



PLANNING BOARD AGENDA

PLANNING DEPARTMENT

April 6, 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 16, 2021 Meeting Minutes
- VIII. **Discussion Item**
 - a. Accessory Dwelling Units
 - b. Fence Regulations
- IX. **Summary of Meeting Results and Actions for Next Meeting**
- X. **Public Comments on Agenda Items Only**
- XI. **Planning Board Member Comments**
- XII. **Adjournment**

Join Us by Zoom Meeting

Andy Galuska is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/86500093017?from=addon>

Meeting ID: 865 0009 3017

One tap mobile

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Meeting ID: 865 0009 3017

Find your local number: <https://us02web.zoom.us/u/kbtmjSbb98>

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 16, 2021**

PLANNING BOARD MEMBERS PRESENT:

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

STAFF PRESENT:

Andy Galuska, Planning Director
Cyd Donk, Assistant Planner

CALL TO ORDER:

Call to Order at 7:05 p.m.

CHANGES TO THE AGENDA:

None.

PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:

None.

PLANNING BOARD MEMBER COMMENTS:

None

STAFF COMMENTS:

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 very busy and we have had some interest in commercial properties, but no development permits submitted yet.

Capital project update. Finishing Main Street sewer extension which goes from City Hall to the Ped Bridge, basically putting in a larger pipe and then a full overlay Main Street. Water plant updates, cell tower

Offered 3-interns to join the team to work on the strategic planning project. This project will start closer to summer.

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 March 2, 2021 as submitted. Seconded by Reedy All Ayes.

PUBLIC HEARING:

Lot Size Averaging/Cluster Subdivisions

Public Hearing opened at 7:10 p.m.

Presentation from Staff (attached)

Made the old code more understandable and easier to use. The old code had a lot of acronyms that were very confusing, so the process was simplified and easier to calculate. This does not include critical areas. These areas would still be undevelopable.

New Cluster Subdivision is to make new requirements for smaller lots that are incumbered by wetlands. LSA – Lot size averaging. There are no changes to parking or open space and recreation. Road standards must still be met.

No public comments.

3-letters submitted:

- Judy Heydrick
- Mark and Ana Davis
- Emily Dir

Planning Board comments:

Weidman asks if there are any developments in the area that they could look at to see how it works. Staff said yes and showed an example. Weidman asks who would be responsible for the open areas. Staff stated the HOA would probably take care of it. It is not public land. Staff stated that this gives the city the opportunity to keep more areas protected.

Weidman like the concept and it seems really sound but he would like to see it in action. The example last week was not a good example for him. Staff explained that future projects will be more encumbered with wetlands and we can see how the code works. We can always come back and redefine the code to make sure the wetlands are protected. Staff has researched to make sure the code changes are going in the right direction.

Peterson as she understands it is to make the development work better and not encourage more developments. Adoption does not change the fact that the other issues we have go away. We still have the issues.

Motion to close the public portion of the hearing. Reedy made the motion and Weidman seconded.

Weidman made a motion to recommend that the code changes are sent to Council for approval. Reedy seconded. All Ayes.

DISCUSSION AND STUDY ITEMS:

None.

PUBLIC COMMENTS ON AGENDA ITEMS ONLY:

None.

SUMMARY OF MEETING RESULTS AND ACTIONS FOR NEXT MEETING:

Next Planning Board Meeting will be April 6, 2021.
Explored the code and it appears to be helpful and was moved to Council for approval.
Council would like to look at the fence regulations.
Short update on the visioning project.

PLANNING BOARD MEMBER COMMENTS:

Weidman asked about the cell tower and when it might be done.

STAFF COMMENTS:

None.

ADJOURNMENT:

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

ADJOURNED 7:45 P.M.

City of Sultan Planning Board Meeting

March 16, 2021



General Public Comment Period

- Comments for items which do not appear on the agenda for the meeting

Staff Comments

- Update on Permits
- Update on Capital Projects
- Sultan Visioning Project



Lot Size Averaging/Cluster Subdivisions Public Hearing

Sultan Planning Board

March 16, 2021

Key Issues

- ESHB 1923 provided funds to help cities provide more affordable housing
- City currently has a lot size averaging code that is confusing and may not be working as intended
- Proposal will create two new options for development

Old Code (Chapter 19.44 SMC)

