To:	Sequim Planning Commission
From:	Travis Simmons, Senior Planner
	Karla Boughton, Interim DCED Director
Date:	February 9, 2026
Subject:	Draft Title 17 Land Division and Chapter 18.21 Supplemental Housing Requirements – Public Hearing Staff Report

Staff respectfully recommend approval of 2026 Development Code Update – SMC Draft Title 17 Land Division and Chapter 18.21 Supplemental Housing Requirements as set forth in Exhibit A to this staff report.

PROPOSED MOTION:
MOVE to recommend (approval) (approval with modifications) to the Sequim City Council the Planning Commission Redlined Draft Title 17 Land Division and Draft Chapter 18.21 Supplemental Housing Requirements as identified in Exhibit A to this staff report.

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1.0 Background and Proposed Code Amendments

The City of Sequim is proposing updates to Title 17 - Land Divisions and a new zoning chapter, Title 18, Chapter 18.21-Supplemental Housing Requirements, as part of its periodic Growth Management Act (GMA) update. This amendment package is the first phase of a multi-year code update effort, with additional amendments planned for 2026 and 2027.

Draft SMC Title 17 – Land Division

The proposed Sequim Municipal Code Draft Title 17 Land Division is a full rewrite of the City of Sequim's land division and subdivision regulations. The update modernizes the code, ensures compliance with recent changes in Washington State law, and improves clarity, consistency, and predictability for applicants, staff, and decision-makers, including new requirements related to lot splitting, unit lot subdivisions, and other housing-related reforms. The draft also incorporates feedback from the development community and the comprehensive plan update process, addressing recurring concerns such as extension timelines, boundary line adjustment flexibility, street standards, and procedural clarity. [1]

Draft SMC Chapter 18.21 – Supplemental Housing Requirements

Draft Chapter 18.21 consolidates required state housing law updates into a single zoning chapter and is proposed alongside the Title 17 Land Division update to ensure clear, consistent procedures. The chapter modernizes residential use regulations, treats supportive, transitional, and emergency housing as residential uses, and updates definitions, parking, ADUs, and housing within existing buildings to align with state law. It also includes optional affordable housing exceptions to help reduce barriers to low-income housing and support Sequim's long-term housing needs.

These code amendments are being presented parallel with the City's 2025 Comprehensive Plan Update and reflect a combination of policy implementation, legislative compliance, and code administration objectives. While these amendments are separate from the formal adoption of the Comprehensive Plan, they are a key step in ensuring that the City's development regulations remain aligned with state requirements and best practices in municipal planning.

2.0 Planning Commission Review Process

The Planning Commission, in its role as the City's land use advisory committee, reviewed the initial Draft Title 17 and Chapter 18.21 at the following meetings:

- January 6, 2026 – Draft Title 17 Land Divisions: Sections 17.10 through 17.50

[1] There are a number of code provisions that are in the current Title 17 Subdivisions, that was determined would be more appropriately located in Title 12 Streets, Sidewalks and Public Places. These provisions are identified in Staff Report Exhibit B "Ancillary Code Amendments to Title 17". No changes to the code provisions are included and is a move between titles within the municipal code.

- January 20, 2026 – Draft Title 17 Land Divisions: Sections 17.60-17.110
- February 3, 2026 – Draft Chapter 18.21 Supplemental Housing Requirements

At these meetings, the Planning Commission identified modifications to the draft documents. These modifications are captured in the Planning Commission Redlined Draft Title 17 and Chapter 18.21. Modifications identified by the Planning Commission are shown as orange underline for new language or additions or orange ~~strikeout~~ for deletions. Staff recommended additions or deletions are red underline or ~~strikeout~~, for Planning Commission consideration. The Planning Commission Redlined Drafts are included as Exhibit A to this staff report.

3.0 Process to Date

Sequim Municipal Code Draft Title 17 Land Division and Draft Chapter 18.21 Supplemental Housing Requirements	
January 2, 2026	Public Release of Draft Title 17 Land Division and Summary Memo posted on website
January 3, 2026	Planning Commission packet posted on website for January 6, 2026 meeting
January 6, 2026	Planning Commission Meeting – Draft Title 17, Sections 17.10-17.50
January 15, 2026	Washington State Department of Commerce notification
January 16, 2026	Planning Commission packet posted on website for January 20, 2026 meeting
January 20, 2026	Planning Commission Meeting – Draft Title 17, Sections 17.60-17.110
January 22, 2026	Developers' Forum held at Sequim Civic Center
January 23, 2026	Public Release Draft Chapter 18.21 Housing Focused posted on website
January 23, 2026	Notice of Code Amendments published in Peninsula Daily News
January 23, 2026	SEPA Threshold Determination published in Peninsula Daily News; submitted to Department of Ecology SEPA Register; Distributed to SEPA list
January 30, 2026	Planning Commission packet posted on website for February 3, 2026 meeting; Planning Commission Redlined Draft Title 17 Land Divisions posted on website
February 3, 2026	Planning Commission Meeting – Chapter 18.21 Supplemental Housing Requirements
February 3, 2026	Planning Commission Public Hearing Notice published in Peninsula Daily News and posted on website
February 5, 2026	Planning Commission Redlined Draft Chapter 18.21 Supplemental Housing Requirements posted on website
February 9, 2026	Planning Commission Public Hearing Staff Report posted on website

February 9, 2026	SEPA Comment Period over
February 12, 2026	Planning Commission packet posted on website for February 17, 2026 meeting
February 17, 2026	Planning Commission Public Hearing – Draft Planning Commission Redlined Title 17 and Chapter 18.21

