



PLANNING BOARD AGENDA

PLANNING DEPARTMENT

March 16, 2021 - 7:00 PM
REMOTE ACCESS MEETING
319 Main Street, Sultan WA 98294

- I. **Call to Order, Pledge of Allegiance**
- II. **Roll Call**
- III. **Approval/Changes to the Agenda**
- IV. **Public Comments/Visitors**
Anyone who wishes to speak on any matter not appearing on the agenda may do so at this time. 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.
- V. **Planning Board Member Comments**
- VI. **Staff Comments**
 - a. Project and Permit Updates
- VII. **Approval of Minutes**
March 2, 2021 Meeting Minutes
- VIII. **Public Hearing**
 - a. Lot Size Averaging/Cluster Subdivisions
- IX. **Discussion Item**
- X. **Summary of Meeting Results and Actions for Next Meeting**
- XI. **Public Comments on Agenda Items Only**
- XII. **Planning Board Member Comments**
- XIII. **Adjournment**

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Meeting ID: 820 2089 6747

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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

Tom Green
Gloria Reedy
Janet Peterson
Sean Standefer
Mike Weidman

Community Development Staff

Andy Galuska, Planning Director
Cyd Donk, Secretary of the Board/Assistant Planner

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

(360) 793-1311, FAX (360) 793-3344
Staff Email: planning.department@ci.sultan.wa.us



**SULTAN PLANNING BOARD MINUTES
REMOTE MEETING
March 2, 2021**

PLANNING BOARD MEMBERS PRESENT:

Janet Peterson
Michael Weidman
Gloria Reedy
Sean Standefer
Tom Green, Absent

STAFF PRESENT:

Andy Galuska, Planning Director
Cyd Donk, Assistant Planner

CALL TO ORDER:

Call to Order at 7:02 p.m.

CHANGES TO THE AGENDA:

None.

PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:

None.

PLANNING BOARD MEMBER COMMENTS:

None

STAFF COMMENTS:

Staff gave Planning Board Members a reminder to take the OPMA and Public Records webinar and send in the certificate of completion.

Staff gave update on projects. Pretty much the same as the last meeting. Residential is picking up. Daisy Meadows is closer to final. Builders are selling houses quickly. Staff talked to City Council about the traffic constraints and asked them for the okay to get funding to start on the design of the projects for US 2. The last 2-plats submitted have taken all the capacity for traffic. The city cannot allow any more residential projects until the traffic issues are addressed. Items to be addressed are 5th & us 2, Main Street & US 2, design a new East/West Connector that goes from 8th Street to Bryant Road. Looking

6-years into the future for capacity and concurrency. We have been working on this for the last 1.5 years and have been planning for traffic concurrency.

All information for Hearings and Decisions are available on-line here: <https://www.ci.sultan.wa.us/167/Land-Use-Planning-Projects>

APPROVAL OF MINUTES: Weidman made a motion to approve the February 16, 2021 as submitted. Seconded by Reedy. All Ayes.

DISCUSSION AND STUDY ITEMS:

ESHB 1923 Project
Lot Size Averaging/Cluster Subdivisions
Form Based Multi-Family Code

Staff feels a need for more discussion on lot averaging and cluster subdivisions. Staff would like to delay the form based multi-family code. Would like to discuss the downtown design standards/urban center design regulations. We'll have some grad UW students to assist in the process.

Reedy asks under the purpose and intent section of lot size averaging how mid-sized lots would make the plat uniform. Staff explained how that would work to end up with a better product. Board and Staff discuss in depth the slides in the presentation from Blue Line.

Urban Center Design Standards. Staff stated there would be a steering committee to start work on this. Weidman spoke about the western theme and covered sidewalks as an example.

There will be a kick-off meeting/joint meeting once all the pieces are in place. A professor and students would be included as well as the consultants to get everyone on the same page.

PUBLIC COMMENTS ON AGENDA ITEMS ONLY:

None.

SUMMARY OF MEETING RESULTS AND ACTIONS FOR NEXT MEETING:

Next Planning Board Meeting will be March 16, 2021.
ADU Code, waiting for State direction.
Update on the Visioning Project for Downtown.

PLANNING BOARD MEMBER COMMENTS:

Reedy asks about a tree issue. Staff stated to get a hold of Ben in PW to take care of it. Staff will email the information.

STAFF COMMENTS:

None.

ADJOURNMENT:

Reedy made a motion to adjourn and close the meeting, Weidman seconded the motion.
All Ayes.

