



PLANNING COMMISSION AGENDA

November 14, 2022– 6:30 PM

Stanwood Fire Station (8117 267th Pl NW)

1. Call to Order
2. Roll Call
3. Public Requests and Comments
4. Approval of Minutes
 - Approval of the July 11, 2022 Planning Commission Minutes
 - Approval of the September 19, 2022 Planning Commission Minutes
5. New Business
 - Municipal Code Update – Titles 1, 2, and 4
 - Comprehensive Plan Update – Draft Economic Development Element
6. Old Business
7. Miscellaneous Business
8. Recent Council Action on Commission Items
9. Upcoming Items
10. Adjourn

Zoom Meeting Information

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83099113579?pwd=ZXVib2MxYWUxRm9Bd1lCTWREZGU2QT09>

Passcode: 502157
Telephone: 253-215-8782
Webinar ID: 830 9911 3579

Minutes



Planning Commission Meeting Minutes July 11, 2022

Call to Order: 6:37 pm

Roll Call

Commissioners Present:

Eric Warnat, Commissioner
Monae Birkhofer, Commissioner
Cody Davis, Commission (stood in as Chair)
Jeff Wheatley, Commissioner

Staff Present:

Patricia Love, Community Development Director
Audrey Rotrock, Associate Planner
Tansy Schroeder, City Planner

Absent: Justin Burns, Commission Vice-Chair; Melissa Toner, Commissioner; Patrick Hosterman, Commission Chair

Also known to be present: Peter Kamb (online)

Public Requests and Comments:

None

Approval of Minutes:

The Minutes from the June 13, 2022 Planning Commission meeting were approved.

New Business:

Twin City Mile Recommendation

In December of 2020 the City Council adopted the City Beautification Action Plan and directed staff to begin implementation of the 2021-2026 Capital Improvement Project list. The Beautification Plan consists of 6 key program elements:

- 72nd Avenue Gateway Signage and Landscaping
- Main Street Revitalization
- Downtown Gateway Features
- SR 532 Beautification
- Wayfinding Signage
- Public Art

The 2022 budget includes preliminary design and public outreach for the Main Street Revitalization project that has been branded as the Twin City Mile Project. Using policy guidance from the Beautification Plan, the City is initiated the Downtown Revitalization Project that invests in the downtown business district infrastructure by:

- Creating Pedestrian-Friendly Streets;
- Actively Engage Storefronts with Walkable Sidewalks;
- Encourage Use of Streets for Community Festivals;
- Create Usable Urban Park Spaces; and
- Promote the Concept of Buying Local.



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A Steering Committee was formed to help define the project vision, goals and project concepts. The 11-member committee consisted of Councilmembers, Downtown Business Owners, the Stanwood Camano Arts Advocacy Committee, and the Stanwood Chamber of Commerce. Consultants Scott Lankford of Lankford Associates, TranspoGroup, and KPG supported the design efforts.

The project reimagines how the City's main downtown commercial corridor, 271st and 270th Street, could look and function by connecting City Hall Park to the Train Station: The Twin City Mile. Project elements include constructing gateways, reconfiguring travel lanes and parking, building wider sidewalks and plaza areas, constructing park areas, and installing street trees, art, and other curb appeal amenities.

The Twin City Mile Steering Committee recommends moving forward with engineering designs focusing on the following important project features:

- General support for design elements
- Keep brick road element throughout downtown
- Keep downtown pedestrian friendly
- Seriously consider the one-way street on 271st option (East End) during preliminary design
- Vegetation/planting is needed to improve the look of downtown
- Two bookend parks are high priority to tie the whole downtown together
- *The City had the following marketing ideas: "Follow the Stanwood brick road!" or "From the brick road to the railroad" etc.*
- *Consider changing the name of 271st Street to something more descriptive of the Mainstreet / Twin City Mile improvement project*

The Planning Commissioners had the following comments:

- If sidewalks are widened to accommodate more pedestrians, request awnings to be added to buildings for rain protection.
- Consider allowing temporary closures of streets seasonally or per event and allow street vendors, performers, etc.
- Consider having requirements to incorporate the brick theme into facades of buildings/businesses across the entire Twin City Mile.
- Create a better bypass system for drivers to get around the Twin City Mile when traveling to the QFC area.
- Consider adding more signage to guide people to the City's public parking lots.
- Consider adding historical markers/placards as part of wayfinding.
- Make the Twin City Mile ADA accessible.

Peter Kamb, a member of the public, commented that he appreciates the effort the City has put in to this project. He also said that one benefit of creating a one-way street on the East end would be that traffic would be diverted north towards the train station and the City's public parking lot.

The Planning Commissioners support moving the Twin City Mile Recommendation forward to City Council.



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Proposed Storefront Improvement Program

Throughout the Twin City Mile Steering Committee meetings, the issue of city and private property maintenance along the corridor became a recurring theme. While it has been widely documented that investment in city infrastructure, especially in downtowns, spurs investment in private property, the Committee has concerns that many of the small businesses may not have the resources to make improvements to their property.

Storefront Improvement Programs are a common tool used throughout the United States to incentivize private property owners to make investments in their properties. Attached is a draft proposal for the Committee's consideration of how a Storefront Improvement Program could work in the City of Stanwood. The proposed program seeks to preserve and enhance the charm of the downtown commercial area by providing small grants to property owners to make physical improvements to their storefronts.

The Planning Commission unanimously supports moving the Proposed Storefront Improvement plan to Council and had the following comments on the program:

- The Commissioners support this program with parameters such as design standards to match existing brick theme/Main Street design, and a deadline of when improvements must be completed after receiving the grant.
- Consider hiring a management company to help guide the process and ideas and have oversight of the financial side of the program.
- Consider allowing adjacent businesses to partner up for the grant which could in turn reduce total construction costs.
- Consider a modification to the sign code for Main Street to require a cohesive look throughout.
- Consider a bonus amount for businesses that have been in business five or more years.
- Consider involving the Stanwood Chamber of Commerce.
- Consider creating a "Tool Kit" as an aid for people wanting to start a business.

Old Business:

Farmers Market Outreach Event

On Friday, June 24th, the first Farmers Market Outreach Event was held. The staff hosted booth focused on housing: specifically, attendees were asked what type of housing is needed in the future. 73 people stopped by the booth on June 24th and were asked to vote on the following questions:

1. What type of housing is needed in Stanwood – Townhouses, Triplexes/Fourplexes, or Multifamily Residential?
 - 44 voted for Townhouses
 - 31 voted for Triplexes/Fourplexes
 - 18 voted for Multifamily Residential
2. Would you support infill manufactured housing?
 - 31 voted Yes
 - 9 voted No
3. Do you support Accessory Dwelling Units?
 - 40 voted Yes
 - 7 voted No



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Other Comments:

Housing:

- Need more subsidized & Affordable housing
- Would not like to see any of these types of houses
- Does not want to participate in the poll because they have a house already
- Multifamily looks like Seattle = no
- Absolutely no to all
- No more apartments / We have enough MF
- Renter rights are important
- Cost of rent is too high
- Church Creek is charging for certain amenities
- Mixed used is good
- Section 8 housing accessibility is needed
- Property maintenance is needed
- Single family only
- Affordable housing land trust
- Maintenance is key!
- Make MF more affordable
- ADU displaced long term renters
- If More MF = Then they will leave Stanwood
- ADU's are too dense, too many cars in neighborhoods

Traffic:

- Traffic is terrible
- Possible roundabouts?
- Traffic issues and road issues, road to I5 needs widened

Permitting:

- Too difficult to develop sheds (10 years ago)
- Quality of materials/work, bad experience with permitting in the past
- Get permits through! Expedite!
- Transparency is key

Other:

- I feel I am not informed enough, not sure what we need in Stanwood
- Growth management act can be axed
- Higher density = higher crime and DV
- Quieter life in Stanwood (Came from Edmonds)

The Commissioners are excited to hear more results from future Farmer's Market outreach events and suggested a possible partnership with Housing Hope or Habitat for Humanity to address the Section 8 and subsidized housing need.

Miscellaneous Business:

No Planning Commission Meeting in August. See you in September

Recent Council Action on Commission Items:

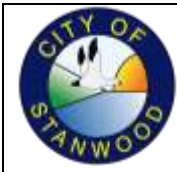
Update on Kottsick Annexation

Council approved the Kottsick Annexation on June 9th.

Upcoming Items:

Proposals from Comprehensive Plan Consultants for review

Adjourn: 7:55 pm



Community Development Committee and Planning Commission
Special Joint Meeting
Meeting Minutes
September 19, 2022

5:04 pm – 6:30 pm

Commissioners Present:

Eric Warnat, Commissioner
Monae Birkhofer, Commissioner
Melissa Toner, Commissioner
Patrick Hosterman, Commission Chair
Cody Davis, Commissioner
Justin Burns, Vice Commission Chair (online)

Staff Present:

Patricia Love, Community Development Director
Audrey Rotrock, Associate Planner
Tansy Schroeder, City Planner

Councilmembers Present:

Dani Gaumond, Council Position 1
Marcus Metz, Council Position 2
Steve Shepro, Council Position 5

Absent: Jeff Wheatley, Commissioner

Also known to be present: Todd Chase (FCS), Matt Covert (FCS), Caitlin Hepworth (Blueline), Clay White (LDC), Peter Kamb.

Public Requests and Comments:

None

New Business:

Economic Analysis of Land Use Options

Stanwood's Comprehensive Plan consultants, FCS Group, presented their Stanwood Economic Analysis of Land Use Options. They have identified market trends that are shaping future development opportunities within the City of Stanwood's municipal boundaries. The findings are intended to inform the 2024 update of the Stanwood Comprehensive Plan by conducting an Economic Analysis of Land Use Options.

An important element of this work is to identify and evaluate potential land use/zoning options that the City should consider as it prepares a new Comprehensive Plan and development code. Potential changes to the official zoning map and land use designations may be required to fulfill state and regional requirements for "providing sufficient land capacity suitable for development." The FCS/Blueline/LDC consultant team conducted the following activities:

1. Reviewed background planning documents and current City zoning/development code regulations.
2. Summarized current community demographic and socio-economic conditions using the most recent available Census data.
3. Analyzed buildable lands and current major developments that are now in the planning "pipeline" as part of a periodic review of the City's ability to meet land capacity requirements for housing and jobs.



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4. Identified land use and zoning alternatives that could enhance the consistency between land capacity and growth allocations.
5. Evaluated three land use/zoning alternatives in terms of housing/employment capacity, impacts on the City's general fund, and the potential value of new private investment.

The land use/zoning alternatives will also be evaluated with respect to their transportation and infrastructure capacity impacts in separate studies.

Community Overview

As part of this economic and land use analysis, current demographic and socio-economic data trends were compiled. Key findings are summarized below:

Population and Income

- Stanwood has an area of approximately 2.8 square miles.
- The current population of Stanwood is 8,405, which is its peak population.
- The population of Stanwood has grown 135% over the past 12 years.
- According to current Census statistics, 12.7% of the residents of Stanwood are 65 or older, and the City has a relatively large share of residents under age 24.
- The racial demographics of Stanwood are 93.5% white, 4.3% two or more races, 1.6% Asian, 0.4% American Indian, and 0.2% black. Additionally, 4.4% of the population identifies as Hispanic.
- The median household income in Stanwood is \$75,767.
- In Stanwood, 7.5% of residents have an income below the poverty line, and the child poverty rate is 8.0%. On a per-household basis, 5.6% of families are below the poverty line in Stanwood.

Employment

- The unemployment rate in Stanwood is 2.1% which is calculated among residents aged 16 or older who are in the labor market.
- Within the City, 73% of the jobs are in the service sector, 14% are in the industrial sector, 10% are in the retail sector and 3% are in the government sector. Virtually all new job growth over the past 10 years has occurred in the service and government sectors.

Housing

- In Stanwood, 70.4% of housing units are occupied by their owners. Renters occupy 29.6% of housing units.
- An influx of relatively younger households with children is starting to drive up the average household size.
- The 2022 *Stanwood Housing Needs Assessment* forecasts a need for 1,522 net new dwelling units by 2044. This forecast is comprised of 1,017 single family dwellings and 505 multifamily dwelling units.

Housing Market

- New housing construction has been robust. The City added 649 new dwelling units between 2017 and 2020; plus, there are now over 1,120 housing units in the development pipeline. Prior to 2020, nearly 2/3 of the new construction permits were issued for single family homes and 1/3 were for multifamily. In more recent years, the share of multifamily permitting activity has exceeded the single-family share.



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- Median home sales prices in Stanwood increased 24.6% (year to date) to \$573,000 in July 2022.
- Rental market activity has been brisk and vacancy rates are very low with only 17 vacant units listed on Apartmentfinder.com.

Commercial and Industrial

- Overall retail vacancy rates in Snohomish County were 2.6% (2nd Q 2022) and have been decreasing year over year as rents have increased 5% or more.
- The office market is rebounding more slowly than the retail and industrial market since the pandemic.
- Industrial market growth in the Region has been mostly concentrated in transportation and warehousing. Manufacturing activity has been relatively stable with moderate job growth overall.
- Since overall local industrial job growth declined between 1999 and 2019, it is recommended that the City of Stanwood consider changes to its Zoning Map and development code to provide added flexibility in the types of uses that can occur on industrial-zoned properties.

Pipeline Projects and Related Buildable Land Capacity Update

- The February 23, 2022, adopted Buildable Lands Report (BLR) indicated that the City of Stanwood is expected to have a zoned-land use capacity shortfall of 251 jobs. However, the adjacent unincorporated area within the Stanwood Urban Growth Area (UGA) was found to have a capacity surplus of 756 jobs.
- The analysis of pipeline developments indicates that the current projects in the development pipeline are expected to *overachieve* their housing capacity forecast by 165 dwelling units. In other words, the parcels identified in the BLR for housing growth are currently planned to be developed at a higher density than was assumed by the February 2022 BLR. Conversely, this pipeline project analysis indicates that the pipeline projects are expected to *underachieve* their employment capacity by 22 jobs.
- The current development pipeline in the Downtown area includes seven significant private developments that will add housing, office/warehousing and mini-storage developments. These projects are expected to create 106 townhomes and nearly 106,000 SF of improved non-residential building floor area that would likely support 77 jobs on site.
- Outside of the Downtown area, there are 14 projects in the planning pipeline, three of which include an employment component. These three developments combined are expected to support a total of 100 jobs on site.
- The combination of capacity findings from the prior BLR and the current analysis of pipeline projects indicates that the City is likely to have a capacity surplus for meeting its 2044 targets for population and housing, but a shortfall in job capacity based on current zoning. The combination of the projected shortfall in employment growth determined by the BLR (251 jobs) along with the employment shortfall created from the current pipeline projects (22 jobs) indicates that there would likely be an overall 2033 employment capacity shortfall of 273 jobs based on current zoning and development assumptions.
- As part of identifying new land use and zoning alternatives for providing sufficient land capacity that's suitable for development, the consultant team (from FCS, LDC, and Blueline) worked with City staff to prepare and evaluate three land use alternatives designed to enhance growth potential within City limits by at least another 273 jobs.



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Land Use Alternatives Analysis

The land use alternatives identified below are intended to enable the City of Stanwood to provide sufficient land capacity for new development over the next 20+ years (by year 2044).

Alternative 1 – Combine LI and GI Zones into a Planned Industrial (PI) Zone

- This land use alternative is intended to protect existing industrial operations while encouraging redevelopment of underutilized industrial buildings/sites. The PI zone would replace the LI and GI zones in most locations with a single PI (Planned Industrial Zone) category that permits most industrial activities to occur as well as commercial (retail and office) uses. The PI zone would remove the current 2,000 SF maximum for ancillary retail and allow industrial operations to include retail/wholesale showrooms and uses such as commercial kitchens, brewpubs, meetings/event space, offices, and entertainment/recreation.
- An analysis was conducted of selected remaining GI and LI tax lots in the City that have a projected baseline job capacity of 10 or more net new jobs. The capacity analysis excluded the pipeline projects and identified nine (9) areas with a total of 41 acres of gross buildable land area. The BLR assumes that these parcels/sites will increase in job capacity from 38 currently to 573 over the next 20 years.
- The capacity analysis indicates that the overall amount of job capacity increase supported by a new user within the Twin City Foods site and changes in LI/GI to PI would result in an increase in the overall employment capacity by 513 jobs.

Commissioner & Council Member Comments and Questions:

- The PI zone would be more like a business park zone where the work is done on the inside of buildings as opposed to the outside.
- No heavy industrial uses near the Twin City Mile and downtown.
- Re-zone along Main Street to allow more commercial.
- Promote uses that will increase jobs.
- Examples of Planned Industrial zones nearby would be the East Arlington Airport Industrial Parks.
- More restrictive zoning is prohibitive. Explore all options for this zone.
- Encourage heavier industrial uses to develop in unincorporated areas.
- More senior housing could bring jobs to the City.
- The market will determine uses.
- Some uses might discourage others. The Municipal Code will need to specify conflicting adjacent uses.
- Overall, the Commissioners and Council members are supportive of Land Use Alternative 1.

Alternative 2 – New Downtown Mixed-Use Zone

- The City is aiming to revitalize its downtown through visual and physical improvements to storefront buildings with stronger pedestrian linkages to surrounding neighborhoods. The Twin City Mile Project focuses on creating well-designed storefronts and pedestrian facilities.
- Currently, there are approximately 59 tax lots with underutilized buildings and redevelopment potential within the Downtown area with a mix of MB1, MB2, and MR zone designations. According to the Snohomish County BLR, the remaining buildable lands in the Downtown areas have the capacity to accommodate another 37 households and 324 jobs. However, recent



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Downtown development activity in the pipeline is likely to displace businesses with new townhome construction and not result in any net new job growth.

- A new Downtown Mixed Use Zone designation can be created to allow and encourage a mix of housing and employment as buildings are rehabilitated and sites are redeveloped. The new zone would retain the historic overlay designation for significant buildings and encourage façade and building revitalization with bonus density allowances allowing some additional building height for mixed-use developments.
- With the Mixed-Use Zone designation and the related development incentives, the Downtown area would accommodate a mix of 2-3 story structures with ground floor commercial, upper-level offices and apartments and live/work buildings in mixed-use developments.
- The overall impact on development capacity attributed to the new Mixed-Use zoning is expected to result in a net increase in housing from 53 existing dwellings to 291 dwellings, which is above the BLR assumptions by 254 dwellings.
- The new Mixed-Use zone designation is expected to result in an increase of 287 net new jobs in Downtown, which is 37 fewer jobs than what the February 2022 BLR capacity had assumed for the remaining vacant, part vacant, and redevelopment tax lots in Downtown.

Commissioner & Council Member Questions & Comments:

- There is a gap of no businesses between East and West downtown, this alternative could help close this gap.
- Mixed-use historically doesn't work, but this alternative would bring the residential element to support the commercial element.
- Both groups support Land Use Alternative 2.

Alternative 3 – New GC Zone for Neighborhood Center

- This alternative would address the current projected employment shortfall through a specific land use action to redesignate approximately 4 acres of buildable land within a TN zone to a GC zone designation within the City. This additional consumer buying power would increase potential sales for existing and future retail and service businesses.
- An analysis of retail sales and supportable commercial development was conducted to ascertain the amount of growth necessary to support a small neighborhood center with a small grocery store (such as a Trader Joes or Whole Foods 365), coffee shop, day care center and 1-2 restaurants. The results indicate that if 1,600 households are added to the City and surrounding communities over the next 20-25 years, it would create approximately \$136.9 million in net new annual income and support \$70.6 million in net new annual in-store sales. That level of demand would likely generate demand for approximately 148,600 SF of new development or redevelopment.
- While the market support for a new neighborhood shopping center would not occur for 15+ years, it will likely occur within the 15-20 year time frame based on the pace of housing development underway. Other factors such as transportation access, visibility and walkability are important considerations in the location of any development.
- The project consultant team identified a central location for the new neighborhood center. The capacity analysis identified two remaining large vacant TN-zoned sites in the City that are not currently in the development pipeline. These two sites include 32.8 buildable acres with current capacity of 323 dwelling units per BLR assumptions (west side of 80th Avenue, just north of 276th



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Street NW, and the East side of 68th Avenue NW, just north of 284th Street NW). The GC designation on 4 acres of land is expected to result in a net decrease in housing capacity by 22 units and a corresponding increase in employment capacity by 202 jobs.

Commissioner & Council Member Questions & Comments:

- These types of zones are typically on high traffic streets. The proposed locations may not attract enough business.
- There is nothing else in these areas to attract people to these locations.
- 64th Avenue NW and SR 532 would be a better location for this as an entryway to the City.
- GC development in these areas may take away from the “Vision” of Stanwood.
- Both groups support Alternatives 1 & 2 over Alternative 3.

Stanwood Municipal Code Titles Memorandum

As part of the Stanwood Municipal Code (“SMC”) Update Project, consultants BHC, reviewed existing SMC Title 1 and Title 2, as well as staff memos on these titles, to develop a proposed scope for the update of these first two titles. BHC also proposes a new Title 4, Administration, to logically segregate some material into its own title.

BHC proposes to correct existing code text in all cases to plain language principles as described in the SMC Style Guide (draft July 13, 2022), e.g., “shall” to “must” or “may.” BHC expects that repealed and reserved sections and chapters throughout the code will be repealed by the code reviser through the conversion of the code-to-Code Publishing Company’s new municipal codes platform; if not, BHC will propose to remove those labels through the update.

Title 1 General Provisions

Consistent with the SMC Style Guide (draft July 13, 2022), BHC recommends no high-level reorganizational changes to Title 1 other than those minor adjustments mentioned in the paragraphs above.

Title 2 Administration and Personnel

While it is very common for cities and counties to have an “Administration and Personnel” title, after discussion with staff, BHC recommends renaming this title to “Personnel” to make its content consistent with the SMC Style Guide (draft July 13, 2022) which recommends use of this title for the creation and regulation of all city offices, boards, commissions, and committees. BHC also recommends some reorganization and consolidation of its chapters. These recommendations generally attempt to avoid unnecessary chapter renumbering.

NEW Title 4 Administration

BHC proposes this new title to logically segregate material about government administration into its own title, separate from the Personnel title and the Revenue and Finance titles.

The Commissioners and Council members unanimously support these changes.



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Ordinance Prohibiting Mini-Warehouse/Storage Facilities as an Allowed Use in All Zoning Districts within the City

WHEREAS, Mini-Warehouse/Storage Facilities are now allowed in the City in the Light Industrial (LI) and General Industrial (GI) Zoning Districts; and

WHEREAS, the City wishes to ensure land uses enable diverse economic development opportunities; and

WHEREAS, the City has sufficient Mini-Warehouse/Storage Facilities to accommodate existing needs; and

WHEREAS, Mini-Warehouse/Storage Facilities are passive uses rather than uses that encourage an activated, thriving business environment for the City; and

Commissioner & Council Member Questions and Comments

- Create a tax for storage units to generate more revenue.
- The majority of Commissioners and Council members support the prohibition. Some suggest allowing the use in locations other than downtown Stanwood.

Adjourn: 6:30 pm



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Call to Order: 6:30 pm

Roll Call

Commissioners Present:

Eric Warnat, Commissioner
Monae Birkhofer, Commissioner
Melissa Toner, Commissioner
Patrick Hosterman, Commission Chair
Cody Davis, Commissioner
Justin Burns, Vice Commission Chair (online)

Staff Present:

Patricia Love, Community Development Director
Audrey Rotrock, Associate Planner
Tansy Schroeder, City Planner

Absent: Jeff Wheatley, Commissioner

Also known to be present: Peter Kamb (online), Renee Rhodes, Kathy O.

Public Requests and Comments:

None

Approval of Minutes:

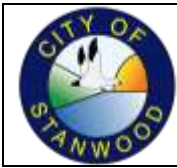
Due to scheduling, approval of the July and September Planning Commission Minutes will take place at October's meeting.

New Business:

Meadow Hawk Preliminary Planned Residential Development Public Meeting

Request: The applicant is proposing to construct a 127-lot single-family planned residential development. The project is located north of 284th Street NW and east of 80th Avenue NW. The site consists of two parcels for a total of 29.09 acres zoned Single Family Residential 7.0 (SR 7.0). Resident vehicular access to the site will be from 80th Avenue NW and connect to 76th Drive NW to the south in the existing Cedar Hill Estates plat. The proposed community will include open space tracts, storm water management, utility infrastructure, and street and landscaping improvements.

The project site is located at 7615 284th Street NW, Stanwood, Washington, within the city limits of Stanwood. Zoning for the site is Single-Family Residential 7.0 (SR 7.0). The accesses into the 29.09-acre property will be from 80th Avenue NW to the west, a new street connection to the existing 76th Drive NW in the Cedar Hill Estates subdivision to the south, and a new street connection to the existing 286th Place NW in the Copper Station subdivision to the east. This project will subdivide approximately 29.09-acres into 127 single-family lots for a gross density of 4.3 dwelling units per acre and a net density of 8.3 dwelling units per acre. The residential development standards (SMC 17.60.020) allow for a maximum residential density of 8 dwelling units per acre for PRD development in the SR 7.0 zoning district. The majority of



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developed area around this site is made up of single-family residences which is consistent with this development.

