

**CITY OF SEQUIM  
PLANNING COMMISSION MINUTES  
SEQUIM CIVIC CENTER  
152 WEST CEDAR STREET  
SEQUIM, WA**

**February 16, 2016**

**1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL:**

Present: Karen Mahalick, Olaf Protze, Bill Sterhan, Sita Thompson, Jon Wendt  
Absent: None

Staff present: DCD Director Chris Hugo; Deputy City Clerk Bobbie Usselman.

**2. APPROVAL OF MINUTES: January 19, 2016**

**Minutes were unanimously approved.**

**3. ITEMS FROM THE PUBLIC NOT ALREADY ON THE AGENDA**

**4. NEW BUSINESS**

**a. Zoning Update Work Program - Commission Study Session**

Hugo reported the Comp Plan Zoning Code Update will address implementing the comp plan consistently. Anticipated changes to the zoning chapter include a different zone classification system, simplification and greater consistency among standards, enhanced ease-of-use by applicants and the general public great reliance on graphics to communicate requirements, and reduction of permit process time and uncertainty, especially as associated with discretionary approvals.

A primary objective is to bring the zoning framework into alignment with the policy directions of the comp plan to gain regulatory consistency - regulations fully reflect Plan policy. The magnitude of this work in scope and effort requires more than a year to craft a mostly new zoning code. The work is scheduled in two phases: 1) amendments to the current Title 18 to address critical regulations that either allow development that undermines the directions of the new Plan or that preclude new development that furthers the directions of the new Plan, and 2) revisions to the entire structure and presentation of the zoning code from beginning to end. Phase 1 is anticipated to be drafted for deliberation and action by early summer 2016 and Phase 2 ready for consideration by spring of 2017.

The work elements are "code dissection," "community/interest group participation," and "draft code revisions." Finally there will be review and adoption. The target completion date is the summer of 2017. Hugo provided a synopsis of the proposed process. Stakeholder groups could be realtors, business owners, and home builders

Thompson suggested before the next meeting we review the comp plan and consider who should be included. Wendt hopes we can get engineers and architects and builders, known groups we can identify, through publicity. Thompson feels advertising is good.

Hugo said we want to get the people most direct affected engaged in the process. We do have some lists of homeowners associations from newer areas.

The critical items to be worked on from now to mid-summer will come back to you.

Hugo will organize the matrix more topically. Hugo provided some examples of areas that need more work than other areas.

b. Commission 2016 Retreat (discussion)

Hugo provided an overview of possible ideas for the retreat. Wendt feels it is a good idea, team-building, internal communication, commission contributions for topics before us that may require preparation by the PC. Thompson would like to have access to more resources. She isn't sure what she is missing. She'd like more information to understand more about the process.

Mahalick would like to wait for the new commissioners. Hugo suggested we could view some videos during retreat. Thompson would like to see an education facility in Sequim and would like to create visions for the City.

5. UNFINISHED BUSINESS

6. DIRECTOR'S REPORT

a. Commission vacancies - update

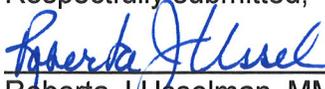
There have been interviews of two applicants for the commission vacancies in the last couple weeks. Roger Wiseman is being recommended for appointment at Monday's Council meeting. The committee was impressed that he had read the comp plan prior to his interview. We are still looking for the correct demographic

7. GOOD OF THE ORDER

8. ADJOURNMENT

**Motion to adjourn by Wendt; second by Thompson; unanimously approved.**

Respectfully submitted,

  
Roberta J Usselman, MMC  
Deputy City Clerk

  
Karen Mahalick  
Chair