



CITY OF

SEQUIM

DEPARTMENT OF COMMUNITY DEVELOPMENT

SEQUIM PLANNING COMMISSION

Civic Center

152 West Cedar Street

Sequim, WA 98382

6:00 P.M.

Tuesday, August 15, 2017

Agenda

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL:**
PC: Janisse, Mahalick, Protze, Shah, Smith, Wendt and Wiseman.
- 2. APPROVAL OF MINUTES:** July 18, 2017
- 3. ITEMS FROM THE PUBLIC NOT ALREADY ON THE AGENDA**
- 4. NEW BUSINESS**
 - a. **Comprehensive Plan Amendment Docket:** Update/Discussion - Barry Berezowsky
- 5. UNFINISHED BUSINESS - None**
- 6. DIRECTOR'S REPORT**
- 7. GOOD OF THE ORDER**
- 8. ADJOURNMENT**

Next Meetings: September 5, 2017 (tentative)

**SEQUIM PLANNING COMMISSION
Public Meeting
Sequim Civic Center
152 West Cedar Street
Sequim, WA 98382
6:00 P.M.
Tuesday, July 18, 2017**

Minutes

CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL:

Present: Jon Wendt, Roger Wiseman, Olaf Protze, Gary Smith, Karen Mahalick.
Excused: Ankur Shah
Absent: Brandon Janisse

APPROVAL OF MINUTES: June 6, 2017

ITEMS FROM THE PUBLIC NOT ALREADY ON THE AGENDA

None

NEW BUSINESS

- a. **Public Hearing.** For the addition of two FLUPYs at John Wayne Marina

The item was moved behind the CIP presentation.

- b. **Capital Improvement Program**

Matt Klontz, City Engineer presented a capital improvement projects within the city. He discussed sewer lines that needed to be replaced in 2018 on West Fir St and Willow Street.

Karen Mahalick, Commissioner Chair asked how long are the life expectancy of the mains.

Klontz replied that they can last about 35 years.

Commissioner Jon Wendt asked if the improvements are to accommodate growth.

Klontz stated that yes and there will be a need for more capacity in the future when the Jamestown S'Klallam Tribe needs to connect.

Klontz discussed the need to extend utilities on E Hendrickson and down 9th Ave.

Wendt asked if the City has the right of way for the 9th and Hendrickson extension.

Klontz stated that the City does not have the right of way for Hendrickson, but 9th Ave, yes. The City has a 60 foot right-of-way between W Fir and Brackett.

MOTION to move to find the proposed 2018-2023 - Matt Klontz by Jon Wendt; seconded by Karen Mahalick. **Carried Unanimously.**

Public Hearing. For the addition of two FLUPYs at John Wayne Marina

Open public hearing at 6:22pm

Public Hearing presentation on Floating Upweller Systems made by Jessica Dulin, Department of Community Development Specialist.

Chairman Mahalik – Are nutrients coming off the oysters?

Ralph Riccio, Shellfish Biologist at 1575 Chicken Coop Road. Oysters consume the plankton and do not release any significant amounts of nutrients.

Mahalik - No chemical nutrient? Correct.

Riccio explained ocean acidification and the unpredictable reproduction of oysters in the wild. They have a hatchery in Kona and in the Hood Canal. FLUPSY's in Sequim are big part of that process.

Commissioner Wiseman stated that he remembers how impressive the process was in 2015 and asked if four full-time jobs will be created.

Riccio said there is a possibility of even more than four jobs. The addition of two more FLUPSYs will create a need for more employment.

Wendt – sated that these FLUPSYs are very unobtrusive.

MOTION to move to approve the Shoreline Master Program Substantial Development Permit, subject to the condition of approval, as supported by the Findings of Fact, and Conclusions of Law and Order by Roger Wiseman; seconded by Olaf Protze. **Carried Unanimously.**

Closed public meeting 6:39pm

c. Transportation Improvement Program

Matt gave a presentation for a 6 year transportation improvement project.