4.0 Public Comment Received to Date

One public comment letter has been received as of date of this staff report (February 9, 2026) and is included as Exhibit D. Summary of comments:

a. Suggest for Title 17.40.050 Approval Criteria #4 underlined addition:
   - 4. Make adequate provisions for sidewalks, street lighting and other planning features that provide safe walking conditions for students who walk to and from school;

b. Suggest for Title 17.80.060 Approval Criteria #5 underlined addition (in black):
   - 5. Make adequate provisions for sidewalks, street lighting and other planning features that provide safe walking conditions ~~for~~ including students who walk to and from school ~~for~~ from multifamily residential developments;[2]

c. Question for 17.100.050 Recording: How many days for days for applicant to produce a revised plat drawing?

Staff Response:

Comments a. and b.: Staff supports adding street lighting in approval criteria for 17.40.050 (Minor Subdivisions) and 17.80.060 (Binding Site Plans) as suggested and recommends, if Planning Commission wishes, to also include in 17.70.060 (Major Subdivisons) the same addition:

Title 17.70.060 Approval Criteria #4:
- 4. Make adequate provisions for sidewalks, street lighting and other planning features that provide safe walking conditions for students who walk to and from school;

Comment c.: RCW 58.17. 212 and 215 do not identify a time limit for recording of plat alterations or vacations, and do not require or preclude the local ordinance from doing so. Staff supports including a deadline, and suggests the following revision (in red):

- The director of community and economic development is authorized to sign the approved document to be recorded, and within 60 calendar days of the signed approved document, ~~then~~ the applicant must record it with the county auditor at the applicant's cost, to become the lawful record of the property (or to vacate the previously approved development). Applicant must provide the city with a copy of the recorded document after recording.

[2] Orange underline/strikeout is from PC Redlined Draft Title 17 February 2026.

Additional public comment letters received after issuance of this staff report will be forwarded to the Planning Commission prior to or at the public hearing on February 17, 2026 and will be made part of the record.

5.0 Review Criteria and Recommended Findings

Development code amendments to the Sequim Municipal Code are processed according to the provisions of Chapter 18.88.

- Section 18.88.030 classifies code text amendments not in combination with comprehensive plan amendments as Type I Amendment type.

- Section 18.88.040.C Standards for Review for Type I amendments:
  1. The proposed land use designation shall be found to be consistent with the comprehensive plan and the comprehensive plan optimum land use map.

- Section 18.88.060.E requires the Planning Commission to hold a public hearing for Type I amendments, receive comments and testimony, and prepare a recommendation to the city council. The planning commission shall recommend approval if the commission finds the amendments meet the criteria for approval in SMC 18.88.040.C.

Recommended Findings:

1. The Planning Commission, in its role as the City's land use advisory committee, has reviewed draft code amendments to the Sequim Municipal Code: a rewrite resulting in a new Title 17- Land Divisions, and adding a chapter in Title 18, Chapter 18.21 – Supplemental Housing Requirements. No amendments to the land use map are included.
2. The Planning Commission held three meetings prior to the public hearing to ensure thorough review. During these meetings, the Planning Commission identified modifications to the initial draft. These modifications are documented in the Planning Commission Redlined Drafts Title 17 Land Divisions and Chapter 18.21 Supplemental Housing Requirements (dated February 2026).
3. A Planning Commission public hearing to receive comments and testimony scheduled for February 17, 2026.
4. The proposed amendments to SMC Title 17 Land Division and new Chapter 18.21 Supplemental Housing Requirements are consistent with the criteria of SMC 18.88.040.C as consistent with the comprehensive plan housing policies, by:
   a. Ensuring consistency with state housing mandates; and
   b. Supporting variety of housing types and affordability; and
   c. Offering incentives and flexibility for low-income and supportive housing provision and providers; and

d. Providing updated and modernized code to encourage predictable and clear administration.

6.0 Planning Commission Public Hearing

The Planning Commission Public Hearing is scheduled for Tuesday February 17, 2026, at 5:30 pm or soon thereafter. The Planning Commission will make a recommendation to the City Council. Public Hearings are being held as a hybrid virtual/in-person at Sequim Civic Center, Council Chambers 152 W. Cedar Street, Sequim, Washington or join via Teams with this meeting ID: 229 576 365 425 31.

7.0 Proposed Motion

MOVE to recommend (approval) (approval with modifications) to the Sequim City Council, the Planning Commission Redlined Draft Title 17 Land Division and Draft Chapter 18.21 Supplemental Housing Requirements as identified in Exhibit A to this staff report.

8.0 List of Exhibits

A.1 PC Redlined Version Draft Title 17 – Public Hearing Draft February 2026
A.2 PC Redlined Version Draft Chapter 18.21 – Public Hearing Draft February 2026
B. Ancillary Code Amendments Title 17 to Title 12
C. Proposed SMC Title 17 Land Division and Chapter 18.21 Supplemental Housing Requirements Overview Memo
D. Public Comment Received to Date
E. Noticing Documents
E.1 Affidavit of Publishing – Notice of Development Code Amendments
E.2 Commerce Submittal Receipt Email
E.3 Public Hearing Notice Published (awaiting affidavit)
F.1 SEPA Environmental Checklist
F.2 SEPA Threshold Determination
F.3 SEPA Register Posting
F.4 Affidavit of Publishing – SEPA Determination

All Exhibits are available at the City's Development Code Update webpage as well.