



SEQUIM PLANNING COMMISSION

Regular Meeting / Public Meeting

Civic Center

152 West Cedar Street

Sequim, WA 98382

6:00 P.M.

Tuesday, July 5, 2016

Agenda

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL:**
PC: Mahalick, Protze, Sterhan, Thompson, Wiseman, Wendt, Janisse.
- 2. APPROVAL OF MINUTES:** June 21, 2016
- 3. ITEMS FROM THE PUBLIC NOT ALREADY ON THE AGENDA**
- 4. PUBLIC MEETINGS:**
 - a. Zoning code update: R-II Zone standards (SMC 18.20.020 A.)
 - b. Security measures for PW facilities (SMC 18.24.140)
- 5. NEW BUSINESS**
- 6. UNFINISHED BUSINESS**
 - a. Zoning Update Focus Groups
- 7. DIRECTOR'S REPORT**
- 8. GOOD OF THE ORDER**
- 9. ADJOURNMENT**

Next Meeting: July 19, 2016

**CITY OF SEQUIM
CITY COUNCIL MINUTES
SEQUIM CIVIC CENTER
152 WEST CEDAR STREET
SEQUIM, WA
June 21, 2016**

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

Present: Karen Mahalick, Olaf Protze, Sita Thompson, Jon Wendt, Brandon Janisse,
Roger Wiseman
Excused: Bill Sterhan

2. **APPROVAL OF MINUTES: June 7, 2016**

**MOTION to approve minutes of June 7, 2016 by Thompson; second by Olaf;
Unanimously approved.**

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

4. **NEW BUSINESS**

5. **UNFINISHED BUSINESS**

- a. **2017-2022 6-year Capital Improvement Program (CIP) Consistency
Review and recommendation to Council**

City Engineer Matt Klonz presented the proposed 2017-2022 6-year Capital Improvement Program (CIP). He stated he will explain how the CIP fits into the Comp Plan. He explained how the CIP is put together and shown on the CIP Project Summary. He will talk about the projects that are growth related.

He stated the majority of the 2017 projects are funded. We have received grant funds for some projects.

He spoke about the PW Facilities Property Development and City-wide park land acquisition.

There was brief discussion about the Emerald Highlands pond project and how that relates to the Bell Creek Basin Hydrologic/Hydraulic Assessment.

He generally explained the Whitefeather Way and US 101 Intersection Improvements.

The Fir Street Project is close to \$6m. Funding comes from grants, utility rates, and TBD. Some of the projects from 2020 on are dependent on grants at this time. The 2017-2019 projects are funded by several grants.

There was general discussion concerning future projects and future funding.

Klontz stated all of the projects are supported by cost estimates.

Thompson is confident staff is planning for the future to keep the City well-planned. It could be tragic if Sequim is not planned well.

Klontz advised of the traffic safety meeting Thursday at 5:30.

He said we aim to plan and make Sequim a vibrant future.

MOTION to find the proposed 2017-2022 CIP in conformance with the City Comprehensive Plan and to transit the finding to the City Council as a basis for program adoption by Wendt; seconded by Thompson. Carried Unanimously.

6. DIRECTOR'S REPORT

a. Current and pending development activity summary

Charisse Deschenes gave a brief listing of current and pending development projects including

- Greathouse Restaurant on Washington and Brown Road;
- 825 W. Washington is being renovated with site cleanup - a soapmaking company;
- Professional Real Estate, 329 S. Sequim Ave., has opened;
- Quinn Mitchell, DDS at 128 E. Prairie Street, where a house was renovated into an office with nice landscaping;
- Rainshadow Laundry, 143 N. 7th Avenue addition;
- Vet clinic at 660 N 7th Avenue has a temporary certificate of occupancy;
- Retina Center, 601 Garry Oak Drive, is under review;
- Legacy Ridge Subdivision at South 7th Avenue and Reservoir Road is working through the system; and
- Jose's is expanding the restaurant and have a roll-up door and bar.

There were 22 new single-family dwellings plus 5 double-wide mobile homes permitted, 54 remodel/renovation permits, along with 41 commercial tenant improvements.

b. Update on Interim Zoning Code Update process: R-II Focus Group

Wendt and Janisse attended one of the first focus groups for R-II last week. Wendt felt the attendees were generally positive. Realtors and developers don't feel there is a market for cottage housing. Janisse agreed with Wendt about the meeting. Deschenes said more conversation needs to happen.

