

**CITY OF SEQUIM  
PLANNING COMMISSION MINUTES  
ONLINE MEETING  
JUNE 15, 2021**

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

Present: Karen Mahalick, Elizabeth Hall, Julianne Coonts, Kathy Downer, Jeff Carter, Dan Butler, Vicki Lowe  
Absent: None  
Excused: None

2. **APPROVAL OF MINUTES: June 1, 2021**

**MOTION** to amend minutes from June 1 to show that the Commission is in favor of moving Infill Regulations to a public hearing.; moved by Dan Butler seconded by Karen Mahalick.

YES: Karen Mahalick, Elizabeth Hall, Jeff Carter, Dan Butler

NO: None

ABSTAIN: None

**The vote Passed.**

**MOTION** to approve minutes as amended for June 1, 2021; moved by Dan Butler seconded by Karen Mahalick.

YES: Karen Mahalick, Elizabeth Hall, Jeff Carter, Dan Butler, Vicki Lowe

NO: None

ABSTAIN: None

**The vote Passed.**

3. **NEW BUSINESS**

- a. **Infill Regulations – Public Hearing**

Commissioner Carter opened the public hearing

Tim explained that purpose of this code is to provide infill incentives in lots that are currently underutilized as current codes could create "out of character" developments.

Tim dove into the code aspect of infill regulations.

Commissioner Mahalick asked a question - Back in Oct 2019 - we had a notice of public hearing to amend this code and was wondering how this amendment differs from the previous changes? Commissioner Carter added that in September of 2020 we went

through infill development specifically and some changes were supposed to be made inworking towards a public hearing and is curious if these are all connected? Commissioner Mahalick was wondering if there were any public comments collected from any previous public hearings. Tim and Barry added that this has been talked about before but that it was parked for awhile and nothing has been brought before the Council for changes, and that there weren't any public comments received.

Commissioner Hall asked about section 18.25.030 D1 - talking about height - use the word stepback from the upper floors. How is that stepback going to be measured? Similar to figure 1 with a front porch? Barry said that it is not the same as shown in figure 1. It would be from the plane of the wall below and five feet in for the next wall. Commissioner Hall asked if it could be worded better to more easily show the intention. Tim added that we could add from the front façade - stepback 5 feet from the first floor façade.

Commissioner Carter asked a couple questions

First, 18.25.020 Criteria B - all public services and facilities are immediately available - does that include sidewalks? Barry explained that public services and facilities are referencing water and sanitary sewers and sometimes stormwater. No need to build a sidewalk if none currently exists - this is consistent with how engineering department applies regulations.

Second, same section as Commissioner Hall - Comprehensive Plan talks about 18ft heights - how does this coincide with this amendment that talks about building height not being below 25ft? Tim added that the 18ft height limit is specific to certain residential zones as specified in the Comprehensive Plan. Barry stated that the zoning code states that in the R4-8 the maximum building height is 25ft except for in the central height districts limited to 18ft. Commissioner Carter asked if this is contradictory because the code amendments regarding infill regulations specifies that the R4-8 zone has a 25ft restriction, but some zones have 18ft restrictions. Tim proposed striking the last sentence of this section to remove any contradictions and allow the director to decrease the height of the infill residences.

Jeff asked if there were any members of the public in attendance. No members of the public in attendance.

Commissioner Carter asked for any further discussions.

Commissioner Hall added that the narrative portion 18.25.030 F - the amendments are a bit confusing regarding the need for a CUP for a Short Subdivision. Are they both required? Tim stated that we could add "where applicable" as some cases may require both. Barry added that this is part of an infill strategy that may in the future allow multi-family structures that would need to run through a conditional use process.

Commissioner Lowe asked about marketing the idea of infill properties. Does this need to be included in this code? Tim stated that this wouldn't be appropriate in the code.

Commissioner Carter asked that if someone is doing an infill are there any notification processes that need to go through the public, community or neighbors. Tim stated that only if it needs a design review, short subdivision or conditional use permit or if it is a Type A2 permit.

Commissioner Hall asked how many properties this would be impacting? Barry stated that the number of parcels are in the 40-60 range, but the numbers shown may not capture the entire R4-8 zone.

**MOTION** to approve with modifications the proposed Infill Residential Development Standards to Chapter 18.25 SMC to City Council for consideration.; moved by Julianne Coonts seconded by Kathy Downer.

YES: Karen Mahalick, Elizabeth Hall, Julianne Coonts, Kathy Downer, Dan Butler, Vicki Lowe

NO: Jeff Carter

ABSTAIN: None

**The vote Passed.**

#### 4. UNFINISHED BUSINESS

##### a. Transient Accommodations (10/6/20)

Barry touched on a couple individuals contacting the city about regulating VRBOs/AirBNBs/transient lodging so to expect this to become a more pressing issue.

##### b. Rules and Procedures (6/1/2021)

Nothing to report.

#### 5. DIRECTOR'S REPORT

Barry touched on the department losing DCD Specialist Gary Dougherty and the difficulty in replacing him.

Barry added that the Council has wanted the department to look into affordability issue in the area which will ultimately be brought back to the Planning Commission for discussion and input.

#### 6. GOOD OF THE ORDER

Karen asked that in December - if the proposed ordinance from today's meeting is approved by Council - to get an update from staff on how the process is going.

#### 7. ADJOURNMENT

**MOTION** to adjourn meeting by Kathy Downer; seconded by Karen Mahalick. **Carried Unanimously.**

Respectfully submitted,

Travis  
Simmons \_\_\_\_\_  
Travis Simmons  
Commission Secretary

Jeff  
Carter \_\_\_\_\_  
Jeff Carter  
Commission Chair

Minutes approved at a regular Planning Commission meeting held on 7/20/2021.