The site is generally flat consisting of predominantly pasture-land. There are a few wetlands on the property that are proposed to be in Native Growth Protection Areas. The property was recently annexed into the City June 2022. Approximately 16.2% of the developed site will consist of common public open space and approximately 12.7% of the developed site will consist of Native Growth Protection Area. The development plans provide all of the public improvements, facilities, and utilities and will be reviewed to meet city requirements (See development plans). These facilities include but are not limited to city streets, sidewalks, all utilities, open space and recreational facilities.

Commissioner Questions and Comments:

- What is the lot size for this development? The minimum lot size is 5,000 square feet. Some lots will exceed this minimum. The largest lot is 8,100 SF. Planned Residential Developments have standards to meet under the Stanwood Municipal Code (SMC), such as setbacks and lot coverages that must be met. Adjacent developments are in different zones, which will have different lot size requirements.
- What is being done with the wetlands on this site? The wetlands will be recorded as Native Growth Protection Areas (NGPAs) which will protect them in perpetuity. Some low impact uses will be allowed, such as trails. The HOA's will be allowed to decide which uses will be implemented.
- Active recreation spaces will be implemented as well, such as playgrounds.
- School capacity: The School District is also updating their comprehensive plan which will address growth. They currently have the capacity to accommodate this growth. The City encourages residents to reach out to their Elected Officials to voice concerns over school capacity. The City involves the School District in the Comprehensive Plan updates. If the School District finds there is a deficiency in school capacity, the City will begin collecting School Impact fees to remedy the gap.
- Electric vehicle (EV) charging stations: The SMC currently does not have standards addressing EV charging stations. The City is conducting a Policy Gap Analysis where EV charging stations will be discussed. Some developers are choosing to proactively install these stations.
- Does the City have the water and sewer capacity to take on these new developments? The City has a Water & Sewer Availability Certificate Program that analyzes whether or not it can handle the new capacity. These certificates are issued prior to development to ensure needs can be met.
- This development will have underground water detention vaults to handle stormwater. The City is working with the developer to determine who will take over maintenance in perpetuity. The vaults will have open/green space above.



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- This area is going through construction fatigue. The developer has determined that all construction vehicles will enter the site on 80th Avenue in order to keep vehicles out of surrounding neighborhoods.
- The tract behind the development will likely be an ingress/egress road only with walking paths. It is not wide enough for fire access. The maintenance of this area is still under discussion, but the developer is open to the space being dedicated to the development and HOA.
- DR Horton will be the home builder.
- The Developer is making off-site sewer improvements for this site.
- The pipeline is already installed, and no structures will be built on top of it. The pipeline has setbacks of 35 feet to the north, and 15 feet to the south. The space will be open/green space. PUD will provide the gas utility to the neighborhood.
- What is the development timeline? The Developers timeline for plat approval and civil construction approval is 2023. The home builder construction timeline is 2024.
- Can the City install speed bumps in neighborhoods? There is a safety concern due to fast moving vehicles. The City recommends communities speak to their HOA and fellow residents. The HOA's can also have discussions with the Public Works department to determine if traffic calming measures are warranted.
- Two new traffic circles are to be installed in the surrounding areas for additional traffic calming.
- Street parking in this development will be on one side only to accommodate for fire/emergency access.

Miscellaneous Business:

Comprehensive Plan and Municipal Code Update Advisory Board Volunteers

- This meeting takes place virtually and about once a month. The Commissioners decided to rotate attendance between themselves.

Recent Council Action on Commission Items:

Storefront Improvement Project – Council approved the Storefront Improvement Project

Upcoming Items:

Policy Gap Analysis

Adjourn: 7:44 pm

Staff Report



CITY OF STANWOOD PLANNING COMMISSION

AGENDA STAFF REPORT

MEETING DATES: November 14, 2022

SUBJECT: November Agenda Items

CONTACT PERSON: Patricia Love, Community Development Director
Tansy Schroeder, City Planner

Stanwood Municipal Code Titles 1, 2 and 4:

Staff is working with the BHC consultant team on the Municipal Code Update project; the code scoping memo for Titles 1, 2 and 4 was presented to the Planning Commission at their joint meeting with the Community Development Committee in September. Attached for your review is the full draft text of Title 1 – General Provisions, Title 2 – Personnel, and new Title 4 - Administration

These titles and chapters reset the baseline information on city functions and operations. Using the style guide previously reviewed, the amendments highlight changes, recommendations and questions; it notes where new sections have been added or where moved. In general, these titles and chapters have been reorganized for better flow and readability with similar topics being grouped together. Long, difficult paragraphs have been broken up into subsections and the “legalese” language removed.

Pertinent chapters and sections have been forwarded to the Fire Chief, Police Chief, City Attorney, and City Hearing Examiner for review and comment. Any proposed edits suggested by these reviewers will be shared if known at the time of the meeting or will be included in the 2nd draft.

To help guide the review of the amendments, two types of informational banners are included in the draft which identify actions or issues as follows:

 Blue banner describes actions taken or issue descriptions.

 Yellow banners highlight important policy issues.

Title 1 – General Provisions:

The general provisions chapter of the Municipal Code establishes the foundation upon which the remaining titles and chapters structurally follow. It formally adopts the Municipal Code, establishes the numbering system, includes definitions, interpretation of words, and formally declares the City as a Noncharter Code City in the State of Washington. Changes to this Title include:

- Public Noticing has been moved to Title 4 because of its administration function
- Public Works Contracts has been moved to Title 4 because of its administration function

- The following new definitions have been added: Day, Hearing Examiner, Mayor, Month, and Year
- The following new chapters have been added:
 - Numbering system methodology has been added to ensure all code sections follow the same format
 - Includes state statutes for municipal code updates
 - General penalty chapter has been added which creates a default penalty if other chapters of the code do not refer to penalties
 - Datum plane coordinates have been added to ensure that all development designs use consistent geospatial measurements
 - Initiative and referendum provisions have been added

Title 2 – Personnel:

Existing Title 2, Administration and Personnel, groups several disconnected topics into a single title, including council, board and committee descriptions, personnel descriptions and duties; emergency management operations; and public services fees. Grouping non-related chapters together can cause confusion and misinterpretations of city regulations. These chapters have been segregated into two distinct titles for clarity and flow.

- Title 2, Personnel has been reorganized to follow the general hierarchical order of city government: City Council, Mayor, City Administrator, City Department Heads and the Boards and Commissions.
- Titles regarding police and fire services have been deleted as they are no longer relevant to current city operations as they are either provided through contract services or the North County Regional Fire Authority:
 - 2.20 – Volunteer Fire Department
 - 2.32 – Fire Marshal
 - 2.36 – Civil Service System – Fire Department
 - 2.40 – Police Department
- The following chapters have been moved to the new Title 4, Administration, as they appropriately describe city operations:
 - City hall hours
 - Public Employees Retirement System
 - Emergency Management

Title 4 – Administration:

New Title 4, Administration, groups city governmental functions and processes into a single title. This creates a logical placeholder for future amendments that address general regulations or policies that apply citywide. New or relocated chapters include:

- City Government Operations - moved from Title 2
- Contracts - moved from Title 1
- Donations - moved From Title 3
- Defense and Indemnification of City Officers, Employees and Volunteers – new and follows best practices
- Public Notices – moved from Title 1 and removes the Everett Herald as the City’s newspaper of record
- Emergency Management – moved from Title 2
- Ethics – new chapter following the City of Kirkland’s regulations

Draft Economic Development Element:

Staff is working with the consultant team updating the Comprehensive Plan as part of the periodic update process currently underway. Blueline, one of the consultant firms on the project team, has been tasked with coordinating, writing, and designing the Comprehensive Plan's chapters, graphics, and overall document. Each elemental chapter will be presented for review individually and the first draft chapter ready for review is Economic Development.

This text elemental chapter draft presents the Planning Commission with the proposed Economic Development update for the 2024 Comprehensive Plan. Components of the 2015 plan were incorporated into the 2024 plan with key updates in data, existing conditions, and future strategies to accommodate job growth that implements the economic vision developed over the last 20 years. Blueline and city staff are seeking input from the Planning Commission on the draft to incorporate into the final draft, which is anticipated in early January 2023.

The Economic Development chapter includes the following sections:

1) *Introduction*

A description of the intent and purpose of the economic development chapter and requirements for economic planning from the Growth Management Act (RCW 36.70A).

2) *Economic Vision*

Outlines the economic vision developed over the last 20 years through various adopted plans and reoccurring themes presented throughout each plan's engagement process. Key elements of the vision include retaining small town character, developing a higher quality of life, having Stanwood function as a regional center, create a robust and economically sustainable community, diversify the economy, and being a regional tourist destination.

3) *Economic Development Strategy*

A summary of the goals identified in Stanwood's Economic Development Action Plan (2010) and the proposed thematic strategies to sustainably strengthen the economy and economic opportunities.

4) *Regional Weaknesses and Strategies*

An iteration of key components from the Puget Sound Regional Council's (PSRC) *Regional Economic Strategy* (2021). While the comprehensive plan is not required to align with the regional plan, there are economic challenges that are impacting both the region and the City of Stanwood that should be considered and planned for.

5) *PSRC and Snohomish County Economic Planning Requirements*

A brief framework of the goal and policy consistency requirements Stanwood will need to meet between PSRC and Snohomish County. The section is not a complete list of all goals and policies the city will need to be consistent with. The intent is the outline the general requirements to the public and note a handful of key policies to exemplify what Stanwood is considering with the 2024 Comprehensive Plan update.

6) Stanwood's Strengths and Opportunities

Identifies the City's local strengths that create the unique community identity and holds economic power over adjacent communities. Strengths include the Twin City Mile, recreational opportunities, Skanda culture, arts community, agrotourism, and an interconnected downtown.

7) Local Economic Initiatives

An overview of three key planning documents adopted by the city outlining goals and strategies directly or indirectly impacting economic development and growth. The plans include the 2010 Economic Development Plan, Downtown Subarea Plan (2015), and City Beautification Plan (2020).

8) Business Landscape

A summary of the two primary economic subareas of the City as identified in the Twin City Mile (2022) project and the vision for Twin City Mile.

9) Economic History of Stanwood

10) State of the Economy

Data describing the existing economic conditions including commuting, employment, education, income, and industry.

11) Community Engagement Needs and Results

A summary of key economic themes and findings from community engagement efforts identifying the community's needs and concerns.

12) Shifting the Economy

Actions proposed under the Comprehensive Plan to meet job growth projections and align with the local vision, goals, and strategies: a new Planned Industrial Zone, a Downtown district zone, and development of additional neighborhood commercial zones in the northeast region of the City.

13) Conclusion

Specific economic strategies to address demands for sustainable job growth and achieve the City's economic vision, which include linking economic development to land use, transportation, and capital facilities, diversifying the economic base, creating sustainable job growth, and beautifying Stanwood.

14) Goals and Policies

Using feedback generated by LDC, Inc., Blueline has updated the goals and policies with recommendations to eliminate policy gaps and build in consistency with PSRC and Snohomish County goals. New goals or policies are identified with bold letters. Revised goals and policies are identified with underlines.

There are numerous changes between the 2015 Economic Development element and the 2024 version. The purpose of these changes is to address current conditions, issues, and opportunities in Stanwood while accounting for new regional planning requirements and growth projections. The following is a high-level summary of key changes in the 2024 draft element:

- Incorporates the vision and principals of the following previously adopted plans:
 - 2003 Design Stanwood

- 2010 Economic Development Action Plan
- 2012 SDAT: Density by Design
- 2015 Downtown Plan
- 2015 Comprehensive Plan
- 2020 City Beautification Action Plan
- 2022 Stanwood Housing Needs Assessment
- 2022-ongoing Twin City Mile Project
- A vision statement for the economic development
- Statement of 2022 recognized economic regional weaknesses and local strengths
- Updated data from the Census on economic existing conditions
- A summary of community engagement and general themes from feedback
- Proposes three new zoning designations to implement the economic vision.
 - Planned Industrial Zone will replace the Light Industrial Zone
 - A singular unifying Downtown District will replace multiple multifamily and main street business zones.
 - Neighborhood Commercial zone along Pioneer Highway
- Revised goals and policies to meet PSRC and Snohomish County policy guidelines

Exhibit A
Municipal Code
Draft Titles 1, 2,
and 4

SMC Titles 1, 2, and 4 DRAFT

i This table of contents is included here for illustration of the code structure, but will not be included in the adopting ordinances. Tables of contents will be created and maintained by the code reviser.

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 Because RCW 35A.12.130 requires an ordinance to contain no more than one subject, each of Titles 1, 2, and 4 should be adopted as three separate ordinances. Because of the interactivity between Titles 1 and 2 and new Title 4, all three ordinances should be adopted simultaneously.

 The following adopting language is proposed to handle codification instructions for adoption of the Title 2 ordinance.

Title 2 ordinance:

- SMC 2.32.060, Fee for Fire Inspections, is recodified to SMC Chapter 3.30.160.
- SMC Chapter 3.25, Acceptance of Donations, is repealed.
- SMC 3.36.055, Lodging Tax Advisory Committee, is repealed.
- SMC Chapter 17.87, Hearing Examiner, is repealed.

- SMC 17.87.120, Report of department, is recodified as SMC 17.80.381.
- SMC 17.87.130 Decision, SMC 17.87.140 Notice of decision, and SMC 17.87.150 Appeals are deleted.
- SMC 17.80.380 is revised to read as follows: Proceedings before the hearing examiner must conform to the hearing examiner's rules of procedure promulgated pursuant to SMC 2.22.080.

Resolution 2014-04 creating the Economic Development Board is repealed.

Resolution 2019-14 establishing the Parks and Trails Advisory Committee is repealed.

Title 1 General Provisions

i This title is based on the existing SMC title 1. Chapter 1.08 regarding public notice has been moved to new Title 4.

Chapter 1.01 Code

i This chapter is based on existing chapter 1.01. Minor modifications were made throughout. Major modifications will be identified with a Change Explainer block like this one. Section 1.01.080 setting effective date was deleted as unnecessary.

i Although our scoping memo proposed more limited changes to section numbering and organization within this chapter, the changes proposed here are more extensive to improve flow and organization.

1.01.010 Adoption

i The following subsection is based on existing SMC 1.01.010; the 1971 codebook publishing company name has been deleted.

This code is adopted pursuant to RCW 35A.21.130.

1.01.020 Content of this code.

i The following subsection is unchanged from existing SMC 1.01.030 except application of the Style Guide and deletion of the redundant reference to RCW 35A.21.130.

This code consists of all the regulatory and penal ordinances and certain of the administrative ordinances of the City of Stanwood, Washington.

1.01.030 Title—Citation—Reference.

i This section is a combination of existing SMC 1.01.020 and .040, with application of the Style Guide and additional numbering to delineate separate subsections.

- (1) This code may be cited as the "Stanwood Municipal Code" or by the initialism "SMC."
- (2) It is sufficient to refer to this code as the "Stanwood Municipal Code" in any prosecution for the violation of any provision thereof or in any proceeding at law or equity.

- (3) It is sufficient to designate any ordinance adding to, amending, correcting, or repealing all or any part or portion thereof as an addition to, amendment to, correction or repeal of the “Stanwood Municipal Code.”
- (4) Reference to the titles, chapters, and sections of the “Stanwood Municipal Code” apply to that numbered title, chapter, or section as it appears in the code.

i The following paragraph is new, based on best practices.

- (5) Whenever this code requires a sign to be posted to provide notice of a law or rule, it must include reference to the provision in the Stanwood Municipal Code, not to the ordinance number.

i The following paragraph is existing SMC 1.01.040, unchanged except application of the Style Guide.

- (6) Whenever a reference is made to this code as the “Stanwood Municipal Code” or to any portion thereof, or to any ordinance of the city of Stanwood, Washington, the reference applies to all amendments, corrections, and additions heretofore, now or hereafter made.

1.01.040 Numbering system.

i This is a new section.

- (1) This code is numbered with the same tri-part system of numbering used in the Revised Code of Washington, in the form SMC X.YY.ZZZ (Title.Chapter.Section).
 - (a) The first number is one or two digits that designates the title.
 - (b) The second number is two digits, with a leading zero as necessary, that designates the chapter.
 - (c) The third number is three digits, with leading zeros as necessary, that designates the section.
 - (d) Paragraphs within each section are numbered with a hierarchical numbering scheme in the form (1)(a)(i)(A)(I).
- (2) A single subject within the code should be organized into a chapter, unless the subject is so broad as to require an entire title.

1.01.050 Updates to the code.

i This is a new section.

! Our scoping memo originally proposed a new chapter to describe updates to the code, but upon reconsideration that content seems to fit appropriately in existing chapter 1.01.

- (1) This code may be amended pursuant to RCW 35A.21.130 and RCW 35.21.540.
- (2) As a codification of ordinances, this code may only be amended by ordinance, except for the correction mechanisms described in RCW 35.21.500, which may be directed by resolution.
- (3) The City Council should take action by ordinance to enact or amend a local law, to create permanent policies for governance of the city, or when directed by state law to take a particular action by ordinance. The City Council should codify ordinances that enact or amend local laws or create permanent policies for governance of the city. When the City Council desires to include such an ordinance within this code, the City Council must include direction to codify the ordinance or otherwise amend the code in the text of the ordinance.

- (4) Per RCW 35A.12.130, no section of the code may be revised and amended unless the ordinance amending the code section sets forth the revised section in full.
- (5) Per RCW 35A.12.130, no ordinance may contain more than one subject, and that subject must be clearly expressed in its title.
- (6) If the existing code section need only be amended, the text of the ordinance should expressly amend the code sections as follows:

“Section X.YY.ZZZ is hereby amended to read as follows:”

- (7) If the prior code section is to be totally replaced by the new ordinance, the text should specifically repeal the prior code section by stating:

“Section X.YY.ZZZ is hereby repealed.”

- (8) Chapters and titles may be amended or repealed in a similar manner.

1.01.060 Title, chapter, and section headings.

i This section is unchanged from existing IMC 1.01.050 except application of the Style Guide.

Title, chapter, and section headings contained within this code may not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of the provisions of any part of this code.

1.01.070 Effect of code on past actions and obligations.

i The following subsection is unchanged from existing SMC 1.01.060 except application of the Style Guide.

- (1) The provisions of this code may not in any manner affect matters of record which refer to, or are otherwise connected with ordinances that are herein specifically designated by number or otherwise and which are included within the code. Such reference must be construed to apply to the corresponding provisions contained within this code.

i The following subsection is unchanged from existing SMC 1.01.070 with the exception of added numbering and application of the Style Guide.

- (2) The adoption of this code, or the repeal or amendment of any ordinance or part or portion of any ordinance, may not:
 - (a) affect in any manner the prosecution for violations of ordinances committed prior to the effective date of the ordinance codified in this chapter;
 - (b) be construed as a waiver of any license, fee, or penalty at the effective date of the ordinance codified in this chapter, due and unpaid under such ordinances;
 - (c) be construed as affecting any of the provisions of such ordinances relating to the collection of any such license, fee, or penalty, or the penal provisions applicable to any violation thereof;
 - (d) affect the validity of any bond or cash deposit in lieu thereof required to be posted, filed, or deposited pursuant to any ordinance and all rights and obligations thereunder appertaining continue in full force and effect.

i SMC 1.01.080, Effective Date, has been deleted as unnecessary.

1.01.090 Severability.

i This section was previously titled "Constitutionality" and has been retitled to match the content. Municipal codes may be rendered invalid for reasons other than constitutionality.

If any section, subsection, sentence, clause, or phrase of this code is for any reason held to be invalid or unconstitutional, such decision may not affect the validity of the remaining portions of this code. The City Council declares that it would have passed this code, and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases had been declared invalid or unconstitutional, and if for any reason this code should be declared invalid or unconstitutional, then the original ordinance or ordinances will be in full force and effect.

Chapter 1.02 Interpretation

i This is a new chapter that imports existing SMC 1.04.010 regarding grammatical interpretation.

! Our scoping memo originally proposed integration of this material into Chapter 1.04, but upon further consideration it seems to make more sense to separate this content.

1.02.010 Applicability

This chapter applies to the entirety of the Stanwood Municipal Code unless specifically provided otherwise.

1.02.020 Interpretation

i New rules of interpretation have been added for measurement of distances, statements of purpose. Interpretation rule for title of officeholder has been moved here from elsewhere in this chapter.

- (1) All words used within this code have their normal and customary meanings unless specifically provided otherwise.
- (2) Statements of purpose, policy, or intent throughout this code are explanatory but not by themselves binding.
- (3) Words used in the present tense include the past and the future tenses and vice versa.

i The following rule is in the existing code. We will be editing the code throughout this project to write all rules in the singular.

- (4) Singular words includes the plural, and the plural the singular.

i The following rule is in the existing code and is included for completeness. We will be editing the code throughout this project to achieve gender neutrality.

- (5) Any gender includes the other genders.
- (6) Distances are measured horizontally unless provided otherwise.

- (7) The use of the title of any officer, employee, department, board, or commission means that officer, employee, department, board, or commission of the city.

1.02.040 Words of authority

i This is a new section that clarifies how the various words of authority are related, based on Garner's Dictionary of Modern Legal Usage, Second Edition. "May" and "must" are preferred. "Shall" and "will" are heavily discouraged in code writing. We will remove them from other code sections as we progress through the code update project. These definitions are included here, rather than in the Definitions chapter, to effectively demonstrate the difference among each of these words of authority.

- (1) "May" means "has authority to" or "is permitted to."
- (2) "May not" means "is not permitted to."
- (3) "Must" means "is required to."
- (4) "Must not" means "is required not to."
- (5) "Shall" conveys a mandatory instruction or duty.
- (6) "Shall not" means "has a duty not to."
- (7) "Will" expresses a subsequent action or obligation or a future contingency.

1.02.060 Symbols

i This is a new section. We expect tables in future titles could make heavy use of symbols.

- (1) The < symbol means "less than."
- (2) The ≤ symbol means "less than or equal to."
- (3) The > symbol means "greater than."
- (4) The ≥ symbol means "greater than or equal to."

1.02.080 Computation of timespans

i This is a new section that articulates a standard rule of how to measure periods of time.

Except when otherwise provided, the timespan within which an act is required to be done must be computed by excluding the first day and including the last day, unless the last day is Sunday or a holiday, in which case it must also be excluded.

Chapter 1.04 Definitions

i This chapter is based on existing chapter 1.04, Definitions.

1.04.010 Applicability

This chapter applies to the entirety of the Stanwood Municipal Code unless specifically provided otherwise.

1.04.020 Definitions

i In existing code, each defined term had its own section number. Because definitions should be in alphabetical order and many may be added over time, they are presented here in an unnumbered list. We should expect to add more defined terms that are global in scope during the code update project.

The following words and phrases whenever used in the ordinances of the city must be construed as defined in this chapter unless from the context a different meaning is intended, or unless a different meaning is specifically defined and more particularly directed to the use of such words or phrases.

i The existing definition of "City" is common, but has been modified here to avoid the possibility of it being construed to include the UGA, over which the City does not have the same authority.

"City" means the city of Stanwood, Washington, or the area within the territorial limits of the city of Stanwood.

"Council" means the city council of Stanwood.

"County" means the county of Snohomish, Washington.

i "Day", "Hearing Examiner," "Mayor," "Month," and "Year" are new definitions.

"Day" means calendar day unless otherwise specified.

"Hearing examiner" means the officer appointed pursuant to SMC Chapter 2.22. Unless the context requires otherwise, the term "hearing examiner" includes any hearing examiner pro tem who may be appointed.

"Law" means applicable federal law, the Constitution and statutes of the state of Washington, the ordinances of the city, and when appropriate, general law, and any and all rules and regulations which may be promulgated thereunder.

"Mayor" means the mayor of Stanwood, or the mayor's designee when the mayor's authority has been delegated.

"Month" means a calendar month.

"Oath" includes affirmation.

"Ordinance" means a law of the city.

"Person" means a natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business, trust, organization, or the manager, lessee, agent, servant, officer or employee of any of them.

"State" means the state of Washington.

"Street" includes all streets, highways, avenues, lanes, alleys, courts, places, squares, curbs, or other public ways in this city which have been or may hereafter be dedicated and open to public use, or such other public property so designated in any law of this state.

"Year" means a calendar year.

i "Written" has been modified to include email and other electronic production.

"Written" includes printed, typewritten, mimeographed, multigraphed, or electronically produced.

Chapter 1.12 General Penalty

i This chapter, which is common in municipal codes in Title 1, restores a chapter in the SMC that was repealed by ordinance 1112 which established chapter 13.01 regarding enforcement. We believe a criminal provision is complementary. It's also helpful to state the maximum penalty for misdemeanors and gross misdemeanors once and not repeat it every time the code establishes such crimes.