(TLA)	Total land area of subject development property
(ROW)	Public R-O-W or private access easement (specified by plat design) to be dedicated from within the TLA
(SDF)	Stormwater detention facilities
(TCA)	Total critical areas
(CAE-10)	Critical areas exclusion of 10 percent applicable to all projects
(CALA)	Critical areas allowed for lot averaging
(GDA)	Gross developable area
(PDA)	Potential developable area
(MLS)	Minimum lot size required in applicable zone for single-family residence
(MPL)	Maximum number of potential lots
(NDA)	Net developable area
(NMLS)	Net minimum lot size

2. Calculation of excluded wetlands and allowable wetlands is as follows:

(TLA)	= 80 acres
(CAE-10)	= (TLA) x 10% = 8 acres excluded from calculation
(TCA)	= 20 acres
(CALA)	= (TCA) – (CAE-10) = 12 acres

3. Calculation of net developable area is as follows:

(GDA)	= (TLA) – (CAE-10) = 72 acres
(ROW)	= 20 acres
(SDF)	= 1.2 acres
(PDA)	= (GDA) – ((ROW) + (SDF)) = 50.8 acres

4. Calculation of actual lots is as follows:

(PDA)	= 50.8 acres
(MLS)	= 5,000 sq. ft.
(MPL)	= (PDA) ÷ (MLS) = 442 lots
(CALA)	= 12 acres
(NDA)	= (PDA) – (CALA) = 38.8 acres
(NMLS)	= (NDA) ÷ (MPL) = 3,823 sq. ft. per lot

New Lot Size Averaging

- Add together the proposed lot areas, open space or recreation areas, and unfenced, natural or recreational stormwater facilities
- Divide by the total number of proposed lots
- Average must be above the minimum lot size of the development

New Cluster Subdivision

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

In no case can the development exceed the maximum allowed density in the underlying zone

Comparison

	Minimum Lot Size	Key Differences
Low Density		
Existing LSA	5,590 sq ft	
New LSA	6,880 sq ft	Does not count Critical Areas
Cluster	4,500 sq ft	5 units/acre maximum (21,060 Protected)
Moderate Density		
Existing LSA	2,925 sq ft	
New LSA	3,600 sq ft	Does not count Critical Areas
Cluster	2,700 sq ft	10 units/acre maximum (16,560 Protected)
High Density		
Existing LSA	2,340 sq ft	
New LSA	3,000 sq ft	Does not count Critical Areas

Developments Still Must Meet General Requirements

- Parking Requirements
- Open Space and Recreation
- Road Standards

Public Comment

- Public is able to submit testimony on the proposed code changes
- If you would like to speak, please use the “raise hand” function of zoom and staff will call on you to speak
 - Under Participants, then look for a button at the bottom
 - On Phone Dial *9
- Depending on the number of commenters we reserve the right to limit the length of public comments to ensure everyone has the opportunity to speak.

Additional Staff Comments and Board Discussion



LSA and Cluster Subdivisions- Recommendation to Council

Sultan Planning Board
March 16, 2021

Discussion Item: Recommendation for Parking Code Change

- Staff asks that the board forward a recommendation on to Council to adopt, adopt with changes, or to reject the proposed changes.

Chapter 15.08 FENCE STANDARDS

Sections:

- 15.08.010 Purpose.**
- 15.08.015 Definition.**
- 15.08.020 Permit required.**
- 15.08.030 Residential design standards.**
- 15.08.040 Commercial design standards.**

15.08.010 Purpose.

The purpose and intent of these fencing standards is to create aesthetic fencing that is uniform along frontages with characteristics similar to the existing neighborhood. No fence or wall shall create a hazard to the general public. (Ord. 1246-16 § 2; Ord. 807-03; Ord. 713-00)

15.08.015 Definition.

Except as otherwise defined in this chapter, all terms shall have the meaning ascribed in Chapter [16.04](#) SMC. (Ord. 1246-16 § 2; Ord. 807-03)

15.08.020 Permit required.

A permit is required for all new fences over three feet in height above the ground constructed within the city of Sultan. All permit fence applications shall be accompanied by the required fee and shall include a site plan drawn to scale indicating property lines, easements, abutting rights-of-way, adjacent driveways, location and height of fence and all structures including fire hydrants and power poles within 10 feet of proposed fence. (Ord. 1246-16 § 2; Ord. 807-03; Ord. 713-00)

15.08.030 Residential design standards.

A. Fences may be installed on property lines in residentially zoned lots; provided, that fences in front yards may not exceed three feet in height. It shall be the property owner's responsibility to determine the location of all property lines.

B. For "flagpole" properties, a six foot fence may be constructed at or behind a perpendicular line from a principal building on an adjacent property.

