

SULTAN PLANNING BOARD
AGENDA ITEM COVER SHEET

ITEM NO: D - 2
DATE: February 19, 2008
SUBJECT: Revised Schedule to Adopt the 2008 Comprehensive Plan Update
CONTACT PERSON: Deborah Knight, City Administrator

ISSUE:

The issue before the Planning Board is to review the revised schedule (Attachment A) to update the 2008 Comprehensive Plan to meet the September deadline set by the Growth Management Hearings Board.

STAFF RECOMMENDATION:

1. Review and discuss the revised schedule and staff recommendation to meet the September deadline set by the Growth Management Hearings Board.
2. Direct Staff to areas of concern

The revised schedule and Planning Board recommended changes will be forwarded to the City Council at its February 28, 2008 meeting.

SUMMARY:

These are the three things the Growth Management Hearings Board (GMHB) asked for at the compliance hearing on February 7, 2008:

- A revised schedule to adopt the 2008 Comprehensive Plan Update in September 2008. The City must file the revised schedule with GMHB by 2/21.
- An update as to whether the City Council would consider a moratorium on development due to the GMHB on 2/21.
- Briefing from the City responding to (possibly imaginary) arguments regarding specific development regulations petitioners may have made in earlier pleadings in Fallgatter V. Due to the GMHB on 2/28.

This staff report outlines a revised schedule to adopt the 2008 Comprehensive Plan Update in September 2008. The City's original schedule was to adopt the Comprehensive Plan Update by December 2008.

Accelerating the schedule requires the City to complete the technical analysis and policy decisions by June 2008 in order to allow for required comment periods prior to officially adopting the Plan Update by September 2008.

The proposed revised schedule achieves the September deadline set by GMHB. However, it requires an intense schedule of meetings, discussions and policy decisions by the Planning Board and City Council.

Given the revised schedule, it is necessary to combine the Planning Board and City Council meeting to focus on this effort. Planning Board meetings would focus on the Comprehensive Plan for the next six months (March-August). The City Council has committed to two extra joint meetings per month with the Planning Board to meet the GMHB deadline.

Propose Schedule

March – Current Facility Inventories, Base Fiscal Analysis and Level of Service Alternatives (LOS)

Joint meetings with the City Council on Facility Inventories, Base Fiscal Analysis, and Level of Service Alternatives. The Council and the Planning Board may also discuss the scope of a development moratorium. *Planning Board meetings would be moved to Wednesdays in March to accommodate Council schedules:*

- Wednesday, March 5, 2008 - Joint meeting
- Wednesday, March 19, 2008 - Joint meeting
- Tuesday, March 25, 2008 - Open House
 - Current Facilities Inventories
 - base Fiscal Analysis
 - Level of Service Alternatives

April – Forecast Fiscal Resources, Needs Assessment and Costs Based on LOS

Joint meetings with the City Council during regular Planning Board meetings to evaluate the City's fiscal capacity, needs assessment and project costs based on Levels-of-Service Alternatives:

- Tuesday, April 1, 2008 - Joint meeting
- Tuesday, April 15, 2008 - Joint meeting
- Tuesday, April 22, 2008 – Open House
 - Fiscal Capacity (resources)
 - Needs Assessment
 - Costs based on LOS alternatives

May – Creating the 6-year TIP, 20 year CFP, and Development Regulations

Joint meetings with the City Council during regular Planning Board meetings to develop the 6-Year Transportation Improvement Plan (TIP), 20-Year Capital Facilities Plan (CFP) and amendments to the City's development regulations. **Note the extra meeting on Tuesday, May 13, 2008**

Evaluate the draft Transportation Element, Parks Element, Housing Element, Water and Sewer Plans, and Capital Facilities Element. Evaluate changes to the Development Regulations. Reassess LOS and land use to ensure fiscally viable plan:

- Tuesday, May 6, 2008 - Joint meeting
- Tuesday, May 13, 2008 – Joint meeting
- Tuesday, May 20, 2008 - Joint meeting
- Tuesday, May 27, 2008 - Open House
 - Transportation Element, Parks Element, Housing Element, Water and Sewer Plans, and Capital Facilities Element
 - 6-year TIP, and 20-Year CFP
 - Proposed amendments to the Development Regulations
 - Reassessment Strategy

June – Draft Comprehensive Plan and Revised Development Regulations

- Tuesday, June 3 - Planning Board sets required Public Hearing
- Tuesday, June 17 – Public Hearing and Recommendation to Council
- Tuesday, June 24 – Open House Draft Comprehensive Plan

July - Required comment periods and Development Regulations:

The Planning Board may continue to work on proposed amendments to the Development Regulations during the 45 day SEIS comment period and 60 day CTED comment period.

- July 1 through August 15- 45 day Supplemental Environmental Impact Statement
- July 1 through August 29- 60 day Community Trade and Economic Development (CTED)
- Tuesday, July 1 – Development Regulations
- Tuesday, July 15 – Development Regulations

August - Final Comprehensive Plan and Development Regulations

- Tuesday, August 5, 2008 – Set public hearing on Final Comprehensive Plan and Development Regulations
- Tuesday, August 19, 2008 – Public Hearing and Recommendation to Council

FISCAL IMPACT:

The fiscal impact to the City is that the invoices from the Consultants will not be spread over the year, but will be concentrated in the first half of 2008. This may impact the City's cash flow and will need to be monitored closely.