MOTION to move to recommend that the City Council adopt the Resolution No. R2017-16, the 2018-2023 Transportation Improvement Program in conformance with the City Comprehensive Plan and to transmit the finding to the City Council as a basis for adoption. by Jon Wendt; seconded by Roger Wiseman. **Carried Unanimously.**

UNFINISHED BUSINESS

None

DIRECTOR'S REPORT

Department of Community Development Manager, Barry Berezowski stated that Jennie's Meadows is back in the office. He is working on the Willow Creek Subdivision and working with staff and consultants with the Hull property. He received a request that 5 items from the Comprehensive Plan should be revisited.

GOOD OF THE ORDER

None

ADJOURNMENT

MOTION to adjourn by Jon Wendt; seconded by Olaf Protze. **Carried Unanimously.**

Respectfully submitted,

Ann Hall
Secretary to the Commission

Karen Mahalick
Chair

Minutes approved at meeting on August 15, 2017

**PLANNING COMMISSION
AGENDA COVER SHEET**

MEETING DATE: August 15, 2017

FROM: Barry Berezowsky, Community Development Manager

BB
Initials

SUBJECT/ISSUE: Comprehensive Plan Amendments Update

Discussion dates			
CATEGORY	<input type="checkbox"/> City Manager Report	<input type="checkbox"/> Information Only	Time Needed for Presentation 10 mins.
	<input type="checkbox"/> Public Meeting	<input type="checkbox"/> Consent Agenda	
	<input checked="" type="checkbox"/> Unfinished Business	<input type="checkbox"/> New Business	
Charles P. Bush, City Manager		CPB	8/8/2017
Joseph D. Irvin, Assistant City Manager		JDI	8/2/2017
Kristina Nelson-Gross, City Attorney		KNG	8/8/2017

PROBLEM/ISSUE STATEMENT:

In response to the public’s interest in amending the City’s recently adopted Comprehensive Land Use Plan the City Council set a docket that includes five (5) potential text amendments to the Comprehensive Plan. These are:

- 1) Increasing the amount of commercially zoned property on the Future Land Use Map (FLUM). In particular, property located along major arterials (especially at intersections) should not be single family detached.
- 2) Delete the adjective “detached” when associated with single family in R4-8 districts. Zero lot line attached or duplexes, common in Sequim, should be permitted because of their greater affordability.
- 3) Revisit the desirability of maintaining the grid structure when away from the downtown and commercial areas. We may want to change from mandate to preference. Consumer preference and security/safety issues may require greater consideration.
- 4) Revisit the mandate for garages in the rear. This is certainly aesthetically preferable, but there may be countervailing considerations.
- 5) Evaluate the locations of the HTLI zoning district. The main question is whether this zoning district should be relocated to a less visible area of the city.

Staff Comment: staff has entered into a contract with E. D. Hovee & Company, LLC to address the five items requested for review by the City Council.

Amendment Request Submitted by Bruce Emery on Behalf of Green Crow Properties.

- 6) a) Existing Subdivisions with Incomplete Phases
This requested amendment would “vest” incomplete subdivisions to the development standards in affect at the time of initial application and be unaffected by amendments to the City’s zoning and development standards. The proponent suggests this is necessary to ensure projects that have taken some time to complete do not face redesign in ways that, while complying with the current code, would make future phases incompatible with phases already constructed under a different version of the City’s code and development regulations.

For example, requiring sidewalks per updated street standards for an unbuilt phase would make it incompatible with already built phases that were not required to build sidewalks.

To achieve the desired result the proponent proposes the City amend at least 8 policies in significant ways that, for all intents and purposes, allows the development of large tracts of land in conformance with development standards and regulations that are no longer valid.

- b) Attached, Zero Lot-Line Development

The requested amendment suggests amending language referencing infill development and the “new urbanism” model of residential development primarily contained in Comprehensive Plan policy’s 3.2.1, 3.2.2, 3.2.3, 3.4.3 & 4.2.3, 4.3.9, 6.1.1,.

The proponent suggests the Council adopt a zero lot line development approach to allow attached single-family homes in the R4-8 zoning district. This type of development is distinguished from duplexes because each unit exists on its own lot and can be sold separately from the abutting unit.

