



Agenda
Community Development Committee Regular Meeting
September 3, 2026 | 5:00 PM

City Hall, 10220 270th Street NW
Stanwood, WA 98292

Members of the public may attend Stanwood Community Development Committee meetings in-person or via Zoom. The Zoom link is posted on the City's website calendar <https://www.stanwoodwa.org>.

- 1. Call to Order**
- 2. Roll Call**
- 3. Unfinished Business**
 - a. Climate Change Update
 - b. Storefront Improvement Program Application - The Feathered Nest
- 4. New Business**
 - a. HASCO Grant Request for Hilltop Apartments
 - b. Legislative Code Amendment
 - c. Parking Code Amendment
- 5. Adjourn**



City of Stanwood Community Development Committee Staff Report

Item Number: 3.a.
Date: September 3, 2026
Subject: Climate Change Update
Contact Person: Chris Holland, Planning Manager
Attachments: 1. Climate Change Memo - CDC - 09.03.26

ISSUE

Climate Change Update



CITY OF STANWOOD COMMUNITY DEVELOPMENT COMMITTEE AGENDA STAFF REPORT

DATE: September 3, 2026

SUBJECT: Climate Change

CONTACT PERSON: Chris Holland, Planning Manager

ATTACHMENTS: City of Stanwood Climate Policy Audit Memo

Purpose

At the August 6, 2026 Community Development Committee (CDC) Meeting the committee requested staff provide information on the following topics:

- **State Electric Vehicle Station Regulations;**
- **Climate Policy Audit and Policies;**
- **Are wood stoves allowed in new or existing homes; and**
- **Viability of solar energy in Stanwood.**

Electric Vehicle Station Regulations

[WAC 51.50.0429](#) outlines Electric Vehicle (EV) Station Regulations. Buildings and Accessory structures shall be provided with EV charging stations, EV-Ready parking spaces, and EV-capable parking spaces based on occupancy type as outlined in Table 429.2 of the attached WAC.

The following is an outline of occupancy classifications that require EV improvements:

- A – Assembly
- B – Business
- E – Educational
- F – Factory
- H – High-Hazard
- I – Institutional
- M – Mercantile
- R – Residential
- S – Storage

For residential units, buildings that do not contain more than two dwelling units or dwellings with private garages, one EV ready circuit is required to be installed for new construction. For all other residential buildings EV charging stations shall be installed at a rate of 10% of the total required parking spaces, 25% of the total required parking spaces shall be EV-Ready and 10% of the total required parking shall be EV-Capable.

Climate Policy Audit and Policies

BHC Consultants prepared a Climate Policy Audit of the City of Stanwood existing plans and policies to identify those that help the City decrease its greenhouse gas (GHG) emissions and increase its resilience to climate-exacerbated hazards, as well as policy gaps (**attached**).

The audit was conducted to help develop climate resilience goals and policies for a new Climate Element of the Comprehensive Plan, as required by [HB 1181](#), adopted as [RCW 36.70A.070](#)(9).

Cities and Counties planning under the Growth Management Act (GMA) are required to ensure that your jurisdiction has at least one climate resilience goal within each of the eleven (11) sectors below:

- **Agriculture & Food Systems** (includes production and distribution);
- **Building & Energy** (includes energy generation, transmission, and consumption);
- **Cultural Resources & Practices** (includes historic sites and cultural resources and practices);
- **Economic Development** (includes business continuity, opportunities);
- **Emergency Management** (includes community preparedness, response, and recovery);
- **Health & Well-being** (includes community well-being, equity, and engagement);
- **Ecosystems** (includes land and water species and habitat);
- **Transportation** (includes multimodal travel and infrastructure);
- **Waste Management** (includes materials recycling and disposal);
- **Water Resources** (includes water quality and quantity);
- **Zoning & Development** (includes site use, design, and other development facets).

For reference purposes the Washington State Department of Commerce constructed the [Climate Policy Explorer](#) that is a tool jurisdictions can use in order to draft climate policies.

Are wood stoves allowed in new or existing homes

Wood stoves are allowed in both new or existing homes. However, you cannot install a used wood stove in new or existing homes unless the wood stove is certified by the [US Environmental Protection Agency](#) (EPA) and [Puget Sound Clean Air Agency](#).

A certified wood stove/fireplace insert would likely have a label indicating it complies with EPA emission standards.

Here are a few other ways to determine whether you have a certified or uncertified device:

- If it has two solid, metal doors on the front, then it is uncertified.
- If it has two glass doors, then it is uncertified.
- If it has one glass door, then more information is needed. If there is a brand/manufacture name on the device, look for it on the EPA's current [List of Certified Wood Stoves](#) or the historical [List of EPA-Certified Wood Stoves \(PDF\)](#) that identifies certified wood stoves produced before April 2015. Otherwise, you will need to take a picture of it and take it to your nearest hearth dealer.

Viability of Solar Energy in Stanwood

An optimally installed system in Snohomish County or Camano Island will generate approximately 1,100 kilowatt-hours per year for each kilowatt of installed capacity.

Before making a final decision on whether rooftop solar is a practical idea for your home or business, consider these three questions:

1. **Does your site have good solar exposure?** About 250 square feet of un-shaded roof space facing south, southeast, or southwest is a great start, though not always required.
2. **How much electricity do you use in a year?** Review your PUD bills, keeping in mind that energy use can vary dramatically from winter to summer.
3. **What are your financial goals?** Do you have a fixed budget, are you considering financing options, or do you have a certain payback period in mind?

The [2026 costs](#) of solar panels in Stanwood, are as follows:

- You'll pay an average of **\$40,982** to install a 15.17 kilowatt (kW) solar panel system in Stanwood, WA before any available incentives.
- Solar panels typically last 25-30 years, generating **free electricity** and protecting you from rising utility rates for decades.
- The average Stanwood, WA homeowner will **save about \$33,812** over 25 years by going solar.
- The City of Stanwood only charges \$250 for permit review of a solar panel rather than the full building permit fee based on the valuation of the project, which is a significant cost savings to the applicant.

Solar costs could be increasing based on a proposed price floor for polysilicon, one of the key components of solar panels and semiconductors, and imposition of a 15% tariff on products made from the material. Below is an article that was published in The Everett Herald, from the Washington Post, on Wednesday, August 12, 2026 that you may be interested in.

Solar power is about to get more expensive. Thank Trump.

Solar is the fastest growing form of energy generation in the United States, and the Trump administration is about to make it more expensive - right after the midterm elections.

President Donald Trump announced Thursday that he will set a price floor for polysilicon, one of the key components of solar panels and semiconductors, and impose a 15 percent tariff on products made from the material. The goal is to

make domestic manufacturers more competitive with inexpensive Chinese importers.

"This will bring the supply chain here," said Commerce Secretary Howard Lutnick. "We're setting prices so that the Chinese can't dump anymore, and we're setting tariffs to say build it here."

Previous presidents have already tried this and failed.

The federal government subsidized the solar industry for

decades, and President Barack Obama slapped tariffs on Chinese panels. But China still controls more than 80 percent of the market.

Pivoting from Chinese suppliers will not be easy. The U.S. has only two polysilicon factories, and China produced 93 percent of the world's supply in 2024.

The tariffs and price floor will raise the costs of Chinese solar panels and the inputs needed for U.S. manufacturing.

As panels become

more expensive, U.S. demand will slow and shift to less clean forms of energy. Meanwhile, China continues to move toward renewable energy over fossil fuels.

By Trump's decree, companies will not be allowed to try softening the blow of higher prices. The changes won't go into effect until Dec. 4, and the executive order blocks businesses from stockpiling polysilicon before then.

The president directed the U.S. government

to restrict the imports of any companies suspected of overbuying.

Power use in the U.S. is poised to set record highs this year. Grids are already becoming strained as data center construction accelerates.

What a terrible time to slap a new tax on a way to expand generation capacity.

Americans need all the energy they can get. If the Chinese government wants to subsidize cheap solar panels for U.S. buyers, let it.

Proposed Motion

None; Discussion Item



City of Stanwood Climate Policy Audit Memo

Date: June 18, 2026

To: Patricia Love, Community Development Director, City of Stanwood

From: Rachel Chen, AICP, Planner, and Katie Cote, AICP, Planning Manager – BHC Consultants

CC: Sarah Parker and Kat Klass – Maul, Foster & Alongi

Subject: Stanwood Climate Policy Audit

Introduction

BHC has conducted an audit of the City of Stanwood’s existing plans and policies to identify those that help the City decrease its greenhouse gas (GHG) emissions and increase its resilience to climate-exacerbated hazards. This audit was conducted to help develop climate resilience goals and policies for a new Climate Element of the Comprehensive Plan, as required by HB 1181 (2023), adopted as [RCW 36.70A.070\(9\)](#). This memo provides a high-level summary of this audit, organized by source document. The comprehensive policy audit can be found in Appendix A: City of Stanwood Climate Policy Audit, which features a table identifying:

- Relevant climate planning policies in each planning document;
- “Gaps” in policy to be addressed in the Climate Element or suggested edits to strengthen an existing policy’s impact on climate resilience;
- The sub-element (GHG Reduction or Resilience) the policy best fits; and
- The climate sector(s) the policy addresses (e.g., zoning, waste reduction, ecosystems, etc.).

This audit covers the following planning documents from the City of Stanwood:

- Strategic Plan (2025)
- Comprehensive Plan, Volume I and Volume II (2024)
- Shoreline Master Program (2019)
- Stormwater Management Plan (2025)
- Water Systems Plan (2025 Draft)
- General Sewer Plan (2025 Draft)
- Snohomish County Hazard Mitigation Plan (2025)
- Snohomish County Countywide Planning Policies (2025)
- Resolution 2014-12: Greenhouse Gas Reduction Policies (2014)
- City of Stanwood Municipal Code

BHC will continue working with the City of Stanwood and the consultant team to address the identified policy gaps and feedback from community outreach activities through a list of draft policies to adopt into the Comprehensive Plan. These draft policy recommendations will be the subject of a future memo.

Policy Audit Summary

STRATEGIC PLAN

The City's Strategic Plan is a guiding document presenting a consistent community vision intended to help City Council members during long-term planning efforts and budget discussions. It outlines community values that support climate resilience, such as "mobility" which promotes multi-modal transportation, "growth" which encourages infill development to conserve undeveloped land and provide adequate housing for all, and "environment" which promotes environmental protection. Similarly, many goals in the Strategic Plan support efforts to increase the City's climate resilience, including goals to increase multi-modal transportation options, prioritize infill development, encourage sustainable and energy efficient building materials, and adopt zoning regulations that increase housing diversity and preserve habitat and open space corridors. These goals can help reduce the City's greenhouse gas emissions by providing a variety of housing types and flexible development standards to meet existing density standards, reducing dependence on single-occupancy vehicles, and preserving natural carbon sinks provided by open space resources and critical areas like wetlands and fish and wildlife habitat. New goals and policies developed as part of the Climate Element and updates to the Land Use and Transportation Elements of the City's Comprehensive Plan can include policies to help the City more directly address the values and goals presented in the Strategic Plan.

COMPREHENSIVE PLAN

While the City's 2024 Comprehensive Plan doesn't include a dedicated Climate Element, it contains numerous goals and policies that provide a robust foundation for decreasing GHG emissions and increasing resilience to climate-exacerbated hazards.

POLICY STRENGTHS

The climate-resilient policies in the Comprehensive Plan primarily address several policy areas, as summarized below. Please refer to the full policy audit for detailed analysis.

- **Infill Development.** Numerous policies encourage and prioritize infill development within municipal boundaries, particularly within the Land Use Element.
- **Ecosystems.** Throughout the entire Comprehensive Plan, but especially the Natural Features Element, policies encourage the preservation of open space and critical areas. Methods include conservation easements, land acquisition, density transfers, and Native Growth Protection Areas to protect critical areas, preserve ecological functions, improve public access and recreational use, and mitigate natural hazards.
- **Transportation.** The Transportation Element contains policies to increase system resilience, reduce GHG emissions, decrease reliance on single-occupancy vehicles, and prioritize safe multimodal networks, non-motorized facilities, and electric vehicle infrastructure.
- **Cultural Resources.** Policies coordinating with tribes to protect historically and culturally significant sites and resources are integrated throughout the Plan, but primarily in the Land Use, Natural Features, and Economic Development Elements.
- **Housing.** The Housing Element features policies addressing housing diversity and affordability to prevent displacement, support denser development patterns, and align with environmental justice and equity goals.

- **Floodplain Management.** Policies to reduce flooding risks, restore floodplains, and protect human life and property are found throughout the Comprehensive Plan.
- **Economic Development.** The Economic Development Element contains policies to increase local businesses' resilience to climate impacts and promote sustainable, green industry practices.
- **Solid Waste Management.** Policies encouraging waste diversion and reduction to decrease the city's emissions from solid waste are found in the Economic Development and Utilities Elements.
- **Resilient Utilities.** The Utilities Element promotes energy conservation, the use of low-carbon and renewable energy, and the development of backup facilities to ensure utilities can remain operational.

POLICY GAPS

While the Comprehensive Plan provides a strong baseline, the new Climate Element should address the following policy gaps:

- **Environmental Justice and Equity.** The Climate Element should prioritize these lenses to prevent disproportionate impacts from compounding climate hazards on overburdened communities.
- **Built Environment.** Policies should address the preservation and weatherization of existing housing stock, particularly existing affordable housing, to reduce emissions and enhance resilience.
- **Health and Well-Being.** The Climate Element should explicitly integrate community health protections to reduce the impacts of climate-exacerbated hazards on vulnerable populations and minimize disproportionate health impacts.
- **Tree and Native Plant Preservation.** Expand policies in the Natural Features and Land Use Elements with supplemental policies or an overarching goal to increase tree canopy coverage and native vegetation to mitigate the urban heat island effect and improve stormwater management.
- **Extreme Heat Mitigation.** Building on the Climate Assessment Memo, incorporate strategies to assist vulnerable populations, such as developing a forest master plan and comprehensive extreme heat mitigation policies.
- **Energy Efficiency and Renewables.** Develop requirements or incentives for building retrofits to increase energy efficiency, promote renewable energy or the use of microgrids, phase out the use of fossil fuels, and formalize partnerships with the Snohomish County PUD to improve the resilience of the electric grid.
- **Emergency Preparedness.** Strengthen existing networks by formalizing evacuation routes, increasing inter-jurisdictional coordination, and developing "resilience hubs." These facilities should support community members before, during, and after disasters by acting as cooling/heating centers and distribution points for resources and basic medical supplies.
- **Wildfire Smoke Preparedness.** Develop targeted policies to mitigate smoke impacts on vulnerable populations, as identified in the Climate Assessment Memo.
- **Floodplain Management.** Draft additional policies to promote the restoration of floodplains within the watershed, including native habitat restoration and efforts to increase the resilience of levees and critical infrastructure vulnerable to recurring flooding.

In addition to the above policy gaps, Volume 2 of the Comprehensive Plan outlines community feedback emphasizing the need to integrate climate change mitigation, sea level rise adaptation, and sustainable practices into the plan. Community members also expressed numerous concerns about localized flooding and the need for expanded electric vehicle (EV) charging infrastructure. Future policy development will integrate these findings, ensuring the Climate Element addresses both the identified policy gaps and community priorities expressed through past and ongoing outreach efforts.

SHORELINE MASTER PROGRAM

The City's Shoreline Master Program (SMP), adopted as the Shoreline Management Element of the Comprehensive Plan, establishes a comprehensive policy framework for flood protection, ecological stewardship, and cultural resource preservation. BHC evaluated the SMP to identify its alignment with state climate planning requirements.

POLICY STRENGTHS

Existing policies provide a strong foundation for climate resilience as summarized below:

- **Flood Risk Management.** Policies mandate the restoration of shoreline functions and floodplain connectivity to the extent feasible. To pursue maximum flood protection, the SMP also prioritizes the protection of shoreline resources from incompatible development and favors soft-shore stabilization methods over hard armoring.
- **Ecological Restoration.** The SMP establishes a strict "no net loss" standard for shoreline and ecological functions. Policies actively encourage the restoration of degraded shoreline habitat, with a specific emphasis on salmon recovery, native vegetation, and the enhancement of Stillaguamish floodplain habitats.
- **Cultural Preservation.** The SMP includes specific policies to protect and preserve shoreline sites that have significant historical, cultural, educational, or scientific value.

