2025 Draft Comprehensive Plan

Capital Facilities Plan Overview

Planning Commission

July 21, 2026

GROWTH MANAGEMENT ACT

Sweeping set of statutes first established in 1990 and 1991, that transformed land use in Washington State. Significant updates to GMA in past five years focused on attempting to increasing new housing supply.

- GMA Framework: Adopted to address uncoordinated growth. Requires counties and cities to:
  - Comprehensive Plan, Future Land Use Map, Capital Facilities Plan
  - Development Regulations + Critical Areas Ordinance
- Key and Relevant Laws:
  - Washington State OFM assigns a population allocation and Department of Commerce assigns housing target to counties and cities
  - Requires cities to plan for and ensure development occurs at urban densities
  - Requires a variety of housing types (detached and attached) be allowed
  - Emphasis on multimodal transportation (to reduce greenhouse gases)

COMPREHENSIVE PLAN

A Comprehensive Plan is at its core

- A Policy Document
  - Goals and Policies on nine subjects
- A Land Use Map
- A Capital Facilities Plan

Comprehensive Plan Update

The periodic update must plan to accommodate a portion of the overall growth (population, employment, and housing) that is forecast for the City of Sequim. Growth allocations are determined through a regional process coordinated by Clallam County.

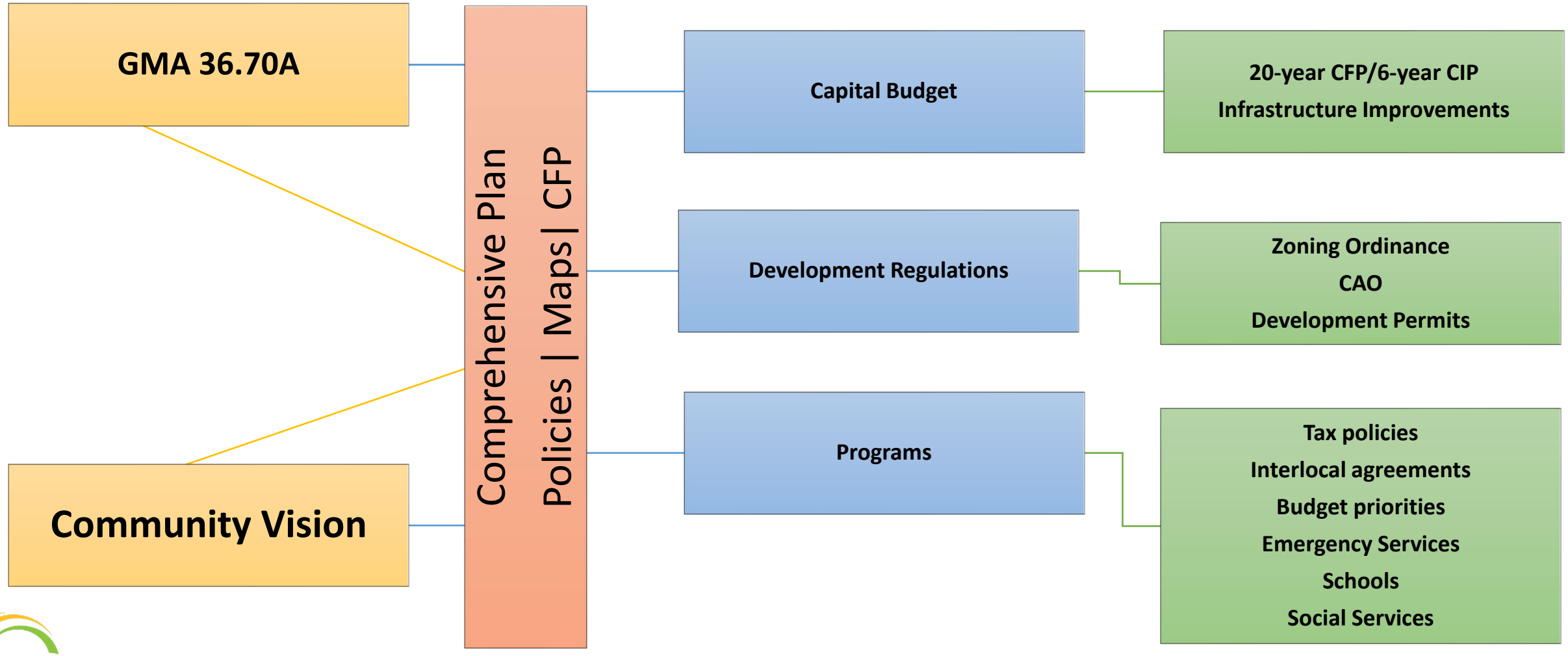
Sequim is to plan for the following 2045 targets:

Population: ***2,959 new residents***

Employment: ***909 new jobs***

Housing: ***1,850 new housing units***

Comprehensive Plan Framework




GMA REQUIRES PERIODIC UPDATES OF PLANS AND CODES
2015 2025 2030 2035 2040 2045
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What is the Comprehensive Plan?

