

**CITY OF SEQUIM
PLANNING COMMISSION MEETING
ONLINE MEETING
NOVEMBER 16, 2021**

1. CALL TO ORDER

- a. 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

- b. Pledge of Allegiance

2. APPROVAL OF MINUTES: October 19, 2021

MOTION to approve Minutes as amended. by Dan Butler; seconded by Elizabeth Hall.
Carried Unanimously.

3. NEW BUSINESS

- a. Land Division Code

Department of Community Development Senior Planner, Tim Woolett, led a discussion on updating the subdivision code to a land division code.

Divisions of property are some of the most important things that we do as a city and have some of the longest lasting impact. Goal of this change is to clean it up and make it more consistent with state laws.

The city is mandated by the state RCW 58.17 - state subdivision act - must govern division of property in accordance within those laws. We've been calling subdivisions "major or minor" instead of dealing with "subdivisions", 5 lots or more and "short subdivisions", 4 lots and under. The main purpose of these changes is to clean up the code and to get it more closely aligned with the state.

Commissioner Butler asked about the state code and how it relates to the city changing the density of Sequim, and wondered if the city is just trying to stay in step with the state code as it relates to density? Tim said that's correct, and that we closely follow the state's growth management act which greatly impacts density, we are asked by the state to accommodate growth.

Commissioner Downer asked about the allowing of cell towers and if they would be allowed in a subdivision? Tim stated that they would be allowed in the division of the property. They are not going to be allowed outright and will be subject to a review process.

Commissioner Carter asked about "purpose of determining conformance with state law, the general purposes of the comprehensive plan," and would like to see this read as "goals, policies and provisions of the Sequim Comprehensive Plan".

Commissioner Coonts asked if there is a section of the comprehensive plan that they should be paying special attention to as it relates to these changes? Tim stated the standards in this code come from the intent of the comprehensive plan for residential development and land use goals and policies to see what we are looking for. Commissioner Coonts followed up and asked if she is to assume that the changes are going to be recommending are going to be before the comprehensive plan update, so how do we move forward if we make changes to the code and two years from now we revise the comprehensive plan in a way that does not align with these code changes? How can we avoid this? Tim is of the belief that these changes will align with any future updates of the comprehensive plan, however, if they are it would be apparent and we would be able to fix those.

Commissioner Carter asked about when a pre application conference requirements and how it states that they can be waived, so are they actually required? Tim stated that there is a provision that allows the Planning Director the ability to waive the pre application conference under certain circumstances. Commissioner Hall added that in her past work with the City of Sequim that this is not uncommon and is familiar with these types of exceptions existing.

Commissioner Carter asked about the Final Plat section stating that "a complete survey is done of the land", who does the survey? Tim explained that it must be a licensed surveyor to complete the final survey. He also added that everything prominent must be featured on the survey. Commissioner Carter followed up and asked about the Garry Oak tree and whether or not the surveyor would know what it is and if the survey would show them, Tim believes that the survey would likely show a Garry Oak, but it wouldn't be required and it isn't guaranteed that the surveyor would be able to identify them.

Commissioner Hall asked why we are calling these final plats and short plats instead of subdivisions and short subdivisions. Tim explained that the plat is a map - and that this is part of the process and must be the signed document.

Commissioner Downer asked about if someone is issued a permit, but then the state law changes during their project timeline, does that impact them? Tim explained that they would be vested under the old code/state law and not the newly adopted policies.

Commissioner Carter asked a question about how it states that a site analysis is to be done prior to the pre application conference - who does the site analysis? Tim explained that the applicant will do the site analysis. Commissioner Carter asked if they would be

required to hire a professional to do this? Tim said yes. Commissioner Carter also asked if this is due prior to the pre application conference? Tim stated that it is not required, but that it can be helpful so it is more of a recommendation and not a requirement.

4. UNFINISHED BUSINESS

- a. Transient Accommodations (10/6/20)
- b. Rules and Procedures

Travis explained that the City Clerk is no longer working with the City and so this might take a bit more time to get adequately reviewed.

6. GOOD OF THE ORDER

- a. Open Discussion

Kathy Downer asked about the lots next to Jose's Salsa - who bought them? Tim said he doesn't know for certain, and doesn't want to gossip.

Commissioner Hall asked about getting a report for the infill ordinance that was passed about 6 months ago. Tim stated that there hasn't been anything to report yet.

Commissioner Hall asked about the status of the international property maintenance code? Tim stated that he hasn't heard anything about it and recommended bringing it up to Barry.

Travis explained that we will have two new open spots on the Planning Commission with Commissioners Downer and Lowe being elected as City Council members and that we will start the process of seeking applicants in the coming months. He also explained that Commissioner Coonts has agreed to stay on for another term with the commission after her term is set to expire at the end of the year.

7. ADJOURNMENT

MOTION to approve 7. ADJOURNMENT by Karen Mahalick; seconded by Julianne Coonts. **Carried Unanimously.**

Respectfully submitted,

Travis Simmons
Travis Simmons
Commission Clerk

Jeff Clark
Jeff Clark
Commission Chair

Minutes approved at a regular Planning Commission meeting held on 12/7/2021.