:

<i>Councilmember Schmitt –</i>	<i>Yes</i>
<i>Councilmember Gaumond –</i>	<i>Yes</i>
<i>Councilmember Metz –</i>	<i>Yes</i>
<i>Councilmember Robb –</i>	<i>Yes</i>
<i>Councilmember Pearce –</i>	<i>Yes</i>
<i>Councilmember Shepro –</i>	<i>Yes</i>
<i>Councilmember Bergman –</i>	<i>Yes</i>

Motion carried unanimously.

The Mayor opened for discussion the proposed amendment to the Rules of Procedures. Councilmembers discussed the amendments to rules 11, 20, 29 and 40 and asked clarifying questions to the City Attorney, Nikki Thompson.

Motion by Councilmember Robb, second by Councilmember Shepro to change Rule 22 (k) to Public Closing Comments.

Roll call of votes was taken:

<i>Councilmember Schmitt –</i>	<i>Yes</i>
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Councilmember Gaumont –	Yes
Councilmember Metz –	Yes
Councilmember Robb –	Yes
Councilmember Pearce –	Yes
Councilmember Shepro –	Yes
Councilmember Bergman –	Yes

Motion carried unanimously.

Motion by Councilmember Robb, second by Councilmember Shepro to change Rule 22 (h) from Old Business to Unfinished Business.

Roll call of votes was taken:

Councilmember Schmitt –	Yes
Councilmember Gaumont –	Yes
Councilmember Metz –	Yes
Councilmember Robb –	Yes
Councilmember Pearce –	Yes
Councilmember Shepro –	Yes
Councilmember Bergman –	No

Motion carried 6 yea, 1 nay.

Motion by Councilmember Metz, second by Councilmember Robb to adopt Resolution 2022-03, as amended, amending the Council Rules of Procedure.

Roll call of votes was taken:

Councilmember Schmitt –	Yes
Councilmember Gaumont –	Yes
Councilmember Metz –	Yes
Councilmember Robb –	Yes
Councilmember Pearce –	Yes
Councilmember Shepro –	Yes
Councilmember Bergman –	Yes

Motion carried unanimously.

12. Citizen Closing Comments – Removed via Motion at the 3-26-2020 Meeting

13. Report of Officers and Committees

a. Mayor's Report

Mayor Roberts said he is happy to be having an in-person council meeting. The City continues to get public record requests, so he thanked the council for approving the Amendment to the FreeDoc Information Automation contract, which will help fulfill these requests. He asked everyone to keep

the people of Ukraine in their hearts, minds and thoughts during this very sad time. He and Kevin Hushagen met with a citizen regarding the brick road, he would like to get Council's thoughts on whether they think anything should be done. He and Shawn Smith met with Rick Larsen's office to discuss SR532. He met with Smith, Hushagen and the Diking District about concerns over the dike and rebuilding options; Hushagen's input and Smith's engineering background have been very helpful.

b. City Administrator Report

City Administrator Smith said it was nice to be back to in-person meetings.

c. Councilmember Reports/Questions

Councilmember Metz said since the last Community Development Committee meeting, he has been thinking a lot about the historical overlay, what is the intended purpose and what the public would like. He would like to know what everyone else's thoughts are and asked if they could look at the zoning map, see where the historical zone boundaries are, read the provisions of the section and come up with inspiration.

Councilmember Robb is interested in having a representative from Diking District 7 address council with a status. He was impressed with the pickle ball presentation and the turnout of the pickle ball folks; he is considering supporting some sort of pickle ball facility in the city limits.

Councilmember Pearce said he played pickle ball in high school, and it was a lot of fun, he remembers Jerry Kelley saying it was the Washington State sport.

Councilmember Shepro said it was nice to see the large turnout for pickle ball. He would like to invite other guest speakers on a more frequent schedule. He thanked the citizens who stayed for the whole meeting.

Councilmember Bergman said it was nice to see everyone who turned out for the pickle ball presentation and was happy to be having the meeting in-person.

Councilmember Schmitt thanked the City for putting on the event Night with the Police Chief; it had a good community turnout. It was nice to learn how the community operates from the Chief's perspective. He thanked the staff for putting out the City Council meeting packet.

14. Adjourn to Executive Session – None Scheduled for this Meeting

15. Reconvene and Adjourn

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 9:03 p.m.

CITY OF STANWOOD

ATTEST:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11a
DATE: April 28, 2022
SUBJECT: Stanwood Municipal Code Update Project
CONTACT PERSON: Patricia Love, Community Development Director
ATTACHMENTS: A – BHC Consultants Contract and Scope of Work

PURPOSE

The issue in front of the City Council is to authorize the Mayor to sign a contract with BHC Consultants to prepare the Stanwood Municipal Code update work.

BACKGROUND

The last comprehensive update to the Stanwood Municipal Code occurred in 1968. As the City has grown and development has increased over the years, so has the need for updated regulations. Fifty years of amendments has resulted in inconsistencies, conflicts and outdated regulations. The City desires to adopt a modernized Municipal Code that reflects the character of Stanwood and meets the current needs of the community.

A request for proposals (RFP) from qualified consultants was advertised on January 19, 2022. Two consultant teams submitted proposals and after careful consideration, the BHC Consultant Team was selected as the best firm to support the City's efforts in the code update work.

ANALYSIS

Municipal Code Update:

The new code should reflect best practices with respect to the content and administration of the code. The update needs to be user friendly for staff, property owners and developers by 1) removing legalese and jargon unfamiliar to the lay person, 2) improving clarity and overall functionality, and 3) reflect regulatory best practices. It is also envisioned that the update will include tables and illustrations whenever possible to help convey concepts. Lastly, the updated code must be consistent with current case, state and federal laws. The following principals have been drafted to guide the update process.