POLICY GAPS

While existing policies provide a strong foundation for ecological protection and floodplain management, the following policy areas can be better addressed through the new Climate Element in the Comprehensive Plan:

- **Climate Change Impacts.** Policies related to floodplain management and shoreline planning should be updated to account for local climate impacts, such as sea-level rise, increased winter streamflow, and extreme precipitation.
- **Environmental Justice.** The SMP lacks explicit directives to address disproportionate climate impacts on vulnerable and overburdened populations. New policies should encourage equitable public access to shorelines and encourage resilience-focused restoration efforts to minimize displacement and avoid exacerbating existing disparities.

The City's SMP provides a strong regulatory foundation for flood protection and ecological integrity; however, integrating climate-informed and equity-focused policies into the new Climate Element will help policies remain responsive to future climate and environmental conditions and the needs of all community members.

STORMWATER MANAGEMENT PROGRAM

While the 2025 Stormwater Management Program Plan focuses on reducing flood impacts through stormwater management, it lacks explicit policy language. As such, we recommend updating the Comprehensive Plan to include new policies that bolster these efforts and **strengthen the integration of stormwater management and flood risk reduction.**

WATER SYSTEMS PLAN

The City's Water Systems Plan establishes a framework for maintaining water quality, ensuring adequate supply and fire suppression storage, and promoting water conservation to handle future resource limitations. To complement these efforts, new policies could be drafted for the Comprehensive Plan that explicitly address **long-term impacts of climate change on water availability and demand.** This could include **strategies for managing drought, protecting water quality, updating demand forecasts based on regional climate projections (e.g., drier summers), and integrating water-wise infrastructure to strive for long-term water availability.**

GENERAL SEWER PLAN

The City's General Sewer Plan outlines various system improvements and features the following policy specifically addressing the resilience of the system:

- **Reliability:** The City shall ensure that the sewer system is constructed, operated, and maintained to protect against failures of power supply, treatment processes, equipment, or structures with appropriate backup facilities.

To expand on this effort, a new policy could be drafted for the Comprehensive Plan to **enhance the reliability and safety of all critical utilities (e.g., electric, water, sewer) vulnerable to climate change impacts, specifically by prioritizing backup systems and secure power supplies.**

SNOHOMISH COUNTY HAZARD MITIGATION PLAN

The County's Hazard Mitigation Plan (HMP) discusses relevant climate-exacerbated hazards for the region; namely extreme heat and drought, flooding, landslides, severe weather events, and wildfire. For each of these hazards, the HMP includes a subsection discussing climate change considerations, outlining how future climate conditions may exacerbate the hazards. BHC conducted a thorough review of the Snohomish County HMP to identify gaps and opportunities for the new Climate Element. While the City has existing frameworks in place, there are significant opportunities for the new Climate Element to explicitly incorporate regional hazard mitigation goals. We've identified the following key areas for policy development:

- **Critical Infrastructure and Floodplain Resilience.** To protect the City from projected hazards, new policies should be drafted to safeguard critical infrastructure and enhance floodplain management. Policies are needed to maintain and retrofit critical utility systems and public buildings to withstand operational disruptions during hazard events, which would complement the City's sewer and water plans efforts to increase the resilience of those systems.
- **Emergency Management and Coordination.** To improve disaster preparedness, the City can encourage participation in regional or statewide scenario planning to improve protection and emergency response capabilities.
- **Public Outreach.** To improve emergency preparedness, new policies should prioritize expanding public outreach and communication campaigns regarding evacuation procedures, information on climate-exacerbated hazards, and encouraging resident participation in alert systems like SnoCoAlerts and ShakeAlert.
- **Economic Development.** To support the continuity of the local economy, new policies should be drafted to provide support for local businesses and community organizations, especially those located in high-risk areas.
- **Community Resilience.** To foster community cohesion, the City should consider new policies to promote stronger social networks and support local community organizations working to enhance community resilience.
- **Cultural Resources.** To reduce impacts to cultural and historical resources and assets, the Climate Element should include new policies to safeguard cultural, historical, and environmental resources that may be affected by climate impacts and climate-exacerbated hazards. While there are policies in the City's Comprehensive Plan addressing cultural and historical resources, they could be strengthened by acknowledging and preparing for the impacts of climate change and extreme weather events.

By integrating these recommendations, the City can ensure its Climate element is consistent with the County's HMP and is proactively prepared for future climate-related threats.

SNOHOMISH COUNTY COUNTYWIDE PLANNING POLICIES

Snohomish County's Countywide Planning Policies (CPPs) establish a regional framework for local cities and towns as they develop their Comprehensive Plans, which must maintain consistency with

these CPPs. BHC thoroughly reviewed the Natural Environment and Climate Change and Public Services and Facilities sections of the CPPs, which include policies related to climate resilience.

POLICY STRENGTHS

Most of the CPPs are well-supported by existing goals and policies in the Natural Features and Land Use Elements, as summarized by topic below:

- **Ecosystem and Habitat Preservation.** Many CPPs address regional collaboration to protect and restore wildlife habitats, regional open space networks, and shoreline ecosystems, while reducing invasive species.
- **Stormwater Management.** Policies require regional coordination to address stormwater management and increase low-impact development.
- **Pollution Reduction.** Policies direct jurisdictions to maintain air and water quality standards, reduce toxic pesticide use, and limit noise and light pollution, with particular emphasis on preventing impacts on vulnerable populations.
- **Emissions Reduction.** Policies encourage the reduction of GHG emissions by reducing vehicle miles traveled, increasing the use of renewable energy, and increasing carbon sequestration through the conservation of open space, wetlands, and other natural resources.

POLICY GAPS

The following policies should be better addressed in the new Climate Element:

- **ENV-10**, which addresses integrated pest management to reduce the use of toxic pesticides.
- **CC-2**, which encourages the County and cities to collaborate on the implementation of the state's climate change initiatives and develop a common framework for assessing climate change impacts as part of the environmental review process under SEPA.
- **CC-3**, which promotes energy conservation, building retrofit, expansion of clean energy, and the use of environmentally sustainable building materials and techniques. While policies throughout the Comprehensive Plan address these topics, additional policies could be added to strengthen the City's approach to sustainable building design, retrofit, and energy conservation.
- **CC-7**, which encourages cities to consider rising sea levels by siting and relocating public facilities and hazardous industries outside of the 500-year floodplain. While there are a couple of policies supportive of this CPP, additional policies could be drafted to more explicitly prevent impacts to public facilities and relocate hazardous industries from the 500-year floodplain.

RESOLUTION 2014-12: GREENHOUSE GAS REDUCTION POLICIES

In 2014, the City adopted a resolution establishing greenhouse gas (GHG) reduction policies. Several of these policy areas are sufficiently addressed within the City's existing Comprehensive Plan, including:

- **Public Building Policies**, which encourage public buildings to incorporate sustainable design practices and energy conservation.
- **Energy Source & Use Policies**, which promote the reduction of GHG emissions by expanding renewable energy sources and reducing vehicle miles traveled (VMT).

- **Fleet & Vehicle Policies**, which prioritize the procurement of green and electric vehicles for the municipal fleet.
- **Waste Reduction & Use Policies**, which aim to reduce solid waste and promote sustainable procurement of materials and goods.
- **Land Use Oriented Policies**, which encourage infill development, encourage growth in existing urban areas, and ensure local planning remains consistent with regional goals.
- **Transportation Oriented Policies**, which focus on reducing VMT and increasing safety for pedestrians and bicyclists.

Conversely, new goals and policies should be proposed for the GHG Emissions Reduction Sub-Element to address the remaining policy areas:

- **Employee Oriented Policies**, which encourage ride sharing and energy conservation by increasing employee awareness of energy usage.
- **Equipment Oriented Policies**, which establish energy efficient street lighting standards and require monitoring of water and sewer systems to optimize operational efficiency.
- **Public Education & Outreach Policies**, which prioritize outreach efforts surrounding emissions reduction, waste management, and energy conservation.

By building upon the strong framework of the 2014 resolution and integrating these additional focus areas into the new Climate Element, the City can ensure its climate strategy remains current, comprehensive, and responsive to contemporary environmental goals and community needs.

DEVELOPMENT REGULATIONS

BHC reviewed the Stanwood Municipal Code (SMC) to identify regulations contributing to climate resilience and emissions reduction.

POLICY STRENGTHS

The review highlights the following municipal code sections which contribute to climate goals:

Title 17 Zoning

- **Stormwater Management Performance Standards** (SMC 17.140) encourage best management practices to reduce stormwater runoff and pollution, including the use of low impact development, stormwater ponds, and appropriate landscaping.
- **Landscape Performance Standards** (SMC 17.145) require tree retention of at least 50% of significant trees for new development. These standards also encourage the selection of native plants and trees.
- **Transportation Demand Management (TDM)** strategies in SMC 17.148.065 help reduce total vehicle trips generated by the site and promote the use of public transportation, which can help reduce transportation emissions.

Title 18 Unified Development Code

- **Critical Areas Ordinance** (SMC 18.800-810) provisions:
 - Encourage the placement of critical areas in native growth protection areas, open space tracts, or protective easements, which provide carbon sequestration and natural flood mitigation.

- o Require native vegetation for replacement trees, buffer vegetation, and vegetation planted to stabilize or minimize geological hazards.
- o Require new construction to utilize construction materials and practices that minimize flood damage, such as locating HVAC and electrical equipment or other service facilities to prevent water damage during flood conditions.
- o Encourage the use of best management practices, including low impact development techniques, to protect critical aquifer recharge areas and groundwater resources.
- **Cultural Resources code** (SMC 18.812) provisions establish clear criteria to preserve cultural resources and increase coordination with the Washington State Department of Archaeology and Historic Preservation, local tribes, and historic preservation groups.

POLICY GAPS

To build upon the existing requirements of the SMC and strengthen zoning regulations related to climate resilience, the City should consider developing policies that encourage code updates to address the following:

- **Renewable Energy.** Though the City does encourage the integration of solar panels, the Comprehensive Plan could include a policy to consider adding provisions for renewable energy systems, heat pumps, and battery energy storage systems (BESS).
- **Electric Vehicle Charging.** The City should consider permitting electric vehicle charging stations in all zones, developing incentives for building charging stations, and/or requiring new developments to be “EV-ready” (conduit and electrical capacity pre-installed). Policy UTP 7.2 in the Comprehensive Plan encourages the installation of charging stations in commercial parking lots and on City streets, but additional policies can expand this to residential developments as well, and/or provide subsidies to low-income households to promote electric vehicle or bicycle use.
- **Cultural Resource Protection.** While the City’s code already includes provisions to identify and prevent impacts to cultural resources (SMC 18.812), policies addressing the potential impacts of climate change on cultural and historical resources should be strengthened for the Climate Element.
- **Green Building.** The City could consider policies encouraging the development of code requirements for “solar ready” construction to facilitate future renewable energy adoption.
- **Extreme Heat Mitigation.** Develop policies to encourage “cool roof” requirements for new commercial and multifamily development to reduce the urban heat island effect. Other policies to address extreme heat could increase shade structures and require a specific percentage of tree canopy or shade coverage over paved areas.
- **Green Infrastructure and Trees.** The City could consider policies to promote higher tree canopy coverage targets for new developments; incentivize green stormwater infrastructure like bioretention planters, green roofs, and rain gardens; or require xeriscaping, drought tolerant, or water efficient landscaping.
- **Parking Maximums.** The City could consider developing policies to help transition away from parking minimums, particularly in the downtown core or near transit, to discourage car dependency and reduce impervious surface coverage.
- **Bike Infrastructure and Parking.** New policies could encourage secure, covered, and long-term bicycle parking for multi-family residential and large mixed-use commercial projects, including shower facilities for commercial buildings, to encourage bike transportation.

- **Dark Sky/Lighting Ordinances.** New policies could address the development of lighting standards that limit light trespass and glare, to reduce energy consumption and minimize disruption to wildlife.
- **Urban Agriculture.** New policies could encourage clear zoning provisions that allow community gardens, urban farms, and greenhouses in residential zones to promote local food security.

Conclusion + Next Steps

This audit of the City's primary planning documents highlights significant strengths regarding climate resilience and GHG emissions reduction. The City's current initiatives and policies:

- Effectively encourage infill development;
- Promote ecosystem health restoration and enhancement;
- Protect cultural resources;
- Prioritize non-motorized and multi-modal transportation;
- Encourage the reduction of vehicle miles traveled;
- Preserve open space; and
- Promote sustainable water management.

However, this audit has also identified gaps in current policies addressing climate resilience and mitigation. Opportunities for further improvement include new policies in the Comprehensive Plan, as outlined throughout this memo, which address:

- Health and well-being;
- Renewable energy and energy efficiency;
- Electric vehicles and charging infrastructure;
- Emergency preparedness;
- Community outreach;
- Extreme heat mitigation; and
- Waste reduction.

Building on these findings and the full audit in Appendix A, BHC will collaborate with the City of Stanwood and the consultant team to address these gaps and community needs identified through outreach. This work will result in a draft list of goals and policies for the new Climate Element, alongside proposed updates to the Land Use, Transportation, and Capital Facilities Elements to ensure alignment with climate planning requirements.



**CITY OF STANWOOD
COMMUNITY DEVELOPMENT COMMITTEE
AGENDA STAFF REPORT**

ITEM NUMBER: 3.b.
DATE: September 3, 2026
SUBJECT: Storefront Improvement Program Application – The Feathered Nest
CONTACT PERSON: Aaron Weinberg, Business & Community Relations Coordinator
ATTACHMENTS: 1. Application

PURPOSE

The purpose of this agenda item is for the Community Development Committee to review an application for the Storefront Improvement Program.

BACKGROUND

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

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

The City for the 2026-2027 budget cycle has \$42,338.60 in available Storefront Improvement Program grant funds, with \$12,884.62 in unused funds rolling over from 2025. Thirteen grants have been awarded through the program since 2023.

ANALYSIS

The Feathered Nest at 10018 270th St. NW

The Feathered Nest is a new retail business opening this fall in west downtown at 10018 270th St. NW in the former acupuncture business next to A & B Health Care, which has permanently closed.

City staff held a pre-application meeting on Aug. 13 with business co-owners Ranae York and Kelly Litzinger. The applicants have budgeted \$9,089.91 for the improvements and are asking for a \$4,544.95 matching grant.

The applicant intends to:

1. Repaint all the window and door trim facing 270th St NW and Augusta St. Cream and black color scheme.
2. Install a new door.
3. Install a new sign.
4. Install custom vinyl window and door logos.
5. Purchase outdoor seating, planter boxes, and plants.

Current Photos (Top) and Proposed Changes (Bottom)



Note: AI was used to create the renderings for the proposed changes.

Property Location



Aerial image of 10018 270th St. NW

RECOMMENDATIONS

Staff recommend the Storefront Improvement Program application from The Feathered Nest be presented to City Council for approval.

FISCAL ANALYSIS

If approved, \$4,544.95 will be awarded and \$37,793.65 will be left in the Storefront Improvement Program fund in 2026.

PROPOSED MOTION

None; Discuss Item



Storefront Improvement Program Application



Please return completed applications and supplemental documents to:

City of Stanwood

Attn: Economic Development

10220 270th St NW

Stanwood, WA 98292

Email: econdev@stanwoodwa.org

Contact:

Nicole Strachila

Communications and Marketing Specialist

(360) 454-5210

nicole.strachila@stanwoodwa.org

Storefront Improvement
Program Application



Page 1 of 7

A **pre-application meeting** with the City is required before an application can be submitted. The pre-application meeting will help determine whether a project is eligible for the Storefront Improvement Grant.

