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March 3, 2022

Steve Zenovic  
ZTC, LLC  
767 Black Diamond Road  
Port Angeles, WA 98363

**Subject:** Notice of Complete Application – Conditional Use Permit Application No. CUP 22-001

Dear Mr. Zenovic,

This letter is your official notice that your submitted application for conditional use permit, which we received on February 8, 2022, has been determined complete in accordance with SMC 20.01.130 as of March 1, 2022. 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 the Type A-2 process 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 June 29, 2022, which is 120 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.

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](mailto:twoolett@sequimwa.gov). Our office 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.
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### **20.01.100.H. Neighborhood and Community Presentations.**

Project proponents shall be required to hold at least one neighborhood and community presentation, pursuant to RCW 36.70B.160(2). Project proponents conducting presentations under this subsection shall not be considered agents of the city. The purpose of this subsection is to:

Provide early and effective citizen participation in conjunction with the applicant's proposal, giving the project proponent the opportunity to understand and try to mitigate any real and perceived impact their proposal may have on the neighborhood; and

Provide the citizens and property owners an adequate opportunity to learn about the proposal that may affect them and to work with project proponents to resolve concerns at an early stage of the application process.

1. This presentation shall be an informal gathering of people to obtain comments from the public on a proposed project permit prior to a decision.
2. Neighborhood and community presentations shall be hosted by the project proponent at a time and location of their choice; provided, that it is reasonably foreseeable that affected residents would be able to attend.
3. The presentation's agenda shall include a conspicuous disclaimer that the proposed project discussed at the presentation may differ from the final proposal.
4. The neighborhood and community presentation should give a fair and accurate description of the project as currently proposed, and discuss a project's uses, design elements and environmental impacts and/or proposed mitigations.
5. Project proponents must provide the city with a copy of the mailed notice with a mailing list of residents notified, a presentation attendance list, and an affidavit indicating that a summary of the presentation, including any concerns, issues, questions, and outcomes, was provided to each attendee.
6. Information obtained from the neighborhood presentation shall not be considered, in whole or in part, as part of the official city record by the developer, attendees, or city decision-makers.
7. Nothing in this section shall be construed to vest a project application. A project proponent may submit a building permit or subdivision application at any time.
8. Any actions, errors, or omissions regarding this subsection H shall not affect the validity or effect of the city council's decision.