- Focus on improving the code to eliminate deficient, outdated, overly complex or unnecessary codes that inhibit development.
- Make the code internally consistent between Titles and Chapters.
- Create a user-friendly code that is easy to administer by staff and easily understood by developers and the community.
- Use plain, easily understood language in describing requirements and procedures.
- Identify existing development regulations that need to be revised or updated to be consistent with the Comprehensive Plan.
- Standards and regulations should reflect current needs and desires of the community.
- Ensure compatibility with current state and federal law.
- Evaluate the code for regulatory gaps.
- Eliminate “repealed” or “deleted” titles, chapters, or sections.
- Apply form-based concepts and development flexibility where appropriate.
- Insert tables, graphics and/or illustrations wherever necessary to convey concepts.

Proposed Municipal Code Amendments:

Staff, the Planning Commission and Community Development Committee have identified the following needed amendments by Code Title. Council is welcome to add any suggested changes as well.

Title	Anticipated Amendments
Title 1: General Provisions	General review for consistency with other Titles and Chapters of the Municipal Code including but not limited to definitions, public noticing requirements, and determine if Public Works Contracts would be more appropriate in a different Title.
Title 2: Administration and Personnel	Thorough review of roles and responsibilities of the council, boards, commissions, and staff. Consider adopting an ethics code section and determine the most appropriate location for such a code. Consider a citizen referendum process – when applicable and when not.
Title 3: Revenue and Finance	Thorough review of the Title; Chapter 3.16 - Funds, needs a complete update.
Title 4: Reserved	Eliminate and re-number.
Title 5: Business Licenses and Regulations	Review against current state law and city practices. Add clarity to address when a business license is needed or not. Update the taxicab business license requirements as they are out of date. Consider amendments to ban or limit the use of fireworks within the city limits. The Special Events Chapter needs a complete update. Look at business license requirements for rideshare businesses (uber / lyft) and food delivery services (doordash / uber eats).

Title 6: Reserved	Eliminate and re-number.
Title 7: Health and Sanitation	Evaluate to determine if the Garbage Collection Chapter needs to reflect current franchise agreements and current city practices. Review litter control against state law. Update Nuisances Chapter with regards to current case law, address junk vehicles on public and private property, garbage, noise, property maintenance and other common nuisances. Consider adopting citation authority for infractions verses a notice of violation process.
Title 8: Animals	Review and update as needed. Evaluate 2020 Docket Item to consider allowing small “livestock” as pets.
Title 9: Public Peace, Morals, and Safety	Reflect that the City contracts police services with the Snohomish County Sheriff’s Department. Review and update with current policing best practices as many code sections were adopted in 1968. Evaluate if “park rules” should be in a different chapter. Review “nuisances” in Chapter 7.16 and “nuisances” in Chapter 9.5 to determine if these chapters should be combined and determine best placement within the municipal code.
Title 10: Vehicle and Traffic	Review against current city practices. Consider reorganizing to separate law enforcement sections by the Police Department from street design managed by Public Works. Update to be current with city street standards and designations.
Title 11: Reserved	Eliminate and re-number.
Title 12: Utilities	Ensure consistency with Title 3 and rewrite of “funds” chapter. Add language that ADU’s and Adult Family Homes should be considered residential uses in regard to rates – not commercial uses.
Title 13: Code Enforcement	Add an option for the City (Code Enforcement Officer and Police Department) to issue municipal civil infraction citations /tickets for minor / reoccurring code enforcement cases. Maintain notice of violation process for major land use violations. Ensure appeal section is consistent with Hearing Examiner authority and process. Other: Consider if anonymous complaints should be allowed.
Title 14: Building and Construction	Ensure permit processes are consistent with Title 17, Zoning. Consider moving all code sections referring to the use of streets and right-of-ways into a new Title. Clarify what uses or activities are allowed within city rights-of-way. Evaluate when a permit is required for use of city right-of-way as well as identify permit exemptions. Clarify right-of-way maintenance responsibilities. Consider a complete streets ordinance or standards.

Title 15: Forest Practices	Update with current state practices and consider integrating into Title 17, Zoning.
Title 16: Subdivisions	Update to be consistent with state and case law. Ensure consistency with Title 17, Zoning.
Title 17: Zoning	Modernize the zoning code so that it is easy to read and interpret by the general public. Ensure consistency throughout entire Title. Add development standards flexibility to preserve existing buildings and implement the downtown master plan. Sections needing particular attention include density standards, bulk standards for buildings versus lot development, critical areas, infill development standards, reasonable use measures, sign code, non-conforming standards, daycares, and parking standards. The permitted uses and permit process has just recently been updated; all code revisions should be made consistent with these updates. Evaluate the zoning code for barriers to development and suggest amendment options. Other specific zoning issues that need review include: ▪ Address use of shipping containers as storage sheds – both residential and commercial ▪ Multicomplex and off-site signs ▪ Fence materials – no barbwire ▪ Day Care Centers in residential zones ▪ Impact fees: Level of Service Standards, adjustment rate, exemptions, and clarify impact fee exemptions (existing lots prior to July 1, 1969) ▪ Re do the nonconforming use standards; make clear differences between nonconforming uses, lots, and structures ▪ Evaluate the home occupation standards ▪ Provide density transfers for critical areas / subdivisions / PRDS ▪ Floodplain regulations – 1' above base flood elevations for mobile homes and mobile home parks ▪ Long term parking lots (airport or training parking) ▪ Update the submittal checklists to be consistent with new review process Other: <u>Code Provision:</u> SMC 17.110.020.(3) Electrical Permit. All illuminated signs and any other sign in which electrical wiring and connections are to be used shall require an <u>electrical permit submitted to the building official (Should be L&I)</u> or designee along with the sign and building permit applications. Update ADU's with current law (Final 2022 Legislative Session) Consider design standards for downtown / Twin City Mile properties
Other	Update code to be gender neutral.

Scope of Work:

BHC Consultants was selected to help update the City's Municipal Code; major work elements under their scope of work includes:

1. Review Existing Conditions to Identify Amendments

Review the existing code for gaps and inconsistencies and propose a recommended approach to the update. The approach will include gathering needed background information and analysis to suggest preliminary recommendations on how best to modernize the code. Work may also include a few "quick fixes" that address high priority or immediate changes through interim regulations.

