

**SULTAN CITY COUNCIL
AGENDA COVER SHEET**

ITEM NO: SR-1

DATE: December 2, 2010

SUBJECT: Planning Board Minutes

CONTACT PERSON: Robert Martin, Community Development Director

ISSUE:

Transmittal of Approved Planning Board Minutes for the of November 2nd and 18th Planning Board Meetings.

STAFF RECOMMENDATION:

Receive Reports, no action required.

BACKGROUND:

Receive Reports, no action required.

Attachment A: Approved Planning Board Minutes of November 2nd, 2010

Attachment B: Approved Planning Board Minutes of November 18th, 2010

**SULTAN JOINT PLANNING BOARD & CITY COUNCIL MINUTES
NOVEMBER 2, 2010**

PLANNING BOARD MEMBERS:

Bob Knuckey
Frank Linth
Steve Harris
Jerry Knox

STAFF:

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

COUNCIL:

Carolyn Eslick	Sam Pinson
Jeffery Beeler	Kristina Blair
Joe Nigel	Sarah Davenport-Smith - Absent
Steve Slawson	

CALL TO ORDER:

Call to Order at 7:00 p.m.

CHANGES TO THE AGENDA:

None.

PUBLIC COMMENTS:

No Comment

BOARD & COUNCIL MEMBER COMMENTS:

Jerry Knox: 9th grandbaby coming
Steve Harris: Welcome City Council, Mayor, & Staff
Kristina Blair: Will let Steve report.
Frank Linth: No comments.
Bob Knuckey: Congrats to the new grandparents.
Carolyn Eslick: Asked who was on the tour. SnoCo Council Members, Kristina, Debbie Copple
Jeffery Beeler: Leaving at 8:30 p.m. so let's get going!
Sam Pinson: No comments.
Steve Slawson: This is our 7th grandchild. Went to the proposed shooting range. Gave report.
Joe Nigel: None.

APPROVAL OF MINUTES:

Approve October 19, 2010 Planning Board Minutes, Motion by Knox to approve as written. Seconded by Harris, Knuckey abstains, he was not here. All Ayes.

PUBLIC HEARING AND ACTION ITEMS:

None.

DISCUSSION AND STUDY ITEMS

D-1: Park Recreation and Open Space (PROS) Plan: Final process and outcomes
Staff reports to Council the actions the Planning Board has taken on the Plan.
Staff goes through the Agenda and attachments.

Board & Council Discuss:

Beeler : Grammatical issues with Highway 2, US 2, S.R. 2, etc. He would like to see consistency throughout the document. This is a great, great document and really good reading. This document will make the City (Staff, Council, & Board) proud.

Blair: Page 37 - questions regarding CFP dollar amounts and where they came from. Staff will add these amounts before Council sees them again. Tie the inventory sheets into website. Staff is working on it and making it interactive. She says that it is amazing that we have 168-acres of parkland.

Slawson: Page 30 – Olney Creek is 7.5 miles from town.

Nigel: Wants to say this is a great document and over the thousands of pages he read since coming to the Council, this was enjoyable to read.

Pinson: Great document.

D-2: Construction of new Land Division Code (New Sultan Municipal Code Title 19):
City
Council briefing on project approach.

Staff introduces the Land Division Code to Council and gives overview of what the Board has been doing so far. Staff asks Board to address the Council. Board addresses Council about the current land Use Code. Staff and Board decided to reinvent the wheel since the Code was so broken. Board adds that reading the current Code is difficult and it did not make sense. Code was written pre-GMA and ideas need to change. Staff and Board

Nigel: Seems like starting fresh is the most efficient use of their time. He supports the board.

Blair: Agrees with Nigel and sometimes it is better to scrap the old and start new. Kudos and good-luck on the new plan.

Beeler: Asks what is it that the Board and Staff are looking for. Staff explains. After the explanation, he agrees that this is the best way or even to use another City's policy and modify it to fit Sultan.

Slawson: no comments.

Pinson: We should not put new wine in old bottles, the process sounds good.

D-3: Title 19, Subdivision Code Policy Alternatives: Binding Site Plan Process

Staff introduces the Agenda Item and explains what it is the Board goes through as they make improvements to the new Land Use Code. This is not an exercise for the Council,

it is just meant as an overview for them to understand the Board's policy-based review and direction process.

