



REGULAR MEETING AGENDA
February 18, 2016
7:00PM

City of Sultan Council Chambers
319 Main Street, Sultan WA 98294

Call to Order, Pledge of Allegiance, Roll Call

Changes to the Agenda

Public Comments

Citizens are requested to keep Public Comments to a 3-minute maximum (3 minutes or less per person) to allow time for everyone to speak.

Planning Board Member Comments

Approval of Minutes

- January 21, 2016 Meeting

Open Public Hearing if Applicable
Hearing and Action Items

Discussion Items:

- D-1: Zoning Code - Chapter 16.12 - Permitted Uses - Review

Summary of Meeting Results and Actions for Next Meeting
Public Comments on Agenda Items Only

Planning Board Member Comments

Adjournment

PLANNING BOARD MISSION STATEMENT

The City of Sultan Planning Board's mission is to translate its knowledge of the community into recommendations on land use plans and codes that help the community to achieve its goals and desires for health, prosperity and quality of life for present and future generations.

Planning Board Members
Lucy Hitchcock, Chair
Sean Gossett, Chair Pro-Tem
Tom Green
Gloria Reedy
Janet Peterson

Community Development Staff
Brad Collins, FAICP
Cyd Sparks, Secretary of the Board

ADA NOTICE: City of Sultan Community Center is ADA accessible. Accommodations for person with disabilities will be provided upon request. Please make arrangements prior to the meeting by calling City Hall at 360.793.2231. For additional information please contact the City at cityhall@ci.sultan.wa.us or visit our website at www.ci.sultan.wa.us



SULTAN PLANNING BOARD MINUTES
January 21, 2016

PLANNING BOARD MEMBERS PRESENT:

Lucy Hitchcock
Gloria Reedy
Sean Gossett
Tom Green
Janet Peterson

STAFF PRESENT:

Brad Collins, FAICP Interim Planning Director
Cyd Sparks, Secretary of the Board

CALL TO ORDER:

Call to Order at 7:00 p.m.

CHANGES TO THE AGENDA:

Hitchcock would like to discuss Annexation and adds it to the Discussion section.

Reedy moves to accept the change to the Agenda and is Seconded by Peterson. All Ayes.

PUBLIC COMMENTS:

None.

PLANNING BOARD MEMBER COMMENTS:

Green - Is against the School Bond Issue, he said they are hitting us too hard. Future improvements on the Basin will bring more sidewalks if more development goes through. Board discusses the school impact fees.

Gossett - He will be serving the term of his contract through June but has vacation planned in February. The recent traffic issues on the weekends bring to mind discussing the East and West corridor road in the Comp Plan. Garbage placement of new cans, try and find a solution for new development. Who maintains the trails in Wildwood, there are water issues and trees blocking the right-of-way.

Hitchcock - Happy with the new signage for Osprey Park on Highway 2, would like to see a sign for the boat ramp in River Park. Boat ramp needs repair but it would be good to advertise that there is one available. Asks how Susie's Trail funds of \$250,000 are going to be used? She hopes it discussed publicly and asks about the maintenance of the trails. She is disappointed she has not seen anything on the Planner vacancy on the website or in the papers. March 30th is the deadline for Comp Plan Amendments, running out of time and would like to see the population allocation addressed.

Brad spoke with the Clerk and discussed future items that need to be addressed for the Comp Plan updates.

APPROVAL OF MINUTES:

December 10, 2015 Minutes - Gossett moves to approve the minutes as printed. Seconded by Green. All Ayes.

DISCUSSION AND STUDY ITEMS:

A-1 Planning Board Calendar for 2016

After discussion, the Board would like to change the meetings back to Tuesdays, beginning in May 2016 or after Brad leaves.

Peterson moves to accept the 2016 PB Meeting Calendar with future meetings being moved back to Tuesday after Brad's employment concludes. Seconded by Reedy. All Ayes.

D-1: Review Parks Questionnaire/Survey

After a brief discussion, the survey was accepted with a spelling correction on page 2 box 3 change "monitoring" to "monitor".

Gossett moves to approve the PROS Plan Survey as amended (spelling). Seconded by Reedy. All Ayes.

D-2: Zoning Code Update - Major Issues

Staff goes over issues with the Codes with the Board as written on Discussion Item 2, which included:

- Impact fees update (Commerce, School District, Public Works, City Attorney)
- Conflicts with new state legislation (Commerce, City Attorney)
- Levels of review in one Chapter or at least cross referenced (Planning Board, Planning Staff, City Attorney)
- Levels of review consistent with staff resources and required time deadlines (City Administration, City Attorney, Commerce)
- Missing or confusing language (Planning Board, Planning Staff, City Attorney)
- Permitted uses update (Planning Staff)

Brad handed out a brief list of Sultan Zoning Code Permitted Uses Update and items that need to be addressed. He explained that it is the Planning Directors job to interpret the Code and find the best fit for the business being applied for in the Code especially if it is not listed as a use. Brad is not a fan of the P/I Zone because it's very confusing. A Parks and Open Space Zone may make more sense. Brad would like to look at taking the zones and uses and make them work better together.

