



PLANNING BOARD AGENDA

PLANNING DEPARTMENT

December 3, 2024 - 7:00 PM

HYBRID/ZOOM MEETING

319 Main Street, Sultan WA 98294

- I. **Call to Order, Pledge of Allegiance**
- II. **Roll Call**
- III. **Changes to the Agenda**
- IV. **Public Comments on Items Not on the Agenda**

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. **Approval of Minutes**
 - November 26, 2024
- VII. **Discussion Items**
 1. OPMA Training
 2. 2025 Planning Board Calendar
 3. 2025 Planning Board Worklist
- VIII. **Summary of Meeting Results and Actions for Next Meeting**
 - Next Meeting will be January 7, 2024, at 7:00 pm – Update Planning Board By-Laws and Rules of Procedures
- IX. **Public Comments on Agenda Items Only**
- X. **Planning Board Member Comments**
- XI. **Adjournment**

Join Us by Zoom Meeting

<https://us02web.zoom.us/j/86759290886?pwd=dFRDUksyVXk1dzdmYUtKTlo1anFCZz09>

Meeting ID: 867 5929 0886

Passcode: 084666

Dial by your location +1 253 215 8782 US

Find your local number: <https://us02web.zoom.us/j/86759290886?pwd=dFRDUksyVXk1dzdmYUtKTlo1anFCZz09>

Written comments:

Email: mark.bond@sultanwa.gov Written Comments **must be received by 4:00 PM on the day of the meeting.**

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

Mike Weidman, Chair
Judy Cyr, Co-chair
Emily Keyes
Ken Morrell
Whitney Quillin

Community Development Staff

Hal Hart, Community Development Director
Cyd Donk, Secretary of the Board/Associate Planner
Mark Bond, Assistant Planner

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(360) 793-1311, FAX (360) 793-3344
Staff Email: planning.department@ci.sultan.wa.us



SULTAN PLANNING BOARD MINUTES HYBRID/REMOTE MEETING November 26, 2024

PLANNING BOARD MEMBERS PRESENT:

Michael Weidman, Chair
Judie Cyr, Vice Chair
Whitney Quillin
Emily Keyes, Absent
Ken Morrell, Absent

STAFF PRESENT:

Hal Hart, Planning Director
Cyd Donk, Associate Planner

CALL TO ORDER:

Call to Order at 7:00 p.m.

CHANGES TO THE AGENDA:

Strike item VIII from the agenda.

Quillin made a motion to strike Line 8 on the agenda for tonight's meeting. Cyr seconded the motion. All ayes. The motion is carried.

PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:

Jeff Estes, Startup WA stated that the OPMA rules allow him to speak and since the agenda was a bit confusing because there's no public comment at the end, he is going to go ahead and speak on something that is on the agenda, because again, he believes public comment falls under the OPMA provisions.

He appreciated the planning board, allowing him to speak tonight. He started by saying we live in a world where it appears posting a meeting announcement online often gets misinterpreted. You're taking a position on an agenda topic or stirring the pot, concerning the school district capital facilities plan and the decreasing impact fees. Community members would like to know why the decrease or drop is necessary. Specifically, the multi-residential impact fee is decreasing over \$2,400. That's about 25%. That's significant. People are asking if this just happens to coincide with the city's new rezoning for 3 and 4 level dwellings or apartments. What that infrastructure cost transfer from developers to residents already in our community? Voters are worried about costs, you

know, we've had a couple years of inflation. The county just increased the property tax by 4%. People are really concerned about costs. It's important to make sure development pays for infrastructure, not your existing residents. A little over 2-years ago, the school district asked for approval to increase their impact fees. After the Council approved that increase, it appears the city's Community Development Director, at the time, contacted developers. He stated he has records of that through a public records request. This community development director contacted developers, and permits were issued before the increase took effect. His sources said it was 162-permits. The school district claims 151. Either way it costs the school district and the community somewhere between 1.6 and 1.9 million dollars. The community is watching. They don't want any of these shenanigans to happen again. He can't be mad at the school district, because I don't think there was a whole lot they could do about it, but, his way of thinking, the city owes the school district somewhere between 1.6 and 1.9 million dollars for allowing that to happen. Jeff would appreciate if the city could confirm exact number of permits that were "pre-purchased" back then. Jeff has the emails from the Development Director from September of 2022. Jeff wanted to state and clarify that he is pro and I'm in favor of the school district collecting the maximum amount allowable in impact fees, and it appears that the community out there wants this as well. Thank you very much.