1.12.010 Misdemeanors and gross misdemeanors.

- (1) Any person violating any provision or failing to comply with any of the mandatory requirements of the ordinances of the city is guilty of a misdemeanor, unless otherwise provided in this code.
- (2) Except in cases where a different punishment is prescribed by any ordinance of the city, any person convicted of a misdemeanor under the ordinances of Stanwood may be punished by a fine of not more than \$1,000 or by imprisonment not to exceed 90 days, or both, except that:
 - (a) whenever a lesser maximum penalty is provided under state law for a violation of an analogous provision of state law then such lesser maximum penalty applies;
 - (b) whenever a minimum mandatory penalty is provided for violation of an analogous provision of state law then such minimum mandatory penalty applies.
- (3) Notwithstanding any other provision of the Stanwood Municipal Code every person convicted of a gross misdemeanor as defined in the Revised Code of Washington and adopted by reference by the city may be punished by a fine of not more than \$5,000, or by imprisonment not to exceed 365 days, or both.

1.12.020 Continuing offense

Each such person is guilty of a separate offense for each and every day during any portion of which any violation of any provision of the ordinances of the city is committed, continued, or allowed to continue by any such person, and is punishable accordingly.

Chapter 1.14 Datum Plane

i This is a new chapter adopting the datum plane from which all measurements used in public works for the city are measured. Establishment of the datum is placed in Title 1 to ensure it is globally applicable to streets, sidewalks, public places, and the floodplain.

! This section is based on [Anacortes Municipal Code 1.16](#) and [Everett Municipal Code 13.04](#). We need staff to confirm that this is the correct datum for Stanwood. Note that SMC 16.15.070(5) requires a contour map using the "City of Stanwood datum."

1.14.010 Established

There is established a datum plane from which all elevations used in establishing the grades of the various streets, avenues, alleys, utilities, and public places of the city must be reckoned. The datum for vertical measurement is NAVD 88 (North American Vertical Datum 88). The datum for horizontal measurement is NAD 83 (North American Datum 83).

1.14.020 Grades and elevations to be taken from fixed base or datum.

All grades and elevations to be established for the various streets, avenues, alleys, utilities, and public places within the limits of the city, must be fixed and established with reference to, and must be described in feet and decimals above the base or level datum established in SMC 1.14.010.

Chapter 1.20 Noncharter Code City

i This is existing SMC Chapter 1.20 with adjustments for consistency with the Style Guide, retained in its existing form for posterity.

1.20.010 Classification adopted.

The city of Stanwood, a municipal corporation of Snohomish County, Washington, adopts the classification of a noncharter code city, operating under the mayor-council plan of government as set forth in Chapter 35A.12 RCW, endowed with all of the applicable rights, powers, privileges, duties and obligations of noncharter code cities as set forth in RCW Title 35A, as this now exists amended, including but not by way of limitation those set forth in Chapter 35A.11, and further including any and all supplements, amendments or other modifications of RCW Title 35A, which may hereafter be enacted.

1.20.020 Town designation changed to city.

The municipal corporation of Stanwood heretofore referred to as a town of the fourth class is no longer designated as a town, but is designated and referred to in all cases for all purposes whatsoever as the city of Stanwood.

1.20.030 Forwarding of copies of ordinance.

The clerk-treasurer is directed to forward to the Secretary of State of Washington a certified copy of the ordinance codified in this chapter.

1.22 Initiative and Referendum

i This is a new chapter. The power of initiative allows the voters to directly enact a new ordinance. The power of referendum allows the voters to reject an ordinance enacted by the City Council.

! City Council should note that:

- These two powers apply only to ordinances and not resolutions.
- An ordinance enacted by initiative cannot be repealed or amended except by a vote of the people. RCW 35.17.340.
- The statute does not provide for the City Council to itself submit a measure to a binding vote absent a petition from the voters, although even without adoption of these powers, the City Council may submit a measure for a non-binding advisory ballot at any time.
- The City does not have the authority to prescribe the procedural rules for initiative and referendum; instead, [RCW 35A.11.100](#) provides that the powers of initiative and referendum in non-charter code cities must be exercised in the manner set forth in RCW [35.17.240](#) through [35.17.360](#).
- [RCW 35A.11.100](#) sets the threshold number of signatures of 15% of the total number of registered voters on the day of the last preceding city general election.
- Putting measures on the ballot usually incurs costs to the city to pay the county to administer the election, and may result in a multi-month delay before the ordinance could go into effect, as a referendum petition suspends the operation of the ordinance that is the subject of the petition.
- Once adopted, these powers can only be restricted or abandoned by vote of the people. RCW 35A.11.080.

! An alternative to adoption of the statutory initiative and referendum provisions is to create our own code chapter allowing for petition and advisory votes. Such votes would be non-binding, but would allow the City to set its own thresholds within the process, and would not have to affect the effective date of ordinances.

1.22.010 Adoption

The City of Stanwood hereby adopts the power of initiative and referendum for the qualified electors of the city as provided pursuant to RCW [35A.11.080](#) and [35A.11.100](#). Such powers are to be exercised as provided in the above referenced sections of the Revised Code of Washington as they now exist or may be amended from time to time and said sections are hereby incorporated in full by this reference.

Title 2 Personnel

- i** Existing code names this title “Administration and Personnel,” but we’ve proposed to dedicate this title to personnel alone, and move administrative topics to a new Title 4. We’ve structured changes to existing Title 2 chapters to avoid unnecessary chapter renumbering.
- i** Note existing chapter 2.20 regarding the volunteer fire department has been deleted as it no longer exists. We’ve queued existing sections 2.20.170-210 prohibiting driving over fire hose, parking restrictions near fire hydrants, false alarms, etc., for insertion into appropriate chapters later on in this project.
- i** SMC 2.32.060, Fee for Fire Inspections, is moving to SMC Chapter 3.30, Fee Schedule.
- i** Existing Chapter 2.36 Civil Service System – Fire Department and Chapter 2.32 Fire Marshal are repealed because the City no longer maintains a fire department since annexation into the North County Regional Fire Authority.
- i** Existing Chapter 2.44 on Council, Boards, Commissions, Transaction of Business has already been repealed by other ordinances. Remaining sections in that chapter have been moved to Chapter 2.10.

Chapter 2.02 City Council

- i** This new chapter imports sections 2.08.260-270 regarding city councilmember compensation, adds sections describing Council’s duties and responsibilities per statute, and imports sections 2.44.010, .020, .025, .035, and .300 into this chapter, and adjusts to conform to the Style Guide.

2.02.020 Council positions.

- i** Based on existing SMC 2.44.020 which increased the number of positions from five to seven.

In accordance with RCW 35A.12.010, the City Council has seven council member positions.

2.02.040 Mayor pro tempore

- i** This section is based on existing SMC 2.08.270.

Annually, at the first meeting of the city council, the members thereof must choose a councilmember for the position of mayor pro tempore. In addition to the powers conferred upon that councilmember as mayor pro tempore, that councilmember continues to have all the rights, privileges, and immunities of every other member of the council.

2.02.050 Meetings—Schedule

- i** This section is important for compliance with the Open Public Meetings Act, RCW 42.30.070.
- i** The first paragraph is based on existing SMC 2.44.010 while the exception is based on existing SMC 2.44.035.

(1) Per RCW 42.30.070, the city council's regular meeting schedule is the second and fourth Thursdays of each month at 7:00 p.m., except that when the date for any regular meeting of the city council falls upon a day

designated by law as a legal or national holiday, that meeting must be held at the same hour on the preceding Monday if it is not a holiday.

- (2) Scheduled City Council meetings may be canceled consistent with the City Council's adopted rules of procedure.

i The final paragraph is based on existing SMC 2.44.010.

- (3) Special meetings of the City Council may be scheduled by the mayor or council according to the City Council rules of procedure and RCW 35A.12.110 and 42.30.080.

2.02.060 Meetings—Location.

i Based on existing SMC 2.44.025.

- (1) The city council must hold its meetings at the Stanwood Camano School District Administration Building, located at 26920 Pioneer Highway, Stanwood, Washington, unless:
 - (a) Notice has been given for a special meeting that states an alternate location; or
 - (b) The meeting is convened at the regular location and then moved to another location for review of city business, or for the convenience of the council.
- (2) Remote participation in City Council meetings must be consistent with the City Council's rules of procedure. Consistent with RCW Chapter 42.30, the City Council must also offer a physical location for observation of its meetings.

2.02.070 Meetings—Notice of agenda

i Based on existing SMC 1.08.040.

- (1) The City Clerk must notify the public of the preliminary agenda for a forthcoming city council meeting by posting the agenda at least 24 hours before the meeting:
 - (a) to the City website, consistent with RCW 42.30.077; and
 - (b) in a prominent location at the following public places:
 - (i) Stanwood City Hall, 10220 270th St. NW, Stanwood, WA 98292;
 - (ii) Stanwood Police Station, 8727 271st NW, Stanwood WA 98292;
 - (iii) Stanwood City Library, 9701 271st St. NW, Stanwood, WA 98292;
 - (iv) Stanwood Post Office, 9229 271st St. NW, Stanwood, WA 98292.
- (2) Nothing in this section prohibits subsequent modifications to agendas nor invalidates any otherwise legal action taken at a meeting where the agenda was not posted in accordance with this section.

2.02.080 Rules of procedure.

- i** New section. Note that City Council rules of procedure were at one point adopted by ordinance and codified, but were repealed by ordinance 1134. We do not recommend codification of City Council rules of procedure, because that would require adoption of those rules by ordinance, which ordinarily requires the consent of a separate branch of government, i.e., the mayor. We think adoption of City Council rules of procedure by resolution is a best practice.

The City Council may adopt rules to govern the conduct of its meetings and affairs by resolution.

2.02.090 Compensation and reimbursement.

- i** The following paragraph is from existing SMC 2.08.260.

- (1) Default compensation. The compensation of councilmembers must be determined by the salary commission pursuant to SMC Chapter 2.20.

- i** The following sentence is imported from existing SMC 2.08.270.

- (2) Mayor pro tem. In the event of the absence of the mayor for a period of 30 days or longer, the mayor pro tempore is entitled to receive the mayor's compensation for the duration of said absence

- i** The following paragraph is from existing SMC 2.08.260.

- (3) Expenses. Each councilmember must be reimbursed for actual expenses incurred in the discharge of the councilmember's official duties upon presentation of a claim therefore, after allowance and approval by motion of the city council.

- i** The following paragraphs are based on existing SMC 2.08.265. Deleted the ability for a councilmember to direct his or her salary to a particular city expense.

- (4) Waiver and election not to receive compensation. A councilmember may waive all or any portion of that councilmember's salary during that councilmember's term of office.

- (a) Notice of waiver must be:

- (i) In writing and delivered to the finance director prior to the effective date of such waiver; and
 - (ii) Signed by the council member and their spouse, if married, as required by RCW 49.48.100. Signatures must be acknowledged by a notary public.

- (b) A waiver is only effective for salary earned starting on the effective date of the waiver.

- (c) A waiver continues in effect until withdrawn in writing, signed by the councilmember and the councilmember's spouse, and delivered to the finance director.

2.02.100 Violation – Penalty.

i This section is existing SMC 2.44.300 without modification except application of the Style Guide.

! This is a fairly non-standard provision and is partially obviated by the new general penalty provision in SMC 1.12.020(1). Do we want to retain this section?

Violation of this chapter or violation of the city council rules of procedure constitutes a Class B infraction as defined in SMC 13.01.045(1) and subjects the violator to enforcement as set forth therein.

Chapter 2.04 Mayor

i This new chapter moves section 2.08.240 regarding the mayor's compensation and benefits here, adds sections describing the mayor's duties and responsibilities per statute, adds sections describing mayor's eligibility for benefits, and adds a section describing procedures in the event of the mayor's absence.

2.04.020 Duties and authority

The mayor has all the duties and authority provided by state law, including those established in RCW 35A.12.100.

2.04.040 Compensation and benefits

i The following sections are based on existing SMC 2.08.240.

(1) Salary.

- (a) The mayor may receive, as compensation for services to the city of Stanwood and attendance at regular council meetings, a payment as determined by the salary commission pursuant to SMC Chapter 2.20.

i The following paragraph is based on existing SMC 2.08.265.

- (b) The mayor may voluntarily waive and elect not to be paid all or any portion of the mayor's salary during their term of office in the same manner available to councilmembers in SMC 2.02.090.

(2) Expenses. The mayor may receive reimbursement for the mayor's actual and necessary expenses incurred in the performance of the duties of his office, consistent with city policy on such reimbursements.

(3) Benefits.

i The following paragraph is based on existing SMC 2.08.240(3). Based on the council's action in Resolution 2022-12, we have amended this paragraph and deleted the existing line that read "The city may pay 50 percent of the cost of the mayor's benefits but may not pay any of the benefit costs for the mayor's spouse or dependents."

- (a) Health insurance. The mayor is entitled to receive the same health insurance benefits as are available to the city's exempt employees, including spousal coverage and eligibility for the opt-out incentive.

i The next two paragraphs are new material and recommended to cover various benefit scenarios.

- (b) Retirement. The mayor is eligible for pension and retirement benefits available to other city employees, including those as may be available through the State Public Employees Retirement System (PERS).
- (c) Paid time-off. As an elected official with a fixed salary, the mayor does not accrue leave time and is not eligible for vacation, sick, or disability time.

Chapter 2.06 City Administrator

i This chapter is based on existing SMC Chapter 2.06.

2.06.010 Position created.

i This section is based on existing SMC 2.06.010, with appointment procedure split into new section .020.

There is created the office of city administrator with the authority, powers, and duties as described in this chapter.

2.06.020 Appointment.

i This section is based on appointment provisions in existing SMC 2.06.010.

- (1) The position of City Administrator may be filled at the pleasure of the mayor, subject to the confirmation of the city council.
- (2) The city may specify additional terms and conditions of employment in a written agreement executed by the mayor and approved by the city council.

2.06.030 Scope of authority.

i This section is existing SMC 2.06.020, unmodified except for application of the Style Guide.

Under the direction and authority of the mayor, the city administrator must supervise, administer, and coordinate the activities and functions of all city officers, departments, commissions, and boards to implement city ordinances and policies through the effective use of city employees, funds, grants, materials, facilities, and time, and control the overall operations of the city to ensure optimum service to the community.

2.06.050 Powers and duties.

i This section is existing SMC 2.06.050, unmodified except for application of the Style Guide.

! I recall some discussion of updating this section consistent with the city administrator's current job description, but I don't have a copy of that.

Under the direction and authority of the mayor the city administrator has the following powers and duties:

- (1) Plan and direct all administrative activities of the city, develop and implement internal policies and procedures, evaluate city employees, and take necessary actions to improve operations;

- (2) Provide information and advice to the mayor, city council, other public officials and the general public regarding city operations;
- (3) Act as the city representative in such areas as labor relations, intergovernmental relations, conferences, conventions and seminars related to public management;
- (4) Delegate responsibility as necessary to accomplish the desired objectives;
- (5) Attend meetings of the city council, and other boards and commissions as necessary to coordinate and satisfy the administrative needs of the city;
- (6) Act to resolve operational conflicts, decide and implement alternate courses of action, formulate administrative policies and otherwise make decisions in the best interest of the city's operation; and
- (7) Coordinate and supervise the preparation of the preliminary budget for submittal to the mayor, and administer the entire budget after its adoption.

Chapter 2.08 City Officers and Department Heads.

- i** Existing chapter 2.08 is named "City Officers." This chapter adds a section for each officer describing the manner of officer (e.g., clerk, treasurer) and department head appointment, and reorganizes other sections to standardize the organization structure of the chapter and describe one officer per section with authority, duties, and qualifications of each (per RCW 35A.12.020).
- i** Because Stanwood does not have its own fire department and contracts for fire service through the regional fire authority, it is not necessary to create the position of fire chief.
- i** The interlocal agreement with the RFA specifies that the RFA fire chief appoints the Fire Code Official under the IFC. We will specify the Fire Code Official in the chapter where the international codes are adopted.

! Do we want to list other department heads? HR? Economic Development? Communications? Per the [org chart](#), it doesn't look like any of those positions qualify as department heads.

2.08.010 Default Provisions

- (1) The provisions of this section apply to each of the city officers and department heads named in this chapter unless otherwise provided.
- (2) The city officers and department heads named in this chapter are appointed by the mayor and do not require council confirmation.
- (3) Each of the city officers and department heads named in this chapter may be removed by the mayor for any lawful reason.

- i** The next paragraph is based on various existing SMC provisions (e.g., 2.40.120)

- (4) Each of the officers and department heads named in this chapter must be paid the salary annually fixed by the city council.

- i** The next paragraph is based on existing SMC 2.08.060.

- (5) Each of the officers and department heads named in this chapter is responsible to the director of finance to authenticate and certify any claims for services rendered for performance of labor.

i This is a new provision.

- (6) Per RCW 35A.12.080, the clerk, treasurer, and chief of police must annually provide an official bond conditioned on the honest and faithful performance of their official duties. Compliance with the provisions of the bond is an essential qualification for the position.

2.08.020 City Attorney.

i This section is based on existing SMC 2.08.210-230. An oath and bond is not required of city attorneys, and has been deleted.

(1) Position created

There is created and established the position of City Attorney.

(2) Qualifications.

- (a) The city attorney must be a practicing attorney.
- (b) The city attorney need not be a resident of the city.

(3) Duties.

- (a) The city attorney must advise the mayor, city council, and city staff on all questions of law presented to them in the course of their administration of city affairs.
- (b) The city attorney must attend all regular and special meetings of the city council, unless excused by the mayor.
- (c) The city attorney must attend meetings, when requested by the chair thereof, of committees of the city council. The city attorney must also attend public hearings when requested by the city's hearing examiner, city council, or mayor.
- (d) The city attorney must prosecute or defend any litigation in any court involving the city.
- (e) The city attorney must, when directed by the mayor, represent the city before any county, state or federal agency in any proceeding involving the city.
- (f) The city attorney must, when a conflict of interest occurs in any city matter coming to their attention, advise and request the mayor appoint a temporary substitute city attorney as to any such matter.

i The next paragraph is new material.

- (g) Consistent with the Rules for Professional Conduct, the city attorney owes a duty of representation to the city as an entity, not to the mayor, to the city council, or to any individual elected official or employee.

(4) Compensation.

The city attorney may receive compensation per an agreement for attorney services approved by the city council.

2.08.040 City Clerk.

i This section is based on existing SMC 2.08.035-036.

(1) Position created

There is created and established the position of city clerk per RCW 35A.12.020.

(2) Duties and authority

The city clerk has all of the powers granted and duties imposed by authority of the laws of the state and ordinances of the city, now existing or hereinafter adopted, subject to the general supervision and control of the mayor.

2.08.060 Director of Finance and City Treasurer

i This section is based on existing SMC 2.08.038-090.

(1) Position created.

There is created and established the position of director of finance, which is also designed as city treasurer to perform in that capacity whenever the laws of the state or city make reference to such position.

(2) Duties and authority.

- (a) The director of finance is responsible for management of the Finance Department.
- (b) The director of finance may appoint a subordinate employee from the department to assist in the performance of the duties of city treasurer.
- (c) The director of finance is appointed as the auditing officer to authenticate and certify that all claims against the city for materials furnished and services rendered are just, due, and unpaid obligations against the city, upon such forms and in the manner prescribed by the Division of Municipal Corporations of the Washington State Auditor's Office.
- (d) The director of finance is further authorized to issue payroll warrants pursuant to the city budget.
- (e) The director of finance is authorized to make investment of inactive funds of the city or other city funds in excess of current needs in the following listed securities and investments:
 - (i) United States bonds;
 - (ii) United States certificates of indebtedness;
 - (iii) Bonds or warrants of the state of Washington;
 - (iv) General obligation or utility revenue bonds or warrants of its own, or of any other city or town in the state of Washington;
 - (v) Its own bonds or warrants of a local improvement or condemnation award district which is within the protection of the local improvement guarantee fund law; and
 - (vi) Other investments authorized by law.
- (f) The director of finance must make a quarterly report of all investment transactions to the city council.

2.08.080 Director of Community Development.

i This section is based on existing SMC 2.08.161-162.

(1) Position created.

There is created and established the office of director of community development.

(2) Official designations.

The director of community development is designated as:

- (a) The City's Shoreline Administrator under the State Shoreline Management Act;
- (b) The City's SEPA Responsible Official under the State Environmental Policy Act;
- (c) The City's Floodplain Manager.

(3) Duties and authority.

The director of community development is responsible for the following:

- (a) Management of the Community Development Department;
- (b) Administration of the comprehensive plan of the city, and implementation of activities related to the Growth Management Act;
- (c) Provision of long-range planning for the city related to land use and development, housing, economic development, construction, and annexation;
- (d) Coordination, development, and implementation of city policy related to land use planning and development, housing, economic development, and construction;
- (e) Provision of staff support for the planning commission;
- (f) Administration and operation of the city's design and development review processes including plan review, permit coordination and issuance, and inspection and enforcement related to codes administered by the department;
- (g) Administration and revision of the city's development regulations, including the zoning code, the Uniform and International Building Codes, maintenance codes, fire codes, and plumbing and electrical codes, construction codes and subdivision codes;
- (h) Environmental protection, coordination, and administration of the city's environmental procedures code including compliance with Chapter 43.21C RCW, the State Environmental Policy Act (SEPA);
- (i) Provision of permit and zoning information services;
- (j) Provision of services of office of building official and code enforcement officer;
- (k) Administration of the city's shoreline master program under the Shoreline Management Act;
- (l) Representation of the city in regional planning issues;
- (m) Provision of such other services as may be directed by the mayor.

2.08.100 Director of Public Works.

i This section is based on existing SMC 2.08.100-130.

(1) Position created.

There is created and established the position of director of public works.

(2) Duties and authority.

The director of public works is responsible for the following:

- (a) Management of the Public Works Department.
- (b) Supervision of the operation of the city street, park, sewer, water and stormwater divisions;
- (c) Supervision and administration of the layout, construction and maintenance of all public buildings, improvements, streets, alleyways and sidewalks;
- (d) Supervision of the safety program of the city;
- (e) Supervision of the acquisition, maintenance, operation and disposition of city maintenance equipment;
- (f) Approval of construction change orders up to five percent of the contract amount prior to city council's approval;
- (g) Planning and implementation of a comprehensive capital improvement program for the city;
- (h) Perpetuating public works improvements and projects by initiating and/or assisting in the acquisition of grants;
- (i) Supervision and review of design and development plans, estimates, and contract documents for public works projects;
- (j) Preparation and administration of departmental budget;
- (k) Administration of public works construction contracts;
- (l) Assisting in the development of new or revisions to existing ordinances and resolutions that affect the public works department;
- (m) Serving as the technical advisor to the mayor and city council and other departments on engineering proposals and other public works activities;
- (n) Direction of research and compilation of required reports; and
- (o) Provision of such other services as may be directed by the mayor.

2.08.140 Police Chief.

i This section is based on existing SMC 2.08.190, 2.40.090, and 2.40.130.

(1) Position created.

There is created and established the position of police chief to perform such duties as are prescribed by contract for law enforcement services with the Snohomish County sheriff's office.

(2) Appointment.

The mayor may appoint a Snohomish County Sheriff's deputy as police chief, subject to the approval of the city council.

(3) Oath

Upon appointment, the police chief must take an oath of office to faithfully defend the Constitution of the United States of America, the State of Washington, and the laws thereunder, including all ordinances of the City of Stanwood.

(4) Duties and authority.

- (a) The police chief must manage the city police department and supervise its employees.
- (b) The police chief, or the police chief's designee, must attend each meeting of the city council, and perform the duties of sergeant-at-arms unless excused from attendance by the mayor.

Chapter 2.10 Default Rules for Boards, Commissions, and Committees

i This is a new chapter, preceding all other chapters establishing boards and commissions, establishes general rules for operation of such boards and commissions. The chapters establishing each board or commission may override these default provisions.

! This would be an appropriate place to put any other rules that the City Council desires for management of appointments, confirmations, etc. Want to require all the meetings to be open? Want to require compliance with the OPMA, or specific provisions of the OPMA?

2.10.010 Applicability

- (1) This chapter applies to each multi-member City boards, commissions, and committees (in this chapter, each is referred as a "board") established in this title.
- (2) This chapter does not apply to the city council.

2.10.020 Effect of this chapter

This chapter sets forth default standards for City boards that apply unless more specific provisions of this code direct otherwise.

2.10.030 Eligibility

! The following three paragraphs are options and only one should be selected.

Members of each board must be residents of the City of Stanwood unless otherwise specified.

Members of each board must be residents of the Stanwood-Camano School District unless otherwise specified.

Eligibility to serve as a member of each board must be established in each chapter establishing the board.

2.10.040 Terms

Term length, and any limits on number of terms, for members of each board must be established in each chapter establishing the board.

2.10.050 Appointment

- (1) Members of each board are appointed by the mayor.

- (2) Appointments to each board require confirmation by the city council.
- (3) When a vacancy occurs in the middle of a term, the mayor may appoint a replacement only for the remainder of the unexpired term.

2.10.060 Removal

- (1) A member of a board may be removed by the mayor, with the approval of the city council, for neglect of duty or malfeasance in office.
- (2) A member of a board who fails to attend three consecutive regular meetings of the board, without being excused by vote of the board, is automatically removed from the board.

2.10.070 Compensation and reimbursement

i This section is based on existing SMC 2.08.440.