2. Public Engagement

Implement an early and progressive public engagement process that is broadly disseminated throughout the community via a variety of methods that residents can use to obtain and share information. The public participation plan should foster an environment for idea-sharing. An Advisory Group will be assembled to help with the initial goals and direction of the project. The Planning Commission will review and make recommendations to the City Council. The Council will be responsible for approving the final amendments.

3. Draft Municipal Code Language

Building upon the preliminary assessment and recommendations, a draft of each code title will be prepared. Applying the general direction principles listed above, the new code will be clearly worded and organized to encourage the documents' accessibility to a wide range of audiences. Graphics and tables will be used to illustrate concepts. A style guide and tracking document will be prepared that carefully tracks all significant changes from the existing code to the newly proposed code by title to ensure transparency to the Council and public. Draft code language will also be reviewed for consistency with the Comprehensive Plan.

4. Environmental Review and Municipal Code Adoption

Once amendments are drafted, environmental review documents will be prepared and processed. It is anticipated that this will include a SEPA (State Environmental Policy Act) checklist, project narrative, and general summary narrative. Multiple SEPA documents are anticipated based on the number of ordinances needed to update the entire Municipal Code. An environmental impact statement (EIS) is not anticipated at this time.

5. Optional Work – Engineering Design Standards Update

Staff has asked BHC to include an optional task in their scope of work to update the City's Street and Utility Standards. Work would include reviewing the whole document, making it consistent with the draft code provisions, create or update street sections to reflect the standards and implement the Comprehensive Plan, and any other minor editing or formatting.

Final versions of each Title of the Municipal Code will be drafted based on comments received from the public outreach efforts, staff recommendations, public meeting and public hearing comments, and Planning Commission recommendations. The City Council is responsible for adoption of all amendments after holding a public hearing.

Anticipated Schedule:

Upon signature of the contract by the Mayor, the city will have authorization to begin working on the project. To accomplish all the work needed to adopt a fully updated Municipal Code, several amendments will be necessary. It is the goal of the city to have the full Municipal Code updated by June of 2024 – or approximately 2 years of work.



FINANCIAL IMPACT

Fiscal Impact

The Municipal Code Update project was included in the 2021 budget amendment in the amount of \$200,000.00. An additional \$50,000 was allocated to this project from the ARPA funds for a total budget of \$250,000. The project scope totals \$252,550, just slightly above the approved budget.

In addition, staff asked for an optional scope of work item to update the City's Engineering and Utility Standards to be consistent with the Municipal Code. With the Senior Planner position not being filled, staff is proposing to use the 2023 staff savings to cover the Engineering and Utility Standards update work and minor increase in the project budget.

Scope of Work	Amount
Team Coordination and Start Up Tasks	\$52,600
Existing Conditions Review	\$25,000
Public Outreach	\$62,950
Draft Municipal Code Language	\$98,000
Environmental Review and Final Adoption	\$14,000
Subtotal:	\$252,550
Optional: Engineering Standards Update	\$20,000
Total:	\$272,550

Funding Source	Amount
2022 Budget	\$200,000
2022 ARPA Funds	\$50,000
2023 Senior Planner Savings	\$22,550
Total:	\$272,550

Fund(s):	Community Development Department Professional Services: 558.60.41.00		
Amount:	\$250,000.00 Prof Services \$22,550 Staff Savings	Project Estimate:	\$272550.00
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☒ Monitor

RECOMMENDATIONS

Updating the Municipal Code is a city priority. The proposed work plan has been shared with the Planning Commission, Economic Development Board and Community Development Committee who are all supportive of the project approach. Their suggested amendments have been incorporated into the amendment matrix included in this staff report.

CITY COUNCIL OPTIONS

1. Authorize the mayor to sign the contract with BHC Consultants to prepare the necessary updates to the Stanwood Municipal Code and Street and Utility Standards.
2. Direct staff to make changes to the scope of work and/or proposed costs for these services.
3. Do not proceed with the project at this time.

RECOMMENDED MOTION

I MOVE TO AUTHORIZE THE MAYOR TO SIGN THE CONTRACT WITH BHC CONSULTANTS IN THE AMOUNT OF \$252,550 TO PREPARE UPDATES TO THE STANWOOD MUNICIPAL CODE IN ACCORDANCE WITH THE ATTACHED SCOPE OF WORK.

I MOVE TO AUTHORIZE THE MAYOR TO SIGN THE CONTRACT WITH BHC CONSULTANTS IN THE AMOUNT OF \$20,000 TO PREPARE UPDATES TO THE STANWOOD STREET AND UTILITY STANDARDS IN ACCORDANCE WITH THE ATTACHED SCOPE OF WORK.

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF STANWOOD WASHINGTON
AND BHC CONSULTANTS
FOR CONSULTANT SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Stanwood, Washington, a Washington State municipal corporation ("City"), and BHC Consultants, a Washington BHC Consultants, LLC ("Consultant").

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services regarding the Stanwood Municipal Code Update project as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services is attached hereto as **Exhibit "A"** and incorporated herein by this reference ("Scope of Services"). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant's profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 MINOR CHANGES IN SCOPE. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

III.2 WORK PRODUCT AND DOCUMENTS. The work product and all documents produced under this Agreement shall be furnished by the Consultant to the City, and upon completion of the work shall become the property of the City, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even

though the work has been accepted by the City.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 **TERM.** The term of this Agreement shall commence on May 13, 2022 and shall terminate at midnight, December 31, 2024. The parties may extend the term of this Agreement by written mutual agreement.

III.4 **NONASSIGNABLE.** The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

III.5 **EMPLOYMENT.**

a. The term "employee" or "employees" as used herein shall mean any officers, agents, or employee of the of the Consultant.

b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

 X No employees supplying work have ever been retired from a Washington state retirement system.

 Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates "no", but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a

claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney's fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

a. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

d. **Public Records Requests.**
In addition to Paragraph IV.3 b, when the City provides the Consultant with notice of a public records request per Paragraph IV. 3 b, Consultant agrees to save, hold harmless, indemnify and defend the City its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the consultants violation of the Public Records Act RCW 42.56, or consultant's failure to produce public records as required under the Public Records Act.

e. The provisions of this section III.6 shall survive the expiration or termination of this agreement.