The following items are required to be submitted for a complete application. ***Incomplete applications will not be accepted.***

- ☐ Signed Application Form
 - ☐ Contact Info for Business Owner/Applicant, Property Owner, and Contractor(s)
 - ☐ Detailed Project Narrative
 - ☐ Detailed Project Budget
 - ☐ Detailed Project Timeline
 - ☐ Source(s) of Matching Funds
- ☐ Photographs of Current Conditions
- ☐ Renderings of Proposed Project
- ☐ Federal W-9 Form
- ☐ Liability Insurance naming the City of Stanwood as “an additional insured”
- ☐ Any architectural, engineering or building documents (if applicable)



Business Owner Information			
Name of Applicant:	Ranae York and Kelly Litzinger		
Business Name:	The Feathered Nest		
Phone Number:	360-317-6657		
Email:	ranaeyork@gmail.com		
Business Physical Address:	10018 270th St NW		
	City: Stanwood	State: WA	Zip: 98292
Business Mailing Address:	1043 Scenic Ave		
	City: Camano Island	State: WA	Zip: 98282
Assessor's Parcel Number:	00584300200100		
Type of Business:	Retail		
EIN #:	33-1654422		
WA UBI #:	604-294-649		

Property Owner Information (If not applicant)			
Name of Property Owner:	James Jones		
Phone Number:	360-387-2941		
Email:			
Property Address:	10018 270th St NW		
	City: Stanwood	State: WA	Zip: 98292
Mailing Address:	10027 269th St NW		
	City: Stanwood	State: WA	Zip: 98292
Years Owned:			



Contractor Information			
Name of Business:	Ideal Construction		
Contractor's Name:	Matt Locke		
Phone Number:	360-305-0814		
Email:			
Contractor Physical Address:	352 Sequoia Place		
	City: Camano Island	State: WA	Zip: 98282
Contractor Mailing Address:	same		
	City:	State:	Zip:
Type of Business:	General Contractor		
EIN #:			
WA UBI #:	604 051 439		
Contractor's License #:	IDEALC*841QB		



Project Information	
Improvement Type (select all that apply):	☒ Signage ☒ Paint ☒ Streetscapes ☐ Awnings ☒ Doors and Windows ☒ Creative and Imaginative Exterior Elements
Brief Project Description (Please describe the scope of the proposed improvements, including descriptions of the building's current conditions):	The building has been neglected for many years. We intend to make many improvements. We will be painting all of the exterior that is not brick. We will be installing a new door, and a new sign. We are adding large vinyl window and door custom logos as well as a new hanging sign. The building and sidewalks will need pressure washing. We will be getting a bistro set for outdoor seating and planter boxes/plants.
Estimated Total Project Cost:	Approximately \$9,000
Requested Grant Amount:	(Not to exceed \$20,000, 1:1 match. For example, a \$2,000 project can receive up to a \$1,000 grant award. A \$50,000 project can receive up to a \$20,000 grant award) \$4,500

Project Budget	
Project Element:	Total \$ Costs:
Example: Quote for new pedestrian signage	\$1,000
Quote for painting, signage, installing new door	\$8,321.91
New door	\$193
Window/door vinyl signage	\$175
Bistro set and planters	\$400



Project Total Amount: \$9089.91

Project Timeline	
Project Phase:	Anticipated Dates:
Construction Start	September 30, 2026
Construction Complete	October 6, 2026

Source(s) of Matching Funds		
Source of Match (Cash, Loan, In-Kind)	Description of Work/Source of Funds:	Total \$ Amount:
<i>Example: In-kind</i>	<i>Example: In-kind donation of paint supplies</i>	<i>Example: Estimated \$500</i>
Credit		\$4544.95

Matching Funds Total Amount: \$4544.95



The applicant understands that the City of Stanwood must approve the proposed project and improvements. During the application process, the City will require a site visit of the business/property with City staff. Changes or modifications may be required by the City prior to final approval. Grant reimbursement will be processed once all receipts and documents have been submitted. Unless otherwise agreed, work must be performed by a licensed contractor, sign maker, or other recognized professional. Any work commenced prior to a commitment letter being issued will not be eligible for reimbursement, and any work deviating from the approved work must be pre-approved by the City for the work to be eligible for reimbursement.

The applicant certifies that all information in this application and all information provided in support of this application is given for the purpose of obtaining a Storefront Improvement Program grant and is true and complete to the best of the applicant's knowledge. If the applicant is not the owner of the property of the proposed project, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the project on the property. Evidence of this authority must be attached to the application. Verification of any of the information contained in this application may be obtained by the City from any available source.

Business Owner/Applicant

Print Name: Ranae York

Signature: 

Date: 08/09/2026

Property Owner

Print Name: James Jones

Signature: _____

Date: _____

Contractor

Print Name: Matt Locke

Signature: 
Matt Locke (Aug 9, 2026 19:40:48 PDT)

Date: 09/08/26

Please return completed application and supplemental documents to:

City of Stanwood

Attn: Economic Development

10220 270th St NW

Stanwood, WA 98292

Email: econdev@stanwoodwa.org

Contact:

Nicole Strachila

Communications and Marketing Specialist

(360) 454-5210

nicole.strachila@stanwoodwa.org

Storefront Improvement
Program Application



2026 Grant Application - Storefront

Final Audit Report

2026-08-10

Created:	2026-08-10
By:	Ranae York (ranaeyork@yahoo.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAS-Z6pt1t2rpiwMMYoHiWc8VmCmi6-URF

"2026 Grant Application - Storefront" History

-  Document created by Ranae York (ranaeyork@yahoo.com)
2026-08-10 - 1:37:43 AM GMT- IP address: 15.218.113.55
-  Document emailed to Matt Locke (lmatt73@hotmail.com) for signature
2026-08-10 - 1:37:48 AM GMT
-  Email viewed by Matt Locke (lmatt73@hotmail.com)
2026-08-10 - 2:32:34 AM GMT- IP address: 146.75.136.0
-  Document e-signed by Matt Locke (lmatt73@hotmail.com)
Signature Date: 2026-08-10 - 2:40:48 AM GMT - Time Source: server- IP address: 172.92.203.49 - Signature Appearance Selected: TYPE
-  Agreement completed.
2026-08-10 - 2:40:48 AM GMT



**CITY OF STANWOOD
COMMUNITY DEVELOPMENT COMMITTEE
AGENDA STAFF REPORT**

ITEM NUMBER:

DATE: September 3, 2026

SUBJECT: HASCO Affordable Housing Grant Support Request

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: 1. Request Letter

PURPOSE

The purpose of this agenda item is for the Community Development Committee to review and provide feedback on the partnership request by the Housing Authority of Snohomish County (HASCO) and the Office of Rural and Farmworkers Housing (ORFH) to apply for state grant funds for reconstruction of the Hilltop Apartments utility lines.

BACKGROUND

HASCO owns Hilltop Apartments at 8001 272nd Street NW. The property provides affordable housing for elderly residents and people with disabilities. In an August 6, 2026 letter, HASCO and ORFH requested City support and co-sponsorship of a CHIP application associated with a comprehensive redevelopment of the property.

The apartments were built between 1975 and 1977 (Snohomish County Assessors Records) and consists of 30 units spread across three buildings. The site consists of unstable soils, erosion, and a steep gulch along the rear of the property. Water and sewer lines are located on the west side of the property. The owners report ongoing utility maintenance issues, increasing risk of system failure, and settlement affecting the existing apartment buildings.

Due to the condition of the existing buildings and the site issues, it is more economical to demo the existing buildings and rebuild them than to remodel. The proposed redevelopment would:

1. Construct approximately 30 new affordable housing units on a stable portion of the site;
2. Relocate existing elderly and disabled residents into the new building after construction;
3. Demolish the existing buildings after resident relocation; and

4. Reconstruct and relocate water and sewer infrastructure to the east side of the property using appropriate geotechnical and engineering solutions.

ANALYSIS

Connecting Housing to Infrastructure Program (CHIP) is a competitive Washington State Department of Commerce grant program intended to reduce or cover eligible infrastructure costs associated with affordable housing development. For the 2026 funding round, eligible applicants include cities, counties, and public utility districts working in partnership with affordable housing developers. Current program materials identify water and sewer connections, extensions, and upsizing among eligible activities. Applications are due September 30, 2026, and grants of up to \$2 million are available.

The requested City role is consistent with the program structure because the City would serve as the eligible public applicant while HASCO and ORFH would serve as the affordable housing owner and development team. The requested CHIP funding would be limited to eligible reconstruction, relocation, and reconnection of water and sewer infrastructure. Housing construction costs will be pursued separately by HASCO.

Staff finds that supporting the application would advance several community interests:

- Preservation of affordable housing in Stanwood;
- Continued housing stability for seniors and people with disabilities; and
- Replacement of older utility infrastructure.

Support for the application does not constitute acceptance of a future award or approval of project permits. The redevelopment will remain subject to all applicable land use, building, engineering, utility, environmental, and other City requirements. If Commerce awards CHIP funding, staff will bring the grant agreement and any related pass-through agreements to the full City Council for consideration.

FISCAL IMPACT

The City will serve as the applicant for the grant; however, HASCO will be responsible for the full cost of the project. All grant funds received by the City will be passed through to HASCO, and no direct City appropriation will be required. HASCO will be responsible for all project costs, matching requirements, cost overruns, procurement, reporting, and records retention.

City participation during the application phase will be limited to staff coordination and review. If the grant is awarded, administration is expected to have a minimal impact on Finance Department staff. In return, the project will help preserve affordable housing for seniors and other vulnerable members of the community.

RECOMMENDATIONS

Staff recommends that the Community Development Committee support the City of Stanwood serving as the public applicant, co-sponsor, and pass-through entity for a CHIP grant application for the Hilltop Apartments redevelopment, subject to the following:

1. HASCO and ORFH will prepare and submit the application in coordination with City staff.
2. City staff may review and approve application materials for consistency with City policies.
3. Any grant award will be brought to the full City Council for review and acceptance before the City becomes contractually obligated.

PROPOSED MOTION

None; Discussion Item

August 6, 2026

Mayor and Members of the Stanwood City Council
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292

RE: Request for City Support and Co-Sponsorship of Connecting Housing with Infrastructure Program (CHIP) Application for Hilltop Apartment Redevelopment

Dear Mayor and Council Members,

On behalf of the Housing Authority of Snohomish County (HASCO) and the Office of Rural and Farmworker Housing (ORFH), we respectfully request the City of Stanwood's support and participation as co-sponsor of a Connecting Housing with Infrastructure Program (CHIP) application to the Washington State Department of Commerce in support of the redevelopment of Hilltop Apartments located at 8001 272nd St NW.

Hilltop Apartments provides critically needed affordable housing for elderly and disabled residents in the Stanwood community. Unfortunately, the property is experiencing severe infrastructure and geotechnical challenges that threaten the long-term viability of the housing and utility systems serving the site.

The existing sewer and water infrastructure located on the west side of the property is failing due to unstable soils. Over time, soil movement and erosion have contributed to the deterioration of the utility lines, resulting in ongoing maintenance issues and increasing risk of system failure. Additionally, the existing apartment buildings themselves have been negatively impacted by these site conditions and are experiencing settlement issues due to unstable soils and the presence of a steep gulch adjacent to the development. The current structures cannot remain in place indefinitely and require replacement to continue serving residents safely.

To preserve this important affordable housing resource, HASCO is pursuing a comprehensive redevelopment of the property. The redevelopment plan includes:

- Construction of approximately 30 new affordable housing units on a stable portion of the site;
- Relocation of existing elderly and disabled residents into the newly constructed building upon completion;
- Demolition of the existing failing apartment buildings; and

- Reconstruction and relocation of critical water and sewer infrastructure to the east side of the property where proper soils and engineering solutions can provide long-term stability and reliability.

To finance this effort, HASCO is applying to both the Washington State Housing Trust Fund and the Washington State Housing Finance Commission's Low-Income Housing Tax Credit Program. These funding sources will support the housing redevelopment; however, public infrastructure improvements necessary to serve the project are eligible for support through the Washington State Department of Commerce's Connecting Housing with Infrastructure Program (CHIP).

As required by the CHIP program, ORFH, acting as HASCO's development partner, seeks the City of Stanwood's authorization to submit a CHIP application on behalf of the project, with the City serving as the applicant and pass-through entity for any awarded infrastructure funding. CHIP funds would be utilized specifically for the reconstruction, relocation, and reconnection of the water and sewer systems serving the redevelopment.

The Hilltop Apartments redevelopment represents a unique opportunity to preserve existing affordable housing, improve public infrastructure, address significant public health and safety concerns, and maintain the supply of affordable housing in Stanwood. The project will protect vulnerable seniors and people with disabilities within the city.

We appreciate the City of Stanwood's continued commitment to affordable housing and community development and respectfully request your support of this effort through:

1. Approval for ORFH to submit a CHIP application on the City's behalf;
2. Participation as the required public co-sponsor & pass-through entity for CHIP funding; and
3. Support for the relocation and reconstruction of the site's water and sewer infrastructure.

Thank you for your consideration. We welcome the opportunity to discuss the project in greater detail and answer any questions you may have.

Sincerely,

A handwritten signature in cursive script, appearing to read "A Kilgore".

Ashleigh Kilgore

Senior Housing Developer

Office of Rural and Farmworker Housing (ORFH)

On behalf of:

Housing Authority of Snohomish County (HASCO)



CITY OF STANWOOD COMMUNITY DEVELOPMENT COMMITTEE AGENDA STAFF REPORT

ITEM NUMBER:**DATE:** September 3, 2026**SUBJECT:** Legislative Code Amendment Discussion**CONTACT PERSON:** Patricia Love, Community Development Director**ATTACHMENTS:** 1. Draft Ordinance

PURPOSE

The purpose of this agenda item is for Committee review of the draft Legislative Code Amendments.

BACKGROUND

Consistent with other municipal code updates currently underway, related and complementary code provisions are being reviewed and processed together. This group addresses the City's legislative procedures and City Council review of Type 4 applications, including:

- Amendments to Title 18, Unified Development Code
- Comprehensive Plan amendments
- Annexations
- Site-specific rezones
- Development agreements

Similar to other amendments we've processed under the Municipal Code Update project, the last substantial update to the City's legislative codes occurred more than 15 years ago and have received only minor amendments since that time. The proposed amendments have been reorganized and rewritten in plain language with added easy-to-follow flowcharts. These changes are intended to improve readability, clarify applicable procedures, and make the processes easier for staff, applicants, decision-makers, and the broader community to understand.

ANALYSIS

The legislative codes establish the procedures for reviewing and deciding land use matters that require City Council action. They identify the roles of City staff, the Planning Commission, and the City Council; establish requirements for public notice and hearings; and describe the applicable review criteria and decision-making process. These

procedures promote consistent, transparent, and legally sound decisions while providing meaningful opportunities for public participation.

Organizationally, the amendments are being removed from Title 17, Zoning and relocated in Title 18, Unified Development Code as follows:

Title 18 - Division 1: General Provisions

- 18.106 Unified Development Code Amendments
- 18.108 Comprehensive Plan
- 18.110 Annexation

Title 18 – Division III: Permits

- 18.340 Site Specific Rezones
- 18.350 Development Agreements

Code Amendments:

This chapter explains how the City may amend its Unified Development Code, which contains the City's zoning and development regulations. It is based on existing SMC 17.155 and has been rewritten in plain language to make the process easier to understand. The overall review process and regulatory requirements remain generally unchanged.

Code amendments may be proposed by City officials and departments, property owners, residents, business owners, governmental agencies, and special-purpose districts with an interest in the proposed change. Amendments are commonly initiated in response to community requests, to implement Comprehensive Plan policies, or to comply with new state laws.

After an amendment is initiated, City staff review the proposal for consistency with the Comprehensive Plan, applicable state law, the City's Strategic Plan, and the established approval criteria. The City also completes required environmental review and provides notice to applicable state agencies.

