

**SULTAN CITY COUNCIL
AGENDA COVER SHEET**

ITEM NO: SR-3

DATE: June 21, 2010

SUBJECT: Planning Board Minutes

CONTACT PERSON: Robert Martin, Community Development Director

ISSUE:

Transmittal of Planning Board Minutes for the June 1 and 8, 2010 Planning Board Meetings

STAFF RECOMMENDATION:

Receive Report, no action required.

BACKGROUND:

This Meeting included:

A-1 Economic Stimulus Package

A-2 Concurrency Management Ordinance

A-3 Comprehensive Plan, 2011 Update Process: Parks Plan, Review of Planning Board Revisions, forward to City Council

A-4 Park-Recreation-Open Space Plan Outreach Phase II; Going back to Stakeholders:

- Survey Results
- Inventory
- Park Classifications & Level-of-Service

D-1 Comprehensive Plan, 2011 Update Process: Environmental Element

ATTACHMENTS

Attachment A: Planning Board Minutes of June 1 & 8, 2010

SULTAN PLANNING BOARD MEETING MINUTES
June 1, 2010

PLANNING BOARD MEMBERS PRESENT:

Frank Linth –Chairman (Absent)
Steve Harris
Jerry Knox (Absent)
Bob Knuckey

Staff: Deborah Knight, City Administrator
Robert Martin, C.D. Director
Cyd Donk, P.B. Secretary

CALL TO ORDER:

Meeting was called to order by Knuckey then closed due to lack of quorum.

PLEDGE OF ALLEGIANCE

ROLL CALL: See above

CHANGES TO THE AGENDA

PUBLIC COMMENTS

No comments.

PLANNING BOARD MEMBER COMMENTS:

No comments from the Board.

HEARINGS AND ACTION ITEMS

- A-1** Economic Stimulus Package
- A-2** Concurrency Management Ordinance
- A-3** Comprehensive Plan, 2011 Update Process: Parks Plan, Review of Planning Board Revisions, forward to City Council
- A-4** Park-Recreation-Open Space Plan Outreach Phase II; Going back to Stakeholders:
 - Survey Results
 - Inventory
 - Park Classifications & Level-of-Service
- D-1** Comprehensive Plan, 2011 Update Process: Environmental Element

SUMMARY OF MEETING RESULTS AND ACTIONS FOR NEXT MEETING

PUBLIC COMMENTS ON AGENDA ITEMS ONLY

No public comments.

BOARD MEMBERS COMMENTS

ADJOURNMENT

At 7:30 p.m. on a motion by Knuckey and seconded by Harris and ayes by all, meeting was adjourned.

Robert Knuckey, Planning Board Chairman

Cyd Donk, Planning Board Secretary

SULTAN PLANNING BOARD MEETING MINUTES
June 8, 2010
(Rescheduled Meeting of June 1, 2010)

PLANNING BOARD MEMBERS PRESENT:

Frank Linth –Chairman
Steve Harris
Jerry Knox
Bob Knuckey

Staff: Deborah Knight, City Administrator
Robert Martin, C.D. Director
Cyd Donk, P.B. Secretary

CALL TO ORDER: Frank Linth called the meeting to order at 7:10 p.m. (Clerk had issues with the laptop)

PLEDGE OF ALLEGIANCE

ROLL CALL: See above

CHANGES TO THE AGENDA

No changes.

PUBLIC COMMENTS

No comments from the Public.

PLANNING BOARD MEMBER COMMENTS:

Linth went to the Budget Retreat June 5th and received some good information regarding Parliamentary Procedures and is going through the material. He is interested to see how this will apply to the Planning Board. No other comments.

ACTION ITEMS

Approval of P.B. Minutes for May 4, 2010. Motion given by Knuckey and Second by Harris.
Approval of P.B. Minutes for May 18, 2010. Motion given by Knox to accept the Minutes for May 18th as written and Second by Knuckey.

A-1: Economic Stimulus Package

Staff at the May 4th Planning Board Meeting was asked to bring back changes to the Economic Stimulus Package. Staff found samples from Pleasanton, California. City Attorney found this material helpful to use as a template to make changes to accommodate our needs. The Public Hearing was held on April 20, 2010.

Harris asked how Staff found this information. Staff “Googled” keys words to find this information.

Knox asked Staff if the Promissory Note is a little known or used tool?

Staff responded that Promissory Notes and Deeds are used but most cities do not know about this type of action.

Knuckey states that the City needs to make sure they are in 2nd position with the Promissory Note or Deed of Trust. 2nd position only has to cure the 1st position. If you are 3rd, 4th, or 5th position you have to cure all the positions before you.

Knox asks Knuckey how do you “cure” 1st position? Knuckey says you need to pay off the 1st position then you become 1st. Knox says this theoretically puts the City into a real estate business. Knuckey says yes, but there is nothing wrong with the City owning real estate. Board has brief discussion. Staff reminds the Board that this is done at the Point-of-Sale not the Certificate of Occupancy. Staff directs Planning Board to Attachment C-21 the Promissory Note example. Staff explains what they would do is change this form to suit our needs. Board would like to see a timeline. Harris asks if this is the form. Staff says that the City Attorney will review the form for final wording. Timelines are found on Attachment C-1. Linth is uncomfortable with the word “escrow”. Staff asks for a better word. Linth says “recovery or transfer”.