Appointed members of all city boards, commissions, or committees may not receive any salary, benefits, or compensation but may be reimbursed for their actual and necessary expenses incurred in the performance of the duties of their office consistent with city reimbursement policy.

2.10.080 Limitations on authority.

Boards do not have authority to set city policy or authorize expenditures.

2.10.090 Rules of procedure

i Existing SMC 2.44.270 provided that the City Council rules of procedure govern each board by default, which may not make sense for all boards. Roberts Rules of Order is a generally [recommended standard and is recommended by Jurassic Parliament, a firm that provides parliamentary procedure training to many Washington cities.](#)

- (1) The rules contained in the current edition of "Roberts Rules of Order Newly Revised," utilizing its special rules for small boards, govern the proceedings of each board in all cases to which they are applicable and not inconsistent with any special rules of order each board adopts.
- (2) Each board has the power to adopt its own special rules of procedure.

2.10.100 Rules for remote participation in meetings

i This is a new section based on the [sample rules for electronic meetings](#) found in the 12th Edition of Roberts Rules of Order Newly Revised.

- (1) Meetings of the board must be held at a physical location, but board members may participate remotely by phone or other electronic system, subject to any limitations established in rules adopted by the Board to govern such participation.
- (2) City staff must manage the electronic connection information for any meeting of the board. Staff must send by e-mail to every member of the board, at least 24 hours before each meeting, the time and location of the meeting and electronic link, or phone number and any access code, to participate remotely in the meeting.
- (3) Arrival announcements. Members who participate in the meeting remotely must announce themselves at the first opportunity after joining the meeting, but may not interrupt a speaker to do so.

- (4) Departure announcements. Members who leave the telephone conference call or the meeting room before adjournment must announce their departure, but may not interrupt a speaker to do so.
- (5) Quorum. The presence of a quorum must be established by roll call at the beginning of the meeting and on the demand of any member. Such a demand may be made following the departure of any member or following the taking of any vote for which the announced totals add to less than a quorum.
- (6) Obtaining the floor. To seek recognition by the chair, a member must address the chair and state his or her own name. If the remote meeting platform permits, a member should utilize any feature of the platform that allows for a person to seek to be recognized (e.g., the hand raise function).
- (7) Voting methods. All votes must be taken by roll call. Unless the board orders a fully recorded roll-call vote, only the number of votes on each side and the number of members present but not voting (including members participating by phone) need be entered in the minutes. Business may also be conducted by unanimous consent.
- (8) Loss of meeting-room connection. Any business transacted while the meeting-room speakerphone is disconnected from the telephone conference call is void, except that the members present in the meeting room at such a time may take those actions that are in order in the absence of a quorum.
- (9) Other technical malfunctions and requirements. Each member is responsible for his or her connection to the telephone conference call; no action may be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
- (10) Forced disconnections. The chair may order a disconnect or mute of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, must be announced during the meeting and recorded in any minutes.

Chapter 2.12 Planning Commission

i This is a new chapter that mirrors existing section 2.12.010, modified to break up the existing code into multiple sections and for consistency with the Style Guide. Note that existing SMC 2.12.010(3) regarding conflict of interest was deleted because it is supplanted by the new Ethics chapter in title 4. The removal position was deleted because it is covered by the default rules in Chapter 2.10.

2.12.010 Established

There is hereby established a planning commission pursuant to Chapter 35A.63 RCW.

2.12.020 Members

- (1) The planning commission consists of seven members.
- (2) At least five members of the planning commission must reside within the corporate limits of the city of Stanwood.
- (3) Two members of the commission may be residents of either the urban growth area, or individuals representing a Stanwood business or Stanwood-area community-based nonprofit organization that has a location in the city.

2.12.030 Appointment

Members of the planning commission are appointed by the mayor and confirmed by the city council.

2.12.040 Term of Office

Members of the commission serve a term of five years and may be reappointed for additional five-year terms.

2.12.050 Powers and Duties

The planning commission has the duty to:

- (1) advise the mayor and city council in matters concerning amendment of the comprehensive plan, and the land use and development regulations, not including adoption of the international building and related codes;
- (2) perform the functions directed by SMC Title 17;
- (3) hold public meetings and hearings when called for by this code;

 Do you actually create PC minutes?

- (4) provide the city council with copies of all minutes of each session of the planning commission;
- (5) prepare and submit to the city council for adoption any additional plans and undertake any plans and studies assigned by the city council; and
- (6) perform other duties as assigned by city council.

2.12.060 Organization

The commission may organize itself by electing a chairperson and vice-chairperson, and must be provided with a secretary hired by the city.

2.12.070 Meetings

The commission may designate the time and place for a regular monthly meeting. If there is no business to be transacted by the planning commission in any month, the meeting may be canceled.

2.12.080 Rules of Procedure.

- (1) The planning commission may adopt any lawful rule of procedure.

 The next paragraph is new, although the second half existed in the paragraph about meetings above.

- (2) A quorum consists of a majority of the appointed members of the Planning Commission, and no action requiring a vote may be taken unless a quorum is present.

Chapter 2.14 Lodging Tax Advisory Committee

- i** This is a recodification of existing SMC 3.36.055, with text broken into multiple sections consistent with other chapters of this type, and with cross-references to the lodging tax provisions in Title 3. New sections have been added describing the process for review and comment on lodging tax funding proposals, consistent with the statute. Default language such as "appointed by the legislative body of the municipality..." has been replaced with "appointed by the City Council."
- i** Note that the statute requires at least five members, one of whom must be an elected official who must serve as chair. The statute also requires "at least two" of each qualifying group, below. The City could amend this code to appoint more.

! The statute allows LTAC to include one nonvoting member who is an elected official of the county in which the city or town is located.

2.14.010 Creation.

Consistent with RCW 67.28.1817, a Lodging Tax Advisory Committee ("LTAC") is established to provide recommendations on the funds collected per SMC Chapter 3.36.

2.14.020 Membership.

- i** This section is substantially reformatted and reorganized from existing SMC 36.36.055. The statute requires an elected official to serve as chair, which is not provided by existing code.

(1) LTAC consists of five members including:

- (a) Two members who are representatives of businesses required to collect the tax under SMC Chapter 3.36; and
- (b) Two members who are persons involved in activities authorized to be funded by revenue received under SMC Chapter 3.36.
- (c) A City Councilmember or the mayor who, per RCW [67.28.1817\(1\)](#), must serve as chair of LTAC;

- i** The following subsection is drawn directly from the statute. Although clunky, we recommend not rewording it.

(2) Per RCW [67.28.1817\(1\)](#):

- (a) Persons who are eligible for appointment under subsection (1)(a) of this section are not eligible for appointment under subsection (1)(b) of this section.
- (b) Persons who are eligible for appointment under subsection (1)(b) of this section are not eligible for appointment under subsection (1)(a) of this section.
- (c) The number of members who are representatives of businesses required to collect tax under this chapter must equal the number of members who are involved in activities authorized to be funded by revenue received under this chapter.
- (d) Organizations representing businesses required to collect tax under this chapter, organizations involved in activities authorized to be funded by revenue received under this chapter, and local agencies involved in tourism promotion may submit recommendations for membership on the committee.

2.14.030 Appointment

i This is a new section. Term was not prescribed. RCW [67.28.1817\(1\)](#) requires the City Council to "review" LTAC membership annually.

- A. Each year, the City Council must appoint LTAC membership for the remainder of the calendar year by resolution.
- B. Appointments last for the remainder of the calendar year and terminate at the end of the year.

2.14.040 Duties and authority.

i The following is new material.

- (1) LTAC has the authority to make recommendations to the City Council on lodging tax matters per RCW 67.28.1817(2) and this chapter, and on other subjects as the City Council may request.
- (2) LTAC does not have authority to set City policy or authorize expenditures.

i It's well established that LTAC is subject to the OPMA.

- (3) LTAC meetings must comply with the Open Public Meetings Act, RCW Chapter [42.30](#).
- (4) LTAC members must comply with the Open Government Trainings Act, RCW [42.30.205](#).

2.14.050 Recommendations on lodging tax funds

i The remainder of this section is based on existing SMC 3.36.055 [\(b\)](#) and RCW 67.28.1817(2).

Commented [RW1]: check

- (1) Any proposals for the imposition or expenditure of hotel-motel/lodging tax funds, whether it involves the imposition of a tax, an increase in the rate of a tax, repeal of an exemption from a tax, or a change in the use of revenue received, must be submitted to LTAC for review and comment.
- (2) The submission must occur at least 45 days before final action on or passage of the proposal by the City Council.
- (3) LTAC must submit comments including an analysis of the extent to which the proposal will accommodate activities for tourists or increase tourism, and the extent to which the proposal will affect the long-term stability of the fund created under RCW 67.28.1815.
- (4) Failure of LTAC to submit comments before final action on or passage of the proposal may not prevent the City Council from acting on the proposal. The City Council is not required to submit an amended proposal to an advisory committee under this section.

Chapter 2.16 Parks and Trail Advisory Committee

i Prior chapter 2.16, Board of Park Commissioners, was repealed by Ordinance 976. This chapter reuses the old chapter number to codify the Parks and Trail Advisory Committee, created by Resolution 2019-14.

2.16.010 Creation.

- (1) The City of Stanwood Parks and Trails Advisory Committee ("the Committee") is created to advise the mayor and city council on matters pertaining to park development, use, and maintenance.

- (2) This chapter continues the Parks and Trails Advisory Committee created by Resolution 2019-14.

2.16.020 Membership

- (1) The Committee consists of seven members.
- (2) At least four members must be residents of the City of Stanwood.
- (3) All members must be residents of the Stanwood-Camano School District.

2.16.030 Appointment

- (1) The mayor must appoint the members of the Committee for four-year terms. Appointments must be confirmed by the City Council.
- (2) To ensure term expirations are staggered, the initial terms of members of the board are as follows:
 - (a) Four members must be appointed to initial four-year terms;
 - (b) Three members must be appointed to initial two-year terms;

2.16.040 Duties and authority.

- (1) The board has the authority to make recommendations to the mayor and city council.
- (2) The board has the duty to:
 - (a) Provide a communication link between the city and the Stanwood/Camano community on parks and trail issues;
 - (b) Advise the city on implementation of the various parks and trails plans;
 - (c) Review and make recommendations regarding park and trail facilities including land acquisition, development, financing, programming, and capital improvement needs;
 - (d) Advise the city on park-related grant applications; and
 - (e) Make recommendations on work programs, policy issues, and amendments to the Stanwood Municipal Code related to parks.

2.16.050 Meetings

The Committee must meet at least six times per year at a time and place established by the Committee.

2.16.060 Staffing

The Public Works Department must staff the Committee unless otherwise determined by the mayor.

Chapter 2.18 Economic Development Board

i This new chapter codifies the Economic Development Board as established by [Resolution 2014-04](#), consistent with other chapters regarding city boards and committees. Language adopting this ordinance will repeal Resolution 2014-04 to avoid duplication.

2.18.010 Creation

- (1) The City of Stanwood Economic Development Board ("the board") is created to assist the City in implementation of the Economic Development Element of the city's Comprehensive Plan and the city's Economic Development Action Plan.
- (2) This chapter continues the Economic Development Board created by Resolution 2014-04.

2.18.020 Membership

The Board consists of:

- (1) seven voting members who must reside within the boundaries of the Stanwood-Camano School District;
- (2) the mayor, who does not have a vote;
- (3) the city administrator, who does not have a vote.

2.18.030 Appointment

- (1) The mayor must appoint the seven voting members of the board for two-year terms.
- (2) To ensure term expirations are staggered, the initial terms of members of the board are as follows:
 - (a) Four members must be appointed to initial two-year terms;
 - (b) Three members must be appointed to initial one-year terms.

2.18.040 Duties and authority

i This section integrates the "authority" section of the resolution into the duty section.

The board has the responsibility to:

- (1) Provide a communication link between the city and the business community;

i Is the "work program" different from the Action Plan?

- (2) Advise the City Council on implementation of the Economic Development Work Program;
- (3) Advise the City Council on the business perspective on a range of policy issues such as capital planning, zoning amendments, and land use policy plans.
- (4) Advise the Mayor on grant applications, consistent with the City's adopted Uniform Procurement Policies (Resolution 13-02 or later amended) for:
 - (a) grants for special events that benefit Stanwood; and
 - (b) grants for small capital projects benefiting Stanwood Downtown;
- (5) Advise the City Council on other matters as requested by the City Council.

2.18.050 Meetings

- (1) The board is intended to meet monthly.
- (2) The board may set its own times for meetings.

2.18.060 Rules of Procedure

- (1) The board may establish its own Rules of Procedure.
- (2) Board members are encouraged to invite community stakeholders to meetings for the purpose of expanding the conversation and understanding of issues before the board. Stakeholders may participate in the meetings but are not eligible to vote on matters before the board. Stakeholders may include, but are not limited to, representatives of the following groups: chambers of commerce, downtown business associations, the Stanwood School District, clubs and organizations, and other community groups.

2.18.070 Staffing

The city must provide for staffing of the Board in amounts determined reasonable by the mayor.

Chapter 2.20 Salary Commission

i This chapter is moved from existing Chapter 2.10, adjusted for consistency with the Style Guide. Note that existing section 2.10.050 regarding referendum has been deleted, as referendum is addressed by the new initiative and referendum chapter in Title 1; although note that a binding referendum is not possible for resolutions.

2.20.010 Created

There is created a salary commission for the city. 2.20.020 Membership

2.20.020 Members

- (1) The commission consist of five members, each of whom must be a resident of the city.
- (2) A member may not be an officer, official, or employee of the city or an immediate family member of an officer, official, or employee of the city.
- (3) For purposes of this section, "immediate family member" means the parents, spouse, siblings, children, or dependent relatives of an officer, official, or employee of the city, whether or not living in the household of the officer, official, or employee.

2.20.030 Appointment

- (1) The mayor must appoint members for three-year terms. Appointments must be confirmed by the city council.
- (2) The initial members must be appointed for staggered terms of one, two, or three years.
- (3) No person may be appointed to the commission for more than two terms.

2.20.040 Duties and authority.

- (1) The commission has the duty to annually review the salaries paid by the city to each elected city official.
- (2) The commission must meet between May 1 and July 31 of each year to determine salary adjustments to become effective on January 1 of the following year.

- (3) After review, if the commission determines that the salary paid to any elected city official should be increased or decreased, the commission must file a written salary schedule with the city clerk indicating the increase or decrease in salary.

2.20.050 Effect of review

- (1) Any increase or decrease in salary established by the commission becomes effective and incorporated into the city budget for the year following commission review without further action of the city council or the commission.
- (2) Salary increases established by the commission are effective for all city elected officials, regardless of their terms of office.
- (3) Salary decreases established by the commission become effective as to incumbent city elected officials at the beginning of their next term of office.

Chapter 2.22 Hearing Examiner

i This chapter is a recodification of existing SMC Chapter 17.87 creating the office of the Hearing Examiner. All such offices should be organized in Title 2, particularly since the Hearing Examiner is charged with hearing cases other than land use cases. This chapter has been updated for compatibility with the Style Guide, but with no other modifications unless noted.

i An instruction in the ordinance text will recodify the land use procedural components of this chapter (SMC 17.87.120 Report of department, SMC 17.87.130 Decision, SMC 17.87.140 Notice of decision, and SMC 17.87.150 Appeals) to SMC 17.80.381-384.

2.22.010 Purpose

The purpose of this chapter is to establish a Hearing Examiner for quasi-judicial hearings that will ensure procedural due process and appearance of fairness in public hearings and will provide an efficient and effective hearing process for quasi-judicial matters.

2.22.020 Creation

i Note incorporating "hearing examiner pro tem" into the term hearing examiner has been moved to Chapter 1.04 Definitions. Deleted other redundancies in this section.

Pursuant to RCW 35A.63.170 and Article XI, Section 11 of the Washington State Constitution, the office of the hearing examiner is hereby created to perform the duties and functions specified in this chapter and elsewhere in this code.

2.22.030 Appointment

i Do we intend to make the HE pro tem subject to council confirmation? It is not subject to council confirmation as currently constructed.

The mayor may appoint the hearing examiner, subject to confirmation by majority vote of the city council. The terms of the hearing examiner's employment must be specified by a professional service contract. The mayor may also appoint a hearing examiner pro tem, who may serve in the event of absence or disqualification of the hearing examiner.

2.22.040 Qualifications

The hearing examiner must be appointed solely with regard to his or her qualifications to perform the duties of the office, and will have such training and experience as will qualify the hearing examiner to conduct administrative and quasi-judicial hearings on regulatory enactments and to discharge such other functions conferred upon the hearing examiner by the mayor or city council. The hearing examiner may hold no other elected or appointed office in the city government.

2.22.050 Removal

The hearing examiner may be removed from office for cause by the mayor, subject to a majority vote of the city council. However, such removal must not affect the ability of the hearing examiner to complete any cases already provided a public hearing.

Commented [RW2]: Delete

2.22.060 Freedom from improper influence

No person, including city officials, elected or appointed, may attempt to influence a hearing examiner, interfere in any matter pending before the examiner, or engage in any ex parte communications with the hearing examiner, except at a public hearing duly called for the purpose of hearing testimony. This section does not prohibit the city attorney from rendering legal service to the hearing examiner upon request.

Commented [RW3]: Is this new? Change explainer?

2.22.070 Conflict of interest and appearance of fairness

- (1) The hearing examiner may not conduct or participate in any hearing or decision in which the examiner has a direct or indirect personal, financial, or familial interest that may influence the hearing examiner or interfere with the decision-making process. Any actual or potential conflict of interest must be disclosed to the parties and the city immediately upon discovery. The hearing must then be conducted by a hearing examiner pro tem.

i The following paragraph narrows application of the appearance of fairness doctrine to land use proceedings.

- (2) The appearance of fairness doctrine, as specified in Chapter 42.36 RCW, applies to all land use proceedings conducted by the examiner, and may result in the examiner's disqualification when necessary.

2.22.080 Rules

i RCW 35A.63.170(1) provides that "the legislative body shall prescribe procedures to be followed by a hearing examiner." This is a change from existing code.

The hearing examiner has the power to propose rules and regulations for the scheduling and conduct of hearings and other procedural matters related to the duties of the office, which must be adopted by the City Council by resolution pursuant to RCW 35A.63.170.

2.22.090 Duties and authority

- (1) The hearing examiner has the duty to:

i Ideally each of these duties would include a x-ref to the relevant code section.

- (a) Hold public hearings and render decisions as prescribed by SMC 17.80.230, Permit types;
- (b) Hear challenges to code interpretations made by the planning director;
- (c) Hear cases and appeals related to code enforcement or police activities;

- (d) Perform other regulatory, enforcement, or quasi-judicial functions as conferred upon the hearing examiner by the mayor or the city council or as required by ordinance.
- (2) The hearing examiner has the authority to:
 - (a) Receive and examine available information;
 - (b) Conduct public hearings and prepare a record thereof;
 - (c) Administer oaths and affirmations;
 - (d) Examine witnesses;
 - (e) Regulate the course of the hearing;
 - (f) Make and enter decisions;
 - (g) Hold, at the hearing examiner's discretion, conferences for the settlement or simplification of issues;
 - (h) Dispose of procedural requests or similar matters; and
 - (i) Take any other action authorized by or necessary to carry out this chapter.

2.22.100 Public hearings

Where public hearings are required by state statute or city code, the hearing examiner must hold at least one such hearing prior to rendering a decision on any matter. All testimony at any such hearing must be given under oath.

Chapter 2.24 Traffic Violations Bureau

- i** At the request of the police chief, we've adjusted this existing chapter to more closely conform to the City of Snohomish's Municipal Code section 11.04.015 for ease of reading and administration.
- i** Because this Bureau is not a multimember "board or commission" and is predominantly about traffic violations not personnel, it doesn't fit into this title as well as other chapters. We may propose to recodify it to Title 10, Vehicles and Traffic, when we get to that title in our code update project.

2.24.010 Creation

Pursuant to RCW 3.30.090, there is hereby established a Traffic Violations Bureau for the City of Stanwood, Washington, to assist in processing traffic violations.

2.24.040 Appointment of clerk

The mayor must appoint a Traffic Violations Bureau clerk, approved by the Presiding Judge, who must perform all duties assigned to the Traffic Violations Bureau.

2.24.040 Operation

- (1) The Traffic Violations Bureau must operate consistent with RCW 3.30.090 and RCW Chapter 46.63, under the supervision of the Evergreen District Court to assist the court in processing traffic infractions.
- (2) The court is authorized to allow any and all traffic infractions issued by the City of Stanwood to be processed through the Traffic Violations Bureau. Any traffic infraction in the City of Stanwood is designated a traffic infraction that may be processed through the Traffic Violations Bureau.

- (3) The Traffic Violations Bureau must receive the posting of penalties for traffic infractions to the extent authorized by the Evergreen District Court. The Traffic Violations Bureau must issue a receipt acknowledging the posting to the alleged violator.
- (4) All penalties paid to the Traffic Violations Bureau must be placed in the city's General Fund.

Chapter 2.48 Public Services—Fees

i We expect to recodify these provisions in Title 3 as part of the next phase of the code update project. For now, we propose to leave it in place.

[No change.]

Title 4 Administration

i We propose this new title to logically segregate material about government administration into its own title, separate from the Personnel title and the Revenue and Finance title. Title 4 is “reserved” in the existing code.

Chapter 4.02 City Government Operations

i This is a new chapter containing existing Title 2 provisions.

4.02.010 City Hall office hours

i Existing SMC 2.08.070.

City Hall must be kept open for the transaction of business from 9:00 a.m. to 5:00 p.m., every business day, excepting Saturdays, Sundays, and legal holidays, and except as authorized by the mayor.

4.02.020 Holidays

i Existing SMC 2.08.375.

RCW 1.16.050 establishing the state holiday schedule is hereby adopted by reference as the legal holidays of the City of Stanwood.

4.02.040 Participation in the Public Employees’ Retirement System.

i This section is based on existing SMC 2.08.450 with statutory reference updated.

! I don't think this is strictly required, but there's probably no harm in keeping it.

The city authorizes and approves the membership and participation of its eligible employees in the Washington Public Employees’ Retirement System pursuant to RCW Chapter 41.40, and authorizes the expenditure of the necessary funds to cover its proportionate share for participation in the system.

Chapter 4.04 Contracts

i This is a new chapter to describe the City Council's delegation of contract authority to the mayor. Per RCW 35A.11.010, all contract authority is vested in the City Council until delegated. Note that Council could opt to continue its delegation of its authority via resolution; the only downside to that approach is ease of tracking that regulation, as resolutions are not codified. This chapter also integrates content from existing SMC Chapter 1.10 regarding Public Works Contracts.

4.04.010 Applicability

This chapter applies to all contracts between the City of Stanwood and any person or entity, and any amendments to such contracts.

4.04.020 Definitions

"Contract" means any agreement, written or spoken, between two or more parties that is intended to be enforceable by law, and includes, but is not limited to public works agreements, personal services agreements, employment contracts, grant agreements, agreements pursuant to the Interlocal Cooperation Act (RCW Chapter 39.34 RCW), and leases of real property where the City is either the lessor or the lessee.

4.04.030 Authority to contract

- (1) Per RCW 35A.11.010, the city's authority to contract, and be contracted with, is vested in the City Council.
- (2) The City Council has delegated by resolution some of its authority to contract to the mayor, and may amend or rescind that authority at any time.
- (3) All other contracts may only be authorized by the City Council.

4.04.040 Standards for contracts

i New section articulating best practices for contracts.

- (1) Contracts must be written in the name of the city of Stanwood and not any particular city official or department.
- (2) Contracts for services must include a detailed scope of work.
- (3) The City Attorney must develop form contracts to implement these requirements for the regular purchase of goods and services.

4.04.050 Review

! Please review to ensure these roles are correct.

All contracts must be reviewed by the following city staff members for consistency with the following criteria prior to approval:

- (1) The Finance Director must determine the contract is consistent with budget provisions and city finance policies and procedures.
- (2) The City Attorney must determine the contract is consistent with state, local, federal, and common law.

- (3) The department head responsible for the agreement must determine the contract is consistent with the department's budget, capital plan, and department objectives. If the contract is not consistent with one of the above, the department head must demonstrate the contract is necessary.
- (4) The department head must determine the contract is consistent with city procurement and contracting policies and procedures.

Chapter 4.06 Donations

i This chapter is a recodification of existing SMC Chapter 3.25, Acceptance of Donations, adopted by ordinance 1502 in 2022, unmodified except for consistency with the Style Guide. Note that "mayor or designee" was shortened to "mayor," because the new definition of "mayor" in proposed Chapter 1.04 includes the mayor's designee.

3.25.010 Delegation.

Consistent with RCW 35.21.100, which provides that the city council may accept donations of money or property by ordinance, this chapter delegates city council authority to the mayor to accept such donations in circumstances with minimal risk and long-term obligation and reserves the city council's authority in all other circumstances.

3.25.020 Definitions.

As used in this chapter, the term "donation" refers to any money or property, real or personal, donated, devised, or bequeathed, with or without restriction, to the city of Stanwood. As used in this chapter, the term "donation" does not refer to any money or property, real or personal, that may be reasonably classified as a grant.

3.25.030 Acceptance of donations.

(1) Limitation on Acceptance of Donations.

