

**CITY OF SEQUIM  
PLANNING COMMISSION MINUTES  
ONLINE MEETING  
JANUARY 4, 2022**

**1. CALL TO ORDER**

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

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

- b. Pledge of Allegiance

**2. APPROVAL OF MINUTES: December 7, 2021**

**MOTION** to approve 2. APPROVAL OF MINUTES: December 7, 2021 by Dan Butler; seconded by Karen Mahalick. **Carried Unanimously.**

**3. NEW BUSINESS**

- a. Parks Master Plan – Public Hearing

Interim Public Works Director, Sarah VanAusdle led the public hearing on the Parks Master Plan. She also introduced new Parks Manager - Hannah Merrill. She explained that Hannah will be the one to present future things involving parks projects.

Commissioner Carter opened the public hearing. Sarah gave a brief recap of the past meeting's discussion on the Parks Master Plan as presented by Steve Duh from Conservation Technix. She explained that no changes have been made to the Parks Plan as it was presented at the previous meeting and asked if there were any further questions regarding the proposed plan.

Commissioner Carter asked if staff had any further questions from staff or commission and opened it up to the public. Community Development Director Barry Berezowky and Senior Planner Tim Woolett had nothing additional to add. There were no members of the public that cared to speak.

**MOTION** to approve moving forward with a City Council public hearing for the Parks Master Plan.; moved by Karen Mahalick seconded by Julianne Coonts.

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

NO: None

ABSTAIN: Elizabeth Hall

**The vote Passed.**

b. Home Div "B" SUB-19-001

Senior Planner, Tim Woolett, gave a brief background on Home Division B subdivision proposed by North Pointe Construction with Bruce Emery here on their behalf.

Commissioner Butler asked if we would be hearing from Bruce at all in regards to the public vs private roads dilemma? Tim explained that while this seems confusing is that we will put this to Council and they'll direct us on whether or not we will allow public or private streets. Tim also added that after speaking with HOA members currently being served by Comfort Way that they would be in favor of making their roadway public in order to better serve this proposed development.

Commissioner Mahalick asked about a previous subdivision not wanting construction vehicles coming through an existing subdivision - how are we going to avoid that with this? Tim stated that Public Works can dedicate a construction road that does not run through any existing neighborhoods. City Engineer, Don Ctibor added that we can request the developer delineate a "hall road" where heavy equipment will access as opposed to using the neighborhood streets. Commissioner Mahalick asked if this has been discussed? Bruce Emery stated that they have already discussed this kind of scenario with existing HOA that this is one of their concerns and it was agreed that construction vehicles would only use Comfort Way.

Commissioner Carter asked about construction time proposed as 7:30am-7:00pm, is that correct? Bruce believes it would be 7am-7pm during the week and 7am-5pm on Saturdays and nothing on Sundays. Barry suggested adding construction times and utilizing access roads and/or specific existing roadways for construction vehicles as conditions for approval, Tim agreed with this suggestion.

Commissioner Carter asked about the Garry Oak trees located within the development and whether or not the root systems could potentially be damaged by heavy construction equipment or storage? Bruce stated that there will be no equipment and no construction storage near the Garry Oaks and will be blocked off by orange construction fencing.

Commissioner Butler asked what the commissions options are for recommending to the City Council? How do we word our concerns/reservations in regards to private/public roads? Barry added that the conversation about roads is worthwhile, but at this time the only option is to build it with a public street in order to be compliant with the code. Commissioner Carter asked if it is possible to send this to Council with a condition that they work out public/private streets prior to approval? Barry stated that subdivisions must be supported by public roads, and that this current project does that so there is nothing to delay this project.

Commissioner Coonts asked that when the preceding subdivision was brought up and approved was the code different? And that as the currently proposed project stands,

and as it is being currently presented, they meet the code today? Tim stated that is correct.

Bruce made a last comment in regards to the presentation. He stated that the staff report that was presented is fine, but there were a few issues that he wanted to bring forward.

One issue to bring up was in regards to the public works comments being a reiteration of the project comments received back in 2019 and explained that they have already been addressed or proved that they weren't required - including the need for a traffic analysis. These are more or less comments instead of conditions and would like to see that some of these are struck from the record as they have all ready been taken care of. Commissioner Carter asked if we would still be requiring a new traffic impact analysis, and Don explained that if it is recent enough there would be no need for an additional one.

Bruce also mentioned that at the completion of phase 2 that they would propose a hammerhead turnaround to connect the roadway instead of completing the road. Commissioner Mahalick asked if there were any objections to the hammerhead road? Tim stated that one of the concerns is when a subdivision doesn't build out we have to decide if this is the configuration that we want to be left with. Barry added that this would be more of a fire issue and City Engineer Don Ctibor agreed. Tim added that we do also have a two access requirement if the development reaches a certain number of lots threshold which this project would meet, and Barry said if that is the case then that would be a good reason to require the road to be built out.

Lastly, there was mention of flooding in the area - want to be clear that there is flooding to the northwest of the property in an old ditch line, but none of it is on the site of the proposed development.

Barry and Tim suggested putting off the recommendation until the next Planning Commission meeting after hearing from Bruce and his concerns regarding the staff report in order to get it cleaned up before sending it to Council.

**MOTION** to table the application recommendation to go to City Council until next Planning Commission meeting. by Karen Mahalick; seconded by Elizabeth Hall. **Carried Unanimously.**

#### 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 (12/7/2021)

Tim stated this is going to its first code scrub tomorrow afternoon before coming back to the Planning Commission.

5. DIRECTOR'S REPORT

Barry informed the commission that he will be working remotely until his retirement until May. He will be helping the City transition to find his replacement.

6. GOOD OF THE ORDER

a. Election of Chair and Vice Chair

**MOTION** to approve a. Election to have Jeff Carter retain his title as Chair. by Dan Butler; seconded by Karen Mahalick. **Carried Unanimously.**

**MOTION** to approve a. Election of Julianne Coonts as Vice Chair. by Karen Mahalick; seconded by Elizabeth Hall. **Carried Unanimously.**

b. Open Discussion

Julianne wanted to float the prospect of dealing with AirBnBs and transient housing at large. This seems to be something that keeps coming up, and would like to see the Planning Commission start to talk about. Barry added that this is something that we will be taking a look at it in the near future, but that it is not something we can probably make a priority at this point - unless otherwise directed by Council.

7. ADJOURNMENT

**MOTION** to approve 7. ADJOURNMENT by Julianne Coonts; seconded by Elizabeth Hall. **Carried Unanimously.**

Respectfully submitted,

---

Travis Simmons  
Commission Clerk

---

Jeff Carter  
Commission Chair

Minutes approved at a regular Planning Commission meeting held on 1/18/22.