Blair: Asks about the H.E. process and she thought that the Council was taken out of the process. Staff explains that it is not 100% true because of the statutory rules. Board explains that this is just the frame for the document. Board still has to work on the document itself. Blair just wants to make sure that the Council decisions are taken out. Board remembers this conversation. Harris explains how the process works in SnoCo and that after the project is finished, the Council needs to verify all the H.E. requirements were met. Pinson also added that Council wants to step out of the Quasi-Judicial role. Let's keep moving that way. Staff wraps up the role of the Council.

D-4: "Global" Goals and Policies for the 2011 Comprehensive Plan Update: Review of Policies that establish the Community's direction for Policies in each Element of the Comprehensive Plan.

Staff introduces the 2011 Comp Plan Update and Bill Grimes, Consultant with Studio Cascade.

Pinson: Knox brought up a good comment about the minute process of the plan and believes that the Staff is quite capable of taking care of this. Staff thanks Pinson for his comments but also wants them to remember that this is a reflection of the City and would like their comments. Slawson: will all the MPP, CPP, LU abbreviations be explained in the document. Staff says yes, in the List of tables. Beeler: is not fond of this type of format, it is difficult to read, too many boxes. Slawson asks if this is consistent with the MPP and CPP? Staff says no, they do not have the boxes. Slawson: likes the box format better and Nigel agrees except for the justification of the document. It is harder to read when justified.

Motion by Pinson wants to allow the Staff to format the Comp Plan. No second. Mayor wants to meet with Staff regarding formatting and has some suggestions that may help.

PRESENTATION:

Bill Grimes with Studio Cascade. He presents to Council, Board, and Staff a Power Point Presentation of the 2011 Comp Plan Update. Items addressed: Objectives, Structural Changes, Policy Changes, Land Use Goal Change, Mixed Use Centers, and Industrial Use Centers, to name a few.

Consultant gives a hand out and asks them to take the exercise. Council and Consultant have conversation over policy questions. Consultant asked if they are close, need improvement, or are they way off mark.

Consultant goes over design options that the City has with Policy Balance. Hand-outs given to the Consultant for review and implementation.

D-5: Vacancy on Planning Board: Discussion of desired recruitment process.

Staff gives the Board an overview of the lack of applications for the Planning Board position that is open. Staff has advertised but has not received response. Discussion ensues between Council and Staff. Nigel suggests Craig's List or a Student high School or College. Knox: states that this is a commitment and takes effort. It is an underappreciated position. Knuckey: asks what is the Planning Board for? Why do we need it? Put an advertisement out there that will interest the public. He would like to see the Planning COMMISSION instead of Board. It just sounds better. Blair: even at the Council level, it is difficult to find people to apply for the position. The Planning board shapes the framework for the Community. Slawson: The Planning Board is the foundation for what the City is going to be. He would like to see, if you want to be on Council, start at the Planning Board, get your feet wet! Harris: find a Consultant that wants to donate time to help the City out or a politician that has been ousted out of office. Nigel: communicate in the article, "what's in it for them" it may work better. Nigel will send over a few examples. Linth: discusses how Beeler was appointed to the Council through storm water and how Planning Board members came from the dark and now have made some great progress. No one understands the level of commitment it takes.

HAND OUT & DISTRIBUTION

HO-1: Update on Planning Board Work Plan – Hand-out Gantt Chart. Staff goes over the progress that the Planning Board has made over the last 2-years. It is just for your review.

Knox: Wanted to give Staff the credit it is due. If it was not for the hard work of the Staff, they wouldn't be as good as they are. Mayor agrees that Staff is doing a wonderful job all the way down to Admin and New Staff.

SUMMARY OF MEETING RESULTS AND ACTION FOR NEXT MEETING:

(None given)

PUBLIC COMMENTS

None.

BOARD & COUNCIL MEMBER COMMENTS:

Jerry Knox: Said his piece. No other comments.

Steve Harris: Commends Staff as well. We wouldn't be as far as we are without them.

Kristina Blair: Thanks Staff and P.B. for all their hard work. Asks for budget reasons and consideration to put Consultants to the top of the Agenda.

Frank Linth: P.B. is a stepping stone for bigger things, but he is honored at this level.

Bob Knuckey: Dittos what Knox has said and thanks for the Staffs awesomeness.

Carolyn Eslick: Thanks Chair Linth for the suggestion of the Joint Meetings.

