



Agenda
Planning Commission Regular Meeting
September 14, 2026 | 6:30 PM

Stanwood Fire Station
8117 267th Place NW
Stanwood, WA 98292

Members of the public may attend Stanwood City Council meetings in-person or via
Zoom.

<https://www.stanwoodwa.org>.

- 1. Call to Order**
 - 2. Roll Call**
 - 3. Public Requests and Comments**
 - 4. Approval of Minutes**
 - a. Planning Commission Meeting Minutes 07.13.2026
 - 5. Unfinished Business**
 - 6. New Business**
 - a. Legislative Code Amendment
 - b. Parking Code Amendment
 - 7. Miscellaneous Business**
 - 8. Recent Council Action on Commission Items**
 - a. Permitted Use Matrix and Development Standards
 - 9. Upcoming Items**
 - a. 2027 Comprehensive Plan Amendment
 - 10. Adjourn**
-

Zoom Meeting Information

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89660483882>

Passcode: 502157

Telephone: 253-215-8782

Webinar ID: 830 9911 3579



City of Stanwood Planning Commission Staff Report

Item Number: 4.a.
Date: September 14, 2026
Subject: Planning Commission Meeting Minutes 07.13.2026
Contact Person: Patricia Love, Community Development Director
Attachments: 1. PC Meeting Minutes 07.13.2026

ISSUE

Planning Commission Meeting Minutes 07.13.2026



Planning Commission Meeting Minutes Monday, July 13, 6:30 pm

Call to Order: 6:30 p.m.

Roll Call

Commissioners Present:

Eric Warnat, Commissioner (Online)
Josh Knabe, Commissioner
Doug Standish, Commissioner
Gabrielle Braley, Commissioner
Rachelle Pedersen, Commissioner

Staff Present:

Patricia Love, Community Development Director
Audrey Rotrock, Associate Planner

Absent: Richard Craig, Patrick Hosterman

Also known to be present: Nicholas Mirra & Kat Klass (MFA), and Rachel Chen (BHC)

Public Requests and Comments: None

Approval of Minutes:

The minutes of the June 8, 2026, Planning Commission meeting were unanimously approved.

Unfinished Business:

Climate Change Assessment Workshop

The Planning Commission's July meeting was conducted as a workshop with the City's climate planning consultants, Maul Foster & Alongi (MFA) and BHC Consultants. The workshop focused on reviewing the technical analyses and community engagement completed to date and providing direction on the development of preliminary goals and policies for the Climate Element of the Comprehensive Plan. During the workshop, the Commission reviewed:

- Climate risks identified in the Climate Impacts Analysis,
- Sources of greenhouse gas emissions,
- Community priorities identified through the public survey and outreach events, and
- Gaps and opportunities identified in the policy audit.

The following preliminary climate issues and policy topics emerged from the Planning Commission workshop and are organized into key focus areas for future development of the Climate Element.

Regional Coordination

- Coordinate with Island County on regional efforts to address climate change and reduce greenhouse gas emissions, particularly as they relate to Camano Island and shared interests.

Energy Efficiency and Building Performance

- Evaluate incentives that encourage developers to construct more energy-efficient buildings, including permit streamlining, fee incentives, and adaptive reuse of existing buildings.
- Encourage the installation of heat pumps in both new construction and existing buildings.
- Promote the transition from natural gas to electricity where practical and economically feasible.



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- Consider development standards that encourage south-facing roof orientations to maximize future solar energy opportunities.

Transportation and Infrastructure

- Evaluate opportunities to reduce parking requirements to minimize urban heat island impacts.
- Consider requiring or incentivizing electric vehicle charging infrastructure in parking lots associated with new development.

Climate Resilience and Hazard Mitigation

- Continue implementation of the City's flood protection system, including completion of planned floodwalls and dike improvements.
- Identify and establish cooling centers or cooling stations in locations that are accessible to vulnerable populations during extreme heat events.
- Develop and maintain emergency evacuation and access routes that minimize disruptions to emergency response and public safety during hazard events.

Water Conservation

- Evaluate programs that encourage water conservation, such as low-flow showerhead and faucet replacement initiatives.

Public Education and Community Outreach

- Develop a City climate resources webpage that provides information on available incentives, rebates, funding opportunities, and technical assistance.
- Implement public education campaigns that promote energy efficiency, electrification, solar energy, heat pumps, tree preservation, and urban tree planting.
- Expand public education regarding how growth is planned and managed in Washington, including how infrastructure is financed, constructed, and maintained.

Next Steps

Staff and the City's consultants will use the workshop discussion to prepare a preliminary set of Climate Element goals and policies that:

- Address the City's identified priorities.
- Focus on actions that can produce meaningful and measurable benefits for Stanwood.
- Emphasize practical, implementable policies over aspirational statements.
- Balance climate objectives with the City's size, resources, and level of future growth.

In addition, staff will coordinate with the Master Builders Association to discuss industry best practices and identify practical approaches for implementing climate-related building policies that are effective, achievable, and responsive to local development conditions.

New Business: None

Miscellaneous Business: None

Recent Council Action on Commission Items:

- Permitted Use Matrix



Planning Commission
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Upcoming Items:

- No August Planning Commission Meeting

Adjourn: 8:15 p.m.



CITY OF STANWOOD PLANNING COMMISSION AGENDA STAFF REPORT

ITEM NUMBER:

DATE: September 14, 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.

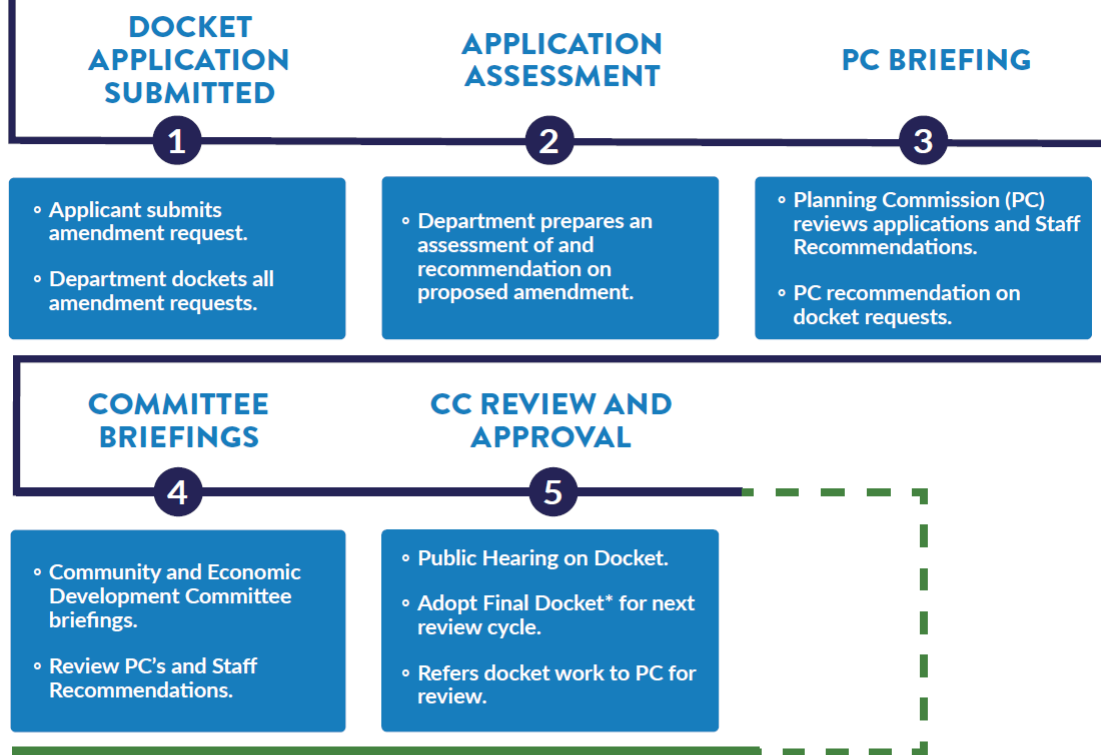
The City may approve a Comprehensive Plan amendment when it:

- 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.

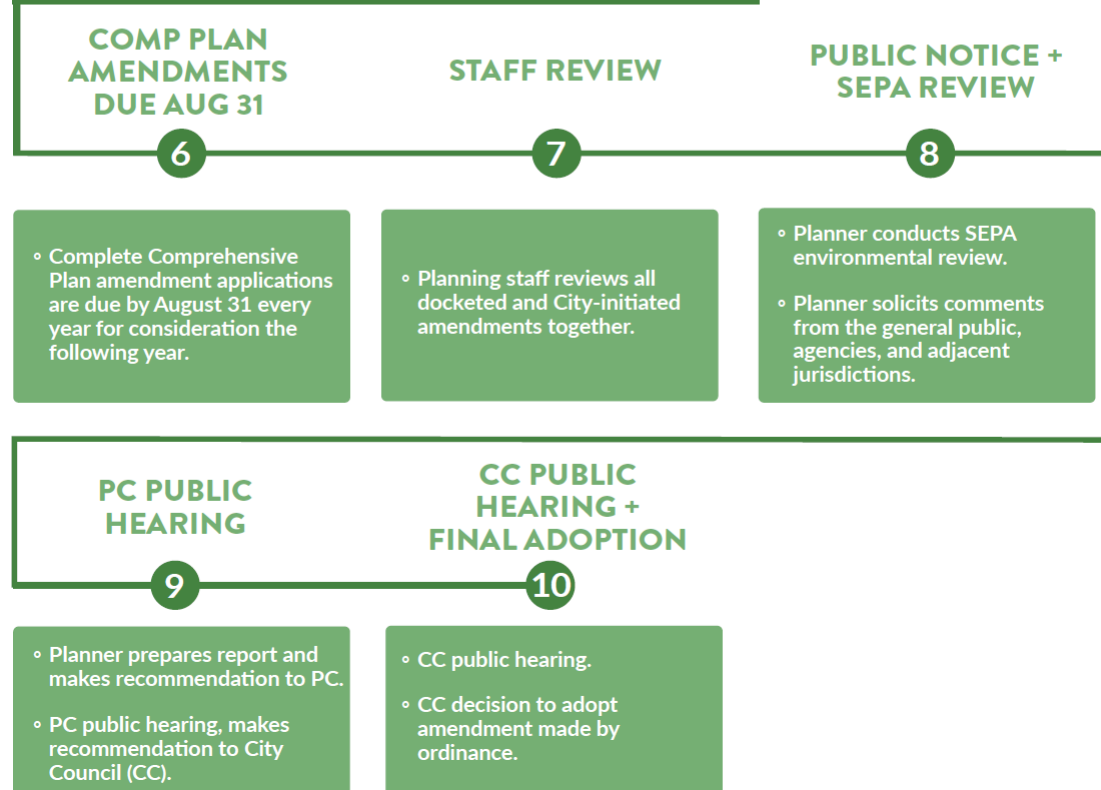
An approved Comprehensive Plan amendment must be adopted by City Council ordinance. If the amendment changes a Future Land Use Map designation, the map must also be updated to reflect the new designation.

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**

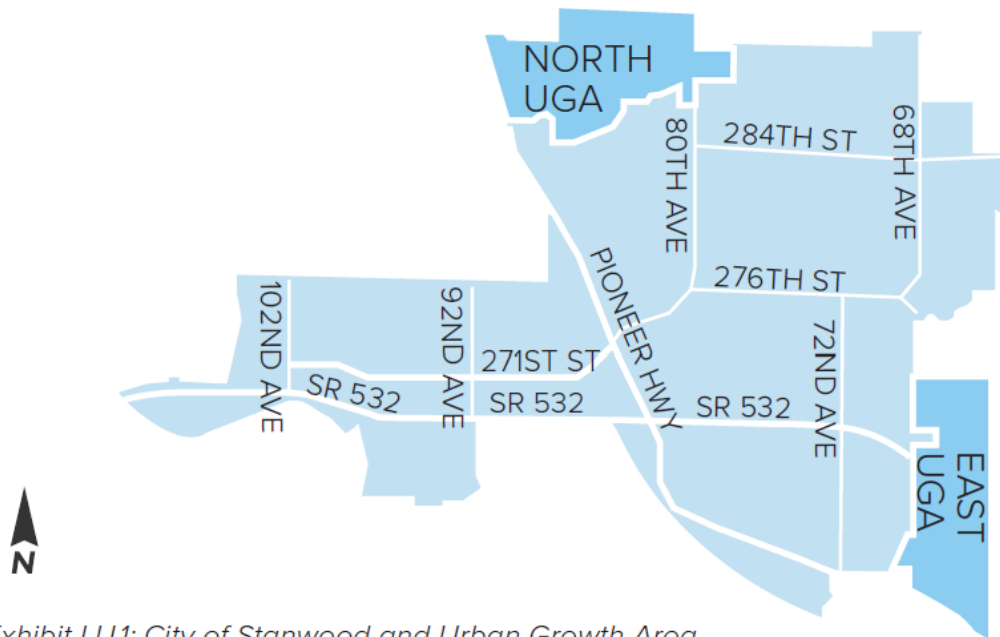


Exhibit LU.1: City of Stanwood and Urban Growth Area

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.