- (a) The city may accept and use donations only for purposes related to those powers granted to the city by law.
- (b) Any donation to the city that is accompanied with any contingency, term, or condition on the use by the city of such donation that is inconsistent with this chapter or contrary to law must be declined by the city.
- (c) The city may decline to accept any donation that is inconsistent with the policies, plans, goals, or any other ordinance of the city.

(2) Donation Thresholds.

- (a) Monetary Donations under \$5,000. The mayor is authorized to accept any monetary donation under \$5,000 to the city, and to carry out the terms or conditions of the donation if such terms and conditions are within the powers granted to the city by law and this chapter. If no terms or conditions are attached to the donation, or such terms or conditions cannot be fulfilled or performed by the city, the city may expend or use the same for any public purpose consistent with this chapter.
- (b) Monetary Donations of \$5,000 or Greater. Any monetary donation of \$5,000 or greater must be approved by the city council before acceptance. After approval by the city council, the mayor is authorized to accept such monetary donation to the city, and to carry out the terms or conditions of the donation if such terms and conditions are within the powers granted to the city by law and this chapter.

If no terms or conditions are attached to the donation, or such terms or conditions cannot be fulfilled or performed by the city, the city may expend or use the same for any public purpose consistent with this chapter.

- (c) Nonmonetary Donations Directly Supporting City Events or Community Activities. The mayor is authorized to accept nonmonetary donations that support specific city events and other community activities.
- (d) Other Nonmonetary Donations. The mayor must assess the utility to the city and value of nonmonetary donations offered to the city (other than in subsection (1)(c) of this section).
 - (i) If the estimated value of the donation is less than \$10,000, the mayor is authorized to accept such donations.
 - (ii) If the estimated value of the donation is \$10,000 or greater, the mayor is authorized to accept such nonmonetary donation upon approval by the city council.

3.25.040 Procedure for acceptance of donation

All donations must be offered in writing to the city and directed to the mayor. If a donation is not approved or accepted by the city, such donation must be immediately returned to the private citizen, business group, or private organization attempting to make such donation in a manner that properly documents the return of such donation by the city.

3.25.050 Funds and accounting.

The finance director is directed to establish accounting procedures as may be necessary to carry out the terms of this chapter, in accordance with all applicable laws of the state of Washington and requirements of the office of the State Auditor.

Chapter 4.08 Defense and Indemnification of City Officers, Employees, and Volunteers

i This is a new chapter with new content based on common code chapters on this topic, including MVMC Chapter 2.78 and MMC Chapter 2.26 (Mukilteo). This chapter describes the circumstances under which the City will provide legal representation to defend a lawsuit filed against a city official from their conduct in the scope of their work for the city

4.08.010 Definitions.

Unless the context indicates otherwise, the words and phrases used in this chapter have the following meanings:

“Employee” means any person who is or has been employed by the city.

“Official” means any person who is serving or has served as an elected city official, and any person who is serving or has served as an appointed member of any city board, commission, committee, or other appointed position with the city.

4.08.020 Legal representation.

- (1) As a condition of service or employment the city must provide to an official or employee, subject to the conditions and requirements of this chapter, and notwithstanding the fact that such official or employee may have concluded service or employment with the city, such legal representations as may be reasonably necessary to defend a claim or law suit filed against such official or employee including coroner’s inquests

for police officers resulting from any conduct, act or omission of such official or employee performed or omitted on behalf of the city in their capacity as a city official or employee, which act or omission is within the scope of their service or employment with the city. This chapter is subject to repeal or modification at the sole discretion of the city, unless such discretion is limited with respect to any employee or class of employees due to collective bargaining obligations.

- (2) The legal services must be provided by the office of the city attorney unless:
 - (a) Any provision of an applicable policy of insurance provides otherwise; or
 - (b) A conflict of interest or ethical bar exists with respect to said representation.
- (3) In the event that outside counsel is retained under subsection (2)(b) of this section, the city must indemnify the employee the reasonable costs of defense provided that in no event may the officer or employee be indemnified for attorneys' fees in excess of the hourly rates established by the city's contract with its city attorney. The officer or employee is liable for all hourly changes in excess of the rate.

4.08.030 Exclusions.

- (1) Protection must not be offered under this chapter by the city to:
 - (a) Any dishonest, fraudulent, criminal, willful, intentional or malicious act or course of conduct of an official or employee;
 - (b) Any act or course of conduct of an official or employee which is not performed on behalf of the city;
 - (c) Any act or course of conduct which is outside the scope of an official's or employee's service or employment with the city; and/or
 - (d) Any lawsuit or administrative action brought against an official or employee by or on behalf of the city. Nothing herein may be construed to waive or impair the right of the city council to institute suit or counterclaim against any official or employee nor to limit its ability to discipline or terminate an employee.
- (2) The provisions of this chapter have no force or effect with respect to any accident, occurrence, or circumstance for which the city or the official or employee is insured against loss or damages under the terms of any valid insurance policy, provided that this chapter provides protection, subject to its terms and limitations, above any loss limit of such policy. The provisions of this chapter are intended to be secondary to any contract or policy of insurance owned by or applicable to any official or employee. The city has the right to require an employee to utilize any such policy protection prior to requesting the protection afforded by this chapter.

4.08.040 Determination of exclusion.

The determination of whether an official or employee may be afforded a defense by the city under the terms of this chapter may be finally determined by the city council on the recommendation of the mayor. The decision of the city council is final as a legislative determination of the city. Nothing herein precludes the city from undertaking an officer or employee's defense under a reservation of rights.

4.08.050 Representation and payment of claims—Conditions.

The provisions of this chapter apply only when the following conditions are met:

- (1) In the event of any incident or course of conduct potentially giving rise to a claim for damage, or the commencement of a suit, the official or employee involved may, as soon as practicable, give the city attorney written notice thereof, identifying the official or employee involved, all information known to the official or employee involved, all information known to official or employee with respect to the date, time, place and circumstances surrounding the incident or conduct giving rise to the claim or law suit, as well as

the names and addresses of all persons allegedly injured or otherwise damaged thereby, and the names and addresses of all witnesses.

- (2) Upon receipt thereof, the official or employee must forthwith deliver any claim, demand, notice or summons or other process relating to any such incident or conduct to the city attorney, and must cooperate with the city attorney or an attorney designated by the city attorney, and, upon request, assist in making settlement of any suit and enforcing any claim for any right of subrogation against any persons or organizations that may be liable to the city because of any damage or claim of loss arising from said incident or course of conduct, including but not limited to rights of recovery for costs and attorneys' fees arising out of state or federal statute upon a determination that the suit brought is frivolous in nature.
- (3) Such official or employee must attend interviews, depositions, hearings, and trials and must assist in securing and giving evidence and obtaining attendance of witnesses all without any additional compensation to the official or employee and, in the event that an employee has left the employ of the city, no fee or compensation may be provided; and
- (4) Such official or employee may not accept nor voluntarily make any payment, assume any obligation, or incur any expense relating to said claim or suit, other than for first aid to others at the time of any incident or course of conduct giving rise to any such claim, loss, or damage.

4.08.060 Effect of compliance with conditions.

If legal representation of an official or employee is undertaken by the city attorney, all the conditions of representation are met, and a judgment is entered against the official or employee, or a settlement made, the city must pay such judgment or settlement, provided, that the city may, at its discretion appeal as necessary such judgment.

4.08.070 Failure to comply with conditions.

If any official or employee fails or refuses to comply with any of the conditions of SMC 4.08.050, or elects to provide his/her own representation with respect to any such claim or litigation, then all of the provisions of this chapter are inapplicable, and have no force or effect with respect to any such claim or litigation.

4.08.080 Reimbursement of incurred expenses.

- (1) If the city determines that an official or employee does not come within the provisions of this chapter, and a court of competent jurisdiction later determines that such claim does come within the provisions of this chapter, then the city must pay any judgment rendered against the official or employee and reasonable attorneys' fees incurred in defending against the claim. The city must pay any attorneys' fees incurred in obtaining the determination that such claim is covered by the provisions of this chapter.
- (2) If the city determines that a claim against a city official or employee does come within the provisions of this chapter, and a court of competent jurisdiction later finds that such claim does not come within the provisions of this chapter, then the city must be reimbursed for costs or expenses incurred in obtaining the determination that such claim is not covered by the provisions of this chapter.

4.08.090 Conflict with provisions of insurance policies.

Nothing contained in this chapter may be construed to modify or amend any provision of any policy of insurance where any city official or employee thereof is the named insured. In the event of any conflict between this chapter and the provisions of any such policy of insurance, the policy provisions are controlling; provided, however, that nothing contained in this section may be deemed to limit or restrict any employee's or official's right to full coverage pursuant to this chapter, it being the intent of this chapter and section to provide the coverage detailed in this chapter outside and beyond insurance policies which may be in effect, while not compromising the terms and conditions of such policies by any conflicting provision contained in this chapter.

4.08.100 Pending claims.

The provisions of this chapter apply to any pending claim or lawsuit against an official or employee, or any such claim or lawsuit hereafter filed, irrespective of the date of the events or circumstances which are the basis of such claim or lawsuit.

Chapter 4.10 Public Notices

i This is based on existing code chapter 1.08. Existing SMC 1.08.035 setting a 7-day advance period for notice of a public hearing has been deleted, as it conflicts with greater time periods for development permit applications required by statute. Existing SMC 4.08.050 regarding notices for calls of bids is deleted, as it is more appropriate in a purchasing policy.

! Do you use both newspapers? I'm not sure how having two newspapers, where you can publish in either, fulfils the expectation of the statute, which seems to contemplate a single newspaper.

4.10.010 Official newspaper designated.

Per RCW 35A.21.230, the Stanwood/Camano News is designated as the official newspaper of the city. All ordinances and notices published for the period and in the manner provided by law constitute due and legal notice.

4.10.020 Requirement to publish ordinances.

i Based on existing SMC 1.08.020, retitled. Reference to clerk/treasurer changed to city clerk.

Every ordinance passed by the city council must be published once in the official newspaper of the city by summary or in its entirety. If the ordinance is published by summary, a statement must be included that the City will mail the full text of the ordinance upon request and will be available in the city clerk's office for inspection.

4.10.030 Costs of publication.

i Based on existing SMC 1.08.025.

When publication of an official notice is required as a result of action initiated by a private party (including, but not limited to, a permit application), that party must pay the costs of publication.

Chapter 4.12 Emergency Management

i This is a recodification of existing SMC 2.80, with several modifications as described below.

4.12.020 Definitions

i This section is based on the latter half of existing SMC 2.80.010.

For the purposes of this chapter:

“Civil emergency” means any natural or human-caused disaster, including fire, flood, storm, explosion, chemical or biological hazard, earthquake, volcanic disturbance or other human or natural cause.

“Disaster” means the actual or threatened existence of conditions that place life, property or the environment in danger and potentially impact the provision of essential city services requiring an immediate response to protect life or property.

4.12.040 Proclamation of civil emergency

 This chapter is arguably about how to operate in an emergency, but also has a substantial personnel component, although it mainly designates existing officials to various roles. This chapter could go into Title 2, but on balance I still recommend Title 4.

 Is this chapter working well? It was adopted in 2010 and hasn't been modified since. It does not appear to be consistent with the Incident Command System structure. Is it consistent with the City's Emergency Operations Plan?

 This section is based on existing SMC 2.80.010.

- (1) Whenever a civil emergency, or the imminent threat thereof, occurs in the city and results in or threatens to result in the death or injury of persons or the destruction of or damage to property to such extent as to require, in the judgment of the mayor, extraordinary measures to protect the public peace, safety and welfare, the mayor must forthwith proclaim in writing the existence of a civil emergency.
- (2) In the absence of the mayor, such a civil emergency may be declared by the mayor pro tem, and in the absence of the mayor pro tem, by the city administrator.

4.12.060 Emergency management organization—Created

 This section is based on existing SMC 2.80.020.

Pursuant to Chapter 38.52 RCW, there is created in the city an emergency management organization for the purpose of performing local emergency management functions.

4.12.080 Emergency management organization—Powers

 This section is based on existing SMC 2.80.030.

- (1) The emergency management organization must operate under the policy guidance of the most current approved Stanwood comprehensive emergency management plan.
- (2) The emergency management organization has all powers granted under Chapters 35A.33 and 38.52 RCW as now or hereafter amended and as may otherwise be provided by law.

4.12.100 Emergency management officials – Roles and responsibilities

 This section is based on existing SMC 2.80.040.

The primary city emergency services officials are as follows:

(1) Director of Emergency Services.

- (a) The mayor or designee serves as the director of emergency services.

- (b) The director is directly responsible for the organization, administration, and operation of the emergency management organization.
- (c) The director has the authority to approve the emergency operations plan and any amendments to it.

(2) Emergency Operations Manager.

Who do we want to serve in this position?

- (a) The fire chief or designee serves as the emergency operations manager and may be an outside contracted position.
- (b) At the direction of the director of emergency services, this role could also be filled by the police chief and could also be an outside contracted position.
- (c) In a declared emergency, the emergency operations manager must manage the emergency operations center (EOC) and has the authority to direct all human or material resources within the city to combat the effects of a threatened or any actual emergency as well as the authority to request assistance from other governmental entities.

(3) Emergency Management Coordinator.

- (a) The emergency management coordinator must be appointed by the emergency operations manager in consultation with the director of emergency services, and may be an outside contracted position.
- (b) The emergency management coordinator must coordinate development, implementation, and maintenance of the comprehensive emergency management plan.
- (c) As part of this planning process, the emergency management coordinator must:
 - (i) coordinate with outside agencies and organizations involved in emergency planning;
 - (ii) provide for public education and information;
 - (iii) perform duties as assigned in the EOC, when activated; and
 - (iv) perform such other functions as the emergency operations manager may designate.

4.12.120 Emergency management response team

i This section is based on existing SMC 2.80.050.

- (1) There is created an emergency management response team to:
 - (a) oversee and provide policy recommendations to the mayor and city council during emergency and recovery periods;
 - (b) be responsible for development and maintenance of the emergency operations plan; and
 - (c) support emergency response operations.
- (2) The emergency management response team consists of the following members:
 - (a) director of emergency services, who must serve as the chairperson;
 - (b) emergency operations manager;
 - (c) Emergency management coordinator;
 - (d) All city department heads;

- (e) Any other persons appointed by the director of emergency services, including but not limited to other city personnel assigned emergency responsibilities, consultants, representatives from emergency support agencies such as the Red Cross, and representatives from neighboring governments and agencies.

Chapter 4.14 Ethics

i This is a new chapter prescribing standard ethics, acceptance of gifts, and conflict of interest rules for city elected officials, city officers, department heads, other staff, and members of city boards and commissions.

4.14.010 Applicability

This chapter applies to:

- (1) all city elected officials, including the mayor and city councilmembers;
- (2) all city officers and department heads listed in SMC Chapter 2.08;
- (3) all city employees;
- (4) all members of city boards, commission, and committees.

4.14.020 Definitions

- (1) "Official" means any person to whom this chapter applies.
- (2) "Relative" means spouse or domestic partner, child, step-child, parent, step-parent, parent-in-law, grandparent, grandchild, sibling, aunt, uncle, niece, nephew, son- or daughter-in-law, brother- or sister-in-law.

4.14.030 Ethical standards

i This section is based on [Kirkland Municipal Code 3.14.050](#).

! As this chapter is currently written, these are general expectations, but one cannot be disciplined or removed for violation of this section.

- (1) Compliance with Other Laws. Officials must comply with federal, state, and city laws in the performance of their public duties. These laws include, but are not limited to: the United States and Washington Constitutions; laws pertaining to conflicts of interest, election campaigns, financial disclosures and open processes of government; and city ordinances and policies.
 - (a) As required by RCW [42.17.750](#), no official may knowingly solicit or encourage, directly or indirectly, any political contribution from any city employee.
 - (b) Except under limited circumstances described in RCW [42.17.130](#), no official may use or authorize the use of the facilities of the city for the purpose of assisting a campaign for the election of any person to any office, or for the promotion of or opposition to any ballot proposition in a manner not available to the general public on the same terms.
- (2) Personal Integrity.
 - (a) The professional and personal conduct of officials must be above reproach and avoid even the appearance of impropriety.

- (b) Officials must refrain from abusive conduct, threats of official action, personal accusations or verbal attacks upon the character or motives of other members of council, boards and commissions, the staff or public.
 - (c) Officials must be truthful and honest and not compromise themselves for advancement, honor, or personal gain.
 - (d) Officials must not directly or indirectly induce, encourage, or aid anyone to violate these standards and it is incumbent upon officials to make a good faith effort to address apparent violations of this code of ethics.
- (3) Working for the Common Good. Recognizing that stewardship of the public interest must be their primary concern, officials will work for the common good of the people of the city and not for any private or personal interest, and they will ensure fair and equal treatment of all persons, claims and transactions coming before the city council, boards and commissions. Officials need to be mindful that making special requests of staff—even when the response does not benefit the official personally—puts staff in an awkward position.
- (4) Respect for Process. Officials must perform their duties in accordance with the processes and rules of order established by the city council and board and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the city council by city staff.
- (5) Commitment to Transparency. Transparency, openness, and accountability are fundamental values of the city—and are also required by the laws of the state of Washington. The public has a right to inspect and copy public records unless exempt by law from disclosure. All materials relating to the conduct of city government that are prepared, possessed, used or retained by any official, including email and other electronic records, are subject to requirements for retention, protection, and disclosure. Officials may assume that all copies of materials received from city staff have already been archived and do not need to be retained. Officials must not discard, damage, or destroy the original copy of any public record unless directed by the city public records officer (the city clerk), who has responsibility to ensure that the city complies with the record retention schedules established under Chapter [40.14](#) RCW. Officials must promptly provide any records requested by the public records officer in response to a disclosure request under the Public Records Act, Chapter [42.56](#) RCW. It is the responsibility of the public records officer, together with the city attorney, to decide which records meet the definition of “public record” and whether or not they are exempt from disclosure; officials must not take it upon themselves to decide whether a record meets the definition of a public record, that a record is exempt from disclosure, or to otherwise conceal a record.
- (6) Conduct of Public Meetings. Officials must prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. Officials must refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.
- (7) Decisions Based on Merit. Officials must base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
- (8) Ex Parte Communications. In quasi-judicial matters, officials must publicly disclose substantive information that is relevant to a matter under consideration by the council or boards and commissions, which they may have received from sources outside of the public decision-making process.
- (9) Attendance. As provided in RCW [35A.12.060](#), a councilmember forfeits his or her office by failing to attend three consecutive regular meetings of the council without being excused by the council. Unless excused, members of boards and commissions are expected to attend all meetings.
- (10) Nepotism. Officials must not appoint relatives to boards or commissions or other appointed positions.

(11) Advocacy. When acting in an official capacity as a city official representing the city, officials must represent the official policies or positions of the city council, board, or commission to the best of their ability when the city council, board or commission has taken a position or given an instruction. When presenting their individual opinions and positions, members must explicitly state they do not represent their body or the city, nor will they allow the inference that they do.

(12) Policy Role of Officials. Officials must respect and adhere to the mayor-council structure of city government as described by Chapter 35A.12 RCW. In this structure, the city council determines the policies of the city with the advice, information and analysis provided by the public, boards and commissions, and city staff; the mayor and staff administer that policy.

4.14.040 Elected Officials

 As this chapter is currently written, an elected cannot be disciplined or removed for violation of this section under this chapter. The State PDC may enforce its rules.

Any elected official to whom this chapter applies must comply with Public Disclosure Commission rules and regulations, including the obligation to annually file an F-1 Personal Financial Affairs Statement.

4.14.050 Prohibited conduct.

 This section is based on [Kirkland Municipal Code 3.14.030](#).

 As this chapter is currently written, you can be disciplined or removed for violations of this section but not .030-040.

(1) Conflicts of Interest.

(a) In order to ensure their independence and impartiality on behalf of the common good, officials must not participate in government decisions in which any of the following has a financial interest:

- (i) the official;
- (ii) a relative;
- (iii) an individual with whom the official resides; or
- (iv) an entity that the official serves as an officer, director, trustee, partner, or employee.

(b) Officials must abstain from participating in deliberations and decision-making where conflicts exist. This section does not apply

- (i) to decisions regarding taxes or fees;
- (ii) if the financial interest is shared with more than ten percent of the city's population; or
- (iii) if the financial interest exists solely because of the official's ownership of less than one percent of the outstanding shares of a publicly traded corporation.

(2) Appearance of Conflict. If it could appear to a reasonable person, having knowledge of the relevant circumstances, that the official's judgment is impaired because of either (a) a personal or business relationship not covered under the foregoing subsection, or (b) a transaction or activity engaged in by the official, the official must make a public, written disclosure of the facts giving rise to the appearance of a conflict before participating in the matter.

- (3) Misuse of Public Position or Resources. Except for infrequent use at little or no cost to the city, officials must not use public resources that are not available to the public in general, such as city staff time, equipment, supplies or facilities, for other than a city purpose.
- (4) Representation of Third Parties. Except in the course of official duties, officials must not appear on behalf of the financial interests of third parties before the bodies on which the officials serve or in interaction with assigned staff. However, the members of the city council must not appear on behalf of the financial interest of third parties before the council or any board, commission or proceeding of the city, or in interaction with staff.
- (5) Solicitations of Charitable Contributions. No official may make direct personal solicitations for charitable contributions from city employees.
- (6) Confidential Information. Officials must not disclose or use any confidential information gained by reason of their official position for other than a city purpose. "Confidential information" means (1) specific information, rather than generalized knowledge, that is not available to a person who files a public records request, and (2) information made confidential by law.

i The following is based on Kirkland Municipal Code [3.80.140](#).

- (7) Gifts and Favors.
 - (a) Officials must not take any special advantage of services or opportunities for personal gain, by virtue of their public office, which are not available to the public in general. They may not solicit or receive any thing of monetary value from any person or entity where the thing of monetary value has been solicited, or received or given or, to a reasonable person, would appear to have been solicited, received or given with intent to give or obtain special consideration or influence as to any action by the official in his or her official capacity. Nothing in this section prohibits campaign contributions which are solicited or received and reported in accordance with applicable law.
 - (b) No official may accept gifts, other than those specified in paragraph (e) below, with an aggregate value in excess of \$50 from a single source in a calendar year or a single gift from multiple sources with a value in excess of \$50 in accordance with RCW [42.52.150](#)(1). If the \$50 limit in RCW [42.52.150](#)(1) is amended, this section must be deemed to reflect the amended amount.
 - (c) For purposes of this section, "single source" means any person, corporation, or entity, whether acting directly or through any agent or other intermediary, and "single gift" includes any event, item, or group of items used in conjunction with each other or any trip including transportation, lodging, and attendant costs, not excluded from the definition of gift under Section [3.80.030](#)(16).
 - (d) The value of gifts given to an official's family member or guest must be attributed to the official for the purpose of determining whether the limit has been exceeded, unless an independent business, family, or social relationship exists between the donor and the family member or guest.
 - (e) The following items are presumed not to influence the vote, action, or judgment of the official, or be considered as part of a reward for action or inaction, and may be accepted without regard to the limit established by paragraph (a) of this subsection:
 - (i) Unsolicited flowers, plants, and floral arrangements;
 - (ii) Unsolicited advertising or promotional items of nominal value, such as pens and note pads;
 - (iii) Unsolicited tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;

- (iv) Unsolicited items received by a city officer or city employee for the purpose of evaluation or review, if the officer or employee has no personal beneficial interest in the eventual use or acquisition of the item;
 - (v) Informational material, publications, or subscriptions related to the recipient's performance of official duties;
 - (vi) Food and beverages consumed at hosted receptions where attendance is related to the city officer's or city employee's official duties;
 - (vii) Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental, or community organization;
 - (viii) Unsolicited gifts from dignitaries from another state or a foreign country which are intended to be personal in nature; and
 - (ix) Food and beverages on infrequent occasions in the ordinary course of meals where attendance by the officer or employee is related to the performance of official duties.
- (f) The presumption in paragraph (e) of this subsection is rebuttable and may be overcome based on the circumstances surrounding the giving and acceptance of the item.

4.14.060 Ethics official

- (1) The City Council may contract with one or more law firms experienced with ethical matters to provide advice and adjudicate complaints as provided by this chapter.
- (2) A law firm chosen to provide ethics advice under this chapter may not be affiliated with any city elected official, city officer, or department head.

4.14.070 Advisory opinions

i This section is based on [Kirkland Municipal Code 3.14.070](#).

- (1) Upon request of any city elected official, city officer, or department head, the ethics official must render written advisory opinions concerning the applicability of this chapter to either hypothetical circumstances, policies or situations of citywide interest, or circumstances solely related to the person making the request.
- (2) All advisory opinions issued by the ethics official must be maintained for public view on the city's website.
- (3) The ethics official may reconsider the questions and issues raised in an advisory opinion and, where the public interest requires, rescind, modify, or terminate the opinion, but a modified or terminated advisory opinion will not form the basis of a retroactive enforcement action against the original requestor.
- (4) The ethics official will endeavor to respond to requests for advisory opinions within 45 days of submission of the request, or more rapidly if the requester expresses urgency in the request.
- (5) The ethics official may not render opinions on matters that are the purview of other government agencies or officials, e.g., the public disclosure commission.
- (6) A person's conduct based in reasonable reliance on an advisory opinion rendered by the ethics official may not be found to violate this code of ethics, as long as all material facts have been fully, completely, accurately presented in a written request for an advisory opinion, the ethics official issues an advisory opinion that the described conduct would not violate the code of ethics, and the person's conduct is consistent with the advisory opinion.