The Planning Commission then holds a public hearing and makes a recommendation to the City Council. In making its recommendation, the Planning Commission considers whether the proposed amendment:

- Is consistent with the Comprehensive Plan;
- Promotes public health, safety, and welfare;
- Complies with applicable state and federal laws; and
- Corrects an error, responds to changed conditions, implements an adopted plan or law, improves administration of the code, or otherwise serves the public interest.

Only the City Council may adopt changes to the Municipal Code. After holding a public hearing or meeting, the City Council may approve, modify, or deny the amendment, or return it to the Planning Commission for additional review. If approved by the City Council,

the amendment is adopted by ordinance and becomes effective five days after publication in the City's official newspaper.

Comprehensive Plan:

Comprehensive Plan amendments follow a process similar to code amendments. The process includes public and state agency notification, environmental review, a Planning Commission public hearing and recommendation, and final review and action by the City Council.

The process begins with a no-cost docket request. Docketing allows the City to conduct an initial review, receive public input, and determine whether the proposal should be included in the annual Comprehensive Plan amendment work program. After receiving a docket request:

- Staff evaluates the request and prepares a recommendation.
- The Planning Commission reviews the annual docket at a public meeting and forwards its comments and recommendations to the City Council.
- The City Council determines which requests will be included in the annual work program.

Inclusion in the annual work program does not constitute approval of the proposed amendment. It authorizes the applicant to submit a formal application and proceed through the full review process.

The City may amend its Comprehensive Plan once each year. The plan is also subject to a five-year progress review and a formal periodic update every 10 years. Amendments may include changes to plan elements, goals and policies, the Future Land Use Map, subarea plans, figures, graphics, or other plan components.

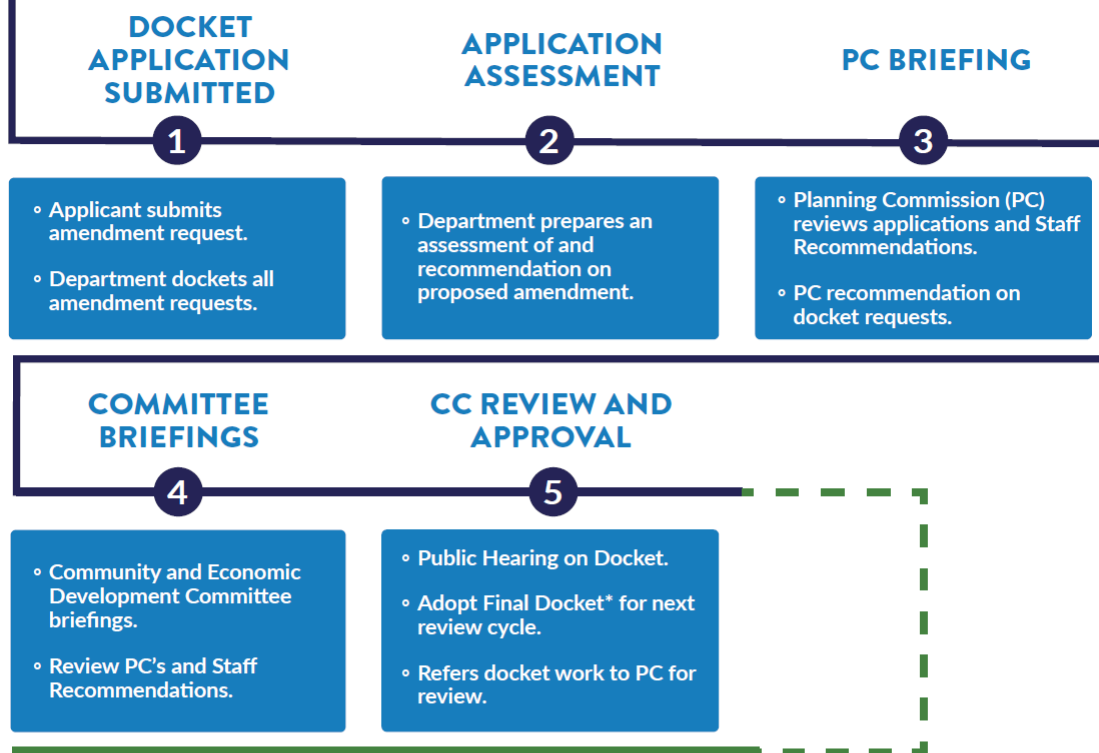
The City may approve a Comprehensive Plan amendment when it:

- Bears a substantial relationship to public health, safety, or welfare.
- Responds to changed circumstances or a demonstrated need.
- Allows reasonable development of suitable property.
- Will not be materially detrimental to nearby properties or uses.
- Provides merit and value to the community as a whole.
- Is consistent with the goals and policies of the Comprehensive Plan.

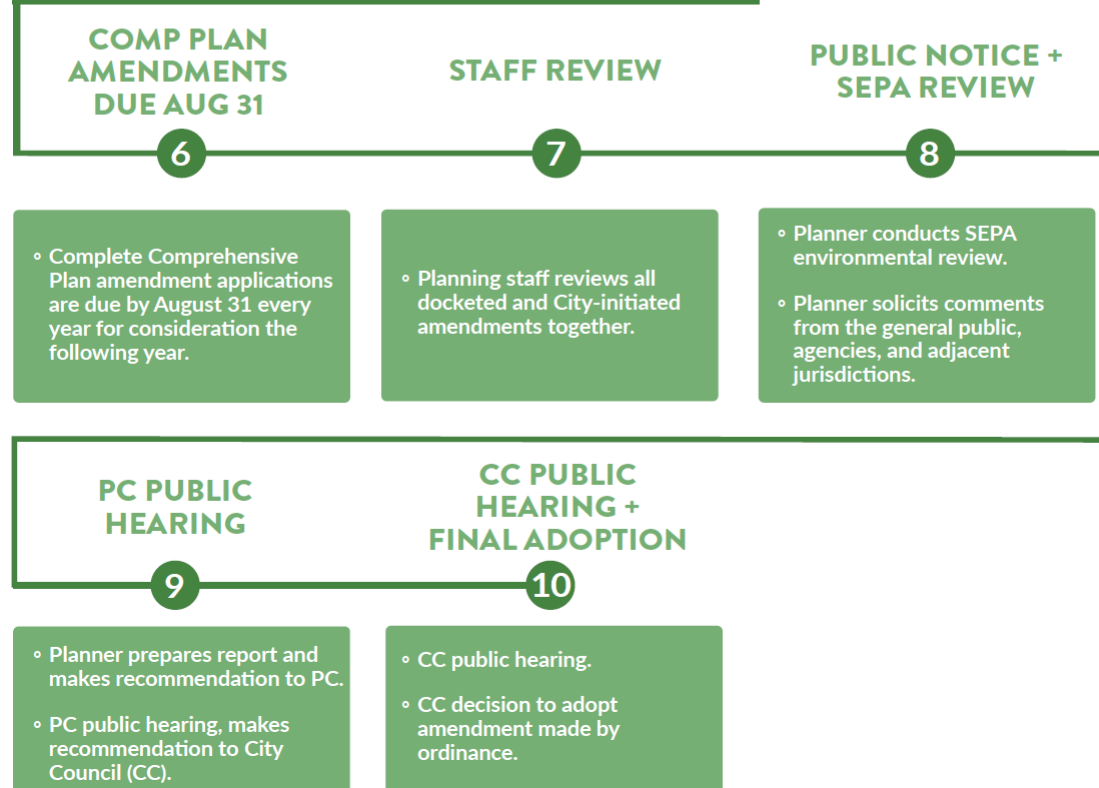
An approved Comprehensive Plan amendment must be adopted by City Council ordinance. If the amendment changes a Future Land Use Map designation, the map must also be updated to reflect the new designation.

The following flowchart shows the Comprehensive Plan update process.

Annual Docketing



Comp Plan Amendment + Adoption



Annexations:

Annexations allow property within Stanwood's designated Urban Growth Area to be incorporated into the City. Annexation proposals must be consistent with the Comprehensive Plan and demonstrate that adequate infrastructure, utilities, public services, and levels of service can be met or provided. The City Council has sole discretion to approve or deny an annexation and may impose conditions necessary to protect public health, safety, and welfare.

**Stanwood Urban Growth Areas
Potential Annexation Area**

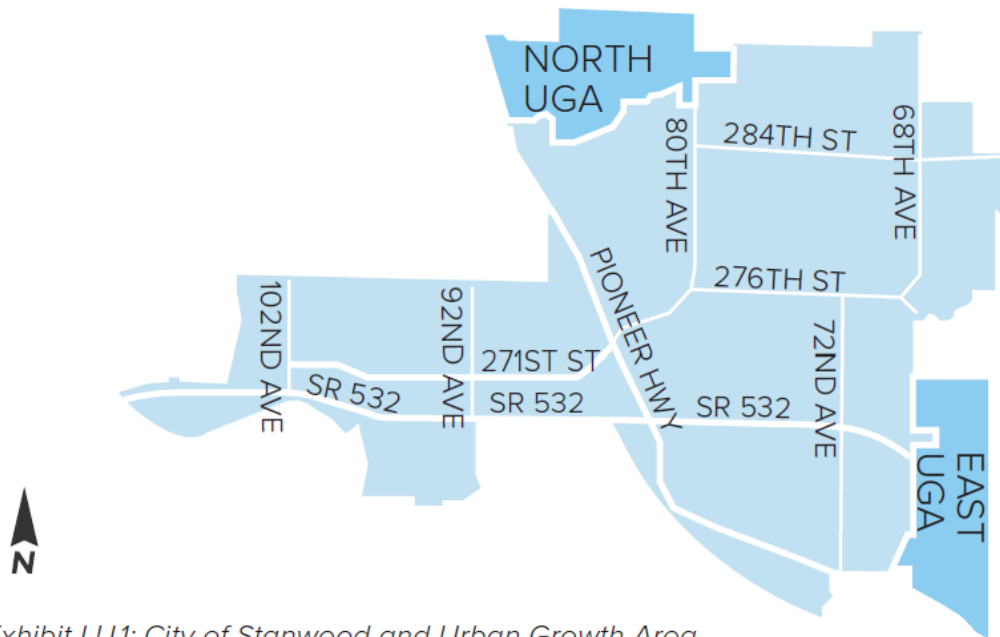


Exhibit LU.1: City of Stanwood and Urban Growth Area

Note: UGA North is north and south of 288th Street (Larson Road); East UGA is west of 64th Avenue between Pioneer Highway to the south and Jensen Road to the north.

The draft ordinance describes the annexation petition method as it is the most common form of annexation. However, all forms of annexations as allowed by state law is permitted.

The process begins with a general information meeting with city staff to discuss the proposal. After this initial meeting the applicant then submits a notice of intent to annex with signatures owners representing at least 10 percent of the assessed value of property proposed for annexation. Once the notice of intent is complete, the City Council holds a public meeting on the request. At the meeting, the Council determines whether to accept, reject, or geographically modify the proposed annexation. Council acceptance of the 10% petition authorizes the applicant to circulate a formal annexation petition but does not constitute final approval.

If the notice of intent is accepted, the applicant can then submit an updated petition with the signatures of at least 60 percent of the property's assessed value for general taxation along with all other required submittals and a draft pre-annexation agreement addressing utilities, land uses, traffic improvements or other essential services.

The Planning Director evaluates the proposal for consistency with the Comprehensive Plan and considers infrastructure capacity, existing levels of service, capital improvement needs, anticipated revenues and expenditures, and other community impacts. If the annexation includes new zoning or a related Comprehensive Plan amendment, those actions are referred to the Planning Commission and processed according to the Comprehensive Plan Amendment process.

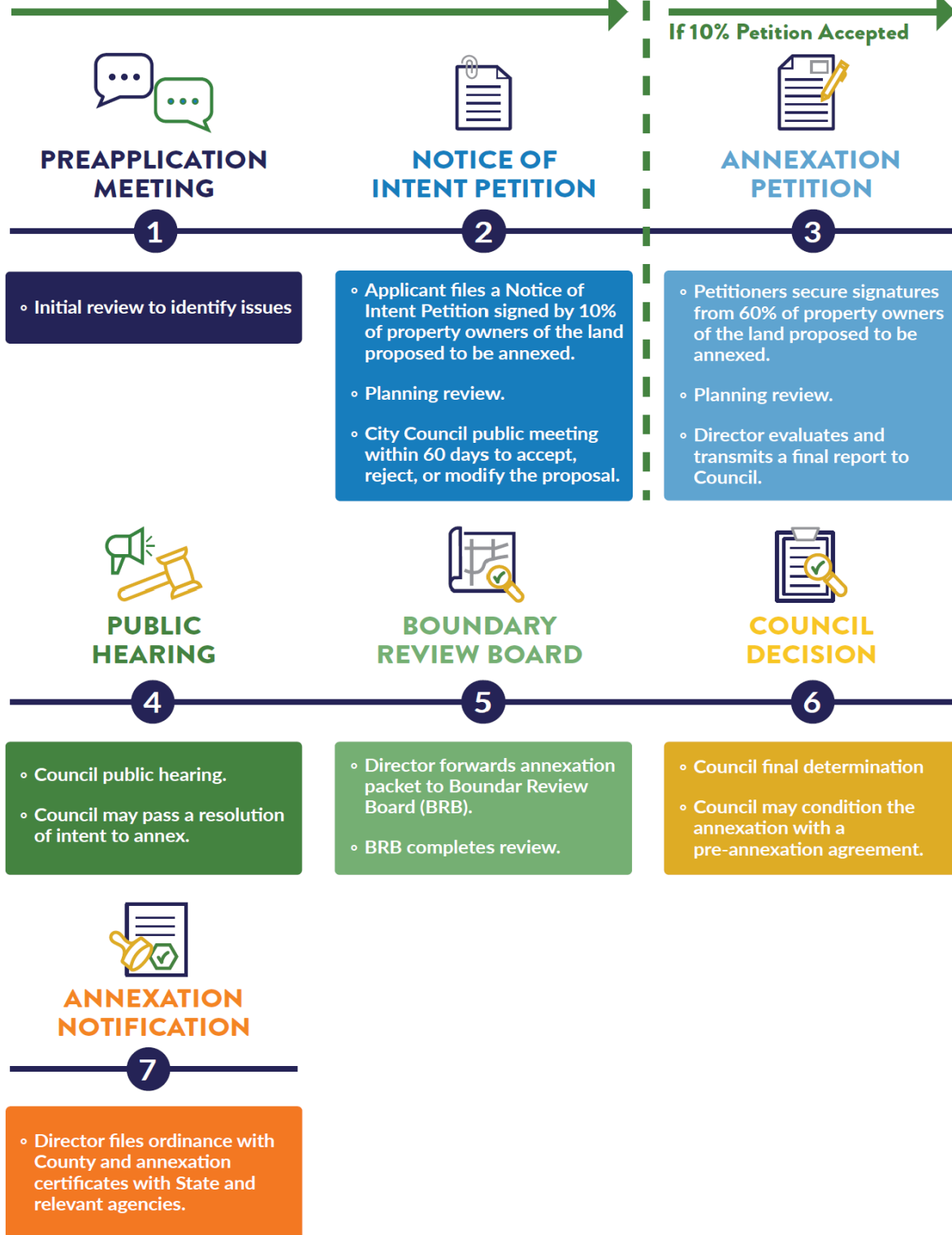
The Council then holds a public hearing and considers the staff analysis, consistency with the Comprehensive Plan, comments from the petitioners, and public testimony. After the public hearing, the City Council may adopt a resolution accepting the proposed annexation and authorize its submission to the Boundary Review Board.

If accepted by Council, staff then forwards the petition to the Snohomish County Boundary Review Board who completes their review.

Following review by the Boundary Review Board, the City Council makes the final decision and may approve the annexation, approve it with conditions, or deny it.

Annexation Petition Method Flowchart

10% Petition Process



Site Specific Rezones:

A site-specific rezone changes the zoning classification of an individual property or defined group of properties. The requested zoning district must be consistent with the property's existing Comprehensive Plan land use designation. Because the proposal does not change the Comprehensive Plan designation, a Comprehensive Plan amendment is not required.