ADJOURNED 7:50 P.M.

Chapter 19.44 LOT SIZE AVERAGING

Sections:

- 19.44.010 Purpose of lot size averaging provisions.**
- 19.44.020 Applicability of lot size averaging.**
- 19.44.030 Limitations on implementation of lot size averaging.**
- 19.44.040 Lot size averaging calculation.**
- 19.44.050 Development standards in developments utilizing lot size averaging.**

19.44.010 Purpose of lot size averaging provisions.

A. The city finds that lot size averaging is an appropriate regulatory approach to help protect critical areas and allow for greater flexibility in design so irregular parcels can be used more efficiently.

B. Lot size averaging is an approach to dividing land that allows a parcel to be divided such that some of the resulting lots are smaller than the minimum lot size required in the applicable zone, as long as the average of all of the lot sizes remains equal to or above the minimum lot size.

C. The total number of lots in a development implementing lot size averaging cannot exceed the maximum number of lots allowed on the subject property by per the applicable zone.

D. Lot size averaging does not assure that the number of lots available to a developer on any particular parcel will be the same as the number available if the property were not encumbered by critical area exclusions. (Ord. 1284-17 § 2 (Exhibit. B); Ord. 1144-12 § 2 (Exhibit. A))

19.44.020 Applicability of lot size averaging.

A. Lot size averaging provisions of this chapter apply to, and may be used by, developers of land who are dividing land in conformance with the provisions of this title, and who meet the provisions set out in subsection (B) of this section.

B. Lot size averaging provisions of this chapter apply to and may be used by developers of land in the following zones:

1. Low/moderate density, LDR (SMC [16.12.010](#)).
2. Moderate density, MDR (SMC [16.12.020](#)).
3. High density, HDR (SMC [16.12.030](#)).

19.44.030 Limitations on implementation of lot size averaging.

A. Lot size averaging only applies to creation of lots for single-family residences, including detached, duplexes, triplexes and townhomes.

B. Lot size averaging shall not be used to create lots for multifamily dwellings as defined by SMC [16.04.040](#).

C. No lot shall be reduced to less than 80 percent of the minimum lot size required in the applicable zone, and each lot shall be at least 3,000 square feet in area.

D. No lot shall be reduced in width to less than 40 feet (regardless of lot depth).

E. This section shall not be implemented in conjunction with any provisions of the Sultan Municipal Code that allow density credits or cluster development..

F. Developments utilizing lot size averaging shall not receive preliminary or final approval as phased developments unless each phase meets the lot size averaging standards for the total land area included in that phase. (Ord. 1284-17 § 2 (Exhibit. B); Ord. 1144-12 § 2 (Exhibit. A))

19.44.040 Lot size averaging calculation.

A. The following calculation shall be used to determine the maximum number of lots available to a given development.

1. Add together all areas where proposed:

- (i) Area in lots;
- (ii) Areas designated as open space or recreational uses;
- (iii) Surface detention/retention facilities meeting the standards of subsection (5) of this section.

2. Divide the total area of subsection (1) of this section by the total number of proposed lots.

3. If the average lot size as computed under subsection (2) of this section equals or exceeds the minimum lot area requirement of the zone in which the property is located, the minimum lot area requirement will be satisfied for the purposes of lot size averaging.

4. Critical areas and their buffers permanently protected under chapter 17.10 may not count toward calculations for lot size averaging.

5. Surface detention/retention facilities may count toward calculations for lot size averaging only if the detention/retention facility:

(a) Is designed to not require security fencing under the EDDS standards; and

(b) The facility is either:

- (i) Designed to appear as a natural wetland system; or

(ii) Provides active or passive recreational benefits in a natural landscaped setting.

19.44.050 Development standards utilizing lot size averaging.

A. Road standards required for development of land divisions by this title are required in developments without regard to their implementation of lot size averaging standards of this chapter.

B. All standard utility improvements required for land divisions by this title are required in developments without regard to their implementation of lot size averaging standards of this chapter.

C. All standards for lot layout, setbacks, access, easements, and any other development standard for individual lots required for land divisions by this title are required in developments without regard to their implementation of lot size averaging standards, unless otherwise explicitly addressed within this chapter.

