

**DRAFT**  
**SAN JUAN COUNTY PLANNING COMMISSION MEETING**  
**MINUTES OF THE AUGUST 20, 2021 MEETING**

The meeting of the San Juan County Planning Commission was called to order by Chair, Camille Uhlir, at 8:30 a.m. in the County Council hearing room, Legislative Building, 55 Second Street, Friday Harbor, and San Juan Island.

**Planning Commission**

**Members Present:** By Microsoft Teams: Camille Uhlir (out at 4:20 p.m.), David Kane, Steve Rubey, Sheila Gaquin, Dale Roundy, Steve Smith, Nick Knoellinger and Michael Pickett.

**Planning Commission**

**Members Excused:** Matt Ellingson

**Department of Community Development (DCD) Staff**

**Present:** Present in person: Lynda Guernsey, AS II.  
By Microsoft Teams: Erika Shook, Director; Adam Zack, Planner III; and Sophia Cassam, Planner I.

**Administrative Items**

- Confirm Agenda – Agreed upon to move the vacation rental cap agenda to first place on the agenda.
- Minutes of July 16, 2021  
Moved by Michael Pickett, seconded by Camille Uhlir, to approve the minutes as submitted. Dale Roundy-yes, Steve Rubey– yes, David Kane–yes, Sheila Gaquin–yes, Steve Smith–yes, Nick Knoellinger–yes, Michael Pickett – yes, Camille Uhlir–yes. Motion passed unanimously.
- DCD Update – Erika Shook, Director
  1. Update on building permits.
  2. Update on the 2021 Annual Docket.
  3. Update on the Comprehensive Plan.
  4. Meetings will still be virtual for now.
  5. The pros and cons of using the chat feature on Microsoft Teams were outlined and the Planning Commission will have to decide how they want to proceed.
  6. Erika Shook reminded the Planning Commission that this would be her last meeting with them as she is leaving the County.

Erika then responded to question and comments from the Planning Commission. The Commission thanked her for the work she has done.

**Public Access Time** – The following spoke:

- Valerie Jusela, Orcas Island   Kai Sanborn, Lopez Island   Greg & Heather Oaksen, Orcas Island  
 Kyle Loring, Representative, Friends of the San Juans   Brent Lyles, Executive Director, Friends of the San Juans
- Diane Berreth, Orcas Island   Nathan Donnelly, Lopez Island   Leith Templin, Chair EPRC, Orcas Island  
 Caitlin Hardy, San Juan Island   Ben Bama, San Juan Island   Brad Brown, Orcas Island

Michelline Halliday, San Juan Island   Toby Cooper, Orcas Island   Chom Greacen, Lopez Island  
Karen Speck, Orcas Island   Vicki Leimback, Orcas Island   Michael Durland, Orcas Island  
Liz Lafferty, Lopez Island   Julie Greene, San Juan Island   Jill Patten, San Juan Island  
Sara Patten, San Juan Island   Martin Agegian, San Juan Island   Judy Scott, Orcas Island  
Morris Palmer, San Juan Island   Christie Kocur, San Juan Island   Linda Bannerman, Orcas Island  
Anne Marie Shanks, Orcas Island   Andrea Cohen Orcas Island   Susan York, San Juan Island  
Kimberly Foley, Lopez Island

Public access time was closed with the option to reopen.

### **Vacation Rental Code Amendment Project Briefing – Erika Shook, AICP, DCD Director**

Erika Shook recapped the information from the last meeting and updated the Planning Commission with new information given to the County Council at their meeting on August 10, 2021. Erika let them know that staff is looking for direction as to what the Planning Commission might want to have brought back to them at the next meeting. She then responded to questions and comments from the Planning Commission.

Moved by Sheila Gauquin, seconded by Steve Rubey, that the Planning Commission ask County Council to set a cap on all short-term rentals in the county at a total of 405, which is the number of active and compliant permits as of July 31, 2021, and to allocate these permits by island as follows:

207 for Orcas

136 for San Juan Island

56 for Lopez

6 for non-ferry served outer islands

Cindy Wolf, District 2 Council Member, spoke.

Sheila Gaquin-yes, David Kane-yes, Nick Knoellinger-yes, Michael Pickett-yes, Dale Roundy-yes, Steve Rubey-yes, Steve Smith-yes, and Camille Uhlir-yes. Motion passed unanimously.

The Planning Commission thanked the community for their comments and recognizing that this is not the final step.

Moved by Steve Smith, seconded by David Kane, that County Council direct DCD to include in the annual report additional information. This would include: All existing information plus

- Number of nights rented in the prior year.
- Number of guests served in the prior year.
- Total lodging rental revenue for the prior year.
- Total lodging tax paid by the property in the prior year.
- Annual water usage report from water purveyor with monthly usage as available.

