



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

DETERMINATION of COMPLETENESS

- DATE:** February 18, 2015
- APPLICANT:** Irvin Boyd Family Limited
- REPRESENTATIVE:** iDevelop NW, Phil Cheesman
- PROPOSAL:** The applicant is proposing a major subdivision of 37.4-acres into 87 residential lots all identified for one phase of development. The average lot size is approximately 7,260 square feet and the proposed gross density is 2.3 dwelling units per acre. The proposal includes 11 tracts including 4.8 acres of wetland, 0.8 acres of park, 1.1 acres of stream, 5.5 acres of critical areas/slope and 5.2 acres of storm water facilities for a total of 22.9 acres of non-residential area. The residential lots cover 14.5 acres.
- FILE REFERENCE:** SUB15-001 & SEP15-001

This letter is to inform you that the City’s Department of Community Development and Public Works staff reviewed your application for completeness and per Sections 17.12.020(A), 17.20 and Title 16 of the Sequim Municipal Code find it to be:

- _____ Complete
- XXX Incomplete

The following item(s) must be submitted to the Department of Community Development to make the application complete:

The application is incomplete for the following reasons:

1. The preliminary utility plans, including provisions for water and sewer are incomplete.
2. Preliminary road plans are incomplete.
3. The environmental information worksheet and SEPA checklist are incomplete.

The following information provides direction and reason for the Determination of Incompleteness. This is not a full review of the application but a review of what is required to determine the application complete.

Department of Community Development

Address the following comments from the Public Works Department in the resubmittal documents:

1. Reroute/construction of Water Transmission Line from Infiltration Gallery needs to be confirmed with City's consultant. This is a gravity line and drawing on plans shows elevation differences from existing route.
 - a. Prove water capacity and pressure. Provide a letter of commitment from the PUD to serve the 87 lots and fire flow. (per city standards) {The use of PUD water will be in conjunction with a City of Sequim and Clallam County PUD Wholesale Purchase water Agreement} this proposed water system extension will be a City owned and operated water system. Developer needs to run a hydraulic model through the City's consultant.
 - b. The use of Clallam County PUD does not match our Water System Plan. The Water System Plan (WSP) shows the water main in the South 7th Ave alignment from Reservoir Road to Silberhorn Road. The WSP also calls for a new reservoir and booster station.
2. The use of the sewer main on Reservoir Road was not included in our General Sewer Plan (hydraulic model) for this development. The location of this sewer main will need to be run on the hydraulic model by the City's consultant. Using the Reservoir Road sewer main capacity greatly concerns the City.
3. The sewer main may need to be constructed using South 7th Ave alignment from Reservoir Road to Silberhorn Road.
4. The frontage work on South 7th does not indicate water, sewer and storm systems extending past development's properties as per developer standards.
5. The Transportation Master Plan (TMP) indicates that 7th Avenue is the primary route for improvement into town, and providing street connections is recommended (Goal 2, Policy 5 page 49). Design and construction of 7th Avenue is necessary to serve this proposed subdivision. Also, the frontage improvements shown along 7th Avenue do not meet current City standards.
6. Show utility easements.
7. One subdivision entry is insufficient for providing access to 87 lots.
8. Residential street spacing should be every 200' to 600' per page 50 of the TMP.
9. The proposed stormwater pond discharge is inadequate as it contributes further to a flooding problem area. A more detailed downstream analysis is required to determine conveyance options and/or system improvements.

Address the following comments and questions from the Department of Community Development in the resubmittal documents:

10. The Environmental information worksheet and SEPA checklist were incomplete. Many partial answers were provided. Fully address the questions and comments of the Environmental Checklist in the document. Not every agency listed receives a completed Critical Area Report and Mitigation Plans, Geotechnical Report, Traffic Impact Report and Stormwater Management report.
11. Preserve important historic, cultural and natural aspects of our national heritage. The Manis Mastodon was found less than a mile from the proposed site and Native American relics have been found in the region. Provide an archeological report.

Department of Community Development

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12. Provide draft maintenance agreements and proposed management entities responsible for tax payments and maintenance of common facilities (such as roads, stormwater facilities, open spaces, trails, parks etc.)
13. Provide location, extent and type of wooded areas and all trees greater than eight inches in diameter, or identified as species of local significance.
14. Provide a description of how parking requirements will be met.
15. Meet the active recreational use requirements.
16. Indicate where fire hydrants will be located with distances not to exceed 600 feet.
17. Will there be phasing of this project? If so, provide the preliminary phasing plan.

The application is not complete and additional information is required. The applicant shall have 120 days to submit the necessary information to the City. Within 20 days after an applicant has submitted the requested additional information, the City shall determine the completeness and notify the applicant.

Once a Determination of Completeness is issued, it does not preclude the City from requiring additional information for purposes of completing adequate review; requiring new information relative to corrected plans or studies performed at any time; or, if there are substantial changes in the proposed action.

If you have any questions or concerns regarding this matter, please contact the City of Sequim Department of Community Development at (360) 683-4908 or email me at cdeschenes@sequimwa.gov.


Charisse Deschenes, AICP
Senior Planner


Date

Department of Community Development

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