

**CITY OF SEQUIM
PLANNING COMMISSION MINUTES
VIRTUAL MEETING
OCTOBER 20, 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:** October 6, 2020

Motion to approve the minutes of the October 6, 2020 Planning Commission meeting; moved by Mahalick and seconded by Downer.

Carried Unanimously.

3. **NEW BUSINESS**

a. **Discussion of Street Engineering Standards**

City Engineer/Assistant Public Works Director Matt Klontz presented, stating that Public Works was updating standards in January; an early draft was presented to Council in February; COVID-19 sidelined the work; questions were raised by the Planning Commission about private streets and Public Works Director David Garlington spoke with the Commission; standards are designed to accomplish the transportation section of the comprehensive plan; and, these standards have not been updated in their entirety since 1994. Klontz showed a table depicting types of streets, including Neighborhood, Local, Collector, Arterial, and Half-Width, with design standards for each, and he presented the proposed standard drawings.

Wiseman stated that a street in his neighborhood could not be made public because it was too narrow. Klontz stated that some streets that did not meet old standards may meet new standards; however, it also depends on factors such as thickness of asphalt, type of concrete, etc. Downer asked who is responsible for sidewalks, and Klontz stated that the City does a fair amount of sidewalk repairs. Downer stated that the City would not accept streets in her neighborhood because they did not have curbs. Klontz stated that curbs provide pedestrian protection and make snow removal easier.

Coonts asked, regarding the Neighborhood street standard which includes a 5' sidewalk one side and a 10.5' planter on the other, does the developer have the option of putting a bike path in the planter area? Klontz stated that developers can ask, and the City would likely not take issue with it. Mahalick asked who is responsible for the planter area, and

Klontz stated that the City takes care of trees, but grass the homeowner's responsibility; and, it should be made clear in the code who is responsible for maintenance. Carter asked about the buffer area, and Klontz stated that it is a buffer between the private property line and the public ROW. Hall asked what caliper of trees are required, and Klontz stated that Figure 4-29 requires 2 to 2.5 inches, and the plan covers planting methods, root guards, etc.

Hall asked whether there would be conflict between the Design Review code and these standards, and Klontz stated that updates may be needed to resolve conflicts. Downer stated that if we change standards to save developers money there is no guarantee that developers will pass savings on to buyers. Klontz stated that developers asked for more cost saving measures, such as only requiring sidewalk on one side for Local streets, but we did not give them that, and this is a compromise. Hall stated that Klontz did a great job with the standards.

Motion to recommend approval of the proposed street engineering standards to the City Council; moved by Hall and seconded by Downer.

Motion Carried, 5 ayes and 1 nay (Carter).

b. Discussion of Proposed Grading Ordinance

Senior Planner Tim Woolett read through the proposed code. Carter asked, regarding item B, what is "prompt" construction, restoration, etc., and Woolett stated that there would be time limits. Carter asked about standards for replanting, and Woolett stated that BMPs include a number of options. Hall asked, when properties are being disturbed, must they have an erosion control specialist? Woolett stated that with projects over a certain size, they must, and also must have a stormwater pollution prevention plan, and that this code works hand-in-hand with the stormwater code.

Mahalick stated that the definition of fill should be revised, because later the code states that fill cannot be organic material. Carter asked what section of the comprehensive plan this ties in to, and Community Development Director Barry Berezowsky stated that it ties into the land use section. Carter stated that there are three different engineer definitions, and asked, can they all be the same? Woolett stated that it is important to be specific about what type of engineer is qualified for specific types of work. Berezowsky suggested revised verbiage for the section which states that speculative grading is not allowed, and stated that the number and timing of inspections will be determined by Engineering. Hall stated that sometimes for a large project the developer will have the Engineer of Record do inspections.

Woolett added a reference to SMC 13.104, the Stormwater Code, in section D of the proposed code. Carter asked, when there is a violation and the developer must restore land, does that include plants or trees? Berezowsky stated that they would have to replant; information about existing conditions would be required with the application submittal; and, they must re-vegetate with indigenous plants. Woolett stated that

historical arial photos can also be referred to. Mahalick suggested adding a requirement for submittal of a compaction test report after work is done.

Downer asked about the written permission of the landowner, and Berezowsky stated that the land owner must sign any land use application. Hall asked if we should mention how to handle discovery of ancient artifacts, and Berezowsky stated that it is covered under SEPA. Carter asked about hours of operation, and Berezowsky stated that the hours would be included in the site construction permit. Carter asked about keeping the contour of the existing land as much as possible, and Berezowsky suggested improving that verbiage, and the Commission agreed. Coonts asked how the amount of the deposit is determined, and Berezowsky stated that it is based on what it would cost the City to remediate. Carter asked what was used as the basis for this code, and Berezowsky stated the City of Poulsbo code was used.

Consensus of the Planning Commission to bring the proposed grading ordinance, with the discussed changes, back for a Public Hearing.

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)
5. DIRECTOR'S REPORT - None
6. GOOD OF THE ORDER - None
7. ADJOURNMENT

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

Meeting adjourned at 8:30 pm.

Respectfully submitted,



Alisa Hasbrouck
Secretary to the Planning Commission


Jeff Carter
Chair

Minutes approved at a regular meeting on November 17, 2020.