



MEMO

REPORT DATE: May 2, 2025

TO: San Juan County Planning Commission

FROM: Colin Maycock, AICP, Planner IV

SUBJECT: To brief the Planning Commission on the single docket request received in 2025.

MEETING DATE: May 16, 2025

PURPOSE: To provide the Planning Commission with an overview of the proposed code amendment that makes up the 2025 Annual Docket (Docket) and to set a date for the public hearing. The docket is the collected text and official map amendment change applications received between January 1 and March 1 of 2024.

The Department of Community Development's (DCD) docket workplan is a list of projects, derived from previous dockets, that the County Council has directed DCD to work on in the future, alongside DCD's other duties.

This year DCD received one (1) docket request.

2024 DOCKET APPLICATIONS:

1. Request 25-0001: Shaw Island Subarea Plan (**Exhibit 1**)

The docket request is to change the word 'shall' to 'may' in SJCC 16.45.160. This change will allow flexibility in the appointment of the Shaw Island Subarea Plan standing committee.

EMAIL LIST: **Exhibit 1** provides the single email address of the applicant as required by SJCC 18.90.020 (E).

PUBLIC COMMENTS: Please send all public comments to colinm@sanjuancountywa.gov.

Please do not copy the County Council, Planning Commission members, or other County Staff. Written public comments received by noon on June 18th, 2025 will be provided to the planning commission and/or posted online. Comments should refer directly to the Docket request.

TENTATIVE SCHEDULE: The dates below may be subject to change depending on Commission and County Council (Council) schedule and deliberations.

- **May 16, 2025:** Planning Commission initial briefing and setting a public hearing.
- **June 20, 2025:** Proposed Planning Commission public hearing date.

- **July 15, 2025:** Council '2nd touch' briefing on recommendation and set a public hearing.
- **October 7, 2025:** Proposed Council public hearing, final deliberations, and adoption.

BACKGROUND: The Growth Management Act (RCW 36.70A.470(2)) and San Juan County Code (SJCC) 18.90.020 allow any interested party to propose amendments to the San Juan County Comprehensive Plan (*Plan*), Official Maps, and SJCC Title 18 Unified Development Code (UDC).

RCW 36.70A.130(2) allows the County to make amendments to the *Plan* text and official maps once per year except as provided in RCW 36.70A.130 and the *Plan*.

Amendments to the UDC may be adopted at any time. The community proposes amendments through the Annual Docket process. The process includes public briefings and hearings with the Planning Commission and County Council.

Council considers the applications, recommendations and finally decides whether to add them to future DCD work programs by resolution or to adopt Official Map amendments by ordinance.

LOCAL CHOICE: The change requested in the 2025 Annual Docket is not required. Adding this request to future DCD work plans would be a local choice. New requests are submitted every year and can quickly accumulate. If the Council chooses to pursue the docket request proposed this year, the project must be balanced with other projects already on the DCD work plan.

Many docket requests for code amendments that the Council added to the DCD work plan in the past six years have been postponed until after the Comprehensive Plan update process is completed.

Past requests in the docket queue have not been addressed yet due to a lack of staffing capacity and because other mandatory planning projects have taken priority.

Once initiated, most proposed amendments are resolved as stand-alone code amendment projects, which typically take 6-18 months to complete, depending on complexity.

IMPLEMENTATION: The Growth Management Act (RCW [36.70A.470\(2\)](#)) allows any interested person to request amendments to the UDC or *Plan* policies or Official Maps. Amendments to the *Plan* text and Official Maps may not be considered more frequently than once per year except as provided in RCW [36.70A.130\(2\)](#) and the County's *Plan*. Procedures for amendments to the SJCC, *Plan* text and *Plan* Official Maps are provided in Chapter 18.90 SJCC. Attachment D includes the text from applicable sections of SJCC.

Annual Docket requests are received between January 1 and March 1 of each year. They may be received as text amendments to the *Plan* and development code sections (SJCC Title 16 or Title 18) or as Official Map amendment requests.

Per SJCC 18.90.020(C) the Planning Commission must hold properly noticed public hearings on the Docket. After the public hearing, the Planning Commission must make a recommendation to the Council regarding the disposition of the proposed amendment to SJCC 16.45.160.

DOCKET REQUEST 25-0001:

On January 9, 2025, Lynn Bahrych submitted a code amendment application to change the word 'shall' to 'may' in SJCC 16.45.160. SJCC 16.45.160 pertains to the appointment and constitution of the Shaw Island Standing Committee. The proposed code change is presented below.

SJCC 16.45.160 Standing Committee – Updating the subarea plan

A standing committee of seven members ~~shall~~^{cm} ~~may~~ be appointed by the board of County commissioners, with members to serve staggered three-year terms. The standing committee shall fulfill the responsibilities of SJCC [18.90.050](#)(G) and other responsibilities assigned in this code or by the board of County commissioners.

A. The standing committee shall:

1. Conduct a public meeting annually or more often if deemed necessary to accept comments on the subarea plan; and
2. At least once every five years initiate a review and updating of the subarea plan, and conduct one or more public meetings to accept public comments; and
3. Forward specific concerns and proposals to the planning director and planning commission for inclusion in the Comprehensive Plan review process.