Chapter 19.xx

CLUSTER SUBDIVISIONS

Sections

- 19.xx.xx Purpose of cluster development provisions.
- 19.xx.xx Applicability of cluster development.
- 19.xx.xx Review Process
- 19.xx.xx Development standards for cluster developments.
- 19.xx.xx Alternative to cluster subdivision provisions.
- 19.xx.xx Additional development provisions

19.xx.xx Purpose of cluster development provisions.

A. Much of the land designated by the Sultan comprehensive plan for residential development is not developable because of extensive wetlands and steep slopes that are protected by critical area regulations. Exclusion of these critical areas results in a net developable area that allows considerably fewer residential units than would be allowed if the entire property could be developed at standard zoning densities. The city finds that cluster subdivision is an appropriate regulatory approach to protect critical areas

B. Cluster subdivision is an approach to dividing land that allows a parcel to be divided such that some or all of the resulting lots are smaller than the minimum lot size required in the applicable zone to accommodate the presence of extensive wetlands, critical areas, or allow for flexibility when working with an irregular parcel.

C. The number of lots resulting from development cannot exceed the maximum density of underlying zoning district, unless otherwise specified in this chapter.

D. Cluster subdivision does not assure that the density available to a developer on a particular parcel will be the same as the density available if the property were not encumbered by critical area exclusions. It is provided as a mechanism to achieve full compliance with all critical area regulations while allowing the development densities to get closer to the allowed zoned density on properties that have significant critical areas exclusions.

19.xx.xx Applicability of cluster development

A. Cluster subdivision provisions of this chapter apply to and may be used by developers of land who are dividing land in conformance with the provisions of this chapter, and who meet the provisions set out in subsections (B) and (C) of this section.

B. Cluster subdivision provisions of this chapter apply to and may be used by developers of land in the following zones:

1. Low/moderate density, LDR (SMC 16.12.010).
2. Moderate density, MDR (SMC 16.12.020).

3. High density, HDR (SMC 16.12.030).

C. Cluster subdivisions may be used if they result in a development that contains single-family detached dwellings, duplexes, zero lot line dwellings, or townhomes. Attached units must be contained with their own individual lot.

19.xx.xx Review Process

A. Cluster subdivision provisions of this chapter shall adhere to all subdivision procedures set forth in SMC 19.08, unless otherwise outlined in this chapter.

19.xx.xx Development standards for cluster developments

A. Dimensional Standards Modification. The dimensional standards set forth in SMC 16.12 are modified as follows for sites processed through the cluster subdivision process. All other dimensional standards of SMC 16.12 shall apply, including applicable conditions.

Zone/Use Permitted	Minimum Lot Dimensions			Minimum Yard Setbacks (ft) ^{1,2,3}			Max. Lot Coverage (%)
	Area	Width (ft)	Depth (ft)	Front	Each Side	Rear	
Low Density Residential (LDR)							
Single-Family Detached Dwellings	4,500 sq. ft.	50	70	15	5	10	55
Moderate Density Residential (MDR)							
Duplexes/Two-Family Dwellings	6,000 sq. ft.	50	60	15	5	10	65
Zero Lot Line Dwellings ⁴	3,000 sq. ft.	40	60	15	10 ⁵	10	65
Single-Family Detached Dwellings	2,700 sq. ft.	40	60	15	5	10	65
High Density Residential (HDR)							
Duplexes/Two-Family Dwellings	3,600 sq. ft.	40	60	15	5	10	65
Townhouse	2,200 sq. ft.	40	60	0	5 ⁶	10	65
Single-Family Detached Dwellings	2,200 sq. ft.	40	60	15	5	10	65

1. All site and development plans within short and formal subdivisions shall show building envelopes based on minimum yard setbacks.

2. Eaves of a dwelling or accessory structure may project 18 inches from the line of the setback toward a property line when the setback is at least five feet, and 16 inches toward a property line when the setback is at least six feet. All other uses shall conform to the requirements of the International Building Code Sections 503.2 and 705.

3. All yards adjacent to public rights-of-way shall be considered front yards. In the case of a “corner lot” with two front yards, one front yard will be designated for only half the front yard setback requirements, depending on principal building or lot access or narrowest width of the lot as determined

by the zoning administrator. In the case of a “through lot” with two front yards, both front yards shall have front yard setback requirements.

4. See SMC 16.04.260(2) for definition of “Zero Lot Line Dwelling”

5. For the side yard not utilized as the joint side yard, the minimum setback shall be 10 feet.

6. See SMC 16.04.200(12) for definition of “Townhouse”

B. Perimeter Setbacks. At a minimum, structures shall comply with the setbacks of the underlying zone along all perimeter lot lines of the overall site.