III.7 INSURANCE.

a. **Insurance Term**
The Consultant shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein

b. No Limitation

Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

c. Minimum Scope of Insurance - Consultant shall obtain insurance of the types described below:

- (1). Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01
- (2). Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
- (3). Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4). Professional Liability insurance appropriate to the Consultant's profession.

d. The minimum insurance limits shall be as follows:

Consultant shall maintain the following insurance limits:

- (1) Comprehensive General Liability. Insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
- (2) Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.
- (3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.
- (4) Professional Liability/Consultant's Errors and Omissions Liability. \$2,000,000 per claim and \$2,000,000 as an annual aggregate.

e. **Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

f. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

g. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

h. **Insurance shall be Primary - Other Insurance Provision.** The Consultant's insurance coverage shall be primary insurance as respect the City. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

i. **Failure to Maintain Insurance** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

j. **Public Entity Full Availability of Consultant Limits**
If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

k. **Subcontractors' Insurance**
The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the Public Entity is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 UNFAIR EMPLOYMENT PRACTICES. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 LEGAL RELATIONS. The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Snohomish County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

d. Prior to commencement of work, the Consultant shall obtain a business license from the City.

III.12 CONFLICTS OF INTEREST. The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

III.13 CITY CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

a. The Consultant shall be responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit A :

Ryan Walters, Attorney at Law

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$272,550.00 without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit a monthly invoice to the City for services performed in the previous calendar month in a format acceptable to the City. The Consultant shall maintain time and expense records and provide them to the City upon request.

c. The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

IV.2 CITY APPROVAL. Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

a. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

b. Public Records

The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

ARTICLE V. GENERAL

V.1 **NOTICES.** Notices to the City shall be sent to the following address:

**Community Development Director
City of Stanwood
10220 270th St NW
Stanwood, WA 98292**

Notices to the Consultant shall be sent to the following address:

**BHC Consultants
c/o Katie Cote, AICP
1601 Fifth Avenue, Suite 500
Seattle, WA 98101
206-505-3400**

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

V.2 **TERMINATION.** The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the City for its convenience, the City shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section IV.1.

V.3 **DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 **EXTENT OF AGREEMENT/MODIFICATION.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

V.5 **SEVERABILITY**

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

V.6 **NONWAIVER.** A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

V.7 **FAIR MEANING.** The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

V.8 **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

V.9 **VENUE.** The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

V.10 **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

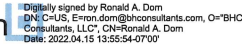
V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this _____ day of _____, 2022.

CITY OF STANWOOD

BHC CONSULTANTS

By _____
Sid Roberts, Mayor

By Ronald A. Dorn 
Ronald A. Dorn, President

Attest:

Lisa Sokolik, City Clerk

Exhibit A
Scope of Services

EXHIBIT A

SCOPE OF WORK

City of Stanwood Municipal Code Update

I. Scope of Work

Overall Scope: Provide professional planning and legal services necessary to complete the tasks outlined in the city's request for proposals, issued January 12, 2022, titled "Stanwood Municipal Code Update Project." Legal services required for this Municipal Code Update are being provided under a subconsultant agreement by Ryan Walters.

Consistent with BHC Consultants, LLC (BHC) Proposal, our work will be divided into tasks, as described in detail below.

Task Area 1 - Team Coordination and Start-Up Tasks

Work Tasks:

1.1. Project Coordination over the Life of the Project.

- Bi-Weekly Check-In Calls. (5 hours/month)
 - Call schedule will alternate with the City of Stanwood (City) standing check-ins with the Comprehensive Plan consultant. Date and time to be determined.
 - Includes preparation of an agenda, facilitation of check-in meeting, note taking, and a meeting summary email.
- Workflow Coordination and Quality Control Among Consultant Team
 - Project management of consultant team; tracking deliverable deadlines; reviewing work prior to submittal to client.
- Monthly Invoicing and Project Status Reporting. (1.5 hour/month = 20 hours = \$4,800)
 - Prepare invoices for prime and subconsultant fees and expenses and provide reporting on overall budget status, including current project billings, total project billings, remaining project budget.

1.2. Coordination with Comprehensive Plan Update.

- Monthly check-in calls with Blue Line Group to keep up to date on the progress of the Comprehensive Plan Update.
- Coordinate messaging and outreach efforts of the Comprehensive Plan Update with the Municipal Code Update.

1.3. Project Start-Up.

- Tour of City of Stanwood with staff.
 - The consultant team will join staff for a tour of the City, including areas of special focus identified by staff. The tour will be conducted in person and will be coordinated and led by City staff.

- Targeted Staff Outreach.
 - Attend a meeting with City staff knowledgeable about Stanwood's municipal code to discuss code overhaul issues, goals, and suggestions (list to be defined in coordination with City staff).
 - Attend a meeting with the City Management Team including directors of the Planning, Finance, and Public Works departments, as well as the City Administrator and Police and Fire Chiefs, to discuss priorities for the municipal code updates.
 - This scope assumes preparing for and conducting up to twelve (12) hours of additional interviews, meetings, or outreach with City staff or other knowledgeable stakeholders to discuss code update topics and assist with preparing update approaches.

1.4. Management Reserve.

- There may be a need to attend additional meetings, extend the timeline, and/or produce additional work products not identified in this scope of work. The Management Reserve contingency allows the City to request \$10,000 of additional tasks from team members as needed. Work request must be in writing and mutually approved.

Deliverables:

- Meeting summaries for bi-weekly staff and consultant check-in meetings identifying items discussed, decisions made, and action items.
- Summaries of key takeaways from staff interviews and City-led tour.

Task Area 2 - Review Existing Conditions to Identify Amendments

Work Tasks:

2.1. Review Existing Conditions and Staff Observations to Identify Gaps.

- Review demographic information and past feedback on the municipal code.
- Identify ways to work with Comprehensive Plan Update schedule and identify opportunities for shared outreach or policy discussions.
- Identify potentially contentious issues to focus on during public engagement.