For example, a property with a Commercial Comprehensive Plan designation may be rezoned from Neighborhood Commercial to General Commercial if both zoning districts implement the Commercial designation. The rezone would change the uses and development standards that apply to the property but would not change its underlying long-term land use designation.

A site-specific rezone is reviewed through the Type 4 land use permit process, including public notice, environmental review, and evaluation under the City's rezone criteria which includes:

- (1) The proposed zoning district is consistent with the goals, policies, and land use designation of the adopted Comprehensive Plan.
- (2) The proposed zoning district is compatible with the existing and planned character of the surrounding area.
- (3) Public facilities and services necessary to serve development allowed by the proposed zoning are available or are planned to be available concurrent with development.
- (4) The proposed rezone will not create conflicts with adjacent land uses that cannot be mitigated through existing development regulations.
- (5) The proposed zoning implements the Comprehensive Plan more effectively than the existing zoning designation.

The Planning Commission holds a public hearing, considers the staff report and public testimony, and forwards a recommendation to the City Council. The City Council reviews the record and the Planning Commission's recommendation and makes the final decision to approve, approve with conditions or modifications, or deny the rezone. An approved rezone is adopted by ordinance, and the City's official zoning map is updated to reflect the new zoning classification.

Development Agreements:

A Development Agreement is a voluntary contract between the City and a property owner that establishes development standards and project-specific conditions that will govern development of the property. It acts as a "mini zone code" for a specific property.

Development agreements have become an important tool in planning because they provide certainty, flexibility, and predictability for complex or long-term projects.

For a property owner or developer, an agreement can:

- Establish the development standards that will apply throughout a phased project.
- Reduce the risk that regulations will change before the project is completed.
- Allow alternative standards for matters such as density, setbacks, building height, parking, lot layout, landscaping, open space and design.
- Coordinate permits, infrastructure improvements, mitigation, and construction phasing.
- Clarify responsibilities, approval requirements, project phasing and build-out schedules.

For the City, an agreement can:

- Require infrastructure, utilities, parks, open space, transportation improvements, or other public benefits.
- Address impacts and mitigation measures specific to the project.
- Establish higher-quality design or development requirements than might otherwise apply.
- Coordinate development across large properties, multiple zoning districts, or several phases.

Property must be at least five acres or greater to qualify for a development agreement and can be located either in the City or within the Urban Growth Area when associated with a proposed annexation. The agreement may be processed concurrently with a Comprehensive Plan amendment, site-specific rezone, zoning map amendment, or development permit application. It may also be processed independently when authorized by the City Council.

A development agreement is processed as a Type 4 legislative action requiring City Council approval. The Planning Department reviews the proposed agreement, conducts environmental review when required, and prepares a staff report. The Planning Commission holds a public meeting and forwards a recommendation to the City Council. The City Council then holds a public hearing and may approve, modify, or deny the agreement by ordinance or resolution.

The City Council may approve a development agreement if they find:

- (1) The agreement is consistent with the Comprehensive Plan.
- (2) The agreement is consistent with the purpose and intent of the applicable zoning district.
- (3) The agreement serves the public interest by providing predictable development standards and addressing infrastructure, mitigation, or other public benefits.
- (4) The agreement adequately addresses impacts associated with the proposed development.
- (5) The agreement complies with state laws.

RECOMMENDATIONS

Staff Recommendation:

Staff is seeking comments and suggestions on the draft ordinance. Committee input will help ensure the amendments reflect the City's vision and community character.

PROPOSED MOTION

None; Discussion Item

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. 15XX

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING THE STANWOOD MUNICIPAL CODE TO DELETE CHAPTER 17.155, AMENDMENTS, CHAPTER 17.157, COMPREHENSIVE PLAN, AND 17.158, ANNEXATIONS AND ADOPT NEW CHAPTER 18.106, UNIFIED DEVELOPMENT CODE AMENDMENTS, 18.108, COMPREHENSIVE PLAN, 18.110, ANNEXATIONS, 18.340, SITE SPECIFIC REZONES, AND 18.350, DEVELOPMENT AGREEMENTS; PROVIDING FOR SEVERABILITY; AUTHORIZING CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council is authorized under the constitution and laws of the State of Washington, including Chapters 35A.63, 35A.14, 36.70A, and 36.70B RCW, to adopt and amend comprehensive plans, development regulations, zoning regulations, and procedures governing land use within the city; and

WHEREAS, the city has adopted a comprehensive plan pursuant to the Growth Management Act (Chapter 36.70A RCW), which establishes the community's long-range vision for growth, development, environmental stewardship, housing, transportation, economic development, public facilities, and quality of life; and

WHEREAS, the Unified Development Code serves as the primary implementation tool for the comprehensive plan by establishing development standards, land use regulations, and administrative procedures governing development within the city; and

WHEREAS, since 2022, the city has undertaken a comprehensive, multi-year modernization of its unified development code to improve readability, consolidate development regulations into a single title, eliminate outdated and duplicative provisions, simplify administrative procedures, improve consistency among code sections, and ensure compliance with evolving state law and current planning practices; and

WHEREAS, the Unified Development Code modernization effort has included extensive review of development regulations by city staff, legal counsel, the planning commission, city council, and the public, resulting in numerous amendments intended to create a clear, predictable, and user-friendly regulatory framework while preserving the city's ability to protect the public health, safety, and welfare; and

WHEREAS, during the course of the Unified Development Code modernization effort, the city identified opportunities to improve and clarify procedures governing legislative land use decisions, including comprehensive plan amendments, zoning text amendments, site-specific rezones, annexations, and development agreements; and

WHEREAS, since the city's existing procedures were adopted, the Washington State Legislature has enacted numerous amendments to the Growth Management Act and related statutes affecting land use planning, permit processing, housing, annexations, development agreements, and public participation, making it appropriate for the city to review and update its local regulations to remain consistent with current state law; and

WHEREAS, the proposed amendments update legislative procedures to improve transparency, establish consistent application requirements and review processes, clarify the respective roles of city staff, the Planning Commission, and the City Council; and

WHEREAS, the proposed amendments establish an annual comprehensive plan amendment docket process that provides an early opportunity for the City Council to consider proposed policy issues, establish legislative priorities, coordinate related amendments, and efficiently conduct environmental review and public participation consistent with the Growth Management Act; and

WHEREAS, the proposed amendments update procedures governing site-specific rezones by clarifying application requirements, decision criteria, and legislative review procedures to ensure that zoning classifications remain consistent with the Comprehensive Plan and the public interest; and

WHEREAS, the proposed amendments revise annexation procedures to reflect current statutory requirements, improve coordination between annexation proposals and related land use decisions, and provide a more efficient process for evaluating future growth within the city's urban growth area; and

WHEREAS, the proposed amendments establish procedures and standards governing development agreements authorized by RCW 36.70B.170 through 36.70B.210, recognizing that development agreements provide an effective tool for establishing vested development standards, coordinating public infrastructure improvements, addressing project phasing and financing, and providing long-term certainty for both the city and property owners while ensuring consistency with the comprehensive plan and applicable development regulations; and

WHEREAS, the City Council finds that updating these legislative procedures as part of the unified development code modernization effort will improve the administration of the city's land use regulations, reduce unnecessary duplication, increase procedural consistency, provide greater certainty to applicants and the public, and better implement the goals and policies of the comprehensive plan; and

WHEREAS, the City Council has reviewed the planning commission's recommendation, considered the staff report, the legislative record, public testimony, applicable environmental documentation, and all other information presented during the public review process; and

WHEREAS, the City Council finds that the proposed amendments are in the public interest, further the orderly growth and development of the city, promote efficient administration of the unified development code, implement the comprehensive plan, and are consistent with the growth management act, the local project review act, and other applicable provisions of Washington law.

WHEREAS, the city reviewed the proposed amendments under the State Environmental Policy Act, Chapter 43.21c RCW, and issued a Determination of Nonsignificance on August 11, 2026; and

WHEREAS, pursuant to RCW 36.70A.106, the city submitted the proposed development regulation amendments to the Washington State Department of Commerce for the required state review on July 28, 2026, and the review period was completed on September 26, 2026; and

WHEREAS, the proposed amendments were made available for public review from August 11, 2026, through September 3, 2026; and

WHEREAS, the Stanwood Community Development Committee reviewed the proposed amendments at its _____, 2026, meeting and recommended that the City Council adopt the amendments; and

WHEREAS, the Stanwood Planning Commission held a duly noticed public hearing on the proposed amendments on _____, 2026, considered public testimony, and forwarded Findings of Fact and Conclusions, and a recommendation of approval to the City Council; and

WHEREAS, the City Council held a duly noticed public hearing on the proposed amendments on _____, 2026, and accepted public testimony; and

WHEREAS, all people wishing to submit written testimony or speak for or against the proposed amendments were provided an opportunity to do so before the Planning Commission and City Council; and

WHEREAS, the City Council has reviewed the Planning Commission's recommendations, the staff report, public testimony and the entire legislative record and finds that adoption of the legislative code amendments are in the public interest;

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

Section 1. Amendments to Title 18 – Division I, General Provisions. Title 18, Division I, *General Provisions*, of the Stanwood Municipal Code is hereby amended to establish and revise procedures governing amendments to the Unified Development Code, Comprehensive Plan amendments, and annexation proceedings, as set forth in **Exhibit A**, attached hereto and incorporated herein by this reference as though fully set forth.

Section 2. Amendments to Title 18 – Division III, Permits. Title 18, Division III, *Permits*, of the Stanwood Municipal Code is hereby amended to establish procedures and decision criteria governing site-specific rezones and development agreements, as set forth in **Exhibit B**, attached hereto and incorporated herein by this reference as though fully set forth.

Section 3. Repealer. Stanwood Municipal Code Chapters 17.155 (Amendments), 17.157 (Comprehensive Plan), and 17.158 (Annexations) are hereby repealed in their entirety.

Section 4. Concurrency. Stanwood Municipal Code Chapters 17.148 (Transportation Concurrency Management) and 17.148A (School Concurrency) are hereby repealed in their entirety and readopted as Stanwood Municipal Code Chapters **18.XXX** (Transportation Concurrency Management) and **18.XXX** (School Concurrency) with only changes to numbering and formatting.

Section 5. Findings of Fact and Conclusions. The City Council hereby adopts the Findings of Fact and Conclusions, together with the recommendations of the Planning Commission, attached hereto as **Exhibit C** and incorporated herein by this reference as though fully set forth. The City Council further finds that the amendments adopted by this ordinance are consistent with the Comprehensive Plan, the Growth Management Act, and applicable provisions of state law.

Section 6. Codification; Clerical Corrections. The City Clerk and the Code Reviser are authorized to codify the provisions of this ordinance and to make such non-substantive corrections as are necessary to implement the intent of this ordinance, including, but not limited to, correcting section numbering, formatting, cross-references, citations, capitalization, punctuation, grammar, and other clerical or typographical errors, provided that such corrections do not alter the substantive meaning or effect of this ordinance.

Section 7. Severability. If any section, subsection, sentence, clause, phrase, or provision of this ordinance, or its application to any person or circumstance, is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this ordinance, which shall remain in full force and effect.

Section 8. Effective Date. This ordinance shall take effect and be in force five (5) days after its passage, approval, and publication of an approved summary thereof as provided by law.

PASSED and APPROVED this ____ day of _____, 2026.

CITY OF STANWOOD:

() Approve

() Veto

Sid Roberts, Mayor

Attest:

Lisa Sokolik, City Clerk

Approved as to Form:

Nikki Thompson, City Attorney

Date of Publication: _____

Effective Date: _____

Exhibit A

Division 1 General Provisions

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18.106 Unified Development Code Amendments

i The following chapter is based on SMC 17.155. The code was largely rewritten and clarified for consistency of language and readability, but regulatory content, organization, and structure were maintained.

18.106.010 Applicability

This chapter establishes the review process for any proposed amendment to Title 18 Unified Development Code, including changes to text, figures, or graphics.

18.106.020 Initiation of amendments.

An amendment to Title 18, Unified Development Code, may be initiated by:

- (1) The City Council, Planning Commission, Mayor or City Administrator;
- (2) The Planning Director or another City department;
- (3) A property owner or the property owner's authorized representative;
- (4) A resident, business owner, or property owner within the City; or
- (5) Any governmental agency or special-purpose district with jurisdiction or an interest affected by the proposed amendment.

18.106.030 Review procedure.

A text amendment shall be processed as legislative action using the following procedure.

- (1) Amendments shall be submitted on forms provided by the City and shall include all information necessary for the City to evaluate the request including: together with the applicable application fee.
 - (a) Narrative summary of text amendment request;
 - (b) An impact analysis describing the purpose of the amendment, the need for the proposed change, and the anticipated impacts on adopted plans, regulations, and public services.
 - (c) Application fee;
 - (d) SEPA checklist and fee;
 - (e) Narrative addressing the decision criteria in SMC 18.106.060; and
 - (f) Any other information required by the Director or the prescribed application form.
- (2) The Community Development Director shall review the proposed amendment for completeness and prepare a staff report evaluating the proposal's consistency with the Comprehensive Plan, applicable state law, and the review criteria established by this chapter.

The Director shall forward a recommendation of approval, approval with modifications, or denial to the Planning Commission.

- (a) The City shall forward the proposed amendment to the Washington State Department of Commerce in accordance with RCW 36.70A.106 for 60 day notice.
 - (b) The City shall conduct environmental review in accordance with the State Environmental Policy Act (SEPA), Chapter 43.21C RCW and Chapter 197-11 WAC, when applicable.
 - (c) Following completion of the staff review and any required SEPA review, the Community Development Director shall prepare a staff report and forward the proposed amendment to the Planning Commission review.
- (3) Planning Commission Review. The Planning Commission shall conduct at least one public hearing on the proposed amendment. In making its recommendation, the Planning Commission shall consider the staff report, public testimony, and the applicable decision criteria established by this chapter. Following the close of the public hearing, the Planning Commission shall:
- (a) Adopt findings of fact and conclusions supporting their recommendation;
 - (b) Recommend approval, approval with modifications, or denial of the proposed amendment; and
 - (c) Forward their recommendation to the City Council.
- (4) The City Council shall conduct a public hearing on the proposed amendment after receiving the Planning Commission's recommendation. The Council shall consider the Planning Commission recommendation, staff report, public testimony, and other relevant information. Following the public hearing, the City Council may:
- (a) Approve the proposed amendment;
 - (b) Approve the proposed amendment with modifications;
 - (c) Deny the proposed amendment; or
 - (d) Remand the proposal to the Planning Commission for further review and recommendation.

18.106.040 Reconsideration of application denied by City Council.

- (1) If the City Council denies an application, the City shall not accept or consider the same or substantially similar application for one (1) year from the date of the denial.
- (2) An applicant may request reconsideration before the one-year period expires by submitting written information demonstrating that circumstances have substantially changed since the application was denied. If the City Council determines that the changed circumstances warrant further review, it may authorize the application to be reconsidered.
- (3) If the City Council denies the request for reconsideration, the application shall not be reconsidered again until one (1) year has elapsed from the date of the original denial.

18.106.050 Comprehensive Plan consistency.

Any proposed amendment must be consistent with the Comprehensive Plan, including the future land use map (FLUM) adopted as part of the Comprehensive Plan. If a proposed amendment requires a change to the comprehensive plan or FLUM, an amendment to the Comprehensive Plan is required and must be processed consistent with Chapter 18.108 SMC, Comprehensive Plan.

18.106.060 Decision criteria.

i BHC removed one criterion from the existing code, as it was largely intangible and duplicative of other criteria: “It has merit and value for the community as a whole.”

A proposed amendment to this title may be approved or approved with modifications only if the Planning Commission and City Council find that:

- (a) The proposed amendment is consistent with the goals and policies of the Stanwood Comprehensive Plan.
- (b) The proposed amendment promotes the public health, safety, and welfare.
- (c) The proposed amendment is consistent with applicable state and federal laws.
- (d) The proposed amendment corrects an error, responds to changed conditions, implements an adopted plan or state law, improves the administration or effectiveness of this title, or otherwise serves the public interest.