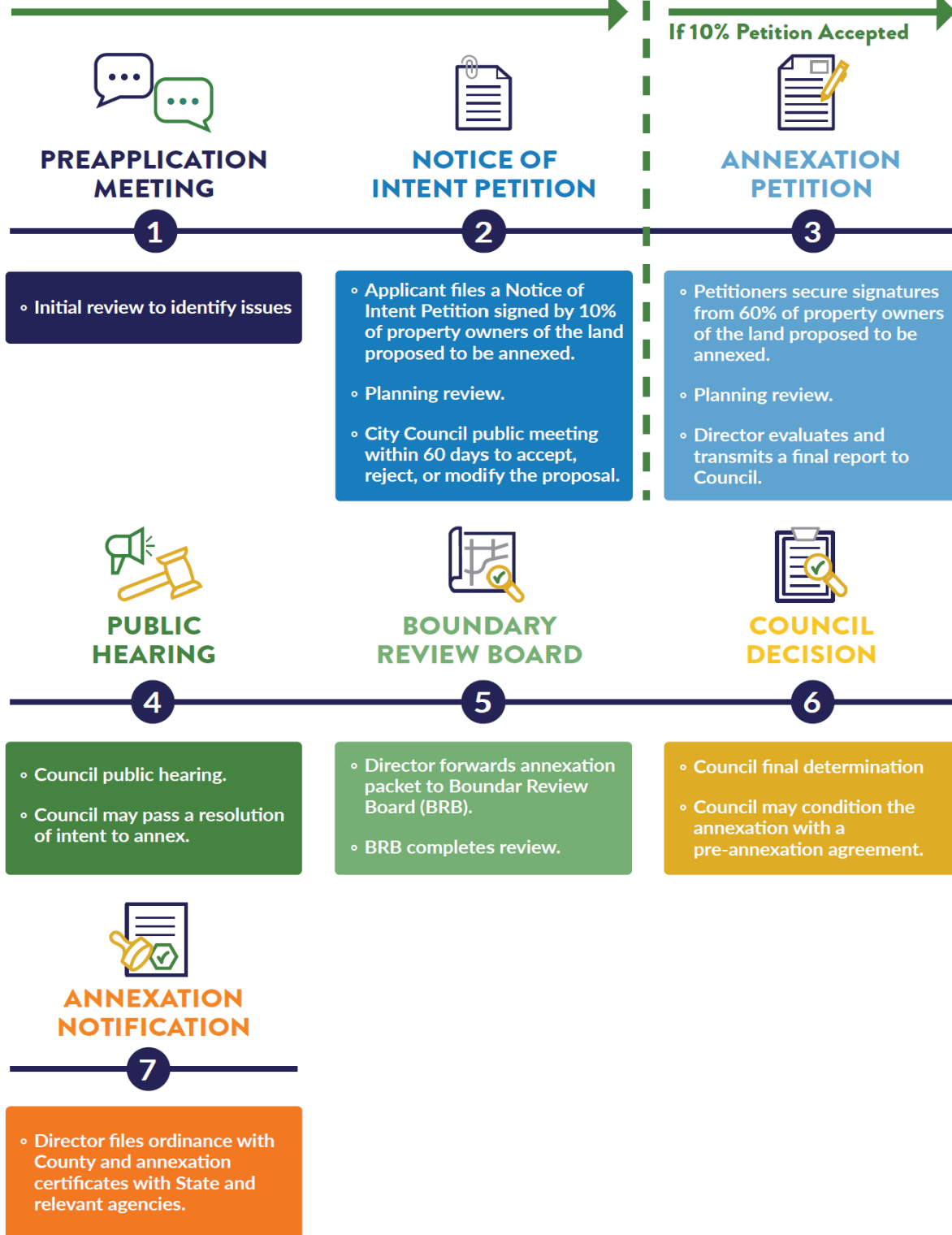
The Council then holds a public hearing and considers the staff analysis, consistency with the Comprehensive Plan, comments from the petitioners, and public testimony. After the public hearing, the City Council may adopt a resolution accepting the proposed annexation and authorize its submission to the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

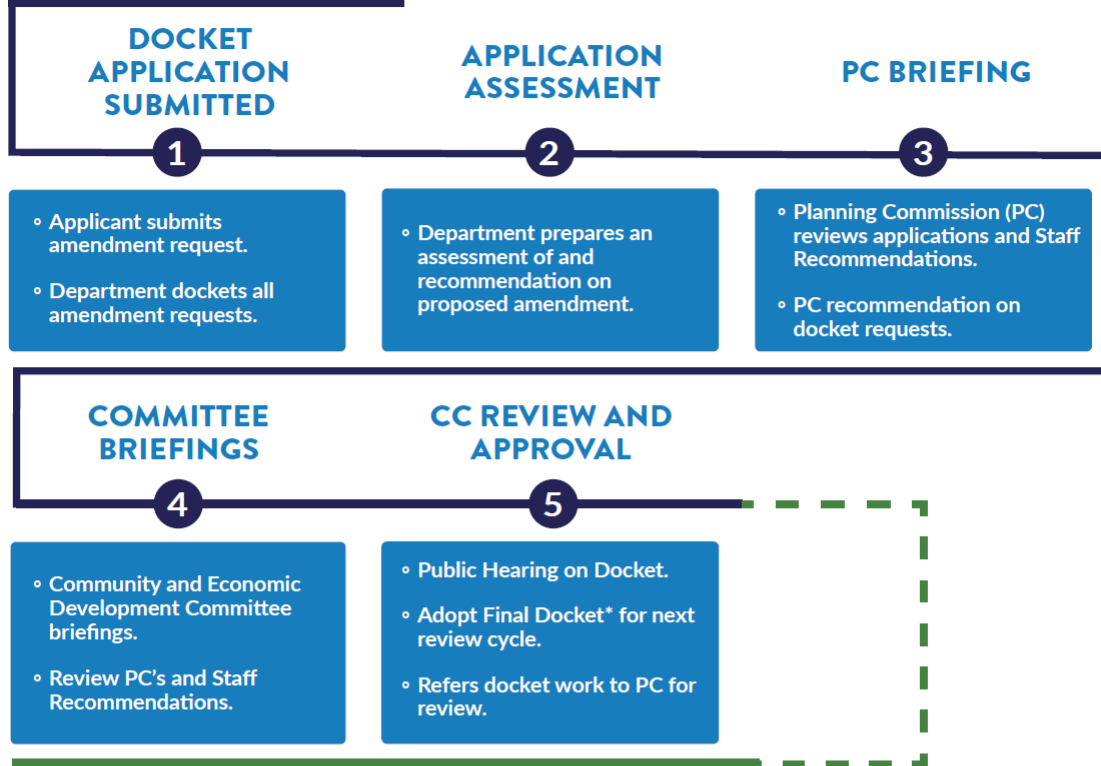
18.108.040 Application and docketing procedures.

