

# CITY OF STANWOOD

*City Council AND Stanwood Planning Commission  
Joint Workshop  
Thursday, January 29, 2009 – 6:30 p.m. - 9:30 p.m.  
Stanwood Fire Station*

## MINUTES

### Call to Order

Mayor Dianne White called the meeting to order at 6:30 p.m. and introduced the presenters for the Short Course on Local Planning Training (CTED).

Councilmembers present: Shelley Klasse, Timothy Loney, Arne Wennerberg, Andy Chappel, and Leonard Kelley. Councilmember Conrad Ryer was excused.

Planning Commissioners present: Linda Utgard, Gary Shirley, Dave Eldridge, Tim Pearce, Pearl Schaar, and Roger Haskin. Commissioner Albert Burkland was excused.

Staff present: City Administrator Joyce Papke, City Clerk Melissa Collins, Community Development Director Rebecca Lind, Human Resources Director Mathew Pruitt, Public Works Director Andy Bullington, Finance Director Crystil Collins, Planner Lori Kirkeby, Permit Coordinator Corinne Schakel and Administrative Assistant Devin Tokizawa and City Attorney Grant Weed.

Others present were representatives from Town of La Conner, City of Arlington and City of Lake Stevens.

### Discussion Items

#### a. A Short Course on Local Planning (CTED)

Bill Mandeville, AICP, Senior Planner Growth Management Services for Department of Community, Trade and Economic Development welcomed guests and provided introductions.

Michael Walter, Attorney at Law from Keating Bucklin & McCormack, Inc., P.S. gave a PowerPoint presentation on the statutory basis of planning in Washington State, the Constitutional issues in land use planning, the Open Public Meetings Act, the Appearance of Fairness Doctrine, conflicts of interest, quasi-judicial and legislative functions of the planning commission, ex parte communications and how to deal with them, the conduct of meetings, the uses (and misuses) of email, and recent case law affecting land use planning.

Doreen Booth, Juanita Planning and Economic Development provided an overview of the basic components of a comprehensive plan, including the goals of the plan,

the basic elements which need to be addressed, the concepts of consistency and concurrency and suggestions involving citizens in the planning process.

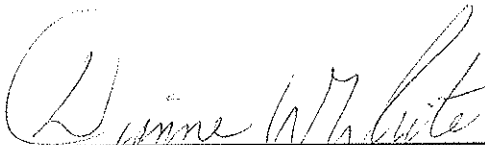
Dave Osaki, AICP, Deputy Director Community Development, City of Lynnwood pointed out the tools and techniques available for implementing the comprehensive plan, discussed the role of the planning commission, how to develop good working relationships among the planning commission, elected officials, and planning staff, and made suggestions for holding effective meetings and hearings.


### Adjourn

Meeting was adjourned at 9:30 p.m.

CITY OF STANWOOD

ATTEST:

  
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Dianne W. White, Mayor

  
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Melissa A. Collins, City Clerk