

**CITY OF SEQUIM  
PLANNING COMMISSION MINUTES  
VIRTUAL MEETING  
AUGUST 18, 2020**

1. **CALL TO ORDER & ROLL CALL:**

Present: Elizabeth A. Hall, Jeff Carter, Julianne Coonts, Karen Mahalick, Kathy Downer, Roger Wiseman

Not Present: Olaf Protze

2. **APPROVAL OF MINUTES: August 4, 2020**

**Motion** to approve the minutes of the August 4, 2020 Planning Commission meeting; moved by Hall and seconded by Wiseman.

**Carried Unanimously.**

3. **NEW BUSINESS**

a. Public Meeting on Proposed Accessory Dwelling Unit (ADU) Code Amendments

Senior Planner Tim Woolett presented, stating that one quick fix for affordable housing is amending ADU code; explained types, benefits, disadvantages, and facts about ADUs; and, proposed amendments include increasing allowed size from 700 to 850 sf, removing offsite parking requirements, broadening architectural choices, removing the two-bedroom limit, prohibiting MFHs and RVs from serving as ADUs, prohibiting ADUs from serving as short-term rentals of less than 90 days, not including ADUs in density calculations, removing requirement for owner to live onsite, allowing conversion of existing structures that do not meet current setbacks if they meet fire code, removing the limit on number of people that can live in an ADU, and revising the definition to remove "...for use by a family member, by blood or marriage only...".

Hall commented that Sequim has ADUs that are MFHs, and Woolett stated that they would remain as pre-existing non-conforming use. Downer stated that offsite parking should be required, and Mahalick agreed. Coonts asked whether prohibiting MFHs and RVs includes "park models", and Woolett stated that "park models" are classified as RVs and would not be allowed. Carter stated that he does not like the idea of removing the requirement that the owner must live onsite. Woolett stated that it could make it profitable for the owner to rent everything and go elsewhere; and, if the owner is onsite they have better control over the property. Wiseman stated that if we require owner-occupant we will have less ADUs; and, if we go the other way we will have more. Mahalick stated that having the owner onsite is better than having a neighbor complain. Hall asked if the property maintenance code has been adopted, and Woolett stated that he did not know. Hall stated that she is unsure about not requiring the owner to live onsite. Woolett stated

that we do not want to create more code enforcement problems. Downer stated that she would like to see safety enforced, and Woolett stated that ADUs are not exempt from building code. Hall confirmed that they would need to comply with building code; however, the property maintenance code helps with ongoing issues.

Carter stated that he feels onsite parking is needed. Coonts asked, if there was street parking in front would that be adequate? Woolett stated that everyone can use street parking, it is not guaranteed to be available. Wiseman stated that he is coming around to other people's point of view on parking.

Hall stated that perhaps we could put a year on MFHs, and allow it if it is a new model. Mahalick stated that given the prejudice against MFHs, it may result in code revisions being turned down by Council. Wiseman agreed with keeping MFHs out.

Coonts stated that if an owner in a mixed-use zone had a business in the primary structure they could not rent out the ADU because they would be required to live onsite. Woolett stated that, by definition, an ADU is secondary to a residential structure. Carter stated that he saw something about how you don't have to sell it as a home with an ADU, and Woolett stated that the owner would have to remove it if they did not want it.

Regarding the provision to allow existing buildings that do not meet current setbacks to be converted to ADUs if they meet fire code, Hall stated that she is not comfortable with anything less than 3 feet from the property line. Carter asked Woolett to look at that provision further.

Mahalick asked about the limit to the number of people that can live in the unit, and suggested limiting it to 5 since there could potentially be 3 bedrooms. Hall stated that building code would dictate occupancy, and you could have 4.5 people in an 850 square foot ADU. Mahalick stated that we could let building code handle it. Woolett stated that we could note that the occupancy is dictated by building code.

Hall stated that addressing should be required per Chapter 12.22. Downer stated that the hospital contracts with staff for short periods, and asked why 90 days was used as the minimum rental period. Woolett stated that we are trying provide a form of affordable housing not vacation rentals so the 90-day minimum was added, and other parts of the code talk about short stays. Hall asked about utility connections, and Woolett stated that the utilities code addresses connections, and they can share a meter with the primary residence. Carter stated that ADUs are mentioned in the Comprehensive Plan, and Woolett complimented Carter for consulting the Plan. Hall stated that Chapter 18.66.010 refers to "affordable housing", and suggested changing it to "workforce housing".

#### 4. UNFINISHED BUSINESS (with date added to agenda)

- a. Manufactured Home Parks - Conceptual Areas (7/21/20)  
Hall requested that Hasbrouck send paper copies of the zoning map to Commissioners.

- b. Zoning Code Amendment - Commercial Space on Ground Floor in DMU (7/21/20)
- c. Criteria for Public and Private Streets (7/21/20)
- d. Rules and Procedures (7/21/20)

5. DIRECTOR'S REPORT – None.

6. GOOD OF THE ORDER

Carter stated that the City of Port Angeles hired a group to update their code; navigating code is frustrating; the code references other sections; and, asked Woolett if something may be possible in Sequim. Woolett stated that we have a difficult code; the problem with restating code provisions in multiple sections is that when a revision is made you may miss an update to a section; the "code scrub" is helping; and, it is worth bringing to Berezowsky's attention. Carter said that the Planning Commission bylaws and rules state that public hearings will be conducted per Title 20 of SMC, and Woolett confirmed that that Title 20 contains a section that talks about amendments.

Hall asked how the countywide meetings are going, and Woolett stated that he did not know. Hall stated that in the past the City was working with the County to create policies, and Woolett stated he had not heard anything, but the City does work with the County on project reviews. Hall asked Woolett to follow up about whether they are meeting, and what the interests and goals are. Carter stated that perhaps Hall could be a liaison, and Hall said she would be happy to. Carter asked Hasbrouck to add the topic to unfinished business. The Commission asked Hasbrouck to check with Commissioner Protze about his availability to attend meetings.

7. ADJOURNMENT

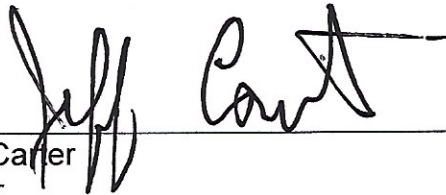
**Motion** to adjourn; moved by Mahalick and seconded by Downer.  
**Carried Unanimously.**

Meeting adjourned at 7:24 pm

Respectfully submitted,



Alisa Hasbrouck  
Secretary to the Planning Commission



Jeff Carter  
Chair

Minutes approved at a regular meeting September 15, 2020.