

**SULTAN CITY COUNCIL
AGENDA COVER SHEET**

ITEM NO: SR

DATE: October 14, 2010

SUBJECT: Planning Board Minutes

CONTACT PERSON: Robert Martin, Community Development Director

ISSUE:

Transmittal of Approved Planning Board Minutes for the September 21, 2010 Planning Board Meeting.

STAFF RECOMMENDATION:

Receive Reports, no action required.

BACKGROUND:

This Meeting included:

PH-1: Industrial Park Master Plan – Public Hearing to Decommission the IPMP

A-1: Industrial Park Master Plan – Recommendation to Council

A-2: 2011 Comprehensive Plan – Guiding Principles

D-1 Discussion over Terms in SMC 2.17

D-2: Title 19, Subdivision Code; General Provisions

Attachment A: Approved Planning Board Minutes of September 21, 2010

SULTAN PLANNING BOARD MINUTES
September 21, 2010

PLANNING BOARD MEMBERS PRESENT:

Bob Knuckey
Frank Linth
Steve Harris
Jerry Knox

STAFF:

Deborah Knight, City Administrator
Bob Martin, Community Dev.
Cyd Donk, Permit Assistant

CALL TO ORDER:

Call to Order at 7:07 p.m.

CHANGES TO THE AGENDA:

D-2 Council's Draft of Revisions to SMC 2.17 Change this to D-1 so DK may leave when it is done.

PUBLIC COMMENTS:

No Comment

PLANNING BOARD MEMBER COMMENTS:

Bob Knuckey: Thanks Staff for getting the tour together.

Jerry Knox: Ditto.

Steve Harris: None

Frank Linth: Thanks to Mr. Matheson for taking the time to get the tour together.

PRESENTATION:

APPROVAL OF MINUTES:

Approve November 24, 2009 Minutes, Motion by Knox and seconded by Knuckey, all Ayes.

Approve September 7, 2010 Minutes, Motion by Knox and seconded by Knuckey, all Ayes.

PUBLIC HEARING AND ACTION ITEMS:

PH-1: Industrial Park Master Plan – Public Hearing to Decommission the IPMP

Conduct a Public Hearing on proposed Decommissioning of the IPMP. No action is taken as part of this Agenda Item. Action will be taken under Agenda Item A-1 which follows in the Agenda Packet. Staff goes over history of the IPMP and the Decommissioning of the Sub-Area Plan.

Board asks what a Binding Site Plan is. Staff explains that it is a process that develops industrial/commercial lots not residential type development. Board is happy with the conversation and explanation from Staff.

Board asks about the ESA Report and where did they get the report from? NMFS issued the report Staff said. Discussion between Board and Staff over streams and setbacks.

Motion to close the Public Hearing by Knox, Seconded by Knuckey. All Ayes.

A-1: Industrial Park Master Plan – Recommendation to Council

Staff recommends that the Board forward to the City Council a recommendation that the Council adopt an Ordinance that amends the 2004 Comprehensive Plan, as revised September 25, 2008, by repeal of the Comprehensive Plan Element entitled “Industrial Park Sub Area Plan” as it was made part of “Comprehensive Plan Section II” through adoption of Ordinance 781-02 on June 5, 2002. Board asks Staff what is going to be included in the Recommendation to Council.

Motion made by Knuckey to make a recommendation to the Council to decommission the IPMP, accompanied by a recommendation that no further Public Hearings are needed. Knox Seconded. Chairman Linth wants to note that there have not been any negative comments along the way to decommission the IPMP despite multiple opportunities for public involvement and two individual mailings to all owners within the IPMP area. The Chair appreciated the Board's and the Staff's efforts to go above and beyond in the effort to provide notice and to encourage public participation.

All Ayes, motion passed.

A-2: 2011 Comprehensive Plan – Guiding Principles

Staff updates the Board on what happened at the City Council Special Meeting. Board and Staff discuss changes. Council would like to add one more Guided Principal, make it the first one, which include following the Laws of the Constitution of the United States of America.

