



Approved as submitted at the October 18, 2024 Planning Commission Meeting.

**SAN JUAN COUNTY PLANNING COMMISSION MEETING**  
**MINUTES OF THE SEPTEMBER 20, 2024 MEETING**

The meeting of the San Juan County Planning Commission was called to order by Chair, Rick Hoffman, at 8:35 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: Rick Hoffman, Sheila Gaquin, Serina Adams, Nick Knoellinger and Steve Smith.

**Planning Commission**

Member Absent: Peter Kilpatrick and Gary Franklin.

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

Present in person: Lynda Guernsey, AS II.  
By Microsoft Teams: Sophia Cassam, Planner III, Colin Maycock, Planner IV, and Kyle Dodd, DCD Interim Deputy Director.

**Otak Inc. Comp Plan Update  
Representatives:**

By Microsoft Teams: Mandi Roberts, Director of Planning

**Leland Consulting  
Representatives:**

By Microsoft Teams: Andrew Oliver, Senior Analyst and David Fiske, Associate

**Administrative Items**

**Confirm Agenda**

Sophia Cassam wanted to confirm that the 2024 Map Amendment for the Annual Docket has been withdrawn. LANDUSE-24-0105 Site Specific Redesignation for Shaw Island stated on the agenda to be continued to October 18, 2024 has now also been withdrawn.

**Minutes of August 16, 2024**

Moved by Sheila Gaquin, seconded by Serina Adams, to approve the minutes as submitted.  
Sheila Gaquin-yes, Serina Adams-yes, Steve Smith-abstain, Nick Knoellinger-abstain, and Rick Hoffman-yes.  
Motion passed with three yes votes and two abstentions (Knoellinger and Smith).

**Public Access Time**

There was no one wishing to speak.

**Update on the 2025 Comprehensive Plan – Sophia Cassam, Planner III**

**Review of the Draft Housing Needs Assessment**

Sophia Cassam introduced Andrew Oliver, Senior Analyst and David Fiske, Associate with Leland Consulting, the firm working with Otak, Inc. on the Comprehensive Plan Update. Andrew Oliver and David Fiske then gave a presentation of the Draft Housing Needs Assessment and responded to comments and questions from the Planning Commission.

**Briefing on the Six Year Transportation Program (TIP) – Jeff Sharp, Engineering Manager and Deputy Director, SJC Public Works**

Jeff Sharp gave a presentation of the 2025-2030 Six Year Transportation Program (TIP) and responded to questions and comments from the Planning Commission.

Moved by Sheila Gaquin, seconded by Serina Adams, to recommend the County Council accept the Six Year TIP and prioritize bike infrastructure. Sheila Gaquin-yes, Serina Adams-yes, Steve Smith-yes, Nick Knoellinger-yes, and Rick Hoffman-yes. Motion passed unanimously.

**Return to Administrative Items**

It was brought forward that this would be the last meeting for Planning Commissioner Nick Knoellinger whose term ends at the end of September. The Planning Commissioner's thanked Nick for his service and support to the community and Nick reiterated the same back to them.

**Adjournment**

It was unanimously agreed upon by the Planning Commission to adjourn the meeting at 10:12 a.m. The next meeting of the Planning Commission will be Friday, October 18, 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