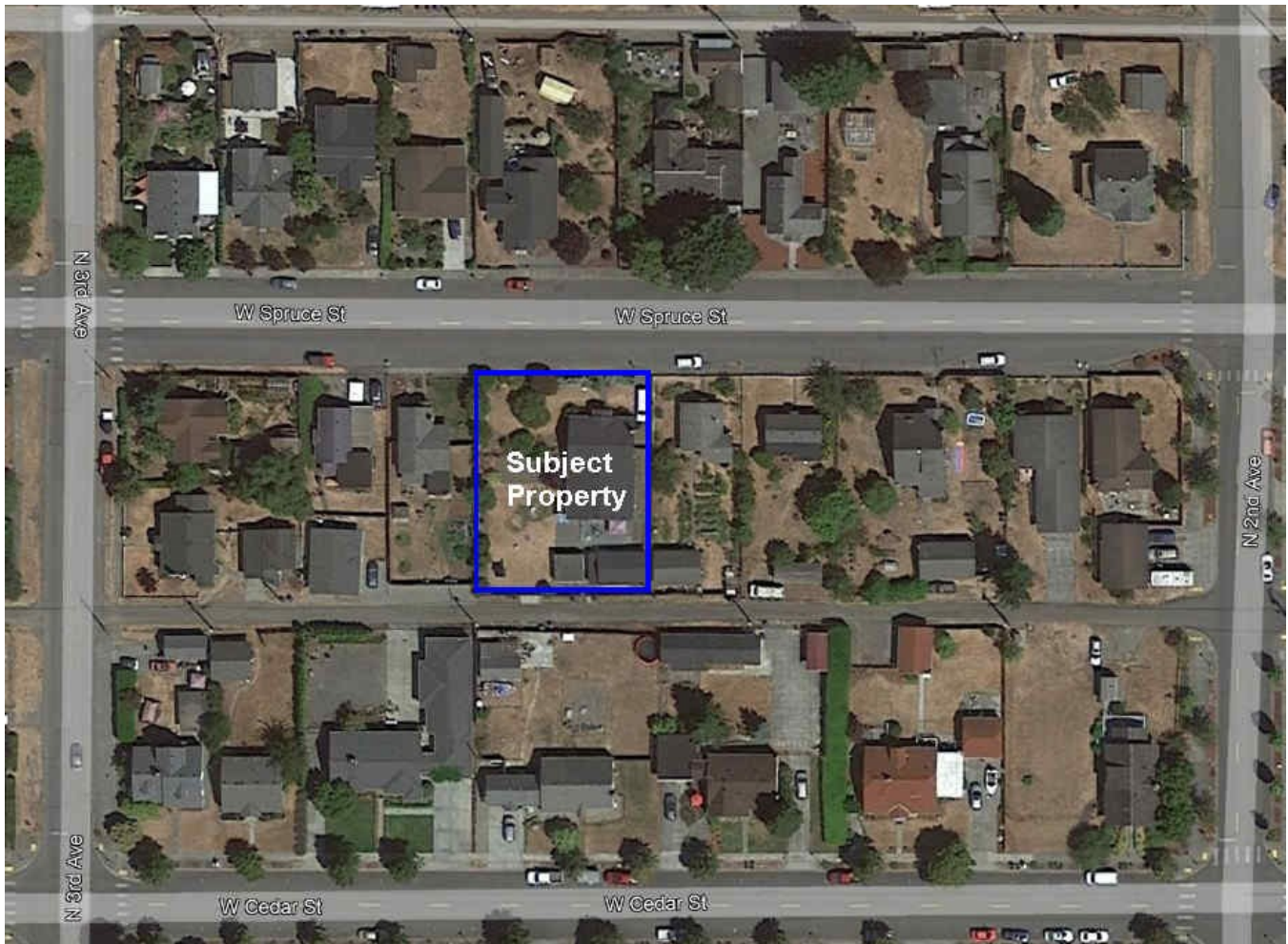


CITY OF SEQUIM
STAFF REPORT
 GRUBB SHORT PLAT
 PLANNING FILE SHP 22-001
NOTICE OF DECISION: OCTOBER 28, 2022



<p>Owner/Applicant: Caleb Grubb, Pointer Properties, 234 W Hammond St, Sequim, WA 98382.</p> <p>Project Lead: Same as proponent.</p> <p>Staff Contact: Travis Simmons, Assistant Planner tsimmons@sequimwa.gov 360-683-4908.</p>	<p>Property Location: Described as "Lots 7 and 8, Block 2, Central Plat of the Townsite of Sequim, according to the Plat thereof, recoded in Volume 2 of Plats, Page 77, records of Clallam County, Washington"- Clallam County Assessor's tax parcel number 033019-511208.</p>	<p>Public Comment: The project was noticed per Title 20 of the SMC. As of the published date of this report, Comments received from the public have been included as an exhibit.</p> <p>Administrative Review: Approval as conditioned.</p>
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1. PROJECT SUMMARY

