

**CITY OF SEQUIM
PLANNING COMMISSION MINUTES
VIRTUAL MEETING
February 2, 2021**

1. **CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL:**
Commissioners: Carter, Coonts, Downer, Hall & Mahalick.

Present: Jeff Carter, Karen Mahalick, Elizabeth Hall, Julianne Coonts, Kathy Downer

Absent: None

Excused: None

2. **APPROVAL OF MINUTES: December 15, 2020**

Karen questioned if all the motions on the previous minutes (not of the minutes being presented today) were unanimous. Correction will be made for one of the motions that was not unanimous (Jeff Carter voted no)

MOTION to approve 2. APPROVAL OF MINUTES: December 15, 2020 by Karen Mahalick; seconded by Kathy Downer. **Carried Unanimously.**

3. **PUBLIC COMMENT**

4. **NEW BUSINESS**

- a. **Comprehensive Solid Waste Management Plan**

Ann Soule and Meggan Uecker (Clallam County Utilities Manager) presented on the SWAC (Solid Waste Advisory Committee).

Jeff Carter asked - What is an alternate term for waste? Meggan stated that waste materials can be products for something else so "raw materials," is often used. She also added that they like to call it "materials management," instead of waste management.

Meggan Uecker shared her slideshow detailing the Clallam County Solid & Hazardous Waste Management Plan. She gave a background of how Solid Waste is managed in Clallam County. Waste sector generated \$21m in Clallam County and generated 588 jobs.

Meggan went on to Issues and Priorities: Tip fees in Clallam are second highest in the state (\$193.98/ton in 2021). Distance to disposal locations cause cost to be so high. There are also environmental priorities for health and human safety. Post consumer disposal only translates to less than 1% of greenhouse gas emissions by life-cycle

stages. Recycling is an issue in getting people to recycle "right". Materials can be too dirty or incorrect materials for reuse.

Next was Programs and Services. Waste Prevention Program (WPP) - does waste and contamination audits. Recycling, composting and waste prevention education and technical support for residents and businesses. Producer Responsibility Programs - Secure Medicine Return, E-Cycle, Lightcycle and Paint Recycling (Coming in 2021). Moderate Risk Waste Facility in Port Angeles - free to the public; residential hazardous waste only. Enforcement & Illegal Dumping - solid waste complaints, litter cleanup, RV & junk vehicle disposal and tire disposal.

Accomplishments - 2016 Landfill Cell Stabilization Project completed, 2019 Forks hosts E-Waste Collection, 2020 Sequim installs "Bigbelly" automated trash and recycling compactors.

Looking ahead - Food Waste Reduction and Recovery - align with state efforts, youth campaigns, increase food recovery or diversion capacity. Growing the circular economy - align with state efforts, reducing contamination to improve material feedstocks, industrial symbiosis.

Meggan touched on some of the recommended actions being suggested.

Next Steps - January 21 - draft submitted to Ecology, WUTC, Dept of Ag, Jan-Mar 21 - comment period, SEPA review, public meeting, Mar-May 21 - final draft production, presentation and adoption by Cities and County, submit final draft for approval to ecology.

Questions?

Karen asked if there has been any public comment - Yes, a couple comments.

Will the questions be shared - Yes, they will be compiled on document that could be shared.

Julianne asked about compostable waste, will this be happening for us - Nothing in the works yet, but we are "investigating" options for food waste. No current facility with necessary equipment to make this happen. Would need public input to really push for this.

Kathy commented that she was impressed with the use of cardboard from increased takeout during COVID but that the waste numbers from 2020 and 2021 could be skewed because of it - Yes, there could be a push to ban Styrofoam in the future.

Elizabeth suggested that this should be an educational process brought to our schools as they are our future - Meggan agreed and have stated they try to work with schools as much as possible and work with teachers and schools by request. Food waste bill that was recently passed will target K-12 to implement better strategies.

Jeff asked about Chapter 11 and the recommendations and asked if Meggan was the sole person to lead these recommendations or if there would be more involved - I hope there are lots more and there are partners (WSU extension, Dept Ecology, etc.) and we need our City Partners as well to reach these goals.

Jeff then asked if there was a "report card" from the last time this was done in 2014 - The accomplishments section of the presentation touched on some of the big achievements, but chapter 2 of the plan touches on previous goals and discusses whether or not they were accomplished.

Ann Soule wants to see some more public comment come through. Would like to have a public meeting at next PC meeting. Asked the PC if this would be possible. Barry said he would leave that to Ann Soule and Meggan to see if they have enough time to prepare for either a public meeting or public hearing. Ann suggested that it could be pushed back until the March 2 meeting. Meggan added that she will be doing a public meeting with the County on Feb 9 that she encouraged everyone to share. Ann would like to consult with Barry offline but asked Jeff if he would make a motion. Jeff is worried about low turnout and participation.

