

**SULTAN CITY COUNCIL
AGENDA COVER SHEET**

ITEM NO: SR-4
DATE: November 18, 2010
SUBJECT: Planning Board Minutes
CONTACT PERSON: Robert Martin, Community Development Director

ISSUE:
Transmittal of Approved Planning Board Minutes for the of October 5th and 19th Planning Board Meetings.

STAFF RECOMMENDATION:
Receive Reports, no action required.

BACKGROUND:
Receive Reports, no action required.

Attachment A: Approved Planning Board Minutes of October 5th, 2010
Attachment B: Approved Planning Board Minutes of October 19th, 2010

SULTAN PLANNING BOARD MINUTES
October 5, 2010

PLANNING BOARD MEMBERS PRESENT: STAFF:

Bob Knuckey Deborah Knight, City Administrator
Frank Linth Bob Martin, Community Dev.
Steve Harris Cyd Melnyk, Permit Assistant
Jerry Knox

CALL TO ORDER:

Call to Order at 7:06 p.m.

CHANGES TO THE AGENDA:

PUBLIC COMMENTS:

Teresa Knuckey – 606 – 1st Street, Sultan WA - Happy Birthday Frank! Would like to see a Maintenance Program in place before the City adds new Parks. Temporary Park Ranger would be nice. Parks could use more play equipment, maintenance, ranger, overall let's improve the parks we have. Encourage the school kids to do nature walks and learn about nature, fish and wildlife.

PLANNING BOARD MEMBER COMMENTS:

Bob Knuckey: Happy Birthday Frank. Milk & Cookies for the audience, so help yourself.
Jerry Knox: None.
Steve Harris: Happy Birthday Frank.
Frank Linth: Ditto.

APPROVAL OF MINUTES:

Approve September 21, 2010 Minutes, accept the Minutes as written. Motion by Knox and seconded by Knuckey, all Ayes.

PUBLIC HEARING AND ACTION ITEMS:

PH-1: Parks, Recreation, and Open Space Plan

Staff gives brief overview of the Parks and Recreation Open Space Plan. Staff describes where the Plan is at and what needs to be added. Staff is ready to answer questions the Board may have.

Board asks for questions of clarification for Staff. None asked.

PUBLIC COMMENTS:

Teresa Knuckey – 606 – 1st Street, Sultan WA - Happy Birthday Frank! Would like to see a Maintenance Program in place before the City adds new Parks. Temporary Park Ranger would be nice. Parks could use more play equipment, maintenance, ranger, overall let's improve the parks we have. Encourage the school kids to do nature walks and learn about nature, fish and wildlife. Would like to add a suggestion for an overnight stay park in Sultan. Does not know which one would be best but believes that would be a good addition.

Motion to close the Public Hearing. Motion by Knuckey and seconded by Knox, all Ayes.

BOARD COMMENTS:

Board asks a few questions to Staff on pages 9 about - Age, page 10 –about Race, page 17 – about Level-of-Service. Staff needs to strengthen the Level-of-Service Chapter to show how Parks requirements will be met or are met. Board tells Staff that they have done a great/terrific job so far but where is the Maintenance Section of this Plan. Staff says it starts on page 23, but it still has to be written. Staff states she has worked at least 15-hours on this Plan and feels like there is 10-more hours to put in. Staff is running out of time. Staff explains to Board that nothing needs to be done at this Public Hearing and goes over the future meetings that will be held on the PROS Plan. Board would like to see strong language for Maintenance portion of the Plan.

Board has discussion over Parks needs. Board would like Staff to add in the “Partnerships” in the introduction part of the Plan – add Adopt-A-Street with its 300-Volunteers. Policy procedures need to be put in place. Board agrees. Staff and Board have more discussion.

