

**CITY OF SULTAN
COUNCIL WORKSHOP
319 MAIN STREET, SULTAN, WA 98294
March 2, 2023**

IN PERSON & REMOTE ATTENDANCE AVAILABLE
(SEE PAGE 2 FOR INSTRUCTIONS ON HOW TO ATTEND)

7:00 PM - CALL TO ORDER - Pledge of Allegiance and Roll Call

CHANGES/ADDITIONS TO THE AGENDA (Requires a motion)

DISCUSSION

- 1) AB23-09_Comprehensive Plan Update

COMMENTS FROM THE PUBLIC

Citizens are requested to keep comments to a 3 minute maximum to allow time for everyone to speak.

Close of Meeting - 10:00 PM or at the conclusion of Council business.

WRITTEN PUBLIC COMMENT SHOULD BE EMAILED TO THE CITY CLERK, TAMI PEVEY
EMAIL: TAMI.PEVEY@CI.SULTAN.WA.US

WRITTEN COMMENTS SHOULD BE RECEIVED NO LATER THAN 4:00 PM THE DAY OF THE
MEETING

REMINDER TO STAFF AND VISITORS TO SPEAK INTO THE MICROPHONE

DIRECTIONS FOR ATTENDING THE COUNCIL MEETING REMOTELY VIA ZOOM, AND INSTRUCTIONS ON PROVIDING REMOTE ORAL PUBLIC COMMENT:

1. At 7:00 p.m. (or shortly before or after) on Thursday, please join the meeting in person, via computer, or phone as shown below and enter the meeting ID to join the meeting. If using the website, the phone number given may be different, please follow prompts given:
 - Phone #: (253) 215-8782
 - Via Computer:
 - <https://us02web.zoom.us/j/85044313938?pwd=bXZyM0tJRnIDT3QzazRDR3RKYzhYdz09>
 - Meeting ID: 850 4431 3938
 - Passcode: 100260
 - After you enter the meeting ID, if it asks for a participant ID, just wait or press # and you will be added to the meeting.

Please note if you attend via computer, your computer may provide different options for connecting to audio to include different phone numbers. It is recommended to follow the zoom compute prompts to connect to the meeting

2. You will be muted upon entry to the meeting. When it is the portion of the meeting for Public Comment, mayor will acknowledge in person comments first, then remote attendees second. If you are remote and wish to speak, please raise your virtual hand by pressing *9 on your phone's dial pad or Control Y on your keyboard. Once acknowledged, your name will be called to speak, and the City Clerk will unmute you.
3. Please begin your comments by stating your name, city of residence, and any organization represented.
4. Please be advised that your comments are being recorded.

Each speaker is allotted 3 minutes and you will be notified when your time has expired.

ADA NOTICE:

Accommodations for persons 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 web site at www.ci.sultan.wa.us



SULTAN CITY COUNCIL

Agenda Bill No. 23-09

SUBJECT	Introduction of the task order for the City’s Comprehensive Plan
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
3/02/2023	Community Development	Hal Hart	Hal Hart	Discussion #1

Dates Presented: 3/03/23 CW

Attachments: none

DESCRIPTION/BACKGROUND

History:

At various times throughout 2022, staff mentioned the need for the city to complete an update to the Comprehensive Plan. These discussions occurred when council discussed the Capital Facilities element and during the budget process.

To help council with the next steps, staff will provide a brief history of the city’s Comprehensive Plans and the steps we have taken in selecting the firm presented tonight.

The Growth Management Act (GMA) was adopted in 1990. The GMA requires Counties and Cities to develop a comprehensive plan to manage their population growth. RCW 36.70A

The City of Sultan passed its first Comprehensive Plan in 1994.

The first update was due in December of 2011. The State passed an extension requiring the update be completed by June of 2015. Sultan completed their update in 2011. In 2014 the State recognized the 2011 Sultan Comprehensive Plan Update as compliant with the GMA, with Vision 2040 the planning policies of the Puget Sound Regional Council, and Snohomish County Countywide Planning Policies.

The GMA requires that the next Comprehensive Plan Update be completed by December 2024. (June of 2022 State passed HB 1241 extending the time requirement for the periodic update from 8 to 10 years.) To assist cities, the Department of Commerce provided a non-competitive grant to each city. Sultan’s grant is for \$125,000.

In March of 2021 UW Students in the Master of Urban Planning Program completed four separate reports. These reports go into detail analyzing the existing Comprehensive Plan. The reports address the effectiveness of the plan and the ability of the plan to meet the intended goals. If council is interested, these reports can be made available. In addition, these reports will help the city as it works with a consultant to draft the 2024 update.

Assuring that the city's Comprehensive Plan is up to date and compliant is critical when it comes to applying for grants. Since the city relies on grants for many of its projects, it is important that we meet this requirement.

