

**CITY OF SEQUIM  
PLANNING COMMISSION MINUTES  
VIRTUAL MEETING  
November 17, 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 20, 2020

**Motion** to approve the minutes of the October 20, 2020 Planning Commission meeting; moved by Downer and seconded by Hall.

**Carried Unanimously.**

3. NEW BUSINESS

a. Public Hearing on Proposed Clearing and Grading Ordinance

Senior Planner Tim Woolett explained the consequences of mismanaged clearing and grading activities; purpose of the proposed ordinance; effects of not having a grading ordinance; effects of adopting the proposed ordinance; and, went over changes made to the proposed ordinance based on feedback received from the Commission at the last meeting.

At the Commission's request, Woolett struck out 18.82.070(C), under exemptions, which states, "Grading activities associated with a City of Sequim approved site construction permit associated", in order to eliminate that exemption.

There was an interactive discussion regarding bonding, inspections, and licensing for machine operators.

There were no members of the public who wished to speak.

**Motion** to recommend approval of the proposed clearing and grading ordinance, with the discussed changes, to the City Council; moved by Mahalick and seconded by Wiseman.

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

b. Discussion on Shoreline Management Plan (SMP) update

Community Development Director Barry Berezowsky stated that the City last updated its SMP in November 2013; Washington state law requires jurisdictions to review and update SMPs every eight years in accordance with the Shoreline Management Act and its current guidelines and legislative rules to attain state approval; the City contracted with a consultant to assist with the update; and, the consultant prepared a draft gap analysis indicating areas of the SMP that require updates.

Senior Planner Tim Woolett gave an overview of the draft gap analysis; the introduction provides an overview; Section 2 includes tables indicating the recommended changes; Section 3 pertains to consistency with the Critical Areas ordinance; Section 4 pertains to consistency with the Comprehensive Plan and other development regulations, and suggests that the SMP and Comprehensive Plan would benefit from having cross-references; and, Section 5 includes staff recommendations and other items to consider.

Berezowsky stated that although the City has a small area of shoreline, some areas adjacent to the shoreline can only be developed for water-dependent or water-related uses; Sequim has a situation where a road bisects that area; it has been decided in some courts that when a road cuts off the nearshore, the land on the non-shoreline side of the road can be developed for other uses that would support the shoreline uses; and, perhaps condos and commercial development would provide an opportunity to support the marina.

Carter asked if that would require rezoning, and Berezowsky stated that it would not, and that is currently zoned R4-8 and PRC. Carter asked if City sewer and water are available there, and Berezowsky stated the marina operates on septic, and that hopefully something could develop with Battelle that would extend utilities through the area.

4. UNFINISHED BUSINESS (with date added to agenda)

a. Manufactured Home (MFH) Parks - Conceptual Areas (7/21/20):

Berezowsky stated that this topic came up because a Council member had an issue with letting private roads occur in MFH parks; State law does not allow us to regulate MFHs in many ways, and the proposed ADU code revisions that were discussed at the previous Commission meeting were revised per guidance from the City Attorney, since we cannot prevent MFHs from being used as an ADU; and, he will provide legal background at the next meeting.

Carter and Downer stated that they were disappointed that changes had been made to the code after the Planning Commission recommended it to Council. Berezowsky explained that the legal department had not

reviewed the proposed revisions for a long time, and then when they took a fresh look they suggested those changes. Carter asked the Commissioners their feelings, and several Commissioners stated that they wanted to look at it again before it goes to Council for consideration. Berezowsky agreed to pull it from the Council meeting agenda and bring it back to the Commission for further discussion, to ask the City Attorney to attend the Planning Commission meeting, and to forward the comments that he received from her to the Planning Commission.

- 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

Coonts asked how she can listen to the recording of the MAT Appeal Hearing, and IT Program Manager Anthony Martin stated that it will be posted on the website soon.

Carter stated that Protze has missed seven of the last eight meetings, and asked Berezowsky if he has spoken with him. Berezowsky stated that Protze's term ends soon, perhaps he is not interested in continuing to serve on the Commission, and that he will have a conversation with him about it.

7. ADJOURNMENT

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

Meeting adjourned at 7:36 pm.

Respectfully submitted,



Alisa Hasbrouck  
Secretary to the Planning Commission



Jeff Carter  
Chair

Minutes approved at a regular meeting on December 1, 2020.