

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**ITEM:** A-1  
**DATE:** February 14, 2008  
**SUBJECT:** Confirmation of Scott Zaffram to the Planning Board  
**CONTACT PERSON:** Deborah Knight, City Administrator *D. Knight*

**ISSUE:**

The issue before the City Council is to approve, by a majority vote, the Mayor's appointment of Scott Zaffram to the Planning Board in accordance with Sultan Municipal code 2.17.090.

**COUNCIL SUBCOMMITTEE RECOMMENDATION:**

Approve, by a majority vote, the Mayor's appointment of Scott Zaffram to the Planning Board in accordance with Sultan Municipal code 2.17.090.

**MAYOR'S RECOMMENDATION:**

Approve, by a majority vote, the Mayor's appointment of Scott Zaffram to the Planning Board in accordance with Sultan Municipal code 2.17.090.

**SUMMARY:**

There is a vacancy on the Planning Board as a result of the election of Sarah Davenport-Smith to the City Council.

The Mayor has the authority to appoint Planning Board members in accordance with Sultan Municipal Code 2.17.09. 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)

In conjunction with the Community Development Director, the Planning Board has a 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.

### Applications

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Keith Arndt has since withdrawn his application due to personal time constraints associated with serving on the Board.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 Council Subcommittee (Davenport-Smith, Slawson and Wiediger) interviewed the candidates on February 7, 2008. Interview questions (Attachment C) were prepared and distributed in advance of the meeting. The questions were not provided to the public in advance in order to provide for a "competitive" interview process. Each candidate was interviewed separately while the other candidates were out of the room. The subcommittee evaluated candidates based on their background, experience, application and interview responses. The subcommittee members forwarded their rankings to the Mayor for her consideration.

When reviewing the applications for the Planning Board the Council considered:

- 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

### Mayor's Recommended Candidate

Scott Zaffram has lived in the City of Sultan since 1997. He is seeking to serve as a member of the City's Planning Board to assist in keeping the City a great place to raise a family. He believes that the City needs a plan to efficiently add housing, jobs and maintain the City's school system. He recognizes that it is not an easy task to double the City's population and change from the current low-density land uses.

Mr. Zaffram sees that the Sultan community is engaged in the debate about the City's future. He believes that this is a great strength in the community. He perceives that Sultan has a lot of potential to maintain its existing small town feeling while accommodating future residential and commercial growth. During the interview process, he described how his current job in the airline security industry has given him the skills to work cooperatively with people who don't share his view.

### **FISCAL IMPACT:**

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

### **ALTERNATIVES:**

1. Approve, by a majority vote, the Mayor's appointment of Scott Zaffram to the Planning Board in accordance with Sultan Municipal code 2.17.090.
2. Do not approve, by a majority vote, the Mayor's appointment of Scott Zaffram to the Planning Board in accordance with Sultan Municipal code 2.17.090.
3. Forward any concerns or comments to the Mayor for her consideration.

### **RECOMMENDED ACTION:**

Approve, by a majority vote, the Mayor's appointment of Scott Zaffram to the Planning Board in accordance with Sultan Municipal code 2.17.090.

### **ATTACHMENTS:**

Attachment A – SMC 2.17.080 Planning Board  
Attachment B – Candidate Applications  
Attachment C – Interview Questions

**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;

## Attachment A

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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Attachment B

# City of Sultan

PLANNING BOARD APPLICATION

BY: .....

Name: Michael Inman

Address: ~~720 1st St~~ Sultan, WA 98294

Phone: (Home) (509) 733-7301 (Cell) (509) 733-4850 (Work) \_\_\_\_\_

E-Mail: inmanm1@tchmail.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**  
 500 CI  
 Sultan, WA 98294-9493

Address: \_\_\_\_\_

Phone: (Home) ~~360-929-1131~~ (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: (X) 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:  
 *Hospice, Paintman Art, Disabled Veterans Advocate, physical on hand maintenance, Prison Ministry, Hoed, Weightloss Watch*

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 Zafraan  
Address: 839 Salmon Run North, Sultan, Washington  
Phone: (Home) 360-793-2231 (Cell) 425-874-8845 (Work) 360-793-2231  
E-Mail: SZafraan@cityofsultan.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 Salmon 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

319 Main Street, Suite 200 • PO Box 1189 • Sultan WA 98234-1189  
City Hall 360.793.2231 • Fax 360.793.3344  
cityhall@ci.sultan.wa.us

**Planning Board Selection Interviews**

The interview is 15 minutes long with approximately 10 minutes for prepared questions and 5 minutes for open discussion.

Please rate each candidate on a scale of 1 to 5: (higher score is larger number)

RATING ITEM and POSSIBLE SCORE	Inman	McCann	Zaffram
<p>1. Tell us a little about yourself and why you want to serve as a member of the City's Planning Board?</p> <p>Does the candidate bring a unique set of skills and background experience would to the position? Does the candidate want to serve the city as a whole or is the candidate focused on a single issue?</p>			
<p>2. The City is working to bring its 2004 comprehensive plan into compliance with the Growth Management Act. Working on the City's Comprehensive Plan is one of the primary functions of the Planning Board. Briefly explain for us what you think you can bring to this effort.</p> <p>Does the individual have familiarity with the comprehensive plan? Does the candidate have skills and experience that would round out the existing planning board members? Does the candidate represent a stakeholder group?</p>			
<p>3. What do you see as the current strengths and weakness of the City of Sultan? How do you see yourself helping the City leverage its strengths and minimize its weaknesses in your role as a Planning Board member?</p> <p>Is the candidate familiar with Sultan? What does the candidate see as his role on the Planning Board?</p>			
<p>4. The Planning Board works together as a team to review information and make recommendations to the City Council. What experience do you have working cooperatively with people who may not share your views?</p> <p>What is the candidate's ability to work successfully as a member of a team?</p>			
<p>5. Is there anything that we didn't ask that you want to tell us about?</p> <p>Opportunity for the candidate to share other information.</p>			

**OPEN DISCUSSION** - Approximately 5 minutes for the candidates to ask the council subcommittee questions.