18.106.070 Decision and adoption.

- (1) The City Council must approve, approve with modifications, or deny the proposed amendment following the public hearing and deliberations.
- (2) Amendments to the Stanwood Municipal Code, including amendments to the zoning map, development regulations, or other provisions of this title, shall be adopted by ordinance.
- (3) Actions that implement, administer, or interpret this title, but do not amend the Stanwood Municipal Code, may be adopted by resolution, unless otherwise required by law.
- (4) An ordinance adopting a code amendment shall identify any provisions of prior ordinances that are repealed, amended, or superseded.

18.106.080 Periodic updates of Unified Development Code.

- (1) The City Council shall periodically review and update the Unified Development Code as necessary to maintain consistency with the Growth Management Act, Chapter 36.70A RCW, and other applicable state and federal laws.
- (2) Proposed amendments to the Unified Development Code shall be reviewed by the Planning Commission at a public hearing in accordance with this chapter.

- (3) Notice of the Planning Commission public hearing shall be published in the official newspaper 14 days before the hearing.

18.108 Comprehensive and Subarea Plans

i This following chapter was copied over from SMC 17.157. The code was largely rewritten and clarified for consistency of language and readability. Organization and structure were maintained.

18.108.010 Applicability

This chapter establishes the review process for any proposed amendment to the Comprehensive Plan, Zoning Map, and Subarea Plans including changes to text, figures, or graphics.

18.108.020 Comprehensive Plan, Subarea Plan Amendments, and Implementation Procedures.

- (1) The Comprehensive Plan, any subarea plan, and any amendments thereto must be adopted by ordinance of the City Council following a public hearing and recommendation by the Planning Commission.
- (2) The City shall carry out its programs, perform activities, and make capital improvement and budget decisions in a manner consistent with the Comprehensive Plan.
- (3) A subarea plan is a component of the Comprehensive Plan and shall be adopted and amended in accordance with the Comprehensive Plan amendment procedures established in this chapter. A subarea plan shall provide more detailed goals, policies, implementation strategies, and capital improvement recommendations for a defined geographic area. Where a conflict exists between the Comprehensive Plan and an adopted subarea plan, the provisions of the subarea plan shall govern within the boundaries of the subarea, unless otherwise specified by the adopting ordinance.

18.108.030 Timing of amendments.

i This section consolidates several subsections under of code on timing (SMC 17.157.040, How to propose an amendment).

A proposed plan amendment may include new plan elements, or a change to plan elements, goals and policies, the future land use map, other components of the plan or program elements, or the results from annexation actions.

- (1) The City must consider all amendments to the Comprehensive Plan concurrently and no more than once per year, except in the event of an emergency as outlined in SMC 18.108.100.

- (2) The deadline for plan amendment requests to be considered for the following year is August 31st. Amendment requests received after this established deadline may not be considered by the Planning Commission until the next annual cycle.
- (3) Amendments to the City's capital facilities plan (CFP) and improvement program (CIP) will be reviewed annually with the City's budget cycle and does not require a formal amendment to the Comprehensive Plan.
- (4) All amendments to the Comprehensive Plan must follow the requirements for SEPA review (Chapter 18.820 SMC).

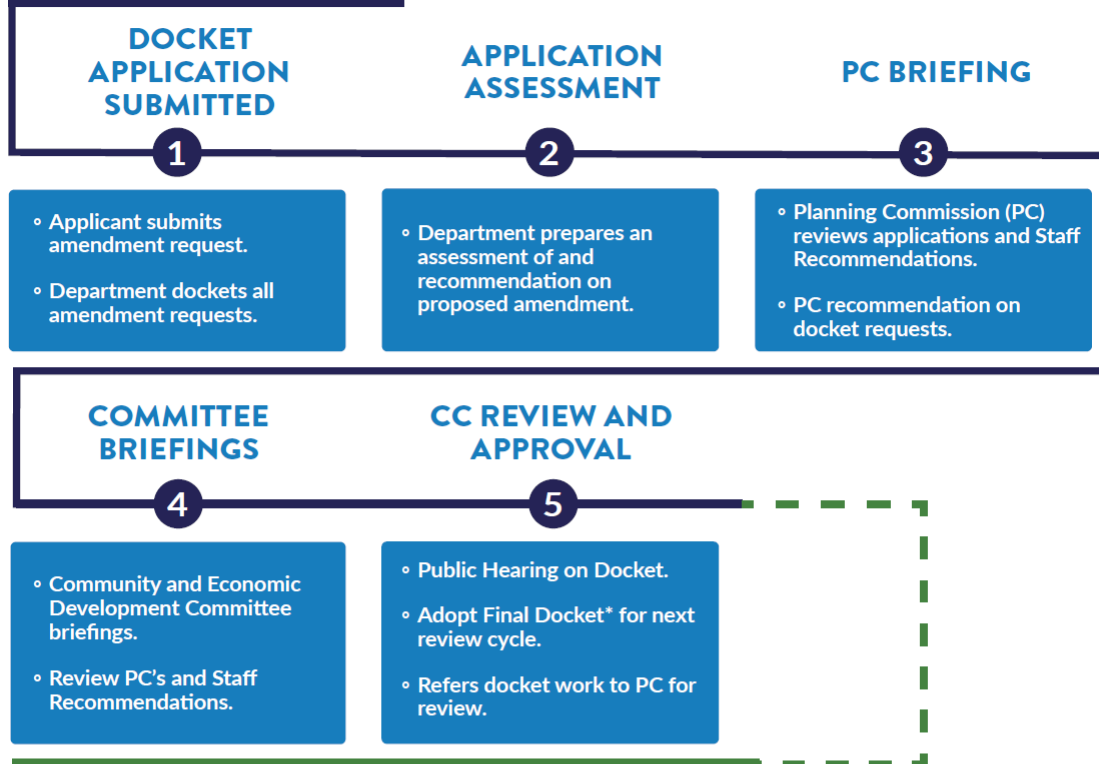
18.108.040 Application and docketing procedures.

i This section consolidates "Who may propose an amendment" with docketing procedures. This section is also rewritten for clarity on the docketing process.

- (1) **Docket Request.** Any person, property owner, organization, business, government agency, the Mayor, City Council, Planning Commission, or Planning Director may submit a request to amend the Comprehensive Plan. A docket request is accepted at no charge and serves as the first step in the annual Comprehensive Plan amendment process.
- (2) **Purpose of Docketing.** The purpose of docketing is to provide an early opportunity for the City Council to consider proposed amendments, receive public input, establish policy direction, and determine which requests should proceed through the annual Comprehensive Plan amendment process. Approval of a docket request does not constitute approval of the proposed amendment. It only authorizes the request to move forward for formal review.
- (3) **Staff Review.** Upon receipt of a docket request, the Planning Department shall place the request on the annual docket, prepare an evaluation using the criteria in SMC 18.108.060, and provide a recommendation to the Planning Commission.
- (4) **Planning Commission Review.** The Planning Commission shall review the annual docket at a public meeting and provide comments and recommendations to the City Council regarding which requests should be included in the annual Comprehensive Plan amendment work program.
- (5) **City Council Action.** After considering the staff evaluation and the Planning Commission's comments and recommendations, the City Council shall determine which docket requests will be included in the annual Comprehensive Plan amendment work program. Inclusion in the work program authorizes the request to proceed through the formal Comprehensive Plan amendment process and is not a decision on the merits of the proposed amendment.
- (6) **Formal Application.** Applicants whose requests are included in the annual work program shall submit a complete Comprehensive Plan amendment application, including all required information and the applicable application fee, in accordance with SMC 18.108.040. Only complete applications shall proceed through environmental review, public hearings, and final consideration.
- (7) **Prioritization.** When evaluating docket requests, the City may consider:
 - (a) Site specificity: Determining if the request applies to a specific site;
 - (b) Order of receipt: Priority based on when the application was submitted;

- (c) Review history: Confirmation the same area or issue was not reviewed within the last year;
- (d) Project integration: The potential to incorporate the request into planned or active projects (requests that can be incorporated into a planned or active project may receive immediate consideration);
- (e) Consistency: Whether the proposed amendment:
 - (i) Is consistent with the vision of the Comprehensive Plan;
 - (ii) Proposes a policy refinement consistent with broad policy objectives; and
 - (iii) Presents a new policy objective supported by the City Council.

Annual Docketing



Comp Plan Amendment + Adoption



18.108.050 Submittal requirements.

Applications for a Comprehensive Plan amendment must use the forms provided by the Planning Department, and include, at a minimum:

- (1) Completed application form;
- (2) Application fee;
- (3) SEPA checklist and fee;
- (4) Description of plan amendment;
- (5) Purpose of the amendment;
- (6) Proposed language;
- (7) Statement addressing decision criteria;
- (8) Narrative describing the consistency of amendments with the goals and policies of the Comprehensive Plan;
- (9) Other information required by the Planning Director or the application forms.

18.108.060 Review of proposed amendments.

i Rewritten to clearly establish the review and approval sequence.

- (1) The Planning Department shall evaluate each proposed Comprehensive Plan amendment, collect and analyze relevant information, conduct any required environmental review, and solicit comments from the public, agencies, affected governmental entities, and adjacent jurisdictions. The Planning Department shall prepare a staff report and recommendation for the Planning Commission.
- (2) The Planning Commission shall hold a public hearing, consider the staff report and public testimony, and forward a recommendation to the City Council.
- (3) The City Council shall hold a public hearing on the proposed amendment, consider the Planning Commission's recommendation and the record, and approve, approve with modifications, or deny the proposed amendment by ordinance.

18.108.070 Decision criteria.

The City may approve, or approve with modifications or conditions, an application for a Comprehensive Plan amendment if:

- (1) It bears a substantial relation to the public health, safety, or welfare;
- (2) It is justified because circumstances have changed, there is a demonstrated need for more property under the proposed Comprehensive Plan designation, or the amendment is needed to allow reasonable development of the property;
- (3) The subject property is suitable for development under zoning standards under the proposed Comprehensive Plan designation;

- (4) It will not be materially detrimental to uses or property in the immediate vicinity of the subject property;
- (5) It has merits and value for the community as a whole; and
- (6) It is consistent with the goals and policies of the Comprehensive Plan.

18.108.080 Map change.

Following approval of an amendment of the comprehensive land use map, the City must amend the map to reflect the change in Comprehensive Plan designation.

18.108.090 Periodic assessment of Comprehensive Plan amendment need.

i This section was rewritten to better reflect the typical administrative process:

- Planning Director: monitors the plan, conducts the technical assessment, and prepares recommendations.
- Planning Commission: reviews the assessment, provides policy input, and makes recommendations.
- City Council: considers and adopts amendments through the legislative process.

The Planning Director shall monitor the Comprehensive Plan and the development regulations that implement the plan and shall periodically assess the need for updates, including any review required by the Growth Management Act (Chapter 36.70A RCW). The Planning Director shall prepare recommendations and present the assessment to the Planning Commission for its review and recommendation. Based on the Planning Commission's recommendation, amendments may be forwarded to the City Council for consideration. At a minimum, the assessment shall consider whether

- (1) Growth and development described in the plan is occurring at a faster or slower rate than projected;
- (2) There is capacity to provide adequate services;
- (3) The land available to meet demand;
- (4) Population or employment growth is consistent with the plan's assumptions;
- (5) Plan objectives are being met or the assumptions which the plan is based on are found to be invalid or have changed significantly;
- (6) The effect of the plan is meeting to plan goals;
- (7) Transportation and/or other capital improvements are being implemented as expected;
- (8) A sufficient change in circumstances dictates the need for plan amendment;
- (9) There are inconsistencies between the Comprehensive Plan and its elements and Chapter 36.70A RCW, the County-wide Planning Policies for Snohomish County, Multi-County Planning Policies established by the Puget Sound Regional Council, or development regulations.

18.108.100 Amendments considered under emergency situation.

i This section was largely edited for clarity. Additional standard requirement on resolutions and public notice was added to comply for consistency with state law requirements on emergency amendments.

The Planning Commission and the City Council may consider amendments to the Comprehensive Plan outside the annual cycle as a result of an emergency situation.

- (1) Circumstances for an emergency include:
 - (a) A situation where there is an imminent threat of serious environmental degradation or to public health, safety, or welfare.
 - (b) To prevent imminent danger to public or private property,
 - (c) To address insufficient and inadequate public facilities and services.
 - (d) To resolve or address an appeal to the Growth Management Hearings Board or a state or federal court.
 - (e) To comply with actions of a state agency or decisions by the state legislature.
- (2) Emergency amendments must be initiated by a resolution with findings that an emergency exists. Public notice and hearings are required per WAC 365-196-640(4).
- (3) Capital projects funded entirely by noncity revenue (i.e., an outside grant) are not considered emergencies. However, these projects may be added to the capital facilities program if required during the next annual amendment cycle.

18.108.110 Concurrent Comprehensive Plan amendment and rezone.

- (1) A site-specific rezone process may not be used to amend a Comprehensive Plan designation. A site-specific rezone application must be consistent with the existing Comprehensive Plan designation.
- (2) If a rezone application is inconsistent with the Comprehensive Plan designation, the applicant may submit an amendment to the Comprehensive Plan for concurrent review.

18.110 Annexations

i This following chapter was copied over from SMC 17.158. The code was largely rewritten and clarified for consistency of language and readability. Organization and structure were maintained.

18.110.010 Purpose.

This chapter is enacted pursuant to the provisions of Chapter [35A.14](#) RCW, to:

- (1) Identify criteria for the evaluation of annexation proposals;
- (2) Outline annexation procedures; and
- (3) Ensure that an adequate level of service (LOS) is available for annexation proposals.

18.110.020 Scope.

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

18.110.030 Comprehensive Plan consistency.

The City must consider annexations that best meet the growth goals and policies in the Stanwood Comprehensive Plan.

- (1) The City may, by Council approval, condition the extension of utilities and services to encourage and guide needed and desirable urban growth.
 - (a) Areas served by water and/or sewer may be subject to a contractual agreement ensuring all utility improvements meet City standards.
 - (b) Owners of lands to be served by such water and/or sewer service must agree to participate financially, in a manner agreeable to the City, in existing or projected capital improvements.

18.110.040 Decision to annex.

- (1) The Stanwood City Council must decide on property annexation. Acceptance of a notice of intent represents a commitment by the City to process an annexation consistent with the requirements of this code and the Comprehensive Plan goals and policies.
- (2) Final acceptance of an annexation is within the sole discretion of the City Council. The decision must be based on a finding that the proposed annexation is both beneficial to residents and consistent with the City's plans and policies. Through a public hearing process, the City Council may only approve an annexation if the applicant has adequately satisfied the requirements of the final annexation ordinance and these annexation criteria.

18.110.040 Annexation Process

10% Petition Process

60% Petition Process

If 10% Petition Accepted



18.110.050 Initiating the Annexation Process.

- (1) Pre-application conference. Prior to submitting the notice of intent to annex, petition, and related documents, the applicant must meet with the Community Development Director and other departmental staff at an informal meeting to discuss the annexation process and any potential issues.
- (2) Notice of intent. A notice of intent petition must be filed using a City-supplied form. The applicant must file ownership documentation as required by the City Attorney and pay a fee deposit to cover the costs of reviewing of the intent petition per SMC 3.20. The notice must be signed by at least 10% of property owners of the land proposed to be annexed.
- (3) Review of intent petition. The Planning Department must review the material supplied by the petitioner and determine:
 - (a) If sufficient information has been filed to meet City requirements.
 - (b) If all costs have been paid; and
 - (c) If the notice of intent includes the signatures of property owners representing at least 10 percent of the assessed value, for general taxation purposes, of the property proposed for annexation.
 - (d) If any defects exist in the intent petition, information, or cost payments, the Planning Department must return the application and notify the petitioner of the defects. Once the intent petition, other information, and cost payments are complete, the Planning Department will assign a file number and filing date to the petition and distribute copies to the City Council and Snohomish County staff.
- (4) Meeting with the petitioner. Consistent with RCW 35A.14.120, City Council must set a public meeting with the petitioners within 60 days of the filing date, which must be open to the public and occur at a regular or special Council meeting. At the meeting, City Council must determine whether:
 - (a) The City will accept, reject, or geographically modify the proposed annexation;
 - (b) It will require simultaneous adoption of proposed zoning regulations; and
 - (c) The area must assume all or a fair portion of existing City indebtedness.
- (5) The City Council must adopt a resolution accepting the 10 percent petition and authorizing the proposed annexation to proceed. Council acceptance is required before the formal 60 percent petition may be circulated and submitted. The City Council may reject the proposed annexation at any time before adoption of the final annexation ordinance.

