



Community Development Committee
Meeting Minutes
February 3, 2022

Call to Order 5:00 pm

Councilmembers Present: Marcus Metz, Steve Shepro, Dani Gaumont

Staff Present: Patricia Love, Tansy Schroeder, Audrey Rotrock

Absent: N/A

Agenda Items:

1. Election of Chair
2. Park Impact Fee Code Amendment
3. Park and Recreation Study Recommendation
4. Downtown Revitalization Project
5. Planning Commission 2022 Work Plan

Election of Chair

At the first meeting of the year, the Community Development Committee elects a new Chair.

The Committee nominated and voted unanimously on Marcus Metz as the Chair and Steve Shepro as Vice Chair.

Park Impact Fee Code Amendment

The Planning Commission spent much of 2019 reviewing the current park impact fee code and deliberating on how best to update the code and fee structure while balancing the cost of new park construction against the impact on homeownership.

In early 2020, the Commission had completed their review of the code amendment and associated park impact fee methodology.

With the completion of the permitting procedures and permitted use matrix code amendment, staff and the Planning Commission are beginning work on the Park Impact Fee code amendment.

Proposed Amendment Includes:

- **Traffic:** Revised SMC Chapter 17.151; removes references to park and fire impact fees; and amends the time period to expend fees from 6 years to 10 years in accordance with state law.
- **Parks:** New SMC Chapter 17.152; adopts a new chapter of the municipal code specific code park impact fees; removes specific construction cost and person per household hold figures from the formula; and amends the time period to expend fees from 6 years to 10 years in accordance with state law.
- **Fire:** New SMC Chapter 17.154; deletes all reference to the fee and formula and provides that if the fire authority requests that the city adopt a fee that the formula



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be developed and an amendment to the code be adopted. This change reflects recent vote by city residents to annex into the North County Regional Fire Authority.

- **Park Impact Fee:** The Park Impact Fee has been updated by applying the park impact fee formula to the 2022-2027 Park Capital Improvement Project list and updating the “persons per household” figure as provided by the Washington State Office of Financial Management.

No changes are proposed to the School Impact Fee, Chapter 17.153 – Impact Fees – School Facilities.

2022 Park Impact Fee Calculation:

The process of updating the Park Impact Fee includes applying the most recent Park CIP list with updated construction cost estimates, applying the most recently available city demographic information, and considering the appropriate proportional cost share. Level of service ratio remains the same as it is the LOS adopted in the Parks, Recreation and Open Space Plan.

Stanwood Municipal Code Chapter 17.151.090 contains the impact fee formula for parks. This fee is applied to all new residential development permits in the City: both single family residential and multi-family residential.

The Committee supports the proposed amendment. The Committee would also like to know why there is not an adjustment factor for the traffic impact fee, like there is one for the park impact fee.

Park and Recreation Study Recommendation

Community Boards and Stanwood residents have requested that the City hire a Parks Director and establish a Parks Department. This pressure appears to be coming from the desire to improve park aesthetics and communication with the City. With the current diversified system of parks planning in the Community Development Department and parks scheduling / maintenance in the Public Works Department there is a communication and policy implementation gap with regards to parks in the City of Stanwood.

Identifying this key inefficiency in the city is a major step forward towards improving City parks for the community. City Staff recommends taking a phased and scalable approach to improving city parks and services prior to formally creating a City Parks Department. Staff recommends creating a “Parks Team” consisting of existing employees that will be dedicated to parks planning and maintenance that will work together, in the same space to improve communication.

The Committee supports creating a scalable approach to creating a City Parks Department. They also support beginning the first and second phase as soon as feasible.



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Downtown Revitalization Project

Following the guidance laid out in the 2010 Economic Development Action Plan, 2012 SDAT: Density by Design, and 2015 Downtown Subarea Plan, the Stanwood City Council approved the City Beautification Action Plan on December 10, 2020. It 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

To help guide the visioning and design of the Main Street Revitalization project– now being referred to as the Twin City Mile project – a Steering Committee was established. The purpose of the Twin City Mile Steering Committee is to gauge business owners' interest in gateway concepts and to start a discussion about what issues are important to consider as part of the larger project goals.

The Twin City Mile Steering Committee held their first meeting on January 26, 2022. This meeting agenda focused on understanding the background of the project and formulating a future vision for downtown Stanwood.

The Committee supports the Downtown Revitalization Project. They would also like to revisit “Branding” of the city at the next City Council Meeting.

Planning Commission 2022 Work Plan

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 Planning Commission and Community Development Committee will be heavily involved in the 2024 Comprehensive Plan Update.

At the next Community Development Committee meeting, Patricia Love will share her approach on how to best handle the 2024 Comprehensive Plan update.

Meeting adjourned at: 6:29 pm