APPROVAL OF MINUTES:

Approval of Planning Board Minutes for the November 5, 2024, meeting. Member Quillin made a motion to approve the minutes, seconded by Member Cyr. All Ayes.

PUBLIC HEARING:

Chair Weidman continued the open public hearing for the Sultan School District Capital Facilities Plan 2024 -2029.

Staff gave an introduction of Dan Chaplik, School Superintendent. Superintendent gave a presentation on the schools CFP.

No public present wanted to make a comment during public comments in person or through Zoom.

Motion to close the public hearing for the Sultan School District Capital Facilities Plan 2024 -2029 by Quillin and seconded by Cyr. All Ayes.

MOTION TO COUNCIL:

Motion by Cyr to move the Sultan School District Capital Facilities Plan 2024 -2029 as presented by Staff be adopted by reference into the City's Comprehensive Plan and recommend to City Council for their consideration for adoption. Seconded by Quillin. All Ayes.

SUMMARY OF NEXT MEETING:

Staff stated that the recommendation from the Planning Board will be brought forward to City Council.

OPMA Presentation on open public meetings act will be December 3, 2024.

Update the 2025 Work Plan, 2025 Meeting Calendar and Planning Board Policy and By-Laws, modeling the City Council process for uniformity and consistency.

PLANNING BOARD MEMBER COMMENTS:

None

ADJOURNMENT:

Quillin made a motion to adjourn, Cyr seconded. All Ayes

Meeting adjourned at 8:45 p.m.

**SULTAN PLANNING BOARD
AGENDA ITEM COVER SHEET**

ITEM NO: Discussion - Staff Report #1

DATE: December 3, 2024

SUBJECT: OPMA, PRA, and Robert's Rules Training

CONTACT PERSON: Tami Pevey, City Clerk

ISSUE:

Per RCW 42.30.205 Open Public Meeting Act (OPMA) Training and Public Records Act (PRA) Training are required within 90 days of taking the oath of office and officials must complete training at intervals of no more than four years.

City Clerk Pevey will provide the planning board with OPMA and PRA training per the state guidelines. In addition, to assist all members of the planning board, the basics of Robert's Rules of Order will be reviewed to ensure meetings run smoothly and efficiently.

ATTACHMENTS:

- A. Additional Training Resources
- B. Essential Guidelines for Planning Commissions
- C. Roberts Rules of Order - Simplified

Additional Training Resources:

Additional Training Resources are also available at the following locations:

- **Attorney General Training Page**
 - <http://www.atg.wa.gov/open-government-training> - The Office of the Attorney General (OAG) has an Open Government Training page that includes OPMA and PRA videos. This page also has an online training guide for records retention. You can download a certificate of training form at the bottom of the page that can be used to document completion of this (or any other) training.
 - <https://www.sos.wa.gov/archives/RecordsManagement/TrainingSignup> In addition, the Washington State Archives and the OAG offer in-person open government training at various times and locations throughout the state.

- **AWC eLearning Modules.**
 - <https://wacities.org/data-resources/open-public-meetings-act-elearning>
 - <https://wacities.org/data-resources/public-records-act-elearning>
 - The Association of Washington Cities (AWC), in partnership with MRSC, has created an online OPMA eLearning module and PRA eLearning module.

- **Knowing the Legal Territory.**
 - <https://wacities.org/data-resources/knowning-the-legal-territory>
 - You can also access AWC's Knowing the Legal Territory video series, featuring attorney Steve DiJulio. This video series is slightly over 2-hours long and covers the OPMA, PRA, and records retention. It also includes other important topics such as municipal authority, governance, ethics, and conflicts of interest. AWC offers a training certificate that you can download, sign, and date upon completion.

Essential Guidelines for Planning Commissions



The work of the Planning Commission is to carry out the council's instructions. Follow these essential guidelines of parliamentary procedure to take the pain out of your meetings, hold productive discussions, and serve your community better.

► BASICS

A quorum must be present for business to be done. Usually a quorum means a majority (more than half) of the voting members in office.

The chair runs the meeting in the service of the commission. He is not the “boss” but serves as a facilitator, helping the commission to hold free and fair discussion and make good decisions.

Ordinarily a member must make a motion before any discussion begins. If there is no second, the motion is not taken up.

If a member makes a motion to amend the main motion, it is discussed and voted on before the main motion. After amending a motion, a vote must be taken on the main motion as amended.