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 PLANNING COMMISSION AGENDA STAFF REPORT

ITEM NUMBER:

DATE: September 14, 2026

SUBJECT: Parking Code Amendment Discussion

CONTACT PERSON: Patricia Love, Community Development Director

ATTACHMENTS:

1. Parking Comparison Table
2. Draft Parking Code with Comments

PURPOSE

The purpose of this agenda item is to introduce the parking code to the Planning Commission for 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. Planning 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

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. 15XX

AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON, AMENDING THE STANWOOD MUNICIPAL CODE TO DELETE CHAPTER 17.105, OFF-STREET PARKING AND LOADING STANDARDS AND ADOPT NEW CHAPTER 18.710 PARKING AND LOADING, ADOPTING UPDATED PARKING STANDARDS; PROVIDING FOR SEVERABILITY; AUTHORIZING CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, since 2022, the city has undertaken a comprehensive, multi-year effort to modernize its municipal 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 City Council is authorized under the constitution and laws of the State of Washington, including Chapters 35A.63, 36.70A, and 36.70B RCW, to adopt and amend development regulations and zoning standards governing land use and development within the city; and

WHEREAS, the City has adopted a comprehensive plan pursuant to the Growth Management Act, Chapter 36.70A RCW, and the city's development regulations must be consistent with and implement the comprehensive plan; and

WHEREAS, off-street parking and loading requirements affect land use, site design, pedestrian circulation, stormwater runoff, landscaping, housing, economic development, and the efficient use of land; and

WHEREAS, parking demand varies based on the type, size, location, and operating characteristics of a use, as well as opportunities for shared parking, on-street parking, transit, walking, bicycling, and other transportation options; and

WHEREAS, the city has reviewed its existing parking requirements and determined that amendments are appropriate to establish standards that are better aligned with current best planning practices; and

WHEREAS, the proposed amendments revise the city's off-street parking and loading requirements, including the parking ratios applicable to specified land uses and the standards for determining, providing, locating, and administering required parking; and

WHEREAS, the proposed amendments are intended to provide reasonable parking capacity while allowing flexibility to provide opportunities for shared parking, and the availability of alternative transportation and nearby public parking; and

WHEREAS, the city finds that the proposed amendments are consistent with the goals and policies of the comprehensive plan; and

Whereas, the city reviewed the proposed amendments under the State Environmental Policy Act, Chapter 43.21c RCW, and issued a Determination of Nonsignificance on _____, 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 _____, 2026, and the review period was completed on _____, 2026; and

WHEREAS, the proposed amendments were made available for public review from _____, 2026, through _____, 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 persons 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 recommendation, the staff report, public testimony, environmental documentation, and the entire legislative record and finds that adoption of the proposed parking code amendments is in the public interest;

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

Section 1. Amendment of Parking Regulations. New Chapter 18.710, Parking and Loading, is hereby adopted as set forth in Exhibit A, attached hereto and incorporated herein by this reference as though fully set forth.

Section 2. Repealed Codes. Stanwood Municipal Code Chapter 17.105 ~~m~~ Off-Street Parking and Loading Standards, are hereby repealed in their entirety.

Section 3. Findings and conclusions. The City Council hereby adopts the Findings of Fact and Conclusions, together with the recommendation of the Planning Commission, attached hereto as Exhibit B and incorporated herein by this reference as though fully set forth.

Section 4. Citation Corrections. The Codifiers of this ordinance are here by instructed to make any and all appropriate code citation references, cross-references, and formatting adjustments necessary to ensure consistency of the amendments with the remaining chapters of the municipal code.

Section 5. Authority to Make Necessary Corrections. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers and any references thereto.

Section 6. Effective Date. This Ordinance shall take effect five days after its passage and publication as required by law.

PASSED and APPROVED this ____ day of _____, 2026.

CITY OF STANWOOD:

() Approve
() Veto

Sid Roberts, Mayor

Attest:

Lisa Sokolik, City Clerk

Approved as to Form:

Nikki Thompson, City Attorney

Date of Publication: _____
Effective Date: _____

Exhibit A

Chapter 18.710 Parking and Loading

i This chapter is based on Chapter 17.105 Off-Street Parking and Loading Standards with amendments for plain language, organization, consistency with style guide, consistency with ITE manual, and peer city review.

18.710.010 Purpose.

i This section is based on SMC 17.105.010 Purpose and Intent.

The purpose of this chapter is to:

- (1) Establish the minimum requirements and standards for off-street parking areas for new or expanded land uses to provide adequate on-site parking for use by the occupants, employees, visitors, customers, and/or patrons.
- (2) Establish the minimum requirements and standards for off-street loading areas for new nonresidential uses to provide adequate space for temporary parking of trucks or other vehicles during loading or unloading activities, and avoid interference with public streets.

18.710.020 General standards for off-street parking and loading areas.

i This section consolidates and modifies SMC 17.105.020 (General requirements), 17.105.040 (Retention of off-street parking and loading spaces), 17.105.070 (Limitations on vehicular storage), SMC 17.105.110 (Off-street parking requirements in DMU zoning district), and 17.105.120 (Development and maintenance of off-street parking areas).

i In subsection (1), requirements for minimum parking space area and maximum parking space dimensions have been removed. Minimum area and maximum dimensions are not typical based on peer city review. Parking space size is regulated by minimum width and length requirements.

i In subsection (1), loading spaces have been right sized based on peer city review. Reduced minimum loading space dimensions from 12 by 50 feet to 10 by 30 feet and loading space vertical clearance from 15 feet to 14 feet.

- (1) The dimensional requirements for parking and loading areas are established in Table 18.710.020(A).

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)

Commented [CH1]: Should standards for angled and parallel parking be included?

Commented [CH2]: Should a footnote be added to reference fire requirements outlined in subsection (4)(a)(v)?

- (2) Corner lots. On corner lots, a parking space may not be located in a required yard adjacent to a street.
- (3) Pedestrian circulation.
- (a) Parking areas with more than 25 parking spaces must provide pedestrian walkways between the primary building entrance and any parking spaces that are more than 50 feet away from the building entrance. One walkway through the parking area must be provided for every 100 parking spaces.
- (b) If a development contains multiple buildings, the primary entries of each building must be connected by pedestrian walkways.
- (c) All pedestrian walkways provided pursuant to this section must be at least five feet wide and demarcated by a grade or material change.
- (d) Parking lots must comply with pedestrian access standards in SMC 18.704.020(4).
- (4) Vehicular circulation.

(a) All parking and loading areas must be designed to ensure safe and efficient movement of vehicles, pedestrians, and cyclists. Circulation patterns must be configured to minimize conflicts and ensure that emergency, sanitation, and other public service vehicles can access the development without requiring excessive backing maneuvers or dangerous turning movements, as determined by the Director.

(i) No off-street parking space is allowed that would require a vehicle to back out directly onto a major or minor collector road.