- Policy Document
- Capital Facilities Plan
- Land Use and other Maps

What are GMA Capital Facilities?

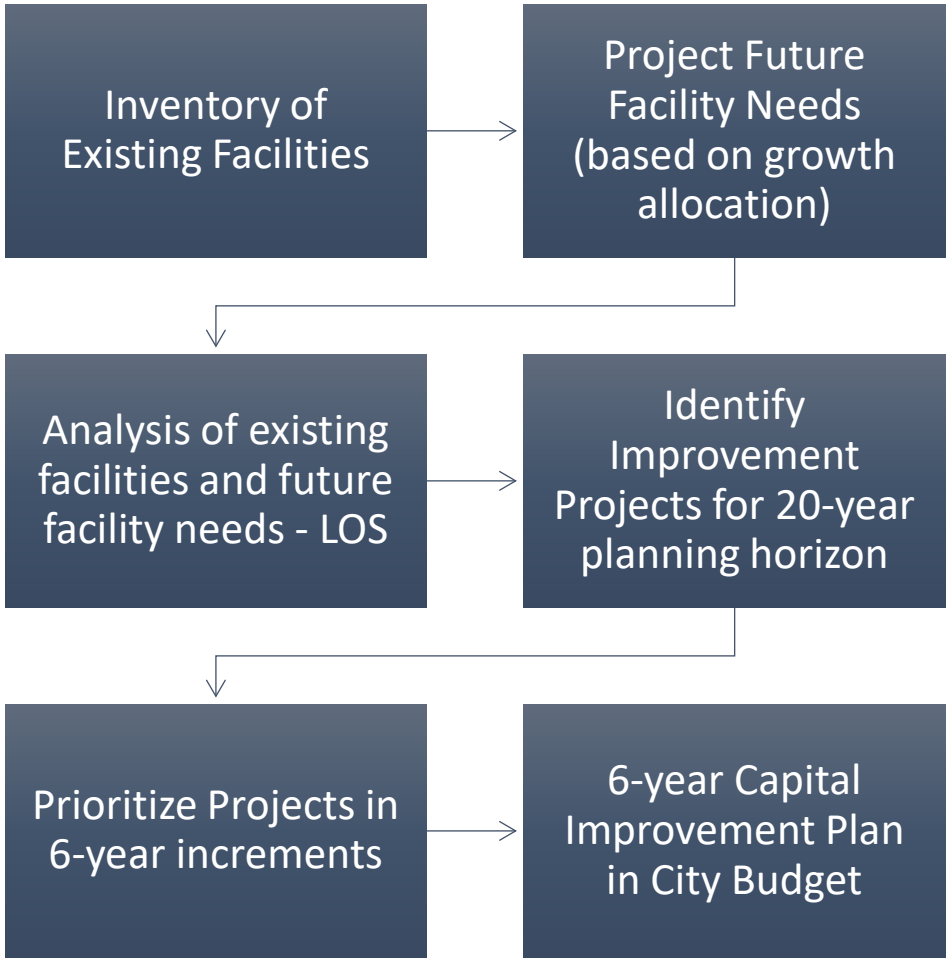
Infrastructure needed to adequately serve the City residents and businesses during the planning period and for the assigned growth target:

- Water
- Sanitary Sewer
- Stormwater Management
- Transportation – streets and non-motorized
- Parks
- Government Buildings
- Solid Waste
- Schools
- Fire Protection

GMA's consideration is for new capacity; City's(and others') budget consideration is for all facilities.

How do cities meet and implement the GMA Capital Facilities requirement?

A Capital Facilities Plan is required by GMA (RCW 36.70A.070(3)):



(a) Inventory of existing capital facilities owned by public entities, including locations and capacities; (b) a forecast of future needs of such capacity facilities; (c) proposed locations and capacities of expanded or new capital facilities; (d) at least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes; (e) requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure the land use, capital facilities and financing plan are coordinated and consistent.

