

**SULTAN PLANNING BOARD MEETING**

**319 MAIN STREET**

**December 18, 2007**

The meeting was called to order at 7:01 p.m. by Chairperson Latimore.

Planning Board members Present: Kurt Latimore, Sarah Davenport Smith, George Schmidt, Jeff Cofer. Absent: Charles Van Pelt.

Staff Present: City Administrator Deborah Knight, Community Development Director Rick Cisar, and Planning Board Secretary Tami Pevey.

**PUBLIC COMMENTS**

No Comments

**CHANGES TO THE AGENDA**

Development Director Cisar requested to add to the agenda the excused absence of PB Van Pelt as he fell yesterday. He also requested the board's January 8<sup>th</sup> meeting be canceled as he is conducting a public hearing for the Shorelines Master Program with the Department of Ecology the same evening. He advised the board he will indicate the board will be attending that meeting instead.

**COMMITTEE REPORTS AND STAFF PRESENTATIONS**

**#1 – Professional Service Contracts for Comprehensive Plan Work, Deborah Knight**

Administrator Knight presented the service contracts approved by council. She stated we still need a contract for the storm water analysis which requires an inventory of the storm water facilities; discussion needs to take place on the levels of services and determine how to meet that level of service. We know that the contract limit is \$75,000; we just need to determine the scope of work to meet that dollar amount. Nine responses

received Friday for the land use attorney; these were distributed to city staff management, mayor elect, council members and PB Chair Latimore for review and they are seeking responses by this Friday. The interviews will be scheduled for the 2<sup>nd</sup> week in January. We are currently at about \$231,000 in contracts; land use left to go; also if we need a consultant for sewer and water to update those plans; pretty close to our \$400,000 estimate. We had our first group team meeting with all consultants together on Friday on how to complete this project; a proposal will be presented at the PB meeting on January 8<sup>th</sup>. Will take each component and do each component each month and work our way through the list; will go relatively quickly; SEIS out to public in September timeframe. She will keep the board informed throughout the year.

PB Cofer referred to page 2 of attachment B and pointed out a correction, task 4 referencing the money figures.

Administrator Knight talked with Reid Shockey but this draft doesn't reflect the discussion she had with him; she stated she will go back and double check.

PB Cofer added and the \$75,000 reserved for storm water, where does those funds come from?

Administrator Knight stated hopeful will implement the storm water utility in March and pay for it out of that utility.

PB Cofer asked is this a high enough priority that will take funds away from the big prize.

Administrator Knight stated this is one of the required components we have to go back to the GMA board with.

PB Cofer stated should we be trimming all the nonessential elements and is this necessary?

Administrator Knight restated this is something coming directly out of the final decision and order from the GMA regarding the capital facilities plan.

PB Davenport Smith referenced a mention that the GMA requires level of service for every utility?

Administrator Knight stated she would agree that we do need an LOS for each utility, but misunderstood. The issue there is we currently have a storm water system even though we don't have a utility in place. GMA act requires how are you going to serve those people in 2025; what does that system look like? Requires an analysis of the system, same with transportation. Not the storm water expert and should bring those people back to discuss it with you.

PB Cofer raised the question of do we have to?

Administrator Knight stated yes, range of options checking with planning consultants and land use attorneys to determine if we can save money on the LOS.

Discussion on LOS for transportation and parks.

**#2 – Dyer Road and Skywall Drive comprehensive Plan Petition review schedule, Rick Cisar**

Concern of resident Jerry Gibson regarding getting notice out to the citizens; set for January 22.

Administrator Knight stated direct mail to the neighborhood after the first of the year.

Development Director Cisar stated at least two weeks; post it around the area.

PB Latimore suggested post signs in the neighborhood as well.

PB Cofer clarified we're going to have a public meeting to discuss whether or not we're going to allow they Dyer/Skywall residents to put us in direct violation with how you're going to handle unsewered residents.

Development Director Cisar stated they are responding to residents on petition; you'll have a process and make a recommendation.

PB Latimore suggested they could also look at the zoning of that area.

PB Cofer stated our capital facilities plan must indicate how we are going to serve sewer to all residents within the corporate city limits and must be on the plan and budgeted; seems like a mute point as I perceive it.

PB Davenport Smith stated for the sewer portion, yes; but as for the road more discussion is needed; but it is a process and this is a petition.

**ACTION ITEMS:**

**Approval of the October 2, November 13, November 27, and December 4, 2007 Minutes**

On a motion by PB Cofer, seconded by PB Schmidt the minutes of October 2, 2007 were approved as written; all voted yeah.

On a motion by PB Schmidt, seconded by PB Davenport Smith the minutes of November 13, 2007 were approved as written; all voted yeah.

On a motion by PB Davenport Smith, seconded by PB Cofer the minutes of November 27, 2007 were approved as written; all voted yeah.

On a motion by Davenport Smith, seconded by PB Latimore the minutes of December 4, 2007 were approved as written; all voted yeah. (Brief discussion on approval as two members at the meeting; two members present not there)

Discussion held on January 8<sup>th</sup> public hearing; possible agenda, filling the vacant seat etc...

