

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: Staff Report  
DATE: January 28, 2010  
SUBJECT: Planning Board Meeting Minutes  
CONTACT PERSON: Robert Martin, Community Development Director



**SUMMARY:**

Attached are the minutes of the December 8, 2009 and January 5, 2010 Planning Board Meeting minutes as on file in the office of the Community Development.

SULTAN PLANNING BOARD MEETING AGENDA  
December 8, 2009

PLANNING BOARD MEMBERS PRESENT:

Frank Linth –Chairman  
Steve Harris  
Jerry Knox  
Bob Knuckey

CALL TO ORDER: Chairman Frank Linth calls the meeting to order at 8:15.

PLEDGE OF ALLEGIANCE

ROLL CALL: See above

CHANGES TO THE AGENDA:

**D-3** Looking for more ways for Community to develop more Interest in our City.

PUBLIC COMMENTS

**Ginger York:** She is all for the community to get involved but they will need to know how planning issues would impact them before they get involved. She feels we need more cleanliness and attractiveness in our downtown area. Good policing in the downtown area, but need to do more about the homeless. It is not attractive.

PLANNING BOARD MEMBER COMMENTS:

**Bob Knuckey:** Any comments made at the last meeting was not personal

**Jerry Knox:** Thanked Ginger for her comments. He apologizes for not being at last meeting.

**Steve Harris:** Last meeting he felt that there was a strong unity.

**Frank Linth:** Recognizes the impact of what City of Lakewood is now going through and supports the officers. Last meeting was called for clarification of the Board, the Council and Staff's responsibilities.

APPROVAL OF MINUTES

On a motion by Jerry Knox and second by Bob Knuckey minutes of the November 10, 2009 were approved. All Ayes.

HEARINGS AND ACTION ITEMS

**A-1: Continue Public Hearing on Public/Institutional Zone**

Staff advised that matter will need to be discussed at next meeting.

On a motion by Bob Knuckey and second by Jerry Knox, the hearing was continued to January 5, 2010. All Ayes.

STAFF PRESENTATIONS AND DISCUSSION ITEMS:

**D-1 Review of Public/Institutional Zone Text and Map**

To be brought back at next meeting on January 5, 2010

## **D-2 Background and Direction to Staff on Accessory Dwelling Unit Code Revision**

The language of 16.25 was presented and discussed.

**Jerry Knox:** He believes we can not go backwards on what we have already allowed. Also we do not have the staff or resources at this time to enforce the existing code.

**Bob Knuckey** We were asked by council to remove the ADU from the code and he does not have any problem with this request.

**Steve Harris:** Before removing the ADU from the code we should review pros and cons of this issue.

**Frank Linth:** On the negative side the City of Sultan does not have the staff at this time to monitor ADU's. On the positive side it will increase the supply for affordable housing. Staff mentioned that ADU's are not required for cities under 20,000 populations.

Staff was directed to bring the matter back as an action item for Public Meeting and then bring back recommendation to Council.

## **D-3 Looking for more ways to Develop More Community Interest.**

There was a brief discussion of community involvement techniques. Putting announcements on the back of Utility Bills was suggested.

**Steve Harris:** Suggested due to the time consideration that this discussion be shortened and brought back for a future meeting. It was then agreed to bring this topic back to a future meeting.

## **PLANNING BOARD CONTINUING EDUCATION**

### **CE-1 Planning Short Course Preparations and Options for Future Presentation**

**Bob Martin:** Staff will make the Continuing Education a priority and get more info on short course and other sources. Staff will continue to bring in more professionals to speak with the Board.

**Bob Knuckey:** Make available for the public the list of courses. It is a good tool for promoting more public interest.

### **CE-2 Review of SMC Chapter 2.17, "Department of Community Development"**

**Frank Linth:** Wants to know more on what are the powers and duties of the Planning Board and the Staff and Council? His understanding is the Planning Board is an advisory position for the council.

**Action:** After the first of Year set a meeting with council concerning description of duties.

## **SUMMARY OF MEETING RESULTS AND ACTIONS FOR NEXT MEETING**

Bring ADU's back as a Public Meeting item and put on the back of the Utility Bill about the meeting.

Make Continuing Education a priority for future meetings.

## **PUBLIC COMMENTS ON AGENDA ITEMS ONLY**

**Ginger York:** Supports ADU's for rentals and affordable living after use after family member moves on or is no longer there.

**Carolyn Eslick:** She did to have an ADU on a farm and it was set up for an ailing relative and to be removed when no longer needed. Now that relative is gone and the unit is now being rented out. That is the reason that these provisions do not work.

## **ADJOURNMENT**

On a motion Bob Knuckey and second by Jerry Knox the meeting was adjourned at 10:17.

SULTAN PLANNING BOARD MEETING MINUTES  
January 5, 2010

PLANNING BOARD MEMBERS PRESENT:

Frank Linth –Chairman  
Steve Harris  
Jerry Knox  
Bob Knuckey

CALL TO ORDER: Frank Linth calls the meeting to order at 7:00

PLEDGE OF ALLEGIANCE

ROLL CALL: See above

CHANGES TO THE AGENDA:

Change Discussion 2 to be discussed before Discussion 1.  
Action 1: The election of the Board to be decided on now.

**A-1: Election of Officers 2010**

Frank Linth for Chairman, Bob Knuckey moved, Jerry Knox, second. All Ayes  
Jerry Knox for Pro-tem, Bob Knuckey moved, Steve Harris second. All Ayes

PUBLIC COMMENTS

Mayor Carolyn Eslick: Welcomed the Planning Board to its New Year. There is an open position and she will wait until she has 4 applicants before making the decision on interview and appointment of new Planning Board. Looking forward to working with the Planning Board.