4.14.080 Complaints—Filing—Contents

- (1) Any person may file a complaint with the City Clerk against a specific person covered by this chapter.
- (2) The complaint must:
 - (a) allege a violation of SMC 4.14.050 that occurred within the past two years and after the adoption of this chapter;
 - (b) set forth specific facts with enough precision and detail for the ethics official to make a determination of sufficiency; and
 - (c) be signed under penalty of perjury by the person submitting it in a manner consistent with Chapter [9A.72](#) RCW.
- (3) The City Clerk must transmit the complaint to the ethics official.

4.14.090 Complaints—Initial review

 Note this receiving and handling complaints could get expensive for the City, requiring hiring a separate ethics official and tasking the hearing examiner with additional matters.

- (1) The ethics official must review the complaint and make a determination as the sufficiency of the complaint within 30 days of the city's receipt of the complaint.
- (2) The ethics official must dismiss the complaint if the ethics official determines that the complaint is not sufficient. A complaint is sufficient if the allegations, if established, would violate SMC ____.
- (3) If the complaint is sufficient, the ethics official must dismiss the complaint if the ethics official determines that:
 - (a) the violation was inadvertent or minor; or
 - (b) that a violation occurred, but actions have been taken to fully address the unethical conduct.
- (4) In all other circumstances, the ethics official must conduct an investigation per SMC ____.
- (5) Within seven days of the ethics official making a decision under this section, the city clerk must send notice to the person who made the complaint and the person complained against.
- (6) The ethics official's determination under this section is not reviewable.

Commented [RW4]: correct

4.14.100 Complaints—Hearing.

- (1) Upon report of sufficiency from the ethics official, the city clerk must schedule a public hearing to determine if a violation has occurred. Notice must be provided at least thirty days prior to the date of the hearing.
- (2) Conduct of Hearings.
 - (a) The hearing examiner must conduct an informal hearing that affords the person complained against afforded the opportunity the right to file a written answer to the charge and to appear at the hearing with or without legal counsel, submit testimony, be fully heard, and to examine and cross examine witnesses.
 - (b) The hearing examiner is not bound by the strict rules of evidence prevailing in courts of law or equity. The hearing examiner may call witnesses on his or her own motion and compel the production of books, records, papers, or other evidence as needed. To that end, the hearing examiner may issue subpoenas and subpoenas duces tecum. All testimony must be under oath administered by the hearing examiner. The hearing examiner may adjourn the hearing from time to time to allow for the orderly presentation of evidence. The hearing examiner must prepare an official record of the hearing, including all

testimony, which must be recorded by mechanical device, and exhibits. The hearing examiner is not required to transcribe such records unless presented with a request accompanied by payment of the cost of transcription.

- (3) Within 30 days after the conclusion of the hearing, the hearing examiner must, based upon a preponderance of the evidence, make and fully record in his or her permanent records, findings of fact, conclusions of law, and his or her recommended disposition. A copy of the findings, conclusions, and recommended disposition must be sent to the person who made the complaint and to the person complained against. Additional copies of the findings, conclusions, and recommendations must be forwarded to the ethics official.

4.14.110 Stipulated settlement.

At any time after a complaint has been filed with the ethics official, the ethics official may propose that the city council enter into a stipulation with the person complained against. The recommended stipulation must include the nature of the complaint, relevant facts, the reasons the ethics official thinks a stipulation is appropriate, an admission of the violation by the person complained against, a promise by the person complained against not to repeat the violation, and if appropriate, a recommended remedy or penalty. The recommended stipulation must be sent to the person who made the complaint and the person complained against and forwarded to the city council for action. Approval by the city council will resolve the complaint and any violation.

4.14.120 Punishment of violation.

- (1) If the hearing examiner determines a violation has been committed, the ethics official must transmit a written statement of the circumstances and findings as follows:
 - (a) For a violation caused by an elected official, to the city council and mayor;
 - (b) For a violation caused by a city officer or department head, to the city council and mayor;
 - (c) For a violation caused by any other employee, to the mayor;
 - (d) For a violation caused by a member of a city board, commission, or committee, to the city council and mayor.
- (2) The mayor or city council, or both, may take one or more of the following actions against the person who committed the violation.

i The following is based on [Kirkland Municipal Code 3.14.080](#) and [Concrete Municipal Code 2.56.060](#).

- (a) Dismissal of the complaint without penalties.
- (b) Referral of the complaint to another agency with jurisdiction over the violation, such as the Public Disclosure Commission. Final action on the complaint may be stayed pending resolution of the matter by the agency to which it was referred.
- (c) Admonition: a verbal nonpublic statement made by the mayor to the violator.
- (d) Reprimand: a formal letter to the violator, signed by the mayor.
- (e) Censure: a written statement read personally to the violator by the city council in a public meeting. The violator must be instructed to appear at a time and place directed by the city council to receive the censure. Notice must be given at least 10 days before the scheduled appearance at which time a copy of the proposed censure must be provided to the individual. Within five days of receipt of the notice, the individual may file a request for review of the content of the censure. The city council must review the proposed censure in light of the request for review, and may take whatever action appears appropriate under the circumstances. If no such request is received, the censure must be administered at the time and place set. The violator may not be afforded the opportunity to make any statement about the

censure. A censure is deemed administered at the time it is scheduled whether or not the individual appears as required. This is the highest form of disapproval available under this chapter for an elected official who has violated the code.

- (f) Removal. In the event the individual against whom the complaint has been filed is a member of a city board, commission, or committee appointed by the mayor with the approval of the city council, the city council may, by a majority vote, remove the individual from such board, commission, or committee.

4.14.130 Protection Against Retaliation

No official may take or threaten to take, directly or indirectly, official or personal action, including but not limited to discharge, discipline, personal attack, harassment, intimidation, or change in job, salary, or responsibilities, against any person because that person files a complaint under this chapter.

Exhibit B

New Goal and Policy Matrix

Stanwood 2015 Goals and Policy Number	Stanwood 2015 Goals and Policies	Are there Policy Gaps or Recommended Changes?	Vision 2050 Policy Number	Vision 2050 Policy	Associated Snohomish Countywide Planning Policy	LDC Notes	Blueline Recommended Goal or Policy Change
NA	New Policy Needed	Policy Gap	MPP-Ec-8	Encourage the private, public, and nonprofit sectors to incorporate environmental and social responsibility into their practices.	ED-5 ➤ <u>Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.</u>	City should add policy language that supports a focus on living wage jobs.	DRAFT POLICY: Develop a new planned industrial zone that support a variety of light industrial and professional offices uses that encourage living wage jobs.
NA	New Policy Needed	Policy Gap	MPP-Ec-8	Encourage the private, public, and nonprofit sectors to incorporate environmental and social responsibility into their practices.	ED-6 ➤ <u>As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.</u>	City should add language to one or more policies to focus economic development efforts on those with low and very low access to opportunity.	DRAFT POLICY: Work with underrepresented groups within the city to develop supportive programs that encourage small business development.
NA	New Policy Needed	Policy Gap	MPP-Ec-12	<u>Identify potential physical, economic, and cultural displacement of existing businesses that may result from redevelopment and market pressure. Use a range of strategies to mitigate displacement impacts to the extent feasible.</u>	ED-18 ➤ <u>Jurisdictions should identify the potential for physical, economic, and cultural displacement of existing locally owned, small businesses as a result of development or redevelopment and market pressure. Jurisdictions should consider a range of mitigation strategies to mitigate the impacts of displacement to the extent feasible.</u>	The city should add one or more policies addressing displacement risk for locally owned, small businesses as well as marginalized residents and businesses.	DRAFT POLICY: Conduct a business equity analysis to understand historic reasons for displacement and closure of local businesses.
NA	New Policy Needed	Policy Gap	MPP-Ec-12	<u>Identify potential physical, economic, and cultural displacement of existing businesses that may result from redevelopment and</u>	DP-39 <u>The County and cities should include measures in comprehensive plans, subarea</u>	The city should add one or more policies addressing displacement risk for locally owned, small businesses as well as marginalized residents and businesses.	DRAFT POLICY: Develop a business equity strategy to develop policies that address small business and marginalized community displacement.

				market pressure. Use a range of strategies to mitigate displacement impacts to the extent feasible.	plans, and development regulations that are intended to reduce and mitigate the impacts of displacement on marginalized residents and businesses as a result of development and redevelopment, particularly in regional, countywide, and other urban centers.		
NA	New Policy Needed	Policy Gap	MPP-Ec-13	Promote equity and access to opportunity in economic development policies and programs. Expand employment opportunity to improve the region's shared economic future.	ED-6 ➤ <u>As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.</u>	City should add language to one or more policies to focus economic development efforts on those with low and very low access to opportunity.	DRAFT POLICY: Develop a business equity strategy to develop policies that address small business and marginalized community displacement.
NA	New Policy Needed	Policy Gap	MPP-Ec-14	<u>Foster appropriate and targeted economic growth in areas with low and very low access to opportunity to improve access to opportunity for current and future residents of these areas.</u>	ED-5 <u>Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.</u>	City should consider adding one or more economic development policies that focus specifically on those who have had historically low or very low access to opportunity.	DRAFT POLICY: Develop a new planned industrial zone that support a variety of light industrial and professional offices uses that encourage living wage jobs.
NA	New Policy Needed	Policy Gap	MPP-Ec-20	Sustain and enhance arts and cultural institutions to foster an active and vibrant community life in every part of the region.	DP- ((34)) 37 The County and cities are encouraged to protect and preserve historical, cultural and archaeological resources in a manner consistent with state law and local policies and in collaboration with state agencies and tribes. <u>The County and cities should consider the potential impacts of development to culturally significant sites and tribal treaty fishing, hunting, and gathering grounds and should work with tribes to protect Tribal Reservation lands from encroachment by incompatible land uses and development both within reservation boundaries and on adjacent land.</u>	The city should consider adding one or more policies related especially to tribal treaty fishing, hunting, and gathering grounds considering the city's location and adjacency to the Tulalip tribe	DRAFT POLICY: Collaborate with nearby tribes to identify culturally significant sites (fishing, hunting, gathering grounds, etc.) that should be preserved and celebrated.

Exhibit C

Existing Goal and Policy Matrix

Stanwood 2015 Goals and Policy Number	Stanwood 2015 Goals and Policies	Are there Policy Gaps or Recommended Changes?	Vision 2050 Policy Number	Vision 2050 Policy	Associated Snohomish Countywide Planning Policy	LDC Notes	Blueline Recommended Goal or Policy Change
EDG-1	Promote economic vitality defined as a lively growth-oriented business climate that supports a wide range of private and public investments resulting in development and business activity that diversifies the City's tax base and provides both employment and consumer shopping opportunities for city and unincorporated area residents.						No change to this goal.
EDP-1-1	Develop a toolkit of incentives such as property tax exemptions density bonuses or public private partnerships to attract desired uses such as mixed use development or retail businesses that would not be viable based on current market conditions, but would contribute to the economic vitality of the city.						No change to this policy.
EDP-1-2	Develop incentives for property owners to improve deteriorating facades, signage and the general outside appearance of buildings.	Partial Gap	MPP-Ec-15	Support and recognize the contributions of the region's culturally and ethnically diverse communities <u>and Native Tribes, including in helping the region</u> continue to expand its international economy.	DP- ((34)) 37 ➤ The County and cities are encouraged to protect and preserve historical, cultural and archaeological resources in a manner consistent with state law and local policies and in collaboration with state agencies <u>and tribes. The County and cities should consider the potential impacts of development to culturally significant sites and tribal treaty fishing, hunting, and gathering grounds and should work with tribes to protect</u>	The city should consider adding one or more policies related especially to tribal treaty fishing, hunting, and gathering grounds considering the city's location and adjacency to tribal lands.	New policy adopted, see EDP-2.8. Collaborate with nearby tribes to identify culturally significant sites (fishing, hunting, gathering grounds, etc.) that should be preserved and celebrated.

					<u>Tribal Reservation lands from encroachment by incompatible land uses and development both within reservation boundaries and on adjacent land.</u>		
		Partial Gap	MPP-Ec-17	Utilize urban design strategies and approaches to ensure that changes to the built environment preserve and enhance the region's unique attributes and each community's distinctive identity in recognition of the economic value of sense of place. Preserve and enhance the region's unique attributes and each community's distinctive identity and design as economic assets as the region grows.	DP- ((34)) 37 The County and cities are encouraged to protect and preserve historical, cultural and archaeological resources in a manner consistent with state law and local policies and in collaboration with state agencies and tribes. The County and cities should consider the potential impacts of development to culturally significant sites and tribal treaty fishing, hunting, and gathering grounds and should work with tribes to protect Tribal Reservation lands from encroachment by incompatible land uses and development both within reservation boundaries and on adjacent land.	The city should consider adding one or more policies related especially to tribal treaty fishing, hunting, and gathering grounds considering the city's location and adjacency to the Tulalip tribe	See new policy 1-5. Determine methods of incorporating other historic community identities, such as BIPOC communities, into the design and economic assets of Stanwood.
EDP-1-3	Develop marketing tools to advertise recent design improvements and investments in the Downtown and Uptown Centers.						No change to this policy.
EDG-2	Develop strong community partners						No change to this policy.
EDP-2-1	Encourage civic organizations to sponsor and promote public improvement programs.						No change to this policy.
EDP-2-2	Assist in the promotion of community events.						No change to this policy.
EDP-2-3	Support participation in the Stanwood Chamber of Commerce and work with the Chamber to promote the City.						No change to this policy.
EDP-2-4	Encourage cooperative downtown improvement planning and						No change to this policy.

	implementation efforts between the City and private partners and other business organizations.						
EDP-2-5	Coordinate with universities, community colleges, the local Workforce Investment Board, private firms, and other community stakeholders to align research, workforce development, and resources to support targeted industry sectors.						No change to this policy.
EDP-2-6	Support expansion of higher education programs to address the educational and training needs of the local workforce.						No change to this policy.
EDP-2-7	Collaborate with private, non-profit, and regional organizations to increase access to and participation in the arts.						No change to this policy.
EDG-3	Promote a strong, diversified and sustainable local and regional economy, preserving or enhancing the quality of life in the community.	Partial Gap	MPP-Ec-8	Encourage the private, public, and nonprofit sectors to incorporate environmental and social responsibility into their practices.	DP-38 <u>The County and cities should reduce disparities in access to opportunity for all residents through inclusive community planning and making investments that meet the needs of current and future residents and businesses.</u>	There is a partial gap around disparity and inclusivity. the city should have language around reducing disparity.	See new policy EDP 3-11. <u>Conduct a business equity analysis to understand historic reasons for displacement and closure of local businesses.</u> See new policy EDP 3-12 <u>Work with underrepresented groups within the city to develop supportive programs that encourage small business development.</u> See new policy EDP 3-13. <u>Develop a business equity strategy to develop policies that address small business and marginalized community displacement.</u>

							See new policy EDP 3-18. <u>Conduct an economic racial equity analysis to understand the specific economic disparities impacting disadvantaged or underrepresented communities. Identify strategies to reduce barriers to business development or economic security.</u>
EDP-3.1	Identify sectors of the economy within Stanwood where opportunity might exist to create additional jobs and identify potential strategies for attracting employment.	Partial Gap	MPP-Ec-9	Promote economic activity and employment growth that creates widely shared prosperity and sustains a diversity of family living-wage jobs for the region's residents.	ED-13 Jurisdictions should recognize, where appropriate, the growth and development needs of businesses of local, regional, or statewide significance and ensure that local plans and regulations provide opportunity for the growth and continued success of such businesses. ED-5 <u>Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.</u>	Consider adding to policy language to reference living wage jobs per CPP ED-5.	See new policy EDP 1-4. <u>Develop a new planned industrial zone that support a variety of light industrial and professional office uses that encourage living wage jobs.</u> See new policy EDP 3-16. <u>Consider local increases to the minimum wage to reduce economic disparities among frontline workers that are vital to community resiliency.</u> See new policy EDP 3-17. <u>EDP 3-17 Enhance opportunities for childcare or after school care to support the workforce.</u> See revised policy EDP 8-2. <u>Encourage business recruitment, expansion, and retention toward businesses that provide living wage jobs.</u>
		Partial Gap	MPP-Ec-13	Address unique obstacles and special needs—as well as recognize the special assets—of disadvantaged populations in improving the region's shared economic future. Promote equity and access to opportunity in economic development policies and programs. Expand employment opportunity to improve the region's shared economic future.	ED-5 <u>Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.</u> ED-6 <u>As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities</u>	City could consider adding language to one or more of these policies focusing growth efforts on jobs/industries that promote living wage jobs. City should consider adding one or more economic development policies that focus specifically on those who have had historically low or very low access to opportunity.	See new policy EDP 3-11. <u>Conduct a business equity analysis to understand historic reasons for displacement and closure of local businesses.</u> See new policy EDP 3-12 <u>Work with underrepresented groups within the city to develop supportive programs that encourage small business development.</u> See new policy EDP 3-13. <u>Develop a business equity strategy to develop policies that address small</u>

					that improve access to economic opportunity for residents that historically have low and very low access to opportunity.		business and marginalized community displacement. See new policy 3-14 Support development of a women and/or minority clubs to support the organization and networking of women and minorities in business. See new policy 3-15 Partner with organizations and businesses to advertise minority or women owned businesses. Maintain a catalogue of active certified businesses and distribute in key areas of the city. See new policy EDP 3-18. Conduct an economic racial equity analysis to understand the specific economic disparities impacting disadvantaged or underrepresented communities. Identify strategies to reduce barriers to business development or economic security.
		Policy Gap	MPP-Ec-14	Foster appropriate and targeted economic growth in distressed areas with low and very low access to opportunity to improve access to create economic opportunity for current and future residents of these areas.	ED-5 Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents. ED-6 As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.	City could consider adding language to one or more of these policies focusing growth efforts on jobs/industries that promote living wage jobs.	See new policy EDP 3-11. Conduct a business equity analysis to understand historic reasons for displacement and closure of local businesses. See new policy EDP 3-18. Conduct an economic racial equity analysis to understand the specific economic disparities impacting disadvantaged or underrepresented communities. Identify strategies to reduce barriers to business development or economic security.
EDP-3.2	Provide a supportive business environment for start-up of commercial businesses, light	Partial Gap	MPP-Ec-1	Support economic development activities that help to recruit, retain, expand, or diversify the	ED-2 ➤ The County and cities should ((encourage)) foster an	Could consider adding particular support for woman- and minority-owned businesses to existing policies.	See new policy EDP 3-12 Work with underrepresented groups within the city to develop supportive

	manufacturing, and assembly businesses throughout the City.			region's businesses, <u>targeted</u> -Target recruitmentactivities towards businesses that provide family living-wage jobs.	<u>equitable business and regulatory environment that supports and encourages the establishment and growth of ((locally-owned,)) small and startup businesses ((through comprehensive plan policies, infrastructure investments, and fair and appropriate land use regulations in all communities)), especially those that are woman- and minority-owned.</u>		<u>programs that encourage small business development.</u>
EDP-3.2	Provide a supportive business environment for start-up of commercial businesses, light manufacturing, and assembly businesses throughout the City.	Partial Gap	MPP-Ec-9	Promote economic activity and employment growth that creates widely shared prosperity and sustains a diversity of family living-wage jobs for the region's residents.	ED-13 Jurisdictions should recognize, where appropriate, the growth and development needs of businesses of local, regional, or statewide significance and ensure that local plans and regulations provide opportunity for the growth and continued success of such businesses. ED-5 <u>Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.</u>	Consider adding to policy language to reference living wage jobs per CPP ED-5.	See new policy EDP 3-12 <u>Work with underrepresented groups within the city to develop supportive programs that encourage small business development.</u> See new policy EDP 3-13. <u>Develop a business equity strategy to develop policies that address small business and marginalized community displacement.</u> See new policy 3-14 <u>Support development of a women and/or minority clubs to support the organization and networking of women and minorities in business.</u> See new policy 3-15 <u>Partner with organizations and businesses to advertise minority or women owned businesses. Maintain a catalogue of active certified businesses and distribute in key areas of the city.</u> See new policy EDP 3-18. <u>Conduct an economic racial equity analysis to understand the specific economic disparities impacting disadvantaged or underrepresented communities. Identify strategies to reduce barriers to business development or economic security.</u>

EDP-3.2	Provide a supportive business environment for start-up of commercial businesses, light manufacturing, and assembly businesses throughout the City.	Partial Gap	MPP-Ec-13	Address unique obstacles and special needs—as well as recognize the special assets—of disadvantaged populations in improving the region's shared economic future. Promote equity and access to opportunity in economic development policies and programs. Expand employment opportunity to improve the region's shared economic future.	ED-5 Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents. ED-6 As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.	City could consider adding language to one or more of these policies focusing growth efforts on jobs/industries that promote living wage jobs.	See revised policy EDP 3-3. Strive to create <u>livable wage</u> jobs to promote economic opportunity <u>and sustainability</u> for Stanwood citizens. Professional office uses should be encouraged to balance service, retail, and industrial based jobs.
		Policy Gap	MPP-Ec-13	Address unique obstacles and special needs—as well as recognize the special assets—of disadvantaged populations in improving the region's shared economic future. Promote equity and access to opportunity in economic development policies and programs. Expand employment opportunity to improve the region's shared economic future.	ED-5 Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents. ED-6 As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.	City should consider adding one or more economic development policies that focus specifically on those who have had historically low or very low access to opportunity.	See new policy EDP 3-12 <u>Work with underrepresented groups within the city to develop supportive programs that encourage small business development.</u> See new policy EDP 3-13. <u>Develop a business equity strategy to develop policies that address small business and marginalized community displacement.</u> See new policy 3-14 <u>Support development of a women and/or minority clubs to support the organization and networking of women and minorities in business.</u> See new policy 3-15 <u>Partner with organizations and businesses to advertise minority or women owned businesses. Maintain a catalogue of active certified businesses and distribute in key areas of the city.</u> See new policy EDP 3-18.

							Conduct an economic racial equity analysis to understand the specific economic disparities impacting disadvantaged or underrepresented communities. Identify strategies to reduce barriers to business development or economic security.
		Partial Gap	MPP-Ec-14	Foster appropriate and targeted economic growth in distressed areas with low and very low access to opportunity to improve access to create economic opportunity for current and future residents of these areas.	ED-5 Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents. ED-6 As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.	City could consider adding language to one or more of these policies focusing growth efforts on jobs/industries that promote living wage jobs.	See new policy EDP 1-4. Develop a new planned industrial zone that support a variety of light industrial and professional office uses that encourage living wage jobs. See revised policy EDP 3-3. Strive to create livable wage jobs to promote economic opportunity and sustainability for Stanwood citizens. Professional office uses should be encouraged to balance service, retail, and industrial based jobs.
		Policy Gap	MPP-Ec-14		ED-5 Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents. ED-6 As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.	City should consider adding one or more economic development policies that focus specifically on those who have had historically low or very low access to opportunity.	See new policy EDP 2-10. Collaborate with Snohomish County on appropriate strategies for the business equity analysis. See new policy EDP 3-12 Work with underrepresented groups within the city to develop supportive programs that encourage small business development. See new policy EDP 3-13. Develop a business equity strategy to develop policies that address small business and marginalized community displacement. See new policy 3-14 Support development of a women and/or minority clubs to support the

							<u>organization and networking of women and minorities in business.</u> See new policy 3-15 <u>Partner with organizations and businesses to advertise minority or women owned businesses. Maintain a catalogue of active certified businesses and distribute in key areas of the city.</u> See new policy EDP 3-18. <u>Conduct an economic racial equity analysis to understand the specific economic disparities impacting disadvantaged or underrepresented communities. Identify strategies to reduce barriers to business development or economic security.</u>
EDP-3.3	Strive to create jobs in order to promote economic opportunity for Stanwood citizens.	Partial Gap	MPP-Ec-9	Promote economic activity and employment growth that creates widely shared prosperity and sustains a diversity of family <u>living-wage jobs for the region's residents.</u>	ED-13 Jurisdictions should recognize, where appropriate, the growth and development needs of businesses of local, regional, or statewide significance and ensure that local plans and regulations provide opportunity for the growth and continued success of such businesses. ED-5 Jurisdictions should promote <u>economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.</u>	Consider adding to policy language to reference living wage jobs per CPP ED-5.	See revised policy EDP 3-3. Strive to create <u>livable wage jobs</u> to promote economic opportunity <u>and sustainability</u> for Stanwood citizens. <u>Professional office uses should be encouraged to balance existing service, retail, and industrial based jobs.</u> See revised policy EDP 3-5. Provide incentives to attract new <u>livable wage industries.</u>
		Partial Gap	MPP-Ec-13	Address unique obstacles and special needs—as well as recognize the special assets—of disadvantaged populations in improving the region's shared economic future. <u>Promote equity and access to opportunity in economic development policies and programs. Expand employment</u>	ED-5 <u>Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.</u>	City could consider adding language to one or more of these policies focusing growth efforts on jobs/industries that promote living wage jobs. City should consider adding one or more economic development policies that focus specifically on those who have had historically low or very low access to opportunity.	See new policy EDP 3-18. <u>Conduct an economic racial equity analysis to understand the specific economic disparities impacting disadvantaged or underrepresented communities. Identify strategies to reduce barriers to business development or economic security.</u> See new policy EDP 2-10.

