



Planning Commission  
Meeting Minutes  
January 10, 2022

**Call to Order:** 6:32 pm

**Roll Call**

**Present:**

Justin Burns  
Cody Davis  
Eric Warnat  
Patrick Hosterman

**Staff Present:**

Patricia Love  
Audrey Rotrock  
Tansy Schroeder

**Absent:** Monae Birkhofer

**Also known to be present:** Tim Schmitt, Cathy Wooten

**Public Requests and Comments:**

Cathy Wooten thanked the Planning Commission for moving the Park Impact Fees forward to a Public Hearing.

**Approval of Minutes:**

The Minutes of November 15, 2021 were voted on and approved unanimously as written.

**New Business:**

***Election of Officers:***

At the first meeting of the year, the Planning Commission elects a new Chair and Vice Chair. According to the bylaws, election of officers should be the first item of new business and the new officers assume their duties at the close of elections.

Planning Director, Patricia Love, discussed officer election procedures and nominations and voting began. Patrick Hosterman volunteered for the Chair position. There were no other nominations for that position. The Commission voted unanimously to elect Patrick as the new Chair. Patrick Hosterman nominated Justin Burns for the Vice Chair position. With no other nominations for the Vice Chair position, the Commission voted unanimously to elect Justin as Vice Chair.

***New Commissioners***

Mayor Sid Roberts is proposing to appoint 2 new Planning Commissioners, Melissa Toner and Jeffery Wheatly. He expects the Council will approve these 2 new Commissioner appointments in February.

***2021 Year in Review***

At the beginning of each year, staff presents to the Planning Commission a year in review summary of the work accomplished and a preview of the upcoming work plan. The Planning Commission work plan is established based on state mandated requirements, the preceding years Docket items, and city priorities.

The Planning Commission is an advisory commission to the City Council. Their responsibilities include making recommendations to the City Council on Comprehensive Plan Amendments and Zoning Regulations / Municipal Code Amendments. In addition, the Planning Commission provides a forum for



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public review of development projects outside of the formal public hearing process. In 2021, the Planning Commission held all of their meetings virtually due to Covid-19.

The 2021 Planning Commission workload included:

Code Amendments / Comp Plan Amendments / Other:

- Permit Procedures Restructure Code Amendment
- Permitted Uses Code Amendment
- Enhanced Service Facilities Regulations
- Park Impact Fee Code Amendment Review

Public Meetings on Development Projects:

- Pioneer Highway Interceptor Sewer Upgrade Project
- 101<sup>st</sup> Avenue Reconstruction
- Creek Side Apartments – Phase 3
- North Star Cold Storage Addition

A series of tables were presented to the Planning Commission to show a comparison of 2021 permit activity compared to other years. The total number of permits were lower than the 2018 / 2019 peak. However, the City did see an increase in permit activity over last year.

### **2022 Work Plan**

Associated with the 2021 – 2022 Biennial Budget is a corresponding work plan for each department. Included in that work plan are items subject to review by the Planning Commission. Over the next two years the Planning Commission will be working mostly on three major issues: 2024 Comprehensive Plan Update, the Stanwood Municipal Code Update and the Housing Action Plan.

### **2022 Planning Commission Work Plan Items**

Work Plan Item	Tentative Timing
Park Impact Fee Ordinance Update	January - March
Floodplain / FEMA Community Rating Strategy	January - June
2024 Comprehensive Plan: Technical Studies & Policy Analysis	January - December
Housing Action Plan	January - December
Stanwood Municipal Code Update	January - December

The February Planning Commission meeting agenda will include the Park Impact Fee Ordinance Public Hearing.



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**Old Business:**

N/A

**Miscellaneous Business:**

***Thank You Note***

City Council Member Steve Shepro sent an email thanking the Commission for their hard work on the Permitted Use Matrix.

***Church Creek Sewer Project***

Public Works is installing a new gravity sewer line which will eliminate deficiencies of the old system. The Public Notice for this project will be posted on January 11, 2022. Church Creek Park will be temporarily closed while work is being completed.

***Kottsick Annexation Project***

The Kottsick Annexation packet has been submitted to the Boundary Review Board and we are expecting comments back from this month.

**Recent Council Action on Commission Items:**

City Council approved the permitted use matrix and new permitting process.

**Upcoming Items:**

2022 Workplan

Park Impact Fee Ordinance Public Hearing

FEMA's Community Rating System (CRS)

A motion to adjourn was made by Patrick Hosterman and seconded by Eric Warnat.

Adjourn: 7:32 pm