

**CITY OF SEQUIM
PLANNING COMMISSION MINUTES
PUBLIC MEETING
CIVIC CENTER – COUNCIL CHAMBERS
JUNE 7, 2022**

1. CALL TO ORDER

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

Present: Karen Mahalick, Elizabeth Hall, Jeff Carter, Dan Butler, Eileen Cummings, Alex Fane, Julianne Coonts

Absent: None

Excused: None

- b. Pledge of Allegiance
- c. Purpose Statement Reading

2. APPROVAL OF MINUTES: May 3, 2022

MOTION to approve 2. APPROVAL OF MINUTES as Conditioned: May 3, 2022; moved by Dan Butler seconded by Eileen Cummings.

YES: Karen Mahalick, Elizabeth Hall, Jeff Carter, Dan Butler, Eileen Cummings, Alex Fane, Julianne Coonts

NO: None

ABSTAIN: None

The vote Passed.

3. NEW BUSINESS

- a. Site Construction and Right-of-Way Permit

City Engineer, Don Ctibor presented on the changes to the site construction and right-of-way permit changes and relevant code updates.

Commissioner Hall asked about under 15.60.090 Time Limit - has concerns about tracking permits once they are issued? Do we have a new computer tracking system? Don explained that we do have an updated process for tracking projects and that there will be some new software coming by the end of the year that will help with this.

Commissioner Mahalick asked about "unless a longer or shorter period is specified by the Public Works Director" - why is a different timeline necessary? Public Works Commissioner Mahalick shared concerns about chapter 15.06.050 item 4 "conformance

with the following regulations, the most conservative regulation will govern, or as otherwise specified by the city engineer". Don stated that the most restrictive regulation, depending on the situation would govern. Commissioner Mahalick followed up that her biggest concern is with "or as otherwise specified". Don explained that this is for if there is a conflict or if there is something new that isn't covered by the current code.

Commissioner Carter asked about having some context of the "complicated matters" that led to these revisions being necessary and what some of the highlights of the ordinance are that address these? Don explained that when he started the building permit application process missed some of the necessary things that Public Works wanted to see in order to approve them. Commissioner Mahalick would like to see the new checklist. Commissioner Carter asked about the feedback that was received from the Building Community.

Commissioner Cummings asked about the timeline of getting permits reviewed, does this checklist help speed up that process? Don explained that because they know of what is up front that it does help.

Commissioner Mahalick reiterated her question about the intent of the wording in 15.06.050.

Commissioner Hall explained that she believes this is a good start for making this process easier for people to follow.

Commissioner Carter asked to follow up with the new checklist so that they can understand more before the public hearing.

MOTION to approve Scheduling a public hearing for the Planning Commission and subsequently forwarding the new SMC Chapter 15.06 Site Construction and Right-of-Way Permits to City Council for adoption.; moved by Dan Butler seconded by Karen Mahalick.

YES: Karen Mahalick, Elizabeth Hall, Jeff Carter, Dan Butler, Eileen Cummings, Alex Fane, Julianne Coonts

NO: None

ABSTAIN: None

The vote Passed.

b. Engineering Standards - Water

City of Sequim Associate Engineer, Austin Wagner gave a presentation on updating the water standards. This is a comprehensive update as they have not been touched since 2013.

Commissioner Mahalick asked where the standards come from? Austin explained that they came from a consultant that compared to local municipalities, larger cities, DOT and the American Water Works Association.

Commissioner Fane asked about the extremes of weather, any issues with current water systems? Austin explained that the extra cold typically only impacts the private meters, but the main infrastructure didn't have any issues.

Commissioner Hall believes that the standards presented are great, but is wondering if the water department staff at the shop were involved in providing input on these standards? Austin explained that the water crew reviewed these multiple times, and that everyone else involved in this process reviewed them.

Commissioner Cummings asked if there would be a schedule to continue to update these standards moving forward? Austin explained that we have the opportunity to make these revisions during a standard timeline, but that we can if need be.

