

**CITY OF SEQUIM  
PLANNING COMMISSION MINUTES  
SEQUIM CIVIC CENTER  
152 WEST CEDAR STREET  
SEQUIM, WA  
October 4, 2016**

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

Present: Commissioners Janisse, Mahalick, Protze, Wiseman; Commissioner Wendt was excused.

**2. APPROVAL OF MIUTES: September 6, 2016 and September 20, 2016**

**MOTION by Protze to approve the meeting minutes of September 6, 2016, second by Wiseman. Unanimously approved.**

**MOTION by Janisse to approve the meeting minutes of September 20, 2016, second by Protze. Unanimously approved.**

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

**4. PUBLIC MEETINGS:**

- a. Proposed Ordinance 2016-15 Amending Title 18 for Wireless Communications Facilities

City Attorney Nelson-Gross stated we have discussed this at several meetings. Nelson-Gross asked for a change in the recommended motion to continue the meeting to October 18, 2016.

On page 12 the standards for zoning areas anticipates changes yet to be updated. This includes the whole picture on the tables included in this revised code. The WCF Zones and Heights table for Commission discussion shows the plan district, current zone, new zone and height. He described different zone categories and whether it would include a conditional use permit.

There was general discussion concerning the different plan districts shown on the table. Stealth or DAS only are permitted in Single Family Residential (R4-8), Lifestyle District (R-III, C-II (M)), Neighborhood Center (C-I (NC)), Community/General Business (C-II and C-III), Downtown (DC, DMU-I and II), Regional Commercial (C-III), Schools (PF), High Tech/Light Industry (C-II(B), PF and MU), and Economic Opportunity Area (MU). Highway Commercial, Heavy Commercial/Warehouse (PF/MU) and Agriculture have height restrictions of 100'/150'. Planned Resort Community is by master plan; major park/open space is by the Park Master Plan.

It was asked what controls the County has put in place so that they don't infringe on the City's rules if a tower was built by the City limits. Hugo will contact the County to discuss this with it. Nelson-Gross said the County's code is old but covers WCF.

There was explanation of ownership and use of the utility poles in the City. Mahalick feels there should be notification to the City if PUD's utility poles are used. Hugo will review this. Hugo reviewed tower sharing and preferred tower locations.

**MOTION to recommend that we continue the public meeting on Ordinance 2016-15 that adds new SMC chapters 18.61 and 18.61A amends existing chapters 18.20, 18.56 and 18.57 to the October 18, 2016 meeting by Wiseman; second by Protze. Unanimously approved.**

b. Proposed Ordinance 2016-10 Amending Title 17 for Plat Vacations/Alterations

Nelson-Gross stated this has been before the Commission on two occasions. This is almost entirely pre-empted by the state and how we process it. It is clarifying for people involved. We have the option of sending out notice to effected property owners or require a public hearing outright. We recommend requiring a public hearing outright.

**MOTION to recommend to the City Council adoption the proposed Ordinance 2016-010 repealing SMC 17.21.060 and 17.24.170, and adopting a new chapter SMC 17.25 regarding vacation and alteration of binding site plans and subdivisions by Protze; second by Janisse. Unanimously approved.**

## 5. NEW BUSINESS

a. Designation as a "Tree City"

Parks Manager Joe Irvin presented the staff report for the Tree City designation. The City was successful with an application to the WA Dept. of Natural Resources Urban and Community Forestry Program. To get this we indicated we are moving toward becoming a Tree City. To become a Tree City you must allocate capital, hold an annual Arbor Day proclamation and observance, and create a tree board. The board will be called the Parks, Arbor and Recreation Board. There are two ordinances proposed, one creating the board and another creating a new chapter, Protection and Preservation of Public Tress in Parks and Rights-of-Ways. This ordinance impacts public property, not private property. A minor change is in Chapter 12.25.040(B), tree pruning and maintenance, will indicate maintenance within rights-of-ways of all streets.

Irvin indicated the areas the work crew from the Forestry Program will assist with the work in the program.

**MOTION to recommend the City Council hold a public hearing, take testimony and approve the amendments to Sequim Municipal Code Chapter 2.62 and the addition of SMC Chapter 12.25, establishing a Parks, Tree and Recreation Board and a Tree Care Ordinance by Janisse; second by Wiseman. Unanimously approved.**

**6. UNFINISHED BUSINESS**

**7. DIRECTOR'S REPORT**

a. Zoning code focus groups

Hugo is working on the high tech industry group focus group. He has had difficulty with people responding to his request for meetings but hopes to have the focus groups scheduled soon.

b. Commission vacancies update

Hugo stated the selection committee for interviewing for the vacancies on the Planning Commission interviewed three candidates and will recommend one to Council for appointment. He spoke of this person's concept for a Co-Lab in Sequim.

**8. GOOD OF THE ORDER**

**9. ADJOURNMENT**

**Meeting unanimously adjourned at 6:50 p.m.**

Respectfully submitted,

---

Roberta J Usselman, MMC  
Deputy City Clerk

---

Karen Mahalick  
Chair