



**SULTAN PLANNING BOARD MINUTES  
HYBRID/REMOTE MEETING  
September 21, 2021**

**PLANNING BOARD MEMBERS PRESENT:**

Janet Peterson  
Michael Weidman  
Andrew Rockwell  
Judie Cyr  
Kyle Christiansen (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:**

**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. Residential steady and new plat under review for Housing Hope called Blue Mountain Meadows.

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 17, 2021, as submitted. Seconded by Cyr. All Ayes.

## **PRESENTATION:**

Sultan Downtown Visioning Plan presented by Dale Elizabeth Markey-Crimp and Maddie Immel - Evans School of Public Policy of the UW  
Great information and thoughtful input. Discussion regarding content of presentation.

## **PUBLIC HEARING**

Form Based Code Changes

Comments submitted by Judy Heydrick on September 13, 2021, attached.

Staff gave update and overview on the Form Based Code. Trying to change how we address the downtown area and multi-family commercial areas in the code. This is a bare bones approach and we'll come back and add more details over time. We will be adding design guidelines. Existing projects with minor improvements will only be required to be more consistent than they currently are. We are going to add a deviation process where all decisions are appealable. Assure storefronts on Main Street have appropriate character, materials, and architectural features, entries, glass, and interesting facades. Landscaping requirements will include screening service for loading areas, outdoor storage, and mechanical areas. Parking lots will have landscaping and tree requirements.

For high-density multi-family we will address accessory buildings to match main building architecturally, higher quality fences, and screen outdoor equipment. There will be minimal landscaping requirements and general design guidelines (modulation, roofs, and porches).

Timeline: January with UW to work on façade and uniform look. Second half of 2022 writing a more thorough design guideline code. Important to take the steps now and put the guideline on place. Rockwell headed in the right direction with flexibility and appears to be a nice balance.

Motion by to recommend to city council to hold a public hearing. Weidman and seconded by Cyr. All Ayes.

## **DISCUSSION AND STUDY ITEMS:**

Updates to Capital Facility Element

PW Director Morgan gave an update to the Capital Facilities Plan with the Comp Plan. The last update was in 2011 with next huge overhaul completed by June of 2024.

Rockwell asked what the CFP does. PW Director Morgan said it outlines capital projects that are projected and costs and how to pay for them. To meet future growth needs. To meet growth needs we need to update the sewer plant. The CFP outlines the need and how the city proposes to get there. Discussion about stormwater system and flood information. Update of CFP is for Water, sewer and traffic and maps.

**SUMMARY OF MEETING RESULTS AND ACTIONS FOR NEXT MEETING:**

Next Planning Board Meeting will be October 19<sup>th</sup>  
Public Hearing for CFP  
Update on Visioning  
Sign Code update start next year after UW project in January  
SEPA Exemptions  
Working on Budget  
Thanks, Nate, for the hard work and information

**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 8:20 P.M.**