



Planning Commission Meeting Minutes November 14, 2022

Call to Order: 6:31 pm

Roll Call

Commissioners Present:

Jeff Wheatley, Commissioner
Monae Birkhofer, Commissioner
Melissa Toner, Commissioner
Patrick Hosterman, Commission Chair
Cody Davis, Commissioner
Justin Burns, Vice Commission Chair

Staff Present:

Patricia Love, Community Development Director
Tansy Schroeder, City Planner

Absent: Eric Warnat, Commissioner

Also known to be present: Ashley Helms (University of Washington), Diego Rodriguez (University of Washington), Autumn Aho (University of Washington)

Public Requests and Comments:

None

Approval of Minutes:

The July 11, 2022 and September 19, 2022 minutes were approved unanimously.

New Business:

University of Washington Storefront Improvement Presentation

Ashley Helms, Diego Rodriguez, and Autumn Aho from the University of Washington presented their Storefront Improvement Program to the Planning Commission. Their presentation included themes for storefronts such as Scandinavian, Pacific Northwest, and Neutral. Suggested color schemes for storefronts were presented in two categories. The first category included burnt oranges, brick reds, cream/beiges, and shades of green. The second category included glacial blues, moody greys, golden oranges, and Olympic greens. Several different sign styles and font/typefaces were presented along with several different awning types. Other topics discussed were front door styles, windows, streetscapes and pedestrian interactive options such as benches and seating options, potted plants, and chalkboard signs.

Commissioner Questions & Comments

- How will these ideas be spread out across storefronts? The students are currently in the development stage and will later have some proposals to present of individual buildings in Stanwood. Storefront improvement will be gradual as money is granted. The City already has a few businesses that are interested in participating in this program.
- How will the City keep themes consistent throughout downtown? The color schemes will be the main element in keeping the themes consistent.



Planning Commission Meeting Minutes November 14, 2022

- It will be important to keep in mind the materials used for awnings, signs, etc. when thinking about longevity/durability of the products. Low maintenance products/materials will also be important for cost effectiveness.
- The City and the UW students are working together to find a “sweet spot” to provide choices to participating businesses that are consistent for unification but also have enough variety for feasibility. Ultimately, the program will have a menu style approach for choosing different elements.
- Grants given will be in different amounts which will affect what business owners will choose to do with their storefronts.
- What are the next steps? Once the students complete their project, Sarah Cho and Patricia Love will work on the submittal and approval processes and will then take it back to Council.
- Some Commissioners commented that, as presented, there are too many themes to choose from.
- Larger issues such as planting in the Right of Way and weather protection will be an issue that the City can address and won't need to be included as a business owners' responsibilities.
- The City is also considering having an architect on contract to assist business owners with the more technical sides of storefront improvement.
- Prioritize where the money goes: color and signage should be of a higher priority, with awnings, windows and doors as a lower priority.
- Consider having a phased program per year with signs as one year/phase, awnings as another year/phase, etc.
- Overall, the Commissioners support this program moving forward to Council.

Municipal Code Update – 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. Commissioners reviewed 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.

Commissioner Questions & Comments on Title 1, 2, and 4

- The Commissioners unanimously support adding these sections to the Stanwood Municipal Code.



Planning Commission Meeting Minutes November 14, 2022

Comprehensive Plan Update – Draft Economic Development Element

Staff presented new and updated goals and policies to the Commissioners.

- The Commissioners support the changes but will further review them and return to the January meeting with further questions and comments.

Miscellaneous Business:

- The Commissioners would like staff to look into the bylaws of the Planning Commission to see if Old Business, Miscellaneous Items, and Recent Council Action Items can be combined in to one section on the agendas, as they appear very similar.
- There will be no Planning Commission meeting in December. Meetings will resume in January.

Old Business: N/A

Recent Council Action on Commission Items:

- ***Mini Storage Emergency Ordinance*** – Council approved the Emergency Ordinance prohibiting any new mini storage businesses in Stanwood. The ordinance will be in effect for six months with an option for an extension of six additional months if permanent regulations haven't been put in place before then. There are three reasons for this emergency ordinance: Mini storage businesses do not contribute many jobs to Stanwood's employment targets; the jobs they provide are not living wage jobs; and mini storages take away valuable land in the industrial zones.
- ***Twin City Mile Contract with Perteet*** – Council approved the Contract with Perteet, Inc. for the Twin City Mile Phase I Design and Permitting Services

Upcoming Items:

- Election of new Chair and Vice Chair at first meeting in January.
- Year-in-review
- Economic Development Goals and Policies
- Two virtual open houses in December. The first meeting, on Wednesday, December 7, 2022, will focus on Industrial lands with a shift to a Planned Industrial Zone. The second meeting, on Wednesday, December 14, 2022, will focus on downtown Stanwood with an emphasis on mixed use. These meetings are an important part of outreach, and the City hopes to get feedback from the community.

Adjourn: 8:33 pm