Staff Comment: Staff believes that some, if not a great deal, of Green Crow’s issues may be addressed by the consultants work on the five items above.

ATTACHMENT(S):

(1)Scope of Work

DISCUSSION/ANALYSIS:

As staff has started to work with the Sequim Municipal Code (SMC) and discuss implementation of the Comprehensive Plan policy’s into code language some issues surfaced that staff believes the Council should revisit during this process to either reaffirm the Council’s support of code language and Comprehensive Plan policy or to direct staff to make appropriate changes to the code and Comprehensive Plan to resolve the identified issue areas.

Therefore, staff is asking the City Council to provide clarification and direction in regards to the following additional code and Comprehensive Plan language.

- 7) Remove/amend references to planned density ranges and minimum (5,400 sq. ft) and maximum (14,500 sq. ft.) lot sizes in SMC 18.20.050 Single-Family Residence – R4-8 Zone Table, Ordinance No. 2017-12 and Figure 3.B Future Land Use Plan Designations, Uses, Densities and Probable Zones, Sequim Comprehensive Plan, 2015-2035.

Staff Comment: While minimum and maximum lot sizes are reasonable bulk and dimensional standards, they are typically found in the zoning codes and not appropriate for inclusion in a city's Comprehensive Plan. In addition, the language in the Comprehensive Plan and Zoning Code prohibits everyone who owns over 58,001 sq. ft. of property (1.33 acres) from short platting one, two, three or four parcels and selling one or more of the lots to raise money for any reason (i.e. medical, collage, house improvements). Instead they would have to go through a Major Subdivision process and final the plat process before they could sell a lot or two to raise some funds. This process usually costs in the hundreds of thousands of dollars and takes much time.

The consequence of placing such language in the City's Comprehensive Plan has already impacted two property owners and we are certain, by looking at the city's lot/parcel pattern, are only the tip of the "ice berg".

- 8) Reconsider the "prescriptive" language on page 23 of the Comprehensive Plan in which policy 3.4.3 states Promote a sociable neighborhood by ensuring "street friendly" housing design with open front yards, sitting porches/terraces, and view windows that connect the home and the street" The discussion section of this policy states that it is "[t]he intent of this policy is to make the social feature of a front porch or terrace an element of every home,..."

Staff Comment: While the Council may be interested in providing prescriptive design guidance for future residential development, the Comprehensive Plan is not the place for such guidance and Council may decide to reconsider whether requiring such design requirements throughout all new future city development is truly the Council's desire.

FINANCIAL IMPACTS:

Staff is currently working on the aforementioned amendments (1-6) and other than requiring a modest amount of staff time to complete the suggested amendments 7 and 8 there are no additional financial impacts.

STAFF RECOMMENDATION:

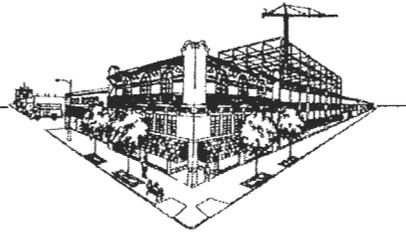
No Recommendation Needed

MOTION:

No Motion Needed.

**E. D. Hovee
& Company, LLC**

Economic and Development Services



PROPOSAL MEMORANDUM

To: Barry Berezowsky & Joe Irvin – City of Sequim
From: Eric Hovee
Subject: 2017 Sequim Comprehensive Plan Review
Date: July 14, 2017

With this year's annual review of the Sequim Comprehensive Plan, there are five specific potential amendments for which the City of Sequim is interested in having an independent third party analysis conducted. What follows is a proposed scope of services to be undertaken jointly by the economic and development consulting firm E. D. Hovee & Company, LLC (as prime consultant) together with the planning firm BergerABAM (subconsultant).

This proposal is organized to cover the following topics:

Potential Amendments for Independent Review
Project Responsibilities
Budget & Schedule
Next Steps

Please consider this as a *preliminary proposal*, subject to refinement as best needed to meet City objectives.

