

1. Agenda

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[01-17-2019 PLANNING BOARD AGENDA.PDF](#)

2. Meeting Materials

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[01-17-2019 PLANNING BOARD PACKET.PDF](#)



# PLANNING BOARD AGENDA

## PLANNING DEPARTMENT

January 17, 2019 - 7:00 PM  
City of Sultan Council Chambers  
319 Main Street, Sultan WA 98294

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- 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**

Responses to questions from previous meetings.

  - 1) Dam at Lake 16
  - 2) Emergency Warning Network
  - 3) Fireworks Regulations
  - 4) Livable City Year Application
  - 5) Planning Board Vacancy
- VII. **Approval of Minutes**

November 8, 2018 and December 13, 2018 Meeting Minutes
- VIII. **Discussion Item**
  - 1) **Discussion of Work Plan for 2019**

At the previous planning board meeting staff presented some likely projects expected in the coming year. This includes an update to the Transportation Element of the Comprehensive Plan, updating the Shoreline Master Program, and updating regulation of recreational vehicles. The board should discuss any additional projects they might want to consider in the next year.



## 2) Sewer Fee Changes

Staff has provided a preliminary draft of changes to address concerns about the collection of sewer impact fees on properties which are not served by the public sewer system. The board shall consider, discuss, and recommend changes if necessary to these changes.

## 3) 2019 Planning Board Calendar

### IX. Summary of Meeting Results and Actions for Next Meeting

### X. Public Comments on Agenda Items Only

### XI. Planning Board Member Comments

### XII. Adjournment

#### **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

#### **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](mailto:cityhall@ci.sultan.wa.us) or visit our website at [www.ci.sultan.wa.us](http://www.ci.sultan.wa.us)



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## **SULTAN PLANNING BOARD MINUTES November 8, 2018**

### **PLANNING BOARD MEMBERS PRESENT:**

Janet Peterson  
Tom Green  
Sean Standefer  
Gloria Reedy  
Mirza Avdic, Resigned

### **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:**

Green would like to discuss how the city assesses the sewer GFC fees when someone puts in a septic tank.

Reedy – Wants to discuss the banning of fireworks in the city of Sultan as well as the sewer hookup fees.

### **PUBLIC COMMENTS:**

Bart Dalmasso, 202 Main Street, local real estate broker. Bart is here to discuss the sewer versus septic fees. Mr. Dalmasso brought examples of property within Sultan he feels that will not have sewer available to them (521 – 11<sup>th</sup> Street N, off Walbrun, the Ramirez Skywall property, and the Greens property on 132<sup>nd</sup> Street SE). He suggests changing the code to alleviate this fee and to come up with some kind of form to have the owner sign that they would not protest the sewer fee and hook-up.

### **PLANNING BOARD MEMBER COMMENTS:**

Reedy asks about the property that Bart discussed for clarification.

Green wanted to do a 5-lot short plat but having to pay the fees up front caused him to abandon the project.

### **STAFF COMMENTS:**

None.

**APPROVAL OF MINUTES:**

July 5, 2018 Minutes, Motion made by Green to approve the Minutes as written and submitted. Seconded by Reedy. All Ayes.

**HEARING AND ACTION ITEMS:**

None.

**DISCUSSION AND STUDY ITEMS:**

**D-1** Introduction on New Planning Director, Andy Galuksa.

Andy started in September, been planning for over 10-years, Snohomish County, Lake Stevens, Lake Forest Park, Whatcom County.

**D-2** 2019 Work Plan and 2019 Planning Board Meeting Calendar

Discuss the calendar for 2019. The staff and board agree on having the 1<sup>st</sup> meeting of the month as standard and having the Board wants to have the December 13<sup>th</sup> meeting to accommodate the 9-meetings needed for the year.

**D-3** Resignation of Mirza Avdic

Green makes a motion to accept Mira's resignation. Seconded by Reedy. All Ayes.

**D-4** Sewer versus Septic Tank

Staff gives an update on the code updates regarding the discussion on code changes discussed so far. . The PW director is working on the areas that this will affect. Staff and Board have a discussion regarding when someone on septic has to hook up to the city sewer. Staff will bring the proposed changes to the Board once they have them worked out. Staff and Board have a good discussion on the infrastructure outlook and needs for the future and how some of the improvements.

Budget report from PW with Andy to present to the Board.

Peterson asks about the timeline for the code change/update. Staff states mid December would be his guess possibly for the meeting in December if not then the first week of January. The budget report should be ready by the December meeting.