~~(ii)~~ Adequate ingress and egress must be provided for each off-street parking space. For the purpose of this subsection, "adequate" means ingress and egress can occur without requiring another vehicle to be moved or requiring a backing a distance of more than 50 feet; provided, however, ~~that:~~

~~(ii)~~ Tandem parking spaces serving the same individual dwelling unit are exempt from this requirement, where both spaces are assigned to the exclusive use of the residents of that specific unit.

~~(A)(iii)~~ On dead-end aisles, aisles shall extend five feet beyond the last stall to provide adequate turnaround.

~~(iii)(iv)~~ In commercial and industrial zones, all parking spaces must be arranged so that ingress and egress is possible without backing over a sidewalk, pedestrian pathway or bike lane, unless approved as to safety by the director. Turning and maneuvering space must be located entirely on private property except that the usable portion of an alleyway may be credited as parking aisle space subject to approval as to safety by the director.

~~(iv)(v)~~ Loading/unloading operations must be possible without obstructing roadway and drive-aisle traffic or any off-street parking area.

Commented [NT3]: This reads a bit confusing to me?

i Instead of including turning radius and fire lane dimensional standards in the table, the following provision reference the IFC.

~~(v)(vi)~~ All sites must provide fire apparatus access as required by the currently adopted International Fire Code (IFC). The fire marshal may approve alternative turning radii or fire lane dimensions if it is determined that the dimensions are sufficient for the specific fire apparatus used.

Commented [NT4]: Should this also just reference back to the IFC? If the IFC permits the marshal to approve a deviation?

(5) Surfacing requirements. Any off-street parking area must be:

(a) Surfaced with an asphaltic, bituminous, cement, or other properly bound pavement, or a combination of stone or brick pavers, so as to provide a durable and dustless surface; and

(b) Graded and drained to dispose of all surface water accumulation from the off-street parking area to an approved drainage system.

(6) Protective requirements.

(a) A bumper guard, bollard, or wheel stop must be provided between a parking space and any protective fence or wall or where parking spaces are adjacent to a sidewalk or trail.

(a)(b) Protective Curbs Around Landscaping. All perimeter and interior landscaped areas must have cast in place or extruded protective curbs along the edges. Curbs separating landscaped areas from parking areas may allow storm water runoff to pass through them. Tire stops, bollards or other protective barriers may be used at the front ends of parking spaces. Curbs may be perforated or have gaps or breaks. Trees must have adequate protection from car doors as well as car bumpers. This provision does not apply to single-family residences, duplexes and accessory dwelling units.

(7) Marking and maintenance.

(a) Parking spaces and loading areas must be demarcated with painted lines or other markings. Markings must be clearly visible and maintained as such.

(b) Parking and loading areas must be properly maintained and kept in good condition (e.g. free from potholes, etc.).

(8) Limitations on vehicle storage. Required off-street parking spaces may not be used for vehicles being repaired, stored or displayed for sale or hire.

(9) Other design requirements.

(a) Parking areas must be designed to meet the requirements of the Stanwood Street and Utility Standards (Chapter 14.08 SMC).

(b) All off-street parking areas must provide lighting to improve the safety of vehicles and pedestrians, enhance security, and minimize light trespass onto adjacent properties and the public right-of-way. Lighting in off-street parking areas must meet the lighting requirements in **SMC 18.704.060**.

(c) All off-street parking areas must meet the parking and vehicular use area standards in SMC **18.706.080**.

(d) Landscaping and screening must be provided in accordance with landscape standards (**Chapter 18.706 SMC**).

(e) Accessible off-street parking and access must be provided in accordance with applicable state and federal requirements, including Chapter 11 of the International Building Code (IBC), RCW 19.27.595, and RCW 70.92.

Commented [CH5]: Has this section been drafted?
I'd like to review the lighting standards.

 Proposed new section requiring bicycle parking amenities.

- (f) Bicycle parking must be provided for all new or substantially expanded parking lots. Substantially expanded means any parking expansion greater than 30 percent.
 - (i) At least one bicycle parking space must be provided for each 20 vehicle parking spaces, with a minimum of two bicycle parking spaces.
 - (ii) Required bicycle parking must be near the primary building entrance, unless the Planning Director approves another location that is visible, convenient, and accessible to the use served.
 - (iii) Industrial, manufacturing, warehouse, storage, utility, and similar uses that do not regularly receive customers or members of the public are exempt ~~from~~^{for} this requirement.
- (10) Retention of off-street parking and loading spaces. Parking and loading areas established pursuant to this chapter must be maintained by the owner and any future owner, as long as the use continues and off-street parking or loading is required. The quantity of parking and loading spaces and configuration of parking and loading areas must continue to comply with this chapter.

18.710.030 Minimum required off-street parking.

i This section consolidates and modifies SMC 17.105.030 (Timing of the provision of required off-street parking and loading spaces), 17.105.050 (Permitted reductions in off-street parking requirements), 17.105.060 (Location of off-street parking and loading areas), 17.105.080 (Determination of seating capacity at places of assembly), 17.105.090 (Collective off-street parking provisions), 17.105.100 (Joint-use parking requirements), 17.105.110 (Off-street parking requirements in DMU zoning district), and 17.105.140 (Minimum required off-street parking spaces).

- (1) Provision of off-street parking.
 - (a) Any new development, expansion of an existing use, or change of use, must provide off-street parking in accordance with this section.
 - (b) Required off-street parking spaces must be provided at the time:
 - (i) The land use is established;
 - (ii) An occupancy permit is issued; or
 - (iii) Any building, structure, or land is altered or enlarged in a manner that increases the amount of off-street parking required by this **chapter**.

Commented [NT6]: Because these are “or” triggering events, should there be language that says whichever comes first?

(2) Minimum Parking Required.

(a) Table SMC 18.710.030(A) establishes the minimum number of required off-street parking spaces by land use, unless exempt by subsection (9) of this section. Table SMC 18.710.030(B) establishes the minimum number of required accessible parking spaces.

Commented [CH7]: I do not see a Table SMC 18.710.030(B)

(i) Where Table 18.710.030(A) refers to square feet (sf), that is square feet of gross floor area unless otherwise established.

(ii) If specific land use is not included in Table 18.710.030(A), the Director may choose the land use most similar to the one being proposed to determine the parking requirement or refer to the ITE Manual or other Municipal codes which have similar uses.

Commented [NT8]: Would this be an administrative interpretation subject to appeal?

(b) Calculation of Minimum Parking Required.

(i) If minimum required off-street parking calculations result in a fractional space, then a fraction equal to or greater than .5 rounds up to the nearest whole number.

(ii) Tandem parking spaces count towards the minimum parking requirement for residential development at a rate of one space per 20 linear feet with necessary provisions for turning radius.

(iii) In places of assembly where individuals may occupy benches, pews or other similar seating (e.g. sport stadiums/arenas, churches or other places of worship, etc.), every 24 inches of such seating is counted as one seat for the purpose of determining requirements for off-street parking.

