

**CITY OF SEQUIM
PLANNING COMMISSION MINUTES
ONLINE MEETING
SEPTEMBER 7, 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: August 3, 2021**

MOTION to approve 2. APPROVAL OF MINUTES: August 3, 2021; moved by Dan Butler seconded by Kathy Downer.

YES: Elizabeth Hall, Julianne Coonts, Kathy Downer, Jeff Carter, Dan Butler, Vicki Lowe

NO: None

ABSTAIN: Karen Mahalick

The vote Passed.

3. **NEW BUSINESS**

- a. **Clearing and Grading – Public Hearing**

Commissioner Carter opened the public hearing

Senior Planner, Tim Woollett gave a brief background on the topic. This will be a new Chapter - 18.82 Clearing and Grading. He added that a few minor changes from the last time this was discussed will be highlighted in this public hearing.

Currently the City does not have a grading ordinance in place - and we need one. Tim shared some of the consequences of mismanaged clearing and grading activities which would be mitigated by this ordinance.

Tim shared what the purpose of this grading ordinance is. Promote, protect and preserve the public interest by regulating land alteration. Ensure prompt construction, restoration, replanting and effective erosion and sedimentation control in properties before, during and after grading. Prevent water quality degradation and the sedimentation of streams, wetlands and other bodies of water. Minimize the impact of runoff, sedimentation or erosion caused by improper land development and

maintenance practices. Promote safety upon public and private property. Promote the health, safety and welfare of the public.

Tim shared photos of what the effects of not having a grading ordinance has done to lots located in Sequim. The pictures showed damage to lots. This damage leads to excessive staff resources needed to resolve problems, neighborhood disputes, costly damage to city roads and drainage facilities, emergency measures needed to prevent damage to property, and discharge of silt laden stormwater and pollutants to offsite properties.

This ordinance would require a grading permit for all projects involving earthwork of more than fifty cubic yards of material or projects that will change existing grade by more than four feet within a twelve month period.

Tim gave an update on the proposed code changes.

Tim asked Public Works Director, Matt Klontz, if he had anything to add. Matt touched on the bonding section of the code changes. There needs to be erosion control put in place to protect neighbors and downstream waterways. This way if a contractor goes bankrupt there's funding available for the city to go in and stabilize the site.

Commissioner Carter asked if anyone had any questions?

Commissioner Downer commented that two pictures shown in the presentation are from her neighborhood, so she appreciates seeing this being worked on. Matt added that in the residential areas typically grading is intertwined with building permits and it would be reviewed during that permit process.

Commissioner Butler asked about the exemption section - grading associated with construction of NSFR. Matt confirmed that grading for a site plan would be covered in a building permit, but that excess grading for things that exceed what is required for the home would need additional permitting.

Commissioner Hall asked if it was possible to map the areas where there are big problems as it relates to potential grading issues. Matt answered that we don't want to surprise customers with the need for a grading permit, and that a map could be useful in doing this.

Commissioner Coonts asked about references to certain codes being mislabeled. Tim stated that there was an error and everything will need to be shifted down because of an addition.

Commissioner Carter closed the public hearing and asked for any further discussion.

MOTION to approve approve the proposed Clearing and Grading Ordinance to the City Council by Karen Mahalick; seconded by Kathy Downer. **Carried Unanimously.**

4. UNFINISHED BUSINESS

a. Transient Accommodations (10/6/20)

Nothing to note

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

Travis explained that the goal is to be able to bring this for review on 9/21.

5. DIRECTOR'S REPORT

Barry explained that the City's search for a new City Manager is hoping to complete by Friday of this week. Starting to review comprehensive plan amendments to bring to the Planning Commission.

6. GOOD OF THE ORDER

Commissioner Carter brought up an email from Commissioner Lowe.

Commissioner Lowe shared that there are currently around 400 homes close to foreclosure. There is a need for people to find more accessible housing. Currently there is an app called Homeshare that could be a huge help.

Barry explained that this is not something that would necessarily fall under the scope of City of Sequim business. We can possibly support some of the organizations in the area that do work with these type of issues, but that could be the extent of it. However, if the Commission wants to have someone come and make a presentation - we can probably make that happen, but immediate action would remain to be seen.

Commissioner Lowe believes connecting with those organizations that could help would be useful and important. Being able to communicate with those that can make an impact is necessary.

Commissioner Carter asked what needs to be done for the Planning Commission to share information outwards to other entities. Is there any sort of an idea share conduit available to the commission? Barry explained that if commissioners have an idea that they want to communicate to others - they're free to do that. If they want to do something collectively it would go from the commission to Barry - to the City Manager and then to the Council.

Commissioner Carter asked if anyone was interested in having outside groups - Parks, Environment, Health, Housing, etc - being presented to us here during Planning Commission meetings? Commissioner Butler stated that we can assign a portion of the agenda to allow space for people come and present ideas to the group. Commissioner Carter asked the group who would be interested in a once a month type of discussion? The members were all interested. Barry explained that this will be developed by the

commission and will not be something that staff will be putting together. Commissioner Mahalick asked if this was already the purpose of "Good of the Order" and the issues we talk about should be related to planning and the comprehensive plan. There was a recommendation to review the housing section of the comprehensive plan in order to have a better understanding of how housing fits into the Planning Commission's role. It was determined that agenda items will be added to the "Good of the Order" in the future as the commission directs staff.

7. ADJOURNMENT

MOTION to adjourn 7. ADJOURNMENT by Karen Mahalick; seconded by Kathy Downer. **Carried Unanimously.**

Respectfully submitted,

Travis
Simmons

Travis Simmons, Commission Clerk

Jeff Carter

Jeff Carter, Commission Chair

Minutes approved at a regular committee meeting held on September 21, 2021.