CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 3d

DATE: November 21, 2016

SUBJECT: October 24, 2016 Planning Commission Minutes

CONTACT PERSON: Devin Tokizawa, Administrative Assistant

ATTACHMENTS: A – October 24, 2016 PC Meeting Minutes

SUMMARY STATEMENT

Minutes of the October 24, 2016 Planning Commission meeting are attached.

STANWOOD PLANNING COMMISSION MINUTES

October 24, 2016

Call to Order

Chair Utgard called the meeting to order at 6:30PM with the following Commissioners present: Nate Nehring, Randy Heagle, Dianne White, Mark Ramaley, Susan Ronken and Judy Williams. Staff present; Community Development Director Ryan Larsen and Planning Commission Clerk Devin Tokizawa. No known public in attendance.

No Public Requests or Comments

Minutes

The minutes of the October 10, 2016 meeting was approved as presented.

Motion. **Motion by Commissioner Williams second by Commissioner Ronken to approve the minutes of October 10, 2016. Motion carried unanimously.**

New Business

Public Hearing – Capital Improvement Plan (CIP)

Chair Utgard opened the public hearing. Director Ryan Larsen gave the staff report and explained the CIP and project funding, reviewing all projects on the CIP list with Commissioners.

The Planning Commission discussed:

- WSDOT/Viking Way- alignment, etc.
- Enough parking for businesses if Viking Way completed?
- Meaning of smoke testing/camera for finding links in utility lines
- 2018 water rate study

Chair Utgard closed the public hearing following no public comment.

Motion. **Motion by Commissioner Heagle second by Commissioner Ramaley to recommend City Council approve the proposed 2017-2022 Capital Improvement Plan (CIP) and update the Capital Facilities Element (Table CF-20) of the Comprehensive Plan to reflect the new CIP and any final adjustments made by Council. Motion carried unanimously.**

Public Hearing – 2016 / 2017 Comprehensive Plan Amendments

Chair Utgard opened the public hearing. Mr. Ryan Larsen gave the staff report, explaining the Docket process and the proposals this year regarding conditional certification of the Comprehensive Plan by the Puget Sound Regional Council (PSRC). PSRC has stated that the City has a shortfall of 238 housing units. Staff will work with Snohomish County to determine if this the current calculations are correct, changing the zoning map and Future Land Use Map

(FLUM) to account for more housing or review to find out if anything was missed and not taken into account. Mr. Larsen explained that the property owners of the TBD properties where the old gravel pit is located requested that the City change the current zoning of their property from medium density residential (MDR) to high density residential (HDR). This zoning change may allow the City to account for a greater housing capacity and meet PSRC's recommendation.

The Planning Commission discussed:

- How many units were proposed in the original TBD development
- TBD parcel location ideal for multi-family / high density residential
- Current shortage of multi-family housing in Stanwood
- Maple Court project issue – project of additional apartments known as Creekside on hold

Mr. Larsen asked the Commission went over the work plan for this item in Attachment E and asked for a recommendation.

Chair Utgard closed the public hearing following no public comment.

Motion. **Motion by Commissioner Nehring second by Commissioner Ramaley to recommend City Council approve the proposed 2016/2017 Docket for the City of Stanwood (File Number 2016-350) request and proposed work plan in Attachment E. Motion carried unanimously.**

No Old Business

Miscellaneous Business & Upcoming Items

- Currently, a new building is to be erected next to City Hall by Designs Northwest Architects
- The hole at Lenz by Petco/Grocery Outlet will be filled, compacted and a build-out for commercial space
- Staff will begin routing all notices to Planning Commissioners so Commission is informed, including the McDay Septage Receiving Plant

The Commission inquired about the McDay Septage Receiving Plant and Mr. Larsen outlined the proposed project. The Commission discussed:

- Odor issues
- Location – between Rite Aid and the rail road tracks
- Postings/noticing of this project
- Commission asked staff to give an example of another similar facility in another jurisdiction
- Some financial gain for the City

Mr. Larsen informed the Commission that the file is at the City and they are welcome to come review it.

Administrative Assistant Devin Tokizawa informed the Commission that staff is in the process of looking into acquiring City e-mail accounts for Commissioners.

Mr. Larsen informed the Commission that staff will have a memo and site plan for the McDay Septage Receiving Plant at the next Commission meeting.

Commissioner Heagle inquired after Process Solutions and Mr. Larsen explained the current issue of Process Solutions and their challenge to expand their operations. They are currently exploring moving into a new building in Stanwood.

Mr. Larsen informed the Commission that there is a new pediatric dentistry clinic which opened in the Village Commons Condos.

Commissioners discussed the YMCA as an amazing facility, its membership reaching 4,400 and the benefit to the community at large.

Mr. Larsen gave an update on the new high school proposal and upcoming bond in February 2017.

Adjourn

The meeting adjourned at 7:15PM.

Devin Tokizawa, City of Stanwood