By Consensus the Board indicated acceptance of the proposition.

DISCUSSION AND STUDY ITEMS:

D-1 Discussion over Terms in SMC 2.17

Terms of Planning Board Members are discussed between Board and Staff. Staff hands out Item A-1 that will be before the Council at its September 23, 2010 meeting. This contains proposed amendments to the Planning Board provisions of SMC 2.17 as directed by Council at its September 9, 2010 meeting.

Board discusses provisions relating to three consecutive two-year terms and most believe it is a non-issue. Others believe that the terms should be extended. It is stated that the first 2-years is needed for a member to become fully familiar with the scope and duties of the position. More discussion between Board and Staff over the longevity of the Members. Chairman thinks 3-year terms are a good number.

Discussion over the 2, 3, and 4-year terms. Staff says that maybe the commitment of a longer term makes it more difficult to find someone to commit to the position. 2-year terms with the expectation of three renewals looks a lot more appealing than commitment to a 4-year straight term.

Board also states that an inexperienced Board is a potential problem. They don't want anyone pushed around by a strong Staff person and swayed into decisions. Board discusses more about terms, newness, etc.

Consensus on terms from Board is Knox -3-years, Harris 4-years, Knuckey 2-years, and Linth will stay with 2-years. Term Limits by Board Knox 3-years (6-total), Harris 3-years (12-total), Knuckey 3-years (6-total), and Linth 3-years (8- total). Extensions and returns to be negotiated by Mayor and Council. Consensus is a total of 8-years plus a 1-year extension.

Staff will endeavor to make Board's comments known to the Council at its September 23rd meeting.

BREAK 8:30 P.M./BACK 8.38 P.M.

D-2: Title 19, Subdivision Code; General Provisions

The Board has previously agreed with staff's recommendation that this code needs to be re-worked into separate zoning code and subdivision code formats.

At its September 9, 2010 meeting, the Board affirmed the staff proposal to construct a new subdivision code according to currently available models in preference to the unproductive process of trying to extract a workable code from the scattered land division provisions of Title 16 and Title 21.

This process starts at this meeting with draft presentation of Chapter 19.02, General Provisions.

Board and Staff discuss the new format. Discussion over how the Board knows that all the information is being carried over. The City Attorney will be looking over the Code for contents and errs and omissions.

Board and Staff has in depth conversation of old code versus new code and how will they know that the transfer of information will work without failure. Staff says that this is just an introduction of how the revision process may work. The General Provisions chapter is standard legal language that does not involve any realistic local options. There will be other chapters when the Board will have significant local options, mostly related to development standards. Board explains to each other that this is the beginning of a process. It is one component of many. More discussion between Board and Staff on how to proceed.

Consensus of Board, is that staff should correlate existing code and new proposed code when staff needs policy direction on how to proceed. In areas where language is statutorily prescribed or standardized, staff should proceed to construct the required language without bringing each section to the Board for review that is not productive.

GENERAL ITEMS:

SUMMARY OF MEETING RESULTS AND ACTION FOR NEXT MEETING:

Public Hearing IPMP; Recommendation to Decommission the IPMP to Council
Goals & Policies, Guiding Principals
Title 19 – Continue with process.

PUBLIC COMMENTS

None.

PLANNING BOARD MEMBER COMMENTS:

Knuckey: Ok with Staff's explanation. 1st years anniversary for Mr. Knuckey.

Harris: Whatever the Board decides it has to be what is best for the City.

Knox: Nothing.

Linth: Wants to say again that the Reptile Zoo has a 2-headed turtle named Bob.

ADJOURN MEETING:

Knuckey made a motion, seconded by Knox to adjourn, all Ayes. Meeting is adjourned at 9:20 p.m.

Frank Linth, Chair

Cyd Donk, Secretary