				<u>opportunity to improve the region's shared economic future.</u>	ED-6 <u>As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.</u>		<u>Collaborate with Snohomish County on appropriate strategies for the business equity analysis.</u> See new policy EDP 3-12 <u>Work with underrepresented groups within the city to develop supportive programs that encourage small business development.</u> See new policy EDP 3-13. <u>Develop a business equity strategy to develop policies that address small business and marginalized community displacement.</u>
		Partial Gap	MPP-Ec-14	Foster appropriate and targeted economic growth in <u>distressed areas with low and very low access to opportunity to improve access to create economic opportunity for current and future residents of these areas.</u>	ED-5 <u>Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.</u> ED-6 <u>As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.</u>	City could consider adding language to one or more of these policies focusing growth efforts on jobs/industries that promote living wage jobs.	See revised policy EDP 3-3. <u>Strive to create livable wage jobs to promote economic opportunity and sustainability for Stanwood citizens. Professional office uses should be encouraged to balance existing service, retail, and industrial based jobs.</u> See revised policy EDP 3-5. <u>Provide incentives to attract new livable wage industries.</u>
		Policy Gap	MPP-Ec-14		ED-5 <u>Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.</u> ED-6 <u>As a part of the overall countywide economic development strategy,</u>	City should consider adding one or more economic development policies that focus specifically on those who have had historically low or very low access to opportunity.	See new policy EDP 2-10. <u>Collaborate with Snohomish County on appropriate strategies for the business equity analysis.</u> See new policy EDP 3-12 <u>Work with underrepresented groups within the city to develop supportive programs that encourage small business development.</u> See new policy EDP 3-13.

					jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.		<u>Develop a business equity strategy to develop policies that address small business and marginalized community displacement.</u> See new policy 3-14 <u>Support development of a women and/or minority clubs to support the organization and networking of women and minorities in business.</u> See new policy 3-15 <u>Partner with organizations and businesses to advertise minority or women owned businesses. Maintain a catalogue of active certified businesses and distribute in key areas of the city.</u> See new policy EDP 3-18. <u>Conduct an economic racial equity analysis to understand the specific economic disparities impacting disadvantaged or underrepresented communities. Identify strategies to reduce barriers to business development or economic security.</u>
EDP-3.4	Recognize the importance of home-based businesses as a source of new business development.	Partial Gap	MPP-Ec-1	Support economic development activities that help to recruit, retain, expand, or diversify the region's businesses, targeted recruitment activities towards businesses that provide family living-wage jobs.	ED-2 ➤ The County and cities should ((encourage)) foster an equitable business and regulatory environment that supports and encourages the establishment and growth of ((locally owned,)) small and startup businesses ((through comprehensive plan policies, infrastructure investments, and fair and appropriate land use regulations in all communities)), especially those that are woman- and minority-owned.	Could consider adding particular support for woman- and minority-owned businesses to existing policies.	See new policy EDP 3-12 <u>Work with underrepresented groups within the city to develop supportive programs that encourage small business development.</u> See new policy EDP 3-13. <u>Develop a business equity strategy to develop policies that address small business and marginalized community displacement.</u> See new policy 3-14 <u>Support development of a women and/or minority clubs to support the organization and networking of women and minorities in business.</u> See new policy 3-15

							Partner with organizations and businesses to advertise minority or women owned businesses. Maintain a catalogue of active certified businesses and distribute in key areas of the city.
EDP-3.4	Recognize the importance of home-based businesses as a source of new business development.	Partial Gap	MPP-Ec-9	Promote economic activity and employment growth that creates widely shared prosperity and sustains a diversity of family living-wage jobs for the region's residents.	ED-13 Jurisdictions should recognize, where appropriate, the growth and development needs of businesses of local, regional, or statewide significance and ensure that local plans and regulations provide opportunity for the growth and continued success of such businesses. ED-5 <u>Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.</u>	Consider adding to policy language to reference living wage jobs per CPP ED-5.	See revised policy EDP 3-3. Strive to create <u>livable wage</u> jobs to promote economic opportunity <u>and sustainability</u> for Stanwood citizens. <u>Professional office uses should be encouraged to balance existing service, retail, and industrial based jobs.</u> See revised policy EDP 3-5. Provide incentives to attract new <u>livable wage industries.</u>
EDP-3.4	Recognize the importance of home-based businesses as a source of new business development.	Partial Gap	MPP-Ec-13	Address unique obstacles and special needs—as well as recognize the special assets—of disadvantaged populations in improving the region's shared economic future. Promote equity and access to opportunity in economic development policies and programs. Expand employment opportunity to improve the region's shared economic future.	ED-5 <u>Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.</u> ED-6 <u>As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.</u>	City could consider adding language to one or more of these policies focusing growth efforts on jobs/industries that promote living wage jobs.	See revised policy EDP 3-3. Strive to create <u>livable wage</u> jobs to promote economic opportunity <u>and sustainability</u> for Stanwood citizens. <u>Professional office uses should be encouraged to balance existing service, retail, and industrial based jobs.</u> See revised policy EDP 3-5. Provide incentives to attract new <u>livable wage industries.</u>
		Policy Gap	MPP-Ec-13			City should consider adding one or more economic development policies that focus specifically on those who have had historically low or very low	See new policy EDP 2-10. <u>Collaborate with Snohomish County on appropriate strategies for the business equity analysis.</u>

						access to opportunity.	See new policy EDP 3-12 <u>Work with underrepresented groups within the city to develop supportive programs that encourage small business development.</u> See new policy EDP 3-13. <u>Develop a business equity strategy to develop policies that address small business and marginalized community displacement.</u> See new policy 3-14 <u>Support development of a women and/or minority clubs to support the organization and networking of women and minorities in business.</u> See new policy 3-15 <u>Partner with organizations and businesses to advertise minority or women owned businesses. Maintain a catalogue of active certified businesses and distribute in key areas of the city.</u> See new policy EDP 3-18. <u>Conduct an economic racial equity analysis to understand the specific economic disparities impacting disadvantaged or underrepresented communities. Identify strategies to reduce barriers to business development or economic security.</u>
		Partial Gap	MPP-Ec-14	Foster appropriate and targeted economic growth in <u>distressed areas with low and very low access to opportunity to improve access to create economic opportunity for current and future residents of these areas.</u>	ED-5 <u>Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.</u> ED-6 <u>As a part of the overall countywide economic</u>	City could consider adding language to one or more of these policies focusing growth efforts on jobs/industries that promote living wage jobs.	See revised policy EDP 3-3. Strive to create <u>livable wage</u> jobs to promote economic opportunity <u>and sustainability</u> for Stanwood citizens. Professional office uses should be <u>encouraged to balance existing service, retail, and industrial based jobs.</u> See revised policy EDP 3-5. Provide incentives to attract new <u>livable wage industries.</u>

					development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.		
		Policy Gap	MPP-Ec-14		ED-5 Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents. ED-6 As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.	City should consider adding one or more economic development policies that focus specifically on those who have had historically low or very low access to opportunity.	See new policy EDP 2-10. Collaborate with Snohomish County on appropriate strategies for the business equity analysis. See new policy EDP 3-12 <u>Work with underrepresented groups within the city to develop supportive programs that encourage small business development.</u> See new policy EDP 3-13. <u>Develop a business equity strategy to develop policies that address small business and marginalized community displacement.</u> See new policy 3-14 <u>Support development of a women and/or minority clubs to support the organization and networking of women and minorities in business.</u> See new policy 3-15 <u>Partner with organizations and businesses to advertise minority or women owned businesses. Maintain a catalogue of active certified businesses and distribute in key areas of the city.</u> See new policy EDP 3-18. <u>Conduct an economic racial equity analysis to understand the specific economic disparities impacting disadvantaged or underrepresented communities. Identify strategies to reduce barriers to business development or economic security.</u>
EDP-3.5	Provide incentives to attract	Partial Gap	MPP-Ec-9	Promote economic activity and employment growth	ED-13 Jurisdictions should recognize,	Consider adding to policy language to reference living wage jobs per CPP	See revised policy EDP 3-3.

	new industry.			that creates widely shared prosperity and sustains a diversity of family living-wage jobs for the region's residents.	where appropriate, the growth and development needs of businesses of local, regional, or statewide significance and ensure that local plans and regulations provide opportunity for the growth and continued success of such businesses. ED-5 <u>Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.</u>	ED-5.	Strive to create <u>livable wage</u> jobs to promote economic opportunity <u>and sustainability</u> for Stanwood citizens. <u>Professional office uses should be encouraged to balance existing service, retail, and industrial based jobs.</u> See revised policy EDP 3-5. Provide incentives to attract new <u>livable wage industries.</u>
		Partial Gap	MPP-Ec-13	Address unique obstacles and special needs—as well as recognize the special assets—of disadvantaged populations in improving the region's shared economic future. Promote equity and <u>access to opportunity in economic development policies and programs.</u> <u>Expand employment opportunity to improve the region's shared economic future.</u>	ED-5 <u>Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.</u> ED-6 <u>As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.</u>	City could consider adding language to one or more of these policies focusing growth efforts on jobs/industries that promote living wage jobs.	See revised policy EDP 3-3. Strive to create <u>livable wage</u> jobs to promote economic opportunity <u>and sustainability</u> for Stanwood citizens. <u>Professional office uses should be encouraged to balance existing service, retail, and industrial based jobs.</u> See revised policy EDP 3-5. Provide incentives to attract new <u>livable wage industries.</u>
		Policy Gap	MPP-Ec-13			City should consider adding one or more economic development policies that focus specifically on those who have had historically low or very low access to opportunity.	See new policy EDP 2-10. <u>Collaborate with Snohomish County on appropriate strategies for the business equity analysis.</u> See new policy EDP 3-12 <u>Work with underrepresented groups within the city to develop supportive programs that encourage small business development.</u> See new policy EDP 3-13.

							<u>Develop a business equity strategy to develop policies that address small business and marginalized community displacement.</u> See new policy 3-14 <u>Support development of a women and/or minority clubs to support the organization and networking of women and minorities in business.</u> See new policy 3-15 <u>Partner with organizations and businesses to advertise minority or women owned businesses. Maintain a catalogue of active certified businesses and distribute in key areas of the city.</u> See new policy EDP 3-18. <u>Conduct an economic racial equity analysis to understand the specific economic disparities impacting disadvantaged or underrepresented communities. Identify strategies to reduce barriers to business development or economic security.</u>
		Partial Gap	MPP-Ec-14	Foster appropriate and targeted economic growth in distressed areas with low and very low access to opportunity to improve access to create economic opportunity for current and future residents of these areas.	ED-5 <u>Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.</u> ED-6 <u>As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.</u>	City could consider adding language to one or more of these policies focusing growth efforts on jobs/industries that promote living wage jobs.	See revised policy EDP 3-3. Strive to create <u>livable wage</u> jobs to promote economic opportunity and sustainability for Stanwood citizens. Professional office uses should be encouraged to balance existing service, retail, and industrial based jobs. See revised policy EDP 3-5. Provide incentives to attract new <u>livable wage industries.</u>
		Policy Gap	MPP-Ec-14	Foster appropriate and targeted economic growth	ED-5	City should consider adding one or more economic development policies	See new policy EDP 2-10.

				in distressed areas with low and very low access to opportunity to improve access to create economic opportunity for current and future residents of these areas.	Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents. ED-6 <u>As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.</u>	that focus specifically on those who have had historically low or very low access to opportunity.	<u>Collaborate with Snohomish County on appropriate strategies for the business equity analysis.</u> See new policy EDP 3-12 <u>Work with underrepresented groups within the city to develop supportive programs that encourage small business development.</u> See new policy EDP 3-13. <u>Develop a business equity strategy to develop policies that address small business and marginalized community displacement.</u> See new policy 3-14 <u>Support development of a women and/or minority clubs to support the organization and networking of women and minorities in business.</u> See new policy 3-15 <u>Partner with organizations and businesses to advertise minority or women owned businesses. Maintain a catalogue of active certified businesses and distribute in key areas of the city.</u> See new policy EDP 3-18. <u>Conduct an economic racial equity analysis to understand the specific economic disparities impacting disadvantaged or underrepresented communities. Identify strategies to reduce barriers to business development or economic security.</u>
EDP-3.6	Encourage businesses and recreational activities that promote tourism	Partial Gap	MPP-Ec-9	Promote economic activity and employment growth that creates widely shared prosperity and sustains a diversity of family living-wage jobs for the region's residents.	ED-13 Jurisdictions should recognize, where appropriate, the growth and development needs of businesses of local, regional, or statewide significance and ensure that local plans and regulations provide opportunity for the growth and continued success of such businesses.	Consider adding to policy language to reference living wage jobs per CPP ED-5.	See revised policy EDP 3-3. Strive to create <u>livable wage jobs</u> to promote economic opportunity <u>and sustainability</u> for Stanwood citizens. <u>Professional office uses should be encouraged to balance existing service, retail, and industrial based jobs.</u> See revised policy EDP 3-5.

					ED-5 Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.		Provide incentives to attract new <u>livable wage industries</u> .
		Partial Gap	MPP-Ec-13	Address unique obstacles and special needs—as well as recognize the special assets—of disadvantaged populations in improving the region's shared economic future. Promote equity and access to opportunity in economic development policies and programs. Expand employment opportunity to improve the region's shared economic future.	ED-5 Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents. ED-6 As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.	City could consider adding language to one or more of these policies focusing growth efforts on jobs/industries that promote living wage jobs.	See revised policy EDP 3-3. Strive to create <u>livable wage jobs</u> to promote economic opportunity <u>and sustainability</u> for Stanwood citizens. Professional office uses should be <u>encouraged to balance existing service, retail, and industrial based jobs</u> . See revised policy EDP 3-5. Provide incentives to attract new <u>livable wage industries</u> .
		Policy Gap	MPP-Ec-13	Address unique obstacles and special needs—as well as recognize the special assets—of disadvantaged populations in improving the region's shared economic future. Promote equity and access to opportunity in economic development policies and programs. Expand employment opportunity to improve the region's shared economic future.		City should consider adding one or more economic development policies that focus specifically on those who have had historically low or very low access to opportunity.	See new policy EDP 2-10. <u>Collaborate with Snohomish County on appropriate strategies for the business equity analysis</u> . See new policy EDP 3-12 <u>Work with underrepresented groups within the city to develop supportive programs that encourage small business development</u> . See new policy EDP 3-13. <u>Develop a business equity strategy to develop policies that address small business and marginalized community displacement</u> . See new policy 3-14

							<u>Support development of a women and/or minority clubs to support the organization and networking of women and minorities in business.</u> See new policy 3-15 <u>Partner with organizations and businesses to advertise minority or women owned businesses. Maintain a catalogue of active certified businesses and distribute in key areas of the city.</u> See new policy EDP 3-18. <u>Conduct an economic racial equity analysis to understand the specific economic disparities impacting disadvantaged or underrepresented communities. Identify strategies to reduce barriers to business development or economic security.</u>
		Partial Gap	MPP-Ec-14	Foster appropriate and targeted economic growth in <u>distressed</u> areas with <u>low and very low access to opportunity to improve access to create economic opportunity for current and future residents of these areas.</u>	ED-5 <u>Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.</u> ED-6 <u>As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.</u>	City could consider adding language to one or more of these policies focusing growth efforts on jobs/industries that promote living wage jobs.	See revised policy EDP 3-3. Strive to create <u>livable wage</u> jobs to promote economic opportunity <u>and sustainability</u> for Stanwood citizens. Professional office uses should be <u>encouraged to balance existing service, retail, and industrial based jobs.</u> See revised policy EDP 3-5. Provide incentives to attract new <u>livable wage industries.</u>
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					ED-6 <u>As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.</u>		<u>programs that encourage small business development.</u> See new policy EDP 3-13. <u>Develop a business equity strategy to develop policies that address small business and marginalized community displacement.</u> See new policy 3-14 <u>Support development of a women and/or minority clubs to support the organization and networking of women and minorities in business.</u> See new policy 3-15 <u>Partner with organizations and businesses to advertise minority or women owned businesses. Maintain a catalogue of active certified businesses and distribute in key areas of the city.</u> See new policy EDP 3-18. <u>Conduct an economic racial equity analysis to understand the specific economic disparities impacting disadvantaged or underrepresented communities. Identify strategies to reduce barriers to business development or economic security.</u>
<i>EDP-3.7</i>	Participate or otherwise assist in business sponsored activities to increase local awareness of goods and services available in Stanwood.	Partial Gap	MPP-Ec-9	Promote economic activity and employment growth that creates widely shared prosperity and sustains a diversity of family living-wage jobs for the region's residents.	ED-13 Jurisdictions should recognize, where appropriate, the growth and development needs of businesses of local, regional, or statewide significance and ensure that local plans and regulations provide opportunity for the growth and continued success of such businesses. ED-5 <u>Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse</u>	Consider adding to policy language to reference living wage jobs per CPP ED-5.	See revised policy EDP 3-3. Strive to create <u>livable wage</u> jobs to promote economic opportunity <u>and sustainability</u> for Stanwood citizens. <u>Professional office uses should be encouraged to balance existing service, retail, and industrial based jobs.</u> See revised policy EDP 3-5. Provide incentives to attract new <u>livable wage industries.</u>

					range of living wage jobs for all of the county's residents.		
		Partial Gap	MPP-Ec-13	Address unique obstacles and special needs—as well as recognize the special assets—of disadvantaged populations in improving the region's shared economic future. Promote equity and access to opportunity in economic development policies and programs. Expand employment opportunity to improve the region's shared economic future.	ED-5 Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents. ED-6 As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.	City could consider adding language to one or more of these policies focusing growth efforts on jobs/industries that promote living wage jobs.	See revised policy EDP 3-3. Strive to create <u>livable wage</u> jobs to promote economic opportunity <u>and sustainability</u> for Stanwood citizens. Professional office uses should be encouraged to balance existing service, retail, and industrial based jobs. See revised policy EDP 3-5. Provide incentives to attract new <u>livable wage industries</u>.
		Policy Gap	MPP-Ec-13	Address unique obstacles and special needs—as well as recognize the special assets—of disadvantaged populations in improving the region's shared economic future. Promote equity and access to opportunity in economic development policies and programs. Expand employment opportunity to improve the region's shared economic future.		City should consider adding one or more economic development policies that focus specifically on those who have had historically low or very low access to opportunity.	See new policy EDP 2-10. <u>Collaborate with Snohomish County on appropriate strategies for the business equity analysis.</u> See new policy EDP 3-12 <u>Work with underrepresented groups within the city to develop supportive programs that encourage small business development.</u> See new policy EDP 3-13. <u>Develop a business equity strategy to develop policies that address small business and marginalized community displacement.</u> See new policy 3-14 <u>Support development of a women and/or minority clubs to support the organization and networking of women and minorities in business.</u> See new policy 3-15

							<u>Partner with organizations and businesses to advertise minority or women owned businesses. Maintain a catalogue of active certified businesses and distribute in key areas of the city.</u> See new policy EDP 3-18. <u>Conduct an economic racial equity analysis to understand the specific economic disparities impacting disadvantaged or underrepresented communities. Identify strategies to reduce barriers to business development or economic security.</u>
		Partial Gap	MPP-Ec-14	Foster appropriate and targeted economic growth in distressed areas with <u>low and very low access to opportunity to improve access to create economic opportunity for current and future residents of these areas.</u>	ED-5 <u>Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.</u> ED-6 <u>As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.</u>	City could consider adding language to one or more of these policies focusing growth efforts on jobs/industries that promote living wage jobs.	See revised policy EDP 3-3. Strive to create <u>livable wage</u> jobs to promote economic opportunity and sustainability for Stanwood citizens. <u>Professional office uses should be encouraged to balance existing service, retail, and industrial based jobs.</u> See revised policy EDP 3-5. Provide incentives to attract new <u>livable wage industries.</u>
		Policy Gap	MPP-Ec-14	Foster appropriate and targeted economic growth in distressed areas with <u>low and very low access to opportunity to improve access to create economic opportunity for current and future residents of these areas.</u>	ED-5 <u>Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.</u> ED-6 <u>As a part of the overall countywide economic development strategy, jurisdictions should target</u>	City should consider adding one or more economic development policies that focus specifically on those who have had historically low or very low access to opportunity.	See new policy EDP 2-10. <u>Collaborate with Snohomish County on appropriate strategies for the business equity analysis.</u> See new policy EDP 3-12 <u>Work with underrepresented groups within the city to develop supportive programs that encourage small business development.</u> See new policy EDP 3-13. <u>Develop a business equity strategy to develop policies that address small</u>

					economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.		business and marginalized community displacement. See new policy 3-14 Support development of a women and/or minority clubs to support the organization and networking of women and minorities in business. See new policy 3-15 Partner with organizations and businesses to advertise minority or women owned businesses. Maintain a catalogue of active certified businesses and distribute in key areas of the city. See new policy EDP 3-18. Conduct an economic racial equity analysis to understand the specific economic disparities impacting disadvantaged or underrepresented communities. Identify strategies to reduce barriers to business development or economic security.
EDP-3.8	Stimulate public and private financing of improvement projects for immediate and long-term objective of revitalization.	Partial Gap	MPP-Ec-9	Promote economic activity and employment growth that creates widely shared prosperity and sustains a diversity of family living-wage jobs for the region's residents.	ED-13 Jurisdictions should recognize, where appropriate, the growth and development needs of businesses of local, regional, or statewide significance and ensure that local plans and regulations provide opportunity for the growth and continued success of such businesses. ED-5 Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.	Consider adding to policy language to reference living wage jobs per CPP ED-5.	See revised policy EDP 3-3. Strive to create livable wage jobs to promote economic opportunity and sustainability for Stanwood citizens. Professional office uses should be encouraged to balance existing service, retail, and industrial based jobs. See revised policy EDP 3-5. Provide incentives to attract new livable wage industries.
		Partial Gap	MPP-Ec-14	Foster appropriate and targeted economic growth in distressed areas with low and very low access to opportunity to improve	ED-5 Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse	City could consider adding language to one or more of these policies focusing growth efforts on jobs/industries that promote living wage jobs.	See revised policy EDP 3-3. Strive to create livable wage jobs to promote economic opportunity and sustainability for Stanwood citizens. Professional office uses should be

				access to create economic opportunity for current and future residents of these areas.	<u>range of living wage jobs for all of the county's residents.</u> ED-6 <u>As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.</u>		<u>encouraged to balance existing service, retail, and industrial based jobs.</u> See revised policy EDP 3-5. <u>Provide incentives to attract new livable wage industries.</u>
		Policy Gap	MPP-Ec-14	Foster appropriate and targeted economic growth in distressed areas with <u>low and very low access to opportunity to improve access to create economic opportunity for current and future residents of these areas.</u>	ED-5 <u>Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.</u> ED-6 <u>As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.</u>	City should consider adding one or more economic development policies that focus specifically on those who have had historically low or very low access to opportunity.	See new policy EDP 2-10. <u>Collaborate with Snohomish County on appropriate strategies for the business equity analysis.</u> See new policy EDP 3-12 <u>Work with underrepresented groups within the city to develop supportive programs that encourage small business development.</u> See new policy EDP 3-13. <u>Develop a business equity strategy to develop policies that address small business and marginalized community displacement.</u> See new policy 3-14 <u>Support development of a women and/or minority clubs to support the organization and networking of women and minorities in business.</u> See new policy 3-15 <u>Partner with organizations and businesses to advertise minority or women owned businesses. Maintain a catalogue of active certified businesses and distribute in key areas of the city.</u> See new policy EDP 3-18. <u>Conduct an economic racial equity analysis to understand the specific economic disparities impacting</u>

