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.