PLANNING BOARD MEMBER COMMENTS:

Bob Knuckey: Looking forward to the New Year and having a very busy and productive year.

Steve Harris: Thanked the Mayor and staff for all of their support and looking forward to the New Year.

Jerry Knox: Has enjoyed serving on the board and is looking forward to next year working with everyone.

Frank Linth: Appreciate being on the board and getting to know everyone.

APPROVAL OF MINUTES

Bob Knuckey moved to approve the minutes of December 08, 2009. Seconded by Jerry Knox. All Ayes.

HEARINGS AND ACTION ITEMS

**A-2: Set Planning Board Calendar For 2010**

The issue before the Board is the acceptance of the Planning Board Calendar for 2010.

Regular Planning Board meetings will be held the first and third Tuesdays of every month for 2010

Bob Knuckey proposed an additional 6 study sessions/workshops to be set for the first Tuesday of each of the even months for 2010. The workshop meetings will be 02/02, 04/06, 06/01, 08/03, 10/05 & 12/07. The meetings will be from 3:00 to 5:00 prior to regular Planning Board meetings. On the setting of the 2010 calendar with 6 study session/workshops Jerry Knox moved to approve. It was seconded by Bob Knuckey. All Ayes

**A-3: Notice for 2010 Comprehensive Plan Docket Process**

The issue before the Board is a notice to the public of the Open Docket for Comprehensive Plan Amendments 2010. Provide notice that the docket opens at the beginning of each year and goes through to April 1<sup>st</sup>. Staff recommends that the Board authorize the notice. On a consensus by the Board the recommendation was accepted.

**H-1: Public Hearing on Public/Institutional Zoning Code Text and Map Amendment**

Chairman Frank Linth opened the Hearing. No one was in attendance for the public hearing. Jerry Knox moved to close the Hearing, second by Steve Harris.

**A-4: Review of Public/Institutional Zoning Code Text and Map Amendment**

At its regular meetings of January 20, February 3, February 17, March 3, May 5, and July 21, 2009 the Board developed a draft of the P/I Overlay Zone. For various reasons, including work on the Comprehensive Plan Docket that provides policy direction for the P/I zone, final action on this proposal at the Board level has been delayed until this meeting.

The recommendation by the Board is to forward the Public/Institutional Zoning Code text and Map amendments to the Council with a recommendation for approval and with no additional public hearings required.

On a motion by Board Member Jerry Knox and Seconded by Board Member Steve Harris the recommendation was approved. All Ayes

**A-5: Set Public Hearing: Accessory Dwelling Unit Code**

The issue is to set a Public Hearing for removal of SMC Section 16.25, "Accessory Dwelling Units"

Staff's recommendation is to set a hearing for Feb. 2, 2010 because of a full meeting schedule in January.

On a motion by Jerry Knox and second by Bob Knuckey the recommendation was approved.

The Board made an additional recommendation to remove 16.18.051 from the code as well, as it is no longer pertinent.

On a motion by Jerry Knox, second by Bob Knuckey the recommendation was approved. All Ayes.

**A-6: Receive Direction from Council on Planned Unit Development:**

The issue before the Board is the updating of the Planned Unit Development provisions (SMA Chapter 16.10)

On recommendation from the Council the Board will begin to prepare a Lot Averaging Provision to replace the PUD code. Staff was directed to prepare the appropriate materials for further Board action.

On a motion by Bob Knuckey and second by Jerry Knox the Lot Averaging Provision was approved. All Ayes.

**STAFF PRESENTATIONS AND DISCUSSION ITEMS:**

**D-1: Comprehensive Plan 2011 Update Process: Land Use Element Goals and Policies**

The issue before the Planning Board is to review the proposed goal and policy changes to the land use element of the 2004 comprehensive plan and provide direction to staff.

City Administrator Deborah Knight gave a presentation to the Planning Board on the Comprehensive Plan update process.

Reviewing and revising the goals and policies of the 2004 comprehensive plan is the second phase of the mandatory 7-year update of the city's comprehensive plan required by the Growth Management Act.

The third phase is to complete the technical analysis of the proposed revisions and update as necessary the data that is the foundation of the comprehensive plan. This work will begin in February 2010 and continue into early 2011.

The final phase is the required process to adopt the plan. This work will begin in early 2011 and be completed by December 1, 2011 as required by the Growth Management Act.

Proposed changes to goals and policies for the housing, environmental and transportation elements are in the queue and ready for the Planning Board to review. Staff will bring forward the proposed changes to each element as directed by the Planning Board.

By a consensus of the Board it was decided to bring this topic back at the February 2, 2010 meeting to give the Board more time to review the Goals and Policies.

**D-2: "Department of Community Development" SMC 2.17**

Jerry Knox has brought to the meeting that the Board needs to have a Procedures Manual with description of responsibilities and expectations of the Boards position in regards to Staff, Council and Public.

The consensus is that the Board will work together and come up with some procedures and bring them forward to council at the January 19, 2010 joint meeting.

Action: Set a meeting with non-voting action, to go over more description of duties, with council at the January 19, 2010 meeting.

**SUMMARY OF MEETING RESULTS AND ACTIONS FOR NEXT MEETING**

- Set Planning Board Calendar and amend to add 6 study sessions/workshops.
- Recommendation the adoption of the Public/Institutional Zoning Code text and Map. No additional public hearings.
- Public Hearing for the ADU code set for February 2, 2010.
- Board to discuss and put together some procedures and bring back to the joint meeting on 1-19-2010 for review.

**PUBLIC COMMENTS ON AGENDA ITEMS ONLY**

No public comments

**ADJOURNMENT**

At 10:02 pm on a motion by Bob Knuckey and second by Jerry Knox the meeting was adjourned.