

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Staff Report

DATE: February 25, 2010

SUBJECT: Planning Board Meeting Minutes

CONTACT PERSON: Robert Martin, Community Development Director

SUMMARY:

Attached are the minutes of the February 2, 2010 Planning Board Meeting minutes as on file in the office of the Community Development.

SULTAN PLANNING BOARD MEETING MINUTES

February 2, 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 7:03

PLEDGE OF ALLEGIANCE

ROLL CALL: See above

CHANGES TO THE AGENDA

Discussing item 5 was added concerning the setting of the next Workshop meeting.

PUBLIC COMMENTS

No public in attendance

PLANNING BOARD MEMBER COMMENTS:

Bob Knuckey: Great Workshop meeting today.
Steve Harris: It was a good Workshop meeting today.
Frank Linth: It was a productive Workshop meeting today.

HEARINGS AND ACTION ITEMS

A-1: Review and Receive Hearing Examiner's Annual Report for 2009.

Sultan Municipal Code (SMC) 2.26 provides for quasi-judicial land use actions to be handled by a Hearing Examiner. The Hearing Examiner is a professional with extensive legal background hired by the City to provide objective third-party review and decisions on land use actions that require public hearings. These actions include appeals of staff decisions, conditional use applications, variance applications, subdivision applications, and other actions provided by the code.

The Planning Board took official notice of receiving the Annual Report.

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.

The Planning Board has requested that the changes made from the chapters will be brought back as a consent items.

The following changes were discussed and changes made by the board;

Topic 1. Urban Lands

Vision 2040 Goal: The region will promote the efficient use of land, prevent urbanization of rural and resource lands, and provide for the efficient delivery of services within the designated urban growth area.

Sultan 2040 Goal

LU3 Goal: Create an effective land use management process to guide the city's population growth in a manner that maintains or improves Sultan's quality of life, ~~environmental resources and unique character~~ (note – delete per PB 02-02-10)

~~Establish a planning and review document and process~~ Adopt a Comprehensive Plan and development regulations that recognizes Sultan's needs; and ~~that~~ effectively coordinates development efforts.

LU 3.1 Planning unit boundaries

LU 3.1.1 Preserve the existing small town character of Sultan while accommodating the state's 20-year growth forecast for Sultan. (note: come back and define "small town" per PB 02-02-10)

LU 3.1.2 Delineate ~~planning unit boundaries~~ different land uses using natural features, road or other physical improvements.

LU 3.1.3 Identify and resolve critical transition areas or points of conflict with adjacent properties or incompatible land uses, ~~to be resolved in neighborhood planning processes, and respected in future development reviews.~~

LU 3.1.4 Provide a compatible mix of residential and commercial land uses to make it possible to safely walk or bike to work and shopping; ~~to~~ Rreduce reliance on automobiles and ~~to reduce commuting time and distance~~ Rreduce green house gas emissions (Per PB 02-02-10)

LU 3.2 Institutional master planning

Editor's note: not sure the purpose of this policy. Discuss deleting or rewrite in plain language.

~~Establish an institutional planning review of~~ Review land uses ~~that may be conditionally allowed within residential areas including schools, churches, home occupations, incubator businesses, clubs and similar activities to limit conflicts between residential and commercial uses.~~ Review ~~proposed expansion plans including~~ height, mass, traffic, noise, and other characteristics for residential neighborhood compatibility.

~~Disallow or disapprove proposals that violate the original conditional use intent, that do not fit the scale of the neighborhood, and that will do harm to the residential integrity of the area. (Per PB 02-02-2010)~~

LU 3.3 Official land use plan

~~Maintain a coded map overlay designating the preferred future developed state of the Sultan corporate limits and urban growth area. Editor's note: This is the existing comprehensive plan and future land use map.~~

LU 3.3.1 Define proposed categories of land use. Coordinate all implementing ordinances, programs, proposals and projects to conformance with the intentions of ~~this official land use plan~~the Comprehensive Plan.

LU 3.3.2 Encourage future development in areas: (MPP DP-2) (Note – need to define “encourage”)

1. ~~With the capacity to absorb development (i.e. areas with vacant or underdeveloped land and available utility, street, park and school capacity, or where such facilities can be effectively provided), and~~ Where adopted level of service exists or can be provided; and
2. Where adverse environmental impacts can be minimized; and
3. ~~Where~~Where such development will enhance the area's vitality.

(Per PB 02-02-2010)

LU 3.3.3 Provide an adequate supply of land zoned for housing to support 20-year population allocations as required by Snohomish County Planning Policies.

LU 3.3.4 Provide an adequate supply of land zoned for employment to support 20-year employment allocations as required by the Snohomish County Planning Policies.

