

**CITY OF SEQUIM  
PLANNING COMMISSION MINUTES  
ONLINE MEETING  
DECEMBER 7, 2021**

1. CALL TO ORDER

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

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

- b. Pledge of Allegiance

2. APPROVAL OF MINUTES: November 16, 2021

**MOTION** to approve Minutes as amended for November 16, 2021.; moved by Karen Mahalick seconded by Julianne Coonts.

YES: Jeff Carter, Karen Mahalick, Julianne Coonts, Dan Butler

NO: None

ABSTAIN: None

**The vote Passed.**

3. NEW BUSINESS

- a. Parks Master Plan

Interim Public Works Director, Sarah VanAusdle introduced the Parks and Open Spaces Master Plan and Conservation Technix consultant Steve Duh. She added that this plan must be adopted by March for grant funding.

Steve introduced himself and gave a brief presentation on the Parks and Open Spaces Master Plan and then opened it up for comments.

Commissioner Butler asked - as it relates to impact fees, are those collected off of property taxes or how is that collected? Steve explained they are applied to new developments at the building permit stage.

Sarah added that the Master Plan and Impact Fees will be going to the Council on January 10th, and then plan is to have a public hearing on the fees by February 14th.

Commissioner Mahalick asked - is this a complete overhaul of the existing parks plan? Steve said yes, this is more than just an update and is a fresh plan.

Commissioner Carter asked - did we have an input from Prairie Grange Garden Club? Steve explained that they were likely included in a group stakeholder discussion, but wasn't sure. Commissioner Carter added that he believes a splash pad in Pioneer Park might be a tough sell and asked why we are proposing it there? Steve's idea is providing it at the downtown is beneficial, but this is only a location that was noted as a viable option not a foregone conclusion. Sarah stated this will go out to public review, and we will certainly reach out directly to the Prairie folks.

Commissioner Carter wondered why there was no mention of Sequim as a "Tree City" and we were aware that we could identify trees as "legacy trees"? Sarah added that she had never heard of this, but believes that utilizing it is a magnificent idea.

Commissioner Mahalick asked about the various parks plan and designs for undeveloped land? Is that worked into this? Sarah explained that we will need individual master plans for each piece of land/park.

Commissioner Coonts asked - why can only a portion of Keeler be developed? Steve explained that this ties back to the original sale agreement as it must be reserved natural area and that he believes only up to 10 acres can be developed.

City Engineer Don Ctibor asked - did we consider revamping existing structures like the Carrie Blake skate park? Steve stated that they have engaged with local stakeholders associated with specific amenities and their interests in improving them.

**MOTION** to approve recommendation to schedule a Public Hearing for the Planning Commission and recommend that City Council hold an advertised Public Hearing and approve the proposed Parks and Recreation Master Plan.; moved by Karen Mahalick seconded by Julianne Coonts.

YES: Jeff Carter, Karen Mahalick, Julianne Coonts, Dan Butler

NO: None

ABSTAIN: None

**The vote Passed.**

#### **b. Comprehensive Plan Amendment Updates**

Tim gave an update on the comprehensive plan staff update prepared by Community Development Director, Barry Berezowsky.

Changing EOA and HTLI zones not being recommended by staff at this point in order to defer to the larger comprehensive plan update. There has been a lot of study and review put into these zones, and we want to ensure we look at these carefully before changing them.

There was one request to change a zone to allow multi-family usage that will be addressed. Staff has made a recommendation to open up R4-8 to allow for more multi-family zones which would take care of this request.

We will continue to have discussions about the outright denial of private streets. With private streets that are currently allowed, we do not have to grant them. All private streets must now be built to city standards unlike they were in the past.

Commissioner Coonts asked - for clarification regarding CPA-21-001 - the planning commission can review this one before larger comp plan overhaul, is the reason because we aren't changing the zoning we're just allowing more housing? Tim explained that this will also likely be addressed by the staff proposal for allowing multi-housing instead of doing a spot-zone.

Don asked about the infrastructure available for current single family housing zones would it be able to handle multi family? Tim stated that this is something that should be addressed as things progress.

Commissioner Mahalick asked when this will tentatively come back to us? Tim thinks it will come back in January.

Commissioner Carter added that he appreciates the staff recommendation for putting off CPA21-003 and 006, but was surprised to not put off the private street one as it was also part of a larger study. Tim stated that the private street recommendation will still require serious consideration and review.

#### 4. UNFINISHED BUSINESS

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

Nothing to report at this time.

- b. Rules and Procedures (10/19/2021)

Nothing to report at this time.

- c. Land Division Code (11/16/2021)

Tim picked up from where we left off from the previous meeting and gave an update on some of the changes that were made.

Commissioner Mahalick had a question regarding section 17.28.040 and the phrasing of "reasonable landscape", what does reasonable mean? She also questioned why it says, "should be done". Tim suggested changing it to say, "City approved landscaping will be provided..". Commissioner Mahalick stated that the section is currently too vague. Tim would also like this to be consistent with title 18 of the Sequim Municipal Code.

Commissioner Carter asked a process question - were all of these changes passed through any other committees or legal teams? Tim stated that he started making these changes back in June and has been sending them to "code scrub" for review as needed

and added that nothing will be brought to the committee that hasn't been reviewed by others first.

## 5. DIRECTOR'S REPORT

Nothing to report.

## 6. GOOD OF THE ORDER

### a. Open Discussion

Jeff discussed wanting to talk with the group about voting for a Vice Chair and Chair in January - should we wait for new members or proceed? The committee would like to proceed with the vote with current members and onboard new members as soon as possible.

## 7. ADJOURNMENT

**MOTION** to approve 7. ADJOURNMENT; moved by Dan Butler seconded by Julianne Coonts.

YES: Jeff Carter, Karen Mahalick, Julianne Coonts, Dan Butler

NO: None

ABSTAIN: None

**The vote Passed.**

Respectfully submitted,

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Travis Simmons  
Committee Clerk

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Jeff Carter  
Committee Chair

Minutes approved at a regular Planning Commission meeting held on 1/4/2022.