Public Participation

1. INTRODUCTION

Public participation has been a foundational component of the City of Sequim's 2025 Comprehensive Plan Periodic Update. Consistent with RCW 36.70A.140, the City conducted early and continuous public participation throughout development of the Comprehensive Plan and associated development regulations. The City's engagement program was designed to provide multiple opportunities for residents, businesses, community organizations, partner agencies, property owners, and other interested parties to learn about the update, provide feedback, and participate in shaping the community's vision for the next twenty years.

Public engagement occurred between 2024 and 2026 through workshops, community events, online surveys, stakeholder interviews, Planning Commission meetings, City Council workshops, newsletters, presentations to community organizations, and an online project website. Public comments received throughout the process informed development of the Comprehensive Plan policies, Future Land Use Map, housing strategies, development regulations, and implementation actions.

2. PUBLIC PARTICIPATION PROGRAM

The City of Sequim used a variety of public participation methods during the 2025 Comprehensive Plan Periodic Update to provide opportunities for residents, businesses, community organizations, partner agencies, and other interested parties to engage throughout the planning process.

Project Website. The Sequimagine project website served as the primary information hub for the Comprehensive Plan update. The website provided access to draft chapters, meeting materials, workshop presentations, survey information, schedules, public notices, and opportunities to submit comments.

Online Open House. An online open house was conducted during the public review period for the draft Comprehensive Plan and development regulations. The online format allowed community members to review materials and provide comments remotely and at their convenience.

Community Survey. Online surveys were used to gather broad community input regarding the City's vision, growth priorities, housing needs, transportation issues, and community character. Surveys provided an accessible opportunity for participation by individuals who were unable to attend meetings in person.

Planning Scenario Workshops. A series of community workshops early in the process was held to discuss the City's vision statement, planning goals, growth alternatives, and future land use scenarios. These workshops allowed participants to interact directly with planning

staff and consultants while evaluating potential approaches for accommodating future growth.
Transportation Open House. A dedicated transportation open house was conducted to present transportation priorities, mobility challenges, and potential improvements. The event included opportunities for attendees to discuss transportation issues with staff and the City's transportation consultant.

Farmers Market Outreach. Planning staff conducted outreach at the Sequim Farmers Market to engage residents in an informal setting and reach individuals who may not typically participate in public meetings. Market outreach provided opportunities for one-on-one conversations and distribution of project information.

Stakeholder Interviews. Targeted stakeholder interviews were conducted with representatives from community organizations, housing providers, business groups, public agencies, and other partner organizations. These interviews helped identify community needs, implementation challenges, and opportunities related to housing, economic development, infrastructure, and development regulations

Housing Focus Group. The City convened a focused discussion with housing professionals and development representatives to obtain technical feedback regarding the feasibility of different housing types, affordability considerations, and barriers to housing production.

Advisory Board and Commission Engagement. Draft Comprehensive Plan chapters were presented to the Planning Commission, Parks, Arbor and Recreation Board, and Sequim Arts Commission for review and discussion. These meetings provided subject-matter feedback related to parks, open space, urban forestry, community character, transportation, housing, and other plan elements.

City Council and Planning Commission Joint Workshops. City Council joint workshops with the Planning Commission were conducted to review housing and land use analyses that informed policy and development regulation updates. These meetings provided opportunities for public observation and comment while informing policy direction.

Community Organization Presentations. Staff presented project information to community organizations including the Clallam Economic Development Council, Sequim-Dungeness Valley Chamber of Commerce, the League of Women Voters, and other public forums. These presentations helped expand awareness of the update process and encouraged additional participation.

City Newsletters, Email Notifications, and Public Notices. Project updates were distributed through City newsletters, email notification lists, website postings, and legally required public notices. These communication methods informed the public of upcoming meetings, workshops, draft document releases, public hearings, and opportunities to submit comments.

Public Hearings and Written Comments. Formal public hearings before the Planning Commission and City Council provided opportunities for oral testimony and written comments on the draft Comprehensive Plan and associated development regulations.

Comments received during the public review process were considered as part of the City's evaluation and refinement of the proposed plan.

Together, these participation methods created multiple avenues for engagement throughout the Comprehensive Plan update and helped ensure that community input informed the development of the City's vision, policies, future land use decisions, housing strategies, and implementation actions.

3. SUMMARY OF PUBLIC INPUT

Community members participated in workshops, surveys, stakeholder interviews, focus groups, online open house and public hearings throughout the planning process. Collectively, these engagement efforts provided valuable insight into community priorities and helped inform preparation of the Comprehensive Plan.

Several common themes emerged consistently throughout the public participation process:

*Preserving Community Character***.** Participants expressed a strong desire to maintain Sequim's unique identity, small-town character, and sense of place while planning for future growth. Community members emphasized preserving established neighborhoods, scenic qualities, cultural resources, and the City's welcoming atmosphere as Sequim continues to evolve.

Housing Opportunities. Housing availability and affordability were recurring topics throughout the planning process. Participants identified a need for a greater variety of housing types to meet the needs of residents at different stages of life and income levels while recognizing the importance of compatible neighborhood design and infrastructure planning.

Transportation and Mobility. Community members emphasized improving transportation safety and connectivity for all users. Comments addressed roadway improvements, pedestrian and bicycle facilities, accessibility, traffic operations, and maintaining a transportation system that supports anticipated population and employment growth.

Parks, Recreation, and Natural Resources. Participants consistently identified parks, trails, open spaces, urban forestry, and protection of environmental resources as defining features of the community. Public input supported continued investment in recreational opportunities while protecting environmentally sensitive areas and enhancing community resilience.

Economic Vitality. Residents, business owners, and stakeholders emphasized supporting local businesses, expanding employment opportunities, and maintaining a vibrant commercial environment that contributes to the City's long-term economic health. Public discussion also recognized the relationship between housing availability, workforce needs, and economic development.

