

**CITY OF SEQUIM
PLANNING COMMISSION MINUTES
ONLINE MEETING
OCTOBER 19, 2021**

1. CALL TO ORDER

- a. Roll Call - Commissioners: Butler, Carter, Coonts, Downer, Hall, Lowe & Mahalick.

Present: Jeff Carter, Julianne Coonts, Dan Butler, Vicki Lowe, Elizabeth Hall
Absent: Karen Mahalick
Excused: Kathy Downer

- b. Pledge of Allegiance

2. APPROVAL OF MINUTES: October 5, 2021

MOTION to approve 2. APPROVAL OF MINUTES: October 5, 2021; moved by Dan Butler seconded by Vicki Lowe.

YES: Jeff Carter, Julianne Coonts, Dan Butler, Vicki Lowe

NO: None

ABSTAIN: Elizabeth Hall

The vote Passed.

3. NEW BUSINESS

- a. Allowing Private Streets in Sequim

Director of Community Development, Barry Berezowsky, led a discussion on the proposed comprehensive plan amendment to prohibit private streets in the City of Sequim.

Asking for the outright prohibition of private streets to be softened to allow private streets in certain locations where they make sense. This would apply to limited projects such as manufactured home parks and perhaps a master plan resort that are supported by private street networks. Private streets are currently required to be developed to the same standards as our public streets. What we are talking about now is just a matter of ownership.

Commissioner Lowe brought up a question from citizens about private streets - getting the streets cleared during bad weather often falls on homeowners served by private streets and we want people to be aware of this potential risk when purchasing property served by these streets. Barry explained that this could be a condition of approval to

developers that this is disclosed to buyers, but we are not present during the sale of these properties.

Commissioner Coonts stated that she is conflicted on this because she likes the option of private streets because of times that are reasonable, but for private streets there are times when those roads become inaccessible and those residents are put out because of it. Can conditions be placed to have streets maintained up to city standards, not just built to city standards?

Barry explained that 99-100% of these future streets are going to come to the Planning Commission for recommendations so if you don't like the private/public streets proposed you can say so prior to the City Council approving the streets.

Commissioner Butler asked - why would a developer choose private streets?

Barry explained that staff doesn't believe that anyone will take advantage of this, but we are only recommending to remove the prohibition to allow them if they make sense. It may not make sense for someone to develop private streets, but it is also possible that the City could someday allow for developers to create private streets to a different profile, while still maintaining standards, than public streets.

Commissioner Hall added - private streets in a neighborhood, or manufactured home park that we could limit the number of lots on a street.

Barry replied stating that in regards to the number of residences that may or may not be allowed on a private is referring to development regulations and standards - and the comprehensive plan isn't the regulation. Before a regulation is put in place it will be reviewed and recommended by the Planning Commission - and this change to the comprehensive plan would allow for those regulations to be considered.

Jeff asked if there are set speed limits on a private street?

Barry stated that state law does not allow us to post, unless a school zone, to be less than 25mph.

Jeff followed up, who enforces speeding on private streets?

Barry stated that he didn't know if it would be the police, but that these are not streets that are going to encourage speeding based on their standards.

Commissioner Hall asked why this potential change wasn't caught sooner?

Barry explained that we only get to update the Comp Plan once every year, so we are in the process of doing so and felt it was necessary to bring this back up.

4. UNFINISHED BUSINESS

a. [Transient Accommodations \(10/6/20\)](#)

Nothing new to report.

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

Travis explained that today we would be looking at recommendations from the commission on potential changes to the policy and procedures document.

Commissioner Carter stated that the changes made to the code that we looked at during the previous meeting were good and necessary.

As for the policy and procedure document he has some suggestions. Under Meetings, Item 2 - how meeting minutes are being taken and it states "in accordance with Robert's Rules" and that we haven't adopted them and Commissioner Lowe suggested the wording to say "highlight actions taken and supporting conversations".

Commissioner Butler added that he would like to see a correction of the gendering of the chair in the wording of the document to a plural pronoun.