POTENTIAL AMENDMENTS FOR INDEPENDENT REVIEW

For each of five potential amendments, a proposed approach to the independent analysis is outlined for City consideration.

1) Increasing the amount of commercially zoned property on the Future Land Use Map (FLUM). Property located along major arterials (especially at intersections) may be considered as a more appropriate use than single family detached residential.

We will rely on mapped and tabular information as provided by the City as a starting point for this analysis. A particular focus of our analysis will be on the extent to which potential re-

designations affect the ability to achieve Comprehensive Plan objectives of the City for residential and commercial development. Also considered will be existing use and suitability of the affected properties for residential versus commercial development– in terms of such factors as adjoining uses, traffic/pedestrian circulation, and neighborhood character. Recommendations will be made as to potential generalized locations for re-designation together with supporting policy rationale.

2) Delete the adjective “detached” when associated with single family in R4-8 districts. Zero lot line attached or duplexes, common in Sequim, would be permitted because of their greater affordability.

The Sequim Comprehensive Plan Land Use Chapter will be reviewed to identify potential conflicts with removing “detached” from the description of typical land uses in the R4-8 Zone (Single-Family Residential District). We will consider the implications of allowing additional residential product types, such as zero lot line attached units or duplexes, in the R4-8 zone. A policy recommendation will be based on a review of the comprehensive plan and discussions with City staff; a housing needs analysis will not be conducted.

3) Revisit the desirability of maintaining the grid structure when away from the downtown and commercial areas. The City may want to change from mandate to preference; consumer preference and security/safety issues may also require greater consideration.

We would suggest a matrix evaluation of factors that support a grid or more flexible local circulation system with future developments. Factors of potential importance in making a determination of appropriate street patterns include street connectivity, emergency vehicle access, planned land use and parcelization pattern, topography and critical land constraints, compatibility with neighboring existing uses, market preferences, security/safety and wayfinding. Policy recommendation may include identifications of conditions for development plan review and approval.

4) Revisit the mandate for garages in the rear. This is certainly aesthetically preferable, but there may be countervailing considerations.

The City’s existing comprehensive plan language will be reviewed in relation to garage placement – including provision of two case study examples from other jurisdictions of varying garage placement standards. Based on the review of the comprehensive plan and case study examples, a policy recommendation to maintain or revise the rear placement for garages or to allow greater flexibility will be made together with supporting rationale.

5) Analyze the location of High-Tech Light Industrial (HTLI) and study whether it should be placed in a less visible area(s).

The consultant will review the HTLI locations on the future land use map, the purpose of the HTLI Districts as identified in the comprehensive plan, and the development standards for the HTLI zone included in the Sequim Municipal Code. Analysis and recommendations will be made

from three perspectives: a) market and economic preferences for high tech industries, b) aesthetic values and potential mitigation; and c) alternative sites or areas within the Sequim UGB potentially or more suitable for HTLI use. Analysis will include evaluation of options considered. followed by a policy recommendation together with supporting rationale.

PROJECT RESPONSIBILITIES

Consultant Responsibilities

E. D. Hovee will take primary responsibility for evaluations associated with work task items 1 and 3 as described above. BergerABAM will have primary responsibility for items 2 and 4. The two firms will jointly participate in the item 5 evaluation.

Assumptions:

- Policy recommendations will be based on a planning-level review of the comprehensive plan and discussions with City staff.
- No buildable lands, housing needs or detailed employment analyses will be conducted.
- No graphics/maps are included.
- One round of city review of the memorandum, followed by submittal of final documentation.

Deliverables:

- Participation in one kick-off meeting and/or teleconference of 1-2 hours with City staff.
- Brief draft and final (up to 10-page) memorandum identifying research findings and policy recommendations – covering all five proposals evaluated.
- Participation by project manager in one Planning Commission or City Council meeting (ideally conducted as a joint workshop)
- *Optional:* Participation in separate public meeting/open house

City Responsibilities

The City of Sequim will take primary responsibility for all procedural items, preparing associated code-specific amendments, and providing mapped information as appropriate. City staff will also organize and conduct all meetings – including Planning Commission, City Council and/or public open house.