



PLANNING BOARD AGENDA

PLANNING DEPARTMENT

May 16, 2020 - 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. Land Use Project Updates
- VII. **Approval of Minutes**

May 5, 2020 Meeting Minutes
- VIII. **Discussion Item**
 - a. Development Code Update Project
 - b. Transportation Element Update
- 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

Join Zoom Meeting :

<https://us02web.zoom.us/j/83174258145?pwd=Qnp2Z2pCOE1sVIZ4aUxLSHAwSVFadz09>

Meeting ID: 831 7425 8145

Password: 9tQAYN

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 8317 7425 8145

Find your local number: <https://us02web.zoom.us/j/83174258145>

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



**SULTAN PLANNING BOARD MINUTES
REMOTE MEETING
May 5, 2020**

PLANNING BOARD MEMBERS PRESENT:

Janet Peterson
Gloria Reedy
Sean Standefer
Michael Weidman
Tom Green, Excused (via e-mail)

STAFF PRESENT:

Andy Galuska, Planning Director
Cyd Donk, Assistant Planner

CALL TO ORDER:

Call to Order at 7:00 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 update on preliminary plats. All information for Hearings and Decisions are available on-line here: <https://www.ci.sultan.wa.us/167/Land-Use-Planning-Projects>

Land Use Project Updates - Residential Projects

<i>Project Name</i>	<i>Location</i>	<i>Update</i>	<i>Next Step</i>
Daisy Meadows (70-lots)	923 Bryant Road	Major Modification Hearing held on 4.16.2020	HE Decision – approve in part and deny in part

Daisy Crossing (AKA Green's Estates) (79-Lots)	Southeast of Sultan Basin and 132 nd Street	Final Plat punch list.	Apply for building permits.
Skyridge Estates (249-Lots)	31419 124 th Street SE (East of City's Water Plant)	Issued 30-building permits – under construction	Project on hold due to COVID-19
Wyndham Highlands 1 (171-Lots)	13104 Sultan Basin Road	Major Modification Hearing held on 4.16.2020	HE Decision – approve in part and deny in part
Wyndham Highlands 2 (30-lots)	North of 135 th Street SE	Major Modification Hearing held on 4.16.2020	HE Decision – approve in part and deny in part
Wyndham Highlands 3 (17-Lots)	1308 9 th St	Major Modification Hearing held on 4.16.2020	HE Decision – approve in part and deny in part
Cobble Hill (115-lots)	31129 124 th Street SE (East of City's Water Plant)	Public Hearing scheduled for June 1 st at 10:00 a.m.	

PRO Plan Update

Staff gave an overview of the May 1st Community Zoom Meeting. There were over 160-comments received on the on-line survey. They are planning two more on-line meetings on May 7th and May 14th. Everyone is invited to attend.

APPROVAL OF MINUTES:

Weidman made a motion to approve the March 3, 2020 minutes as submitted. Seconded by Standefer . All Ayes.

DISCUSSION AND STUDY ITEMS:

Development Code Project update with LDC and UW Livable City Year Program

Presentation of the collaboration between the City, LDC, Matt and Todd and UW Livable City Year Program, Aleksander. The PowerPoint Presentation has been attached for reference. Once they started digging into the City's Code was like opening Pandora's Box. Once they opened up a section it just opened up so many more challenges.

Discussion on stronger language in areas of the code updates. Open space areas, fee in lieu of, etc. Clarify a couple of approaches to strengthen the code by making the fees prohibitive and creating stronger language. The Board would like the code to have more influence to create more open space and feels that not enough money has been collected for open space, parks and recreation.

Staff gave a presentation on impact fees and the need to update them. The last time the impact fees were updated was in 2011. Presentation slides attached.

PUBLIC COMMENTS ON AGENDA ITEMS ONLY:

None.

SUMMARY OF MEETING RESULTS AND ACTIONS FOR NEXT MEETING:

June 2nd Meeting Agenda: Public Hearing for code development soon. References – staff will try to do some referencing to save money.. Red-lines will come soon.

PLANNING BOARD MEMBER COMMENTS:

None.

STAFF COMMENTS:

None.

ADJOURNMENT:

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

ADJOURNED 8:15 P.M.

City of Sultan

Development Code Update

Report on progress and recommendations

May 5, 2020 Planning Board Hearing

5/4/2020



Why Are We Doing This?