MOTION to approve Comprehensive Solid Waste Management Plan Public Hearing in the future by Karen Mahalick; seconded by Elizabeth Hall. **Carried Unanimously.**

b. [Discussion on prohibiting private streets in manufactured home parks.](#)

Barry led this "discussion". Barry talked about adoption of street standards and that the City Council has made it clear that they are not interested in developing private streets inside the city limits which includes manufactured home parks. New street standards have been taken to Council and they have stayed firm on their stance that they do not want private streets anywhere in the city. This is essentially a heads up that this will be coming to a future public hearing for public comment that for the near future manufactured home parks can be developed, but without private streets. No motion is required at this point.

Jeff added that this aligns perfectly with direction in the comprehensive plan that states not wanting to have private streets within the city.

c. [Discussion on allowing residential use on ground floor of multifamily buildings in the downtown core area](#)

Tim led this discussion about allowing residential use on ground floor or multifamily buildings. Downtown core - only zone to prohibit residential use on ground floor. Want to change to allow in Downtown core except on properties facing Washington St.

Karen asked if there was input from Council on this. Barry said he hasn't addressed this recently with Council, but that the Council did seem to be interested in the past. Significant amount of acreage in commercial zones that could be developed and used for multifamily residential. Housing is greatly needed in this community. Karen said this

is a small change that could cause a great impact and suggested moving forward for a public hearing to eventually bring to Council.

Kathy asked Tim about parking for these new buildings. Parking would be required, but it wouldn't be extensive. The code requires 1 space per unit, senior and studio require half space per unit.

Barry added that there are numerous requirements for non-residential buildings whether there is commercial or residential on the ground floor. The code covers how the building is created today and requires many things such as bulk and dimensional requirements as well as parking requirements.

Jeff asked why only the Downtown Core - Barry stated that this is the only Downtown zone that allows any sort of residential so this is a first step.

MOTION to approve c. Discussion on allowing residential use on ground floor of multifamily buildings in the downtown core area by Karen Mahalick; seconded by Elizabeth Hall. **Carried Unanimously.**

5. UNFINISHED BUSINESS

a. Rules and Procedures (7/21/20)

Will likely wait until we have a replacement for Alisa to bring this back.

Jeff asked about the openings on the Planning Commission. Barry stated that we are hoping to fill the positions, but that it has not taken priority over other things.

First meetings in January are usually used to elect a chair and co-chair. Jeff wanted to know if we want to hold those elections now or if the PC should wait to be filled out with the additional 2 members.

MOTION to approve Elect Jeff Carter as Planning Commission Chair by Karen Mahalick; seconded by Elizabeth Hall. **Carried Unanimously.**

MOTION to approve Elect Karen Mahalick as Co-Chair; moved by Jeff Carter seconded by Kathy Downer.

YES: Jeff Carter, Elizabeth Hall, Julianne Coonts, Kathy Downer

NO: None

ABSTAIN: Karen Mahalick

The vote Passed.

b. Transient Accommodations (10/6/20)

Barry believes this will likely be bumped well into 2021.

c. [Shoreline Management Plan Update \(12/1/20\)](#)

Barry hopes to have something available at our next meeting. Tim and Barry have talked with the Consultants and they should have something for the Commission to look at.

d. [Proposed Clearing and Grading Ordinance](#)

Barry explained that there will probably be a second public hearing. Staff found some language in the security section dealing with bonding and financial guarantees so we are working with Legal to make some changes that will change the regulation at least slightly. This will all happen prior to being taken to Council.

6. [DIRECTOR'S REPORT](#)

Barry informed the Commission that the City Attorney was in court for the Jennie's Meadow project. The City Council took the Commission's recommendations and denied the project to which the applicant appealed the denial of the variance. The Judge upheld the City's decision to deny the variance.

Still waiting to hear from the judge about the MAT clinic on the petitioner's lack of standing. Been 2-3 weeks since it was brought in front of the judge. Should hear from them soon but assume the judge is taking the time to get it right.

7. [GOOD OF THE ORDER](#)

Elizabeth asked about Tom Ferrell being the liaison to the PC. Barry stated that Council assignments are a changing, but that should still be current. Barry added that Tom does check-in with him from time to time.

Elizabeth also asked about if the Council goals would be updated for 2021. Barry said that he does not know if they will change. Elizabeth would like some direction with those goals to help us further some of these ideas. Barry added that this commission should be independent and should act with the best interest of the community regardless of the Council or City Staff.

Karen stated that she received an email from outside parties. Stated that she DOES NOT click on links from outside parties that she does not know. Barry said this is a good practice to follow. Anthony gave the commission a rundown of the steps to take when getting a suspicious email.

Kathy added that she was embarrassed by the way Charlie Bush was treated by the Council in being forced to resign.

Jeff let everyone know that he has interviewed for a County Board and they told him he did not need a "business" device for business meetings, which surprised him. Whereas we have provided devices. The commission talked about how your devices could be

subject of a search in a sort of investigation regardless if it is personal or not. Anthony explained why the City opted to provide devices to protect our commissioners and make working on City business easier.

8. ADJOURNMENT

MOTION to adjourn 8. ADJOURNMENT by Kathy Downer; seconded by Julianne Coonts. **Carried Unanimously.**

Respectfully submitted,

Travis Simmons
Planning Commission Secretary

Jeff Carter
Chair

Minutes approved at a regular Commission meeting held on 2/16/2021.