2.2. Review Existing Code Document.

- Review existing code for inconsistencies with State of Washington Law, case law, and best practices, as well as identify internal inconsistencies with existing code language.
- Identify "quick fixes," areas where the code could be made more reader-friendly, and areas where additional policy discussion, research, or public engagement might be necessary.

2.3. Identify High Priority Immediate Changes

- Work with City leaders to identify a maximum of two (2) high priority code issues to resolve immediately with an interim ordinance. The interim ordinance will offer a temporary solution to the issue until the final code update is completed.
- Prepare new draft code to resolve high priority code issues.
- Prepare interim ordinance and coordinate adoption process, including preparing a work plan and facilitating a public hearing, if necessary.

2.4. Prepare Summary of Recommendations and Update Approaches.

- Set-up schedule of expected briefing and meeting dates with the Advisory Group, Planning Commission, and City Council.
- Prepare workplan summarizing update approaches for each Title, or if necessary for specific chapters of the municipal code.
- The table on page 3 of the City's Request for Proposal (RFP) identifies some known amendments this update will address. This table is not all-inclusive.

Deliverables:

- Summary of background research and recommendations.
- Summaries of code update approaches for each Title, or if necessary, specific chapters.
- Interim work plan and ordinance for immediate-action high priority code sections (limited to 2 code sections).
- Work plan and code update calendar.

Task Area 3 - Public Engagement

3.1. Quarterly Council and/or Planning Commission Briefings.

- Based on discussions with staff and City stakeholders, the consultant team will develop a set of Desired Goals and Outcomes for the Municipal Code Update. These Goals and Outcomes will be brought by staff to the City Council for approval before code audit and update activities begin.
- This scope assumes in-person attendance at up to eight (8) City Council or Planning Commission briefings to discuss code update approaches, draft concepts, and public comments, and to solicit feedback on how to achieve the City's desired goals and outcomes for the code update.

3.2. Quarterly Advisory Group Meetings.

- This scope assumes in-person attendance at up to six (6) City-convened Advisory Group meetings to discuss code concepts and draft text, and to solicit feedback on the direction of the code update. The scope also assumes working with staff to prepare materials for these meetings. Management of the Advisory Group, including identifying members, sending correspondence, and facilitating meetings will be led by City staff.
- The Consultant team will work with the City to define the role of the Advisory Group more clearly during the update process.

3.3. Website Content Creation and Planning

- Provide content to set-up a City-hosted website, including meeting schedules, draft code sections, and code update approaches.
- Periodically provide new content to update website (approximately once a month). City will perform website updates with consultant content.

3.4. Public Engagement.

- Prepare a communication to be sent via social media and/or email that announces the municipal code update process; coordinate branding and messaging with Comprehensive Plan Update.

- Prepare outreach materials to highlight proposed substantive changes to the code. These will be prepared with a wide audience in mind and available for the City to use for broad distribution, such as on the City Website, in Newsletters, or for distribution to email lists of interested parties.
- Ensure materials used for public engagement make clear the connection between the community-driven vision in the Comprehensive Plan or other City policy documents and implementing regulations in the Code.
- Plan and facilitate a virtual public engagement event, such as virtual open house, to gather public feedback about the municipal code and answer questions about draft changes.
- Prepare and distribute a survey to gather information from the community on key issues requiring feedback to inform the Municipal Code Update. Work with City to distribute the survey and gather results. Prepare a summary of survey results.
- Help the City respond to public comment and questions and track comments received from the general public and stakeholders.

Deliverables:

- Communications seeking comment via social media, survey, and website.
- Virtual open house plan, facilitation, and summary.
- Participation at in-person meetings with the Advisory Group, City Council, or Planning Commission.
- Content to set-up City's Municipal Code Update website and content to provide monthly updates.
- Document identifying an approved set of desired goals and outcomes for the Code Update.
- A public comment tracking table compiling comments and questions received, the relevant code section(s), and how the comment was addressed in the update.

Task Area 4 - Draft Municipal Code Language

4.1. Code Update Style Guide and Graphics.

- The Style Guide will create a modular framework where each area of the code stands alone, can be updated and maintained separately, and has clear applicability language; identifying how to use terms, text, and graphics consistently in code; and establishing rules for drafting to avoid ambiguity and confusing language. The Style Guide will use Microsoft Word.
- Identify where attractive and engaging graphics could be useful to explain code concepts and either create the graphic or locate a graphic from a public source to use.

4.2. Internal Review Draft.

- All internal review drafts are presented to staff with a specific review timeline. We assume staff will communicate clear instruction and comments to the consultant team in a timely manner and help work through revisions to enable the external review draft to be prepared.
- For each Title, prepare an updated code draft along with a summary of public feedback received on that topic and a summary of the changes. In addition to the draft code a detailed table tracking the changes will also be provided.
- Draft language will be driven by the City's desired goals and outcomes for the update and by engagement with key stakeholders, including the Advisory Group.
- Draft language for the Unified Development Code will be informed by the Comprehensive Plan

Update.

4.3. External Review Draft.

- After a period of internal staff review, the consultant team will work City staff to prepare “discussion drafts” for each Title to be made available to the public on the City’s website. Each Title will be made available as it is ready.
- During the external review period, copies of the drafts will be provided to the Advisory Group for review. Discussion on the drafts will take place at quarterly Advisory Group meetings.
- The sequencing and order of when draft code text is released to the public will be determined by the consultant team and City staff.

4.4. Final Adoption Draft.

- A final version of each Title will be prepared for use in adoption hearings and proceedings.
- A detailed tracking table showing the changes to the code will be provided, along with a high-level summary of changes.
- Final adoption may include groups of Titles or individual Titles.
- The consultant will prepare a summary of public comment received during the update process and how comments have been incorporated into the update.

