



PLANNING BOARD AGENDA

PLANNING DEPARTMENT

January 21, 2020 - 7:00 PM
City of Sultan Council Chambers
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. Land Use Project Updates
 - b. PRO Plan Update
- VII. **Approval of Minutes**
December 3, 2019 Meeting Minutes
- VIII. **Discussion Item**
 - a. Transportation Element Update – Future Regulation of Development
 - b. Development Code Project
- 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
Mike Weidman

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 December 10, 2019

PLANNING BOARD MEMBERS PRESENT:

Janet Peterson
 Gloria Reedy
 Sean Standefer
 Michael Weidman
 Tom Green, Absent

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:

None.

PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:

None.

PLANNING BOARD MEMBER COMMENTS:

None.

STAFF COMMENTS:

Land Use Project Updates

Planning Director reviewed current projects in the city:

Residential Projects

<i>Project Name</i>	<i>Location</i>	<i>Update</i>	<i>Next Step</i>
Daisy Meadow (70 Lots)	East of Sultan Road North of Bryant Rd/135 th St SE	Reconsideration hearing held on November 21 st	Decision from Hearing Examiner received and posted online.
Drury Lane (9 Lots)	704 1 st St	Civil plans approved. Under construction.	Waiting for final plat to be submitted after improvements completed.

Daisy Crossing (FKA Green's Estates) (79 Lots)	Southeast of Sultan Basin and 132 nd St	Minor Revision approved	Project under construction.
Skyridge Estates (258 Lots)	31419 124 th St SE (East of City's Water Plant)	Project under civil construction. Applicant has submitted a final plat application for phase one.	Getting close to final plat.
Wyndham Highlands 1 (146 Lots)	13104 Sultan Basin RD	Hearing held November 22 nd	Decision from Hearing Examiner posted on webpage.
Wyndham Highlands 3 (14 Lots)	1308 9 th St	Approved by Hearing Examiner. Reconsideration requested. Applicant has submitted a minor revision.	Reviewing the minor revision

Commercial Projects

<i>Project Name</i>	<i>Location</i>	<i>Update</i>	<i>Next Step</i>
RV Campground	339 th Ave SE and US 2	Working to address onsite issues	
O'Reilly Auto Parts (7,453 sq. ft. New Retail Building)	923 Main St	Applicant is redesigning project	Waiting for new permit submittal

Parks Recreation and Open Space – Staff attended the students class at the UW and was very happy to see the progress they have made so far. Next class starts in January and will run through summer of 2020.

Standefer asked questions about the Hearing Examiner's decisions on the public hearings for Daisy Meadows and Wyndham Highlands. Staff responded with HE's recommendation. Wyndham Highlands 3 was approved with conditions. Staff has been updating the website and suggests the board take a look at the updated projects page.

Standefer shares the Standefer Institutes 360 mapping. Staff asked Standefer to send it to us so we can get it to the UW students.

APPROVAL OF MINUTES:

Standefer made a motion to approve the October 3, 2019 minutes as written and submitted. Seconded by Weidman. All Ayes.

DISCUSSION AND STUDY ITEMS:

Recreation and Open Space in New Developments – Code projects for next year.

Staff reviewed the plan for updating the code for next year. The city will be hiring a consultant to help with the updates. Staff briefed over what the current code says. We would like the Board to review the existing and the fee in lieu of sections and think about updates and changes they would like to see.

Standefer discusses the park in lieu of fee. Peterson discusses the lack of parks in the developments. Board had a brief discussion over parks, lack thereof, cost of maintaining and fees. Reedy asks if all the new developments require an HOA. Staff responded that they are not required. Staff explains the different ways that the developer could require the property owners to have a part of the open spaces that they need to maintain. Weidman asked about the city taking ownership of the open spaces and trails. Standefer asked if the developments could ask the city to take care of these areas. Staff stated that we do not have the staff time now but would not be opposed to something like that in the future.

Reedy is appalled at the number of houses being proposed on the Basin. She asked if there is any hope that WSDOT is going to do something about the highway? Staff responded with an update on current discussions with WSDOT and some possible funding for safety improvements. WSDOT is aware of the issues. The city has shared the traffic information from TSI with WSDOT. Standefer asks what the city has to do to get funding. The city has to develop a street safety plan. The city has the information from the traffic plan update and can share that with the Board. Reedy asks if there is a timeline for the improvements. Staff responded. Reedy asks about the land that the city leases from BNSF. Staff gave an overview of what the land is used for including Traveler's Park, Freedom Rock, the willow structure, dog park and water feature, etc. Staff also gave an update on the idea of updating the intersection of US 2 and Main Street with a possible round-about to help traffic flow at that intersection and making it a safer place to cross US 2 to get from the north to south sides safely.

Questions for the Board:

1. Do we want the in-lieu of fee option? Board stated only if they raise the fee.
2. Is the fee amount correct? No, the Board recommended raising the fees, dramatically.
3. Do we want to better define what open space and recreation areas are and do we need additional requirements for them? Board had a discussion over outreach and different ways to find out what the citizens would like to see.
4. Are there things we should add or remove from these types of facilities? Swimming pools, handball court, etc. The students will be doing research on what other types of facilities the city could benefit from. What additional requirements should be added to these facilities? Board discussed a way to find out how to speak to the public better, so they hear what the city is saying. The city has the proper tools, but not effectively using what we have.
5. Is there a better way to require facilities (point system, more specific, less specific)?

2020 Work Plan

Staff discussed the proposed work plan below. The plan will be updated through the year.

