

Sultan Planning Board Meeting

March 20, 2007

The meeting was called to order at 7:00 pm by Chairperson Van Pelt.

Planning Board members Present: Sarah Davenport-Smith, Jeff Cofer, and Charles Van Pelt.

Staff Present: Community Development Director Rick Cisar, Public Works Director Connie Dunn, City Administrator Deborah Knight, and Planning Commission Secretary Tami Pevey.

Public Comment

Loretta Storm – Expressed comments from residents regarding confusion over map "existing comprehensive plan street projects" and definition over solid yellow line for current street improvement and dotted lines for new street improvements.

Changes to Agenda

Community Development Rick Cisar suggests deferring approval of minutes to April 3rd meeting.

Committee Reports and Staff Presentations

Comprehensive Plan Transportation Element Revision and Project Overview (Perteet Inc.) Eric Irelan

Updated board members that work completed to date include working base maps show both street and non-motorized projects that were presented at the open house. Referred to the graph and explained that solid lines represent existing roads that are slated for improvement in the existing comprehensive plan; dashed lines indicate new roads or extensions of roads. Need to provide clarity for the legend as brought confusion to many.

Public comments notes from the open house included in the board member packets. Pedestrian concerns for safe sidewalks. Pedestrian and bicycle access crossing and along US 2; as well as suggestions for another bridge crossing for the Sultan River for emergency access to connect to county arterials.

Projects Mr. Irelan thinks needs to be added to the maps are Alder Street Improvement and Pine Street extension and explanation of these projects followed. Many citizens expressed interest in seeing an arterial connecting downtown Sultan to the basin.

Mr. Irelan noted Perteet has completed collecting traffic data via seven traffic counters two on Sultan Basin Road, one on 132nd, 339th, 1st Street, 8th Street, and High Street to assess current traffic information. Plan to fold into another base map to show existing traffic. Used to calculate existing Traffic Level of Service.

Commissioner Van Pelt – Questioned existing traffic flowing from Sultan Basin Road versus other parts of town.

Irelan – highest count is sultan basin road averaging weekday traffic of 3000 vehicles per day. 260 vehicles both ways during peak. Second highest on 8th street south of Elm, approximately 2600 vehicles on average week day.

Cofer – Hwy 2 map shows what appears to be roundabout?

Irelan – Explained round circles actually indicating future improvement of whole intersection and stated this is one area where a legend is still needed.

Deborah Knight – clarified that project description states signalization.

Eric Irelan – Attempting to get it all on map and collect comments. Process now to give future project forecast. Urban Growth Area projects into year 2025 is approximately 11,119 population estimated at 8% growth per year. Currently working with planning department to define where that growth will occur. Beyond future growth, transportation zones based on census boundaries. 2000 census used for collection. 2000 to 2006 used to project growth. Planning department looking to allocate population and employment based on pending projects. Not only population, but how it is spread throughout city. This is needed as a base transportation projects. Working on transportation zones now.

Commissioner Van Pelt: Questioned if the plan looks at Monroe transportation projects and how those projects could affect population and growth in Sultan

Eric Irelan: based on comp plan, structure for analysis, we could look at beyond 2025 and scenarios if highway doesn't get improved. Current structure sets us up and future projects could be more specific. Nothing beyond 2025 planning, but structure would allow us to do that later on.

Deborah Knight, City Administrator - The scope of Perteet's work is strictly for the comp plan. Looking at other scenarios increases costs and goes outside the scope of work. Will have the ability to look at it later.

Commissioner Van Pelt – was considering scenarios like West Seattle where a bridge affected areas. Work to Hwy 522 could affect Sultan more.

Deborah Knight, City Administrator – Agreed it raises interesting question. Explained when we look at the comp plan we can take extreme growth scenario, however this work and this discussion is limited.

Rick Cisar, Community Development Director – Questioned census track and TAZ zones outside the UGA.

Eric Ireland, Perteet – Urban growth boundary area is divided into census zones and TAZ's. Some census zones extend beyond current UGA boundaries.

Deborah Knight – Analysis slightly bigger than UGA to take into consideration the impact of traffic flowing in to the city from the county. Over counting traffic because we're including traffic generated in county. This ensures county growth is included in Sultan's roadways and that things outside the city that impact our roadways are considered in the plan.

Eric Ireland – This includes Hwy 2 west and east. Perteet is working on land use allocations for 2025 and will have a complete traffic forecast later this month to include where traffic is occurring and the timing. This information is critical for accurate capital facilities plan and transportation plan. Once the list is brought forth in the revised Capital Improvement Plan form they will map it and get it to staff. This will include current traffic impact mitigation fees as well as to give recommendations during the process. 6 year plan is tied in to include a new project list so it can be cost out, find where the money is, along with assessment and allocation the impact is better known and the city can place projects accordingly. The information is also forwarded to DOT to help with US 2 route development plan study; as well as Community transit for transit route. Revisions to text to transportation element to present to planning board and council.

