



Approved as submitted at the April 19, 2024 Planning Commission Meeting.

**SAN JUAN COUNTY PLANNING COMMISSION MEETING
MINUTES OF THE FEBRUARY 16, 2024 MEETING**

The meeting of the San Juan County Planning Commission was called to order by Vice-Chair, Sheila Gaquin, at 8:30 a.m. in the County Council hearing room, Legislative Building, 55 Second Street, Friday Harbor, and San Juan Island. Chair Nick Knoellinger was participating while traveling and asked the Vice-Chair to aide in the running of the meeting.

Planning Commission

Members Present: By Microsoft Teams: Nick Knoellinger, Rick Hoffman, Sheila Gaquin, Serina Adams, and Gary Franklin.

Planning Commission

Member Absent: Peter Kilpatrick and Steve Smith.

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

Present: Present in person: Lynda Guernsey, AS II.
By Microsoft Teams: Sophia Cassam, Planner III, and Mark Tompkins, DCD Interim Director.

Administrative Items

Confirm Agenda

Sheila Gaquin requested time for an update from the Climate and Sustainability Committee that she is the liaison for.

By Consensus, the Planning Commission confirmed the agenda.

Minutes of January 19, 2024

Moved by Nick Knoellinger, seconded by Rick Hoffman, to approve the minutes as submitted.
Nick Knoellinger-yes, Gary Franklin-yes, Serina Adams-abstain, Rick Hoffman-yes, and Sheila Gaquin-yes.
Motion passed unanimously.

Climate and Sustainability Committee Update

Sheila Gaquin let the Planning Commission know that the firm of Cascadia Consultants has been hired to aide in writing the Climate Element for the Comprehensive Plan update. A sub-committee with be created from various groups will be created for input on the process which is to be completed by June 24, 2025.

Election of Officers

Sheila Gaquin made a nomination of Rick Hoffman for the position of Chair with no objections from the other members of the Planning Commission. Rick Hoffman agreed.

Rick Hoffman for Chair. Nick Knoellinger-yes, Gary Franklin-yes, Sheila Gaquin-yes, Serina Adams-yes, and Rick Hoffman-yes. Vote was unanimous. Rick Hoffman is the new Chair of the Planning Commission.

Rick Hoffman made a nomination of Sheila Gaquin for the position of Vice-Chair with no objections from the other members of the Planning Commission. Sheila Gaquin agreed.

Sheila Gaquin for Vice-chair. Nick Knoellinger-yes, Gary Franklin-yes, Sheila Gaquin-yes, Serina Adams-yes, and Rick Hoffman-yes. Vote was unanimous. Sheila Gaquin will continue as Vice-Chair of the Planning Commission.

Serina Adams volunteered for the position of Secretary with no objections from the other members of the Planning Commission. Nick Knoellinger-yes, Gary Franklin-yes, Sheila Gaquin-yes, Serina Adams-yes, and Rick Hoffman-yes. Vote was unanimous. Serina Adams is the new Secretary of the Planning Commission.

Public Access Time

There were no speakers for public access time.
Public access time was closed.

DCD Director Update

Mark Tompkins, Interim Director of DCD, did respond to a question about the search for a new DCD Director and mentioned that there were three candidates that will be interviewed soon.

Update from Sophia Cassam on the Comprehensive Plan

Sophia Cassam informed the Planning Commission that she hoped to be able to introduce the consultant for the Comprehensive Plan update at the Commission's March meeting. Gary Franklin attended the Housing Advisory Committee meeting and stated that Committee is really delving into the Housing Element and will be bringing their input forward to the Planning Commission maybe at the Commission's next meeting. Sophia Cassam gave a general idea of the grant money deadlines for the consultant work. The first half of the work will need to be done by June 30, 2024 and the second half by June 30, 2025. There was consensus from the Planning Commission to hit the road running on the Comprehensive Plan update, even if it meant extra meetings.

Sophia Cassam reminded the Planning Commission that they had decided at a previous meeting to put forward an Annual Docket Amendment and that the deadline for those is March 1, 2024. After discussion the following motion was made:

Moved by Nick Knoellinger, seconded by Gary Franklin to table an Annual Docket submission for workforce housing and other housing issues until a later date. Nick Knoellinger-yes, Gary Franklin-yes, Sheila Gaquin-yes, Serina Adams-yes, and Rick Hoffman-yes. Vote was unanimous.

Adjournment

It was moved by Nick Knoellinger, seconded by Rick Hoffman and unanimously agreed upon by the Planning Commission to adjourn the meeting at 9:40 a.m. The next meeting of the Planning Commission will be Friday, March 15, 2024 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