C. Maximum Density.

1. The maximum density shall be calculated by multiplying the gross site area (in acres) by the maximum units/acre in the applicable zone as shown here:

Zone	Maximum Units/Acre
Low Density Residential (LDR)	5
Moderate Density Residential (MDR)	10
High Density Residential (HDR)	12

2. When the density calculation results in a fraction, the fraction shall be rounded to the nearest whole number as follows:

(a) Fractions of 0.50 and above are rounded up.

(b) Fractions below 0.50 are rounded down.

3. Density bonus for development sites with critical areas. If 10 percent or more of a site’s gross area contains critical areas, as defined within **SMC xx.xx**, an increase of up to 15 percent of the calculated density shall be allowed; provided at least 20 percent of the gross site area is contained within an open space tract consistent with the standards set forth in this chapter.

D. Recreational and Open Space Requirement.

1. All cluster subdivisions shall comply with the recreational and open space standards as outlined in SMC Chapter 16.62 with the following exceptions:

a. No cluster subdivision may use the exemption detailed in SMC 16.62.060 regardless of the number of lots being created.

b. No cluster subdivision may pay a fee in lieu of on-site recreation improvements as detailed in SMC 16.62.070.

c. One additional recreational facility must be provided beyond the minimum requirement listed in Table 16.62-B. For example, a cluster subdivision containing 11-20 units must provide a minimum of two recreational facilities.

d. Instead of the five percent of the total land area of a subdivision that must be dedicated as open space beyond the recreational facilities requirement that is stated in SMC 16.62.060, at least 10 percent of the total land area of a cluster subdivision shall be dedicated as open space tracts (or parcels of land). If the applicant wishes to take advantage of the density bonus for development sites with critical areas that is described in subsection (C)(3) of this section, at least 20 percent of the total land area of the cluster subdivision shall be dedicated as open space tracts (or parcels of land).

e. Any open space tracts shall provide a minimum dimension of 15 feet.

19.xx.xx Alternative to cluster subdivision provisions

A. Lots may be exempted from the minimum lot area, depth, width, and rear setback standards set forth in SMC 19.xx.xx, provided they are arranged in clusters of four to 12 dwelling units around a centralized common open space under the following provisions:

1. Cluster single-family developments shall meet underlying zoning district density standards.
2. All standard street and access setbacks shall still apply.
3. There shall be ten feet minimum building separation for detached dwellings.
4. Minimum off-street parking standards shall comply with SMC 16.54.140, unless otherwise specified in this chapter.
5. One parking stall shall be provided on each proposed lot with adequate vehicular access.
6. Guest Parking. Off-street guest parking shall be provided at a rate of one space for every four dwelling units. Guest parking shall be located in clusters of not more than five adjoining spaces;
 - a. Guest parking shall be located on the development site.
 - b. Guest parking areas are prohibited within 40 feet of a public street.
7. Recreation areas and open space. Recreation areas and open space shall be provided as outlined in SMC 19.xx.xx.D and meet the following additional requirements;
 - a. A common open space, recreational area, or combination open space and recreational area is required for each cluster of four to 12 dwellings.
 - b. Each common open space, recreational area, or combination open space and recreational area shall be a minimum of 1,500 square feet in size with no dimension less than 15 feet, regardless of the number of dwelling units.
 - c. All dwellings in the cluster must abut the common space. Direct access to the common space shall be provided for each dwelling by a paved walkway.

19.xx.xx Additional development provisions

A. Road standards required for development of land divisions by this title are required in developments without regard to their implementation of cluster subdivision standards of this chapter.

B. All standard utility improvements required for land divisions by this title are required in developments without regard to their implementation of cluster subdivision standards of this chapter.

C. All standards for lot layout, setbacks, access, easements, and any other development standards for individual lots required for land divisions by this chapter are required in developments without regard to their implementation of cluster subdivision standards of this chapter, unless otherwise explicitly stated in this chapter.

D. Modification of specific development standards as provided by this chapter may be applied for and reviewed by the hearing examiner, but the fact that the development is proposing to implement cluster subdivision may not be used as a criterion or defense for proposing the modification.

E. The hearing examiner shall not modify the results of the calculations of this chapter as described above, and shall not modify the minimum lot size reduction authorized by this chapter below the standard of provided in **SMC 19.xx.xx(x)**.