CITY OF SEQUIM

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

To: Sequim Planning Commission

From: Karla Boughton, DCED Director

Date: September 29, 2026

Subject: 2025 Comprehensive Plan Periodic Update – Planning Commission Continued Public Hearing – **Deliberations and Motion Memo**

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1 Purpose and Summary

At the conclusion and closing of the public hearing, the Planning Commission has completed its review of the City of Sequim 2025 Comprehensive Plan Periodic Update and associated amendments and revisions to Title 18 of the Sequim Municipal Code (SMC). This review has included months of Planning Commission meetings where Commissioners reviewed the draft comprehensive plan chapters, appendices and development regulations. A public hearing was opened on September 1, 2026 and continued to October 6, 2026. A memo has been prepared "2025 Comprehensive Plan Periodic Update – Issues and Response Memo" dated September 29, 2026 for consideration of written and oral public and agency comments and includes staff responses to substantive issues raised during the public review process.

The purpose of this "Deliberations and Motion Memo" is to assist the Planning Commission in completing its deliberations and formulating a recommendation to City Council. It is intended to provide a clear record of the documents and revisions comprising of the Planning Commission's Recommended Comprehensive Plan and SMC Title 18 Update package.

The Planning Commission's deliberations should consider the Draft Comprehensive Plan and Draft SMC Title 18, proposed revision crosswalks including revisions previously presented as Exhibits F , G and G-1 of the September 1, 2026 staff report, and the Issues and Response Memorandum. **For Planning Commission's ease of review and reference, all recommended revisions have been consolidated and are presented as Exhibits A and B of this Memo.**

Following deliberations, the Planning Commission is asked to recommend approval of:

1) Draft Comprehensive Plan and SMC Draft Title 18 (Exhibit A and B of September 1, 2026 staff report[1]);
2) Incorporate revisions reflected in Exhibit A and B of this Deliberations and Motion Memo into a Planning Commission Recommended Periodic Update Package;
3) Recommend the Action Alternative from the Draft SEIS and direct staff to draft a Final SEIS; and

[1] The September 1, 2026 Planning Commission Public Hearing Staff Report and Exhibits are available at this link: 2025 Draft Comprehensive Plan Update | Sequim, WA - Official Website

4) Adopt Findings, Conclusions and Recommendation as Exhibit C of this memorandum in support of the recommendation. The Planning Commission's recommendation will be forwarded to the City Council for its public hearing process and legislative action.

2 Suggested Deliberations Considerations

The purpose of this section is to present recommended revisions, identify any areas remaining for Planning Commission consideration, and to provide a framework for Commissioners' final deliberations.

2.1 Identified Revisions

The complete Draft Comprehensive Plan and SMC Title 18 Update package was released on July 13, 2026 for public and agency reviews and comments. The City received numerous written comments, which have been compiled and continue to be updated.

The September 1, 2026 Planning Commission Staff Report included recommended revisions for both the July 13th Draft 2025 Comprehensive Plan and proposed SMC Title 18 amendments, as Exhibits F and G. These crosswalks identified revisions suggested by staff, response to public or agency comments, and continued refinement of the documents.

Following the September 1, 2026 public hearing, staff continued to review the written and oral public comments received on the Draft 2025 Comprehensive Plan and Draft SMC Title 18. Substantive comments were consolidated into issue areas and evaluated in the Issues and Response Memo (dated 9/29/2026) prepared for the Planning Commission.

The Issues and Response Memo evaluation found that many of the issues raised are addressed in the Draft Comprehensive Plan, Draft Capital Facilities Plan, previously adopted functional plans or are not applicable to the comprehensive plan periodic update process. In other instances, the review identified revisions that would clarify or strengthen plan language, address recent Growth Management Hearings Board decisions, or otherwise respond to issues raised during the public review process.

Exhibits A and B of this Deliberations and Motion Memo consolidate the revisions identified in the September 1st staff report exhibits F and G, and the revisions recommended in the Issues and Responses Memorandum, for ease of Planning Commission review and consideration.

