



PLANNING BOARD AGENDA

PLANNING DEPARTMENT

January 18, 2022 - 7:00 PM

REMOTE 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**

November 16, 2021, Meeting Minutes
- VIII. **Presentation**
 - a. Appeal and Hearing Examiner Changes
- 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**

Join Us by Zoom Meeting

Andy Galuska is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/85332254041?pwd=TUx2N2hhU2I1ZDVWeWdTWU1ydnVKdz09>

Meeting ID: 853 3225 4041

Passcode: 566510

One tap mobile

+12532158782,,85332254041# US (Tacoma)

+16699006833,,85332254041# US (San Jose)

Dial by your location

+1 253 215 8782 US (Tacoma)

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+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 853 3225 4041

Find your local number: <https://us02web.zoom.us/j/85332254041?pwd=TUx2N2hhU2I1ZDVWeWdTWU1ydnVKdz09>

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
Andrew Rockwell
Vacant Position

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 November 16, 2021

PLANNING BOARD MEMBERS PRESENT:

Janet Peterson
Michael Weidman
Andrew Rockwell
Judie Cyr
Vacant

STAFF PRESENT:

Andy Galuska, Planning Director
Cyd Donk, Assistant Planner

CALL TO ORDER:

Call to Order at 7:03 p.m.

CHANGES TO THE AGENDA:

PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:

None

PLANNING BOARD MEMBER COMMENTS:

None.

STAFF COMMENTS:

Staff gave update on projects and keeping very busy. Wyndham Highlands 1, 2, and 3 are all nearing final plat status and they will start building soon. WH- 2 and 3 have submitted model home permits. WH-1 are still working on the plat and will be working more on drainage. Cobble Hill near final plat. Cell tower preapplication meeting on-site. Should go up quickly. Should provide better cell service to the city of Sultan.

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 October 19, 2021, as submitted. Seconded by Rockwell. All Ayes.

PRESENTATION:

Growth Management Act: Comprehensive Plan Update.

Staff gave a brief presentation on the updating of the comp plan. The comp plan usually updates every 8-years, but the schedule has been altered for many reasons. Here are documents to be reviewed and used to update the comp plan.

- Big statewide document called Vision 2050 by Puget Sound Regional Council
- Buildable Lands Report – Snohomish County
- Growth Estimates – Office of Financial Management
- Countywide Planning Policies
- Update of the City Comprehensive Plans

Snohomish County Tomorrow organization we participate in, and we are part of the “Cities and Towns” group.

Comp plan must be adopted by June of 2024. The full update will take up most of 2023. In 2022 we will be reviewing a Housing Action Plan which will update the housing section.

Possible additions for climate changes and salmon protection, staff is keeping an eye on how this goes.

Closing thought, if you want to get to know about this better, take “A Short Course in Local Planning” put on by the State and is free. Send information about the course out to all the board members.

Weidman asked if this is all mandated by the State, what happens if we do not meet them? Most of the city’s funding would be unavailable to apply for.

Cyr when the housing plan is being looked at, do they look at schools and emergency responders? Staff responded not for the schools; they have their own capital planning. The police are through the Sheriff’s office and the fire district is a separate entity and while working with them, they do their own thing.

DISCUSSION AND STUDY ITEMS:

2022 Work Plan

- Budgeted Projects
- Call for New Projects

Expecting a new project for an emergency code update for appeals. It’s technical and likely be brought back in January.

Rockwell asked about the SEPA Exemption Thresholds. Staff explains that the exemptions are very vague. The idea would be to simplify projects by adjusting the exemptions allowed.

2022 Meeting Calendar

We have met the minimum meeting requirements for the State, so we do not have to hold a meeting in December. Board decides not to have a meeting in December. Motion by Weidman and seconded by Rockwell. All Ayes.

SUMMARY OF MEETING RESULTS AND ACTIONS FOR NEXT MEETING:

Next meeting January 4, 2022.

December 16th at 1:00 p.m. – Short Course on Local Planning

PUBLIC COMMENTS ON AGENDA ITEMS ONLY:

None.

PLANNING BOARD MEMBER COMMENTS:

None.

STAFF COMMENTS:

None.

ADJOURNMENT:

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

ADJOURNED 7:40 P.M.

