



Planning Commission  
Meeting Minutes  
February 14, 2022

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

**Roll Call**

**Present:** Monae Birkhofer  
Melissa Toner  
Patrick Hosterman  
Cody Davis  
Jeff Wheatly

**Staff Present:**  
Patricia Love  
Audrey Rotrock

**Absent:** Eric Warnat, Justin Burns

**Also known to be present:** N/A

**Public Requests and Comments:**

None

**Introduction of New Commissioners**

Jeff Wheatly introduced himself. He has lived in Stanwood for 7 years and previously lived in Marysville. He is the Chief Operating Officer at the Angel of the Winds Casino.

Melissa Toner introduced herself. She and her husband have lived in Stanwood for 9 years, and she's originally from Canada. She is in the Real Estate Business and her husband was previously the Assistant Police Chief in Stanwood.

**Approval of Minutes:**

The Minutes from the January 10, 2022 meeting were voted on and approved unanimously as written.

**New Business:**

***National Flood Insurance Program – Community Rating System***

The City of Stanwood is interested in participating in the Community Rating System (CRS) to help reduce flood insurance premiums for our community. Currently Downtown, the historic heart of the city, is in the floodplain and participating in the CRS program would offer lower insurance premiums to all residents and business owners within city limits.

The National Flood Insurance Program (NFIP) provides federally backed flood insurance within communities that enact and enforce floodplain regulations. To be covered by a flood insurance policy (for structures and/or its contents), a property must be in a community that participates in the NFIP. To qualify for the NFIP, a community adopts and enforces a floodplain management ordinance to regulate development in flood hazard areas. The objective of the ordinance is to minimize the potential for flood damage to future development. The city of Stanwood participates in the NFIP, and the most recent floodplain regulations were adopted by the City Council on May 28, 2020.

After discussing the parameters of the program, the Commission is supportive of this plan.



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**Old Business:**

***Impact Fee Code Amendment and Fee Adoption***

The issue before the Planning Commission is to review and hold a public hearing on the proposed amendments to the City's impact mitigation fee regulations and the 2022 update to the proposed park impact fee.

One of the City's 2022 work items is to adopt the City's updated park impact fees that staff and the Planning Commission have been working on since July of 2019; this code evaluation has resulted in the following amendments:

1. Traffic, park, fire, and school impact fees are listed in their own independent chapters of the Municipal Code; and
2. The park impact fee has been updated to reflect costs associated with the acquisition and development projects listed on the 2022-2027 Park Capital Improvement Plan.

**Planning Commission Recommended Motions:**

After Patrick Hosterman opened the public hearing, there was discussion among the Commissioners about the amendment.

The Commission considered the Master Builders Association's letter submitted on February 14, 2022 as part of their deliberations. In summary, their letter requested that a more reasonable fee be adopted due to the current housing crises and its effects on affordable homeownership. The Commission responded as follows:

- Average sales prices of homes are in the \$500,000 range; an increase of \$606 on a single-family home would not affect affordable housing and once incorporated into a mortgage may result in a \$10 / month increase.
- Funding of parks is a top priority for the city and fees should reflect current costs.
- New parks are a benefit to incoming city residents.
- Developers / new growth should pay their fair share of new park development costs.
- There remains a high demand for housing in Stanwood. An increase in the park impact fee will unlikely affect that demand and push growth elsewhere.
- They support adding the low-income credit and fee deferral program to reduce impacts on housing.

After considering staff comments and taking public comment, the Planning Commission unanimously recommended approval of the proposed amendments, park impact fee and the associated Findings of Fact and Conclusions. It was also motioned, seconded and approved unanimously to recommend that a low-income housing credit and fee deferral provisions be added to the ordinance.



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***Comprehensive Plan Update Schedule***

It is the goal of the city to adopt the Comprehensive Plan by the end of March 2024 – leaving a three-month buffer for unforeseen circumstances. Work will be completed over a two-and-a-half-year period using the following tentative schedule as a guide.

- 2022: Phase 1 – Fact Finding and Technical Analysis
- 2023: Phase 2 and Phase 3 – Draft Plan and Environmental Review
- 2024: Phase 3 – Public Hearings and Plan Adoption

The City is in the process of solisting consultant servcies to help with the update process; it is anticipated that the consultant should be under contract by mid-March. The consultant’s work will include preparing an economic analysis of land use options, updating the plan in a user friendly format, public engagement and environmental review. To complete Phase 1 within 2022, a tentative schedule has been prepared that focuses on city demographics, population, employment, housing, land use, and transportation. We will also be conducting a major public outreach effort.

The Commissioners are ready to support the Comprehensive Plan update.

**Miscellaneous Business:**

None

**Recent Council Action on Commission Items:**

None

**Upcoming Items:**

Municipal Code Update Project

A motion to adjourn was made by Patrick Hosterman and seconded by Cody Davis.

Adjourn: 7:54 pm