Infrastructure and Public Services. Participants expressed the importance of ensuring that public facilities, utilities, transportation infrastructure, and community services keep pace with

future growth. Comments supported thoughtful planning and coordinated investment to maintain community quality of life.

The Planning Commission and City Council also provided extensive policy direction through numerous public meetings and workshops during development of the Comprehensive Plan. Public comments received throughout the planning process were considered alongside technical analyses, state Growth Management Act requirements, countywide planning policies, and agency coordination in preparing the final Comprehensive Plan.

4. PUBLIC PARTICIPATION TIMELINE

The Planning Commission served as the primary advisory body throughout preparation of the Comprehensive Plan. Between 2024 and 2026, the Commission reviewed individual plan chapters, supporting technical analyses, development regulations, and the Future Land Use Map during publicly noticed meetings. This chapter-by-chapter review allowed policies to evolve over time and provided multiple opportunities for public comment before release of the complete draft Comprehensive Plan.

Public participation occurred alongside preparation of numerous technical studies that informed policy development, including the Housing Needs Assessment, Land Capacity Analysis, Housing Adequate Provisions, Housing and Economic Market Analysis, Capital Facilities Plan, Transportation Master Plan, and other supporting analyses. These studies provided a factual basis for discussions and helped evaluate options throughout the planning process.

The Comprehensive Plan periodic update was conducted over approximately two years through a series of coordinated engagement activities designed to build upon one another. Early outreach focused on understanding community values, opportunities, and challenges. The following timeline summarizes the major milestones and public participation activities completed during the update process.

Phase 1 2024 Project Initiation and Community Visioning	
March 2024	2025 Comprehensive Plan Periodic Update initiated.
March 5-6	Stakeholder Interviews: Consultant SCJ Alliance conducted in-person and video interviews with ~25 local stakeholders (community organizations, nonprofits, public agencies, business groups), to gather early input on priorities, issues, and ideas for the Comprehensive Plan.
April	Comprehensive Plan Update website launched
June	Public Participation Plan Developed
June 11	Vision Studio and Evening Session: informal studio session with consultant to review the existing vision and gather feedback; evening presentation and workshop focused on refining community vision and planning goals.
June 12	Land Use and Transportation Open House: full-day studio session with consultant and transportation consultant; evening presentation and transportation open house to discuss transportation priorities and recommendations.

June 13	Planning Scenarios Workshop: daytime studio session with consultant focused on refining planning scenarios and alternatives; evening scenario workshop discussed thematic approaches to achieve the vision.
July 13	Farmers Market Outreach
Aug 10	Farmers Market Outreach
July-Sept	Website Online Survey
September 17	Future Land Use Alternates Workshop at Guy Cole Community Center: Session with consultant held concurrent with Planning Commission to consider different scenarios to address planned growth.
September 18	Middle Housing Focus Group: consultant convened a focus group of housing professionals and facilitated discussion.
December 2	Planning Commission discussed draft Vision Statement
Phase 2 2025 Technical Analysis and Policy Development	
February 24	City Council Retreat: Comprehensive Plan Update Overview
March 18	Planning Commission: Comprehensive Plan Update Overview
April 14	City Council: Resolution Public Participation Plan
April 15	Planning Commission: Preliminary Land Use Policies and Introduction
May 6	Planning Commission: Future Land Use Map Review and Discussion
May 8	Clallam County Attainable Workforce Housing Summit Panelist
May 19	Parks, Arbor and Recreation Board: Draft Chapter 7 Parks and Open Space
May 20	Planning Commission: Chapter 1 Introduction + Vision
June 3	Planning Commission: Chapter 3 Community Character
June 16	Parks, Arbor and Recreation Board: Chapter 9 Natural Environment Urban Forestry
June 17	Planning Commission: Chapter 9 Natural Environment
June 23	Sequim Arts Commission: Chapter 3 Community Character
July 15	Planning Commission: Chapter 5 Transportation
July 21	Parks, Arbor and Recreation Board: Chapter 7 Parks and Open Space
July 24-25	Stakeholder Interviews: Leland Consulting Group conducted in-person interviews with local stakeholders to inform a Housing and Economic Market Analysis.
July 24	Joint City Council and Planning Commission Workshop: Leland Consulting Group facilitated joint workshop to inform Housing and Economic Market Analysis.
July 28	Sequim Arts Commission: Chapter 3 Community Character
August 5	Planning Commission: Chapter 7 Parks and Open Space
August 26	Planning Commission: Chapter 10 Climate and Resiliency
September 2	Planning Commission: Chapter 6 Capital Facilities and Utilities
September 16	Planning Commission: Site Specific Redesignations Requests to Future Land Use Map by property owners
September 30	Clallam County EDC Forum Panelist: Where is the Housing Market Headed?
October	Comprehensive Plan Update featured in City Newsletter
October 7	Planning Commission: Future Land Use Map designations and staff recommendations
October 21	Planning Commission: Chapter 2 Land Use
November	Cit Council/Planning Commission Joint Session featured in City Newsletter
November 17	Joint City Council and Planning Commission Workshop: Leland Consulting Group presented in joint workshop results of the Housing and Economic Market Analysis.
November 18	Planning Commission: Chapter 3 Housing