7. GOOD OF THE ORDER

Usselman announced Music in the Park starting June 28.

The next meetings are July 5 and July 19.

Deschenes stated the developer of Legacy Ridge will hold a public meeting on July 21 at the Transit Center.

8. ADJOURNMENT

MOTION to adjourn by Thompson; seconded by Janisse. Carried Unanimously.

Respectfully submitted,

Roberta J. Usselman, MMC
City Clerk

Karen Mahalick
Chair

**SEQUIM PLANNING COMMISSION
AGENDA COVER SHEET**

MEETING DATE: July 5, 2016

FROM: Chris Hugo, Director – DCD

CRH
Initials

SUBJECT/ISSUE: Proposed Text Amendment to SMC 18.20.020 A.; 18.44.020(C); 18.44.060; and 18.59.020 For R-II Zone Plan Consistency

Discussion dates				
CATEGORY	<input type="checkbox"/> City Manager Report	<input type="checkbox"/> Work Session	Time Needed for Presentation	
	<input checked="" type="checkbox"/> Public Meeting	<input type="checkbox"/> Consent Agenda	30 min.	
	<input type="checkbox"/> Unfinished Business	<input type="checkbox"/> New Business		
Reviewed by	Initials		Date	
Kristina Nelson-Gross				

PROBLEM/ISSUE STATEMENT:

With the adoption of the Sequim 2015-2035 Comprehensive Plan in late 2015, the City’s development regulations need updating to implement the new Plan’s directions on growth and character of development. The update process starts with proposed amendments to the most geographically-prevalent zone classification, R-II Single Family Residences.

ATTACHMENTS:

- 1) EXHIBIT I: Proposed text amendments to R-II zone classification standards.

DISCUSSION/ANALYSIS:

The residential land use districts of the 2015-2035 Future Land Use Map cover approximately 80% of the city’s geography. These are the land areas most essential to meeting the community’s objectives for accommodating growth. The Comprehensive Plan commits considerable text to policy directions that respond to the Plan’s Vision and highest-level community values about the physical, social and environmental future of the city.

The new Plan is very explicit about promoting Single Family neighborhoods and the density, physical form, and characteristics of development that define them. Much of the

Plan's directions are already part of the R-II Single Family Residential district in the zoning code but the *consistency* update provides an opportunity to refine the lists of permitted and conditional uses, the set of basic development standards, and remove some internally inconsistent or obsolete requirements.

The proposed amendments to the R-II zone classification begin with a more informative designation, *R4-8*, that communicates the basic range of lots per net acre that frames the detached, single-family home density limits. The purpose statement that explains the intent of the classification is similarly modified to add clarity. Seven land uses are proposed for deletion as inconsistent with the character and needs of a single-family residential neighborhood.

The biggest change to the table of Bulk, Dimensional, and General Requirements [SMC Table 18.44.020(C)] is the deletion of the R-III and R-IV zone classifications that accommodate a market demand that is directed to the Lifestyle and Downtown Districts in the new Plan. Lot size standards reflect the standards stated in the Plan, and setbacks are proposed for minor adjustments to increase variety of site development. Front yard setback standards are disconnected from road and arterial classifications – something that has not been done consistently due to conflicts in arterial classification – and the section on arterial classifications is consequently proposed for deletion.

There is also an additional minor addition to the rules for accessory structures to insure that their profile from the street is secondary to that of the primary home.

This proposal is the product of Focus Group discussions with two Planning Commissioners and three members of the residential real estate development and sales sectors active in the Sequim marketplace.

FINANCIAL IMPLICATIONS:

There are no financial implications.

RECOMMENDATION:

Recommend that the Commission forward the proposed amendments to SMC 18.20.020, 18.44.060, and 18.59.020 to implement policy directions of the Comprehensive Plan for Single Family Residential uses to the City Council for adoption.

MOTION:

Move to recommend adoption by the City Council of proposed amendments to SMC 18.20.020, 18.44.060, and 18.59.020 to implement policy directions of the Comprehensive Plan for Single Family Residential uses.

