

SULTAN CITY COUNCIL SUBCOMMITTEE AGENDA ITEM COVER SHEET

DATE: February 7, 2008

SUBJECT: Planning Board Applications

CONTACT PERSON: Deborah Knight, City Administrator



ISSUE:

There is a vacancy on the Planning Board as a result of the election of Sarah Davenport-Smith to the City Council. The City advertised the vacancy and received 4 applications:

1. Keith Arndt
2. Michael Inman
3. Aaron McCann
4. Scott Zaffram

Keith Arndt has since withdrawn his application due to personal time constraints associated with serving on the Board.

The Mayor has the authority to appoint Planning Board members in accordance with Sultan Municipal Code 2.17.09. Mayor Eslick is seeking input from the City Council Subcommittee on the qualifications of the candidates and the Council Subcommittee's observations and/or recommendations based on candidate's applications.

The candidates will be at the Subcommittee meeting at 6:30PM for individual interviews with the subcommittee members. Interview questions will be prepared and distributed in advance of the meeting. The questions will not be provided to the public in advance in order to provide for a "competitive" interview process. Each candidate will be interviewed separately while the other candidates are out of the room. The subcommittee will evaluate candidates based on their background, experience, application and interview response. The subcommittee members will forward their rankings to the Mayor for her consideration.

The Mayor plans to bring her recommendation forward to the Council for confirmation at the Council's February 14, 2008 meeting.

STAFF RECOMMENDATION:

Review the applications received by the City. Consider the candidate's qualifications based on their applications, interview responses and the duties of the Planning Board as outlined in SMC 2.17.160 (Attachment A). Forward any observations and/or recommendations to the Mayor for her consideration.

SUMMARY:

The purpose of this appointment is to fill the position vacated by Sarah Davenport-Smith as a result of her election to City Council. However, it is important to keep in mind that Planning Board members Charles Van Pelt and Jeff Cofer have extended their terms from June 2007 to June 2008. Chair Latimore's term expires in June 2008.

Under SMC 2.17.09, appointments to the Planning Board are the statutory authority of the Mayor. The City Council confirms the Mayor's appointment:

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)

The question for the Mayor, Council and community is how to ensure continuity on the Planning Board while the City completes the extensive technical review and work that is scheduled this year to adopt a Comprehensive Plan compliant with the Growth Management Act.

When reviewing the applications for the Planning Board the Council may want to consider:

- How the candidate may fit and work with the existing Planning Board members
- The candidate's background and experience
- The candidate's understanding of land use process, the growth management act and the City's comprehensive plan
- Whether the candidate represents any stakeholders in the land use process

Staff will note the Council Subcommittee's discussion and share the Council's comments and observations with the Mayor as directed.

FISCAL IMPACT:

There is no direct fiscal impact as a result of this proposed appointment process.

BACKGROUND:

The City Council created the Planning Board by Ordinance 924-06 in 2006.

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)

In conjunction with the Community Development Director, the Planning Board has very important role in Sultan's land use process. As set forth in SMC 2.17.160 Planning Board duties include:

- Reviewing and monitoring the city's comprehensive plan and development regulations, both as defined in the Growth Management Act of the state of Washington.
- Establishing 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;
- Reviewing the city's public participation notices and processes to establish a legally compliant public participation process for the city.
- Conducting such public meetings and hearings as required to fulfill the city's public participation obligations under Chapter 36.70A RCW.

The Council Subcommittee should keep these duties in mind when review the candidate's applications.

ALTERNATIVES:

1. Review the applications received by the City. Consider the candidate's qualifications based on their applications and the duties of the Planning Board as outlined in SMC 2.17.160. Forward any observations and/or recommendations to the Mayor for her consideration.
2. Do not review the applications received by the City or consider the candidate's qualifications. Forward any concerns or comments to the Mayor for her consideration.

RECOMMENDED ACTION:

Review the applications received by the City. Consider the candidate's qualifications based on their applications and the duties of the Planning Board as outlined in SMC 2.17.160. Forward any observations and/or recommendations to the Mayor for her consideration.

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ATTACHMENTS:

Attachment A – SMC 2.17.080 Planning Board
Attachment B – Candidate Applications

2.17.080 Planning board.

2.17.090 Appointments to planning board.

2.17.100 Terms of appointments to the planning board.

2.17.110 Vacancy.

2.17.120 Removal from membership on the planning board.

2.17.130 Meetings of the planning board.

2.17.140 Quorum for meeting of the planning board.

2.17.150 Rules and regulations.

2.17.160 Powers and duties.

2.17.010 Department created.

There is created a separate administrative department in and for the city of Sultan entitled the department of community development, to consolidate all planning, environmental and permitting functions into a single department under the supervision of a director of community development. (Ord. 904-06 § 1)

2.17.020 Designation of department of community development as planning agency.

The department of community development is hereby designated as the planning agency for the city of Sultan to perform all duties, directly or indirectly, by contract or agreement, required of a planning agency as imposed by law. Where provisions in the Revised Code of Washington or the city's municipal code reference a "planning agency" and/or "planning commission," from and after the effective date of the ordinance codified in this section, such references shall refer to the department of community development. (Ord. 924-06 § 1; Ord. 904-06 § 1)

2.17.030 Position established.

There is established the position of director of the department of community development in and for the city of Sultan. (Ord. 904-06 § 1)

2.17.040 Appointment.

The mayor shall have the power of appointment and removal of the director of the department of community development. Such appointment and removal shall be subject to confirmation by a majority vote of the city council. (Ord. 904-06 § 1)