							<u>disadvantaged or underrepresented communities. Identify strategies to reduce barriers to business development or economic security.</u>
<i>EDP-3.9</i>	Adopt a strategic plan to protect, enhance, and expand the community's arts and cultural resources and strengthen creative industries.						No change to this policy.
<i>EDP-3.10</i>	Provide for financial or logistical support to local arts, festivals, performances, or cultural tourism.						No change to this policy.
EDG-4	Encourage economic development activities which respect the natural environment and take into consideration the area's natural resources, public services, and facilities.	Partial Gap	MPP-Ec-16	Ensure that economic development sustains and respects the region's <u>environmental quality environment and encourages development of established and emerging industries, technologies, and services, that promote environmental sustainability, especially those addressing climate change and resilience.</u>	ED-15 ➤ <u>Jurisdictions should ensure that economic development sustains and respects the county's natural environment and encourages the development of existing and emerging industries, technologies, and services that promote environmental sustainability, especially those addressing climate change and resilience.</u>	The city could consider adding to existing policies here to address sustainability, climate change, and resilience.	See new policy EDP 4-4. <u>Develop a sustainability task force with business, public, and non-profit representatives to develop a incentive strategy to encourage environmental sustainability policies.</u> See new policy EDP 4-5. <u>Develop a sustainability program that incentivizes business, public, and non-profit organizations to incorporate environmental, climate change, and socially responsible policies.</u>
<i>EDP-4.1</i>	Support new commercial and industrial businesses that are resource based and build on the natural amenities present in the community.	Partial Gap	MPP-Ec-8	Encourage the private, public, and nonprofit sectors to incorporate environmental and social responsibility into their practices.	ED-15 ➤ <u>Jurisdictions should ensure that economic development sustains and respects the county's natural environment and encourages the development of existing and emerging industries, technologies, and services that promote environmental sustainability, especially those addressing climate change and resilience.</u>	City could consider adding language to one or more of these policies addressing climate change and resilience.	See new policy EDP 4-4. <u>Develop a sustainability task force with business, public, and non-profit representatives to develop a incentive strategy to encourage environmental sustainability policies.</u> See new policy EDP 4-5. <u>Develop a sustainability program that incentivizes business, public, and non-profit organizations to incorporate environmental, climate change, and socially responsible policies.</u>
<i>EDP-4.2</i>	Consider service and infrastructure implications during business	Partial Gap	MPP-Ec-8	Encourage the private, public, and nonprofit sectors to incorporate	ED-15 ➤ <u>Jurisdictions should ensure that economic development</u>	City could consider adding language to one or more of these policies addressing climate change and	See new policy EDP 4-4. <u>Develop a sustainability task force with business, public, and non-profit</u>

	recruitment and address needs in the Capital Improvement Plan.			environmental and social responsibility into their practices.	<u>sustains and respects the county's natural environment and encourages the development of existing and emerging industries, technologies, and services that promote environmental sustainability, especially those addressing climate change and resilience.</u>	resilience.	<u>representatives to develop a incentive strategy to encourage environmental sustainability policies.</u> See new policy EDP 4-5. <u>Develop a sustainability program that incentivizes business, public, and non-profit organizations to incorporate environmental, climate change, and socially responsible policies.</u>
EDP-4.3	Balance the continued need to protect the natural features of property with the desire for growth and development	Partial Gap	MPP-Ec-8	Encourage the private, public, and nonprofit sectors to incorporate environmental and social responsibility into their practices.	ED-15 ➤ <u>Jurisdictions should ensure that economic development sustains and respects the county's natural environment and encourages the development of existing and emerging industries, technologies, and services that promote environmental sustainability, especially those addressing climate change and resilience.</u>	City could consider adding language to one or more of these policies addressing climate change and resilience.	See new policy EDP 4-4. <u>Develop a sustainability task force with business, public, and non-profit representatives to develop a incentive strategy to encourage environmental sustainability policies.</u> See new policy EDP 4-5. <u>Develop a sustainability program that incentivizes business, public, and non-profit organizations to incorporate environmental, climate change, and socially responsible policies.</u>
		Partial Gap	MPP-Ec-15	Support <u>and recognize</u> the contributions of the region's culturally and ethnically diverse communities <u>and Native Tribes, including in</u> helping the region continue to expand its international economy.	DP- ((34)) 37 ➤ The County and cities are encouraged to protect and preserve historical, cultural and archaeological resources in a manner consistent with state law and local policies and in collaboration with state agencies and tribes. The <u>County and cities should consider the potential impacts of development to culturally significant sites and tribal treaty fishing, hunting, and gathering grounds and should work with tribes to protect Tribal Reservation lands from encroachment by incompatible land uses and development both within reservation boundaries and on adjacent land.</u>	The city should consider adding one or more policies related especially to tribal treaty fishing, hunting, and gathering grounds considering the city's location and adjacency to tribal lands.	See revised policy EDP 4-3. Balance the continued need to protect the natural, <u>culturally significant, and historic</u> features of property with the desire for growth and development.
		Partial Gap	MPP-Ec-17	<u>Utilize urban design strategies and approaches</u>	DP- ((34)) 37	The city should consider adding one or more policies related especially to	

				to ensure that changes to the built environment preserve and enhance the region's unique attributes and each community's distinctive identity in recognition of the economic value of sense of place. Preserve and enhance the region's unique attributes and each community's distinctive identity and design as economic assets as the region grows.	The County and cities are encouraged to protect and preserve historical, cultural and archaeological resources in a manner consistent with state law and local policies and in collaboration with state agencies and tribes. The County and cities should consider the potential impacts of development to culturally significant sites and tribal treaty fishing, hunting, and gathering grounds and should work with tribes to protect Tribal Reservation lands from encroachment by incompatible land uses and development both within reservation boundaries and on adjacent land.	tribal treaty fishing, hunting, and gathering grounds considering the city's location and adjacency to the Tulalip tribe	
EDG-5	Support economic development strategies by including amenities attractive to employees and investors into project design.						No change to this goal.
<i>EDP-5.1</i>	Encourage high quality site and building design with “curb appeal” that encourages further investment in the area.						No change to this policy.
<i>EDP-5.2</i>	Create incentives for amenities such as exercise facilities, showers, bicycle parking, carpool parking and shelters at bus stops.						No change to this policy.
<i>EDP-5.3</i>	Promote transportation system improvements that support economic development by ensuring efficient transport of goods and convenient access for employees and customers to and from places of business. Such system improvements shall include multimodal facilities, delivery routes and access, as well as, pedestrian and bicycle facilities.						No change to this policy.

EDG-6	Support local business by providing up to date information and equitable and efficient licensing permitting procedures.						No change to this goal.
<i>EDP-6.1</i>	Ensure that City licensing and permitting procedures and development regulations are coherent, fair, and expeditious.						No change to this policy.
<i>EDP-6.2</i>	Coordinate with other government entities to eliminate duplication of efforts where specialized industry requirements call for the inspection by government agencies.						No change to this policy.
<i>EDP-6.3</i>	Encourage active cooperation between the City and local businesses concerning economic development issues, particularly businesses which have specialized infrastructure, building design, transportation, or other needs.						No change to this policy.
<i>EDP-6.4</i>	Expedite permits for projects that further Economic Development, while still providing equitable service for all.						No change to this policy.
EDG-7	Within Commercial Centers support amenities such as convenient parking, weather protection and public spaces to improve conveniences for shoppers and business owners.						No change to this goal.
<i>EDP-7.1</i>	Provide public or private parking that is convenient with safe pedestrian access to entries.						No change to this policy.
<i>EDP-7.2</i>	Encourage pedestrian mobility for shopping.						No change to this policy.

<i>EDP-7.3</i>	Provide and require open spaces for public gathering and resting						No change to this policy.
<i>EDP-7.4</i>	Consider the use of awnings and other weather protection.						No change to this policy.
EDG-8	Enhance the city's historic downtown commercial areas.						No change to this goal.
<i>EDP-8.1</i>	Develop a marketing plan to encourage appropriate development on vacant and redevelopable parcels.						No change to this policy.
<i>EDP-8.2</i>	Encourage business retention.	Partial Gap	MPP-Ec-1	Support economic development activities that help to <u>recruit</u> , retain, expand, or diversify the region's businesses, <u>targeted</u> Target recruitment activities towards businesses that provide <u>family living-wage</u> jobs.	ED-2 ➤ The County and cities should ((encourage)) <u>foster an equitable business and regulatory environment that supports and encourages the establishment and growth of ((locally owned,)) small and startup businesses ((through comprehensive plan policies, infrastructure investments, and fair and appropriate land use regulations in all communities)), especially those that are woman- and minority-owned.</u>	Could consider adding particular support for woman- and minority-owned businesses to existing policies.	See revised policy 8-2. <u>Encourage business recruitment, expansion, and retention toward businesses that provide living wage jobs.</u> See new policy 3-14. <u>Support development of a women and/or minority clubs to support the organization and networking of women and minorities in business.</u> See new policy 3-15. <u>Partner with organizations and businesses to advertise minority or women owned businesses. Maintain a catalogue of active certified businesses and distribute in key areas of the city.</u>
<i>EDP-8.3</i>	Streamline the permit process for developments that are consistent with the Downtown Plan.						No change to this policy.
<i>EDP-8.4</i>	Pursue economic development grants for projects creating jobs.						No change to this policy.
<i>EDP-8.5</i>	Work with a local bank to provide a revolving or dedicated loan fund to assist in façade, building, and site improvements for local businesses.						No change to this policy.

<i>EDP-8.6</i>	Assist in providing public education regarding programs such as tax-exempt financing for income qualified projects and property tax exemptions for historical renovations.						No change to this policy.
<i>EDP-8.7</i>	Ensure city codes support desired improvements and downtown aesthetics such as street planters, façade and sidewalk improvements.						No change to this policy.
<i>EDP-8.8</i>	As funding allows, use street trees, planting strips, sidewalks, banners and other infrastructure and amenity investments to establish a unifying urban character within the downtown.						No change to this policy.
<i>EDP-8.9</i>	Seek opportunities to use public facilities, parks, and open spaces to attract users into the downtown and promote economic activity by creating attractive and dynamic multi-use places.						No change to this policy.
<i>EDP-8.10</i>	Work with regional transit agencies to ensure that bus routes serve downtown and Stanwood Station as a jumping off point for further exploration.						No change to this policy.
<i>EDP-8.11</i>	Create an interconnected grid street system that gives public access to the interior of large parcels.						No change to this policy.
<i>EDP-8.12</i>	Encourage additional residential development within walking distance of the downtown commercial area.						No change to this policy.
<i>EDP-8.13</i>	Create incentives for new development and redevelopment that fills in						No change to this policy.

	the gap between the east and west commercial centers.						
EDG-9	Strengthen Stanwood’s concentration of “green” businesses and its reputation as an environmentally-friendly community.	Partial Gap	MPP-Ec-16	Ensure that economic development sustains and respects the region's <u>environmental quality environment and encourages development of established and emerging industries, technologies, and services, that promote environmental sustainability, especially those addressing climate change and resilience.</u>	ED-15 ➤ <u>Jurisdictions should ensure that economic development sustains and respects the county’s natural environment and encourages the development of existing and emerging industries, technologies, and services that promote environmental sustainability, especially those addressing climate change and resilience.</u>	The city could consider adding to existing policies here to address sustainability, climate change, and resilience.	MPP-Ec-16 and ED-15 policies have been implemented into revised policy 9-6 and new policy 9-9.
EDP-9.1	Engage in business recruitment efforts that serve the agricultural and food-service industry.						No change to this policy.
EDP-9.2	Develop relationships with potential partners in the emerging clean technology sector.						No change to this policy.
EDP-9.3	Preserve farmland around Stanwood and enhance agricultural economic activity in the region.						No change to this policy.
EDP-9.4	Support a local farmer’s market that specializes in local food products.						No change to this policy.
EDP-9.5	Identify opportunities to reduce city resource consumption and waste production.						No change to this policy.
EDP-9.6	Develop a sustainability strategy to encourage environmentally sound practices as the city and among local residents and businesses.	Partial Gap	MPP-Ec-16	Ensure that economic development sustains and respects the region's <u>environmental quality environment and encourages development of established and emerging industries, technologies, and services,</u>	ED-15 ➤ <u>Jurisdictions should ensure that economic development sustains and respects the county’s natural environment and encourages the development of existing and emerging industries,</u>	The city could consider adding to existing policies here to address sustainability, climate change, and resilience.	See revised policy 9-6. <u>Develop a climate change action plan</u> to encourage environmentally sound practices as the city and among local residents and businesses.

				<u>that promote environmental sustainability, especially those addressing climate change and resilience.</u>	<u>technologies, and services that promote environmental sustainability, especially those addressing climate change and resilience.</u>		See new policy 9-9. <u>Develop a green business task force to identify restrictive municipal codes that may prevent business development of existing and emerging industries, technologies, and services that promote environmental sustainability, especially addressing climate change and resilience from entering the city.</u>
EDP-9.7	Use new public facilities as demonstration projects as sustainable building practices and to support the market for locally-produced clean technologies and other products.						No change to this policy.
EDP-9.8	Use planned community marketing efforts to promote a green image and business climate supportive of agricultural and environmental firms.						No change to this policy.
		Policy Gap	MPP-Ec-8	Encourage the private, public, and nonprofit sectors to incorporate environmental and social responsibility into their practices.	ED-5 ➤ <u>Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.</u>	City should add policy language that supports a focus on living wage jobs.	New policy.
		Policy Gap	MPP-Ec-8	Encourage the private, public, and nonprofit sectors to incorporate environmental and social responsibility into their practices.	ED-6 ➤ <u>As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.</u>	City should add language to one or more policies to focus economic development efforts on those with low and very low access to opportunity.	New policy.
		Policy Gap	MPP-Ec-12	<u>Identify potential physical, economic, and cultural displacement of existing</u>	ED-18 ➤ <u>Jurisdictions should identify</u>	The city should add one or more policies addressing displacement risk for locally owned, small businesses as	New policy.

				businesses that may result from redevelopment and market pressure. Use a range of strategies to mitigate displacement impacts to the extent feasible.	the potential for physical, economic, and cultural displacement of existing locally owned, small businesses as a result of development or redevelopment and market pressure. Jurisdictions should consider a range of mitigation strategies to mitigate the impacts of displacement to the extent feasible.	well as marginalized residents and businesses.	
		Policy Gap	MPP-Ec-12	Identify potential physical, economic, and cultural displacement of existing businesses that may result from redevelopment and market pressure. Use a range of strategies to mitigate displacement impacts to the extent feasible.	DP-39 The County and cities should include measures in comprehensive plans, subarea plans, and development regulations that are intended to reduce and mitigate the impacts of displacement on marginalized residents and businesses as a result of development and redevelopment, particularly in regional, countywide, and other urban centers.	The city should add one or more policies addressing displacement risk for locally owned, small businesses as well as marginalized residents and businesses.	New policy.
		Policy Gap	MPP-Ec-13		ED-6 ➤ As a part of the overall countywide economic development strategy, jurisdictions should target economic development activities that improve access to economic opportunity for residents that historically have low and very low access to opportunity.	City should add language to one or more policies to focus economic development efforts on those with low and very low access to opportunity.	New policy.
		Policy Gap	MPP-Ec-14		ED-5 Jurisdictions should promote economic and employment growth that creates a countywide economy that consists of a diverse range of living wage jobs for all of the county's residents.	City should consider adding one or more economic development policies that focus specifically on those who have had historically low or very low access to opportunity.	New policy.
		Policy Gap	MPP-Ec-20	Sustain and enhance arts and cultural institutions to foster an active and	DP- ((34)) 37 The County and cities are encouraged to protect and	The city should consider adding one or more policies related especially to tribal treaty fishing, hunting, and	New policy.

				vibrant community life in every part of the region.	preserve historical, cultural and archaeological resources in a manner consistent with state law and local policies and in collaboration with state agencies and tribes. The County and cities should consider the potential impacts of development to culturally significant sites and tribal treaty fishing, hunting, and gathering grounds and should work with tribes to protect Tribal Reservation lands from encroachment by incompatible land uses and development both within reservation boundaries and on adjacent land.	gathering grounds considering the city's location and adjacency to the Tulalip tribe	

Exhibit D
Draft Economic
Development
Element - Policies
Only

Economic Development Goals and Policies

EDG-1 Promote economic vitality defined as a lively growth-oriented business climate that supports a wide range of private and public investments resulting in development and business activity that diversifies the City's tax base and provides both employment and consumer shopping opportunities for city and unincorporated area residents.

EDP 1-1 Develop a toolkit of incentives such as property tax exemptions density bonuses or public private partnerships to attract desired uses such as mixed-use development or retail businesses that would not be viable based on current market conditions, but would contribute to the economic vitality of the city.

EDP 1-2 – Develop incentives for property owners to improve deteriorating facades, signage and the general outside appearance of buildings to align with the appropriate community design initiative: Twin City Mile, Beautification Plan, Downtown Revitalization Plan.

EDP 1-3 Develop marketing tools to advertise recent design improvements and investments in the Downtown and Uptown Centers.

NEW POLICY EDP 1-4 Develop a new planned industrial zone that support a variety of light industrial and professional office uses that encourage living wage jobs.

NEW POLICY EDP 1-5 Determine methods of incorporating other historic community identities, such as BIPOC communities, into the design and economic assets of Stanwood.

EDG-2 Develop strong community partnerships.

EDP 2-1 Encourage civic organizations to sponsor and promote public improvement programs.

EDP 2-2 Assist in the promotion of community events.

EDP 2-3 Support participation in the Stanwood Chamber of Commerce and work with the Chamber to promote the City.

EDP 2-4 Encourage cooperative downtown improvement planning and implementation efforts between the City and private partners and other business organizations.

EDP 2-5 Coordinate with universities, community colleges, the local Workforce Investment Board, private firms, and other community stakeholders to align research, workforce development, and resources to support targeted industry sectors.

EDP 2-6 Support expansion of higher education programs to address the educational and training needs of the local workforce.

EDP 2-7 Collaborate with private, non-profit, and regional organizations to increase access to and participation in the arts.

NEW POLICY EDP 2-8 Collaborate with nearby tribes to identify culturally significant sites (fishing, hunting, gathering grounds, etc.) that should be preserved and celebrated.

NEW POLICY EDP 2-9 Identify and support funding opportunities for arts and cultural institutions, programming, and education.

NEW POLICY EDP 2-10 Collaborate with Snohomish County on appropriate strategies for the business equity analysis.

EDG-3: Promote a strong, diversified and sustainable local and regional economy, preserving or enhancing the quality of life in the community while reducing disparities and displacement of underrepresented groups.

EDP 3-1 Identify sectors of the economy within Stanwood where opportunity might exist to create additional jobs and identify potential strategies for attracting employment.

EDP 3-2 Provide a supportive business environment for start-up of commercial businesses, light manufacturing, and assembly businesses throughout the City.

EDP 3-3 Strive to create livable wage jobs to promote economic opportunity and sustainability for Stanwood citizens. Professional office uses should be encouraged to balance existing service, retail, and industrial based jobs.

EDP 3-4 Recognize the importance of home-based businesses as a source of new business development.

EDP 3-5 Provide incentives to attract new livable wage industries.

EDP 3-6 Encourage businesses and recreational activities that promote tourism.

EDP 3-7 Participate or otherwise assist in business sponsored activities to increase local awareness of goods and services available in Stanwood.

EDP 3-8 Stimulate public and private financing of improvement projects for immediate and long-term objective of revitalization.

EDP 3-9 Adopt a strategic plan to protect, enhance, and expand the community's arts and cultural resources and strengthen creative industries.

EDP 3-10 Provide for financial or logistical support to local arts, festivals, performances, or cultural tourism.

NEW POLICY EDP 3-11 Conduct a business equity analysis to understand historic reasons for displacement and closure of local businesses.

NEW POLICY EDP 3-12 Work with underrepresented groups within the city to develop supportive programs that encourage small business development.

NEW POLICY EDP 3-13 Develop a business equity strategy to develop policies that address small business and marginalized community displacement.

NEW POLICY EDP 3-14 Support development of a women and/or minority clubs to support the organization and networking of women and minorities in business.

NEW POLICY EDP 3-15 Partner with organizations and businesses to advertise minority or women owned businesses. Maintain a catalogue of active certified businesses and distribute in key areas of the city.

NEW POLICY EDP 3-16 Consider local increases to the minimum wage to reduce economic disparities among frontline workers that are vital to community resiliency.

NEW POLICY EDP 3-17 Enhance opportunities for childcare or after school care to support the workforce.

NEW POLICY EDP 3-18 Conduct an economic racial equity analysis to understand the specific economic disparities impacting disadvantaged or underrepresented communities. Identify strategies to reduce barriers to business development or economic security.

EDG-4 Encourage economic development activities which respect the natural environment and take into consideration the area's natural resources, public services, and facilities.

EDP 4-1 Support new commercial and industrial businesses that are resource based

and build on the natural amenities present in the community.

EDP 4-2 Consider service and infrastructure implications during business recruitment and address needs in the Capital Improvement Plan.

EDP 4-3 Balance the continued need to protect the natural, culturally significant, and historic features of property with the desire for growth and development.

NEW POLICY EDP 4-4 Develop a sustainability task force with business, public, and non-profit representatives to develop a incentive strategy to encourage environmental sustainability policies.

NEW POLICY EDP 4-5 Develop a sustainability program that incentivizes business, public, and non-profit organizations to incorporate environmental, climate change, and socially responsible policies.

EDG-5 Support economic development strategies by including amenities attractive to employees and investors into project design.

EDP 5-1 Encourage high quality site and building design with “curb appeal” that encourages further investment in the area.

EDP 5-2 Create incentives for amenities such as exercise facilities, showers, bicycle parking, carpool parking and shelters at bus stops.

EDP 5-3 Promote transportation system improvements that support economic development by ensuring efficient transport of goods and convenient access for employees and customers to and from places of business. Such system improvements shall include multimodal facilities, delivery routes and access, as well as, pedestrian and bicycle facilities.

EDG-6 Support local business by providing up to date information and equitable and efficient licensing permitting procedures.

EDP 6-1 Ensure that City licensing and permitting procedures and development regulations are coherent, fair, and expeditious.

EDP 6-2 Coordinate with other government entities to eliminate duplication of efforts where specialized industry requirements call for the inspection by government agencies.

EDP 6-3 Encourage active cooperation between the City and local businesses concerning economic development issues, particularly businesses which have specialized infrastructure, building design, transportation, or other needs.

EDP 6-4 Expedite permits for projects that further Economic Development, while still providing equitable service for all.

EDG-7 Within Commercial Centers support amenities such as convenient parking, weather protection and public spaces to improve conveniences for shoppers and business owners.

EDP 7-1 Provide public or private parking that is convenient with safe pedestrian access to entries.

EDP 7-2 Encourage pedestrian mobility for shopping.

EDP 7-3 Provide and require open spaces for public gathering and resting.

EDP 7-4 Consider the use of awnings and other weather protection.

NEW POLICY EDP 7-5 Consider subsidies or funding programs for private expenses such as streetscapes and façade improvements.

NEW POLICY EDP 7-6 Ensure installation of pedestrian and bicycle friendly amenities to support alternative modes of transportation near commercial nodes.

EDG-8 Enhance the city's historic downtown commercial areas.

EDP 8-1 Develop a marketing plan to encourage appropriate development on vacant and redevelopable parcels.

EDP 8-2 Encourage business recruitment, expansion, and retention toward businesses that provide living wage jobs.

EDP 8-3 Streamline the permit process for developments that are consistent with the Downtown Plan.

EDP 8-4 Pursue economic development grants for projects creating jobs.

EDP 8-5 Work with a local bank to provide a revolving or dedicated loan fund to assist in façade, building, and site improvements for local businesses.

EDP 8-6 Assist in providing public education regarding programs such as tax-exempt financing for income qualified projects and property tax exemptions for historical renovations.

EDP 8-7 Ensure city codes support desired improvements and downtown aesthetics

such as street planters, façade and sidewalk improvements.

EDP 8-8 As funding allows, use street trees, planting strips, sidewalks, banners and other infrastructure and amenity investments to establish a unifying urban character within the downtown.

EDP 8-9 Seek opportunities to use public facilities, parks, and open spaces to attract users into the downtown and promote economic activity by creating attractive and dynamic multi-use places.

EDP 8-10 Work with regional transit agencies to ensure that bus routes serve downtown and Stanwood Station as a jumping off point for further exploration.

EDP 8-11 Create an interconnected grid street system that gives public access to the interior of large parcels.

EDP 8-12 Encourage additional residential development within walking distance of the downtown commercial area.

EDP 8-13 Create incentives for new development and redevelopment that fills in the gap between the east and west commercial centers.

NEW POLICY EDP 8-14 Encourage new developments occurring in downtown or uptown to adhere to the design and development guidelines of adopted long range plans, including but not limited to the Twin City Mile, Downtown Revitalization, and City Beautification.

NEW POLICY EDP 8-15 Revitalize the downtown and uptown districts to have a healthy diversity of uses including mixed use residential, civic, and local businesses that tied together through thoughtful, uniform urban design.

EDG-9 Strengthen Stanwood’s concentration of “green” businesses and its reputation as an environmentally friendly community.

EDP 9-1 Engage in business recruitment efforts that serve the agricultural and food-service industry.

EDP 9-2 Develop relationships with potential partners in the emerging clean technology sector.

EDP 9-3 Preserve farmland around Stanwood and enhance agricultural economic activity in the region.

EDP 9-4 Support a local farmer's market that specializes in local food products.

EDP 9-5 Identify opportunities to reduce city resource consumption and waste production.

EDP 9-6 Develop a climate change action plan and sustainability strategy to encourage environmentally sound practices as the city and among local residents and businesses.

EDP 9-7 Use new public facilities as demonstration projects as sustainable building practices and to support the market for locally-produced clean technologies and other products.

EDP 9-8 Use planned community marketing efforts to promote a green image and business climate supportive of agricultural and environmental firms.

NEW POLICY 9-9 Develop a green business task force to identify restrictive municipal codes that may prevent business development of existing and emerging industries, technologies, and services that promote environmental sustainability, especially addressing climate change and resilience from entering the city.