



Leadership ICMA

Call for Capstone Consulting and Peer Assistance Proposal

SUBMISSION DEADLINE: November 29, 2017.

Submit to FLOGAN@ICMA.ORG or Fax: 202-962-3500

Please complete one project summary sheet for each proposal. The first-round review will be completed December 30, 2017. Felicia will contact you regarding the result of the first round review. Successful proposals may be asked to submit additional information and will need to be available for an interview (conducted by phone) with leadership ICMA on January 17, 2018. If you have questions or comments please contact Felicia Logan, ICMA Director of Leadership Development by email Flogan@icma.org or phone 202-962-3626.

Thank you for your support of Leadership ICMA.

Name of Locality: City of Sequim, WA

Primary Contact: Joseph D. Irvin, Assistant City Manager

Email address: jirvin@sequimwa.gov

Phone: 360-582-2457

Please provide a brief statement of the issue or project to be addressed including scope and desired outcome:

Twenty years ago, the City of Sequim was a rural farming community consisting of twenty-eight churches and two bars. The city was in a growth mode and was experiencing an influx of senior citizens. The city fathers had just installed the third stoplight in the community and they recognized the fact that they were growing up to the one of the big hitters of smaller cities. They had developed and were operating under a set of city codes that were, for that day and age, adequate for the time.

Now, twenty years later, many changes have and are taking place. We still have the churches and the bars. There is significant growth in completed real estate development projects. There has been a large growth in traffic levels. There have been major changes in the number of box stores that have come into Sequim. The city has become a senior citizen community. With all of that being said, and in the final analysis, Sequim is still operating under a set of codes that are outdated and difficult to enforce; codes that were adequate for an earlier age, but now leave much to be desired. We need to take a good, objective look at the codes that we have, identify areas of need, and develop criteria that would act as a measuring stick for potential new codes and the establishment of a revised set of municipal codes that would be enforceable and meet the needs of a growing community.

Project Scope:

Review, analyze and recommend improvements to the City of Sequim's Code Enforcement process. Analysis of code coverage should be preformed. Identification of gaps on coverage of codes. Recommendation of codes to fill current gaps.



Project Summary:

What codes are current? What codes adequately fill the identified needs? What are the identified needs that are not being met? Prepare recommendations of code development that meets those needs.

Project Dimensions:

City code development and enforcement within the confines of the Sequim city limits.

Identification of expected project deliverables:

An analysis of code coverage and identification of gaps on coverage of codes. This should include a recommendation of codes to fill current gaps. Types of codes include: zoning ordinances, nuisance ordinances, sign ordinances, dangerous buildings, trash, garbage and debris, overgrown, noxious vegetation, inoperative vehicles, non-permitted uses, disabled parking, methods of enforcement.

Conditions or Preferences:

Identify the priorities, hazard levels and best management practices that could be put in place.