Standefer would like to see this as a priority.

**D-5** – Banning of Fireworks within the city of Sultan

Reedy has lived in Sultan for 12-years, every 4<sup>th</sup> of July there has been a huge mess from her neighborhood and around town resulting from fireworks. Can people be held responsible for the cleanup of fireworks?

Green comments that the city has a new sweeper that may be helpful and suggested talking to the Mayor. He pointed out that Friday is coffee with the mayor so maybe we can ask him tomorrow.

Peterson added they could have designated places for fireworks and sign up for locations around the city. Staff will discuss with the city administrator and or mayor and report to the board at the next meeting.

Board would like to meet the new city administrator as well.

**ACTIONS FOR NEXT MEETING:**

Fireworks update on the agenda  
PW Budget report on utilities  
Sewer code change update  
Standefer asks for an executive session.

**PUBLIC COMMENTS:**

Dalmasso speaks regarding the sewer GFC fees.

**PLANNING BOARD MEMBER COMMENTS:**

None.

**ADJOURNMENT:**

Standefer moved to adjourn and close the meeting, Green seconded the motion. All Ayes.

**ADJOURNED AT 8:00 P.M.**





## **SULTAN PLANNING BOARD MINUTES**

### **December 13, 2018**

#### **PLANNING BOARD MEMBERS PRESENT:**

Janet Peterson  
Sean Standefer  
Gloria Reedy  
Tom Green, Excused

#### **STAFF PRESENT:**

Andy Galuska, Planning Director

#### **CALL TO ORDER:**

Call to Order at 7:00 p.m.

#### **CHANGES TO THE AGENDA:**

None.

#### **PUBLIC COMMENTS:**

No public.

#### **PLANNING BOARD MEMBER COMMENTS:**

None.

#### **STAFF COMMENTS:**

None.

#### **APPROVAL OF MINUTES:**

Motion to move November 8, 2018 minutes at the January 10<sup>th</sup> meeting. All Ayes.

#### **HEARING AND ACTION ITEMS:**

None.

#### **DISCUSSION AND STUDY ITEMS:**

Discussion between Staff and Board on the Shoreline Master Plan update. This plan needs to be done by June 2019 in order for the city to retain the \$10K grant acquired for updating the SMP. Staff stated that the changes are not major and the city needs to add the recommendations from department of Ecology.

Member Standefer went over the livable city grant offered by the University of Washington that the city could potentially apply for and the effort he has put into it previously and would like the support to apply for the grant this year.

Staff stated that the city has chosen a consultant to do an analysis of the Comprehensive Plan which includes population review and the transportation element. Discussion on multi-mobile and complete streets policy. Looking for more grant money to provide connectivity from the Basin to downtown Sultan. Looking at the recreation element and trail systems and how to connect the external trails to the internal trails in Sultan. There is a policy in place and we would like to stay ahead of the game. Consultant is on board for complete streets.

Member Standefer asked about an annual dam inspection and if there was any reports on the outcome. Staff noted that the siren is tested in September at the beginning of storm season with an emergency drill that includes the schools in Sultan. Staff stated there is a monthly alarm test and a daily noon chime. Staff noted that the Fire District is aware of some alarm sound issues.

Staff brought to the Board for consideration in a future meeting to allow existing homes in the M-Manufacturing zone be rebuilt in case of loss. The SMC as written does not allow for the homes to be rebuilt if destroyed for example by fire. Currently there are 3-homes in the M-zone. One homeowner is trying to sell his home and 2-sales have fallen through because the lender would not final the loan because the current SMC does not allow the home to be rebuilt if damaged or destroyed. Board had a brief discussion and was currently not in support or the code change.

Staff noted that the vacant position for the planning board has been advertised and posted on the city webpage, Facebook and utility bills.

Staff noted that SMC16.20.045 sewer code change was being discussed and would be brought back at the next meeting.

Member Standefer also noted they would like to have joint Council and Planning Board meetings and asked that planning board members attend council meetings to keep informed on what the Council is doing. The thought of a rotating system for a planning board member to attend Council meetings.

**ACTIONS FOR NEXT MEETING:**

- 1) Dam at Lake 16
- 2) Emergency Warning Network
- 3) Fireworks Regulations
- 4) Livable City Year Application
- 5) Planning Board Vacancy
- 6) Work Plan 2019
- 7) Sewer GFC changes

**PUBLIC COMMENTS:**

None.

**PLANNING BOARD MEMBER COMMENTS:**

None.