Discussion between Board and Staff. Staff reminds Board that they do not need to worry about details of implementation. This is Staffs responsibility.

The Board is in favor of the Promissory Note as long as the language is good. Linth is not 100%. Knox agrees with Staff and says that this adds work to Staff on top of everything else. Harris says the City should charge \$1,000.00.

Knox says we need to keep it simple.

Knuckey reminds everyone that this for Economic Stimulus. Linth says yes, we do need to be reminded and discusses with a little more with Staff.

Knox asks if Master Builders is in support of this. Staff directs Knox to Master Builders letter of support Attachment B-1 and B-2.

On a Motion by Knuckey, Promissory Notes/Deed of Trust with the City being no less than 2nd position to promote Economic Stimulus and have the Attorney write the best Note possible to facilitate that. Seconded by Harris.

Discussion between Staff and Board resulted in Knuckey withdrawing his Motion and Harris Second.

Harris made a Motion to send to Council with a Recommendation to use the Promissory Note/Deed of Trust. Knuckey Seconded. Ayes from Harris, Linth, and Knuckey. No from Knox.

A-2: Concurrency Management Ordinance

Staff gives a brief review of the Concurrency Management Ordinance.

Board understands how this connects to the Comprehensive Plan.

Staff explains where the shortfall in the plan with the wastewater and how the City needs to disperse the 254 ERU’s the City has available. This all has to be done in compliance with the 2008 Comprehensive Plan. Staff discusses the upgrading of the plant and how the ERU’s would be dispersed.

Board asks if policies can be changed later, Staff says yes they can be.

Harris made a Motion to recommend to City Council amend SMC 16.108 Concurrency Management System to incorporate the proposed application and approval procedures consistent with the 2004 Comprehensive Plan as revised in 2008. Knox Second. All Ayes.

8:00 p.m. break for 5-minutes

A-3: Comprehensive Plan, 2011 Update Process: Parks Plan, Review of Planning Board Revisions, forward to City Council

Staff says that this ready to go to Council and asks if Staff has captured all the Board's recommendations. Knox is good with the plan. Knuckey has one item on page 6 of 11. Equestrian Trails, Knuckey would not like to see horse trails. Staff clarifies that the language in question does not mandate that all types of trail activity are accommodated on all trails. The language says that these uses will be accommodated somewhere on the city trail system. Harris is okay and so is Linth.

Board asks Staff to forward to the City Council.

A-4: Park-Recreation-Open Space Plan Outreach Phase II; Going back to Stakeholders:

- **Survey Results**
- **Inventory**
- **Park Classifications & Level-of-Service**

Staff explains the contents of the Agenda for the Public Outreach Phase II.

Discussion between Staff and Board about what they should present in the next round of public outreach.

Knox says that the Board was so well received that they need to keep the open lines of communication open. He would like to revisit the same Organizations to get their input and let them know that they are listened to, we are listening, and implementing their ideas. We are just trying to improve the communication between the Government and the Citizens.

Knuckey is in favor and says that we need to make the relations better, advertise for a Public Hearing and actually have people show up.

Harris asks if we are targeting the previous organizations or finding different ones.

Staff says that is up to you. Board agrees that they need to make contact with the same people.

Staff states that School is over for Seniors tomorrow and the rest next Thursday.

Discussion about Shin Dig, school and September.

Bring this up at the P.B/C.C. Joint Meeting on the 29th and see how Council feels about it.

PROS Plan will be finished by September.

Board and Staff goes through the list of Organizations to revisit. Knox says that he would sit at Osprey Park this weekend and ask people who are using the Park for their input.

Board agrees that they will make contact through the month of June.

Staff will make "to-go boxes" with information for the Survey's. Cyd will help coordinate the packets of information with Chairman Linth.

D-1: Comprehensive Plan, 2011 Update Process: Environmental Element

Board is familiar with the materials before them so they do not need an introduction to this Discussion Items.

Climate Change policies have been implemented with the minimum required information.

Linth has no comments. Knuckey has a few changes. Harris no comments. Knox no comments.

Board is happy with this Element.

Brief discussion of the P/I Zone Map and GanttChart that tracks Planning Board progress on assigned projects.

Design Review Board update, Members are Knox, Cofer, and Beeler. Staff gave update on the Sign Permit Application for the UC Sign at R & R Trading Post. Board asks about designing new forms in the future with a committee.

SUMMARY OF MEETING RESULTS AND ACTIONS FOR NEXT MEETING

- A-1: Send to Council for Recommendation
- A-2: Send to Council for Recommendation
- A-3: Forward to Council
- A-4: More Public Outreach through the month of June.
- D-1: Staff to make recommended changes to the Environmental Element.

Staff to bring mark-up copies on the By-Laws and Code Section on P.B. Members as a Discussion Item to next meeting.

PUBLIC COMMENTS ON AGENDA ITEMS ONLY

No public comments.

BOARD MEMBERS COMMENTS

- Bob Knuckey: Non, very happy. Thanks very much everyone.
- Steve Harris: No Comments
- Frank Linth: No Comments
- Jerry Knox: No Comments

ADJOURNMENT

At 9:23 pm on a motion by Knox and seconded by Knuckey and Ayes by all, meeting was adjourned.

Frank Linth, Planning Board Chairman

Cyd Donk, Planning Board Secretary