EXHIBIT I

18.20.020 Residential districts and uses.

The following residential districts shall be designated consistent with the city of Sequim comprehensive plan optimum land use map:

A. R-~~H4-8~~, Single-Family Residences. The intent of the R4-8 zoning district is to provide land for districts of detached, single-family homes ~~lower residential densities~~ within the city. The R-~~H4-8~~ zone provides for consistency and predictability in ~~established~~ single-family neighborhoods. New subdivisions shall provide a minimum of ~~four three and a maximum of five~~ dwelling units per net acre. The minimum number of units may be reduced based on ~~access constraints or~~ the presence of critical areas.

1. Permitted uses in the R-~~H4-8~~ zone include the following: ~~Agriculture~~; bed and breakfast inns (home business) (up to and including two guest rooms); churches or religious places of worship; day care, family day care homes (up to 12 charges); group homes (other), 12 or fewer persons; group homes for the functionally disabled (12 or fewer persons); residences, single-family; electric vehicle charging station – private.

2. Conditional uses in the R-~~H4-8~~ zone include the following:

a. Major. Day care centers (more than 12 charges); group homes for the functionally disabled (13 or more persons); mobile home and manufactured home parks consistent with Chapter 18.62 SMC; special needs housing; towers, antennas (including amateur radio), and supporting structures 65 feet or less.

b. Minor. ~~Agricultural processing, light~~; bed and breakfast inns (three to six guest rooms); ~~equestrian facilities~~; nursing homes and congregate care facilities (up to 10 residents); ~~residences, multifamily, in conformance with R4-8 densities~~.

3. Special uses in the R-~~H4-8~~ zone include the following: ~~Cemeteries~~; communication relay or transmission facilities; ~~hospitals and sanitariums (except animal clinics, hospitals)~~; parks, playgrounds, ~~golf courses~~, recreation or community centers, swimming pools, public and private; schools, public; towers, antennas, and supporting structures, including amateur radio towers, 65 feet or more; electric vehicle charging station – public.

Table 18.44.020(C) – Bulk, Dimensional and General Requirements: Residential^b

Front Zone	Minimums								Maximums		
	Lot Size Range	Lot Width, Min.	Required Minimum Setbacks (Required Yards)					Side Each ^a	Rear	Lot Coverage (All Structures)	Building Height
			Front								
			Access Road	Collector Road	Minor Arterial	Major Arterial					
R- H4-8	6,250 Minimum: 5,400 square feet. Maximum: 14,500 square feet.	50' 40'	20' 15'	25' 15'	30' 15'	35' 15'	10' 6'	15'	40% lots 10,000 sf and larger; increases by 0.4% for each 100 sf lot area less than 10,000 sf	35' 25'	
R- III	3,000-square feet	50'	20'	25'	30'	35'	10'	15'	65%	35'	
R- IV	2,000-square feet	50'	20'	25'	30'	30'	10'	15'	65%	35'	

^aZero lot line construction may be allowed; however, the minimum distance between buildings must be 10 feet and 10 feet from any side street. Distance is measured from the furthest protuberance of any structure (eaves, etc.).

^bSee SMC [18.59.020](#) for dimensional standards for residential accessory structures.

~~18.44.060 Road classifications.~~

~~The purpose of establishing road classifications is, to clarify the setbacks for development activities consistent with the requirements of this section. The following road designations shall apply:~~

~~A. — Arterials.~~

~~— SR 101 By-Pass;~~

~~— Existing Highway 101 (Washington Street);~~

- ~~—Old Olympic Highway;~~
 - ~~—Sequim-Dungeness Way, North and South Sequim Avenues.~~
 - B. ~~Collectors.~~
 - ~~—5th Avenue (north of Prairie);~~
 - ~~—7th Avenue (south of Hwy. 101);~~
 - ~~—9th Avenue (north of Hwy. 101);~~
 - ~~—Blake Avenue;~~
 - ~~—Brown Road;~~
 - ~~—Fir Street;~~
 - ~~—Hammond Street;~~
 - ~~—Hendrickson Road;~~
 - ~~—Keeler Road;~~
 - ~~—Maple Street;~~
 - ~~—Miller Road;~~
 - ~~—Port Williams Road;~~
 - ~~—Prairie Street;~~
 - ~~—Priest Road;~~
 - ~~—River Road;~~
 - ~~—Simdars Road;~~
 - ~~—SR 101 By-Pass South Frontage Road;~~
 - ~~—Still Avenue;~~
 - ~~—West Sequim Bay Road;~~
 - ~~—White Feather Way~~
-

