



Approved as submitted at the January 16, 2026 Planning Commission Meeting.

**SAN JUAN COUNTY PLANNING COMMISSION MEETING
MINUTES OF THE DECEMBER 19, 2025 MEETING**

The meeting of the San Juan County Planning Commission was called to order by Chair, Rick Hoffman, 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: Rick Hoffman, Sheila Gaquin in at 8:46 a.m., Bill Bangs, Peter Kilpatrick, and Gary Franklin.

Planning Commission

Member Absent: Serina Adams

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

Present: Present in person: Lynda Guernsey, AS II.
By Microsoft Teams: Sev Jones, DCD Director; Sophia Cassam, Planner III AICP

Administrative Items

Confirm Agenda

There were no changes to the agenda.

Minutes of November 21, 2025

Moved by Bill Bangs, seconded by Gary Franklin, to approve the minutes as submitted. Bangs-yes, Peter Kilpatrick-yes, Gary Franklin-yes and Rick Hoffman-abstain. Motion passed three yes votes and one abstention (Hoffman).

Update from DCD Director Sev Jones

Sev Jones updated the Planning Commission on several items:

- Congratulations on getting the Comp Plan Periodic Update forward
- The budget issues
- Consultant usage going forward
- Code amendments
- Hiring of Code Enforcement Officer
- Evaluation of the fee schedule

He then responded to questions and comments from the Planning Commission.

Planning Commission Annual Report 2025 and Annual Workplan 2026 – Sophia Cassam, AICP, Planner III

Sophia Cassam presented the Annual Report for 2025 to the Planning Commissioners and responded to questions and comments from them. The Planning Commission requested more time to review the document, and since the document has a deadline for January to the County Council office, and that is before the Planning Commission's next meeting, the date of Friday, January 2, 2026, was given for any comments or changes to be made.

She stated that the Annual Workplan for 2026 would be coming to them at the beginning of the new year for review.

Public Access Time

Public access was closed as there was no one who wished to speak.

Public hearing on Eastsound Subarea Plan Code Amendments for Village Commercial Minimum Density- Sophia Cassam, AICP, Planner III

Sophia Cassam went through a presentation of the Eastsound Subarea Plan Code Amendments and responded to questions and comments from the Planning Commission.

Public Comment

Public comment was closed as there was no one who wished to speak.

Return to Sophia Cassam for any further comments or questions.

Deliberations

Moved by Bill Bangs, seconded by Peter Kilpatrick, to recommend to the County Council approval of the Findings below. Bangs-yes, Peter Kilpatrick-yes, Gary Franklin-yes Sheila Gaquin-yes, and Rick Hoffman-yes. Motion passed unanimously.

1. The Comprehensive Plan Official Maps and SJCC Title 18 Unified Development Code regulate residential densities in the Eastsound Urban Growth Area.
2. The County Council changed the residential density of the Eastsound Village Commercial land use designation from min. 4 – max. 40 units per acre to min. 12 – max 40 units per acre on the Comprehensive Plan Official Maps by Ordinance 22-2025.
3. The residential density of the Eastsound Village Commercial land use designation should change from min. 4 – max. 40 units per acre to min. 12 – max 40 units per acre in SJCC Title 18 Unified Development Code for consistency with the Comprehensive Plan.

Moved by Sheila Gaquin, seconded by Gary Franklin, to recommend to the County Council the changing of the minimum density of the Eastsound Village Commercial land use designation from 4 units per acre to 12 units per acre in SJCC Chapter 18.30, Article 8. Bangs-yes, Peter Kilpatrick-yes, Gary Franklin-yes Sheila Gaquin-yes, and Rick Hoffman-yes. Motion passed unanimously.

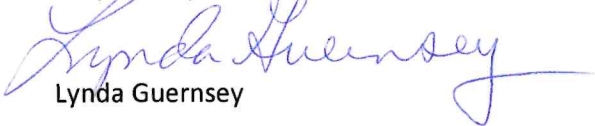
Return to Administrative Items

Sophia Cassam stated that she will be gone from Jan 12 through Feb 20th and that Colin Maycock will be bringing items forward. Happy Holidays were passed around to all!

Adjournment

It was unanimously agreed upon to adjourn the meeting at 9:32 a.m. The next meeting of the Planning Commission will be Friday, January 16, 2026, 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