Commissioner Carter asked about the technical drawings that were submitted and asked where they came from? Austin explained that these were made up by 5-6 engineers working on them and others come from Department of Transportation and AWWA.

Commissioner Carter asked about the chart in the comprehensive plan that shows very specific details for water standards and wondered if anyone reviewed it? Austin explained that a lot of the things in the Comprehensive Plan are driven by fire flow requirements.

MOTION to approve Scheduling a public hearing for the Planning Commission and subsequently forwarding approval of the Water Engineering Standards to the City Council.; moved by Alex Fane seconded by Eileen Cummings.

YES: Karen Mahalick, Elizabeth Hall, Jeff Carter, Dan Butler, Eileen Cummings, Alex Fane, Julianne Coonts

NO: None

ABSTAIN: None

The vote Passed.

4. UNFINISHED BUSINESS

a. Transient Accommodations (10/6/20)

Commissioner Carter asked about the status of reviewing AirBnBs and where we stand on similar rentals. Assistant Planner, Travis Simmons explained that some standards have been uploaded to the City's website, but that nothing has changed in how this is being enforced.

b. Rules and Procedures (2/25/2022)

Nothing to report at this time.

b. Land Division Code (12/7/2021)

Nothing to report at this time.

5. DIRECTOR'S REPORT

New Community Development Director, Steve Lachnicht explained that he is getting familiar with the regulations and state policies. He shared that he is working on some code updates for multiplexes and multifamily items.

Commissioner Mahalick asked how business is? Steve explained that it has appeared to have slowed a bit, but isn't certain that this is a trend.

6. GOOD OF THE ORDER

a. Open Discussion

Commissioner Butler asked to be excused from the June 21 meeting.

Commissioner Carter asked Steve what it was like in Florida relating to growth management act? Steve explained that there is a comprehensive plan in Florida, and that ordinances follow that plan, so the setup is very similar. Codes and ordinances must be consistent with the comprehensive plans, but recently legislature was introduced and started to deviate from that a little bit, but at its core it is very similar. Commissioner Carter asked if there have been any conversations about the 8yr comprehensive plan update that is coming up? Steve explained there hasn't been a plan put in place, but that he has had some conversations about starting this up in the next year or so.

Commissioner Fane asked Steve to speak to affordable housing and initiatives in Florida that could be applicable here in WA? Steve explained that some of the concepts in zoning maybe didn't serve everyone well and that mixed use development has a lot of advantages that cant be met by single zoning. Steve explained that he was part of developing a lot of mixed use zoning that were beneficial to those communities.

Commissioner Cummings asked Steve to provide some background about himself? Steve shared that he was born in NJ, family moved to FL and worked entire professional life in FL.

Commissioner Coonts asked Steve about his time in Florida - did you do much with affordable housing and short-term rentals? Any obstacles, or successes that he's experienced? Steve shared that AirBnB and short-term rentals has become more of a professional operation than it once was, and that it has no doubt impacted affordable housing. In terms of his experience with affordable housing, he explained that they made many code changes to the code to encourage affordable including - eliminating minimum lot sizes, removing special conditions for multiplexes and loosening restrictions on ADUs.

Commissioner Carter asked City Manager, Matt Huish to share some things about himself. Matt shared his thoughts on current housing, and development trends that he's been in touch with. Commissioner Carter followed up by asking what are the obstacles

or opportunities that he sees with this job? Matt explained that he was attracted to the Senior Management Team and the challenge of managing a City.

Commissioner Fane asked for a 30,000ft overview of the Hearing Examiner. Steve shared that the Hearing Examiner will be overseeing Quasi-Judicial decisions, and that the Planning Commission will still deal with legislative work such as code amendments.

7. ADJOURNMENT

MOTION to adjourn 7. ADJOURNMENT; moved by Eileen Cummings seconded by Dan Butler.

YES: Karen Mahalick, Elizabeth Hall, Jeff Carter, Dan Butler, Eileen Cummings, Alex Fane, Julianne Coonts

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 7/5/2022.