(iv) For a mixed-use development, the minimum required off-street parking is the sum of the requirements for each use computed separately, except in cases of a joint use parking agreement pursuant to subsection (4) of this section.

i The following table is based on SMC 17.105.140 (Minimum required off-street parking spaces). The table has been reorganized and reviewed to align with the permitted use table. The required minimum parking rates have been reviewed and modified to align with ITE manual parking rates and peer cities. Rates for different uses have also been aligned to better accommodate a change of use without a change in minimum parking requirements.

Table 18.710.030(A) Minimum Required Off-Street Parking

Use	Parking Requirement
Entertainment and Tourism (Cultural / Entertainment, Lodging, Recreation)	
Adult Entertainment Facility	1 space per 200 square feet (sf), plus 1 space per peak shift employee
Bed and Breakfast / Short Term Rentals	1 space per guest room, plus 2 spaces per principal dwelling unit

Use	Parking Requirement
Bowling Alley	3 spaces per lane
Hotel/Motel	1 space per guest room, plus .5 spaces per peak shift employee, plus 50% of minimum parking required for event space, meeting rooms, and retail food establishments
Sports Courts	3 spaces per court
Studio: Art/Dance/Music Studio	1 per 300 sf
Parks and Recreation Facilities	Site Specific Study or ITE Manual Standard
Other Cultural or Entertainment Facility	1 space per 300 sf
General Services (Animal Services, Personal Services)	
Personal Services (e.g. dry cleaning, laundromat, salon, barbershop, tax services, miscellaneous repair, massage, etc.)	1 space per 300 sf
Professional Services (e.g. bank/financial institution, real estate, insurance, accounting, management firm, etc.)	1 space per 400 sf
Health Club	1 space per 200 sf
Veterinarian Clinic or Hospital/Kennel	1 space per 300 sf
Industrial Uses (Automotive Services, Industrial, Repair Services, Wholesale)	
Automotive Fueling	1 space per 400 sf of retail floor area, <u>plus 1 space for each peak shift employee</u>
Automotive, Quick Lubrication	1 space per bay, plus 1 space for each peak shift employee
Automotive Minor Repair and Services	1 space per 600 sf, plus 1 space for each peak shift employee
Automotive Sales	1 space per 400 sf of retail and office floor area
Carwash; automated	1 space per employee and space for 3 stacking spaces per bay
Greenhouse/Nursery Operations	1 space per 1,000 sf of lot area used for display or sales
Industrial (10,000 SF or Less)	1 space per 750 sf, or 1 space per peak shift employee (whichever is greater)
Industrial (10,001 SF or More)	1 space per 1,000 sf, or 1 space per peak shift employee (whichever is greater)
Manufacturing/Assembling	1 space per 2 peak shift employees, or 1 space per 1000 sf (whichever is greater)
Warehousing/Distribution	1 space per 3,000 sf

Use	Parking Requirement
Institutional Uses (Public Facilities, Quasi-Public, Schools)	
Auditorium, Place of Worship, Conference/Meeting Hall, Sanctuary, Theater	1 space per 4 fixed seats (For benches, pews, or similar seating types, every 24 inches of such seating types is counted as one seat)
Community Center	1 space per 500 sf
Government Services	1 space per 300 sf
Library, Museum, Art Gallery	1 space per 500 sf
Preschools/Daycare Facility	The greater of 1 space per 10 children or 1 space per employee on the largest shift, plus 1 designated pickup and drop-off space per 20 children.
School, Elementary	1 space per employee on the largest shift, plus 1 space per 20 students based on rated capacity. Pickup and drop-off areas must be provided separately.
School, Middle	1 space per employee on the largest shift, plus 1 space per 15 students based on rated capacity. Pickup, drop-off, and bus-loading areas must be provided separately.
School, High	1 space per 4 students (based on the rated capacity of the facility), plus 1.5 spaces per peak shift employee
School, Business/Trade/Vocational	1 space per 200 sf
Office	
Professional Office (not including those listed under Professional Services)	1 space per 500 sf
Healthcare Office	1 space per 400 sf
Hospital	As determined by the Planning Director based on a parking and circulation study addressing licensed beds, peak-shift employees, visitors, outpatient services, emergency services, transit access, and shared parking.
Residential	
Co-Living Housing	0.25 spaces per sleeping unit, except that no parking is required within .5 mile walking distance of a major transit stop
Dwelling, Accessory	1 space per unit
Dwelling, Duplex	2 spaces per unit
Dwelling, Single-Family	2 spaces per unit
Dwelling, Multifamily – Studio/One-Bedroom	1.25 space per unit, plus 1 guest space per 5 units

Commented [PL9]: KH: recheck parking numbers for schools; too much?

Use	Parking Requirement
Dwelling, Multifamily – Two Bedrooms or More	2 spaces per unit, plus 1 guest space per 5 units
Dwelling, Townhouse	2 spaces per unit
Group Home	.5 spaces per bed
Assisted Living / Nursing Care	.5 spaces per unit, plus 1 space per employee per shift
Senior Independent Living	1 space per unit, plus 1 guest space per 5 units
Retail Establishments (Retail Trade, Retail Food and Beverage)	
Food Establishments (No Drive-In/No Fast Food)	1 space per 300 sf
Food Establishment (Drive-Thru/Fast Food)	1 space per 150 sf
Retail, Small-Scale Retail (10,000 SF or Less)	1 space per 300 sf of retail floor area
Retail, Medium-Scale Retail (10,001 to 20,000 SF)	1 space per 400 sf of retail floor area
Retail, Large-Scale Retail (20,001 SF or More)	1 space per 600 sf of retail floor area
Multi-Tenant Buildings	1 space per 300 square feet of gross leasable floor area. Buildings with restaurants, theaters, gyms, and similar high-demand uses should be calculated separately and provided per a shared-parking analysis.
Retail, Wholesale	1 space per 1,000 sf of retail floor area

Commented [PL10]: SS might be too low

(3) Accessible parking requirements.

- (a) Accessible parking spaces, van-accessible spaces, access aisles, passenger-loading areas, signage, and accessible routes must be provided and maintained in accordance with the currently adopted Washington State Building Code, applicable state law, and the Americans with Disabilities Act. Accessible parking spaces count toward the total number of parking spaces required by this chapter.
 - (b) Accessible parking requirements are contained in the adopted building code, Washington requirements, and the federal ADA Standards. [2010 ADA Standards, Section 208, WAC 51-50-1106, RCW 19.27.550.](#)
- (4) Off-Site parking. If required off-street parking cannot be accommodated on the same lot as the principal use, up to 50% of required parking may be located on a separate lot within 500 feet of the premises to be served subject to the following requirements:
- (a) The owner of such parking area must enter into an agreement with the city. The agreement must establish that the parking area must remain for as long as the parking spaces within

such parking area are required to meet the minimum parking requirements of the off-site use it serves.

