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PLANNING BOARD AGENDA

PLANNING DEPARTMENT

February 7, 2019 - 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**

Responses to questions from previous meetings.
- VII. **Approval of Minutes**

November 8, 2018, December 13, 2018 and January 17, 2019 Meeting Minutes
- VIII. **Discussion Item**
 - 1) **TSI NW – Transportation Element Update**

TSI NW, a consultant hired by the City to update the transportation element of the comprehensive plan, will make a short presentation about their project and will also be available to answer questions.
 - 2) **Fireworks in Sultan**

Discuss the impacts of fireworks on the City and what can be done to mitigate these impacts.
- IX. **Summary of Meeting Results and Actions for Next Meeting**
- X. **Public Comments on Agenda Items Only**
- XI. **Planning Board Member Comments**
- XII. **Adjournment**



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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 – 11th Street N, off Walbrun, the Ramirez Skywall property, and the Greens property on 132nd 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 1st meeting of the month as standard and having the Board wants to have the December 13th 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 4th 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.



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 10th 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 of 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.



SULTAN PLANNING BOARD MINUTES

January 17, 2019

PLANNING BOARD MEMBERS PRESENT:

Janet Peterson
Sean Standefer
Tom Green
Gloria Reedy, Excused

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:

Teresa Willard, Matt Dubas with Keller Williams real estate representing seller and buyer respectively for 108 10th street. Asking for a letter from planning board or city council to allow rebuilding of the home if it were destroyed. Current code does not allow the home to be rebuilt. It presently sits as a legal non-conforming use as residential in the manufacturing zone. Member Standefer asks the homebuyer a few questions. Roger Southworth, buyer of the house presents his case for keeping the home in its present state. Member Green supports the idea of changing the code section.

Board has a discussion with the audience and are amenable to an exception. Board asks Staff to follow up with the real estate and lender to issue a letter allowing the home to be rebuilt. Board directs Staff to bring the minor change to Council at their next council meeting on January 24th. Staff will provide a letter to the real estate representatives.

PLANNING BOARD MEMBER COMMENTS:

None.

STAFF COMMENTS:

Responses to questions from previous meetings.

1) Dam at Lake 16

Staff said that PW check the dam 3-times a week. Trying to get a consultant/engineer to look at the dam and it's been 9-years since the last fix. Make sure the fix is still working. PW is planning an annual staff inspection of the dam. Trying to get an inspection every 4-years like they do for reservoirs. It is typical for a diver to come and inspect it every 4-years. PW would be happy to come to a meeting and answer any questions the board may have. Member Standefer would like to get a total cost to replace the Lake 16 Dam. Staff will ask PW for more information regarding the cost of replacement. Member Standefer may have a source for funding and would like to present it to his source. Staff will have PW give Member Standefer a call.

2) Emergency Warning Network

Staff noted that PW said there is no plan to update the siren. There was a discussion after the emergency drill regarding not being able to hear the siren inside a house if the TV is on, for example. They are looking into portable warning unit that people can buy and place in their homes. Member Standefer states there may be another grant opportunity to assist with the purchase of the portable warning units. There is an effort to update the internal technology of the sirens but it may be 1 or 2-years out. The fire district is working on it as well.

3) Fireworks Regulations

Staff spoke with the city administrator and they agreed that the planning board could write a letter or someone could attend the council meeting. Board has discussion regarding the pros and cons. Moving this item to next planning board agenda.

4) Livable City Year Application

City administrator and mayor are interested but they do not know enough about the program. They want to know more about the projects and what the costs would be. Staff needs to be able to present something that council would support. Member Standefer said that he recalls that the city of Duvall matched with 82,000 and received 20-projects and he does not recall exactly but Auburn was under \$150,000 and they received 17-projects for their share of the costs. Staff and Board agree that more interests from other organizations and businesses. Part of the mandate is to reach out to these groups.

5) Planning Board Vacancy

4-applicants so far, interviews scheduled for next Thursday. Hopefully the new member will be on board by the next planning board meeting.

- 6) TSI Consultant, transportation consultant will be here at the next meeting to bring the board up to speed on the process. Traffic counters have been placed throughout the city. It will be interesting to see what the weekend and weekday traffic counts are.

APPROVAL OF MINUTES:

Standefer moves to table the minutes of the November 8, 2018 and December 13, 2018 planning board meetings to the next scheduled meeting of February 7th. Seconded by Green. All Ayes.

Standefer moved to go to 2019 Work plan. Seconded by Green. All Ayes.

HEARING AND ACTION ITEMS:

None.

DISCUSSION AND STUDY ITEMS:

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. Board and Staff have discussion over the items listed on the 2019 work plan. Staff discusses the plan to compare the SMP and the CAR and update them to align each other. Closing session. Motion by Standefer and seconded by Green. All Ayes. Move on to item 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. Board and staff have discussion over the proposed changes. Closing session. Motion by Standefer and seconded by Green. All Ayes. Move on to item 3.

2019 Planning Board Calendar

Board and Staff have a brief discussion over the optional meetings and noticing. Board moves to accept the planning board calendar as submitted. Closing session. Motion by Standefer and seconded by Green. All Ayes.

ACTIONS FOR NEXT MEETING:

Fireworks letter
TSI Presentation
Programs to discuss for the year

PUBLIC COMMENTS:

None.

PLANNING BOARD MEMBER COMMENTS:

None.

ADJOURNMENT:

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

ADJOURNED AT 8:10 P.M.