**DISCUSSION:**

**Planning Board 2008 First Quarter Work Plan, Rick Cisar**

Administrator Cisar presented the city staff has identified the following activities to be considered by the Planning Board during the First Quarter.

1. Continued review of the Comprehensive Plan Update progress by consultants and staff, which Administrator Knight gave a review of this evening. A focus to designate the second meeting of each month to focus on this plan.
2. Review of the Dyer Road and Skywall Drive Comprehensive Plan Amendment petition, which was also discussed this evening and a workshop will be held at the January 22<sup>nd</sup> board meeting.
3. Complete revisions to the Comprehensive Plan Amendment Petition, processing requirements, and public participation program. Staff is working with Attorney Lane on a draft and will present a revised schedule.
4. Consider revisions to the Planning Unit Development Regulations for Transit Locational Criteria and Non Motorized Access requirements. We want to go back and clarify the ordinance to meet the requirements. Mr. Cisar discussed the city has a good start on a trail system.
5. Complete revisions to the Development Permit Matrix System for Quasi Judicial and Legislative responsibilities of the City Council including the schedule and timelines to complete the review process. Have received direction from council was all appeals would go to superior court from the hearing examiner's decision, with the exception of a variance. The major change is the hearing examiner recommendation, appeal to court, not city council. He is preparing and outline and series of workshops on the whole process.

PB Latimore reference the work program for next year, asking if there will be discussion on expansion strategy in UGA?

Development Director Cisar stated an LOS analysis will come into play

Administrator Knight stated it was submitted as a staff group during the docket proposal and is included in there; decided not to docket any of those items; want to talk, be best to wait until comp plan update complete, then bring it to city council and re-docket for 2009. Changing growth strategies would change fundamental growth strategies and how that would change and grow.

### **PUBLIC COMMENTS**

NONE.

### **PLANNING BOARD COMMENTS**

PB Cofer formally acknowledged the timeline that we are following to get through this exceeds the terms of almost everybody on this board, must acknowledge and get a commitment from the standing board members or a plan.

Administrator Knight stated we have 3 applications and the closing is December 30<sup>th</sup>; any thoughts on selection process?

Development Director Cisar stated he will put all applications together and send to mayor elect; she'll make recommendation to full city council; June 19<sup>th</sup> is the anniversary date for many of your terms and will be talking to you about re-upping for another 2 year term.

Administrator Knight stated we could go with new members and have new members handle it; give suggestions to Mr. Cisar in next two weeks about how mayor elect might handle the appointments.

Development Director Cisar stated they could extend 6 months, but still in the process so don't know where it would end.

Josie Fallgatter – public comments; respond to Jeff's comment about Dyer/Skywall proposal; absolutely correct on your read for that. Then it would become a timing issue question in the funding; required to provide infrastructure to every part of town; sewer is hallmark of urban services; can also make the choice that neighborhood is a lower priority than other areas of town where development is more prevalent; when you're looking at these requests, obligation to listen to the public, but you're not obligated to do what the public wants. It seems smarter to look at what your needs are and make decisions on actual needs while at the same time hearing the public out. Need to look at what is the real need; balancing act on what you need and what does the public need.

PB Cofer added and what can you afford.

PB Latimore stated he would like to thank PB Davenport Smith for remarkably serving the board well; will be missed on the planning board, but will do well on council board.

PB Davenport Smith stated since this is my last meeting as a planning board member, thoroughly enjoyed serving in this position, tremendous learning experience and still so much more to learn. So glad was able to serve with each one of you fine gentleman. It's been a real pleasure; each have your own expertise and experience. Storm water, do have the infrastructure and need to keep it up and fund it. Will be a permit coming in four years; working with the communities around here, and communities smaller than yours; it is not cheap and does require more capacity to handle it; it's handed down from the feds, state interpreted changed it and added items to it; will look different when the City is permitted, but probably will not be less than what it is today. Can put it off for a while, but can't put it off forever or it could be similar to the budget crises this year.

PB Cofer stated it feels as though the wheels have fallen off the bus and we're trying to pass an emissions test; let's get the wheels back on the bus and then we'll worry about an emissions test.

PB Davenport Smith stated the board needs to do what works for the city; consider our needs and what we can afford.

PB Schmidt appreciated serving with you and wish you the best moving on to council.

PB Cofer added a valuable asset to the council; I'm sure; learned a little bit more about EPA and ecology.

PB Latimore referenced the January 22<sup>nd</sup> meeting; we have this quality assurance model, wise to talk about process and specific techniques we plan to put in place in this regards. Standard criteria for our decision points.

PB Davenport Smith referred to Keith Arndt, you'd mentioned that each one of us has an area of expertise; as a team we can function well; whoever takes my place we don't know where the new member will lie and how will you function?

**ADJOURNMENT**

On a motion by PB Davenport Smith, seconded by PB Schmidt the meeting was adjourned; All in agreement. Planning Board meeting ended at 7:52 p.m.