Functional or Master Plans

Functional Plans are the method the City meets GMA requirements for the primary City operated infrastructure and facilities.

Water	• Water System Plan 2023
Sanitary Sewer	• General Sewer Plan 2014 but currently updating
Stormwater Management	• Storm and Surface Water Master Plan 2016
Transportation	• Transportation Master Plan 2026
Parks	• Parks and Open Space Master Plan 2022

Functional or Master Plans

Functional Plans serve for other state agency requirements for infrastructure planning:

Water	• Washington State Department of Health/Ecology
Sanitary Sewer	• Washington State Department of Ecology
Stormwater Management	• While not specifically required, is related to and must be coordinated DOE planning requirements
Transportation	• Required by GMA only • WSDOT requires Transportation Improvement Plan (TIP)
Parks	• Washington State Recreation and Conservation Office (RCO)

Capital Facilities Plan Components

Capital Facilities Plan

- Inventory
  - References Functional Plan section
  - For non-functional plan, identifies
- Adopted Level of Service Standard
- Evaluation of Future Facility Needs
  - Existing Facilities compared to future growth through LOS standard
- 20-year Capital Facility List Developed
- 6-year CIP Budget Prioritization
- Funding Evaluation and Identification
  - Reasonable Assurance of Funding
  - Not a wish list
  - New ideas can be incorporated w/a budget amendment or annual comp plan update

Sequim Comprehensive Plan Update

Appendix B-1 – Capital Facilities Plan

- Informed by City's functional plans
- Includes other facilities, not the subject of a functional plan, such as:
  - Police Protection
  - Solid Waste
  - Government Buildings
  - Fire and Emergency Services (Clallam County Fire District #3)
  - Schools (Sequim School District)
- Public Works drafted

Sequim Comprehensive Plan Update

Appendix B-1 – Capital Facilities Plan Content

- Introduction
- LOS
- Capital Facilities Future Facility Needs – 2025-2045 year list and 6-year CIP List
- Capital Facilities Funding Overview
- Reassessment of Land Use Chapter
- Water, Sanitary Sewer, Stormwater Management, Transportation, Parks, Police Services, Solid Waste, Government Facilities, Fire Protection and EMS, and Schools

Water

- Inventory - The City's water system consists of two well fields and an Infiltration Gallery. There are three storage reservoirs totaling 2.9 million gallons of active storage, four booster pump stations and approximately 77 miles of distribution and transmission main piping. The City has six pressure zones.
- Level of Service Standard – flow that meets instantaneous peak demand with projected fire flows, and sufficient storage volumes to comply with WA State DOH requirements.
- Evaluation of Future Facility Needs – City holds confirmed water rights of 1,850 acre-feet/year. The WSP growth projection utilized a conservatively high growth rate and identified a need of 1,742 acre-feet/year.
- Projects – Improve water quality, regulatory requirements, component reliability, system benefit, growth demand, financial priority:
  - 20 year Improvement Plan: approximately 30 projects of all sizes
  - 6-year Improvement Plan (CFP-4): approximately 10 projects
- Funding Evaluation and Identification –
  - Municipal utilities in Washington are required to operate with a balanced budget and as 'enterprise' funds. Financing water capital improvements is a combination of general facilities charges (GFC), debt, user rates and developer contributions. The 6-year CIP identifies the financing for each project.
- Questions on Water section of CFP?

Sanitary Sewer

- Inventory -The City's sewer system consists of approximately 71.8 miles of gravity mains, 4 lift stations, 6.5 miles of force mains that convey wastewater to the City's Water Reclamation Facility (WRF). The WRF treats wastewater to produce Class A reclaimed water that is either used by the City for approved uses or discharged via an outfall in Strait of Juan de Fuca.
- Level of Service Standard – A conveyance system which allows collection of peak wastewater discharge plus infiltration and inflow.
- Evaluation of Future Facility Needs – Projected sewer flow and loading developed using GMA allocations and existing residents served. Overall the City sewer system operates satisfactorily for the 20-year planning period. Two deficiencies were identified based on the projected growth: pump station upgrades and potential capacity constraints to the WRF related to flow, organic and solids loading.
- Projects –
  - 20-year Improvement Plan: 20 projects, and 7 projects are identified to address deficiencies through the modeling. As the GSP continues to be updated, additional projects to the WSF will likely be identified.
  - 6-year Improvement Plan: approximately 10 projects
- Funding Evaluation and Identification –
  - Municipal utilities in Washington are required to operate with a balanced budget and as 'enterprise' funds. Financing sewer capital improvements is a combination of general facilities charges (GFC), debt, user rates and developer contributions. The 6-year CIP identifies the financing for each project.
- Questions on Sanitary Sewer section of CFP?