- In 2019, city staff identified several sections of code that were not functioning as intended
- Recent surge in development applications left fewer staff hours to work on these issues
- January 2020 – city council recognized importance of updating development code,
authorized contract with LDC to assist UW student through LCY program

5/4/2020



Collaboration Between UW and LDC

- LDC and UW's Livable City Year program – Aleksandr Romanenko (UW student, current City intern)
- Student with code writing experience to do research
- LDC (Todd Hall) contracted to oversee research and finalize code changes
- Matt Covert, planner at LDC, also assisted in writing and editing code

Overall Scope

Scope of work covers nine existing or proposed code sections:

- Permit Processing
- Recreation and Open Space Standards
- Grading, Excavation and Land Filling
- Engineering Design and Development Standards
- Developer Impact Fees
- Required Developer Utility Extensions
- Required Infrastructure Improvements
- Road Stubs
- Pedestrian Connections

Permit Processing (Title 16/17/19)

- Problem – city’s permit processes are spread out across several different chapters
- Gaps and conflicting information
- Solution – consolidate land use permitting processes and classifications into one code section: Draft SMC 16.06
- Includes tables outlining permit types, notice and hearing requirements
- Recommendation – integrate grading, vegetation removal as supplemental permits on the Development Permit, revise development permit language accordingly
- Recommendation – finalize Shoreline Master Program, update references in this code
- Recommendation – include mechanism (housed through public works/city engineer) for review of civil construction plans in code
- Is Development Review Committee still operational?
- Does city want to require publication and certification of notice as drafted in 16.06.040?

5/4/2020



Recreation and Open Space Standards (Title 16)

- Problem – city’s code is not clear on recreational facilities. Current development outcomes indicate changes could be beneficial
- Solution – revised SMC 16.62, Recreation and Open Space Standards
- Includes modifying standards based on square footages instead of per person, adds specificity on active vs. passive recreation areas
- Includes draft references to ongoing PROS plan work by city
- Adds sub-section on payment in lieu of recreation improvements
- Recommendation – cross-reference PROS plan and draft SMC 16.06 as appropriate

5/4/2020



Grading, Excavation, and Land Filling (Title 17)

- Problem – city’s code describes grading permit in places, but no application form exists, and grading relationship to clearing/vegetation removal from a permitting standpoint is unclear
- Solution – new code section, SMC 17.13, Grading Excavation, and Land Filling (includes permit description and performance standards)
- Recommendation – modify city’s Development Permit Application with supplements for grading and vegetation removal
- Recommendation – codify construction plan review (not currently in code)
- Recommendation – modify vegetation protection standards section to account for new SMC 16.06, permit processing, and proposed development permit application update



5/4/2020

Engineering Design & Development Standards (Title 11)

- Problem – city’s code currently does not have a process for requesting deviations to engineering standards
- Solution – draft update to SMC 11.12 – Engineering Design and Development Standards
- Addition of subsection 020 – Deviations to Construction Standards and Specifications
- Recommendation – adopt application form for EDDS deviation submittal based on performance criteria outlined in new code
- Recommendation – Add language to fee resolution for EDDS deviation fee amount

5/4/2020



Developer Impact Fees (Title 16)

- Problem – current code contains unclear wording and guidelines that may result in developers requesting credits where they do not apply
- Solution – Revised draft SMC 16.72 – Development Impact Fees
- Substantial revisions include greater detail on exemptions, detailed impact fee calculation methodology, and a new section on impact fee credits
- Recommendation – review new sub-section 16.72.120, Impact fee credits
- Recommendation – provide clear guidance on development agreements, possibly through code (this also applies to Permit Processing)

5/4/2020



Required Developer Utility Extensions (Title 13)

- Problem – unclear wording, lack of specificity; no references to standards, and locations of extensions are not specified.
- Solution – Draft SMC 13.06, Required Developer Utility Extension
- Recommendation – explore whether the city has a sidewalk construction in lieu program or whether it is feasible
- Recommendation – revise SMC 13.10 with respect to water and sewer engineering standards to future-proof this chapter

5/4/2020



Required Infrastructure Improvements (Title 19)

- Problem – unclear wording and sections in existing code that lack specificity
- Solution – New code section, SMC 19.30, Required Infrastructure Improvements

5/4/2020



Road Stubs (Title 12)

- Problem – Public Works Director does not have authority to require road stubs or set their locations with the cities long range road network in mind.
- Solution – New code section, SMC 12.##, Require developers to provide road stubs. Give Public Works Directors authority to require road stubs and set locations.

5/4/2020



Pedestrian Connections (Title 12)

- Problem – There are no minimum standards for pedestrian connections from new developments
- Solution – New code section, SMC 12.##, Required pedestrian connections to adjacent roads, paths, and existing developments. Allow variances at discretion of Planning Director.