C. Fences installed on or across an easement in favor of the city of Sultan easement shall be removed by the property owner, or may be removed by the city of Sultan, a city agent, or a city contractor at the property owner's expense, upon request of the city for the purposes of the easement.

D. The height of all fences within 15 feet of any right-of-way, street, access easement, or driveway or within 25 feet of any intersection of two streets as measured from the edge of the right-of-way shall not exceed three feet, so as to allow a sight clearance triangle as depicted in Figure 15.08-1.

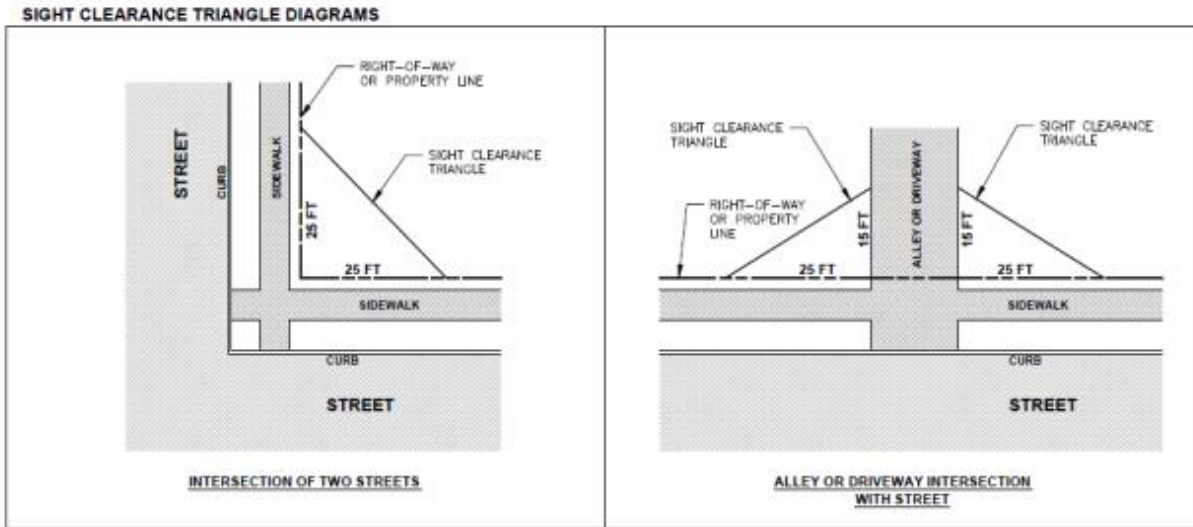


Figure 15.08-1

E. A minimum six-foot-high fence with a 16-foot-wide service access shall be placed around open storm drainage retention/detention systems as required by the 2014 Stormwater Management Manual for Western Washington.

F. When a retaining wall three feet in height or greater is contiguous to and below a proposed fence, the proposed fence may be constructed for the purposes of safety not greater than four feet above the top of the retaining wall or the finished grade, whichever is less, without a variance.

G. Fence height shall be measured from the top of the fence to the lowest grade of the ground on the property owner's side.

H. Supporting fence posts shall be installed into the ground at a distance equal to one-third of the distance of the fence height; provided, that supporting fence posts for privacy fence (solid board) shall be installed at a distance equal to 40 percent of the fence height.

I. No fence, structure, or landscaping may be constructed or maintained if it creates a safety or sight hazard to users of the street or to nearby property. Electrical, barbed wire, and any material that may cause a safety hazard shall be prohibited, unless the applicant can prove that the fence is necessary for legal nonconforming agricultural uses. (Ord. 1246-16 § 2; Ord. 807-03; Ord. 713-00)

15.08.040 Commercial design standards.

In all other zones, fences and walls may be installed up to a height of eight feet; provided, that the following requirements are met:

A. Where commercially or industrially zoned property has street frontage across from residential property, there shall be a setback of one foot for each foot in height of the fence or wall. This setback will be

densely landscaped to provide a vegetative barrier. A landscaping plan will be submitted to and approved by the planning director prior to construction of the fence or wall. All installed landscaping materials will be maintained in a healthy state.

B. A landscaped side yard setback area shall not be required for fences or walls if the commercial or industrially zoned property adjoins or abuts similarly zoned property.

C. The height of all fences within 15 feet of any right-of-way, street, access easement, or driveway or within 25 feet of any intersection of two streets as measured from the edge of the right-of-way shall not exceed three feet, so as to allow a sight clearance triangle as depicted in Figure 15.08-1. (Ord. 1246-16 § 2; Ord. 807-03)