Transportation

- Inventory - Sequim's street network is centered on the SR 101 corridor and includes approximately 60 miles of public streets connecting neighborhoods, businesses, and community destinations. The network supports vehicles, freight, transit, walking, and bicycling, with planned improvements focused on connectivity, safety, and multimodal access.
- Level of Service Standard –
  - Vehicular LOS: all City streets and intersections, except for Washington Street, are developed and maintained to provide a minimum of LOS D. Washington Street has a LOS F standard within downtown (5th to Brown) and must maintain a minimum of LOS E outside of downtown.
  - Pedestrian LOS: all Pedestrian Priority Routes have facilities which provide a Pedestrian Level of Traffic Stress (PLTS) 1 or 2, and PLTS 1 is established for the Olympic Discovery Trail.
  - Bicycle LOS: all roadways or routes in the Bicycle Network have facilities which provide Bicycle Level of Traffic Stress (BLTS) 1 or 2, and BLTS 1 is established for the Olympic Discovery Trail.
- Evaluation of Future Facility Needs – Projected future traffic was modeled using GMA allocations distributed by Traffic Analysis Zones and background (existing) traffic. The following intersections are forecast to operate below the applicable (City or WSDOT) LOS standards, when compared to existing intersection conditions:
  - Vehicular: Brown Rd/Washington St • Sequim Ave/Prairie St • S Sequim Ave/US-101 EB Ramps
  - Pedestrian/Bicycle: Old Olympic Highway between N 5th Ave and N Sequim Ave • West Sequim Bay Road between E Washington Street and Keeler Road • Whitefeather Way between ODT and W Sequim Bay Road
- Projects – Roadway and Active Transportation
  - 20 year Improvement Plan: approximately 32 projects
  - 6-year Improvement Plan: approximately 10 projects
- Funding Evaluation and Identification –
  - Primary funding sources include the City's Transportation Benefit District tax, federal and state grants, other state and local agency assistance, property tax revenue, general obligation bonds, developer impact fees and developer improvements.
- Questions on Transportation section of CFP?

Parks

- Inventory – The City of Sequim owns 13 parks ranging in size from .03 acres to over 42.98 acres. These parks are classified into six categories based on their characteristics and recreational offerings. Collectively, they provide a range of outdoor recreation facilities, including playgrounds, picnic areas, athletic facilities, ponds, an event space/amphitheater, walking/hiking trails, restrooms, off-leash dog park, gardens, and natural open spaces.
- Level of Service Standard – Citywide is 9.0 acres per 1,000 population
- Evaluation of Future Facility Needs – Demand and Needs analysis showed sufficient parkland citywide for LOS. Specific park type need is five additional acres for Neighborhood Parks. Primary needs are for development of existing parkland.
- Projects –
  - 20 year Improvement Plan: 14 projects
  - 6-year Improvement Plan: 3 projects
- Funding Evaluation and Identification - Funding for park projects comes from a variety of sources, real estate excise tax (REET), park impact fees, federal and state grants, and in-kind donations. Park projects placed on the 6 year CIP have received a funding commitment, typically a combination of grant funding and impact fees.
- Questions on Parks section of CFP?