2.2 Action Alternative Recommendation and FSEIS

The Draft Supplemental Environmental Impact Statement (SDEIS) evaluated two alternatives for the 2025 Comprehensive Plan Periodic Update: the No Action Alternative which is required to be evaluated and is the 2015 Comprehensive Plan and current SMC Title 18; and the Action Alternative, which is the Draft 2025 Comprehensive Plan and Draft SMC Title 18 updates. The comment period on the DSEIS concluded August 13, 2026 with two comment letters submitted. As part of the final deliberations and motion, the Planning Commission should identify and recommend the Action Alternative and direct staff to begin drafting the Final Supplemental Environmental Impact Statement (FSEIS).

2.3 Planning Commission Deliberation

The purpose of final deliberations is to allow the Planning Commission to resolve any remaining matters before making its recommendation. The Commissioners do not need to consider or discuss every revision identified in **Exhibits A and B of this Memo,** although if the Commission wishes to, it can. An alternative is to be prepared to identify those items which a Commissioner may wish for additional discussion, clarification or modification, or if identified by Staff for Commission discussion and direction.

For the revisions identified in Exhibits A and B of this Memo, the Planning Commission may concur with the recommended revision, modify the revision, recommend the revision not be made, or provide other direction necessary to reflect the Commission's recommendation. *Revisions for which no Commissioner requests discussion or modification will be assumed to be recommended as part of the final motion*.

The Commission's deliberations may proceed in the following sequence:

1. Close the public hearing after completion of public testimony, and move into deliberations.
2. Identify any Comprehensive Plan Revision Crosswalk (Exhibit A) items for discussion, modification, direction.
3. Identify any SMC Title 18 Revision Crosswalk (Exhibit B) items for discussion, modification, direction.
4. Confirm the Action Alternative as the preferred alternate from the Draft Supplemental EIS.
5. Identify if there are any resulting changes necessary for the Findings, Conclusions and Recommendation.
6. Consider the recommended motion (below) forwarding the Planning Commission's recommendation to the City Council.

3 Suggested Findings and Conclusions

Proposed Findings, Conclusions and Recommendations are attached as Exhibit C. The findings summarize the Planning Commission's review process, applicable GMA and other statutory requirements, public participation and environmental review, and the basis for the Commission's recommendation to the City Council.

Following completion of its deliberations, the Planning Commission should identify any revisions or additions to Exhibit C to ensure the Findings, Conclusions and Recommendation accurately reflect the Commission's action. The motion will adopt the Findings, Conclusions and Recommendation and represent an important component of its recommendation to the City Council.

4 Recommended Planning Commission Motion

MOVE to recommend approval to the Sequim City Council the 2025 Comprehensive Plan Periodic Update as presented in the September 1, 2026 Planning Commission public hearing staff report, including the Draft 2025 Comprehensive Plan and Appendices (Exhibit A), Draft SMC Title 18 Zoning (Exhibit B), and the Action Alternative evaluated in the Draft Supplemental Environmental Impact Statement (Exhibit C).

In addition, the Planning Commission recommends the revisions to the Draft 2025 Comprehensive Plan and Draft SMC Title 18 as included in Exhibits A and B of the Planning Commission Deliberations and Motion Document (*and any additional revisions identified by the Planning Commission as part of deliberations*), directs Staff to draft the Final Supplemental Environmental Impact Statement,

and adopts the Findings, Conclusions and Recommendation identified as Exhibit C of the Deliberations and Motion Document to support the Planning Commission's recommendation *(and any additional findings and conclusions identified by the Planning Commission as part of deliberations.)*

3 Exhibits

Exhibit A	2025 Draft Comprehensive Plan Revisions Crosswalk
Exhibit B	Draft SMC Title 18 Revisions Crosswalk
Exhibit C	Findings, Conclusions and Recommendation