18.110.060 Annexation petition.

- (1) If City Council accepts the notice of intent, the petitioners must circulate an annexation petition on a City-provided form approved by the City Attorney and pay the required fee deposit. The petition must be signed by at least 60% of owners of the land petitioned for annexation.
- (2) Review of annexation petition. The Planning Department must review the information provided by the petitioner and determine:
 - (a) If sufficient information has been filed to meet City requirements and to certify the annexation petition;

- (b) If all costs have been paid;
 - (c) The annexation petition is signed by property owners representing at least 60 percent of the assessed value, for general taxation purposes, of the property proposed for annexation; and
 - (d) If the drafted pre-annexation agreement sufficiently addresses utilities and other essential services.
- (3) If the annexation petition, supporting information, or required cost payments are incomplete, the Director must notify the petitioner of the deficiencies and return the application for correction. Once all required materials and payments have been submitted, City staff must review the annexation proposal and circulate it to applicable City departments and agencies for comment.

18.110.070 Zoning or Comprehensive Plan amendment.

If the City Council elects to simultaneously adopt a new zoning regulation for the area to be annexed, the rezone and any related Comprehensive Plan amendment must be referred to the Planning Commission and follow the procedure for rezones and plan amendments. The referral must be made once the annexation petition is certified by the Director.

18.110.080 Planning department review.

- (1) Upon filing an annexation petition, the Director must evaluate the property in relation to the Comprehensive Plan, infrastructure capacity, existing level of service (LOS), capital improvements program, expected revenue/expenditures impact, and other issues important to the annexation request. The Director may refer the petition to other parties for review and comment, including:
 - (a) A third-party consultant may be required to provide level of service, fiscal, land use analysis, or similar information if the Director determines that additional data is needed to evaluate the impact of the proposed annexation on City services. The cost of any additional consultant services are the responsibility of the applicant and must be based on a scope of work determined by the City and Chapter 3.20 SMC, Fee Schedule.
 - (b) Snohomish County, the Stanwood-Camano School District, the State Departments of Transportation and Ecology, and other appropriate agencies and jurisdictions.
- (2) Upon completion of the review, the Planning Director must prepare a report that includes an analysis of the proposed annexation, its consistency with the Comprehensive Plan and applicable City policies and regulations, and the Planning Commission's recommendation, if applicable. The report must be presented to the City Council for consideration at a public hearing.

18.110.090 City Council review

- (1) Public hearing and notice. The Director must issue a notice for a public hearing on the annexation before City Council. The notice must be prepared in accordance with the requirements of RCW [35A.14.130](#) and [35A.14.340](#).

- (2) City Council must conduct a public hearing on the proposed annexation considering the Director's report, any input from the petitioners, and public comments at the hearing.
- (3) Evaluation criteria. Council must use the following criteria in evaluating a proposed annexation.
 - (a) Annexations must comply with all requirements of the City's Comprehensive Plan. The City must evaluate all annexations based on their short- and long-term community impacts, and their consistency with urban densities and uses. The City must also ensure the annexed area has the financial capability to meet the criteria for urban areas.
 - (b) The City must evaluate the condition and safety of all streets, the availability and condition of public utilities, and the demand for emergency services (police, fire, and medical). Public services and facilities to be analyzed may include:
 - (i) City facilities;
 - (ii) Transportation needs;
 - (iii) Necessary utilities;
 - (iv) Sidewalks, curbs, and lighting;
 - (v) Recreational and human services (includes parks, open spaces, and social services); and
 - (vi) The support of a balance of housing, commercial, and public recreational needs.
 - (c) The City may require a public transportation plan to serve the newly annexed area. When possible, these plans must be consistent with community transit plans for public transportation in north Snohomish County.
 - (d) Annexation may only occur after the City is satisfied that general services, utility resources, and necessary utility plan capacity can be made available in a cost-effective manner.
 - (e) In addition to adopting annexation procedures, the City must designate staff to:
 - (i) Receive and process annexation requests;
 - (ii) Furnish the public and City officials with annexation information;
 - (iii) Prepare technical studies and assessments on the impacts of annexation.
 - (f) The City may require the applicant to prepare a report assessing the probable short- and long-term financial, economic, environmental, and social impacts of the annexation.
- (4) After the Public Hearing on the proposed annexation, the City Council may adopt a resolution accepting the proposed annexation and authorizing the filing of a notice of intention with the Boundary Review Board pursuant to Chapter 36.93 RCW.
 - (a) If the annexation is exempt from BRB review, City Council must proceed to a final decision to annex by ordinance.
- (5) After the public hearing, the Director must forward an annexation packet to the Boundary Review Board unless the annexation is exempt from BRB review by law (Chapter [36.93](#) RCW).
- (6) The packet must contain all information required by the BRB to review the proposed annexation.

- (7) On annexations subject to BRB review, the City may not take further action until the annexation is returned to the City by the BRB for further consideration.

18.110.110 Council decision.

- (1) After City Council passes a resolution of intent to annex and the BRB completes its consideration, the City Council must make a final decision on the annexation. The timing for the decision is at the sole discretion of the City Council.
- (2) The City Council reserves the right to reject any annexation until an ordinance is adopted and becomes effective.
- (3) The City reserves the right to modify the annexation in accordance with state law and to condition the annexation as deemed necessary to protect public health, safety, welfare, and to serve the best interests of the residents of Stanwood.
- (4) The annexation may be conditioned upon a pre-annexation agreement, which must be signed by the property owner, by the Mayor and approved by City Council.

18.110.120 Annexation notification.

Upon the adoption by the City Council of an ordinance approving an annexation, the Director must file a certified copy of the ordinance with Snohomish County and prepare annexation certificates to be filed with the State of Washington and other agencies.

18.11.130 Other Annexation Methods.

In addition to the petition method described in this chapter, the City may process annexations using any other method authorized by state law (Revised Code of Washington). When an alternative annexation method is used, the application, notice, hearing, and decision procedures shall be those required by the applicable provisions of state law, except where supplemental procedures are expressly provided in this title.

18.110.130 Post-annexation processing of permits and land use applications.

- (1) Development permit applications, building permit applications, and other land use approvals that are vested under Snohomish County regulations before the effective date of annexation shall retain their vested rights and shall be processed in accordance with applicable state law and the applicable interlocal agreement between the City of Stanwood and Snohomish County governing annexation and urban development within the Urban Growth Area, as amended.
- (2) Following the effective date of annexation, the processing of all pending land use and building permit applications shall be governed by the Interlocal Agreement on Annexation and Urban

Development within the Urban Growth Area, recorded under Snohomish County Auditor's File No. 200410080302, as amended or superseded.

- (3) Following the effective date of annexation, the transfer, custody, retention, and public access to records shall be governed by the Interlocal Agreement on Transfer, Custody, Retention, and Access to Public Records Following Annexation, recorded under Snohomish County Auditor's File No. 200410050787, as amended or superseded.
- (4) Except as otherwise provided by vested rights under state law or the applicable interlocal agreement, all new land use applications, building permit applications, and other development permit applications submitted on or after the effective date of annexation shall comply with the City's development regulations. All plan review, permit issuance, inspections, and related administrative functions shall be performed by the City.

EXHIBIT B

Division III Permits

Amend Stanwood Municipal Code to add the following Chapters to Division III. Permits. All other chapters of Division III remain as published.

Contents of this Part

- 18.340** Site Specific Rezones
- 18.350** Development Agreements

Chapter 18. 340

Site Specific Rezones

i Site specific rezones has been deleted from the code amendment process and readopted with edits in Division III, Permits, for clarity.

18.340.010 Purpose.

The purpose of this chapter is to establish the procedures and decision criteria for site-specific rezones that implement the City's Comprehensive Plan. Site-specific rezones are legislative actions that change the zoning designation of specific property or properties while remaining consistent with the Comprehensive Plan land use designation.

18.340.020 Applicability.

- (1) This chapter applies to all applications requesting a change to the zoning classification of a specific parcel or group of parcels.
- (2) A site-specific rezone may only be considered when the proposed zoning district is consistent with the property's adopted Comprehensive Plan land use designation.
- (3) This chapter does not apply to:
 - (a) Amendments to the Comprehensive Plan;
 - (b) Area-wide or citywide legislative rezones initiated by the City;
 - (c) Zoning text amendments;

18.340.030 Initiation.

A site-specific rezone may be initiated by:

- (1) The property owner or authorized agent;
- (2) The City Council, Planning Commission or Planning Director.

18.340.040 Application requirements.

An application for a site-specific rezone shall be processed as a Type 4 permit in accordance with Chapter 18.230, Review Process. Applications shall be submitted in the form prescribed by the City and shall include the information and materials required by Chapter 18.220, Applications, together with any additional information the Planning Director determines is reasonably necessary to evaluate the proposal.

18.340.050 Review process.

- (1) Site-specific rezone applications shall be processed as a Type 4 permit in accordance with Chapter 18.230, Review Process.
- (2) The Planning Department shall review the application, prepare a staff report, and forward the application to the Planning Commission.
- (3) The Planning Commission shall hold a public hearing and make a recommendation to the City Council to approve, approve with modifications, or deny the application.
- (4) The City Council shall hold a public hearing and make the final decision by ordinance.

18.340.060 Approval criteria.

The City may approve, or approve with modifications or conditions, an application for a site-specific rezone if:

- (1) The proposed zoning district is consistent with the goals, policies, and land use designation of the adopted Comprehensive Plan.
- (2) The proposed zoning district is compatible with the existing and planned character of the surrounding area.
- (3) Public facilities and services necessary to serve development allowed by the proposed zoning are available or are planned to be available concurrent with development.
- (4) The proposed rezone will not create conflicts with adjacent land uses that cannot be mitigated through existing development regulations.
- (5) The proposed zoning implements the Comprehensive Plan more effectively than the existing zoning designation.

18.340.070 Effect of approval.

- (1) Approval of a site-specific rezone changes only the zoning designation of the property.
- (2) Approval of a site-specific rezone does not:
 - (a) Approve any development proposal;
 - (b) Establish vested development rights beyond those provided by state law;
 - (c) Eliminate the requirement to obtain subsequent permits or approvals.
 - (d) Development of the property shall comply with all applicable City regulations in effect at the time development rights vest.

18.340.080 Ordinance and effective date.

- (1) A site-specific rezone shall become effective only upon adoption of an ordinance by the City Council.
- (2) The Planning Director shall update the City's official zoning map and related documents to reflect the approved zoning designation.

18.340.090 Subsequent applications.

- (1) A substantially similar rezone application affecting the same property that has been denied shall not be accepted for a period of twelve (12) months following the City Council's final decision unless the applicant demonstrates that there has been a substantial change in circumstances affecting the property or applicable law.
- (2) This limitation does not apply to applications initiated by the City as part of a periodic Comprehensive Plan update or other legislative action.

Chapter 18.350 Development Agreements

i Development agreements were previously referenced in the zoning standards tables (Chapter 17.60), annexation (Chapter 17.158) and Comprehensive Plan (Chapter 17.157) chapters. For clarity and improved organization, all provisions related to development agreements have been consolidated into Division III, Permits, where they are more appropriately located. The development agreement provisions have also been revised to establish a clear application process, review procedures, and decision-making authority.

18.350.010 Purpose and authority.

- (1) The purpose of this chapter is to establish the procedures and standards for the review and approval of development agreements authorized under Chapter 36.70B RCW, as amended.
- (2) Development agreements are intended to provide certainty regarding the development standards that will govern a proposed development, while allowing the City and a property owner to address public infrastructure, mitigation, phasing, and other project-specific obligations that implement the Comprehensive Plan and Unified Development Code.

18.350.020 Applicability.

- (1) The City may enter into a development agreement with a person having ownership or control of property consisting of at least five acres within the City's jurisdiction.
- (2) The City may also enter into a development agreement for property outside the city limits when the agreement is associated with a proposed annexation.
- (3) A development agreement may be processed:
 - (a) Concurrently with a legislative action, including a Comprehensive Plan amendment, site-specific rezone, or zoning map amendment;
 - (b) Concurrently with a development permit application; or
 - (c) Independently of another application when authorized by the City Council.

18.350.030 Review process.

- (1) A development agreement shall be processed as a Type 4 legislative action in accordance with Chapter 18.230.
- (2) The Planning Department shall review the proposed agreement, prepare a staff report, conduct environmental review when required, and forward the proposal to the Planning Commission.
- (3) The Planning Commission shall hold a public meeting and make a recommendation to the City Council.
- (4) The City Council shall hold a public hearing and may approve, approve with modifications, or deny the development agreement by ordinance or resolution.

- (5) When processed concurrently with another legislative action, the public hearing may be consolidated with the hearing for the associated application.

18.350.040 Contents of development agreement.

A development agreement shall identify the parties and property subject to the agreement and may establish development standards and other provisions governing the development and use of the property, including but not limited to:

- (1) Residential densities and nonresidential intensities
- (2) Permitted building size and project layout;
- (3) Dedications, infrastructure improvements or other public improvements
- (4) Mitigation measures, development conditions, and environmental requirements imposed pursuant to Chapter 43.21C RCW
- (5) Design standards, including building height, setbacks, landscaping, parking, stormwater management, drainage, architectural design, and other site development requirements
- (6) Parks, open space, trails, critical area preservation, and public amenities;
- (7) Development phasing
- (8) Vesting periods and build-out schedules
- (9) Financial security or performance guarantees
- (10) Amendment procedures

18.350.050 Development standards.

- (1) A development agreement shall be consistent with the intent of the Comprehensive Plan.
- (2) Pursuant to RCW 36.70B.170 through 36.70B.210, the City may approve alternative development standards through a development agreement. Any approved standards shall apply only to the property subject to the agreement and shall govern development of the property for the term of the agreement. A development agreement may establish alternative standards for one or more of the following:
 - (a) Unit types and mix of unit ratios
 - (b) Building height and setbacks
 - (c) Lot configuration, dimensions, and layout
 - (d) Number of parking stalls, location, layout, and type
 - (e) Landscaping, buffering, screening, and open space design
 - (f) Architectural and site design standards
- (3) Except as specifically authorized by law, a development agreement shall not
 - (a) Permit a land use prohibited within the applicable zoning district unless otherwise authorized by law

- (b) Increase the maximum residential density
 - (c) Waive requirements of the International Building Code, Fire Code, health regulations, or other applicable life-safety regulations;
 - (d) Waive critical area, shoreline, floodplain, or other environmental regulations unless specifically authorized by state law.
- (4) When property contains more than one zoning district, uses permitted within any of the underlying zoning districts may be approved through the development agreement when the City Council finds the proposed development is compatible with surrounding development and consistent with the Comprehensive Plan.
 - (5) A development agreement may obligate one or more parties to construct or finance public facilities, utilities, transportation improvements, parks, or other public infrastructure.

18.350.060 Approval criteria.

The City Council may approve a development agreement only if it finds that:

- (1) The agreement is consistent with the Comprehensive Plan.
- (2) The agreement is consistent with the purpose and intent of the applicable zoning district. Any deviations from the Unified Development Code are authorized only as provided in SMC 18.350.050 and are incorporated into the development agreement.
- (3) The agreement serves the public interest by providing predictable development standards and addressing infrastructure, mitigation, or other public benefits.
- (4) The agreement adequately addresses impacts associated with the proposed development.
- (5) The agreement complies with Chapter 36.70B RCW and other applicable laws.

