

## SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

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**ITEM NO:** Budget Retreat - 7

**DATE:** June 20, 2009

**SUBJECT:** Mandatory Expenditures  
7-Year Comprehensive Plan Update

**CONTACT PERSON:** Deborah Knight, City Administrator

**ISSUE:**

The city is required by RCW 36.70A.130 (1)<sup>1</sup> to update its comprehensive plan every 7 years. The purpose of the update is to provide an opportunity for local communities to review assumptions and patterns of development and bring plans up to date with any relevant changes in the Growth Management Act (GMA).

The last update was in 2004. The next comprehensive plan update must be adopted by December 1, 2011. The city will begin the update process in 2009. The majority of work will be done in 2010 with fine-tuning and adoption in 2011.

This is the council's first introduction to 2011 comprehensive plan update. The planning board and city council will have a joint meeting on June 30, 2009 to discuss the 2011 update and scope of work in more detail.

**STAFF RECOMMENDATION:**

1. Briefly review the alternatives to update the 2004 plan
2. Discuss the scope of work and budget for the update in 2010.
3. Give direction to staff in preparing the agenda for the joint meeting.

**SUMMARY:**

The comprehensive plan is the starting point for any planning process and the centerpiece of local planning. Development regulations (zoning, subdivision, and other controls) must be consistent with comprehensive plans.

While the seven year update to the comprehensive plan is mandatory, the city has some latitude in deciding on the level of effort or scope of work it wishes to undertake. Funding for the comprehensive plan update in 2010 is directly related to the scope of work. The broader the scope of work the more it will cost the city to update the plan. Attachment A outlines the mandatory requirements and some of the policy choices (and costs) to complete the work.

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<sup>1</sup> Review, evaluate, and adopt any needed amendments to comprehensive plans and development regulations (including critical areas ordinances).

In some respects the City is fortunate because the 2004 comprehensive plan was revised in 2008. The plan revisions included a full analysis of the land use, housing, transportation parks, and capital facilities elements. The council could choose to keep the existing plan policies in place and only update the goals and policies to be consistent with multi-county planning policies (MPP) adopted by the Puget Sound Regional Council (Attachment B) in 2008 and the county-wide planning policies (CPP) which will be by Snohomish County in 2010 (Attachment C).

In addition to updating the comprehensive plan, the city must review and adjust as necessary the supporting documents to the comprehensive plan including the water system plan, general sewer plan, parks plan, and industrial park master plan. Some of these supporting documents expire during the update and must be adopted concurrent with the comprehensive plan.

The city must complete the majority of work to update its comprehensive plan in 2010 in order to adopt changes to the plan in 2011. The mandatory requirement is to review the plan's vision, assumptions and patterns of development and align the city's goals and policies with multi-county planning policies and the county-wide planning policies.

The city will not be analyzing its population allocation (growth targets) since the 2011 update is not aligned with the US Census. Growth targets will be assigned as part of Snohomish County's buildable lands analysis and report in 2013. Local plans, such as Sultan's will need to be revised again by 2015 based on Snohomish County's 2035 population allocations.

#### **FISCAL IMPACT:**

The cost to update comprehensive plan and supporting documents will be between \$145,000 and \$300,000 depending on the scope of work. The costs will be divided between the general fund, water fund and sewer fund.

A quick update to the five-year forecast for 2010 shows expenditures will exceed revenues by \$53,000. The city council will need to carefully prioritize the work plan for 2010 and potentially delay investments in other areas of service to meet the mandates of the Growth Management Act.

#### **ATTACHMENT**

- A – Comprehensive Plan Update Scope of Work Alternatives
- B – Comparison of PSRC MPP and Snohomish County CPP
- C – CPP and MPP Alignment

Task	Scope of Work Alternatives			Notes
	Mandatory	Medium Effort	Maximum Effort	
<b>Comprehensive Plan</b>				
<ul style="list-style-type: none"> <li>Review vision, assumptions and patterns of development. Bring plans up to date with any relevant changes in the Growth Management Act</li> </ul>	X			Mandatory requirement of GMA 7-year Update.
<ul style="list-style-type: none"> <li>Update goals and policies to align with Multi-County Planning Policies (MPP) and County-wide Planning Policies (CPP)</li> </ul>	X			Make changes to goals and policies to ensure consistency with regional plans.
<ul style="list-style-type: none"> <li>Reorganize plan to coincide with required elements of the GMA</li> </ul>		X		Current plan does not have standard elements (chapters).
<ul style="list-style-type: none"> <li>Develop and adopt new vision</li> </ul>		X	X	Either a medium effort or maximum effort. Depends on adopted vision.
<ul style="list-style-type: none"> <li>Reevaluate “concentric circle” growth policy</li> </ul>			X	Allow growth to occur within city limits with extension of services
<ul style="list-style-type: none"> <li>Reevaluate “retail before rooftops” policy</li> </ul>			X	Unlink residential development from commercial development
<ul style="list-style-type: none"> <li>Align the city’s future land use map and densities with the floodplain</li> </ul>			X	Rezone floodplain areas to low/moderate density zoning
<ul style="list-style-type: none"> <li>Evaluate goals and policies to revise UGA consistent with EHB1967</li> </ul>			X	EHB1967 prohibits expansion of UGA into floodplain. Remove floodplain areas north of city limits from UGA.
<ul style="list-style-type: none"> <li>Reevaluate annexation policies</li> </ul>			X	Unlink annexations and residential development from employment and retail sales.
<b>Comprehensive Plan Cost Estimate</b>	\$45k-65k	\$65k-\$100k	\$100k-250k	
<b>Timeline</b>	6/09-12/10	6/09-	6/09-12/11	

Task	Scope of Work Alternatives			Notes
	Mandatory	Medium Effort	Maximum Effort	
		6/11		
<u>General Sewer Plan<sup>2</sup> (GSP)</u>				
<ul style="list-style-type: none"> <li>National Pollution Discharge Elimination System (NPDES) Waste Discharge Permit</li> </ul>	X			Sewer Plant NPDES permit expires 4/30/2011. Application for permit renewal 10/30/2010 Outfall evaluation 10/30/2010 Consistency with comp. plan
<u>Water System Plan (WSP)</u>				
<ul style="list-style-type: none"> <li>Water System Plan expires December 2011</li> </ul>	X			The Washington State Department of Health stipulates that all municipalities update existing Water System Plans every six years
<u>Sultan Parks and Recreation Plan (PRO)</u>				
<ul style="list-style-type: none"> <li>Sultan Parks and Recreation Plan expires in November 2010</li> </ul>	X			Plan is submitted to State Recreation and Conservation Office. Plan is needed to qualify for state grant funding.
<u>Industrial Park Master Plan (IDP)</u>				
<ul style="list-style-type: none"> <li>Review the Industrial Park Master Plan.</li> </ul>	X		X	Determine whether to incorporate IDP into economic development element of comp. plan
<b>Cost Estimate</b>	<b>\$100k-\$150k</b>		<b>\$50k</b>	

<sup>2</sup> RCW 36.94.030 Adoption of sewerage and/or water general plan as element of comprehensive plan.