Project Name	Description	Tentative Schedule
Transportation Element Update	Review updates to the Transportation Element of the Comprehensive Plan	January - April
Parks and Open Space Policy	Work will continue alongside the UW City Year team as we analyze and update our policy for parks, recreation, and open space.	January - September
Development Code Update	The City is hiring a consultant to review existing code and provide updates. This will cover a variety of sections related to development	January - August
Sign Regulations	The regulations of signs will need to be updated because of recent court decisions.	July - November
SEPA Exemption Thresholds	The state gives cities the ability to change some of the SEPA thresholds, which would exempt more projects from SEPA review.	September - December

2020 Planning Board Calendar

Staff updated the 2020 Planning Board Calendar. Planning Board meetings will be held on the 1st Tuesday of the month with the second meeting being optional or as needed on the third Tuesday.

Board went over the calendar for 2020 and Peterson would like to change the January 7th to the 21st. It Weidman's birthday is the 21st so he is not sure if he can make.

Standefer motion to change the January 7th meeting to the 21st. Reedy seconds. All Ayes.

	DAY	DATE
Cancelled	Tuesday – Regular Meeting	January 7, 2020
	Tuesday – Regular Meeting	January 21, 2020
	Tuesday – Regular Meeting	February 4, 2020
Optional	Tuesday – Regular Meeting	February 18, 2020
	Tuesday – Regular Meeting	March 3, 2020
Optional	Tuesday – Regular Meeting	March 17, 2020
	Tuesday – Regular Meeting	April 7, 2020
Optional	Tuesday – Regular Meeting	April 21, 2020
	Tuesday – Regular Meeting	May 5, 2020

Optional	Tuesday – Regular Meeting	May 19, 2020
	Tuesday – Regular Meeting	June 2, 2020
Optional	Tuesday – Regular Meeting	June 16, 2020
	Tuesday – Regular Meeting	July 7, 2020
Optional	Tuesday – Regular Meeting	July 21, 2020
	Tuesday – Regular Meeting	August 4, 2020
Optional	Tuesday – Regular Meeting	August 18, 2020
	Tuesday – Regular Meeting	September 1, 2020
Optional	Tuesday – Regular Meeting	September 15, 2020
	Tuesday – Regular Meeting	October 6, 2020
Optional	Tuesday – Regular Meeting	October 20, 2020
	Tuesday – Regular Meeting	November 3, 2020
	Tuesday – Regular Meeting	December 1, 2020

Reedy made a motion to accept the calendar as proposed. Standefer seconded. All Ayes.

PUBLIC COMMENTS ON AGENDA ITEMS ONLY:

None.

SUMMARY OF MEETING RESULTS AND ACTIONS FOR NEXT MEETING:

None.

PLANNING BOARD MEMBER COMMENTS:

None.

STAFF COMMENTS:

None.

ADJOURNMENT:

Reedy made a motion to adjourn and close the meeting, Standefer seconded the motion. All Ayes.

ADJOURNED 8:00 P.M.

Memo

TO: Planning Board
FROM: Andy Galuska, Planning Director
DATE: January 21, 2020
RE: Transportation Element Update – Future Regulation of Development

Before the City adopts a new Transportation Element, staff would like to get feedback from the board on how future developments will be analyzed and regulated regarding traffic concurrency. The current standards require that new developments estimate the impacts of traffic ten years into the future for Sultan roads and US2. All the roads must operate at a LOS Service Level D or better otherwise the applicant is required to correct the issue.

In the past the City has measured traffic impacts at the PM Peak hour on Tuesdays through Thursdays. This is a commonly used standard. The City’s proposed new policy would shift our analysis to Friday PM Peak because our studies show this is the busiest time of the week for traffic in Sultan and helps capture both the local traffic as well as the heavy pass through traffic on US 2. Under the Friday Peak Analysis three intersections on US 2 would already be failing with current conditions.

We would like feedback from the planning board on how we should regulate new developments moving forward. Below I have summarized some possible options:

Option 1: Use Only the Friday PM Peak Trips

Using the option would instantly result in two failing intersections which would be impacted by any future development. A development of any size would be required to improve these intersections before they could be approved. There are no designs for improvements to these intersections which would correct the issue.

Option 2: Use Friday PM Peak Trips, But Do Not Require Analysis of the State Highway

The failing intersections are all on US2. Other jurisdictions exempt state intersections if the City does not have full jurisdiction. In this case development could continue, however, traffic issues would persist on US2.

Option 3: Continue Using Tuesday – Thursday Peaks for Development Review, Use Friday – Sunday for Capital Planning

This proposal would have the same benefits and challenges of Option 2 while also allowing the City to plan for improvements to US2.

**University of Washington — City of Sultan
Livable City Year Program (LCY)
2019-2020**

Attachment 1: Code Revision List

- 1) Code to clarify and ensure that developments are required to install frontage improvements. (Code sections 19.10.070, 19.14.070, 19.18.160)
- 2) Code to clarify and ensure that developments are required to extend utilities. (Code section 13.02.080)
- 3) Develop a table which give all permit approvals a “type” and set out process, decision, noticing requirements, appeals, and expiration for each type. (Code section 19.22, 19.24, 19.26, 19.28)
- 4) Review the requirements for recreation facilities in new developments as well as the fee in lieu. (Code section 16.62)
- 5) Add a requirement for grading permits and set reasonable thresholds when permits should be required. (Code section 17.16)
- 6) Add deviations from EDDS as a permit type (Not currently in code, but in 1-05 of EDDS)
- 7) Give Public Works Director authority to require road stubs and set their location. (Not currently in code but we would like to add it)
- 8) Require pedestrian connections for new developments. (Not currently in code, but we would like to add it)
- 9) Impact fee credits and what the credits are for (Code section 16.72)
 - a. Clarifying within the code what is eligible for a credit and what is not

SULTAN PLANNING BOARD MEETING SCHEDULE 2020

THE BOARD MEETS THE 1ST & 3RD TUESDAYS 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

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