

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**ITEM NO:** STAFF REPORT

**DATE:** May 28, 2009

**SUBJECT:** Planning Board Work Plan Update

**CONTACT PERSON:** Robert Martin, Community Development Director

**ISSUE:**

The Planning Board established a Work Program in November 2008. This report updates the Council on progress.

**COMMENTS:**

Shaded text on "**Attachment A**" shows completed items or explains current status of active items.

The next significant work item is development of a replacement for Sultan Municipal Code (SMC) Chapter 16.10 Planned Unit Development District. The current language of this chapter was largely responsible for the significant confusion between the Planning Board, the City Council, and the Hearing Examiner in the processing of subdivisions. This Chapter needs to be completely reconstructed.

The Long Term, High Priority Group of topics is largely related to the coming 2011 Update of the Comprehensive Plan. The Council and Planning Board will be addressing these topics together as base-line policy decisions are made for revision of the Plan.

**ATTACHMENTS:**

Attachment A: Sultan Planning Board Prioritized Work Topic List

# **SULTAN PLANNING BOARD**

## **PRIORITIZED WORK TOPIC LIST**

**Updated: May 19, 2009**

**SHORT TERM, HIGH PRIORITY** (*Short Term, High Priority means start as soon as possible and complete as soon as possible*).

1. Planning Board orientation/education process including sponsorship of Planning Association of Washington "Planning Short Course" (*started and ongoing*)
2. Develop, implement, and maintain reliable methods of communication and liaison between Planning Board and City Council. (*started and ongoing*)
3. Review and revise the Public Participation Procedures in Sultan Municipal Code 16.134.010 with the intent to provide an organized and open system of citizen involvement in the planning program. (*completed, Ordinance 1015-09*)
4. Prepare and adopt policies and procedures for 2011 Comprehensive Plan Update. (*Ordinance 1015-09 is partial completion of this task*)
5. [Revise SMC Chapter 17-08, Flood Damage Prevention as required by Dept. of Ecology for FEMA Flood Insurance Program.](#) (*Ordinance 1019-09 adopted by Council*)

**SHORT TERM, MID PRIORITY** (*Short Term, Mid Priority means start before end of 2008 and complete within 3 months*)

1. Annual Comprehensive Plan Docket Process: formalize dates and procedures for consideration of proposals from Citizens, Planning Board, and City Council. (*completed, Ordinance 1015-09*)
2. Construct text of Public & Institutional Zone, determine properties that the code applies to, and develop draft Zoning Map to indicate P/I zone. (*Public Hearing at Planning Board set for June 2, 2009*).

**MID TERM, HIGH PRIORITY** (*Mid Term, High Priority means start within 6 months and complete within 9 to 12 months*)

1. Revise the Development Permit Matrix System for Quasi-judicial and legislative responsibilities of the City Council including the schedule and time lines to complete the review process. Reduce Council's Quasi-judicial role in land use processes. (*Substantially complete, Ordinance 983-08 and Ordinance 993-08, final work in progress on additional code locations*)
2. Reduce Industrial minimum lot size from 1-acre to ½ acre to enable additional industrial development options. (*Public Hearing and recommendation for approval by Council April 21, 2009*).
3. Finalize Comprehensive Plan Docket recommendation to the City Council for 2009 Docket Process as provided for by Ordinance 1015-09. (*Completed 5-5-09, transmitting 6 items for council consideration*).

**MID TERM, MID PRIORITY** (*Mid Term, Mid Priority means start within 6 months and complete within 12 months*)

1. Construct new Planned Unit Development Regulations and related Unified Development Code provisions.

2. Code revisions to address make-up and involvement of Design Review Board.

**LONG TERM, HIGH PRIORITY** *(Long Term, High Priority means start within 12 months and complete within 24 months)*

1. Streamline Unified Development Code (Title 16), and Other Land Uses (Title 21) to provide for accurate, consistent, and efficient review and processing of applications.
3. Review Comprehensive Plan policies related to “retail over rooftops” as expressed through water and sewer allocation.
4. Adopt a “holding charge” for allocated water and sewer Certificates.
5. Review timing and collection of park impact fees (final plat vs. building permit).
6. Evaluate programs to encourage economic development by crediting a portion of the costs of transportation impact fees commensurate with the collection of increased retail sales tax from the business.

**LONG TERM, MEDIUM PRIORITY** *(Long Term, Medium Priority means address within 24 months)*

1. Engage County in discussion of Rural-Urban Transition Area (RUTA) as it relates to costs of utility development for City of Sultan.

**LONG TERM, LOW PRIORITY** *(Long Term, Low Priority means address as time and opportunity allow)*

1. Update Sign Code (Title 22) as a component of downtown revitalization.