2.17.050 Powers and duties of director.

The powers, duties and responsibilities of the director of the department of community development, except where the director may act in a quasi-judicial manner, shall be subject to the direction, authority and supervision of the city administrator, and shall include, without limitation, the following:

A. Perform, or cause to be performed for the city, all duties as imposed under the Sultan Municipal Code on the city planner or/and zoning official;

B. Issue administrative determinations under the city's unified development code;

C. Serve as the city's designated official under the State Environmental Policy Act (SEPA);

D. Perform directly or by designee all duties imposed on officials of the city of Sultan under SMC Titles 15, 16, 17, 21 and 22;

E. Appoint and supervise the performance of a senior planner, and such permit technicians as authorized by the city's annual budget;

F. Except where he/she acts in a quasi-judicial capacity, supervise the performance of the city's building official and the city's code enforcement officer;

G. Participate in and prepare an annual budget for the department of community development; and

H. Cause to be performed the duties of the department of community development as established by this chapter. (Ord. 904-06 § 1)

2.17.060 Salary.

The director of the department of community development shall receive a salary in such amount as the city council may from time to time establish by ordinance for a permanent hire, and such amount as the mayor may negotiate and the council approve by resolution for an interim appointment. (Ord. 904-06 § 1)

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 such public meetings and hearings as required to fulfill the city's public participation obligations under Chapter 36.70A RCW;

D. In conjunction with the director (of community development), the planning board shall develop Sultan's comprehensive plan and/or updates and amendments thereto, and revise development regulations that implement its comprehensive plan and make recommendation concerning the same to the director of community development and to the city council;

E. In conjunction with the director of community development, the planning board shall annually make a recommendation for training and assistance to the board and a budget request to the city council. (Ord. 924-06 § 10)



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DEC 28 2007

City of Sultan

PLANNING BOARD APPLICATION

BY:

Name: Michael Inman
Address: ~~700 2nd St~~ Sultan, WA 98294
Phone: (Home) (509) 747-7891 (Cell) (509) 747-4250 (Work) _____
E-Mail: inmanm1@tmsmail.com

Are you currently a registered voter? Yes: X No: _____

Are you a City of Sultan Resident? Yes: X No: _____

If not, do you currently reside within the UGA? N/A Yes: _____ No: _____

or Sultan School District 311? N/A Yes: _____ No: _____

Have you owned and operated a business within the corporate limits for a period of one year or more? Yes: _____ No: X

Do you have any relatives that are employees of the City of Sultan? If yes, which Department do they work with?

NO

Please explain your interest in serving on the Planning Board:

I am interested in getting involved and making a difference in the city.

Professional experience relevant to the Planning Board:

President of Willow Run East HOA.

Community Involvement:

Additional Comments:

PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY

Signature: Date: 12-25-07



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City of Sultan

PLANNING BOARD APPLICATION

BY:

Name:  **Aaron McCann**
 Address: _____
 Phone: (Home) ~~206-888-1131~~ (Cell) _____ (Work) _____
 E-Mail: _____

Are you currently a registered voter? Yes: X No: _____
 Are you a City of Sultan Resident? Yes: X No: _____
 If not, do you currently reside within the UGA? Yes: _____ No: _____
 or Sultan School District 311? Yes: _____ No: _____
 Have you owned and operated a business within the corporate limits for a period of one year or more? Yes: X No: ///
 Do you have any relatives that are employees of the City of Sultan? If yes, which Department do they work with? _____

Please explain your interest in serving on the Planning Board:
the past is a learning lesson - the future is a challenge - I hate to see a hard earned dollar wasted.

Professional experience relevant to the Planning Board:
Board of Directors 4 years - nationwide agency addressing the homeless.

Community Involvement:
Nursing, Printman Det, Disabled Veterans Advocate, physical on hand maintenance, (Weight Watcher) person ministry, Hood

Additional Comments:
Committee - a conglomerate mandate to Congress - the most learned!

PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY

Signature: Aaron McCann Date: 12/15/07

12/4/07
Cyd (U)



City of Sultan

PLANNING BOARD APPLICATION

Name: Scott Zaffram
Address: 828 Sultan Run North, Sultan, WA 98284
Phone: (Home) 360-793-3344 (Cell) 425-622-2222 (Work) 360-793-3344
E-Mail: SZaffram@cl.sultan.wa.us

Are you currently a registered voter? Yes: No:
Are you a City of Sultan Resident? Yes: No:
If not, do you currently reside within the UGA? Yes: No:
or Sultan School District 311? Yes: No:
Have you owned and operated a business within the corporate limits for a period of one year or more? Yes: No:
Do you have any relatives that are employees of the City of Sultan? If yes, which Department do they work with? NO

Please explain your interest in serving on the Planning Board:
I believe in help be part of the solution, not part of the problem. I have not been happy personally with the direction of the city and feel that instead of complaining that I could serve my community.

Professional experience relevant to the Planning Board:
I have not direct knowledge of the Sultan planning board. I am a quick learner. I have worked in Federal service for the last 11 years. Transportation Security Admin / Federal Emergency Management Agency

Community Involvement:
I serve as the Sakon Run North Homeowners Association President.

Additional Comments:
I would like to see the community grow, but in a positive direction. I want to serve the community in a way that would make the residents proud and in a way that the cities history can be preserved. Sultan will grow dramatically in the next 5 years and the impact of such should be mitigated as best as possible.

PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY

Signature: [Signature] Date: 12/4/07

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