December 2	Planning Commission: Housing Appendix A: Housing Needs Assessment, Adequate Provisions, Land Capacity Analysis, and Racially Disparate Impacts Analysis
December 10	Guest Speaker at Clallam EDC Coffee with Colleen
December 16	Planning Commission: Chapter 8 Economic Development
December 16 & 19	Affordable Housing Providers Stakeholder Interviews: Leland Consulting Group conducted online interviews/discussion with local affordable housing providers.
December 31	Planning Commission Redlined Draft Comprehensive Plan policy document posted on website
Phase 3 Development Regulations and Future Land Use Map January-July 2026	
January 2	Public Release of Draft Title 17 Land Divisions Ordinance
January 6	Planning Commission: Draft Title 17
January 12	City Council: Comprehensive Plan Status Update
January 20	Planning Commission: Draft Title 17
January 22	Developers Forum: Draft Title 17
January 23	Public Release of Chapter 18.21 Supplemental Housing Requirements
February	Proposed Updates to Development Regulations featured in City Newsletter
February 3	Planning Commission: Draft Chapter 18.21
February 9	City Council Workshop: Draft Future Land Use Map and Land Use Designations Overview
February 17	Planning Commission: Public Hearing on Draft Title 17 and Chapter 18.21
February 23	City Council: Draft Title 17 and Chapter 18.21 First Touch
March 3	Planning Commission: Draft Future Land Use Map Overview
March 19	Developers Forum: Draft Title 18 Zoning - Residential District overview
March 23	City Council: Public Hearing on Draft Title 17 and Chapter 18.21
March 24	Guest Speaker at Sequim-Dungeness Valley Greater Chamber of Commerce
April	Comprehensive Plan update and new video featured in City Newsletter
April 7	Planning Commission: Draft Title 18 Zoning - Residential District overview
April 17	Guest Speaker at League of Women Voters
April 21	Planning Commission: Draft Title 18 Zoning - Non-Residential Zoning Districts (Commercial, Business and Employment zones)
May 5	Planning Commission: Draft Title 18 Zoning – Site Plans, Design Review, Off-Street Parking and Landscaping
May 19	Planning Commission: Draft Title 18 Zoning – Essential Public Facilities, Day Care Facilities, Home Occupations, Conditional Uses and Temporary Uses
June 2	Planning Commission: Draft Title 18 Zoning – Nonconforming, Signs, Wireless Communication Facilities, Accessory Dwelling Units/Transitory Accommodations, Mobile Food Vendors, Annexations, Variances
June 16	Planning Commission: Future Land Use and Zoning Map – Site Specific, Rereview Chapter 5 Transportation (with consultant comments)
Phase 4 Draft Plan Review and Adoption July-September 2026*	
July	Public Release of Draft Comprehensive Plan package featured in City's Newsletter
July 13	Public Release Draft Comprehensive Plan, Draft Future Land Use Map, Draft Development Regulations and DSEIS
July 13- Aug 13	Online Open House
July 21	Drop-In Community Open House 4:30-5:30
July 21	Planning Commission: Capital Facilities Plan overview
July 30	Developers Forum – Future Land Use Map/Zoning Map, Title 18

August 4	Drop-In Community Open House 4:30-5:30
August 4	Planning Commission Meeting: Title 18 overview
August 10	City Council: Comprehensive Plan and Development Regulations overview
August 13	End of statutory 30-day SEIS comment period; end of online open house
August 18	Planning Commission: Final review study session
September 1	Planning Commission Public Hearing
September 14	Transmit PC Recommended Comprehensive Plan + Development Regulations, FSEIS to Council
September 14	City Council: Comprehensive Plan and Development Regulations
September 21	City Council Special work session
September 28	City Council Public Hearing

* *The activities listed as Phase 4 are scheduled as of publication of the Draft Comprehensive Plan (July 13, 2026). The final adopted Comprehensive Plan will document the actual public review and adoption activities and dates for Phase 4.*

The 2025 Comprehensive Plan and Development Regulations Periodic Update reflects an extensive collaborative planning effort involving residents, community organizations, partner agencies, advisory boards, the Planning Commission, and the City Council. Public participation occurred throughout each phase of the update and, together with technical analysis, state Growth Management Act requirements, regional planning policies, and agency coordination, informed development of the Comprehensive Plan.

5. PUBLIC PARTICIPATION PLAN

The City adopted a Public Participation Plan at the outset of the 2025 Comprehensive Plan Periodic Update to guide community engagement throughout the planning process. The plan established the overall outreach strategy, identified opportunities for public participation, outlined communication methods, and provided a framework for achieving early and continuous public involvement consistent with the Washington State Growth Management Act. While the outreach program evolved throughout the update to respond to emerging planning topics and additional engagement opportunities, the Public Participation Plan served as the foundation for the City's comprehensive public engagement efforts.

Attachments: Public Participation Plan
A-1: July 2024 Comprehensive Plan PPP
A-2: Resolution 2025-011 PPP for Comprehensive Plan
A-3: Resolution 2025-026 PPP for Development Regulations

6. SUPPORTING PUBLIC PARTICIPATION DOCUMENTS

The following documents were prepared during the 2025 Comprehensive Plan Periodic Update and are incorporated by reference as part of the administrative record supporting this appendix. These materials document the public outreach activities, comments received, and supporting analyses that informed preparation of the Comprehensive Plan. The documents, as well as the agenda packets, minutes and videos of Planning Commission and City Council

meetings, are maintained by the City of Sequim as part of the official legislative record and are available through the City's Comprehensive Plan project webpage and public records.

B-1 March 2024 Stakeholder Interviews Summary
B-2 June 2024 Outreach Summary
B-3 July-Sept. 2024 Online Survey Summary
B.4 September 2024 Scenarios Workshop Summary
B.4 September 2024 Scenarios Workshop Presentation
B.5 September 2024 Middle Housing Focus Group Summary
B.6 October 2025 Housing and Economic Analysis – Appendix A Stakeholder Engagement
B.7 Coffee with Colleen Presentation, Dec. 2025
B.8 Chamber of Commerce Presentation, March 2026
B.9 League of Women Voters Presentation, April 2026

See Public Participation Timeline for dates of Planning Commission and City Council meetings.

Attachment A-1
Public Participation Plan



Comprehensive Plan Update

Public Participation Plan

Sequim, WA

March 2024

SCJ ALLIANCE
CONSULTING SERVICES

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Introduction

Sequim is updating its Comprehensive Plan in accordance with the Washington State Growth Management Act (GMA). The City is also updating its transportation plan, evaluating its economic development strategy, preparing a housing action plan and a climate action plan, and creating a unified development code. This entire suite of planning activities is partially funded by grants from the Department of Commerce, matched by local resources. This document refers to the entire scope of this effort as the comprehensive plan update.

