CITY OF SEQUIM



Sequim Municipal Code –

Title 17 Land Division

Agenda

Purpose and overview of Title 17

Tonight we will cover Chapters 17.60-17.110

- 17.60 Administrative Lot Splits
- 17.70 Major Subdivisions
- 17.80 Binding Site Plans
- 17.90 Final Plats and Site Plans
- 17.100 Vacation and Alteration
- 17.110 Phased Development



Purpose

- The January 2026 draft represents a **comprehensive rewrite and modernization** of SMC Title 17.
- It restructures the code, adds new land division tools required by state law, clarifies procedures, and relocates technical detail to adopted standards and SMC Title 20.
- The draft is more explicit, consolidated, and defensible than the existing code.
- Comply with new state law, including new processes for “Unit Lot Subdivisions,” “Administrative Lot Splits,” and other housing related reform.
- Incorporates feedback from the development community and comprehensive plan update process.

Overview

Current SMC Title 17:

- Organized around legacy subdivision/short plat concepts
- Limited internal consistency across chapters
- Minimal cross-references to Titles 18 (Zoning) and 20 (Permits)

Draft Title 17:

- Reorganized into a clear, logical land-division framework
- Explicit separation between:
  - General provisions
  - Standards
  - Division types (minor, major, unit lot, etc.)
- Strong cross-references to:
  - SMC Title 18 (zoning & development standards)
  - SMC Title 20 (project permit procedures)
  - Engineering standards and adopted plans
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Chapter 17.60 Administrative Lot Splits

New Chapter

- **Key Takeaways:**
- Implements RCW 58.17.145
- Allows one additional residential lot to be created from an existing residential lot
- Can be processed concurrent with building permit review
- Processed as an A-1 administrative review
- Requires a survey to be recorded showing the lot split, and to restrict future uses to residential
- **Impact:** The draft provides a process for the state requirement to allow a single lot to be created via lot splitting.

Chapter 17.70 Major Subdivision

Key Differences

- **Draft Code:**
- Separates major subdivisions into their own chapter
- Stronger alignment with:
  - Transportation Master Plan
  - Engineering standards
  - Fire Code Appendix D
- Standardized certification/dedication language managed administratively
- Updated expiration and extension criteria
- **Current Code:**
- Application requirements are confusing
- Less precise improvement requirements
- Confusing process for phased developments
- **Impact:** Draft substantially improves cohesion with other codes, provides greater legal defensibility and provides well-integrated planning framework.

Chapter 17.80 Binding Site Plans

Key Differences

- **Draft Code:**
- Streamlines BSP process, making it easier to understand and follow
- Clarifies applicability to better align with RCWs
- Makes all BSPs administratively reviewed
- Better integration with final recording process
- **Current Code:**
- Requires hearing examiner review on all BSPs with more than 4 lots/units
- Outdated applicability
- **Impact:** Draft significantly improves clarity, consistency, and administrative efficiency.

Chapter 17.90 Final Plats and Site Plans

Key Differences

- **Draft Code:**
- Includes subdivisions and binding site plans
- Provides clarity for criteria and improvements required for final approval
- References standard city guidelines for dedications
- Provides additional recording information
- **Current Code:**
- Did not include binding site plans
- Less clear process and requirements
- **Impact:** Draft supports both final plats and final binding site plans to provide a more straightforward approach for final land division that requires recording.

Chapter 17.100 Vacations and Alterations

Key Differences

- **Draft Code:**
- Establishes clearer process authorized by RCW
- Provides clarity for review authority
- Provides clarity for application submittals
- **Current Code:**
- Unclear review authority and process
- **Impact:** This draft is more precise and modernized with an emphasis on clarity, administrative efficiency and legal compliance.

Chapter 17.110 Phased Developments

Key Differences

- **Draft Code:**
- Condensed chapter focused on core standards and outcomes
- Focus on ease of administration/application
- Eliminates size requirements and applies to specific use types
- More clearly integrated into land use approval
- Focus on functional content
- Updated requirements for access in future phases (in response to “Road Island” issues)
- Removes development agreement language
- **Current Code:**
- Long and duplicative of land use submittals with more distinct approval process
- Restricted to 10 or more lots and properties greater than 2 acres
- Future access requirements were unclear or undefined
- Unnecessary linkage to development agreements
- **Impact:** This draft preserves the intent of phasing but removes excess and outdated processes, aligns with city requirements and is easier to use and administer.

Title 17 Update – Key Differences Summary

Topic	Current Title 17	January 2026 Draft Title 17
Administrative Lot Splits	No existing code	Clear process to meet RCW
Major Subdivisions	Unclear submittal and review expectations	Clearer standards and reduced barriers
Binding Site Plans	Unclear process and cumbersome	Streamlined for flexibility and administrative approval
Final Plats and Final Site Plans	Procedural and checklist heavy	Clarity on requirements and approval criteria
Vacations and Alterations	Lacks clarity on procedures	Updated procedures for ease of administration
Phased Developments	Scattered, and unclear	Clear phasing standards and requirements

Next Steps

Next Meeting 2/3/2026:

- Chapters 18.21 Supplemental Housing Requirements
  - 18.21.010 Purpose
  - 18.21.020 Residential Uses
  - 18.21.030 Definitions
  - 18.21.040 Residential Parking Requirements
  - 18.21.050 Accessory Dwelling Units
  - 18.21.060 Affordable Housing Exceptions
  - 18.21.070 Housing on Religious Properties
  - 18.21.080 Density Bonus for Housing on Religious Property

Schedule

Dev Regulations Update

- Jan. 22: Developers Forum
- Jan. 27: Title 17 if needed
- Feb. 3: Chapter 18.21 Supplemental Housing Requirements
- Feb. 10: Chapter 18.21 if needed
- Feb. 17: Public Hearing