Jeffery Beeler: Gone at 8:30 p.m.

Sam Pinson: None comments.

Steve Slawson: Wants to adjourn the meeting.....

Joe Nigel: Appreciates P.B. Knox's comments regarding the high school and college students for the P.B. position.

ADJOURN MEETING:

Slawson made a motion to Adjourn the meeting and Pinson seconds. All Ayes. Meeting is adjourned at 9:20 p.m.

Frank Linth, Chair

Cyd Melnyk, Secretary

SULTAN PLANNING BOARD MINUTES
November 16, 2010

PLANNING BOARD MEMBERS PRESENT:

Bob Knuckey
Frank Linth
Steve Harris
Jerry Knox

STAFF:

Robert Martin
Cyd Melnyk

CALL TO ORDER:

Call to Order at 7:10 p.m.

CHANGES TO THE AGENDA:

None.

PUBLIC COMMENTS:

No Public, no comments.

PLANNING BOARD MEMBER COMMENTS:

No Comments.

APPROVAL OF MINUTES:

Approve November 2, 2010 Joint Planning Board/City Council Meeting Minutes as written. All Ayes.

HEARING & ACTION ITEMS:

None

DISCUSSION & STUDY ITEMS:

D-1: Title 19, Subdivision Code Policy Alternatives: Binding Site Plans

Staff gives overview of Binding Site Plans (BSP) to Board. Board and Staff discuss BSP. Board & Staff goes over Policy Alternatives:

1. Number of Lots – Recommend - Yes
2. Requirement for Pre-Application Meeting – Recommend - Yes
3. Determination of Completeness – Recommend - Yes
4. Review Level for Preliminary BSP's – Recommend – Yes and Bullet Points – leave up to Staff to approve through administrative review.
5. Review Level for Final BSP's – Board and Staff has in depth discussion about review levels. Recommend – 2-Signatures – Split Vote - **Tabled**
6. Surveyor Required – Recommend - Yes
7. Criteria for Approval – Recommend Staff recommendation - Yes
8. Changes permitted following Preliminary Plat Approval – Recommend 2nd Bullet Point- Yes
9. Preliminary Plat Lapse – Recommend 1-year time limit - Yes
10. Final Plat required Information – Recommend - Yes

11. Surety – Recommend all Staff recommendations – Yes

BREAK: 8:16 P.M. – 8:23 P.M.

D-2: Title 19, Subdivision Code policy Alternatives: Subdivision Design Standards

Staff gives overview of Subdivision Design Standards to Board. Board asks Staff where these suggestions came from. Did they come from a particular Code or different sources? Staff responds with different sources. Board and Staff discuss Design Standards. Board & Staff goes over Policy Alternatives:

1. Flag Lots – Recommend distance of pole and not count pole as buildable area – Yes to Staff recommendations.
2. Cul-de-Sac Design – In depth discussion of cul-de-sacs. Recommendation of Staff for first 3-points, **Flag 4th** need to come back to this - Yes
3. Cul-de-Sac Lots – Recommendation of Staff and change 50-ft to 40-ft - Yes
4. Stub Streets – **Flag** and bring back with Bullet Points
5. Sidewalks - **Flag**
6. Private Roads/Lanes – **Bringing back to next meeting.**

D-3: Outreach Program Activity

Board discusses the next Outreach Activity. Bring results of the PROS Program and show the people what we have done with their input. We want to bring back another survey or question that they can answer. Board also wants to spread the word about the Planning Board and try and get people to attend the meetings and maybe even apply for the open position. Board is thinking about the next topic to bring out to discuss. Suggestion maybe the FEMA Mapping Updates. Trying to work out how this would work into a program.

Staff wants to go over the next Planning Board Meeting. December 7th and 21st. Staff is out of the office from the 19th thru the 30th and out on the 2nd. Board would like to have the Meeting on the 7th. Decide on the 7th if there will be a Meeting on the 21st.

Planning Board Comments:

Knuckey: No comments.

Knox: It's 10:07 p.m.

Harris: No comments.

Linth: Good meeting, covered a lot of ground.

Next Meeting:

Small/Large BSP's

Private Roads/Lanes

Bring back "Flagged" items

Meeting adjourned at 10:15 p.m. Motion made by Knuckey and seconded by Knox . All Ayes.

Frank Linth, Chairman

Cyd Melnyk, Secretary