Sequim is a "fully planning jurisdiction" and is required to evaluate the Comprehensive Plan and development regulations against updates in the GMA, case law, and forecast changes in land use and population growth (RCW 36.70A.130).

The Sequim Comprehensive Plan guides City decisions on land use, zoning regulations, subdivisions, hazard regulations, annexations, development review, and other community development decisions, including grants and large capital investments. The plan is a framework to accomplish community aspirations and intentions. It states goals and objectives, and it recommends courses of action for future growth and development, public facilities and services, and environmental protection.

Public engagement is a key component of this update effort. This Public Participation Plan (PPP) is intended to guide community engagement efforts throughout the process to ensure early and continuous involvement in decision-making. the City will encourage participation over the course of this entire project.

Public Participation Plan Objectives

This document outlines the public participation opportunities for the Sequim Comprehensive Plan update, including engagement methods, timeline, and implementation strategies. This is a working document and may be updated over time to reflect the community's needs.

The objectives for this Public Participation Plan are:

- **Inform residents of the Comprehensive Plan update**, the process, and outcomes, using outreach methods to alert residents and property owners of the variety of participation opportunities.
- **Conduct collaborative events** which use conversation to exchange ideas and information, giving participants more ownership in the outcomes and producing more effective planning documents.
- Include a **range of perspectives**, engaging residents in unique ways to reach a broader audience and understand their goals, needs, and desires.
- Provide **access to engagement opportunities**, events, and participation for all residents within Sequim, including disadvantaged groups and individuals and those who have historically been left out of community planning processes.
- Be transparent and **openly reflect a variety of viewpoints** within the community and the City's process for the development and implementation of the Comprehensive Plan.

Public Participation Approach

Communication Channels

This process must make information available to allow any interested person to review materials and participate. Throughout the Comprehensive Plan update process, the City will maintain several channels to notify the public and other participants of relevant meetings and events. Regular opportunities for education and notification include:

- Project website: sequimagine.org
- City website
- Social media posts
- Press releases
- Mailers and other City communications (flyers, notice boards, etc.)
- Sequim Gazette advertising
- Email lists

Participation Inclusivity and Potential Barriers

The channels by which we communicate and the events we hold should incorporate an inclusive engagement approach. The table below identifies the engagement options for this plan, including the potential barriers of each, and the methods to achieve inclusivity.

Engagement Method	Potential Barriers	Inclusivity Method
Project Website *A central location for status updates, draft documents, meeting schedules and related information, official notices, and feedback/comment portal*	♦ Getting visitors to the website ♦ Reaching ESL residents ♦ Reaching residents with limited internet services ♦ Uploading materials in a timely manner	♦ Ensure ease of access through virtual outreach on social media and email correspondence directing public to website ♦ Provide materials in a variety of languages as needed ♦ Make materials available in advance available on the website ♦ Keep participants informed of results/progress ♦ Display information in multiple formats (images, charts, graphs, videos, etc.) ♦ Partner with the library to connect those without internet to resources
Social Media *Sharing of public events, surveys, and other opportunities to participate*	♦ Posting and noticing in a timely manner ♦ Creating postings that appeal to a wide audience ♦ Reaching ESL residents	♦ Provide materials in a variety of languages as needed ♦ Provide links to surveys and other web-based platforms provided

Engagement Method	Potential Barriers	Inclusivity Method
	♦ Reaching residents with limited internet services ♦ Moderating responses.	
Printed Materials *Printed materials describing the update process, including:* ♦ **Sequim Gazette** ♦ **Mailers**	♦ Reaching ESL residents ♦ Potential for low participation	♦ Provide materials in a variety of languages as needed ♦ Identify a variety of outlets with relevant contact information for notification and distribution of materials (newspapers, neighborhoods, churches, and other community-oriented organizations/groups) ♦ Include website link and QR code for easy access
Public Meetings, Open Houses, and Presentations *Sharing of information, process updates, results, small-group conversations, interactive exercises,*	♦ Identifying appropriate events to reach a variety of community members ♦ Reaching ESL residents ♦ Childcare availability ♦ Potential for low participation ♦ High level of coordination/ communication required ♦ Inclement weather ♦ Proper safety measures to reduce the risk of COVID exposure.	♦ Work with City departments to identify appropriate events to reach a diverse audience ♦ Designate 1-2 point people for coordination/communication to ensure clarity and efficiency ♦ Provide options for non-English-speaking participants and ensure ADA accessibility ♦ Incentivize participation with food and/or childcare ♦ Include opportunities for both virtual and in-person participation; host "hybrid" public meetings –in-person meetings with a virtual participation option ♦ Tailor events to various size audiences
Community Workshops and Open Houses *Public events may be held at any location open and accessible to the public, including but not limited to neighborhoods, schools, community door to door, or other gathering places*	♦ Reaching ESL residents ♦ Potential for low participation ♦ Identifying appropriate events for community ♦ Inclement weather	♦ Provide options for non-English speaking participants and ensure ADA accessibility ♦ Incentivize participation with food and/or childcare ♦ Include opportunities for both virtual and in-person participation; host "hybrid" public meetings –in-person meetings with a virtual participation option

Engagement Method	Potential Barriers	Inclusivity Method
		♦ Tailor events to various size audiences
Planning Commission and City Council Meetings and Hearings *Sharing results, taking public comment, working through details with officials, adoption*	♦ Reaching ESL residents ♦ Potential for low public participation ♦ May be intimidating ♦ Childcare availability ♦ Inclement weather	♦ Provide ample time for the public to speak and/or provide written comments and questions ♦ Provide options for non-English-speaking participants and ensure ADA accessibility ♦ Incentivize participation with food and/or childcare ♦ Include opportunities for both virtual and in-person participation

Engagement Activities

This section delves deeper into each of the engagement strategies that are planned as part of the Comprehensive Plan update process, including descriptions and anticipated timeframe.