Deliverables:

- Code Update Style Guide
- Graphics prepared or gathered, as needed for specific code sections.
- Internal draft of each Title, including tracking of revisions.
- External “discussion draft” of each Title, including tracking of revisions.
- High-level summary of changes, along with table tracking changes.
- Final adoption draft of code with public comment tracking table.

Task Area Phase 5 - Adoption

5.1. Prepare SEPA Checklist and Issue Threshold Determination.

- At project kick-off the team will work with the City to determine the appropriate SEPA Review process and how this relates to the SEPA for the Comprehensive Plan.
- During this phase the consultant team will work with the City to conduct State Environmental Policy Act (SEPA) review and initiate the public comment period. The consultant team will prepare a SEPA checklist and notice but is assumed the City will handle publication of the notice and any necessary mailings.
- This scope assumes the SEPA determination will be a Determination of Non-Significance (DNS). If an Environmental Impact Statement is determined to be necessary, a budget amendment will be required.

5.2. Provide Staff Support during the Hearing Process.

- In addition to the meeting attendance included in Task Area 3, the consultant team will provide additional support to staff to prepare for the public hearing process. Tasks may include:

preparing memos, presentations, additional graphics or explanatory text, conducting targeted outreach to commissioners or members of the public with specific concerns.

5.3. Provide Staff Support during the Adoption Process.

- In addition to the meeting attendance included in Task Area 3, the consultant team will provide additional support to staff to prepare for the adoption process. Tasks may include: preparing memos, presentations, draft ordinances, additional graphics or explanatory text, conducting targeted outreach to councilmembers or members of the public with specific concerns.

Deliverables:

- SEPA Review Process Analysis
- SEPA Checklist.
- Threshold Determination and SEPA Notice.
- Support to staff during the public hearing and adoption process.

II. Tasks Not Included in this Scope:

Based on our understanding of the scope of this project, we anticipate there may be additional technical analysis or policy development not identified in the City's RFP or the consultant team's Statement of Qualifications. These tasks have not been included in this Scope of Work. If the City identifies these or any other tasks necessary to complete the Municipal Code Update, a contract amendment will be necessary.

- Preparation of a Best Available Science Review needed to update the Critical Areas Code.
- Creating new or updated stormwater management regulations.
- Creating a new or updated Floodplain Management Program.
- Preparation of additional SEPA review beyond the assumed DNS.
- Engineering Standards Update: review current standards, revise to be consistent with updated code and comprehensive plan, create or locate applicable existing street sections that reflect the standards and implement the comp plan, edit into final formatted document. **Optional additional contract amount of \$20,000 is included in the budget below.**
- Significant public engagement efforts beyond those scoped here.
- Significant Comprehensive Plan Update coordination activities beyond those scoped here.
- Climate Change risk assessments or measures to increase resiliency.

III. Budget

This budget represents the Tasks outlined in this Scope of Work.

Task Area 1: Team Coordination and Start-Up Tasks	\$52,600
1.1 Project Coordination over the Life of the Project	\$25,000
1.2 Coordination with Comprehensive Plan Update	\$6,000
1.3 Project Start-Up	\$5,600
1.4 Management Reserve	\$10,000
Sub-consultant Mark-Up	\$6,000
Task Area 2: Review Existing Conditions, Recommendations	\$25,000
2.1 Review Existing Conditions and Staff Observations to ID Gaps	\$6,000
2.2 Review Existing Code Document	\$5,000
2.3 Identify High Priority Immediate Changes	\$10,000
2.4 Prepare Summary of Recommendations and Update Approaches	\$4,000
Task Area 3: Public Outreach	\$62,950
3.1 Quarterly Council and/or Planning Commission Briefings (assume 8 in person)	\$10,850
3.2 Quarterly Advisory Group Meetings (assume 6 in person)	\$8,100
3.3 Website Content Creation and Selection	\$4,000
3.4 Public Engagement	\$40,000
Task Area 4: Draft Municipal Code Language	\$98,000
4.1 Code Update Style Guide and Graphics	\$35,000
4.2 Internal Review Drafts and Change Tracking Document	\$80,000
4.3 External Review Drafts	\$15,000
Task Area 5: Environmental Review, Hearings, Adoption	\$14,000
5.1 Prepare SEPA Procedural Analysis, Checklist and Issue Determination (DNS)	\$4,000
5.2 Provide Staff Support during the Hearing Process	\$5,000
5.3 Provide Staff Support during the Adoption Process	\$5,000
Grand Total	\$252,550
Additional Optional Element – Engineering Standards Update	\$20,000
Grand Total with Optional Element	\$272,550



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 11b

DATE: April 28, 2022

SUBJECT: Comprehensive Plan Visioning

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: A – 2015 Comprehensive Plan Vision Statements

PURPOSE

The purpose of this agenda item is for Council consideration of the initial Comprehensive Plan Vision, Mission, and Core Values statements, review the draft schedule, and establish the Advisory Group.

BACKGROUND

The Growth Management Act requires each city and county to review and update their Comprehensive Plans at least once every ten years. The legislature set a staggered schedule for cities and counties throughout the state to update their plans. Jurisdictions within King, Pierce, Kitsap and Snohomish County are required to update their plans by December 31, 2024.

The Council approved a contract with Blueline Group and TranspoGroup on March 10, 2022, to begin the Comp Plan update process. Since then, the Planning Commission, Community Development Committee and Economic Development Board have reviewed the draft Vision, Mission and Core Value Statements. In addition, we are working on establishing a Community Advisory Group as part of our public outreach efforts.

ANALYSIS

One of the first steps in drafting a Comprehensive Plan is preparing a clear vision statement. This statement should be descriptive, yet concise, focusing on the values of the community. All other goals and policies are then built upon the guidance of the vision statement. Effective vision statements include three parts: Vision, Mission, and Core Values statements.

Using the 2015 Comprehensive Plan vision chapter as a starting point, the Planning Commission requested that the statements define “small town character”. Preserving Stanwood’s “small-town character” is about preserving downtown, the historical area of the city. The proposed statements reflect the importance of downtown while continuing to plan for the entire city.