Stormwater Management

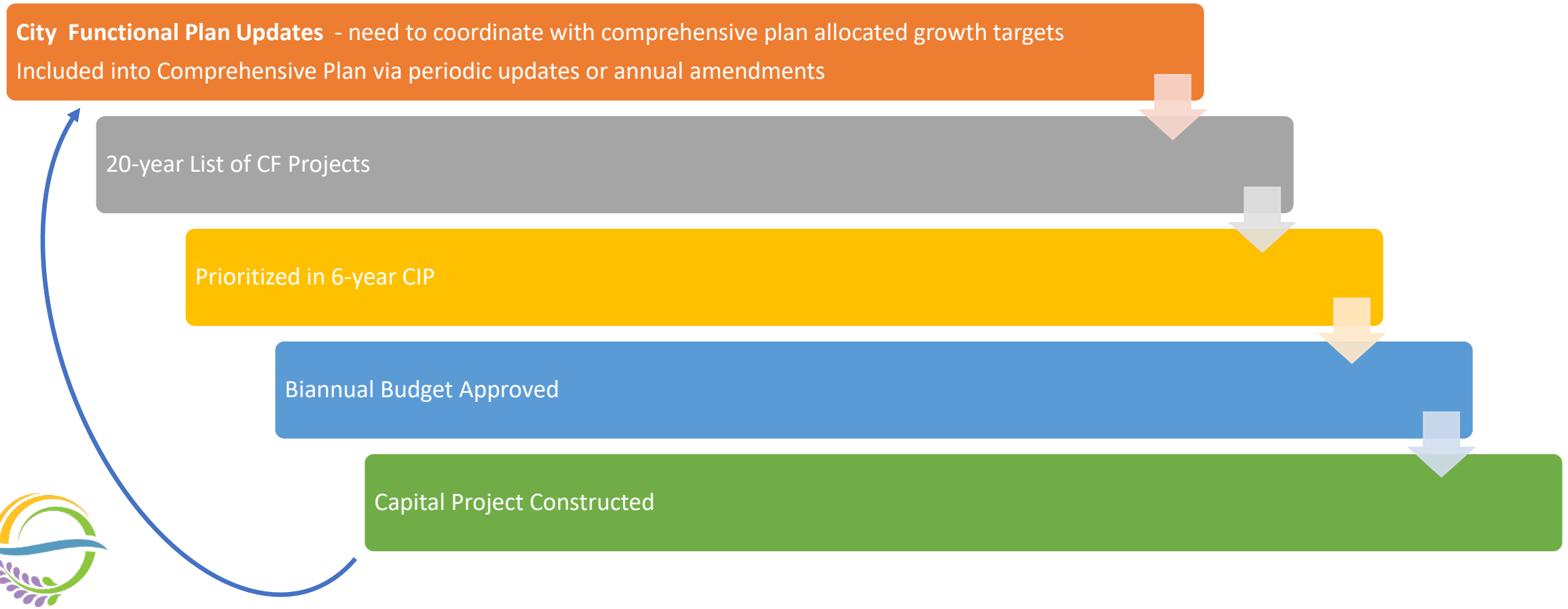
- Inventory - The City's physical stormwater system is composed primarily of gravity-assisted open ditches, pipes, culverts and drywells/perforated pipes receiving runoff through catch basins and inlets from streets, alleys, parks, parking lots and buildings. This system conveys it to drainage features such as infiltration systems, stormwater ponds, and creeks which eventually discharge to Sequim Bay or ground water. Water quality treatment and water quantity detention/retention structures are throughout the system, many of which are privately owned and maintained.
- Level of Service Standard – Management of stormwater to ensure compliance with applicable federal, state and local requirements (i.e. WA State DOE Stormwater Management Manual for Western Washington)
- Evaluation of Future Facility Needs – Needs Assessment identified projects citywide under the following categories: flooding and drainage improvements, collection and treatment from streets, water quality improvements, creek/habitat restoration, rehabilitation, O&M, and planning.
- Projects –
  - 20-year Improvement Plan: 7 projects identified informed by the Surface and Stormwater Needs Assessment.
  - 6-year Improvement Plan: 2projects
- Funding Evaluation and Identification
  - Funding for stormwater facilities comes from a portion of water and sewer enterprise fund revenue. These revenue sources fund the utility's operational and maintenance expenses like street sweeping and catch basin cleaning. It also funds capital improvement expenditures including the purchase of equipment to maintain the system, costs to replace deteriorated pipes, culverts, or other components; and costs to install new components to better manage storm water (filters and other best management practices or BMPs).
- Questions on Stormwater section of CFP?