1. Project Website

Timeframe: Duration of Project

The project website will provide the latest information related to the Sequim Comprehensive Plan update for all interested parties. The website will be linked through the Sequim website and allow the public to:

- Access project status and timelines
- View meeting schedules and related information
- Review draft and final documents and community workshop materials
- Provide feedback through a comment portal or survey
- View official notices related to the update process

Roles and Responsibilities

- **City Staff** *(lead):* Distribution, and translation (as needed) of materials.
- **SCJ Alliance** *(support):* Production of materials as needed, website creation and maintenance.

2. Social Media

Timeframe: Duration of Project

The City will use its social media channels (Facebook and Instagram) to broadcast public events, surveys, and other public participation activities. Project information will be targeted to areas in Sequim by using strategically scheduled posts, and will use enhancements (e.g., Facebook boosts) for area-specific communications.

To run a successful social media campaign, materials must be published on time and updated regularly. There should be a schedule for postings that lead up to events, and each post should include an image that can be clicked to redirect people to the City's website. Any comments from social media posts should be compiled and delivered to City staff and consultants regularly.

Roles and Responsibilities

- **City Staff** *(lead):* Publishing and production of materials.
- **SCJ Alliance** *(support):* Assisting the City in the production of social media content (e.g., text, images, and information).

3. Orientation Interviews

Timeframe: March 2024

Interviews will be held with community representatives, collaborators, and other interested parties in Sequim. The interviews can be a combination of in-person or virtual meetings, and will be flexible to accommodate the diverse working schedules and home life responsibilities. Up to 25 interviews will be conducted by the consultant team; City staff will identify community stakeholders and coordinate the meetings.

4. Survey

Timeframe: Spring/Summer 2024

An online questionnaire will be developed to gather the community's thoughts on priorities, trade-offs, values, and preferences related to the Comprehensive Plan update. The survey will be developed through an online platform (e.g., Alchemer, Maptionnaire, ArcGIS StoryMaps) and will be made available online, including accessibility on mobile devices, as well as printed out versions that can be filled out at public outreach events or distributed around the community for those that would prefer to fill out the paper copy. In addition, an iPad can be available at public outreach events for those that wish to take the survey at the outreach events. The survey will be rolled out to coincide with public outreach events.

This survey will collect topical information from the public on various elements of the Comprehensive Plan. The survey may also include visual preferencing and the collection of comments and ideas on planning scenarios.

5. Public Workshops & Studios

Timeframe: April – July 2024

The Comprehensive Plan update process will include a series of public workshops and intensive studios to support the public engagement process. This schedule will include the following events:

Workshop 1: Vision

First, we will host a vision workshop in **spring of 2024 (April/May)** to consider Sequim's existing vision statement and how well it meets the community's expectations for the year 2045. This will be a broad-

ranging exercise to gather community input about what Sequim should look like 20 years from now, covering all topics addressed in the comp plan.

Storefront Studio

We will then host a multiple day "storefront studio" in **June or July 2024**. The studio will feature two to three days of public drop-in access to talk with the consultant team, a project gallery, and three evenings of public workshops/open houses, as follows:

- **Day 1**
  - **Workshop 2: Vision to Scenarios**
    - This workshop will present the draft vision and will invite community members to consider different ways this vision could play out, ultimately leading to the development of various scenarios.
  - **Studio, Part 1: Scenarios**
    - Day 1's studio will focus on the further development of various scenarios for how the draft vision could play out. These scenarios will be prepared and ready for discussion on Day 2.
- **Day 2**
  - **Studio, Part 2: Choices**
    - Day 2's studio will analyze pros, cons, and policy implications based on the proposed scenarios. This will include a look at elements such as land use, housing, climate, economic development, and transportation that will make up the foundation of the plan update.
  - **Workshop 3: Transportation Open House**
    - This open house will provide an opportunity to speak with the Transportation Master Plan consultants and discuss how transportation interrelates with the comprehensive plan update, including the proposed scenarios developed during the studios.
- **Day 3**
  - **Studio, Part 3: Direction**
    - Day 3's studio will distill the feedback heard at the scenario workshop, the transportation open house, and during studio conversations to refine a preferred direction to guide the development of the comp plan.

Housing Workshop

Timeframe: August 2024

In coordination with the comprehensive plan update, a housing action plan will be developed to focus on specific efforts to increase housing availability and affordability within Sequim. A housing-focused public workshop will be included in this scope, and should dovetail off the scenario work completed for the comprehensive plan outreach process.

Climate Workshop

Timeframe: October 2024

An additional coordinated effort alongside the comprehensive plan will be a climate action plan. This will also include public participation, which may include a public workshop focused on climate issues and proposed actions.

This workshop may be coordinated with comprehensive plan outreach efforts, such as the implementation workshop, which is also slated for October 2024.

Implementation Workshop

Timeframe: October 2024

We will also prepare and host a workshop later in the fall of 2024 specifically on implementation actions that will guide how the plan will be used once adopted. This will be another public event, focusing on proposed implementation measures. The outcome will be a prioritized and detailed list of proposed implementation measures.

Roll-Out Open House

Timeframe: December 2024 or January 2025

The Comprehensive Plan update process will include a roll-out open house to invite community input on the draft plan and recommendations. The meeting will be informational and educational and include activities to gather specific suggestions from participants on how the plan can be refined to reflect the community's needs and aspirations. The meeting may be in person, virtual, or a hybrid.

Comprehensive Plan Coordination

While the Planning Commission and City Council will continue to hold regular meetings throughout the update process, there will be several meetings specifically associated with the comp plan.

Planning Commission

The Planning Commission will coordinate with the consultant team and county staff to host workshops, meetings, and public hearings, and they will serve in an advisory capacity throughout the update process.

The Planning Commission will workshop each element throughout the update process, then review a final consolidated draft of the updated Comprehensive Plan to prepare a recommendation for the City Council.