LU 3.3.5 Improve the fiscal condition of the City. Ensure fiscally sustainable City, in part, by providing adequate land for uses that generate tax revenue for the City.

LU 3.3.6 Periodically update the comprehensive plan to reflect changes, opportunities and desires.

LU 3.4 Performance based zoning ordinance

~~Consider amending the zoning ordinance to utilize performance rather than dimensional standards.—Editor's Note: higher level of administrative process required. Not necessary for small towns.~~

LU 3.4.1 Define density based on the land's ~~carrying capacity-capable or environmentally suitable acreage~~ rather than on the land's gross size or unqualified characteristics.

LU 3.4.2 ~~Ensure~~Construct zoning regulations governing zoningto provide incentives are used appropriately to further the goals and policies of the Comprehensive Plan.

(Per PB 02-02-2010. Note – define “carrying capacity”)

LU 3.5 Environmental zoning designation

Editor's note: Consider deleting. Unnecessary level of regulation. Covered by critical areas and shoreline regulations.

~~Consider amending the zoning ordinance to include an environmental zoning designation for sensitive lands and soils that should not be developed for urban use. Base the new environmental zone on performance standards that will allow uses that will not cause hazard or risk conditions. Include the buffer and transitional protections that are now defined in the Sultan, Snohomish County, and Washington State Office of Community Development critical areas ordinances in accordance with the requirements of the Washington State Growth Management Act.~~

~~LU 3.6 Clustering and planned unit development provisions (MPP DP-14)~~

~~Amend the zoning ordinance to a~~ Allow clustering within ~~and planned unit~~ residential developments ~~where the objective is to~~

- ~~1. allow for~~ Encourage a variety of housing ~~product~~ types,
- ~~2. e~~ Create common open space ~~and/or~~
- ~~3. e~~ Conserve significant ~~social~~ characteristics of the land - like wooded areas and scenic views. (Per PB 02-02-2010)
- ~~4. Reduce reliance on automobiles~~
- ~~5. Make area transit service more viable~~

D-2: Comprehensive Plan, 2011 Update Process: Technical Support Request for Proposals for Consultant Services: Presentation, Discussion, Board Input.

The issue before the planning board is to review the scope of work for the request for qualifications (RFQ) for transportation planning, capital facilities planning, general data collection and analysis (land use, housing, and environmental) and project management for the 2011 comprehensive plan update.

On January 28, 2010, the Council authorized staff to proceed with issuing the request for qualifications. The planning board's role is to review the scope of work.

Planning board recommendations will be incorporated into the final scope of work.

The RFQ is scheduled for release on Monday, February 8, 2010.

The Planning Board has directed Staff to go forward with the RFQ as presented.

Bring back the cost of Comprehensive plans to council at the time of negotiating the contract.

D-3: Comprehensive Plan, 2011 Update Process: Introduction to Transportation Element Goals and Policies; Preparation for discussion at meeting of February 16, 2010 meeting.

The Issue before the planning board is that the planning board has directed staff to "queue" the chapters (elements) of the comprehensive plan for the planning board's consideration.

The idea is to provide the planning board with an opportunity to review the materials in advance of the upcoming discussion

City staff anticipate the planning board will complete the land use element in 2-3 meetings and be ready to discuss the transportation element at on March 16, 2010. Staff is prepared to move more quickly at the direction of the board.

D-4: Planning Board Prioritized Work Plan: Discussion of desired formats and included information.

In September of 2008, the Board adopted a Prioritized Work Topic List. This has guided Board activities since that date. The List has been reviewed by the Board periodically and items have been added by Board or Council direction since September 2008.

The Board chose to present the list in prioritized fashion to help guide scheduling of immediate/critical projects first.

The list was reviewed by the Board and the City Council at the January 19, 2010 Joint Meeting.

D-5 Setting Next Workshop Meeting.

The meeting was set for February 11, 2010 at 3:00 -5:00.

Motion by Bob Knuckey second by Jerry Knox, all Ayes.

SUMMARY OF MEETING RESULTS AND ACTIONS FOR NEXT MEETING

- The Board received the 2009 Hearing Examiners Annual report.
- Discussion and changes made to 2011 update on Comprehensive Goals and Policies and approved as Consent at next Board meeting.
- The Board directed Staff to go forward with the RFQ for consultant services for the 2011 Comprehensive Plan.
- Staff presented the Board with the prioritized list that was discussed at the 1/19/2010 Joint Meeting
- Next workshop was set for February 11, 2010 at 3:00 – 5:00.
- Next short course meeting set for March 30, 2010 at 7:00.

PUBLIC COMMENTS ON AGENDA ITEMS ONLY

No public comments

ADJOURNMENT

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

Frank Linth, Planning Board Chairman

Rosemary Murphy, Planning Board Secretary