Other

Police, Solid Waste, Govt Facilities, Fire/EMS, and Schools:

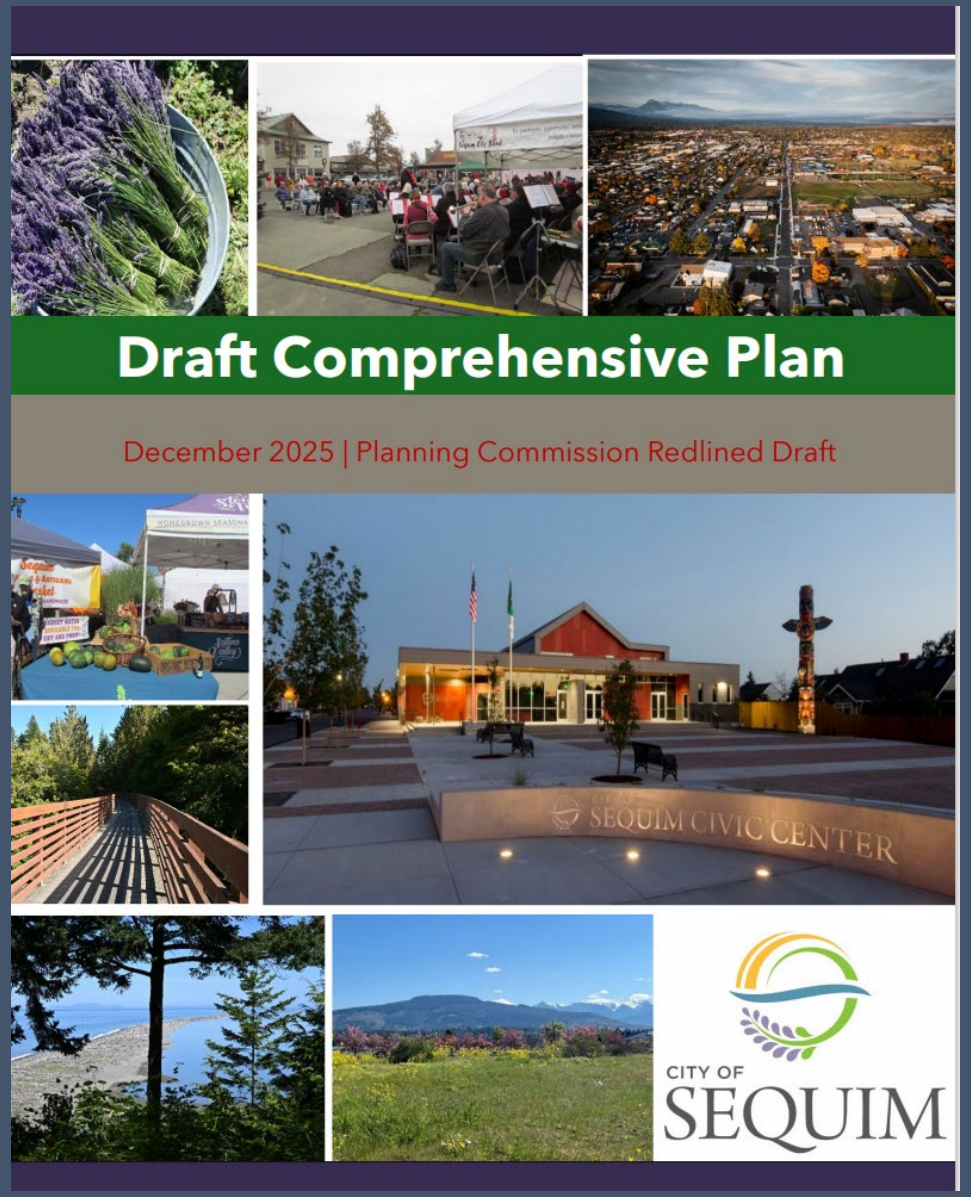
- Inventory
- Level of Service Standards
- Evaluation of Future Facility Needs
- Projects –
  - 20-year Improvement Plan –
    - City Govt Facilities – Public Works Maintenance Facility (City Shop)
  - 6-year Improvement Plan
    - Clallam County Fire District #3 Land Acquisition S/E Sequim and Construction of new 7,500 square feet neighborhood station
- Funding Evaluation and Identification
  - Public Works Maintenance Facility – General fund, utility reserves, REET, Public Safety Tax
  - Clallam County Fire #3 – Voter approved general obligation bonds, commissioner-approved general obligation bonds and private financing tools.