Proposed dates for Planning Commission Check-in's:

Focus	Date
Land Use	August 2024
Housing	September 2024
Transportation (with Transpo)	October 2024
Climate	November 2024
Economic Development	December 2024
Capital Facilities/Utilities	January 2025
Final Plan Presentation (with Council)	April 2025

Interdepartmental and Interagency Coordination

The consultant team and county staff will meet regularly with internal and external groups to address key issues as they arise. Anticipated partner agencies include city departments (Community Development, Public Works), local and regional agencies (WSDOT, PRTPO, Clallam County), and tribes (Jamestown S'Klallam Tribe).

Final Plan Presentation

Timeframe: Spring 2025

The final updated Comprehensive Plan will be presented to the City Council for review, deliberation, and adoption in Spring 2025.

Conclusion

The Sequim Comprehensive Plan update is a collaborative effort in which the City will engage the public, businesses, governmental agencies, and other interested groups. As detailed in this Public Participation Plan, the City's project website, public postings, community events, public meetings, interviews, meetings, presentations, and workshops will be used to engage with interested and invested parties and involve them in the update process, ensuring their voices are heard and their vision for the community is reflected in the final Comprehensive Plan.

Attachment A-2
R2025-011
Adoption of Public Participation Plan

RESOLUTION NO. R2025-011

A RESOLUTION OF THE CITY OF SEQUIM, WASHINGTON ADOPTING A PUBLIC PARTICIPATION PLAN AND SCHEDULE FOR UPDATING THE COMPREHENSIVE PLAN

WHEREAS, the Washington State Growth Management Act (GMA) of 1990, RCW Chapter 36.70A, establishes statewide goals, guidelines, and procedural requirements to guide development, coordination, and implementation of long-range plans; and

WHEREAS, the GMA requires the City of Sequim to review and, if needed, revise the Comprehensive Plan by December 31, 2025, to ensure compliance with the requirements of the GMA; and

WHEREAS, part of the Comprehensive Plan update includes a new climate action plan requirement and the City anticipates being able to meet the December 31, 2025 deadline for preparing that plan; and

WHEREAS, RCW 36.70A.035 requires reasonable public participation efforts to be conducted whenever comprehensive plans or development regulations are amended; and

WHEREAS, the City must adopt a Public Participation Plan (PPP) as part of its compliance with the GMA; and

WHEREAS, delays in receiving and finalizing the required information from Clallam County and internal transitions within the City's Department of Community and Economic Development (DCED) have delayed adoption of the PPP; and

WHEREAS, the City directed its consultant to create a website for anyone interested in the work being conducted on the City's Comprehensive Plan even though the PPP has not yet been formally adopted; and

WHEREAS, a proposed PPP, attached as Exhibit A, provides the public with an opportunity to learn about, comment on the review, and contribute to the revisions of the Comprehensive Plan; and

WHEREAS, the PPP has been updated to identify work that has already been accomplished and to include a new proposed general Work Plan to complete revisions needed in the Comprehensive Plan; and

WHEREAS, the City Council finds that the PPP is intended to broadly disseminate information about the procedures employed to amend the Comprehensive Plan and provides for early and continuous opportunities for the public to participate in the update process, consistent with RCW 36.70A.130(2)(a) and RCW 36.70A.140; and

WHEREAS, the City Council finds that the proposed PPP and Work Plan is reasonably calculated to provide notice to property owners and other affected and interested individuals and businesses, government agencies, the Sequim School District, and other organizations;

NOW THEREFORE the City Council of the City of Sequim, Washington, hereby resolves as follows:

Section 1. Adoption of Findings. The recitals above are considered findings by the City Council and are adopted by this reference.

Section 2. Adoption of Plans and Schedules. The Public Participation Plan and conceptual schedule attached and incorporated as Exhibit A are adopted and will guide public participation efforts during completion of the Comprehensive Plan amendment cycle.

APPROVED by the City Council of the City of Sequim at a regular meeting thereof this 14th day of April 2025.

Brandon Janisse, Mayor

Attest:

Heather Robley, City Clerk

Approved as to Form:

Kristina Nelson-Gross, City Attorney

CITY OF SEQUIM

2025 COMPREHENSIVE PLAN UPDATE

Public Participation Plan | 2024-2025

Sequim, WA

March 2025

1.0 INTRODUCTION

The City of Sequim is undertaking a periodic review and update of its comprehensive plan, as required by the Washington State Growth Management Act (GMA), RCW 36.70A.130(5). The GMA sets forth that Clallam County and its cities should review and revise, if needed, their comprehensive plans to ensure the plan comply with GMA requirements. The periodic review shall continue for every ten years thereafter. The updated Sequim Comprehensive Plan is due December 30, 2025.

The GMA requires that local governments manage growth, protect their resources, and strengthen their ability to meet evolving community needs by periodically updating their plans and goals and implementing them through capital investment and development regulations. The updated Comprehensive Plan we're developing now is expected to guide Sequim through the year 2045.

As part of this process, the City has adopted a Public Participation Plan (PPP) designed to engage the community, gather feedback, and ensure that our residents and businesses are involved in decision-making about Sequim's future. The City's Public Participation Plan was prepared in 2024 by City's consultant SJC Alliance, in coordination with staff; this is an update prepared to reflect our ongoing engagement activity (and includes the initial PPP by reference).

This PPP may be revised as needed during this update process and activities not anticipated may occur or be added without revision of this plan. Errors in exact compliance with this specific public participation program shall not constitute grounds for invalidation of legislation adopted under the update, so long as the spirit of the procedures are observed, unless otherwise provided by state or federal law.

2.0 SUCCESSFULLY COMPLETED OUTREACH 2024

Website

In early 2024, City staff and the SCJ Alliance team created the "Sequimagine" website to inform the public about the Comprehensive Plan update, housing needs, climate resilience, and a planned update of development regulations. Through this website, the team also collected feedback through online survey, quick poll, and invitations to workshops.