Board and Brad discuss Titles 16 and 18 and how to incorporate the two and make the Code work. Green says he understands that they should take Title 16 and 18 and call it the Zoning Code. Hitchcock would like to work first with the Parks and Open Space Areas since they are working on the PROS Plan now. Board asks if they are going to do the updates piece by piece; then have the Attorney look at it; and then have Council approve it. The Board plans on doing this bit by bit and give it to the Council as Planning Board recommends each section for approval and wait to send to the Council as a whole of all the changes.

BREAK FOR 8:20 pm – 8:25 pm

D-3 Annexation Discussion

Board and Brad have discussion over Annexations. Board notes that Titles 16 and 18 are not very informative in regard to Annexations. Brad updates the Board on the status and process of the 124th Street Annexation. Board asks Brad to discuss the types of Annexation. There are two types of Annexations and they are the Petition method versus the Election method for the Annexations. The Annexation does not approve or allow any development or approve services. This is just to annex the properties into the City. The development process would begin after the annexation was approved. Discussion over what will be coming to the PB for review if the

Annexation is approved. The Zoning would come to the PB for a Public Hearing. Board would like to see more information on Annexations in the updated Code. Brad welcomes input from the Board. Generally, annexations are good for the City and bad for the County because it changes the tax shares in favor of the City.

ACTIONS FOR NEXT MEETING:

- PB Minutes for January 21st
- Promote PROS Plan Survey
- Hitchcock will bring cookies
- Staff to put together materials for review of permitted uses for February's meeting. Green would like ADU's on the horizon.
- PROS Plan in shared location - still working on a solution. Shared computer upstairs.

PLANNING BOARD COMMENTS:

Reedy – Wants to talk to someone about getting volunteers for park clean-up, let her know that Donna can help her.

Green – Likes what he is seeing at the PB.

Gossett – Agrees with Green.

PUBLIC COMMENTS:

Jean Roberts – 31724 -124th Street SE – The Boundary Review Board (BRB) is the place for the Annexation proposal and do they have public hearings? Brad thinks that the BRB does hold a public hearing and yes the BRB does the annexations. Are commercial business allowed in the UGA? It would depend on the zoning of the property and if the County approved the business in the location. Jean is concerned because there is a trucking company on 124th Street. Brad explains that this could become a non-conforming use if the County has approved the use.

ADJOURNMENT:

Peterson moves to adjourn the meeting and seconded by Green. All Ayes.

Adjourned at 9:19 p.m.



**CITY OF SULTAN
PLANNING BOARD COVER SHEET**

ITEM NO: D-1
DATE: February 18, 2016
SUBJECT: Zoning Code Update - Section 16.12 Permitted Uses
CONTACT PERSON: Brad Collins, FAICP

DISCUSSION:

Discuss the attached changes, updates, modifications to Title 16.12 Permitted Uses.

Chapter 16.12.050
LOW DENSITY RESIDENTIAL ZONE

Sections:

16.12.050.A Purpose.

16.12.050.B Permitted Uses.

16.12.050.C Conditional Uses.

16.12.050 Low Density Residential (LDR) Zone

A. Purpose.

The purpose of the Low Density Residential Zone is to provide for low density (4-6 units per acre) residential development of single-family and accessory dwelling units and other uses associated and accessory to large lot, low density residential development, with development patterns that provide for private yards and larger detached houses.

B. Permitted Uses.

1. Single-family detached dwellings;
2. Accessory buildings and structures to single-family detached dwellings;
3. Group homes.

C. Conditional Uses.

1. Accessory dwelling units;
2. Home occupations;
3. Guest houses, containing four guest bedrooms or less.

Chapter 16.12.060
MODERATE DENSITY RESIDENTIAL ZONE

Sections:

- 16.12.060.A Purpose.
- 16.12060.B. Permitted Uses.
- 16.12.060.C Conditional Uses.

18.12.060 Moderate Density Residential (MDR) Zone.

A. Purpose.

The purpose of the Moderate Density Residential Zone is to provide for moderate density (6-8 units per acre) residential development of duplex, zero lot line townhouse, single-family and accessory dwelling units and other uses associated and accessory to small yard, moderate density residential development, with development patterns that provide for more affordable detached and duplex housing.