After discussion, the chair calls for the vote and announces the result. The motion passes when a majority of those voting vote in favor, unless state law or your rules of procedure require a higher vote. This is different from the requirement for a quorum.

If someone “calls the question,” the chair must take a vote on whether to vote now or continue discussion. It takes a 2/3 vote to cut off discussion.



▶ **DISCUSSION**

All members have equal rights, privileges and obligations. This means that discussion is not a conversation, but follows some important rules:

- The chair recognizes speakers in turn.
- No one may speak a second time until everyone who wishes to do so has spoken once.
- Interrupting is not allowed.

Commission members must be courteous and respectful. They may not make inappropriate remarks such as personal remarks, insulting language, or comments that are irrelevant.

If a commissioner breaks the rules, the chair may correct him, or another commissioner may raise a point of order. The chair rules as to whether the point is correct, or not. A commissioner who disagrees with a ruling of the chair may appeal it. If another member seconds the appeal, the commission decides.

The minority must be provided equal opportunity to debate, even if their views are unpopular. However, the decision of the majority voting at a meeting is the decision of the commission as a whole.

▶ **PUBLIC INPUT**

Public hearings and other quasi-judicial proceedings must be run according to the requirements of state law.

Public comment sessions offer an opportunity for members of the public to inform the commission of their views. We recommend not entering into back-and-forth exchanges. Community forums, one-on-one discussion, feedback forms on the website, surveys etc. are better channels for an exchange of views.

Under the First Amendment to the U.S. Constitution, the public is not bound by the same rules of decorum and courtesy as the commission members.

The public should not engage in clapping, booing, hissing or other disruptive actions, since they intimidate speakers, may suppress free speech, and impede the work of the commission.

Essential Guidelines for Planning Commissions

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P.O. Box 77553, Seattle, WA 98177

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Roberts Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
 “Call for orders of the day.”

You want to take a short break.
 Move to recess for a set period of time.

You want to end the meeting.
 Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.
 Without being recognized, call for a “division of the house.” A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.
 Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
 Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
 Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
 - to get information about business –point of information to get information about rules– parliamentary inquiry
 - if you can't hear, safety reasons, comfort, etc. –question of privilege
 - if you see a breach of the rules –point of order
 - if you disagree with the president of the board’s ruling –appeal
 - if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√



**Staff Report #2
Planning Board Meeting – December 3, 2024**

SUBJECT	2025 Planning Board Calendar
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DATE	DEPT	CONTACT	PRESENTER	ITEM
11-27-2024	Community Development	Hal Hart Com. Dev. Dir.	Hal Hart	Informational Item Planning Board Schedule for 2025

Attachment – Proposed Schedule

REQUESTED ACTION: Discuss upcoming Planning Board Schedule

DESCRIPTION AND BACKGROUND

Today's discussion of the proposed Planning Board Schedule will assist the Board as we look at the workload for the coming year.

ANALYSIS

Does the proposed schedule of Planning Board Meetings have conflicts with the Board Member schedules?

Staff anticipate at least one joint Planning Board and Council Meeting each year.

STAFF RECOMMENDATION

Review the draft calendar with staff for 2025.

SULTAN PLANNING BOARD PROPOSED MEETING SCHEDULE 2025

THE BOARD MEETS THE 1ST & 3RD TUESDAYS OF EACH MONTH AT 7:00 PM
IN PERSON AND VIA ZOOM (MEETING LINK WILL BE PROVIDED WITH AGENDA)
(MEETINGS ARE SUBJECT TO CHANGE AND THE 2ND MEETING IS OPTIONAL)

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

planning.department@sultanwa.gov

DAY	DATE
Tuesday – Regular Meeting	January 7, 2025
<i>Tuesday – Optional Meeting</i>	<i>January 21, 2025</i>
Tuesday – Regular Meeting	February 4, 2025
<i>Tuesday – Optional Meeting</i>	<i>February 18, 2025</i>
Tuesday – Regular Meeting	March 4, 2025
<i>Tuesday – Optional Meeting</i>	<i>March 18, 2025</i>
Tuesday – Regular Meeting	April 1, 2025
<i>Tuesday – Optional Meeting</i>	<i>April 15, 2025</i>
Tuesday – Regular Meeting	May 6, 2025
<i>Tuesday – Optional Meeting</i>	<i>May 20, 2025</i>
Tuesday – Regular Meeting	June 3, 2025
<i>Tuesday – Optional Meeting</i>	<i>June 17, 2025</i>
Tuesday – Regular Meeting	July 1, 2025
<i>Tuesday – Optional Meeting</i>	<i>July 15, 2025</i>
Tuesday – Regular Meeting	August 5, 2025
<i>Tuesday – Optional Meeting</i>	<i>August 19, 2025</i>
Tuesday – Regular Meeting	September 2, 2025
<i>Tuesday – Optional Meeting</i>	<i>September 16, 2025</i>
Tuesday – Regular Meeting	October 7, 2025
<i>Tuesday – Optional Meeting</i>	<i>October 21, 2025</i>
Tuesday – Regular Meeting	November 4, 2025
Tuesday – Regular Meeting	December 2, 2025



