



Approved at the January 17, 2025 Planning Commission meeting with correction of the name Nick to Steve as shown on

page 2.

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

The meeting of the San Juan County Planning Commission was called to order by Chair, Rick Hoffman, at 8:33 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, Gary Franklin, Steve Smith and Darcy Leach (tech difficulty, in at 8:45 a.m.).

Planning Commission

Member Absent: Peter Kilpatrick

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

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

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

By Microsoft Teams: Mandi Roberts, Director of Planning and Sarah Diekroeger, Planner

Leland Consulting

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

Administrative Items

Confirm Agenda

Rick Hoffman mentioned that he would need to leave the meeting by 9:30 a.m.
It was brought up by DCD staff that this would be the last meeting for Steve Smith as his term as Planning Commissioner would be ending and that Bill Bangs, Orcas Island, would be joining the Planning Commission in January.

Minutes of November 15, 2024

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

Public Access Time

There was no one wishing to speak.

Public hearing on proposed development code amendments regarding Vacation Rentals in Eastsound and Lopez Village Commercial designations- Sophia Cassam, Planner III

Sophia Cassam gave a presentation of the staff report for the proposed development code amendments regarding vacation rentals in Eastsound and Lopez Village Commercial designations, including Findings.

Public testimony was opened and the following spoke:

Eva Schulte, Executive Director of the Friends of the San Juans

There was no one else that wished to speak, and public testimony was closed.

Return to Sophia Cassam for further information and who then responded to questions and comments from the Planning Commission.

Deliberations

Moved by Darcy Leach, seconded by Sheila Gaquin, to accept Findings 1 through 4 as amended.

1. The vacation rental permit caps established by Ordinance 5-2022 were intended to limit vacation rentals in all designations except Master Planned Resorts.
2. Existing vacation rentals in the Eastsound Village Commercial and Lopez Village Commercial designations do not currently require permits to operate and are not limited by vacation rental permit caps.
3. Requiring a provisional use permit for vacation rentals in the Eastsound Village Commercial and Lopez Village Commercial designations will ensure the vacation rental permit caps limit vacation rentals in all designations except Master Planned Resorts.
4. Charging vacation rental permit fees would be an undue burden to existing vacation rental operators in the Eastsound Village Commercial and Lopez Village Commercial designations.

Sheila Gaquin-yes, Serina Adams-yes, Steve Smith- yes, Gary Franklin-yes, Darcy Leach-yes, and Rick Hoffman-yes. Motion passed unanimously.

Moved by Sheila Gaquin, seconded by Gary Franklin, to accept the following recommendations:

1. A provisional use permit shall be required for vacation rentals in the Eastsound Village Commercial and Lopez Village Commercial designations;
2. Existing vacation rentals legally operating and in compliance with the vacation rental standards in SJCC 18.40.275 prior to December 20, 2024, that wish to continue operating must apply for a permit that the DCD shall accept and grant regardless of permit caps, and the permit should be granted without requiring the one-time application fee;
3. Existing vacation rentals in the Eastsound Village Commercial and Lopez Village Commercial designations shall count toward the total number of permits per island, shall be subject to the vacation rental standards in SJCC 18.40.275, and shall pay the annual certificate of compliance fees; and
4. Permits for new vacation rentals are subject to the permit caps in SJCC 18.40.275(N).

Sheila Gaquin-yes, Serina Adams-yes, Steve Smith- yes, Gary Franklin-yes, Darcy Leach-yes, and Rick Hoffman-yes. Motion passed unanimously.

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

Briefing on Draft Land Capacity Analysis Results– David Fiske, Andrew Oliver, Leland Consulting

David Fiske and Andrew Oliver, from Leland Consulting, went through a presentation of their Draft land Capacity Analysis results, had discussion with and responded to questions and comments from the Planning Commission.

Briefing on Draft Element 4, Water Resources– Mandi Roberts and Sarah Diekroeger, Otak, Inc.

Sarah Diekroeger, from Otak Inc., went through a presentation of their report on the Draft Element 4, Water Resources Element that included comments from the public, the Climate Change Committee, and the Agricultural Resource Committee. Mandi Roberts, from Otak Inc., and Sarah Diekroeger then responded to questions and comments from the Planning Commission.

Briefing on Draft Element 1, Governance – Mandi Roberts and Sarah Diekroeger, Otak, Inc.

Sarah Diekroeger and Mandi Roberts, from Otak Inc., went through a presentation of their report on Draft Element 1, Governance and responded to questions and comments from the Planning Commission.

Briefing on Draft Element 9, Historical and Archaeological Preservation – Mandi Roberts and Sarah Diekroeger, Otak, Inc.

Sarah Diekroeger and Mandi Roberts, from Otak Inc., went through a presentation of their report on Draft Element 1, Governance and responded to questions and comments from the Planning Commission.

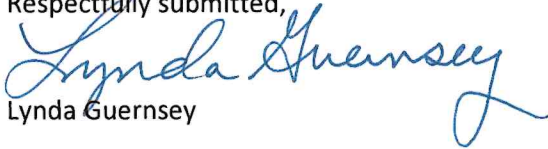
Return to Administrative Items

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

Adjournment

Moved by Steve Smith, seconded by Gary Franklin to adjourn the meeting at 12:13 p.m. the Planning Commission was unanimous in agreement. The next meeting of the Planning Commission will be Friday, January 17, 2025 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