- (b) The owner must agree to bear the expense of recording the agreement and agree that said agreement binds any heirs, successors, and assigns.

i The provision below consolidates existing joint use parking agreements from SMC 17.105.090 (Collective off-street parking provisions) and 14.105.110 (Off-street parking requirements in DMU zoning district).

- (5) Joint use parking agreements. Two or more uses may fulfill the minimum parking requirements of this chapter through joint use of parking facilities under a joint use parking agreement, when all the following circumstances are met:
 - (a) The total supply of off-street parking spaces must not be less than the sum of the minimum parking requirements computed separately.
 - (b) A joint use parking agreement must be established in writing in a form acceptable to the city attorney, stating that their property is used for parking by the other property, and submitted to the city prior to permit issuance.
 - (c) The applicant must file-record the joint use parking agreement with the Snohomish County ~~assessor~~Auditor's office to run with the properties.

Commented [NT11]: Record with the Auditor's office?

i The following section is based on SMC 17.105.050 (Permitted reductions in off-street parking requirements), and SMC 17.105.110(3-4) (Off-street parking requirements in DMU zoning district).

- (6) Adjustments to minimum parking requirements.

Parking adjustments. An administrative adjustment to minimum parking requirements may be considered in any of the following circumstances:

- (a) The director may approve an exception to off-street parking and loading requirements in Table SMC 18.710.030(A) and SMC 18.710.040(4) if a parking study prepared by a licensed transportation engineer documents that sufficient parking for the use is available per the ITE Manual or actual traffic counts on the site or a similar site.
- (b) A decrease of not more than 20 percent in the number of required parking spaces if the reduction would allow the preservation of trees, critical areas, buffers, or other unique topographical features.
- (c) To allow compact parking stalls to account for up to 20 percent of the total number of parking stalls required on a site.

Commented [CH12]: I do not see section 18.710.040(4)

Commented [CH13]: What are the dimensional standards for a compact parking stall?

18.710.040 Minimum required off-street loading areas.

i This section consolidates and modifies SMC 17.105.030 (Timing of the provision of required off-street parking and loading spaces) and 17.105.150 (Off-street loading space requirements). Provision of loading areas.

- (1) Provision of loading areas.
 - (a) A nonresidential development with a hospital, hotel, retail, restaurant, wholesale, manufacturing or storage use must provide off-street loading areas in accordance with this section. The required dimensions of loading spaces is provided in Table 18.710.020(A).
 - (b) Required loading areas must be provided at the time:
 - (i) The land use is established;
 - (ii) An occupancy permit is requested; or
 - (iii) Any building, structure, or land is altered or enlarged in a manner that increases the amount of off-street loading area required by this chapter.

Commented [NT14]: Same comment as above. Do we need a “whichever comes first” provision?

i The following subsection is based on SMC 17.105.150(2) and revised based on peer city review. The minimum structure area requiring a loading zone has been increased from 2,000 to 10,000 GFA, and the increment for additional loading spaces over 20,000 sf has been increased from 20,000 to 30,000 GFA.

- (2) Minimum loading area required. Off-street loading spaces meeting the requirements of SMC 18.710.020(1) is required as follows:
 - (a) No loading space is required for structures with less than 10,000 square feet of gross floor area (GFA);
 - (b) One loading space is required for structures with more than 10,000 but less than 20,000 square feet of GFA; and
 - (c) Additional loading spaces are required at a rate of one loading space per additional 30,000 square feet of GFA.
- (3) Limitations. A loading area may not be used to satisfy the requirements for off-street parking, and an off-street parking area may not be used to satisfy the requirements for loading.

The following “Vehicular access” section was moved from the design standards section SMC 18.730.050 Vehicular access, as suggested by a previous issue highlighter. This section is based on

SMC 17.100.030.1.c (performance standards – building placement) and implements Downtown Stanwood policy LUP 8.5 and Update Stanwood policy 9.2.

18.710.050 Vehicular access

- (1) Access driveways should be shared and consolidated to the extent possible.
- (2) Access driveways to commercial development in the NB, DMU, or GC zone must be at least 75 feet apart from each other, measured from centerline to centerline, except:
 - (a) If two driveways are one-way and no more than 12 feet wide, then those two driveways may be located less than 75 feet apart. Those two driveways are counted as a single unit of access for the purpose of this code.

i This entire Electric Vehicle Parking Requirements section is new and is based off model code from PSRC, Chelan, Olympia, and Pacific.

18.710.060 Electric Vehicle Parking Requirements

- (1) Classification. Electric vehicle charging stations are classified based on the following levels:
 - (a) Level 1 charging equipment provides slow charging and operates on a 15 to 20 amp breaker on a common residential 120-volt AC outlet.
 - (b) Level 2 charging equipment provides medium charging and operates on a 40 to 100 amp breaker on a 240V circuit in residential applications or 208V circuit in commercial applications. Level 2 chargers are common for home, workplace, and public charging.
 - (c) Level 3 charging equipment, or direct current fast charging (DCFC) equipment, provides fast or rapid charging and operates on a 60 amp or higher breaker on a 480V or higher (400-1000V) three-phase circuit with special grounding equipment. Level 3 chargers are common along heavy-traffic corridors.
- (2) Where Allowed. Electric vehicle charging stations are allowed as follows:
 - (a) Level 1 and 2 electric vehicle charging stations are permitted in parking lots and on-street parking.
 - (b) Level 3 electric vehicle charging stations are prohibited in parking **garages**.
- (3) Minimum parking requirements. No minimum number of EV charging stations is required. Any **parking stall** may be reserved for electric vehicle charging and still count toward the minimum required parking spaces pursuant to Table 18.710.030(A), provided accessible parking requirements can still be met.

Commented [PL15]: DH: clarify where level 3 chargers are allowed.

Commented [NT16]: Are we sure about this? Isn't there requirements for EV charging infrastructure in new development? [WAC 51-50-0429](#):

- (4) Electric vehicle charging stations, EV-ready parking spaces, and EV-capable parking spaces must be provided, designed, and installed in accordance with the currently adopted Washington State Building Code and applicable state law, including WAC 51-50-0429, as amended.