ALTERNATIVES:

The Growth Management Hearings Board is requiring the City to revise its schedule to adopt the 2008 Update to the Comprehensive Plan. The alternatives that the Planning Board has are limited to adjusting the work load, discussion topics and meeting dates to meet the Board's Compliance Order.

The majority of work and heavy lifting are in April and May. From a staff perspective, May is especially busy with a number of policy decisions. The Planning Board may want to consider moving some of the work to April. The difficulty may be having the information ready for the Planning Board and Council to review.

RECOMMENDEDATION:

1. Review and discuss the revised schedule and staff recommendation to meet the September deadline set by the Growth Management Hearings Board.
2. Direct Staff to areas of concern

ATTACHMENT

A – Revised Comprehensive Plan Schedule February 19, 2008

COUNCIL ACTION:

DATE:

**Revised Comprehensive Plan Schedule – February 19, 2008
Attachment A**

Meeting Date	Meeting/Event	Topic
January		
Tuesday, January 08, 2008	Planning Board Regular Meeting	Distribute Proposed Schedule
Wednesday, January 16, 2008	Team meeting: preparation for January 22	
Tuesday, January 22, 2008	Planning Board Comprehensive Plan	Schedule and Project Overview
Thursday, January 24, 2008	City Council	Schedule and Project Overview
February		
Tuesday, February 05, 2008	Planning Board Regular Meeting	Land Use, Buildable Lands, etc.
Wednesday, February 13, 2008	Staff Team meeting - Prep for February 19	Fiscal Analysis
Tuesday, February 19, 2008	Planning Board Regular Meeting	Fiscal Analysis
March		
Wednesday, March 5, 2008	Joint Planning Board / City Council Meeting	Facilities Inventory and LOS Discussion and Adoption
Wednesday, March 12, 2008	Staff Team meeting - Prep for March 19	
Wednesday, March 19, 2008	Joint Planning Board / City Council Meeting	Facilities Inventory (Stormwater), Needs Assessment, LOS Discussion, Reevaluation Strategies

**Revised Comprehensive Plan Schedule – February 19, 2008
Attachment A**

Meeting Date	Meeting/Event	Topic
Tuesday, March 25, 2008	Work Shop/Open House	Facilities Inventory, Needs Assessment, LOS Discussion and Reevaluation Strategies
Thursday, March 27, 2008	City Council Meeting	LOS Direction - transportation, parks, water, and sewer, and stormwater.
April		
Tuesday, April 01, 2008	Joint Planning Board / City Council Meeting	Fiscal Capacity (resources) and Needs Assessment
Tuesday, April 15, 2008	Joint Planning Board / City Council Meeting	Update Project Costs
Tuesday, April 22, 2008	Work Shop/Open House	Fiscal Capacity, Needs Assessment, Costs based on LOS Alternatives
Thursday, April 24, 2008	City Council Meeting	Policy Direction - LOS Alternatives, Fiscal alternatives (impact fees, stormwater utility, etc.)
May		
Tuesday, May 06, 2008	Joint Planning Board / City Council Meeting	Fiscal Analysis against LOS alternatives, Reassessment Policies
Tuesday, May 13, 2008	Joint Planning Board / City Council Meeting	Fiscal Analysis - 6-Year TIP and 20-year CFP
Tuesday, May 20, 2008	Joint Planning Board / City Council Meeting	Transportation Element, Parks Element, Housing Element, Water and Sewer Plans, and Capital Facilities Element
Tuesday, May 27, 2008	Work Shop/Open House	Transportation Element, Parks Element, Housing Element, Water and Sewer Plans, and Capital Facilities Element, 6-yr TIP and 20-yr CFP, Proposed amendments to development regulations, and reassessment strategy

**Revised Comprehensive Plan Schedule – February 19, 2008
Attachment A**

Meeting Date	Meeting/Event	Topic
Thursday, May 29, 2008	City Council	Policy Decision - Transportation Element, Parks Element, Housing Element, Water and Sewer Plans, and Capital Facilities Element
June		
Tuesday, June 3, 2008	Planning Board Meeting	Planning Board sets Public Hearing
Friday, June 6, 2008		
Tuesday, June 17, 2008	Planning Board Regular Meeting	Draft Comprehensive Plan ready for Planning Board Public Hearing Public Hearing on Draft Comprehensive Plan
Tuesday, June 24, 2008	Work Shop/Open House	Draft Comprehensive Plan ready for SEIS comment period
Thursday, June 26, 2008	City Council	Review Draft Comprehensive Plan and release for SEIS comment period
July		
Tuesday, July 01, 2008	Planning Board Regular Meeting	Review Development Code Amendments
Tuesday, July 15, 2008	Planning Board Regular Meeting	Review Development Code Amendments
August		
Tuesday, August 05, 2008	Planning Board Regular Meeting	
Friday, August 15, 2008		SEIS Comment Period Ends

**Revised Comprehensive Plan Schedule – February 19, 2008
Attachment A**

Meeting Date	Meeting/Event	Topic
Tuesday, August 19, 2008	Planning Board Regular Meeting	Set Public Hearing on Final Comprehensive Plan and Development Regulations
Friday, August 29, 2008		Final SEIS Issued
September		
Tuesday, September 2, 2008	Planning Board	Public Hearing on Final Comprehensive Plan and Development Regulations
Thursday, September 04, 2008	City Council	Workshop on Planning Board recommendation
Thursday, September 18, 2008	City Council	Public Hearing and Decision