2024 Draft Vision Statement:

Promote historic downtown Stanwood as the commercial and cultural heart of the Greater Stanwood/Camano region while strategically planning for future growth and economic development opportunities of the entire City.

Mission:

The Mission of the City of Stanwood is to create and maintain a community where people can live, work and play in an environment that is safe, vibrant and aesthetically pleasing. Stanwood: is inclusive of everyone, includes the community in its decision-making process; ensures a thriving local economy, provides transparent government, and is responsive to the needs of the community.

Values:

The following core values provides a common basis for developing and implementing the City's 2024 Comprehensive Plan:

Sense of Community: Retain the City's strong sense of community by fostering a family friendly culture that protects the areas natural beauty, celebrates its rural roots, promotes local businesses and community events, and provides spaces for people to work and play.



Livability: Continue to make Stanwood a desirable place to live by investing in the historic downtown, new uptown commercial areas and residential neighborhoods to create an aesthetically pleasing community.

Mobility: Stanwood should provide for all forms of multi-modal transportation, including includes trails, sidewalks, bike lanes, transit and private vehicles.

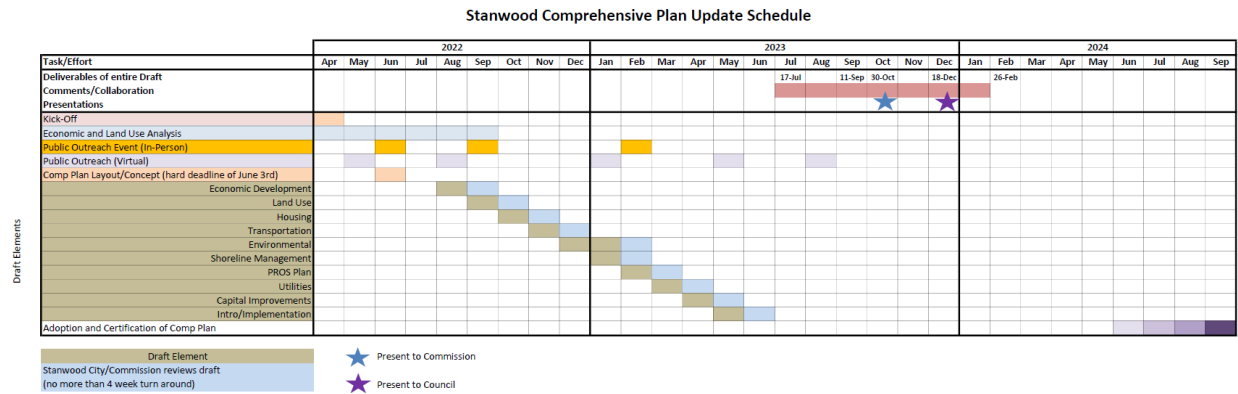
Growth: Apply adaptive in-fill growth management strategies to meet population and employment targets by providing a range of housing types and business opportunities that fosters a healthy community while conserving our adjacent rural lands.

Economic Development: Focus on retaining the city's role as the center of the Greater Stanwood area by pursuing new endeavors that support the downtown and leverage Stanwood's location as an urban center surrounded by world class agricultural land.

Environment: Protect the environment while promoting access and tourism to local natural features.

Parks: Develop a parks system that provides public spaces for all age ranges that bring people together to create a more vibrant, healthy and equitable community.

In order to meet the state mandated timeline for adoption of the Comprehensive Plan, the following draft project schedule has been prepared. The first work element is the economic analysis which will evaluate two to three land use alternatives to meet our population and employment targets. Once a future land use scenario has been determined, each Comprehensive Plan Element will be drafted with the goal of having the first draft completed by mid-July 2023.



The intent is to keep the Council updated by scheduling worksessions when needed and preparing quarterly updates which will be included in the Council's meeting packet under the *Staff / Departments Report* agenda item.

With regard to the advisory group, staff recommends that they provide policy guidance on the Comprehensive Plan and Municipal Code Update as these projects intertwined and dependent on each other. Advisory Group membership is proposed to consist of the 8-10 people; please note we are starting outreach efforts to gauge interest in who would like to participate.

Member	Representing
Blake Arnold	Economic Development Board
Cody David	Planning Commission
Steve Shepro	City Council
TBD	Parks and Trails Advisory Committee
TBD	City Beautification Steering Committee
Lauren Ruskauff	Business Community/Local Architect
TBD	Business Community
Elizabeth Callaghan	Community Representative
TBD	Community Representative
TBD	Other

Suggested representatives would be appreciated.

Fiscal Impact			
N/A; Policy Discussion Only			
Fund(s):			
Amount:	\$ \$	Project Estimate:	\$
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends acceptance of the draft Vision, Mission, and Core Value Statements with any suggested edits.

Committee/Board Recommendation:

The Community Development Committee reviewed the Vision, Mission and Core Value Statements on March 3rd and April 7th; the Planning Commission review them on March 14th and April 11th. Both support the draft statements; however they have not yet seen the final Growth Core Value statement as the Planning Commission asked that it be modified to reflect an adaptive approach to managing growth.

CITY COUNCIL OPTIONS

1. Approve the draft Vision, Mission, and Core Value Statements as presented.
2. Amend the draft Vision, Mission, and Core Value Statements.

PROPOSED MOTION

MOTION TO ACCEPT THE DRAFT VISION, MISSION, AND CORE VALUE STATEMENTS AS PRESENTED.

Or

MOTION TO ACCEPT THE DRAFT VISION, MISSION, AND CORE VALUE STATEMENTS AS AMENDED.



2015 Comprehensive Plan Vision Statements

The Community Vision of Stanwood

The people of Stanwood value specific characteristics that are unique to the City. Residents are very clear in stating that they would like to maintain the special qualities of the City. It is the City's intention to encourage an ongoing, long-term public involvement program. This program will involve Stanwood and surrounding jurisdictions.