**ADJOURNMENT:**

Reedy moved to adjourn and close the meeting, Peterson seconded the motion. All Ayes.

**ADJOURNED AT 7:30 P.M.**

# 2019 Work Plan

*City of Sultan Planning Board*

| <b>Project Name</b>            | <b>Description</b>   | <b>Tentative Schedule</b> |
|--------------------------------|--|---------------------------|
| Sewer Fee Change               | Revise the code so that properties that are not served by the public sewer   | January - March           |
| Transportation Element Update  | Review updates to the Transportation Element of the Comprehensive Plan   | February - September      |
| Shoreline Master Program       | Updates to the Shoreline Master Program to address Ecology recommendations and process improvements.                         | March - July              |
| Recreational Vehicle Standards | Updates to code to address a number of issues the city faces related to Recreational Vehicles                                | February - June           |
| Sign Regulations               | The regulations of signs will need to be updated because of recent court decisions.  | July - November           |
| Development Improvements       | Revise the land use code to better clarify what sort of public improvements are required with development projects           | July - December           |
| SEPA Exemption Thresholds      | The state gives cities the ability to change some of the SEPA thresholds, which would exempt more projects from SEPA review. | August - November         |



## SULTAN PLANNING BOARD AGENDA ITEM COVER SHEET

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**ITEM NO:** D-3

**DATE:** January 17, 2019

**SUBJECT:** 2019 Work Plan

**CONTACT PERSON(S):** Andy Galuska, Planning Director  
Cyd Donk, Assistant Planner

**ITEM:**

Staff updated the 2019 Planning Board Calendar. Planning Board meetings will be held on the 1<sup>st</sup> Thursday of the month with the second meeting being optional or as needed.

**STAFF RECOMMENDATION:**

Staff recommends that the Board review the 2019 meeting schedule as shown on Attachment A.

**DISCUSSION:**

The Board currently meets monthly, generally on the first and third Thursdays of the month.

The attached schedule continues that pattern with alterations for holidays that may land directly around the first Thursday and consideration of the City Council Meetings in November and December.

Unless the Board desires to discuss changing the meeting dates, the attached schedule is provided for adoption and publication for the 2019 Planning Board Meeting schedule.

**ATTACHMENT:**

Attachment A: Draft Regular Planning Board Meeting Calendar for 2019

# SULTAN PLANNING BOARD MEETING SCHEDULE 2019

THE BOARD MEETS THE 1<sup>ST</sup> & 3<sup>RD</sup> THURSDAY'S OF EACH MONTH AT 7:00 PM  
(MEETINGS ARE SUBJECT TO CHANGE)

**ALL MEETINGS HELD AT:**  
SULTAN COMMUNITY CENTER  
319 MAIN STREET  
SULTAN WA 98294  
360.793.2231

[planning.department@ci.sultan.wa.us](mailto:planning.department@ci.sultan.wa.us)

|           | <b>DAY</b>                 | <b>DATE</b>        |
|-----------|----------------------------|--------------------|
| Cancelled | Thursday – Regular Meeting | January 3, 2019    |
|           | Thursday – Regular Meeting | January 17, 2019   |
|           | Thursday – Regular Meeting | February 7, 2019   |
| Optional  | Thursday – Regular Meeting | February 21, 2019  |
|           | Thursday – Regular Meeting | March 7, 2019      |
| Optional  | Thursday – Regular Meeting | March 21, 2019     |
|           | Thursday – Regular Meeting | April 4, 2019      |
| Optional  | Thursday – Regular Meeting | April 18, 2019     |
|           | Thursday – Regular Meeting | May 2, 2019        |
| Optional  | Thursday – Regular Meeting | May 16, 2019       |
|           | Thursday – Regular Meeting | June 6, 2019       |
| Optional  | Thursday – Regular Meeting | June 20, 2019      |
|           | Thursday – No Meeting      | July 4, 2019       |
|           | Thursday – Regular Meeting | July 18, 2019      |
|           | Thursday – Regular Meeting | August 1, 2019     |
| Optional  | Thursday – Regular Meeting | August 15, 2019    |
|           | Thursday – Regular Meeting | September 5, 2019  |
| Optional  | Thursday – Regular Meeting | September 19, 2019 |
|           | Thursday – Regular Meeting | October 3, 2019    |
| Optional  | Thursday – Regular Meeting | October 17, 2019   |
|           | Thursday – Regular Meeting | November 14, 2019  |
|           | Thursday – Regular Meeting | December 12, 2019  |