

**SULTAN CITY COUNCIL
AGENDA COVER SHEET**

ITEM NO: SR-4

DATE: July 22, 2010

SUBJECT: Planning Board Minutes/CSO Monthly Report

CONTACT PERSON: Robert Martin, Community Development Director

ISSUE:

Transmittal of Planning Board Minutes for the July 6, 2010 Planning Board Meeting and Community Service Officer Monthly Report.

STAFF RECOMMENDATION:

Receive Reports, no action required.

BACKGROUND:

This Meeting included:

A-1: Economic Element Goals & Policies; Recommendation to Council

D-1: Comprehensive Plan, 2011 Update Process: Shoreline Element Goals & Policies

D-2: Planning Board By-Laws and SMC Chapter 2.17 (legislative mark-up version)

D-3 Commissioners Exchange Program

ATTACHMENTS

Attachment A: Planning Board Minutes of July 6, 2010
Community Service Officer Report

SULTAN PLANNING BOARD MEETING MINUTES
July 6, 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 7:04 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Knox, Knuckey, Linth, and Harris all here. Staff present Deborah, Bob, and Cyd.

CHANGES TO THE AGENDA

Linth added D-3. No other changes.

PUBLIC COMMENTS

No Public present.

PLANNING BOARD MEMBER COMMENTS:

Linth states that the Council rejected the Economic Stimulus Packet and asks DK to explain. Plat extensions were approved but the delay payment of fees was not. Council felt the benefit cost analysis was too much. No other comments.

ACTION ITEMS

Approval of P.B. Minutes for June 15, 2010. Approved as written. Motion given by Knuckey and Seconded by Knox.

A-1: Economic Element Goals & Policies; Recommendation to Council

Staff brings back the changes to the Economic Goals & Policies and asks the Board if it is what they asked for. Board all agrees that it looks good as written. Staff tells the Board they have 2 more elements to look at, Shorelines which they are looking at tonight and Utilities and Capital Facilities Elements Goals & Policies.

Knuckey gave a motion to pass this recommendation onto Council. Seconded by Knox. All Ayes.

DISCUSSION AND STUDY ITEMS

D-1: Comprehensive Plan, 2011 Update Process: Shoreline Element Goals & Policies

Staff explains the Shoreline Element Goals & Policies. Staff is looking for the Planning Board to go over these items.

Board and Staff go over what the Shoreline Master Plan is what it is that the Board needs to review. Knuckey clarifies what it is that Staff wants the Board to do.

The Comp plan and the Shorelines Master Plan are 2-different things. RCM gets the SMP and shows it and explains it to the Board.

Knox has a question regarding access. RCM explains that these come from the WAC and we have no choice in some of the language. Discussion of the wording in this Section.

Discussion between Staff and Board regarding RCW's, WAC's, County Planning Policies and how these all work together.

Linth asks for an explanation of failure of septic systems, rivers, and critical areas.

Harris asks questions about when the Plan was updated 2006 or 2008. Staff explains it was a long process and took 2-years to update. Harris asks if the one on-line is the most current because it has the 2004 date on it. Staff says yes it is.

Consensus direction to send to Council. Bring back to Board as an Action/Consent Item.

Short Break 7:40 p.m.

D-2: Planning Board By-Laws and SMC Chapter 2.17 (legislative mark-up version)

Linth passed out a sheet with an insert for Article III Section 3. Asks the Board to review the material.

Staff comments, take out 2nd sentence in third paragraph. It is unnecessary. Knox agrees. No business should be conducted if there is no quorum. Discussion between Board and Staff. Sentence is stricken.

2.17.080 Linth wants to add end of paragraph "The primary role of the Planning Board is to provide a *basic* (find a word for this) level of interaction with the Community.

2nd paragraph make planning commission and planning board all CAPS.

2.17.030 – is there any reason that we can't strike this from the Code? Staff says yes it can be deleted. Board would like to add language that says each January the Planning Board sets the calendar for the year.

Section 3 – Questions to the appointment of Members and Term Dates. Linth would like these to be changed to the same timeline.

Knox asks about the 5th position for the Planning Board. Staff explains that the Council applications after the Council position is filled will be offered a Planning Board spot.

Staff gives an update on what will be in the July 20th Planning Board Meeting.

D-3 Commissioners Exchange program

Linth had the opportunity to meet with other Commissioners and was offered an exchange to visit other jurisdictions and see how their meetings are run. Knox asks for how many meetings? What is the timeline? Linth says maybe 3 meetings would work.

Board discusses in depth and has a mixed reaction to attending other meetings. There would have to be a Code of Conduct implemented. Board will think about this and bring it back to the next meeting.

Harris asks Staff about a SMP question on implementation and the SEPA process. Staff explains the process and what would happen if there was an issue with a project.

SUMMARY OF MEETING RESULTS AND ACTIONS FOR NEXT MEETING

- A-1: Move to Council for Recommendation.
- D-1: Staff to bring back as a Consent Item - Shoreline Element to pass onto Council for recommendation.
- D-2: Planning By-Laws - Staff to bring back changes to next Planning Board Meeting.
- D-3: Commissioners Exchange-Ask City Attorney and bring back to the July 20th meeting.

PUBLIC COMMENTS ON AGENDA ITEMS ONLY

No public comments.

BOARD MEMBERS COMMENTS

- Bob Knuckey: No Comments. Good meeting and thanks the Staff.
- Steve Harris: 13th of July Council Member Slawson has gun range meeting at the Middle School at 6:00 p.m. Good job Bob. Keeping the Board focused.
- Frank Linth: Nothing to say.
- Jerry Knox: Asks if the Council will be discussing the 4th of July festivities for next year. No other Comments.

ADJOURNMENT

At 8:40 pm on a moved to adjourn the meeting by Knuckey and seconded by Knox and Ayes by all, meeting was adjourned.

Frank Linth, Planning Board Chairman

Cyd Donk, Planning Board Secretary