



152 West Cedar Street Sequim, WA 98382
City Hall (360) 683-4139 FAX (360) 681-3448
Public Works (360) 683-4908 FAX (360) 681-0552

May 5, 2022

Holli Heavrin
Core Design Inc
12100 NE 195th St, Suite 300
Bothell, WA 98011

Subject: Notice of Complete Application – Rolling Hills Preliminary Major Subdivision Application No. SUB-22-002

Dear Ms. Heavrin,

This letter is your official notice that your application for the Rolling Hills preliminary major subdivision, has been determined Technically Complete in accordance with SMC 20.01.130 as of May 5, 2022. This Determination of Technical Completeness does not preclude the City from requiring additional information for purposes of completing our review and/or requiring additional information to assist in our review of this application.

Pursuant to SMC 20.01.230, a final decision on a development proposal subject to a Type C-2 action must 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 sooner than August 3, 2022, which is 90 days from the May 5th 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 the City of Sequim Department of Community Development at (360) 681-4908 or email me at tsimmons@sequimwa.gov. Our office hours are 7:30 a.m. - 4:00 p.m., Monday through Friday.

Sincerely,

Travis Simmons

Travis Simmons, DCD Specialist

Cc: Sequim Washington Investments, LLC

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 Karen Abbott, Administrative Assistant, at kabbott@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.