**Staff Report #3
Planning Board Meeting – December 3, 2024**

SUBJECT	Planning Board Worklist/Work Program for 2025
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DATE	DEPT	CONTACT	PRESENTER	ITEM
12-03-2024	Community Development	Hal Hart Com. Dev. Dir.	Hal Hart	Planning Board Worklist/Program

Attachment: Work Program Items for 2025

REQUESTED ACTION: Discuss upcoming public 2025 Work Program. This is an informational item.
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DESCRIPTION AND BACKGROUND

Each year the planning board provides invaluable service to the City of Sultan. The Planning Board plays a central role in keeping our plan up to date and consistent with federal, state and local laws and regulations is key. The Draft Comprehensive Plan and a portion of the City's Development Regulations are currently under review. More regulatory changes are anticipated in 2024.

ANALYSIS

Last year working with Framework LLC the City of Sultan began its comprehensive plan and development regulations updates to ensure that they were consistent with many newly adopted mandates by the State of Washington. We have met many of our timelines, however we have much more work to complete prior to June of 2025 deadlines set by the State legislature.

One of the first items that we must complete is the rezoning for specific parcels along the U.S. Highway corridor. Staff will begin to organize the work on that process beginning this week. This rezone project will require coordination with landowners, coordination with State Agencies and coordination with Community, Planning Board and City Council.

All of the regulations we are adopting this year will also require a 60-day notice to the Washington State Department of Commerce. Some of these updates will be staff led, while other updates may be led by consultants.

STAFF RECOMMENDATION

Take the presentation from staff, ask questions and provide feedback to staff as necessary.

2025 Work Plan

City of Sultan Planning Board
High Priority

Mandate/ Action	Mandated Deadline	Action Timeframe			Approach
Accessory Dwelling Units Implementation (HB 1337, SB 5235)	6/30/25	2024	2025	Long-term	Code <u>edits</u> in 2024 Code <u>updates</u> and pre-approved plans in 2025 and/or later
Align New Future Land Use Map Designations with Zoning Districts	Comp Plan adoption (December)	2024	2025		Update zoning map in 2024
Middle Housing	Comp Plan adoption (December)	2024	2025		Code <u>edits</u> in 2024, more substantial code <u>updates</u> in 2025
East US-2: Height Overlay and Allow Multi-Family	Comp Plan adoption (December)	2024	2025		Code <u>edits</u> , zoning map update in 2024 Design standards and subarea planning later
Increased Height and Allow Live/Work in Downtown	Comp Plan adoption (December)	2024	2025		Code <u>edits</u> in 2024, Design standards and subarea planning later
Implement Neighborhood Hubs	N/A		2025	Long-term	Location study, design ideas, and code <u>updates</u> in 2025 and beyond
Subdivision and Design Standards (SB 5258)	6/30/25		2025	Long-term	Code <u>updates</u> in 2025 and beyond

Design Review Streamlining (HB 1293)	6/30/25	2025		Code <u>updates</u> in 2025
Local Government Workload Reduction (SB 5412-SEPA, HB 2673, HB 2343)	9/30/25	2025		Code <u>edits</u> in 2025
Co-Living (HB 1998)	12/31/25	2025		Code <u>updates</u> in 2025
Other mandates (SB 6015, HB 1054, HB 1216, HB 1042, HB 2001)	6/30/25 to 12/31/26	2025	Long-term	Code <u>edits</u> and <u>updates</u> later

Additional 2025 Work Items to be Considered after GMA List (if above work plan allows)

Project Name	Description	Tentative Schedule
Downtown Design Guidelines	Develop design guidelines for the City's downtown area.	August - December
Sign Regulations	The regulations of signs will need to be updated because of recent court decisions.	August - December
Digital Review Code Clean Up	Updating outdated sections of code to match modern processing standards.	August - December