City of Sultan Planning Board Meeting

January 18, 2022



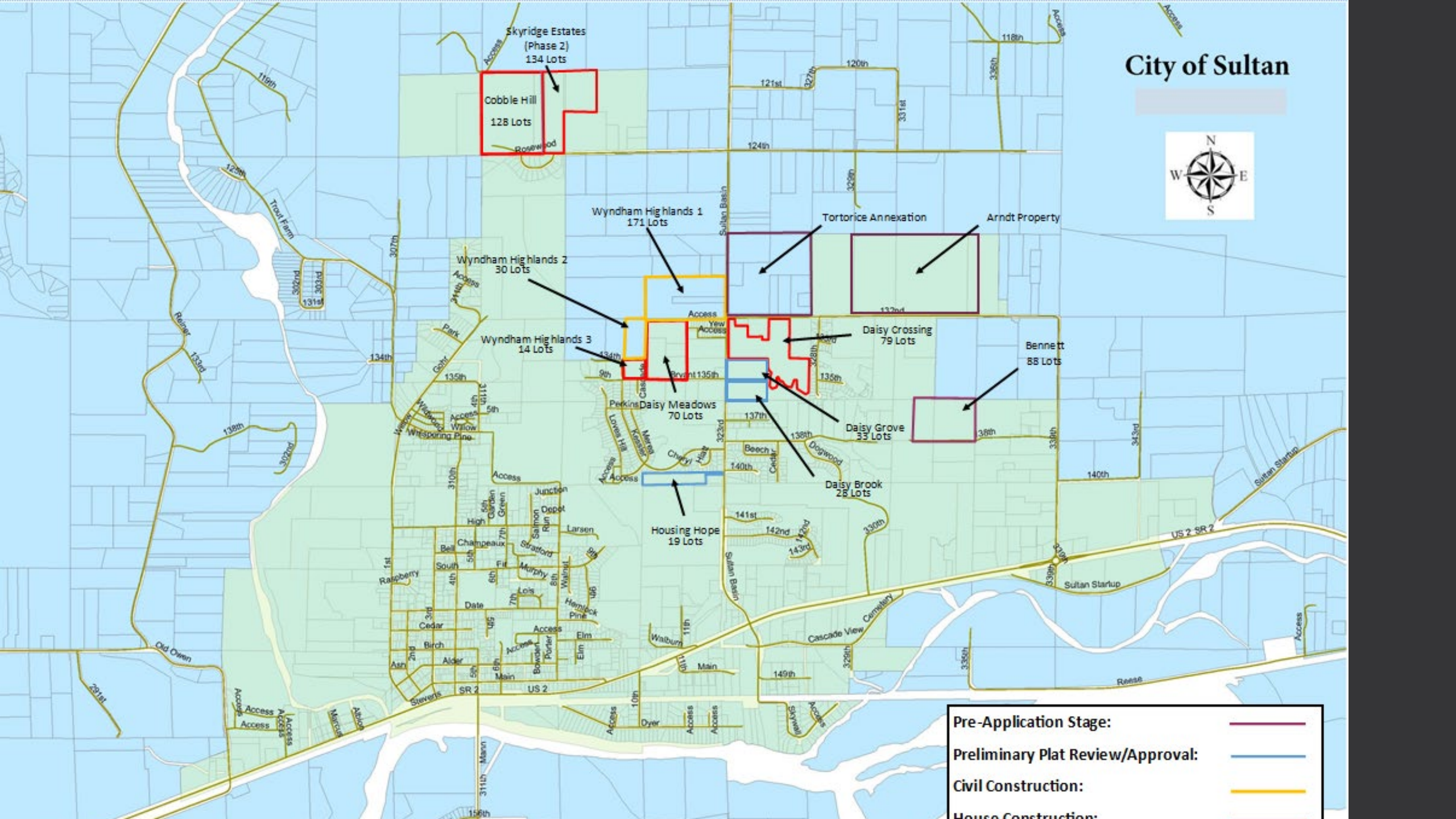
General Public Comment Period


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


Staff Comments


- Update on Permits
- Update on Capital Projects


City of Sultan



Pre-Application Stage: 

Preliminary Plat Review/Approval: 

Civil Construction: 

House Construction: 



Appeals and Hearing Examiner Code Project

Presentation

January 18, 2022

Appeals

- Process to appeal decisions if people disagree with the outcome
- Typically, there is a local appeal process (what we are discussing) as well as an appeal allowed under the Land Use Petition Act (LUPA).

Background

- Appeals: Purpose and Liability
- Flaws in Existing Code

Goals of Code Project

- Remove the Board of Adjustments
- All appeals through the hearing examiner
- Clarify appeal procedures

Project Considerations

- Fair consideration for appellants
- Benefits of Hearing Examiner over a board
- Clearly indicate the process for appeals

Hearing Examiner Usage

- Code to make it easier for Mayor to appoint a Hearing Examiner
- Plan is to have a Hearing Examiner as well as a less expensive option for more day-to-day projects