Capital Facility Planning + Implementation



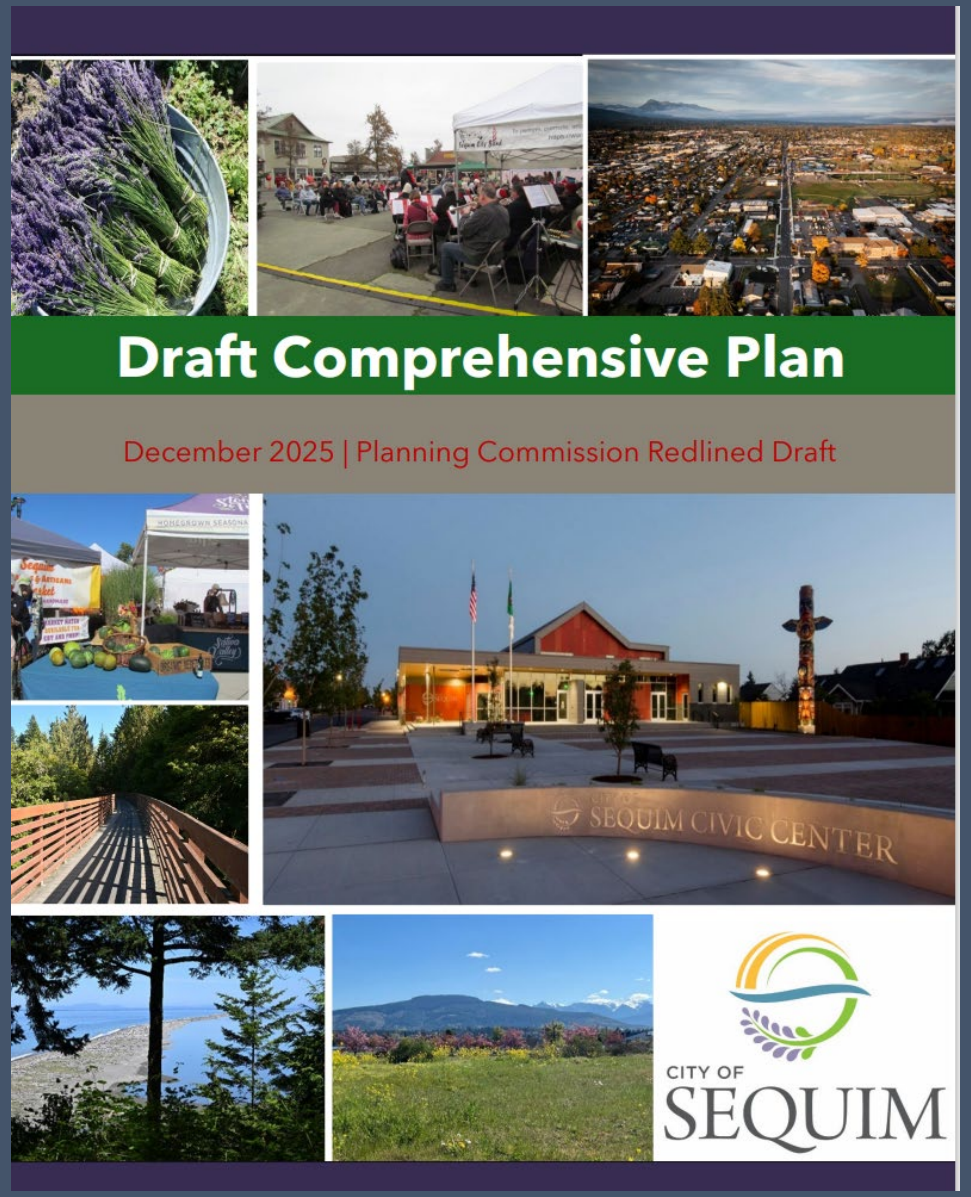
NEW FOR 2025 PLAN

- New Capital Facilities Plan – Appendix B-1
- Fully updated Transportation Master Plan – Appendix B-2
- Updated Water System Plan integration – CFP + Water System Plan
- Updated Sanitary Sewer Analysis – Appendix B-1A
- Comprehensive 20-year Capital Facilities Project List -
- City's 6-Year CIP (included in annual budget) priorities.
- Updated funding and implementation strategy.



KEY TAKEAWAYS

- Infrastructure planning is a keystone piece of the Growth Management Act and supports proactive and sound planning practices.
- Public facilities are evaluated using adopted levels of service, based upon the state growth allocation.
- Needed improvements identified through 2045.
- City's 6-Year CIP (included in annual budget) prioritizes implementation.
- Funding is identified in the CIP and provides reasonable assurance projects will be completed.
- The CFP connects the Comprehensive Plan to annual budgeting and project delivery.



QUESTIONS/DISCUSSION

Next PC Meeting
August 4th – SMC Title 18