

City of Sultan Planning Board Meeting

November 1, 2022



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



Housing Action Plan Update

Presentation

November 1, 2022

What is the Housing Action Plan

- Funded by a grant from the Department of Commerce
- Goal is to analyze housing more fully than has been done in the past:
 - Consider housing cost and choice
 - Define existing housing supply by type and cost
 - Demographic analysis





Produced a Housing
Needs Assessment



Held Two
Stakeholder
Meetings

Working on
a written
summary of
findings



Starting draft of final
Housing Assessment

Progress
Update

Early Findings

- Most of the units being added are Single-Family
- Not producing enough units for the lowest income families
- City should look at encouraging multi-family
 - More Affordable
 - Smaller units
- Consider allowing and encouraging mixed use buildings in existing commercial zones
- Look at encouraging Accessory Dwelling Units in existing single-family zones





2023 Work Plan

Discussion

November 1, 2022



PLANNING BOARD AGENDA

COMMUNITY DEVELOPMENT DEPARTMENT

November 1, 2022 - 7:00 PM
HYBRID/ZOOM 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**
October 4, 2022 Meeting Minutes
- VIII. **Presentation**
 - a. Housing Action Plan Update
- IX. **Discussion**
 - a. 2023 Work Plan
- X. **Summary of Meeting Results and Actions for Next Meeting**
- XI. **Public Comments on Agenda Items Only**
- XII. **Planning Board Member Comments**
- XIII. **Adjournment**

Join Us by Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/88313004778?pwd=VjZqdkpaLzhxVlptMnNJZUd4ZHdYZz09>

Meeting ID: 883 1300 4778

Passcode: 098589

One tap mobile

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+1 719 359 4580 US

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Meeting ID: 883 1300 4778

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

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

Janet Peterson, Chair
Mike Weidman, Pro-Tem
Judie Cyr
Emily Keyes
Andrew Rockwell

Community Development Staff

Andy Galuska, Community Development Director
Cyd Donk, Secretary of the Board/Assistant Planner
Mark Bond, 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
HYBRID/REMOTE MEETING
October 4, 2022**

PLANNING BOARD MEMBERS PRESENT:

Janet Peterson
Michael Weidman
Emily Keyes
Judie Cyr
Andrew Rockwell

STAFF PRESENT:

Andy Galuska, Planning Director
Cyd Donk, Assistant Planner
Mark Bond, Assistant Planner

CALL TO ORDER:

Call to Order at 7:06 p.m.

CHANGES TO THE AGENDA:

None.

PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:

None.

PLANNING BOARD MEMBER COMMENTS:

Andrew Rockwell, moved to Bothell and rented out his home to a lovely family. He won't be in person often.

STAFF COMMENTS:

Staff gave update on future residential plats. Things have slowed down quite a bit. Maria's Restaurant opened. Plat update, City projects. All information for land use projects, 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 August 16, 2022, as submitted. Seconded by Cyr. All Ayes.

PUBLIC HEARING:

PRESENTATION:

None.

DISCUSSION AND STUDY ITEMS:

a. Comprehensive Plan Update 2024

PowerPoint presentation attached. Staff gave background on what a comp plan is.

Board comments.

Weidman asks about the scale used on the additional housing capacity map.

Staff gave an update on comp plan consultant. Possible to update the RFQ. Reach out to UW again. Would like to get kick off survey out in the next few months. More robust outreach in 2023. Would like to answer any questions the Board may have and any ideas for the 2023 workplan.

Weidman asked for examples. Staff responded with some code change updates and housing. Looking into updating the development code.

Rockwell noted how daunting this plan is going to be with all the information that is required. Would like to see more townhouses and multi-family construction. This would bring more affordability to Sultan. Staff noted that the lots downtown are smaller and would not allow townhomes but there is some high-density zoning on the Basin for townhomes, but it could be used for something other than residential uses.

Weidman is concerned about parking. Would like parking to get some priority in the updates.

Keyes asked for some clarifications for ADU's. Would pre-approved plans be something in this discussion or better in the Housing Action Plan (HAP). Staff stated that this will be an item that will be discussed in detail. The city's ADU code is very liberal at this time and will be addressed. It might be an incentive to build more ADU's if there are certain considerations like reduced impact fees, water, and sewer, etc. ADU's an alternative housing will be a large discussion in the upcoming plans.

Staff stated that we are still at high level policy discussions, so any ideas send them to us. Peterson appreciates the presentation documents to go along with the discussion.

SUMMARY OF MEETING RESULTS AND ACTIONS FOR NEXT MEETING:

Next meeting, November 1, 2022.

Public outreach plan

Comp Plan consultant update

PUBLIC COMMENTS ON AGENDA ITEMS ONLY:

None.

PLANNING BOARD MEMBER COMMENTS:

None.

STAFF COMMENTS:

None.

ADJOURNMENT:

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

ADJOURNED 7:45 P.M.

2023 Work Plan

City of Sultan Planning Board

Project Name	Description	Tentative Schedule
Housing Action Plan	Analyzing housing needs ahead of the comprehensive plan update	January - February
2024 Comprehensive Plan Update Public Outreach	Public outreach related to the comprehensive plan update. This includes outreach on all the elements in the comprehensive plan.	January - August
2024 Comprehensive Plan Update Drafting and Adoption	Staff will likely return to the board for input through out the drafting process for input. Adoption will involve public hearings on the changes before the board	August - 2024
SEPA Exemption Thresholds	The state gives cities the ability to change some of the SEPA thresholds, which would exempt more projects from SEPA review.	May - July
SB 5235/HB 1220	Updates to code to meet new state requirements	May-June
Downtown Design Guidelines	Develop design guidelines for the City's downtown area.	June-December
Sign Regulations	The regulations of signs will need to be updated because of recent court decisions.	August - November
Digital Review Code Clean Up	Updating outdated sections of code to match modern processing standards.	July-December