B. The planning department will review the subarea plan and the proposals of the standing committee and prepare a report and recommendations for amendments for the planning commission. Following this review, the planning commission and planning department may recommend to the board of County commissioners amendments designed to achieve more effectively and equitably the purposes and policies of the subarea plan. (Ord. 7-2001 § 1; Ord. 6-1994 Exh. A)

Analysis:

The proposed change removes the compulsion for the County Council to appoint standing committee members on a timetable when there may be no one available to take up the duties of a committee member. The proposed change provides leeway for Shaw Island residents to determine when the Standing Committee needs to be invoked to review or comment on projects or long-range plans.

Staff recommends approving changing 'shall' to 'may' in the first sentence of SJCC 16.45.160. Furthermore staff recommends changing the 'shall' in SJCC 16.45.160(A) to 'may' as well.


Colin Maycock, AICP, Planner IV
Department of Community Development

May 2, 2025
Date

From: [Sophia Cassam](#)
To: [Lynn Bahrych](#)
Cc: [Kyle Loring](#); [Colin Maycock](#)
Subject: RE: Docket Request for Shaw Island SubArea Plan
Date: Thursday, January 9, 2025 4:59:55 PM

Hi Lynn,

Thank you for submitting your Annual Docket request. I have provided it to Colin Maycock, who is the planner completing the docket process this year.

Best,
Sophia

Sophia Cassam (she/her) | *Planner III*

360-370-7589 | sophiac@sanjuanountywa.gov | Working Hours: 8:00am-4:30pm, Tuesday – Friday

From: Lynn Bahrych <bahrych@rockisland.com>
Sent: Thursday, January 9, 2025 10:39 AM
To: Sophia Cassam <sophiac@sanjuanco.com>
Cc: Kyle Loring <Kyle@loringadvising.com>
Subject: Docket Request for Shaw Island SubArea Plan

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning, Sophia,

Please find this docket request to change one word in the Shaw Subarea Plan, SJICC 16.45.160 from “shall” to “may.” I believe this was the suggestion of Councillor Jane Fuller. It reflects the thirty-year history of the Subarea Plan, so will make the code consistent with actual practice. The option for forming a standing committee will be retained.

As the application notes, with fewer than 200 full-time residents, it is difficult to find volunteers for such things as our volunteer fire department, our EMT’s, our library (always needing more volunteers), our school board, our cemetery committee, Shaw Islanders Inc. (which manages the community building), the Shaw Landing Association (which manages the parking area and small park by the ferry) and more.

Thank you for your assistance with this small but important amendment.

Lynn

Lynn Bahrych, J.D., Ph.D.

Shaw Island



SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

135 Rhone Street, PO Box 947, Friday Harbor, WA 98250
 (360) 378-2354 | (360) 378-2116
 dcd@sanjuanco.com | www.sanjuanco.com


DATE RECEIVED

Comprehensive Plan Text/SJC Code* Amendment Request

*San Juan County Code Titles 15, 16 & 18
 (Annual Docket)

APPLICANT INFORMATION:	
Name of Applicant: <u>Lynn Bahrych</u>	Name of Agent: _____
Address: <u>P.O. Box 336, 80 Old MacDonald Lane</u>	Address: _____
City, State, Zip: <u>Shaw Island WA 98286</u>	City, State, Zip: _____
Phone: <u>360-468-2396</u>	Phone: _____
Email: <u>bahrych@rockisland.com</u>	E-mail: _____

This request is for a text amendment to the Comprehensive Plan or development regulations, not a comprehensive plan map amendment. I understand that this request will be reviewed according to the County's annual docket process.

	<u>Lynn Bahrych</u>	<u>1/09/25</u>
<i>Signature</i>	<i>Printed Name</i>	<i>Date</i>
_____	_____	_____
<i>Signature</i>	<i>Printed Name</i>	<i>Date</i>

Please Describe the Proposed Amendments (attach additional pages if you need more space):

<p>1. Comprehensive Plan amendments (if applicable). Describe proposed amendment and/or attach proposed text changes. List Comprehensive plan section, page numbers, title and policies proposed for amendment.</p> <p>SJCC 16.45.160, Shaw Island Subarea Plan, Standing committee; Updating the subarea plan. In the first sentence, change the word "shall" to "may" as follows: "A standing committee of seven members may be appointed by the board of County commissioners, with members to serve staggered three-year terms."</p>



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2. San Juan County Code Title 15, Title 16 or Title 18 amendments (if applicable). Describe proposed amendment and/or attach proposed text changes. List code sections proposed for amendment.

SJCC 16.45.160, Shaw Island Subarea Plan, Standing committee; Updating the subarea plan. In the first sentence, change the word "shall" to "may" as follows: "A standing committee of seven members may be appointed by the board of County commissioners, with members to serve staggered three-year terms."

3. Why is the amendment being proposed?

This word change will reflect actual practice for the last 30 years, so will correct the code. It will leave the formation of a committee as an option. With fewer than 200 residents, there is no need for a mandatory standing committee. The original SubArea Planning committee did not include a standing committee. It was added by a county commissioner, but has never been implemented.

4. How is the proposed amendment consistent with the Growth Management Act (RCW 36.70A), Comprehensive Plan and development regulations?

This amendment reflects the intentions of the Shaw community when the Subarea Plan was adopted. As such, it is consistent with GMA's emphasis on grassroots planning.

5. Does this proposal impact an Urban Growth Area (UGA)? Lopez Village, Eastsound and the Town of Friday Harbor are the only UGAs in the County.

- Yes, indicate UGA _____
-
- No X

6. Does this proposal increase population or employment capacity?

N/A, no effect on either population or employment. It is difficult to find volunteers for the many volunteer needs on Shaw Island, so this committee would decrease volunteer capacity.