Sheila Gaquin-yes, David Kane-yes, Nick Knoellinger-yes, Michael Pickett-yes, Dale Roundy-yes, Steve Rubey-yes, Steve Smith-yes, and Camille Uhlir-yes. Motion passed unanimously.

Moved by Steve Smith, seconded by Michael Pickett, that the County Council direct DCD to immediately go to code enforcement for any permit which is currently out of compliance and to complete this process by the end of 2021. Sheila Gaquin-yes, David Kane-yes, Nick Knoellinger-yes, Michael Pickett-yes, Dale Roundy-yes, Steve Rubey-yes, Steve Smith-yes, and Camille Uhlir-yes. Motion passed unanimously.

Moved by Steve Smith, seconded by Nick Knoellinger, that the County Council direct DCD to dedicate one staff person to identify unpermitted vacation rentals, enforce the regulations and for this same staff person to manage all permitted vacation rentals. This position will be funded to the extent possible by vacation rental fees. The balance of the funding will come from the general fund. Sheila Gaquin-yes, David Kane-yes, Nick Knoellinger-yes, Michael Pickett-yes, Dale Roundy-yes, Steve Rubey-yes, Steve Smith-yes, and Camille Uhlir-yes. Motion passed unanimously.

### **Public Participation: Pop Ups, Open Houses, Town Halls, and Work Sessions – Adam Zack, Planner III**

Adam Zack gave a presentation on the proposed public participation strategies for the Comprehensive Plan update and responded to questions and comments from the Planning Commission.

By Consensus, the Planning Commission agreed to the Town Hall dates.

By Consensus, the Planning Commission agreed with the Town Hall meeting format.

### **Element B.2 Land Use and Rural: Urban Growth Area (UGA) Land Use- Friday Harbor UGA-Eastsound Issues-Lopez Village– Adam Zack, Planner III**

Adam Zack gave a presentation on the preliminary recommendations of the Friday Harbor UGA discussion process to date and the proposed areas of expansion. Adam then responded to questions and comments from the Planning Commission.

Moved by Sheila Gaquin, seconded by Camille Uhlir, to accept the preliminary recommendation to include areas 1. and 4. in the proposed Town of Friday Harbor UGA. Sheila Gaquin-yes, David Kane-yes, Nick Knoellinger-yes, Michael Pickett-yes, Dale Roundy-yes, Steve Rubey-yes, Steve Smith-yes, and Camille Uhlir-yes. Motion passed unanimously.

By Consensus, to table preliminary recommendation on areas 2. and 3. pending more information from the Town of Friday Harbor.

Adam Zack continued his presentation on the preliminary recommendations in the Eastsound UGA and responded to questions and comments from the Planning Commission. There are three issues being brought forward for the Eastsound UGA. The first area of discussion is increasing commercial and industrial capacity in the Service Light Industrial (SLI) designation.

Moved by Steve Smith, seconded by Sheila Gaquin, to accept the EPRC recommendation regarding Service Light Industrial designation which is Option A. Sheila Gaquin-yes, David Kane-yes, Nick Knoellinger-yes, Michael Pickett-yes, Dale Roundy-yes, Steve Rubey-yes, Steve Smith-yes, and Camille Uhlir-yes. Motion passed unanimously.

Staff will bring to the next meeting information about industrial capacity outside of the UGA.

Adam Zack continued his presentation on the preliminary recommendations in the Eastsound UGA and responded to questions and comments from the Planning Commission. The second area of discussion is density increase candidate areas.

Moved by Steve Smith, seconded by Nick Knoellinger, to table action on all three candidate areas until after our Town Hall meetings with community feedback on the subject of housing. Sheila Gaquin-no, David Kane-yes, Nick Knoellinger-yes, Michael Pickett-abstain, Dale Roundy-yes, Steve Rubey-yes, Steve Smith-yes, and Camille Uhlir-no. Motion passed with five yes votes, two no votes (Gaquin and Uhlir) and one abstention (Pickett).

Adam Zack continued his presentation on the preliminary recommendations in the Eastsound UGA and responded to questions and comments from the Planning Commission. The third and final area of discussion for the Eastsound UGA is the Orcas island Airport Overlay.

Moved by Steve Smith, seconded by Camille Uhlir, to adopt the June 4, 2021 staff report which refers us to the WSDOT recommendations to the Orcas Island Airport Overlay. Sheila Gaquin-yes, David Kane-yes, Nick Knoellinger-yes, Michael Pickett-yes, Dale Roundy-yes, Steve Rubey-yes, Steve Smith-yes, and Camille Uhlir-yes. Motion passed unanimously.