Commissioner Carter had a procedural suggestion - in regards to speakers providing their name, address and whether or not they are city residents. Would like to see something included in how to proceed if that information is not provided. Commissioner Lowe suggested that we could include something as an exception to like just asking for a name and city residency. Barry added this would be consistent with City Council.

Commissioner Carter also mentioned that the commission is supposed to not consider bad behavior. Suggestion was made to just not tolerate that behavior and strike "considered by the commission".

Commissioner Carter brought up the section about Voting. "All motions must be made in the affirmative" does not fit with motions to deny. Barry added that staff writes the motion, and doesn't always consider how it is being phrased in the affirmative or negative so he would recommend striking this from the policy and procedure document. Commissioner Lowe suggested making it "motions should be made in plain language as to be easily understood".

Commissioner Carter addressed the voting section further. "Any member may abstain from voting" and thought we went away from this because we didn't want to allow someone to just have the choice to not vote without a reason. Suggested to speak with City Clerk to determine the necessity of abstentions.

Commissioner Carter addressed "Election of Officers". The Chair is elected by the "Commission as a whole" - what does this mean? Barry believes it to be a quorum and should just say the majority of the commission and keep it simple. Commissioner continued with a question about the Chair's term of office and suggested that the new Chair-elect should start their duties at the meeting that follows the election.

Commissioner Carter asked about the "Chair" section that stated "may exercise all powers usually incident of the office," what does this entail and what is the reference for this? Travis stated that this should also be brought to the City Clerk for interpretation.

Commissioner Carter likes the process included for absence of commissioners and would like to see it better applied in the future. Leave the policy, but attend to it better.

Commissioner Carter would like to see the agenda in this document mirror the layout of the agendas we are currently utilizing. He would also like to see our statement of purpose after the pledge of allegiance on the agenda that is read at the start of each meeting.

Commissioner Carter would also like to see a section added about onboarding new members of the commission. This should entail what the City provides to the new members to get them up-to-speed.

Commissioner Lowe asked if as an advisory board we ever go into executive session? Barry confirmed that we do not.

Commissioner Carter had two final suggestions. Would like to see more work done involving liaison work between City Boards and Committees. Commissioner Lowe asked if the City Council is supposed to have a liaison on our committee to which Travis and Barry confirmed is currently Tom Ferrell, and Barry would let him know that he is missed. Commissioner Carter would also like to see something in the way of an annual work plan/committee goals. Barry added that unless absolutely nothing is happening in the city in terms of development - the commission will be hard pressed to find more things to do and that the commission is going to stay plenty busy.

5. DIRECTOR'S REPORT

Barry shared that we are in final selection process for our associate planning position. Nothing else beyond that to report.

6. GOOD OF THE ORDER

a. Open Discussion

Jeff led an open discussion on his position as Chair.

Asked commissioners if his opinions got in the way of his position as Chair? Followed up by asking if he cuts anyone short? The consensus was that he does not.

Asked if anyone gets upset that he uses informal names instead of commissioner *blank*? The consensus was that the do not.

He asked for any additional feedback. Commissioner Hall said that she believes he is doing a great job - passionate and that's ok. Commissioner Butler said that he concurs with Commissioner Hall, experienced Jeff being respectful and enjoys the informalities but the seriousness when it is needed. Commissioner Coonts said that she appreciates Jeff's critical thinking that allows him to bring something up that she may not have thought of otherwise. Barry stated that he appreciates the passion and the conversations that come about. Commissioner Lowe appreciates that he allows everyone to share their opinions and feelings.

7. ADJOURNMENT

MOTION to adjourn 7. ADJOURNMENT; moved by Dan Butler seconded by Elizabeth Hall.

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

NO: None

ABSTAIN: None

The vote Passed.

Respectfully submitted,

Travis Simmons

Travis Simmons
Commission Clerk

Jeff Carter

Jeff Carter
Commission Chair

Minutes approved at a regular Planning Commission meeting held on 11/16/21.