

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: D-3
DATE: July 23, 2009
SUBJECT: Planning Board Work Plan Update
CONTACT PERSON: Robert Martin, Community Development Director

ISSUE:
Proposed additions to the Planning Board Work Plan.

BACKGROUND:

The Planning Board established a work program in November 2008. The Work Plan has been periodically reviewed and updated since that time, including discussions at joint meetings with the City Council (**Attachment A**). Shaded items indicate completed or ongoing projects.

The next significant work item on the current Work Plan is development of a replacement for Sultan Municipal Code (SMC) Chapter 16.10, Planned Unit Development District.

The Long Term, High Priority group of topics are generally 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.

PENDING PLANNING BOARD ACTION:

The Planning Board Agenda for July 21, 2009 includes consideration of the three (3) following items. The Board will have discussed and voted on the proposed additions to the Work Plan by the time of the Council Meeting, but this Council Agenda Item will have been constructed before the Planning Board meets.

The vote of the Planning Board will be transmitted to the Council verbally when this Agenda Item is presented on July 23, 2009.

STAFF RECOMMENDATION:

Item #1 below is proposed by Staff as a housekeeping item just to insure that the Work Plan reflects current required activities related to the Council's Comprehensive Plan Docket determination. There is presumed to be no objection from the Board or Council on this item.

Items 2 and 3 below are proposed by individual Planning Board Members. As discussed in the "Pending Planning Board Action" item above, the Board may or may not vote to forward these work items to the Council. Nevertheless, Staff would like to express concern about these two items.

Item #2 is work that needs to be done at some point as we continue through revision of Title 16 and its supporting Titles. Given the extent of work needing to be done on the Code and the Comprehensive Plan, Staff does not feel that Amending Title 2 is a priority at this time. Although the issue of accountability to the Mayor can be further clarified, the Mayor clearly has all of the authority necessary to appoint or remove Planning Board members subject to concurrence by the Council. Staff does not recommend addition of this item to the Planning Board Work Plan other than as a presumed code revision topic as the full-scale reviews of the various titles are undertaken.

Item #3 is a proposal to send the Water-Sewer Allocation Policy (**See Item D-2 of this Agenda**) to the Planning Board before final action by the Council. Staff is of the opinion that the proposed procedure is an enactment of current utility policies in the Comprehensive Plan. The Plan provides little option for significant variation from the currently proposed Allocation Policy. This proposed Policy is to be in place until further policy work is completed in the Comprehensive Plan. It is expected that the 2011 Comprehensive Plan Update will adjust some or many of the currently stated utility priorities. In response to those updated Policies the Water-Sewer Allocation Policy will need to be updated. Staff is also concerned about the time that this proposed policy review would take at the Planning Board, delaying implementation and taking time that the Board will need to be spending on the Plan Update itself. Staff does not recommend addition of this item to the Planning Board Work Plan.

PROPOSED ADDITIONS to WORK PLAN:

1. Staff recommends addition of the 2009 Docket items to the Work Plan. This recommendation is really an expansion of Mid Term, High Priority Item #3; "Finalize Comprehensive Plan Docked recommendations."
By adding the specific Docket items to the Work Plan, the Board is only acknowledging the necessary follow-up to the Docket process started in Work Item #3.
2. A Board Member proposes adding revision of SMC Chapter 2.17 "Department of Community Development" to the Work Plan. This is proposed for the purpose of clarifying the accountability of members relative to the Mayor's appointment and attendance/absence policies.
3. A Board Member proposes adding review of the pending Sultan Water-Sewer Allocation Policy. The Policy has many implications for implementation of the Comprehensive Plan and Development Regulations. The proposal is that the Board ask the Council for time to understand these implications and make recommendations to the Council before the Council acts on the proposed policy.

ATTACHMENTS:

Attachment A: Sultan Planning Board Prioritized Work Topic List

ATTACHMENT A
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.