



152 West Cedar Street Sequim, WA 98382  
City Hall (360) 683-4139 FAX (360) 681-3448  
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May 14, 2019

Steve Calhoon  
PACE Engineers  
11255 Kirkland Way. #300  
Kirkland, WA 98033

**Subject: Notice of Complete Application – Preliminary Subdivision  
Application No. SUB 15-001-Legacy Ridge**

Dear Mr. Calhoon,

This letter is to notify you that we have reviewed your submittals received May 6, 2019 and hereby notify you that your application for preliminary subdivision approval has been determined **complete** in accordance with SMC 20.01.130 as of May 14, 2019. This Determination of Completeness does not preclude the City requiring additional information for purposes of completing adequate review or requiring new information relative to corrected plans or studies performed at any time.

Pursuant to SMC 20.01.230, a final decision on a development proposal subject to a Type C-2 action shall be made within 120 days of this determination of completeness notwithstanding any exclusions to this timeframe provided in SMC 20.01.230 1-7. Therefore, a decision on your application is due no later than September 11, 2019 which is 120 days from the May 14<sup>th</sup>, 2019, the date of completeness.

The next step in the process will include agency review, public notice, public review and comment periods as required by Chapter 20.01, SMC. Please see the attached summary of public notice and neighborhood meeting procedures and note, that it is the applicant's responsibility to arrange and conduct a neighborhood and community presentation, per Chapter 20.01.100(H).

If you have any questions or concerns regarding this matter, please contact me at the City of Sequim Department of Community Development at (360) 582-2459 or email me at [twoolett@sequimwa.gov](mailto:twoolett@sequimwa.gov). Our office hours are 7:30 a.m. – 4:00 p.m., Monday through Friday.

Sincerely,

Tim Woolett  
Senior Planner, DCD

c: Project File No. SUB 15-001  
Kathy Anne Sukert, Administrative Assistant

Encl: Public Notice Details

## PUBLIC NOTICE DETAILS

Public notice for the application requires coordinated timing between the applicant and City Staff. The public notice responsibilities are summarized below:

- Sign posting
  - Staff sends applicant the sign content and design criteria
  - Applicant responsible for having the sign made with the real estate box and posting it onsite
  - Applicant shall inform Staff of the date the sign will be installed
  - Staff creates notice information sheets for the real estate boxes and emails it to the applicant.
  - Applicant responsible for keeping the real estate information box full of the notice information sheets during the public notice
- Notice to property owners within 300'
  - Staff drafts notice of application & public hearing and mails to property owners within 300 feet. Envelopes provided by the applicant will be used to send letters to neighbors
- Notice in the Peninsula Daily News (PDN)
  - Staff drafts the public notice and sends to the PDN staff
- Applicant provides location and date of the neighborhood meeting to Staff
  - Staff includes the neighborhood meeting date and time in the notice information sheets that will be sent to neighboring property owners within 300', placed in the real estate boxes on the sign posting, sent to the SEPA review team and linked on the City's website for Current Development Projects
  - If the applicant wishes to use a City facility for the neighborhood meeting, Contact Kathie Anne Sukert, Administrative Assistant, at [ksukert@sequimwa.gov](mailto:ksukert@sequimwa.gov) or at 360-683-4908.
- Staff places the public notice on the City website under Current Development Projects at <http://www.sequimwa.gov/index.aspx?nid=471>.
- Staff sends notice to the SEPA review team.