Deborah Knight – what will planning board expect next?

Eric Ireland – have information next month depending on progress. Project list, technical analysis to recommend projects to Transportation Improvement Plan, April/May finalization.

Rick Cisar – second meeting in April, April 17th.

Eric Ireelan – conferred with Rick Cisar that it is an interactive process with staff to complete process.

Commissioner Davenport Smith – Referring to the last map with all the zones; thought it would be helpful to have an explanation of what the numbers correspond to.

Eric Ireelan – Explained they represent an identification number for zones and behind the map the population for these zones.

Deborah Knight – Asked if there is a point at which we would see population estimates within those zones?

Eric Ireland – yes.

Deborah Knight – population allocation instead of number in the future.

Eric Ireland – as well as in the table supporting the map.

Rick Cisar – referring to population density and single family vs. multi family;
Recommended a change in allocation to 2.9 for single family.

Eric Ireland – Explained population density is tracked by the county. 2.9 persons per unit for single family units, 2.1 for multifamily units. 6 year look at actual development in Snohomish County tomorrow planning services. When we look at future allocations, number of units can provide population estimate based on Snohomish County Tomorrow findings. Vacancy rate is 10%, 4% multi family. Number of units greater than average number of population. Taken into account.

Commissioner Van Pelt – Population figures show 2012, 2016 as well?

Eric Ireland – yes, doing now – midterm point. Look at applications coming in – help developing 6 year TIP. Communally as well as local zones.

Commissioner Van Pelt - Population grow in a straight line, taper off, increase?

Eric Ireland – depends on city; best guess based on known applications submitted.

Deborah Knight – Sultan up and down, Spikes average based on 4 year averages.

Loretta Storm – Do you know why the traffic counter was placed on Sultan Basin Road was placed North of 132nd rather than below 137th.

Eric Ireland – both ends – wanted traffic all the way through based on what it is now, include housing units planned and show a better forecast and take a better look at improvements.

Unknown Citizen – traffic and population counts and forecasts will be available for public dissemination?

Deborah Knight – looking for city information Pertteet is putting together; As soon as it is available to council and boards, public as well.

STORMWATER UTIL UPDATE

Connie Dunn – Introduced and reviewed the activities of the storm water utility sub committee.

Leanne Acker, Reid Shockey – Explained storm water and why city should consider a storm water utility – soaks into ground along with contaminants. Damages water ways in two points – water contaminants, and water hits river all at once and erodes banks. Storm water system to reduce. Bioswales, detention ponds, etc... State will eventually require city to apply for a National Pollution Discharge Elimination System (NPDES) permit. Permit has list of requirements regarding water quality and discharging of water. Storm water utility to bill for maintenance and operation functions and capital improvement. Pass ordinance improving, and then decide how much to charge. Every development and piece of property contributes. Storm water utility makes sure system users are charged. Phone survey conducted with agencies already charging. Assigned 155 jurisdictions, 33 polled. 5 counties, 28 cities. 20 had both storm water utility and responded. Gave list of jurisdictions that responded. Current information didn't match online information. Gave good advice and strategies.

INFO FROM CITIES. 15 cities use Equivalent Residential Units. Variety of techniques to establish average. 14 jurisdictions, avg size 2014 sq ft. Billing implementation – 7 established own system, 5 bills thru assessor's office w/property tax, 8 combine with utility fees already billed. 1 phased in rate. Commercial fees basis and gave strategies for cities polled. Residential monthly fees given in a wide range.

NPDES permits affect rates? No correlation found. 2000 storm water rates slightly lower than 2006; compared city rate increases. Fees based on needs of jurisdiction.

Common thread – criteria same. Fees should be cost based so that they meet full requirements of utility, easy to understand and administer, generally accepted techniques, adequate to meet needs and operation requirements, stable, fair and equitable, legally defensible.

All of data: ERU used to establish, fee on water consumption, flat fee, no fee. Comparison of fee and criteria – ERU meets all, fee on water consumption not fair, flat fee meets as long as counted correctly, but not fair. No fee would make city pull fees from somewhere else. Cities gave recommendations based on their citizen comments.

Next step for city; #1 determine total funds needed to effectively manage – analysis needed. #2, identifies number of billing units to establish, establish bill distribution system. Consideration needed on how to run in city, funding, staffing, legal issues.

WAC doesn't regulate rates or setting of rates. Allow discount for certain groups. Community outreach – open house and another one scheduled for May 15th. Community advisory board assigned. Working on budget and presenting to planning board May 1st. Opens for questions.

Commissioner Cofer – Concerns: Blank check mentality and utility decides what it needs and charges accordingly. Public oversight mechanism. Who takes care of that?

Deborah Knight – budget established in same way all budgets done. Present to council during budget process and open to public input. Time to raise issues. Open house on May 15th will have information for proposed budget and billing amount.

