



152 West Cedar Street Sequim, WA 98382
City Hall (360) 683-4139 FAX (360) 681-3448
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July 12, 2021

Brian Cays
Olympic Peninsula Surveying & Drafting, Inc.
P.O. Box 3234
Sequim, WA 98382

Subject: Notice of Complete Application – Preliminary Minor Subdivision Application No. SUB-21-003

Dear Brian,

This letter is your official notice that your client’s application for preliminary minor (short) subdivision, which we received on May 25, 2021, has been determined complete in accordance with SMC 20.01.130 as of June 22, 2021. This Determination of Completeness does not preclude the City from 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 and RCW 58.17.140, a final decision on this development proposal subject to a Type A-2 action shall be made within 90 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 20, 2021, which is 90 days from this 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. Attached is the sign template for posting on the property. WE anticipate having notice published in the PDN of Friday so your sign will need to be posted by Friday morning. If this is not possible, please contact me no later than the close of business on Tuesday July 13, 2021.

If you have any questions or concerns regarding this matter, please contact the City of Sequim Department of Community Development at (360) 582-2476 or email me at twoolett@sequimwa.gov. Our business hours are 7:30 a.m. - 4:00 p.m., Monday through Friday.

Sincerely,

Tim Woolett, Senior Planner

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.
- 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 affected agencies/agencies with jurisdiction for review.