Adam Zack continued his presentation on the preliminary recommendations on the land use review Request 21-0001 submitted by Dean Frey for a re-designation change in Lopez Village, Lopez Village (LVR) Residential to Lopez Village Commercial (LVC) and responded to questions and comments from the Planning Commission.

Moved by Steve Rubey, seconded by Sheila Gaquin to accept the Lopez Village Planning Review Committee recommendation of no change. Sheila Gaquin-yes, David Kane-yes, Nick Knoellinger-yes, Michael Pickett-yes, Dale Roundy-yes, Steve Rubey-yes, Steve Smith-yes, and Camille Uhlir-yes. Motion passed unanimously.

#### **Deer Harbor Subarea Plan Amendments – Sophia Cassam, Planner I**

Sophia Cassam gave a presentation on the proposed changes to the Deer Harbor Subarea Plan and is looking for preliminary recommendations from the Planning Commission. Sophia responded to questions and comments from the Planning Commission. Sheila Gaquin also gave background information on the application as she had been a member of the Deer Harbor Plan Review Committee when it was brought forward for them to review.

Moved by Sheila Gaquin, seconded by Camille Uhlir, to accept the Deer Harbor Plan Review Committee's recommendation of Option A Remove the Deer Harbor Community Center Overlay from the Deer Harbor Hamlet Official Map as stated in the staff report dated August 6, 2021. Sheila Gaquin-yes, David Kane-yes, Nick Knoellinger-yes, Michael Pickett-yes, Dale Roundy-yes, Steve Rubey-yes, Steve Smith-yes, and Camille Uhlir-yes. Motion passed unanimously.

Moved by Michael Pickett, seconded by Camille Uhlir, to accept the Deer Harbor Plan Review Committee's recommendation of Option A Recommend the Deer harbor Subarea Plan Land Use Table text amendments as stated in the staff report dated August 6, 2021. Sheila Gaquin-yes, David Kane-yes, Nick Knoellinger-yes, Michael Pickett-yes, Dale Roundy-yes, Steve Rubey-yes, Steve Smith-yes, and Camille Uhlir-yes. Motion passed unanimously.

#### **New Business - Housing Discussion**

Steve Smith brought up the need for different types of housing and that housing should be discussed at the next meeting. Steve had about information about the housing types that he will forward to the Planning Commission, through Lynda Guernsey, for their review and discussion at the next meeting. The idea was also brought forward to develop question about housing and send them to the various housing groups for written response. Also, to have staff contact Ryan Paige, Housing Coordinator, to see if he could attend the next meeting.

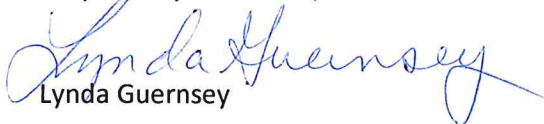
## Return to Admin Items

The Planning Commission asked Erika Shook if she had any words of wisdom to leave them with before she leaves the County, wished her good luck, and thanked her for her service.

## Adjournment

Moved by Michael Pickett, seconded by David Kane, to adjourn the meeting at 4:35 p.m. Motion was unanimously agreed upon by the Planning Commission. The next meeting of the Planning Commission is scheduled for Friday, September 17, 2021, at 8:30 a.m. in the County Council hearing room, Legislative Building, 55 Second Street, Friday Harbor, San Juan Island.

Respectfully submitted,

  
Lynda Guernsey

Links to the staff reports used for the meeting are below:

### **Vacation Rental Code Amendment Project Briefing – Erika Shook, AICP, DCD Director**

Staff Report: <https://www.sanjuanco.com/DocumentCenter/View/23420/>

### **Public Participation: Pop Ups, Open Houses, Town Halls, and Work Sessions – Adam Zack, Planner III**

Staff Report: <https://www.sanjuanco.com/DocumentCenter/View/23773/>

### **Element B.2 Land Use and Rural: Urban Growth Area (UGA) Land Use – Adam Zack, Planner III**

Friday Harbor UGA Staff Report: <https://www.sanjuanco.com/DocumentCenter/View/23671/>

Eastsound Issues Staff Report: <https://www.sanjuanco.com/DocumentCenter/View/23205/>

Lopez Village Staff Report: <https://www.sanjuanco.com/DocumentCenter/View/23670/>

### **Deer Harbor Subarea Plan Amendments – Sophia Cassam, Planner I**

Staff Report: <https://www.sanjuanco.com/DocumentCenter/View/23672/>