Commissioner Cofer – A common theme we have thru residential development phase, but where's the business? Retail tax base not moving. Concerned about commercial fees becoming burden to small business as big business missing. Adverse effect on development.

Deborah Knight – Sensitive to that, yet struggling with maintaining existing structure as well as meeting requirements. City required to have programs and projects in place. Sultan doesn't have budget in place to meet. Need to raise revenue – ERU approach fair. Credits to property owners and business owners maintain their storm water thru best management practices.

Leanne Acker – low impact parking lot alternatives they can use.

Commissioner Cofer – small struggling businesses; fancy expensive project not an option.

Deborah Knight – small business owner in group and keeping interest of business owners in mind. Want to find something that will work for all. Look forward to all comments so they can get good feedback.

Commissioner Cofer – anxious about not having a number yet.

Deborah Knight – agrees all anxious. Draft number probably available end of April. As soon as available will come to planning board.

CAP IMPROVE PLAN UPDATE

Deborah Knight – all issues this evening related to capital improve plan. Introduction of 2008 – 2013 cap improve plan. Many opportunities to give comments for 6 year TIP. Explained 6 year CIP update. TIP subject of CIP. CIP big picture to include all smaller project plans for 6 years. How to evaluate 20 year plan into 6 year plan for projects. GMA requires CIP & update 6 year plan yearly. 1st year of review is learning and reviewing process. CIP includes funding strategies. Separate set of revenues for CIP such as impact fees. Due back next month regarding projects and budget actually afford. CIP only budgeted for 1 year. CIP budget completed so can roll into budget year coming up. Upcoming year actual budget, other 5 years estimated. Takes about a year to complete process.

Evaluation criteria is focus tonight. Currently don't have a process to prioritize projects. Gave example in private sector for capital improvements, but can't use the same evaluation tools in public sector. Every investment made costs something. Come up

with more subjective criteria for public use. Start with vision for community. For example: Sultan wants to maintain small town rural character. Compare with other cities what they are doing. Reviewed list DK gave on list of common themes. Sultan came up with list of proposed criteria listed in attachment B, and a way to subjectively evaluate projects. Would need to ask the questions to determine necessity of project and score it including staff recommendation – feedback requested. Their feedback will be taken to council and collect their feedback as well. Public input allowed in future as well.

Commissioner Davenport Smith – Environmental quality criteria. Habitat values worthwhile to make it more general... to protect overall habitat quality. Water quality, quantity, resource: air quality. The whole gamut. Protects key environmental qualities.

Commissioner Van Pelt – Vision statement – Sultan wants to maintain a small town feeling – 2000 small town, 5000 medium size, growing? Are we still small town?

Deborah Knight – 1994 comp plan, not amended in 2004 comp plan. Comp plan updating vision to small town “feeling”. Share concerns.

Commissioner Van Pelt – not feeling that way in Monroe, concerned will be that way here.

Deborah Knight – downtown vision enhancement would focus on small town feeling. Part of vision statement.

Commissioner Van Pelt – refer to Wold corner and see rush. Small town doesn't come to mind.

Commissioner Cofer – Duvall excellent example. Duvall grown a lot but not like Monroe. Maintained design standard to keep small town feel.

Deborah Knight – small town feel maintained – is possible.

Commissioner Cofer – likes criteria. Agrees intelligent way to review. Driven by fact, not subjective opinion.

Deborah Knight – keep it simple rule when developing. Thanked JC for feedback.

ACTION – APPROVAL

Commissioner Van Pelt suggested delaying approval of minutes from March 20th minutes to the April 3rd meeting. Commissioner Cofer moved, Commissioner Davenport smith seconded; All in favor.

PUBLIC COMMENT

Commissioner Cofer suggested moving to excuse absences of Commissioner Latimore and Schmidt. Commissioner Davenport Smith moved, Commissioner Van Pelt seconded; All in favor.

Loretta Storm – thanked Commissioner Cofer for witty comments. Thanked board members for their service.

Jean Roberts – Learned a lot tonight and learned a lot at last meeting; Appreciates clearness, conciseness, and articulateness of staff and members.

Commissioner Van Pelt requested planning board comments.

Commissioner Davenport Smith thanked all who attended and consultants. Thanked Deborah Knight for lay out, written and readability; liked evaluation criteria. Might be some subjective opinions that come into play. Small town feel questionable. Likes idea of assigning # approach. Next meeting SDS will give presentation to Phase 2 Storm water permit process.

Commissioner Cofer – Sarah brings up good point with adoption of evaluation process will be very useful to provide to citizens so they may help evaluate and understand why certain projects picked over others. Hopes to restore faith in council. Apparent level of mistrust in council at last meeting. Step in the right direction. Staff doing great job in last 12 months. Feel in reactive mode until can move on to what want to do.

Commissioner Van Pelt – thanks public for coming and city staff for inputs, comments, and contributions.

Commissioner Davenport Smith moved to adjourn, Commissioner Cofer seconded; All approved. Planning Board meeting ended at 8:43 pm.