18.59.020 Residential garage, carport, shop, covered areas, and similar accessory structures.

A. The dimensional standards below rather than the standards in SMC 18.44.020 shall apply to structures such as garages, storage sheds or tool sheds that are accessory to detached single-family residential uses in R zones, exclusive of accessory dwelling units as provided in Chapter 18.66 SMC:

1. Setbacks. Detached accessory structures shall be a minimum of five feet from side and rear property lines, ~~and~~ 10 feet from any street right-of-way or alley, ~~and~~ 10 feet from any building on the same or adjacent properties, and no closer to the front property line than the distance to the primary residence façade element furthest from the street, provided, that the minimum setback from any alley 16 feet or greater in width is five feet; attached accessory structures are subject to the same setbacks as the primary residence;

**SEQUIM PLANNING COMMISSION
AGENDA COVER SHEET**

MEETING DATE: July 5, 2016

FROM: David Garlington, PW Director

DG
Initials

SUBJECT/ISSUE: Proposed Text Amendment to SMC 18.24.140 Relating to Infrastructure Security

Discussion dates				
CATEGORY	<input type="checkbox"/> City Manager Report	<input type="checkbox"/> Work Session	Time Needed for Presentation	
	<input checked="" type="checkbox"/> Public Meeting	<input type="checkbox"/> Consent Agenda	20 min.	
	<input type="checkbox"/> Unfinished Business	<input type="checkbox"/> New Business		
Reviewed by	Initials		Date	
Chris Hugo, Director - DCD	CRH		6/30/16	

PROBLEM/ISSUE STATEMENT:

Security is a consideration at many city owned facilities and is best accomplished with proper fencing. In order to utilize the best-performing fencing option – one that combines strength, reasonable cost, and allow visibility into the area being secured – requires a text amendment to SMC 18.24.140.

ATTACHMENTS:

- 1) EXHIBIT I: Proposed text amendment to SMC 18.24.140 Fences.

DISCUSSION/ANALYSIS:

Many of the City’s facilities are considered critical infrastructure. This includes well heads, reservoirs, pumping stations, collections ponds and others. It is the City’s intent to better protect these areas by the construction of fencing, cameras, and remote sensors. Current Code does not allow for the best type of fencing – chain link – to achieve the security goal. Chain link provides strength and, importantly, visibility into the protected facility, acting as a deterrent to unauthorized entry. Proposed additions to SMC 18.24.140 allows the use of the same mesh fencing that is currently allowed in park facilities such as tennis courts. This style of fencing, combined with other appropriate security measures, provides the best protection of important City facilities.

FINANCIAL IMPLICATIONS:

There are no financial implications.

RECOMMENDATION:

Recommend that the Commission recommend the proposed revisions to SMC 18.24.140 relating to perimeter security fixtures for city infrastructure for adoption.

MOTION:

Move to recommend adoption by the City Council of proposed amendments to SMC 18.24.140 relating to infrastructure security fixtures.

EXHIBIT I

18.24.140 Fences.

A. Standards.

1. Fences shall be constructed of wood, wrought iron, brick, stone or concrete masonry unit (CMU). Smooth-faced CMU shall have a veneer finish visible to the public.
2. Mesh fencing shall be allowed only when coated with vinyl or a powder paint coating in a dark, earth-based tone, and attached to posts made of wood, stone, or other masonry materials as allowed herein, and be restricted to industrial and storage-type properties; provided, that in the PF zone only, fences that define playfields, ball diamonds, sport courts and similar play and athletic facilities or are installed to insure security of city infrastructure sites and facilities may be constructed with chain link/mesh and steel posts/rails that are covered in vinyl or powder-coated paint in black, dark brown or dark green color.
3. In areas not visible from any city right-of-way or community space, standard, galvanized chain link fencing including steel posts and rails is permitted, and shall be landscaped. (Ord. 2016-003 § 1 (Exh. A); Ord. 2009-011 § 2 (Exh. B); Ord. 2008-007 § 2. Formerly 18.24.150)