Stakeholder Interviews

In March 2024, SCJ conducted orientation interviews with community representatives, collaborators, and other interested parties. These were a combination of in-person and virtual meetings scheduled in a way

to accommodate diverse working schedules and home life responsibilities. The consultant team held interviews with 25 people or groups and collected valuable feedback.

Community Workshops

Between June 11-13, 2024, we held three workshops – Vision, Vision to Scenarios, and a Transportation Open House, that were well attended and resulted in a great deal of input on the community's vision for Sequim for the next twenty years. At the same time, the City conducted a storefront studio featuring drop-in access to talk to the consultant team and a project gallery.

On September 17, 2024, another community workshop was held with the community, Sequim Planning Commission and members of the City Council on potential growth scenarios developed by SCJ. The Future Scenario Workshop was well attended at Guy Cole Center and engaged in an evaluative discussion on the opportunities and challenges with the planned growth.



Community members gather during a Future Land Use Workshop hosted by the Comprehensive Plan consultants and City Staff on September 17, 2024.

Other community engagement included City staff attendance at Sequim Farmers Market in summer of 2024 promoting the Sequimagine comprehensive plan update with educational materials and upcoming workshop notices.

Middle Housing Focus Session

On September 18, 2024, SCJ held a two-hour focus group with local housing professionals to discuss the comprehensive plan update and the requirement by the state legislature to support a variety of housing types within the City's housing stock. The focus session has twelve participants who engaged with SCJ and City staff and the challenges and opportunities of providing housing.

3.0 ONGOING PUBLIC PARTICIPATION PLAN 2025

3.1 *Continue Meeting Public Participation Objectives in the initial 2024 PPP, as appropriate in 2025:*

- **Inform residents of the Comprehensive Plan update**, the process, and outcomes, using outreach methods to alert residents and property owners of the variety of participation opportunities.
- **Conduct collaborative events** which use conversation to exchange ideas and information, giving participants more ownership in the outcomes and producing more effective planning documents.
- Include a **range of perspectives**, engaging residents in unique ways to reach a broader audience and understand their goals, needs, and desires.

- Provide **access to engagement opportunities**, events, and participation for all residents within Sequim, including disadvantaged groups and individuals and those who have historically been left out of community planning processes.
- Be transparent and **openly reflect a variety of viewpoints** within the community and the City's process for the development and implementation of the Comprehensive Plan.

3.2 *Continue to utilize the established communication channels as appropriate in 2025*:

- Project website: sequimagine.org or City website
- Social media posts
- Press releases
- Mailers and other City communications (flyers, notice boards, etc.)
- Sequim Gazette advertising
- Email lists
- Written comment

3.3 *Utilize the Sequim Planning Commission as the City's designated advisory board on the 2025 Comprehensive Plan Update*.

The Sequim Planning Commission is designated as the responsible advisory board for advising the City Council on comprehensive plan and land use issues. Accordingly, the Planning Commission will be the primary source of public involvement in guiding the 2025 update. All Planning Commission meetings are open to the public and interested community members are welcome to attend. Additional information about Planning Commission meetings can be found at sequimwa.gov/223/Planning-Commission, including how to attend meetings virtually.

3.4 *Public hearings on the 2025 Comprehensive Plan Update will be held before both the Sequim Planning Commission and City Council.*

Public hearings will be conducted by the Planning Commission and the City Council. This will include opportunities for verbal and written comments. Public notices will be provided consistent with Sequim Municipal Code for legislative actions.

4.0 SCHEDULE

A schedule of community outreach events, Planning Commission meetings on the draft Sequim Comprehensive Plan, and public hearings will be posted and updated regularly on the City's and the Sequimagine websites.

SEQUiMAGINE
PLANNING TODAY, SHAPING TOMORROW

Attachment A-3
R2025-026
Adoption of Public Participation Plan Development Regulations

RESOLUTION NO. R2025-026

A RESOLUTION OF THE CITY OF SEQUIM, WASHINGTON ADOPTING A PUBLIC PARTICIPATION PLAN AND SCHEDULE FOR UPDATING DEVELOPMENT REGULATIONS

WHEREAS, the Washington State Growth Management Act (GMA) of 1990, RCW Chapter 36.70A, establishes statewide goals, guidelines, and procedural requirements to guide development, coordination, and implementation of long-range plans; and

WHEREAS, the GMA requires the City of Sequim to review and, if needed, revise the Comprehensive Plan and Development Regulations to ensure compliance with the requirements of the GMA as required in 36.70A.130(1) as a periodic update; and

WHEREAS, RCW 36.70A.035 requires reasonable public participation efforts to be conducted whenever comprehensive plans or development regulations are amended; and

WHEREAS, the City adopted a Public Participation Plan (PPP) as part of its compliance with the GMA on April 14, 2025; and

WHEREAS, the City is required to review and revise its Development Regulations as part of the Comprehensive Plan Update; and

WHEREAS, in addition to development regulations revisions that will occur concurrent with the Comprehensive Plan Update, the City desires to amend other sections of the Sequim Municipal Code related to development; and

WHEREAS, a multi-year phased approach that results in updating all regulations related to development is proposed; and

WHEREAS, a proposed PPP, attached as Exhibit A, provides the public with an opportunity to learn about, comment on the review, and contribute to the revisions of various sections of the Sequim Municipal Code; and

WHEREAS, the PPP includes a proposed general Work Plan to complete revisions to Sequim Municipal Code; and

WHEREAS, the City Council finds that the PPP is intended to broadly disseminate information about the procedures employed to amend the City's Development Regulations and provides for early and continuous opportunities for the public to participate in the update process, consistent with RCW 36.70A.130(2)(a) and RCW 36.70A.140; and

WHEREAS, the City Council finds that the proposed PPP and Work Plan is reasonably calculated to provide notice to property owners and other affected and interested individuals and businesses, government agencies, the Sequim School District, and other organizations;

NOW THEREFORE the City Council of the City of Sequim, Washington, hereby resolves as follows:

Section 1. Adoption of Findings. The recitals above are considered findings by the City Council and are adopted by this reference.