5/4/2020



Traffic Impact Fee Update

May 2020



Traffic Impact Fee: \$4,350



List of Projects and Project Costs Last Updated in 2011

Present State

Overview

Projects proposed with estimates of project costs and funding sources

Scheduled improvements for a ten year period

Typically not all projects get built in this period

Updated Project List

US 2 Improvements provide the most return on investment

Adding four east-west connector roads prioritized by cost and effectiveness

Adding additional projects on local roads as needed

Removed unnecessary and completed projects

Example Projects

US 2 and Old Owen/Fern Bluff Intersection

- Total Project Cost: \$7,000,000
- Growth Share of 21% (21% of the Proposed Capacity for new development)
- 79% of total cost to come from Grants (\$5.5 million)
- Total Cost from Impact Fee fund \$1,475,357
- Total Cost from City Sources \$0

Rice Road Reconstruction

- Total Project Cost: \$9,185,000
- Growth Share of 66% (2/3 of the Proposed Capacity for new development)
- No expected grant funding
- Total Cost from Impact Fee fund \$6,031,352
- Total Cost from City Sources \$3,153,648



Impact Fee: \$6,125 per Trip



City Share: \$1,571,262 (\$157,126 /yr.) for all projects



Construct connection from Gohr to 130th St SE/Sultan Basin Rd

Option 1: US 2
Projects and
One E/W
Connection

Option 1

US 2 improvements

- Old Owen/Fern Bluff
- 5th St/Mann Rd
- Roundabout and Ped Crossing at Main St
- Replace Wagley Creek Bridge to allow 4 lanes
- Widening of US 2

East West Connection from Gohr Rd to
130th St SE



Impact Fee: \$8,787 per trip



City Share: \$5,362,940 (\$536,294 /yr) for all projects

Option 2: US 2,
Two E/W
Connections,
Minor Local
Project

Option 2

All of the Option 1 Improvements except no US 2 widening

An additional East West Connection (8th St to 135th St SE/Bryant Rd)

Reconstruct Existing Roadways

- Rice Road
- Cascade View Drive
- Old Owen Road



Impact Fee: \$10,963 per trip



City Share: \$7,512,558 (\$751,256 /yr) for all projects

Option 3: US 2,
Two E/W
Connections,
Additional
Local Projects

Option 3

All of the Option 2
Improvements

Reconstruct Existing Roadways

- Sultan Basin Rd further north to UGA boundary
- Foundry Rd

Staff Recommendation

- Option 2
 - Balances the benefits of US2 improvements with local road needs
 - Two East West connections would improve connections for residents
 - Impact Fee increases but still within reason



PLANNING BOARD

PLANNING DEPARTMENT

Discussion Item – Code Development Updates

Here are the code section links:

Impact Fees

https://ldccorpwa-my.sharepoint.com/:w:/g/personal/mcovert_ldccorp_com/EaPVPgfcKA1Ni-c_JM0Sb9IBPeimQTxWAeqaT5INaO17vA?e=4%3a2WJF4O&at=9

EDDS Deviation Application

https://ldccorpwa-my.sharepoint.com/:w:/g/personal/mcovert_ldccorp_com/EcLhYXm02E5JpMTCSVYcKY0BwAvQg5iAHScYKq9MBtkMaQ?e=4%3aN7rDAj&at=9

EDDS Deviation Code

https://ldccorpwa-my.sharepoint.com/:w:/g/personal/mcovert_ldccorp_com/EX1zbZmInphCo6sqlQVJvuMBj_3-N4qi3XapvMDGDD8UHw?e=4%3aLsjuub&at=9

Infrastructure Improvements

https://ldccorpwa-my.sharepoint.com/:w:/g/personal/mcovert_ldccorp_com/EeJ8EccX9LFDItbDGFMN5_oBGfGkDg03qO_wS8ovj_X_zQ?e=4%3ays1QDo&at=9

Utility Extensions

https://ldccorpwa-my.sharepoint.com/:w:/g/personal/mcovert_ldccorp_com/EfLp1Yugo5dOtCZ0HbK43b4B1zFek8mcJUkl9K7WSsq_6A?e=4%3aSKPSsX&at=9

Permit Processing

https://ldccorpwa-my.sharepoint.com/:w:/g/personal/mcovert_ldccorp_com/ER63rdThKgVHj7vovw9XIQwB9QZ0COZslY2rr-SiRXPdVg?e=4%3a1eBLCx&at=9



Grading Permit

https://ldccorpwa-my.sharepoint.com/:w:/g/personal/mcovert_ldccorp_com/EU5Lr18Tr_VEkX9leYfekwBkP8Dz0Ewqrj7dqqgEqpSqQ?e=4%3aH4HUwO&at=9

Recreation and Open Space Standards

https://ldccorpwa-my.sharepoint.com/:w:/g/personal/mcovert_ldccorp_com/Eewz_eL0MuFBhQY36fom_70BZDAx5m4v61w9JgDPTfyJEg?e=4%3aSyKo5k&at=9