B. Permitted Uses.

1. Duplex, two-family dwellings;
2. Zero lot line, townhouse dwellings;
3. Single-family detached dwellings;
4. Group homes;
5. Accessory dwelling units;
6. Accessory buildings and structures to single-family and two-family dwellings.

C. Conditional Uses.

1. Home occupations;
2. Guest houses, containing eight guest bedrooms or less.

Chapter 16.12.070
HIGH DENSITY RESIDENTIAL ZONE

Sections:

16.12.070.A Purpose.

16.12.070.B Permitted Uses.

16.12.070.C Conditional Uses.

16.12.070 High Density Residential (HDR) Zone.

A. Purpose.

The purpose of the High Density Residential Zone is to provide for high density (8+ units per acre) residential development of multi-family, two-family and single family dwelling units and other uses associated and accessory to common yard, high density residential development, with development patterns that provide for the greatest range of housing options.

B. Permitted Uses.

1. Multi-family dwellings, including apartment buildings;
2. Two-family dwellings;
3. Single-family dwellings;
4. Group homes;
5. Guest houses;
5. Accessory dwelling units;
6. Accessory buildings and structures to all types of housing.

C. Conditional Uses.

1. Home occupations;
2. Residential treatment facility.

Chapter 16.12.080
NEIGHBORHOOD COMMERCIAL ZONE

Sections:

16.12.080.A Purpose.

16.12.080.B Permitted Uses.

16.12.080.C Conditional Uses.

16.12.080 Neighborhood Commercial (NC) Zone

A. Purpose.

The purpose of the Neighborhood Commercial Zone is to provide for convenient location of small-scale commercial uses primarily serving local residents, and thereby reducing longer vehicular trips and traffic congestion on city streets and encouraging pedestrian and non-motorized modes of transportation. Neighborhood commercial zones intrinsically are small nodes (less than five acres in size) interspersed within larger residential zones.

B. Permitted Uses.

1. Retail sales stores providing household staples:
 - a. Apparel and accessories stores;
 - b. Book/stationery stores;
 - c. Convenience stores;
 - d. Drug/pharmacy stores;
 - e. Electronic/photographic stores;
 - f. Flower (florist) stores;
 - g. Grocery stores (small-scale);
 - h. Household item stores;
 - i. Restaurant establishments (sit-down and carry-out)

2. Personal service establishments, providing services to individuals:
 - a. Art supply and picture framing establishments;
 - b. Barber shop, hair salon, and beauty salon establishments;
 - c. Gift shop establishments;
 - d. Health/fitness clubs;
 - e. Funeral homes/mortuary establishments;
 - f. Laundromats;
 - g. Medical and dental offices;
 - h. Shoe repair service establishments.
 - i. Travel agency establishments;

3. **Residential Uses:**
 - a. Multi-family dwellings;
 - b. Two-family dwellings;
 - c. Single-family dwellings;
 - d. Groups homes;
 - e. Guest houses;
 - f. Residential treatment facilities;
 - g. Boarding houses.

C. Conditional Uses.

1. **Business service establishments:**
 - a. Accounting services offices;
 - b. Financial services and insurance offices;
 - c. Legal services offices;
 - d. Real estate sales offices.
2. **Schools:**
 - a. Day care centers
 - b. Pre-schools;
 - c. Private schools.

Residential Zoning Changes to 16.12.050/.060/.070:

Because a variety of guest houses, group homes, and nursing homes are now differentiated, the Low/Moderate/High Density Residential Zones will need more specification of different types of these three more general uses. In particular, the definitions chapter needs to define these three types of uses by characteristics such as ownership (guest houses), number of rooms/beds, number of unrelated adult residents, level of care/dependent assistance, added parking requirements, etc. for each residential zoning density.

For example, nursing home in a caregiver's home for less than four individuals, which may be a conditional use in the Low Density Residential Zone, can be defined distinctly from a congregate care facility with multiple levels of caregiving up to totally dependent medical assistance for a large number of individuals (> 20), which may be a permitted use in the High Density Residential Zone.

For example, an owner-occupied traditional bed & breakfast with less than 4 bedrooms for transient guests, which may be a conditional use in the Low Density Residential Zone, can be defined distinctly from a boarding house with many tenants (> 4 but < 8), which may be a conditional use in the Moderate Density Residential Zone.

For example, an owner-occupied foster home with less than six unrelated children, which may be a permitted use in the Low Density Residential Zone, can be defined distinctly from a group home with six unrelated adults who are recovering from addiction, which may also be a permitted use in the Low Density Residential Zone.