18.350.070 Reservation of police power.

Every development agreement shall reserve the City's authority to adopt and apply new or different regulations when necessary to address a serious threat to public health, safety, or welfare, consistent with Chapter 36.70B RCW.

18.350.080 Recording.

Following approval, the development agreement and any amendments shall be recorded with the Snohomish County Auditor and shall run with the land until expiration or termination in accordance with the agreement.

Exhibit C

Planning Commission Recommended

Findings of Fact and Conclusions



**CITY OF STANWOOD
COMMUNITY DEVELOPMENT COMMITTEE
AGENDA STAFF REPORT**

ITEM NUMBER:

DATE: September 3, 2026

SUBJECT: Parking Code Amendment Discussion

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS: 1. Parking Comparison Table

PURPOSE

The purpose of this agenda item is to introduce the parking code for the Committee's review and discussion.

BACKGROUND

Parking regulations are an important component of the Stanwood Municipal Code because they directly affect land uses, site design, development feasibility, and traffic circulation. Appropriate parking standards help ensure that development provides sufficient parking to support business needs and economic development without overparking a site.

Developers commonly request reductions to the City's parking requirements to be more consistent with parking demand estimates published by the Institute of Transportation Engineers (ITE). These requests indicate that the City's existing requirements may not reflect current development patterns or anticipated parking demand.

Parking regulations must balance the risks of requiring too much or too little parking. Excessive requirements can increase development costs, consume land that could support other uses, and result in large, underutilized parking areas. Insufficient parking can cause vehicles to spill onto nearby streets and adversely affect surrounding neighborhoods. The goal of the parking code update is to provide enough parking to meet anticipated demand without requiring unnecessary spaces.

Consistent with the City's broader code-reorganization efforts, existing Chapter 17.105, *Off-Street Parking and Loading Standards*, will be repealed and its provisions relocated to Title 18 as Chapter 18.710, *Parking and Loading*. As part of this update, the regulations will be reorganized and rewritten in plain language to improve clarity and ease of use. The amendments will also better align parking requirements with ITE guidance and the

standards used by peer-cities, reducing the need for project-specific deviation requests while maintaining appropriate protections for streets and neighborhoods.

ANALYSIS

The proposed amendments comprehensively update and reorganize the City's parking and loading regulations. The amendments are intended to improve clarity and usability, reflect current parking-demand research, address emerging vehicle technologies, and consolidate related standards in a more logical and accessible format.

Key changes include:

- Consolidating parking-space dimensional requirements into a new table.

Table 18.710.020(A) Off-Street Parking and Loading Dimensional Requirements

Parking or Loading Feature	Dimensions
Nonresidential parking space – Minimum width by length	8.5 feet by 18 feet
Residential parking space – Minimum width by length	8 feet by 18 feet
Two-way drive aisle – Minimum width	24 feet
One-way drive aisle – Minimum width	11 feet
Driveway – Minimum length	20 feet
Loading space – Minimum width by length	10 feet by 30 feet
Loading space – Minimum vertical clearance	14 feet
Car accessible parking space – Minimum width	8 feet
Car or van accessible parking space – Access aisle minimum width	5 feet
Van accessible parking space – Minimum width	11 feet (may be reduced to 8 feet if an 8 foot access aisle is provided)

- Updating minimum parking quantities based on research from the Institute of Transportation Engineers (ITE) manual. See attached parking comparison table.
- Adding accessible parking requirements, including dimensional standards and minimum required numbers of accessible spaces.
- Establishing electric-vehicle parking requirements and design standards, including provisions for accessible EV spaces.
- Creating a new section governing temporary parking.
- Moving Downtown Mixed-Use (DMU) parking standards into a dedicated section.
- Adding and revising definitions to clarify terminology.

- Reorganizing and editing the chapter to improve clarity and navigation and align it with the City's style guide.
- Updating references to development standards and incorporating vehicular-access standards previously located elsewhere in the development code.

The primary purpose of this meeting is to review the parking comparison table, which identifies changes in required parking-space quantities between the existing code and the proposed amendments. The comparison is intended to easily show where parking requirements would increase, decrease, or remain unchanged for specific land uses.

Discussion should focus on whether the proposed requirements appropriately reflect anticipated parking demand without encouraging excess parking. Being consistent with our current climate change work, the parking code should seek to limit increases in impervious surface area that contribute to heat-islands in Stanwood's commercial and industrial areas while also preventing parking from spilling over into nearby residential neighborhoods.

RECOMMENDATIONS

Staff Recommendation:

Staff is seeking comments and suggestions on the draft ordinance. Commission input will help ensure the amendments reflect the City's vision and community character.

PROPOSED MOTION

None; Discussion Item

Existing and Proposed Off-Street Parking Requirements

Comparison of SMC 17.105.140 with proposed SMC 18.710.030-1

Comparison note: Equivalent or closely related uses are aligned where possible. “Not separately listed” means the proposed table does not contain a distinct rate for that use; it does not determine how the use would be classified or reviewed under other code provisions.

Use	Existing Requirement SMC 17.105.140	Proposed Requirement SMC 18.710.030-1	Comparison
Entertainment and Tourism			
Adult entertainment facility	1 space per 200 sf, plus 1 space per employee	1 space per 200 sf, plus 1 space per peak-shift employee	Employee measure clarified
Bed and breakfast / Short Term Rentals	1 space per guest room, plus 2 spaces for the principal residential use	1 space per guest room, plus 2 spaces per principal dwelling unit	Substantially unchanged
Bowling alley	3 spaces per lane	3 spaces per lane	No change
Hotel/motel	1 space per guest room, plus 0.5 space per employee, plus parking equal to 50% of rated banquet/meeting-room capacity, plus 50% of required parking for retail food establishments	1 space per guest room, plus 0.5 space per peak-shift employee, plus 50% of minimum parking required for event space, meeting rooms, and retail food establishments	Similar rate; event-space calculation revised
Private/HOA recreational vehicle park	1 space per recreational vehicle space	Deleted	Deleted
Sports courts	3 spaces per court, plus parking as required for incidental uses	3 spaces per court	Incidental-use language removed
Art/dance/music studio	1 space per employee, plus 1 space per 2 students at maximum capacity	1 space per 300 sf	Changed to floor-area rate
Other cultural or entertainment facility	Several specific rates; recreational parks/skating rinks determined during project review; video arcade 1/200 sf	1 space per 300 sf	New consolidated category
Driving range	3 spaces, plus 1 space per tee	Deleted; NA to Stanwood	Specific rate removed
Golf course	6 spaces per hole, plus parking for incidental uses	Deleted; NA to Stanwood	Specific rate removed
Miniature golf course	3 spaces per hole, plus parking for incidental uses	Deleted; Falls Under Parks and Recreation Facilities	Specific rate removed
Marina	1 space per boat slip, plus parking for other individual uses	Deleted; NA to Stanwood	Specific rate removed
Sports stadium/gymnasium	1 space per 4 seats, plus 10 bus spaces	Deleted; NA to Stanwood	Specific rate removed
Parks and recreational areas	1 space per 5,000 sf of land area	Per Site Specific Study	New
General Services			
Personal services	Varies by use: barber/beauty shop 2.5 spaces per chair or station; dry cleaner/laundromat 1/400 sf; professional service establishment 1/300 sf	1 space per 300 sf	Consolidated rate
Professional services	1 space per 300 sf	1 space per 400 sf	Reduced
Health club	1 space per 200 sf	1 space per 200 sf	No change

Use	Existing Requirement SMC 17.105.140	Proposed Requirement SMC 18.710.030-1	Comparison
Veterinary clinic/hospital or kennel	1 space per 300 sf	1 space per 300 sf	No change
Industrial Uses			
Automotive fueling	1 space per 200 sf, plus pump-stacking area that does not interfere with parking	1 space per 400 sf of retail floor area	Reduced; pump-stacking language removed
Automotive quick lubrication	1 space per bay, plus 1 space per employee, plus a 2-space queue for each bay	1 space per bay, plus 1 space per peak-shift employee	Queuing requirement removed from table
Automotive minor repair and services	1 space per 200 sf (auto repair/maintenance/tire replacement); multitenant auto-related use also adds 1 space per employee	1 space per 600 sf, plus 1 space per peak-shift employee	Reduced floor-area rate; employee parking added/retained
Automotive sales	1/400 sf showroom and office, plus 1/2,000 sf outdoor display, 1/500 sf repair, and 1/300 sf parts	1 space per 400 sf of retail and office floor area	Outdoor display, repair, and parts components removed
Carwash	Full service: 1 space per 3 employees plus reservoir capacity; self service: 2 spaces per stall plus a 2-space queue per stall	2 spaces per bay, plus 1 space per 3 peak-shift employees	Combined standard; queuing/reservoir language removed from table
Greenhouse/nursery operations	1/1,000 sf of lot area used for storage, display, or sales, plus 1/400 sf of gross floor area	1 space per 1,000 sf of lot area used for display or sales	Building and storage components removed
Industrial—10,000 sf or less	Graduated by structure size: 1/250 sf up to 3,000 sf; 1/500 sf for 3,001–5,000 sf; 1/750 sf for 5,001–10,000 sf	1 space per 750 sf, or 1 per peak-shift employee, whichever is less	Graduated rate replaced; lesser-of test added
Industrial—10,001 sf or more	Graduated by structure size: 1/1,000 sf for 10,001–50,000 sf; 1/1,250 sf above 50,000 sf	1 space per 1,000 sf, or 1 per peak-shift employee, whichever is less	Employee option added; above-50,000-sf rate increased
Manufacturing/assembly	1 space per 2 employees on maximum shift, or 1/500 sf, whichever is greater	1 space per 2 peak-shift employees, or 1/1,000 sf, whichever is greater	Floor-area component reduced
Warehousing/distribution	Industrial/warehousing graduated rate of 1/250 sf to 1/1,250 sf based on building size	1 space per 3,000 sf	Substantially reduced
Waste transfer/recycling center/impound	1 space per 300 sf of gross building area, plus 1 per 10,000 sf of gross yard area	1 space per 300 sf, plus 1 per 10,000 sf of gross yard area	Substantially unchanged
Furniture/appliance store	1/500 sf of sales display, plus 1/2,500 sf of warehouse storage	Not separately listed: Considered Retail	Specific rate removed
Mini-storage	1/300 sf office, plus 1 per employee, plus 1 per manager's dwelling unit	Deleted	Removed
Retail nursery/garden shop	1/500 sf indoor display, plus 1/2,500 sf outdoor display	Not separately listed; Included in Retail	Specific rate removed
Institutional Uses			
Auditorium/place of worship/conference or meeting hall/sanctuary/theater	1 space per 4 fixed seats, or 1 per 50 sf of nonfixed seating area, whichever is greater	1 space per 4 fixed seats; each 24 inches of bench, pew, or similar seating counts as 1 seat	Nonfixed-area alternative replaced with seating conversion

Use	Existing Requirement SMC 17.105.140	Proposed Requirement SMC 18.710.030-1	Comparison
Community center	Under 15,000 sf: range of 1/600 sf minimum to 1/400 sf maximum, plus 1 per employee. Over 15,000 sf: rates vary by component from 1/300 sf to 1/100 sf, plus 1 per employee	1 space per 500 sf	Simplified floor-area rate
Government services	Government offices/courthouses: 1/250 sf; public safety facilities: 1/200 sf; post offices: 1/100 sf	1 space per 300 sf	Consolidated and generally reduced
Library/museum/art gallery	1 space per 300 sf	1 space per 500 sf	Reduced
Preschool/daycare	1 space per classroom, plus 1 per 10 students	1 space per 4 students	Changed to student-only rate
Elementary school	1.75 spaces per classroom, plus 1 per 8 students	1 per 8 students, plus 1.25 per peak-shift employee	Classroom factor replaced by employee factor
Middle school	1.75 spaces per classroom, plus 1 per 6 students	1 per 10 students, plus 1.5 per peak-shift employee	Student rate reduced; employee factor replaces classroom factor
High school	2 spaces per classroom, plus 1 per 4 students	1 per 4 students, plus 1.5 per peak-shift employee	Employee factor replaces classroom factor
Business/trade/vocational school	1 space per 200 sf	1 space per 200 sf	No change
Post office	1 space per 100 sf	Included in government services at 1/250sf	Consolidated
Public safety facility	1 space per 200 sf	Included within government services at 1/200 sf	Consolidated
Office and Healthcare			
Professional office (excluding professional services)	Professional service establishment: 1 space per 300 sf; government offices/courthouses: 1/250 sf	1 space per 500 sf	New office category with lower rate
Healthcare office	Doctor/dentist office: 5 spaces per practitioner	1 space per 400 sf	Changed from practitioner-based to floor-area rate
Hospital	1 space per bed, or 1 per 250 sf, whichever is greater	1 space per bed, or 1 per 300 sf, whichever is greater	Floor-area component reduced
Assisted / Nursing / intermediate care facility	1 space per 2 beds, plus 3 spaces per 4 employees	.5 space/ unit and 1 space per employee shift	Slight change parking for employees
Residential			
Co-living housing	0.25 space per sleeping unit; no parking within 0.5-mile walking distance of a major transit stop	0.25 space per sleeping unit; no parking within 0.5-mile walking distance of a major transit stop	No change
Accessory dwelling	1 space per unit	1 space per unit	No change
Duplex	2 spaces per unit, except 1.5 spaces for one-bedroom units	1.5 spaces per unit	Reduced for units with 2+ bedrooms
Single-family dwelling	2 spaces per unit	2 spaces per unit	No change

Use	Existing Requirement SMC 17.105.140	Proposed Requirement SMC 18.710.030-1	Comparison
Multifamily—studio/one bedroom	1.5 spaces per unit, plus 1 guest space per 5 units	1.25 spaces per unit, plus 1 guest space per 5 units	Reduced
Multifamily—two bedrooms	2 spaces per unit, plus 1 guest space per 5 units	2 spaces per unit, plus 1 guest space per 5 units	No change
Multifamily—three or more bedrooms	2.5 spaces per unit, plus 1 guest space per 5 units	2 spaces per unit, plus 1 guest space per 5 units	Reduced
Townhouse	Attached housing: 2 spaces per unit, except 1.5 spaces for one-bedroom units	2 spaces per unit	One-bedroom reduction removed
Group home	1.5 spaces per bed	0.5 space per bed	Reduced
Senior assisted living	0.75 space per unit	0.5 space per unit, plus 0.75 space per employee per shift	Resident rate reduced; employee component added
Senior independent living	1 space per unit, plus 1 guest space per 5 units	0.75 space per unit, plus 1 guest space per 5 units	Reduced
Manufactured home	2 spaces per manufactured-home unit	Not separately listed	Specific rate removed
Mobile-home park	2 spaces per unit, plus 1 guest space per 5 units	Not separately listed	Specific rate removed
Retirement home	1 space per 1.5 living units	Not separately listed	Specific rate removed
Retail Establishments			
Food establishment—no drive-in/fast food	1 space per 200 sf	1 space per 300 sf	Reduced
Food establishment—drive-through/fast food	1 space per 400 sf	1 space per 150 sf	Increased
Small-scale retail—10,000 sf or less	Typical retail: 1/200 sf; convenience store: 1/150 sf; all other unlisted commercial: 1/400 sf	1 space per 300 sf of retail floor area	Consolidated size-based rate
Medium-scale retail—10,001 to 20,000 sf	Typical retail: 1/200 sf; all other unlisted commercial: 1/400 sf	1 space per 400 sf of retail floor area	New size-based rate
Large-scale retail—20,001 sf or more	Typical retail: 1/200 sf; all other unlisted commercial: 1/400 sf	1 space per 600 sf of retail floor area	New size-based rate; reduced
Retail wholesale	No direct equivalent; all other commercial uses required 1/400 sf	1 space per 1,000 sf of retail floor area	New category with lower rate
Delicatessen/donut shop	1 space per 100 sf	Not separately listed; likely food-establishment category	Specific rate removed
Indoor retail concession mall	1 space per 200 sf, plus 1 space per vendor	Not separately listed	Specific rate removed