The 1995 Community Vision of Stanwood was established through a multi-faceted approach. Comments and input on the City's Vision were collected from several different sources, including:

1. General discussion from the Comprehensive Plan Committee. There were 7 committee members, 2 staff members, and 2 professional consultants working together in structuring the 1995 Stanwood Comprehensive Plan.
2. Continuous input from the general public.
3. Two general surveys taken in Stanwood--the surveys of the spring of 1986 and the spring of 1992. Although these surveys are non-scientific, a number of similarities appear on both.

In 2002, the Vision Statement was updated based on input from the following:

1. Visioning Workshops - Two workshops were conducted by City Staff and the Planning Commission, one on January 28th, 2002 and the second on September 23rd, 2002. The second visioning workshop focused on the "downtown" and economic development. Everyone in attendance at these workshops was asked to fill out a questionnaire and answer some general questions relating to Stanwood's future.
2. Citizen planning - a committee of 6 citizens, 2 members of the Economic Development Council, 2 City Council members, one staff member, and the Planning Commission (9 citizens total) who assisted the Planning Commission with the 2004 update.
3. Continuous input from the general public.

In 2003, the City engaged in a professional design charette over an intense three-day period ("Design Stanwood"). The Design Stanwood charette resulted in many new ideas for downtown Stanwood and also confirmed some of the existing vision for downtown. During the 2004 update, the Planning Commission recommended incorporation of the results of the Design Stanwood charette into the Comprehensive Plan. The concepts of Design Stanwood are incorporated accordingly into the Vision Statement.



In 2008 the Vision was again reviewed in the context of developing an Economic Development Strategic Plan. A community stakeholder group provided input to the Economic Development Element and Downtown Plan goals and strategies in the context of a future action plan. The future Vision and adopted policies of the Comprehensive Plan were renewed and affirmed through this process. Several policy refinement amendments were made in the Land Use and Economic Development Elements as well as the Downtown Plan.

In 2012 the Plan was amended by two major initiatives.

1. A community wide Sustainable Design Assessment Team charrette resulted in refinement of the future Vision. Similar to the 2003 DAT, this visioning session refined ideas for downtown Stanwood and again confirmed the existing vision for downtown. This charrette was attended by over 200 citizens and business groups over a three-day period.
2. A Parks Plan update resulting in the incorporation of parks plan policies into a new Parks Recreation and Open Space Element. The Parks Recreation and Open Space Plan changes were made after an online survey with over 70 responses, an Open House with 20 attendees and a public hearing before the Planning Commission.

In 2014 through 2015 the Plan was updated in accordance with the required Growth Management Act update and the adoption of the Shoreline Master Program.

1. A comprehensive Shoreline Management Program Update resulting in adoption of the Shoreline Management Element. The Shoreline Master Program update was the accumulation of three and a half years of study and public process consisting of over ten Planning Commission and City Council meetings, workshops and public hearings.
2. A review and update of all the elements of the City's Comprehensive Plan to ensure compliance with the Growth Management Act during the mandatory update process.

Based on this input, the major components of the Vision were re-affirmed and updated and are reflected in the following Vision Statement for this Plan.

Vision Statement

The City of Stanwood is the commercial and cultural center of the Greater Stanwood/Camano region and is self-sufficient - providing employment, access to locally grown food, community activities, and a full range of goods and services for its residents and surrounding rural communities.

Surveys indicate that residents and members of the business community both support preservation of existing structures and seek new development that enhances the existing small-town character which gives the community its distinctive identity. Simply put, Stanwood is a nice place to live, work, shop and visit and citizens of Stanwood would like to see it remain that way.

Over 200 community members participated in the 2012 community Sustainable Design Assistance Team charette. The strong consensus was to continue building on the assets currently in Stanwood, engage in more economic development to diversify the City's employment base, and support the existing business community.

The assets needed to achieve the City's long-range vision include:

Sense of Community

The City's sense of community is highly valued and residents would like to retain this character at all costs.

Livability and Convenience

Stanwood is considered to be very livable. The scale and design quality of historic downtown, new commercial areas and residential neighborhoods combine to create an aesthetically pleasing community character. Many residents are within a safe and convenient walking distance or a short drive to stores, restaurants or services that they utilize. There are many goods and services that can be obtained within this City.

Transportation and Mobility

Residents like to be able to move about freely and safely. Continual improvements to City sidewalks and trails are desired. A system of walkways, trails and bike paths between schools, parks and natural open spaces would ease the conflict between pedestrians, bicyclists and the automobile. Stanwood should be a hub for all forms of transportation to and from surrounding areas. The importance of trails, both within the existing City and as connectors to the region, are emphasized.

Growth Patterns

The City envisions continued growth at low to moderate rates (2-5 percent per year). People would like to avoid suburban sprawl. This threatens Stanwood's City center and sense of community. Sprawl would also create a greater dependence on the automobile.

Economic Development

The City will focus on retaining its role as the center of the Greater Stanwood area by pursuing new endeavors that support the downtown and employment diversification and leverage Stanwood's location as an urban center surrounded by world class agricultural land. These efforts include the following initiatives:

- A successful year around farmers market and support of local food distribution.
- Special events, festivals, and sports tournaments to attract additional foot traffic into the downtown.
- Pursuing more effective means to address the flooding issues inherent in its location along the Stillaguamish River.
- Promoting businesses that fit into the downtown plan through incentives.

Value of the Environment

There is overwhelming support from the community to protect the local environment, and to promote access and tourism to local natural features. The updated policy framework for the shorelines emphasizes shoreline access and future trail development within the Stillaguamish River shoreline area. In addition, the lower reaches of Church Creek are recognized for their high quality natural habitat which will be retained.

Surrounding Land Use Valued

Residents generally value the agricultural land use surrounding Stanwood. Stanwood's identity associated with the agricultural and rural environment is very important.

Parks Recreation and Open Space

The vision for the Stanwood parks system includes developing a new park that connects the downtown to the Stillaguamish River, developing neighborhood parks in the downtown and the north portion of the residential area, and expanding trails to provide a loop route within the City while providing trail and bicycle access to the region. The parks system also continues to be envisioned as providing regional facilities at Heritage Park to serve the needs of the Greater Stanwood area.