

**CITY OF SEQUIM  
PLANNING COMMISSION MINUTES  
VIRTUAL MEETING  
December 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: December 1, 2020

**Motion** to approve the minutes of the December 1, 2020 Planning Commission meeting; moved by Mahalick and seconded by Downer.

**Carried Unanimously.**

3. NEW BUSINESS

a. Public Hearing on Amendment to SMC 12.02 – Streets

City Engineer Matt Klontz presented, stating that there was concern about staff being able to make changes to engineering standards without first seeking approval from the City Council; the last sentence has been stricken from the proposed code; and, as it reads now, for an engineering standard to be official, it has to first be adopted by the City Council.

Mahalick stated that she did not like idea of the “Director” having ability to waive the standards, because it is Public Works’ role. Klontz amended the proposed code to indicate “Public Works Director”.

Carter asked, regarding Fig. 14.13., why no bike lane is shown in the diagram. Klontz stated that the intent is to have variations that provide flexibility. Carter asked if mobility scooters were considered. Klontz stated that prior standards called for a 6’ sidewalk on most streets, whereas the new Local street standard calls for a 5’ sidewalk; on Local streets the likelihood of two people needing to pass each other in scooters is low; and, it was a compromise made by the Council. Carter stated that the Comprehensive Plan requires 6’ sidewalks in some instances, and asked if that was a conflict. Klontz stated that it was not a conflict because that reference pertained to other types of streets, not to Local streets.

**Motion** to recommend the proposed amendments to SMC 12.02 - Streets to the City Council; moved by Mahalick and seconded by Wiseman.

**Carried Unanimously.**

- b. Public Hearing on Amendments to Chapter 18.62 - Manufactured Homes Standards

Senior Planner Tim Woolett presented, stating that this matter was sent back to the Planning Commission by the City Council; the City runs the risk of violating State law if the use of a manufactured home (MFH) as an accessory dwelling unit (ADU) is prohibited; as a remedy, a size limit was added to the proposed code; the proposed code states that MFHs must be at least 864 square feet; and, since an ADU cannot exceed 850 square feet, this would prevent the use of a MFH as an ADU.

**Motion** to approve the proposed draft amendments to the City's Manufactured Home Standards of SMC 18.62.030 for City Council consideration; moved by Coonts and seconded by Downer.

**Carried Unanimously.**

- c. Public Hearing on Amendments to Chapter 18.66 - Accessory Dwelling Units

Woolett presented, stating that there were concerns regarding the use of a manufactured home (MFH) as an accessory dwelling unit (ADU); an amendment to Chapter 18.62 Manufactured Homes Standards was proposed to address that concern, which was just now recommended to Council by the Planning Commission; a reference to Chapter 18.62 has been added in the proposed amendment to Chapter 18.66; and, with these changes a MFH could not be used as an ADU because the minimum size for a MFH home would be 864 square feet, and the maximum size of an ADU would be 850 square feet.

**Motion** to approve the proposed draft amendments to the City's Accessory Dwelling Unit (ADU) regulations for City Council consideration; moved by Mahalick and seconded by Hall.

**Carried Unanimously.**

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

- a. Zoning Code Amendment - Commercial Space on Ground Floor in DMU (7/21/20) – Community Development Director Barry Berezowsky stated that staff will bring forward a draft code amendment for consideration soon.
- b. Rules and Procedures (7/21/20) – Berezowsky discussed recent and anticipated changes to City Council rules and procedures.
- c. Transient Accommodations (10/6/20) - Berezowsky stated that staff will bring forward a draft code amendment for consideration soon.

- d. Shoreline Management Plan Update – Berezowsky stated that this topic will be discussed soon.
5. DIRECTOR’S REPORT – Regarding the MAT (medication-assisted treatment) appeals, Berezowsky stated that the Hearing Examiner’s decision is due December 18<sup>th</sup>; that decision, although not yet final, has already been appealed to the Superior Court; and, the first court appearance is scheduled for January 14, 2021.
6. GOOD OF THE ORDER - Carter stated that he participated in the Short Course on Planning, and it was worth the time. Carter stated that Commissioner Wiseman has chosen to resign from the Planning Commission at the end of his term, and the Commission thanked him for his service. Carter mentioned that there will be two vacant seats on the Planning Commission (Commissioner Protze also resigned). Berezowsky stated that the City Clerk will advertise soon to fill vacancies, and may contact people who applied in the past. Berezowsky stated that Alisa Hasbrouck is resigning from City of Sequim to accept an offer from Jefferson County Public Health, and the Commission thanked her for her service.
7. ADJOURNMENT

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

Meeting adjourned at 6:58 pm.

Respectfully submitted,

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Alisa Hasbrouck  
Secretary to the Planning Commission

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Jeff Carter  
Chair

Minutes approved at a regular meeting on January 5, 2020.