In July of 2022 the City posted a request for qualifications (RFQ) to hire a consultant to help prepare our comprehensive plan update. At that time the City received one response to the RFQ. On August 15th, 2022, the Community Development Department interviewed this firm and did not feel it was a fit for the City. In discussions with the City Administrator, staff felt that waiting a few months and seeing if there were portions of the Comprehensive Plan that it could complete in house was a better option. It was determined that separating the outreach portion from the overall project would attract other firms.

On October 11th, 2022, the City reopened the RFQ. Former Community Development Director Galuska reduced the scope of the RFQ by reducing the expected level of service in "public outreach". Public outreach is a critical segment of the comprehensive plan update. A segment that could be accomplished in house and with the assistance of interns and with existing staff. UW students in the planning program could participate and assist us in public outreach and data collection. UW students were very successful in the Parks Plan, Downtown Vision Plan, and the Store Front Studio work.

As a result of this change, the city received a response from six consultants to the new RFQ. The firms are as follows:

- 1) Kimely-Horn
- 2) CREA
- 3) Otak
- 4) Shockey Planning
- 5) Framework
- 6) Houseal Lavigne

The City invited Kimley-Horn, Framework, Shockey, and Otak to interview. On November 17th and 18th staff interviewed the applicants. Staff was very impressed with all the applicants. The consultants we interviewed came across as teams that would be great to work with. All the firms showed the ability to do the desired work.

Staff agreed that there was an interest in the Framework Team. Framework's project manager was Jeff Arango. Jeff assisted the City on its previous comprehensive plan update. In the interview Jeff had a strong grasp of what Sultan is about and where we are trying to go. Jeff was aware that the lack of a Director in Community Development could impact the scope of work, and he stated a willingness to be flexible. Jeff wanted to work with the City to create a comprehensive plan that was functional and reflected the values of the community and its elected officials. Jeff understood and expressed a commitment to doing this within the budget.

On December 14, 2022, the city selected Framework as the consultant for the comprehensive plan update and began negotiating the contract for service to include the scope and fees.

The required elements of the GMA:

The GMA establishes the primacy of the comprehensive plan. The comprehensive plan is the centerpiece of local planning and articulates a series of goals, objectives, policies, actions, and standards that are intended to guide day-to-day decisions by elected officials and city staff.

The GMA identifies the following 7 elements as mandatory: 5 are specific, to the City.

- Land Use
- Housing
- Capital Facilities Plan
- Utilities
- Rural Development (counties only)
- Transportation
- Ports (mandatory for cities with annual maritime port revenues exceeding \$60 million)

The GMA identifies the following 7 elements as optional:

(Economic Development and Parks and Rec are shown as mandatory under RCW, however they are still optional since no funds have been appropriated to help pay for them.)

- Economic Development
- Parks and Recreation (City adopted a park plan in 2020)
- Conservation
- Solar Energy
- Recreation
- Subarea Plans (Neighborhoods)

Land Use:

Chapter 3 Land Use adopted 2011

Housing

Chapter 4 Housing adopted 2011

House Bill 1220 created significant changes to the Housing Element requirements. It amended the GMA to instruct local governments to “plan and accommodate” for housing affordable to all income levels. Cities are now required to project housing needs for all economic segments of the population (moderate, low, very low, and extremely low income). Projections will be provided at the county level and **must** be incorporated into the local planning efforts. This includes projected need for emergency housing, emergency shelters, and permanent supportive housing. The Bill also states that “each comprehensive plan shall include a plan, scheme, or design for each of the following” it then lists several issues to include the following:

- Identifies and implements policies and regulations to address and begin to undo racially disparate impacts, displacement, and exclusion in housing caused by local policies, plans, and actions.
- Identifies areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations and capital investments.
- Establishes anti-displacement policies, with consideration given to the preservation of historical and cultural communities as well as investments in low, very low, extremely low, and moderate-income housing; equitable development initiatives; inclusionary zoning;

community planning requirements; tenant protections; land disposition policies; and consideration of land that may be used for affordable housing.

Economic Development:

Chapter 6 Economic Development adopted 2011.

Parks and Recreation:

Chapter 7 Parks and Recreation adopted 2011.

Transportation:

Chapter 8 Sultan Transportation plan update was adopted in Aug. 2019

Capital Facilities Plan:

Chapter 9 Sultan Capital Facilities Plan update was adopted in Nov. 2022

Utilities:

Chapter 10 Utilities adopted 2011.

Next Steps:

This evening staff will provide a brief overview of the Comprehensive Planning process in a workshop format. Staff's intent is to hear from council on any areas where staff and the consultant should focus additional attention upon and then we will come back to you with a task order and potential future process, timelines and adoption based upon the information you provide to us.

Finally, this process is fluid, meaning that parts may shift based on council and the community's feedback. Staff sees this project evolving over the next 16-months.

In the meantime, if council has any questions on the upcoming task order or the process, please feel free to reach out to staff.