Consensus on what to add: complete the park and maintenance section with strong language, support for a community bond; paint a picture for the quality of life; pages 9 about - Age, page 10 –about Race, page 17 – about Level-of-Service. Staff needs to strengthen the Level-of-Service Chapter to show how Parks requirements will be met or are met and add in the “Partnerships” in the introduction part of the Plan – add Adopt-A-Street with its 300-Volunteers.

Board says Staff has done a great job. Public Hearing is closed at 8:00 p.m. by a Motion by Knuckey and seconded by Knox, all Ayes.

BREAK 8:05 P.M./BEGIN AT 8:10 P.M.

DISCUSSION AND STUDY ITEMS:

D-1 Title 19 – Short Plat

Staff goes over last week’s discussion and reviews the Short Plat title to the Board. Title 19 will be referenced as the Land Division Code.

ITEM 1:

Staff gives explanation of Short Plats and Long Plats. Board and Staff have discussion regarding sizes of plats and the logistics of having 4-or less; 4-or more, 9-or more, etc. level 2. Consensus of Board is to take Staff recommendation of the 4-lot size short plat.

ITEM 2:

Review Level of Short Plats:

Consensus of Board is to recommend Level 1 with Director and Administrator to sign off as recommended by Staff.

ITEM 3:

Requirement for Pre-Application Conference:

Consensus of Board is to continue that Pre-Application Meetings are to be held.

ITEM 4:

Surveyor Required:

Consensus by Board; survey is required for short plat.

ITEM 5:

Modifications:

Consensus by Board; happy with Staff's recommendation to take out variances from short plats and make a new chapter in zoning for variances or put the variances where they belong and/or go to Hearing Examiner for decision. (Staff and developer could not agree on configuration and approval; step out go to H.E. get an answer, then continue with decision of H.E. get the ruling and come back.)

ITEM 6:

Installation of Improvements:

Consensus by Board; agrees with Staff recommendation to move the Development Standards to a new code; Division VI Design and Improvement Standards.

ITEM 7:

Lease of Lots Subject to Short Plat:

Consensus by Board; agrees with Staff recommendation that the new code include specific reference to the issue of leasing property as provided in the statute.

Board is happy with Staff work on this Section. It is very clear and easy to follow. Board and Staff had discussion of where they are in the process and on the Gantt Chart. Staff explains that the Board is behind because of the Comp Plan work they have done. Title 19 should have been ready to go by now. Board asks for updated Gantt Chart at next meeting.

SUMMARY OF MEETING RESULTS AND ACTION FOR NEXT MEETING:

PROS Plan – DK understands the Board's direction.

Title 19: Subdivision – Next

Updated Gantt Chart

PUBLIC COMMENTS

None.

PLANNING BOARD MEMBER COMMENTS:

Knuckey: Happy Birthday Frank and good job Bob.

Harris: None.

Knox: None.

Linth: None.

ADJOURN MEETING:

Knuckey made a motion to adjourn, and seconded by Knox, all Ayes. Meeting is adjourned at 9:34 p.m.

Frank Linth, Chair

Cyd Melnyk, Secretary

SULTAN PLANNING BOARD MINUTES
October 19, 2010

PLANNING BOARD MEMBERS PRESENT: STAFF:

Bob Knuckey (Absent) Deborah Knight, City Administrator
Frank Linth Bob Martin, Community Dev.
Steve Harris Cyd Melnyk, Permit Assistant
Jerry Knox

CALL TO ORDER:

Call to Order at 7:00 p.m.

CHANGES TO THE AGENDA:

None

PUBLIC COMMENTS:

No Comment

PLANNING BOARD MEMBER COMMENTS

Jerry Knox: None
Steve Harris: None
Frank Linth: None

PRESENTATION:

APPROVAL OF MINUTES:

Approve October 5, 2010 Minutes, Motion by Knox to approve as written. Seconded by Harris, all Ayes.

PUBLIC HEARING AND ACTION ITEMS:

A-1: Parks, Recreation and Open Space Plan: Recommendation to Council

Staff reviews the Public Hearing last week and explains the changes that have been added to the PROS Plan. Council will see this at the Joint Meeting on November 2nd and adopt at the December 2nd Council Meeting.