SMC 16.160 Definitions

Group Home – Single-family detached dwelling providing a residence for a single household with the maximum number of nonrelated residents not to exceed six persons. Examples: foster home, Oxford house, state-funded home caregivers of nonrelated children/aged/handicapped/developmentally-disabled/mentally-ill or of other special class of persons.

Guest House – Owner-occupied, single-family detached dwelling, containing a specific number of guest bedrooms. Examples: traditional bed & breakfast, air-B&B, accessory dwelling unit.

Residential Treatment Facility – A facility providing both a residence (for varying periods of time) and a care component. Services, equipment, and safety features necessary for the proper care of residents is normally provided. Such services may include:

- a) Supervision assistance in dressing, bathing, and maintenance of good personal hygiene;
- b) Care in emergencies or during temporary illness or incapacitation;
- c) Supervision in taking medication or receiving mental health counseling; or
- d) Other services conducive to the welfare of residents.

Examples: group care facility (more than six nonrelated persons), emergency or homeless shelter (including safe home for victims of violence and domestic abuse), nursing/rest/convalescent home, congregate care facility, orphanage.

Low Density Residential

Moderate Density Residential

High Density Residential

Group Home (owner occ)

Group Home (owner occ)

Group Home (owner occ)

Guest House (owner occ)*

Guest House (owner occ)

Guest House (owner occ)

Clustered SF detached

Clustered SF detached

Zero Lot Line SF attached

Zero Lot Line SF attached

Townhouse

Townhouse

Duplex

Duplex

Boarding House

Residential Treatment Fac*

***Conditional Use Permit**



Chapter 30.41G COTTAGE HOUSING

Sections:

- 31.41G.010 Purpose.
- 30.41G.015 Applicability.
- 30.41G.020 Procedures.
- 30.41G.030 Cottage housing design standards.
- 30.41G.040 Common outdoor and private open space requirements.
- 30.41G.050 Modifications to the design standards, outdoor common space and private open space.
- 30.41G.060 Bonus density.

31.41G.010 Purpose.

The purpose of this chapter is to:

- (1) Provide development regulations for cottage housing, which responds to changing household sizes and ages;
- (2) Encourage creation of more usable open space for residents of cottage housing development through flexibility in lot standards;
- (3) Ensure that the overall size, including bulk and mass of cottage structures and cottage housing developments, remains smaller and incurs less visual impact than standard sized single-family dwellings, particularly given the allowed intensity of cottage dwellings;
- (4) Provide a centrally located and functional common area that fosters a sense of community and a sense of openness in cottage housing developments;
- (5) Provide private areas around the individual dwellings to enable diversity in landscape design and foster a sense of ownership; and
- (6) Ensure minimal visual impact from vehicular use and storage areas for residents of the cottage housing development as well as adjacent properties, and to maintain a detached single-family character along public streets.

(Added Amended Ord. 08-101, Jan. 21, 2009, Eff date April 21, 2009)

30.41G.015 Applicability.

The regulations in this section apply to cottage housing projects meeting the definition in SCC 30.91D.495.

(Added Amended Ord. 08-101, Jan. 21, 2009, Eff date April 21, 2009)

Standard	Requirement
Number of dwellings within a cluster groups	Developments shall contain a minimum of 4 and a maximum of 12 dwellings located in a cluster group. A development site may contain more than one group

(2) Cottage housing dwellings shall have a porch or covered entry at least 60 square feet in size with a minimum dimension of six feet on any side.

(3) Parking shall be:

- (a) Clustered and separated from the common area by a landscaping screen. Fencing shall not be substituted for the landscape screen;
- (b) Screened from public streets and adjacent residential uses by a landscaping or architectural screen;
- (c) Include a means for parking bicycles, such as racks or lockers; and
- (d) Prohibited in yard setback areas except rear yards.

(4) A pitched roof design is required for all detached parking structures.

(5) All fences on the interior of a lot or property line shall be no more than three feet in height.

(6) Internal pedestrian circulation shall be provided through paved paths.

(7) All cottage housing dwellings shall meet the requirements of SCC 30.53A.518.

(Added Amended Ord. 08-101, Jan. 21, 2009, Eff date April 21, 2009)

30.41G.040 Common outdoor and private open space requirements.

Common outdoor space shall be made available to the residents in cottage housing developments as follows:

- (1) The amount of common outdoor space shall be provided pursuant to SCC Table 30.41G.030(1);
- (2) The common outdoor space shall abut at least 50 percent of the cottage dwellings in a cottage housing development;
- (3) The common outdoor space shall abut cottage dwellings on at least two sides of the common outdoor space;
- (4) Cottage dwellings shall be oriented around and have the main entry facing the common outdoor space;
- (5) Cottage dwellings shall be within 60 feet walking distance of the common outdoor space; and