Section 2. Adoption of Plans and Schedules. The Public Participation Plan and conceptual schedule attached and incorporated as Exhibit A are adopted and will guide public participation efforts during completion of the Comprehensive Plan amendment cycle.

APPROVED by the City Council of the City of Sequim at a regular meeting thereof this 22nd day of September 2025.

Brandon Janisse, Mayor

Attest:

Heather Robley, City Clerk

Approved as to Form:

Kristina Nelson-Gross, City Attorney

CITY OF SEQUIM

DEVELOPMENT REGULATIONS UPDATE

Public Participation Plan | 2025-2027
Sequim, WA

SEPTEMBER 2025

1.0 PURPOSE AND AUTHORITY

This Public Participation Program (PPP) has been prepared in accordance with the Washington State Growth Management Act (GMA), **RCW 36.70A.140**, which requires jurisdictions to establish procedures providing for early and continuous public participation when developing and amending comprehensive plans and development regulations.

The City of Sequim is undertaking a phased update to its **development regulations** beginning 2025 and anticipated to continue to 2027; this PPP outlines how the public will be informed and engaged throughout the process.

This PPP may be revised as needed during this update process and activities not anticipated may occur or be added without revision of this plan. Errors in exact compliance with this specific public participation program shall not constitute grounds for invalidation of legislation adopted under the update, so long as the spirit of the procedures are observed, unless otherwise provided by state or federal law.

2.0 PUBLIC PARTICIPATION GOALS

To provide the public with timely information, an understanding of the process, and opportunities to review and comment on the development regulations revisions, and to have these comments forwarded to the City's decision makers.

- Ensure that information about the process is provided to the public early in the process and at regular intervals thereafter, to maximize public awareness and participation in the process.
- Actively solicit information from citizens, property owners and stakeholders about their concerns, questions and priorities for the amendment process.
- Encourage the public to informally review and comment on the update throughout the process.
- Incorporate public comment into the local government's review process prior to significant milestones or decision making.
- Provide forums for formal public input at milestones prior to decision making by local officials.

3.0 PHASED APPROACH

The phased update will include the following code amendments:

1. SMC Title 17 Land Division - Sept–Dec 2025
2. SMC Select Amendments to Title 18 Responsive to Increase Housing - Oct 2025–Jan 2026

3. SMC Select Amendments to Title 18 Implementing 2025 Comprehensive Plan Update - Concurrent with the Comprehensive Plan Update process
4. SMC Update to Title 18 Zoning - Jul 2026–early 2027
5. SMC Update to City's Critical Areas Ordinance - 2027

4.0 PUBLIC PARTICIPATION TOOLS

The City will use a variety of tools to ensure effective communication and outreach, modeled after the Comprehensive Plan PPP:

- **Project Website:** Central hub for background materials, draft documents, meeting notices, and comment opportunities.
- **Email Notifications:** Updates through Sequim's subscription service.
- **Press Releases / Newspaper Notices:** Required legal notices and articles in local media.
- **Social Media:** Facebook and other City platforms for reminders and updates.
- **Public Meetings:** Open houses, Planning Commission workshops, and City Council hearings (in-person and online hybrid formats).
- **Stakeholder Outreach:** Focused discussions with housing advocates, builders, neighborhood associations, and local agencies.
- **Written Comment:** Interested citizens are encouraged to provide comments to the city by letter or email. All comments will be forwarded to the Planning Commission and City Council. Written comments can be submitted by the following methods:

  City of Sequim Planning and Economic Development Department
  planningdept@sequimwa.gov or mail/drop off at
  Sequim Civic Center
  152 W. Cedar Street
  Sequim, WA 98382

The City will continue to utilize the Sequim Planning Commission as the City's designated advisory board for the 2025-2027 Development Regulations Update.

The Sequim Planning Commission is designated as the responsible advisory board for advising the City Council on comprehensive plan, zoning and land use issues. Accordingly, the Planning Commission will be the primary source of public involvement in guiding the City Development Regulations updates. All Planning Commission meetings are open to the public and interested community members are welcome to attend.

Additional information about Planning Commission meetings can be found on the Planning Commission webpage through the City's website.

Public hearings on the Development Regulations Updates will be held before both the Sequim Planning Commission and City Council.

Public hearings will be conducted by the Planning Commission and the City Council. This will include opportunities for verbal and written comments. Public notices will be provided consistent with Sequim Municipal Code for legislative actions.

5.0 SCHEDULE

A schedule of Planning Commission and City Council public meetings and hearings will be posted and updated regularly on the City website's calendar.

Timeline of Events

Phase	Timeframe	Communication and Outreach Activities
1. Title 17 Land Division Update	Sept 2025–Jan 2026	Fact sheet on proposed changes; Planning Commission workshop(s) and hearing; City Council workshop(s), hearing and adoption.
2. Title 18 Select Amendments to Increase Housing	Oct 2025–Jan 2026	Fact sheet on proposed changes (responsive to state-mandates); Planning Commission workshop(s) and public hearing; City Council workshop(s), hearing and adoption.
3. Title 18 Comp Plan Implementation Amendments	Jan–Jun 2026	Fact sheet on proposed changes; Public process coincident with 2025 Comprehensive Plan Update process; Joint PC/CC study session; Planning Commission workshop(s) and public hearing; City Council workshop(s), public hearing and adoption.
4. Title 18 Zoning Update (remainder)	Jul 2026–early 2027	Fact sheet on proposed changes; online open house; Planning Commission workshop(s) and public hearing; City Council workshop(s), public hearing and adoption.
5. Critical Areas Ordinance Update	2027	Fact sheet on proposed changes; Planning Commission workshop(s) and public hearing; City Council workshop(s), public hearing and adoption.