

**CITY OF SEDRO-WOOLLEY
PLANNING COMMISSION MEETING
MINUTES
October 15, 2019**

CALL TO ORDER: Chairman Eric Johnson called the meeting to order at 6:33 p.m.

PLEDGE OF ALLEGIANCE:

ROLL CALL: Present: Commissioners-Danielle Freiburger, Joe Franett, Stacy Penno and Eric Johnson

ABSENT: Joe Fattizzi, Maddox and Huggins

STAFF: John Coleman, Michelle Grace, Katherine Weir

APPROVAL OF CONSENT AGENDA/MINUTES: September minutes were approved as written.

GENERAL PUBLIC COMMENTS:

Karl de Jong, 1030 Warren Street, councilmember and the Chair of the City Council Planning Committee appreciates the process that the commission has been going through working towards creating an ADU ordinance. He thanked staff for putting together the purpose and intent of an accessory dwelling unit. That will create affordable units; provide homeowners with a means of obtaining rental income companionship and/or security while protecting neighborhood stability, property values and the single-family residential appearance of the neighborhood by ensuring that accessory dwelling units are installed under the conditions of this title.

UNFINISHED BUSINESS:

1. **Amendments to the Comprehensive Plan and development regulations to address Accessory Dwelling Units (ADU's): part of the 2019 Comprehensive Plan update process.**

Mr. John Coleman explained that revisions were made to the latest draft regulations that reflected the Commissioners recommendations. Such as, but not limited to:

- ADU shall not exceed 800 square feet, or nor more than 66 percent of primary dwelling floor area, whichever is smaller. The maximum height of an ADU shall not exceed 20 feet; except the height of a structure, containing an ADU over a garage (Carriage House) may be increased to 25 feet to match the existing roof pitch of the primary residence.
- The minimum size of an accessory dwelling unit cannot be less than 205 square feet.
- The ADU must have a separate entrance from the primary unit.

- The utilities between the primary dwelling unit and the ADU may be shared and may require upgrades to comply with utility regulations.
- Upon sale of the property, a new owner shall be required to amend the ADU registration, sign a new affidavit stating that the owner will live on site and pay the Sedro-Woolley authorization fee.
- An accessory dwelling unit shall not be transferable to any lot other than the lot described in the application

The Chair, Eric Johnson has received positive feedback as to the development of the ADU regulations and would maintain the small town feel that residents would like to maintain.

The Planning Commission continued to discuss the following topics:

- Maximum Occupancy: The Commissioners recommended using the wording out the City of Bellingham's code.
- The Commissioners suggested no minimum lot size because the current zoning regulations should regulate this.
- The Commissioners agreed that the property owner must live in one of the units for 6-months and at no time receive rent for the owner-occupied unit. Unless a hardship applies then the Planning Director can issue a variance.
- Require that existing ADU's will have an 18-month grace period to obtain permits so that health and safety inspections can be done.
- Esthetically the ADU should be similar to the main house.
- Adding language to require separate access for utilities for emergency shut off and billing purposes.

Planning Director Coleman, recommended to the Commissioners that a definition of an ADU be inserted into the ordinance that will address what an ADU actually contains. He also requested that the Commissioners think about if the City will be charging lower impact fees and if separate utility fees will be charged. Mr. Coleman will review fees from other jurisdictions to bring back to the Commissioners for further discussion.

With that, the Chair closed the conversation.

NEW BUSINESS:

None

PLANNING COMMISSION DISCUSSION/INFORMATION ITEMS:

Planning Director, Mr. Coleman gave an overview of a report that he put together for the Mayor to discuss at the Housing Summit. Planning Director Coleman reported that he would be scheduling a joint meeting with City Council for December 4, 2019.

City action on affordable housing funding per House Bill 1406 was discussed at last council meeting.

Adjourned

ADJOURNMENT- (Time: 8:36 p.m.)

A handwritten signature in cursive script, appearing to read "L. G. J. Lee".

PLANNING COMMISSION CHAIRMAN

A handwritten signature in cursive script, appearing to read "Mervine Grace".

PLANNING COMMISSION SECRETARY

Attendance: 4