

# SULTAN CITY COUNCIL

## AGENDA ITEM COVER SHEET

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**ITEM NUMBER:** Action A-1  
**DATE:** June 11, 2007  
**SUBJECT:** Planning Board Re-Appointments  
**CONTACT PERSON:** Rick Cisar, Director of Community Development

**SUMMARY:**

The terms for the five member Planning Board, appointed last year, provided for two members of the Board with a one year term and three members of the Board with two year terms. The terms of the one year appointments expire on June 19, 2007 and the two year appointments expire on June 19, 2008.

Charles Van Pelt and Jeff Cofer were appointed for one year terms. Chairman Kurt Latimore, Sarah Davenport-Smith, and George Schmidt were appointed for two year terms.

Re-Appointments to the Planning Board are for two year terms. Members may be re-appointed for an unlimited number of terms (SMC 2.17.100).

Both Mr. Van Pelt, Sultan School Board Member and Snohomish County Resident, and Mr. Jeff Cofer, Local Business Owner and Snohomish County Resident, have requested re-appointment to the Board. Mr. Cofer indicated in an e-mail dated June 6, 2007 his desire to continue as a Board Member for an additional twelve month term to complete the current tasks assigned to the Board and thereafter may consider resigning do to other obligations.

**RECOMMENDED ACTION AND MOTION:**

Motion to re-appoint Charles Van Pelt and Jeff Cofer to the Planning Board for two year terms.

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**COUNCIL ACTION:**

**DATE:**

**ATTACHMENTS:**

- A. Planning Board Appointees and Terms
- B. SMC 2.17.100
- C. Letters requesting re-appointment



# City of Sultan

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## **PLANNING BOARD MEMBERS**

**Appointment June 8, 2006**

**Effective Date of Ordinance Establishing the Planning Board:  
June 19, 2006**

<b>Name</b>	<b>Term</b>
Sarah Davenport-Smith	2 Year – Expires June 19, 2008
Kurt Latimore	2 Year – Expires June 19, 2008
George Schmidt	2 Year – Expires June 19, 2008
Charles Van Pelt	1 Year – Expires June 19, 2007
Jeff Cofer	1 Year – Expires June 19, 2007

## 2.17.070

### 2.17.070 Senior planner and staff.

A senior planner and staff as authorized by the city's budget may be appointed by the director of the department of community development. (Ord. 904-06 § 1)

### 2.17.080 Planning board.

There is hereby established a planning board consisting of five members. (Ord. 924-06 § 2)

### 2.17.090 Appointments to planning board.

All members of the planning board shall be appointed by the mayor and confirmed by the city council. Appointments shall be made in a nondiscriminatory manner, without regard to age, race, sex or political affiliation. (Ord. 924-06 § 3)

### 2.17.100 Terms of appointments to the planning board.

Two of the initial appointments to the planning board shall be for a one-year appointment. Three of the initial appointments to the planning board shall be for a two-year appointment. All subsequent appointments to the planning board shall be for a term of two years, unless the appointment is to fill the balance of an existing term, in which event the term shall be the balance of the term. Members may be reappointed an unlimited number of terms. (Ord. 924-06 § 4)

### 2.17.110 Vacancy.

A member's position on the planning board shall be deemed vacant if a member resigns, or if a member misses four regular meetings of the planning board within a 12-month period. Absences may only be excused for substantial reasons, such as serious illness of the member, or immediate family, or death in the member's immediate family. (Ord. 924-06 § 5)

### 2.17.120 Removal from membership on the planning board.

A member of the planning board may be removed by the mayor for inefficiency, neglect of duty or malfeasance in office. If the mayor believes the required cause for removal exists, the mayor shall issue a notice of suspected cause and allow the member a public hearing before the mayor to demonstrate that cause for removal does not exist. Based upon the evidence presented in the public hearing, the mayor shall determine whether the member shall be removed. The mayor shall report any such removal to the city council. There shall be no right of appeal to the council. (Ord. 924-06 § 6)

### 2.17.130 Meetings of the planning board.

The planning board shall meet a minimum of once a month, and conduct such other meetings as required to complete the duties assigned to the planning board. The initial meeting of the planning board shall occur within 20 days of the effective date of the ordinance codified in this chapter. Notice of said meeting shall be issued by the director in accordance with the requirements of law. As a first item of business, the planning board shall designate the date and time for its regular monthly meeting. (Ord. 924-06 § 7)

### 2.17.140 Quorum for meeting of the planning board.

The presence of a minimum of three members shall constitute a quorum. Except to adjourn, no action may be taken in the absence of a quorum. Final action of the planning board in the form of a recommendation shall require the affirmative vote of a majority of the members present when a quorum has been established. (Ord. 924-06 § 8)

### 2.17.150 Rules and regulations.

The planning board may adopt rules and regulations for the conduct of its affairs. In the absence of any such rules and regulations, the planning board shall follow the most analogous rules used either by the city council for its meetings or by the city's hearing examiner. (Ord. 924-06 § 9)

### 2.17.160 Powers and duties.

A. In consultation with the director of community development, the planning board shall review and monitor the city's comprehensive plan and development regulations, both as defined in the Growth Management Act of the state of Washington, to establish a list of tasks to be undertaken to keep the city's comprehensive plan and development regulations up-to-date and in compliance with the Growth Management Act;

B. The planning board shall review the city's public participation notices and processes to establish a legally compliant public participation process for the city. The planning board shall report its recommendations on said notices and processes to the director of community development within 60 days of the effective date of the ordinance codified in this chapter. The director shall forward that report and his/her commentary, if any, to the city council within 20 days of receipt;

C. In consultation with the director of community development, the planning board shall implement a public participation process and conduct

RECEIVED  
MAY 22 2007

*Charles and Linda Van Pelt  
29614 Cedar Ponds Rd.  
Monroe, WA 98272  
360-793-2728  
cedarpondsroad@aol.com*

BY: .....

May 17, 2007

Mayor Ben Tolson  
City of Sultan  
319 Main St.  
Sultan, Washington 98272

Dear Mayor Tolson:

I have been advised that there is an opportunity to continue serving on the Sultan Planning Board for the next two years. I find this opportunity exciting and gives me the chance to contribute to the growth, welfare and the future of the city of Sultan.

Therefore, I accept this opportunity and look forward to this chance to serve a growing community.

Very truly yours,

*Charles M. Van Pelt, Sr.*  
Charles M. Van Pelt, Sr.

*cc: Ruben Cisar, Director of Community Development*

**Rick Cisar**

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**From:** Jeff Cofer [wagley1@verizon.net]  
**Sent:** Wednesday, June 06, 2007 9:58 AM  
**To:** Rick.Cisar@ci.sultan.wa.us  
**Subject:** Planningboard term expiration

To whom it may concern:

I, Jeff Cofer, would like to remain as a planning board member for another 12 month term

6/6/2007