Board is very happy with the product so far. Board and Staff discuss wording of documents and why particular comments are made. Staff states that it needs to be tied back to the Comp Plan.

Public Comment:

Redmond Parks Worker (did not give his name). He was impressed at the detail of the Plan.

Motion from Board to forward recommendation to City Council to review at the Joint City Council meeting on November 2nd. Motion made by Knox and Seconded by Harris. Linth says with revisions.

A-2: Set Joint Meeting with City Council for November 2, 2010

Staff would like Board to schedule a Joint Meeting with City Council. Consensus is to direct Staff to schedule Joint Meeting with City Council. All agree.

DISCUSSION AND STUDY ITEMS

D-1: Title 19, Subdivision Code Policy Alternatives: Boundary Line Adjustment Process

Staff goes over the intent of the Boundary Line portion of the agenda. There is a discussion between Board and Staff over what can and cannot be done with a Boundary Line Adjustment. Board and Staff go over ideas of what would make the Code clearer, like diagrams of how BLA's can or cannot be drawn/divided.

Item 1 - Number of Lots: Bullet 1 is out, remaining 4 Bullets are in. New code to include statement of intent and graphics to distinguish allowable and not-allowable BLA's.

Item 2 - Review of BLA's – Bullet 3

Item 3 - Requirement for Pre-App – Bullet 3

Item 4 - Surveyor Required – Bullets 2 & 3 plus Conditional Approval subject to verification of placement of surveyor monuments and completion of development standards.

Item 5 - Criteria for Approval – Code does have criteria for review and is well constructed.

Board would like to see current SMC 21.02.050 included in the next packet when new code is presented for review.

Item 6 - Process and Decision – Bullet 4

BREAK

D-2: Title 19, Subdivision Code Policy Alternatives: Subdivision (Long Plat) Process

Staff goes over the Subdivision Process with the Board. Staff sees the Preliminary Plat Process as a contract between the Jurisdiction and the Developer. Board and Staff discuss policy throughout the 11 Items listed below. Board and Staff discuss Items 5 & 6. These will be addressed in detail when it comes back to the Board.

Item 1 – Number of Lots – Question has been answered by the Board in Short Plat review.

Item 2 – Review Level of Subdivisions – as written

Item 3 – Requirement for Pre-Application – as written

Item 4 – Surveyor Required – no options

Item 5 – Criteria for Approval – SMC has inadequate standards. Proceed with expansion of Subdivision Standards with industry standards.

Item 6 – Reduce scope of changes allowed – more discussion later.

Item 7 – Preliminary Plat Lapse – no discussion, Board understands.

Item 8 – Model Homes – No Model Homes allowed, residential construction only after Final Plat Approval.

Item 9 – Final Plat required Information – will be in a checklist format with updated current platting standards. Board asks that SMC 16.28.240 be included in next packet.

Item 10 – Surety – Include Bullet 3 and list out the "similar" improvements and Bullets 4 and 5.

Item 11 – Vesting – bring in 28-day time period.

HAND OUT & DISTRIBUTION

HO-1: Update on Planning Board Work Plan – Hand-out Gantt Chart. Board discusses items on the list. Board would like to see a better representation of how the work went. Staff states that the program will not allow him to do that.

SUMMARY OF MEETING RESULTS AND ACTION FOR NEXT MEETING:

Parks, Open Space & Recreation Plan
Title 19 – Bring back with requested attachments.

PUBLIC COMMENTS

None.

PLANNING BOARD MEMBER COMMENTS:

Harris: Apology for his actions, wanted to get a point across.

Knox: None.

Linth: None.

ADJOURN MEETING:

Knox made a motion to Adjourn and Harris seconds. All Ayes. Meeting is adjourned at 10:01 p.m.

Frank Linth, Chair

Cyd Melnyk, Secretary