

**CITY OF SEQUIM
PLANNING COMMISSION MINUTES
VIRTUAL MEETING
SEPTEMBER 15, 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 18, 2020

Motion to approve the minutes of the August 4, 2020 Planning Commission meeting with a correction: change “offsite parking” to “onsite parking”; moved by Mahalick and seconded by Downer.

Carried Unanimously.

3. NEW BUSINESS

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

Senior Planner Tim Woolett presented, stating that made the modifications to the proposed code that were requested by the Commission during the last meeting; discussed parking, occupancy, sewer and water connections; stated that the term “affordable housing” was changed to “workforce housing”; and, proposed a definition: “Workforce housing means housing that is affordable to households earning between 60 and 120 percent of area median income (AMI). Workforce Housing targets middle-income workers which includes professions such as police officers, firefighters, teachers, health care workers, retail workers, and the like.”

Carter asked whether holding a public hearing online is legitimate. DCD Director Barry Berezowsky stated that this would not be the first time the City has done so; the Governor’s proclamations and orders allowed this to occur; and, it is being done all over the state. IT Program Manager Anthony Martin stated that we are required to provide live streaming access over the internet and by telephone, and we do. Hasbrouck stated that public notice is posted in the newspaper and on the City website.

Motion to forward the proposed accessory dwelling unit code amendments, including the definition for “workforce housing”, to staff for scheduling a public hearing; moved by Coonts and seconded by Downer.

Carried Unanimously.

b. Discussion on Proposed Residential Infill Development Regulations

Woolett presented, stating that there are many vacant or underutilized lots; and, the way regulations have changed necessitates uncharacteristic development that does not always fit in with an existing neighborhood. Woolett discussed non-contextual infill, contextual infill, areas with vacant or underutilized lots, and block face measurements. Woolett stated that limited multifamily residential housing would be allowed, and that this could help bring in more affordable housing.

Carter stated that this topic is mentioned many times in the Comprehensive Plan. Woolett read portions of the proposed code, including, "...the infill residence must step back the upper floor a minimum of five feet to help maintain compatible scale...". Hall asked, is that five feet to the wall, the porch, or the roof overhang? Berezowsky stated that the idea is to create architectural interest, and that the interior living area is being set back. Carter stated that, regarding development ten feet higher than average, examples such as this have been depicted as being undesirable. Berezowsky stated that this would not work in the height-limit overlay zone; and, suggested modifying the purpose statement to indicate that these regulations apply in specified areas. Carter asked, would infill development be subject to administrative review, or public review? Woolett and Berezowsky stated that the process needs to be clarified. Mahalick and Hall stated that they do not think a single-family residence have to go to the Planning Commission. Woolett stated that he agrees, provided that it is in a zone where a single-family residence is allowed, but not if it is in, for example, the DMU-1 or DMU-2 zone. Carter asked Woolett and Berezowsky if they had enough input to go back and modify the proposed code, and Berezowsky confirmed.

4. UNFINISHED BUSINESS (with date added to agenda)

- a. Manufactured Home Parks - Conceptual Areas (7/21/20)
- 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)
- e. County-Wide Meeting (8/18/20)

Berezowsky stated that a couple of years ago a committee was appointed to review county-wide planning policies, and the work was completed; and, the County sends materials regarding development in UGAs to the City for review. There was a consensus of the commission to remove this item from unfinished business.

5. DIRECTOR'S REPORT

Berezowsky stated that the City is in the appeal process for the MAT clinic, and the Jamestown S'Klallam Tribe has agreed on a settlement their appeal regarding mitigation.

6. GOOD OF THE ORDER

Carter stated that he would email helpful resources regarding code revisions to Berezowsky; and, asked if the City requires underground utilities in new developments. Berezowsky confirmed, and stated that we should also require developers put in blank PVC to run new conduit through in the future. Carter asked whether Protze would be attending future Planning Commission meetings, and Hasbrouck stated that when she spoke with him it sounded as though he would, although something had come up tonight.

7. ADJOURNMENT

Motion to adjourn; moved by Mahalick and seconded by Hall.

Carried Unanimously.

Meeting adjourned at 7:35 pm

Respectfully submitted,



Alisa Hasbrouck
Secretary to the Planning Commission



Jeff Carter
Chair

Minutes approved at a regular meeting on October 6, 2020.