18.710.070 Parking in the DMU Zone

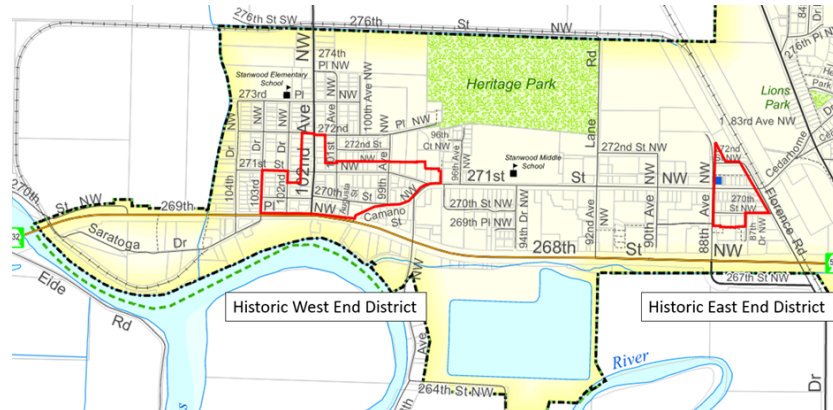
i Parking requirements for the DMU zone have been moved to a new section to simplify the code.

- (1) Parking standards. In addition to the general parking standards in SMC 18.710.020, the following additional parking standards apply in the DMU zone:
 - (a) Location and orientation of parking. Off-street parking may not be located between the building and the sidewalk. Required parking must be located to the rear or side of the building, or on-street as provided in section (b) below.
 - (i) To accommodate site-specific constraints, a side parking area including a drive aisle and two rows of parking with a maximum width of 60 feet may be permitted, provided the following criteria are met:
 - (A) The 10 foot **maximum** setback is utilized on at least one street frontage.
 - (B) Only one such side parking area is permitted per building.
 - (C) Side parking for two adjacent buildings may abut one another to facilitate shared parking.
 - (D) The need for such side parking must be supported by a traffic analysis approved by the Director.
 - (b) On-street parking. Any newly created on-street parking spaces may count toward the required minimum parking amount. However, on-street parking cannot be reserved for private developments.
 - (i) Parallel or diagonal on-street parking spaces are encouraged along a minimum of 50% of the street frontage. All turning radiuses and sight distance requirements must be met.
 - (ii) For the purpose of establishing required parking, the frontage along SR 532 may not be considered a front lot line. To preserve the safety and capacity of the state highway, no new direct vehicular access to SR 532 may be permitted unless the applicant demonstrates to the satisfaction of the Director that no other feasible access point exists.

Commented [CH17]: Should this read “minimum landscaped”?

- (iii) Where direct access is prohibited, all surface area parking must be located to the rear of buildings and accessed via alleys (preferred) or internal drive aisles. Alleys 12 to 20 feet in width may be utilized to provide access to parking in rear of buildings. The Director may authorize the use of drive aisles through the property to the rear parking area for certain projects where it can be demonstrated that this provides greater benefit to the project.
- (2) Parking reduction. In the DMU zone, the director may reduce required off-street parking by up to 50% for projects that, either through adoption of a program or actual parking characteristics of the use, will result in less auto dependence. Such programs or special uses may include implementation of enhanced bike storage facilities, installation of transit shelters, and senior and affordable housing. The burden of proof of how a program or use characteristics will decrease parking demand is on the developer.
- (3) Building reuse. The Director may exempt parking requirements in the DMU zone as follows:
 - (i) Existing City Lot. When an existing building is being reused and the existing lot is not large enough to provide required off-street parking, the Director may allow parking to be accommodated in an existing city parking lot within 500 feet of the development, subject to availability of parking spaces, or exempt the applicant from the requirement to provide additional parking due to a use change.
 - (ii) Historic Buildings. Buildings listed on the local, state, or federal Register of Historic Places may be exempt from required parking for a one-time floor area expansion if:
 - (A) The floor area expansion is limited to an area equal to 25% of the area of the existing building; and
 - (B) Existing conforming parking on site is not displaced except as otherwise may be allowed.
- (4) Required off-street parking in the DMU zone. To promote a more compact, pedestrian-friendly downtown, retail, personal and professional service, office, night club, and health club uses are exempt from the minimum off-street parking requirements in Table 18.710.030(A), provided that the property is in the historic east or west end areas (Figure 18.710.070(A)) and the use is a permitted use.

Figure 18.710.070(A) DMU – Historic East and West End Districts



i Below is a new section drafted to outline requirements for temporary parking.

18.710.080 Temporary Parking

- (1) The Director, with consultation with the Public Works Director, may approve the use of unpaved or semi-improved areas for temporary parking to accommodate:
 - (a) A permitted special event;
 - (b) A public or community event; or
 - (c) Seasonal increase in parking demand at a public park or recreational facility.
- (2) Temporary parking may not be used to satisfy the permanent parking requirements of this chapter for on or off-site vehicle parking or employee parking.
- (3) The Director may approve, conditionally approve, or deny a temporary parking use request based on the anticipated duration, site impacts, and traffic safety:
 - (a) Have safe and adequate access;
 - (b) Maintain fire lanes, emergency access, and required sight distance;
 - (c) Provide accessible parking and an accessible route as required by applicable law;
 - (d) Avoid wetlands, critical areas, required landscaping, and other areas susceptible to damage;

- (e) Include traffic-control signs, lighting, or other safety measures when required by the City;
and
 - (f) Be removed and the site restored promptly after the approved temporary use ends.
- (4) When temporary parking has ended, the site must be returned to its previous condition to the maximum extent possible.

SMC 18.102 Definitions and Rules of Interpretations

i Add the following definitions to SMC 18.102.

“Accessible route” means the path a person with a disability takes to enter and move through a building or facility.

“Driveway” means a private way that provides vehicular access from a public or private street to an off-street parking area or garage, serves one or more buildings on the same site, and is not intended for general public use.

“Electric vehicle” means any vehicle that operates, either partially or exclusively, on electrical energy from the grid, or an off-board source, that is stored on-board for motive purpose. “Electric vehicle” includes: (1) a battery electric vehicle; (2) a plug-in hybrid electric vehicle; (3) a neighborhood electric vehicle; and (4) a medium-speed electric vehicle.

“Electric vehicle charging station” means a public or private parking space that is served by battery charging station equipment that has as its primary purpose the transfer of electric energy (by conductive or inductive means) to a battery or other energy storage device in an electric vehicle. An electric vehicle charging station equipped with Level 1 or Level 2 charging equipment is permitted outright as an accessory use to any principal use.

“Electric vehicle infrastructure” means structures, machinery, and equipment necessary and integral to support an electric vehicle, including battery charging stations, rapid charging stations, and battery exchange stations.

“Electric vehicle ready” or “EV ready” means a parking space that is designed and constructed to include a fully wired circuit with a Level II or Level III electric vehicle charging receptacle outlet or termination point, including conduit and wiring and the electrical service capacity necessary to serve the receptacle, that allows for future installation of an electrical vehicle charging station.

“Tandem parking space” means an off-street parking arrangement in which two vehicles are parked one behind the other, sharing a single access aisle. For the purposes of this title, a tandem parking space must be limited to a maximum of two vehicles in depth.

“Temporary parking” means parking facilities designed for public use to temporarily accommodate additional parking for parks overflow or special events.