1. a. Project Description: Short subdivision of approximately 0.29 acres (12,632 square feet) of property into two lots was received as complete on September 29, 2022. The property is situated adjacent to the south side of the W. Spruce Street right-of-way in the “Downtown Mixed Use I” (DMU-I) zone. As submitted, proposed Lots A and B would be approximately 6,835 sq. ft., and 5,655 sq. ft. in area, respectively.

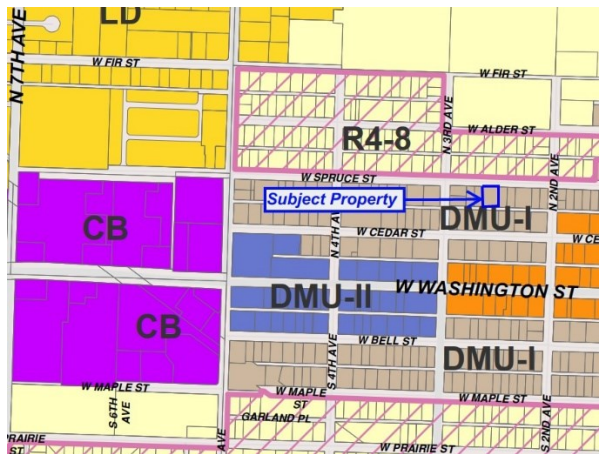
1. b. Previous Actions: The property has been subject to the following previous action:

- **September 1, 2022:** Preliminary Minor Subdivision application submitted to the City for review.
- **September 29, 2022:** Notice of complete application issued.
- **October 6, 2022:** Notice of application & public comment period issued.

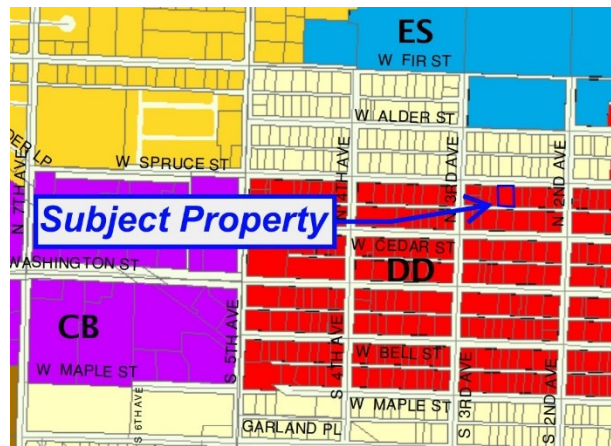
1. c. Project Context:

The project is located in the Downtown Mixed Use I zoning district. The City of Sequim Future Land Use Map (FLUM) designates the land Downtown District, which is consistent with the zoning designation for the site [Figure 1]. Zoning in the vicinity of the subject property consists of mixed use zoned lots for residential and commercial uses. The total project area is approximately 0.29 acres.

FIGURE 1
ZONING / COMP. PLAN DESIGNATION

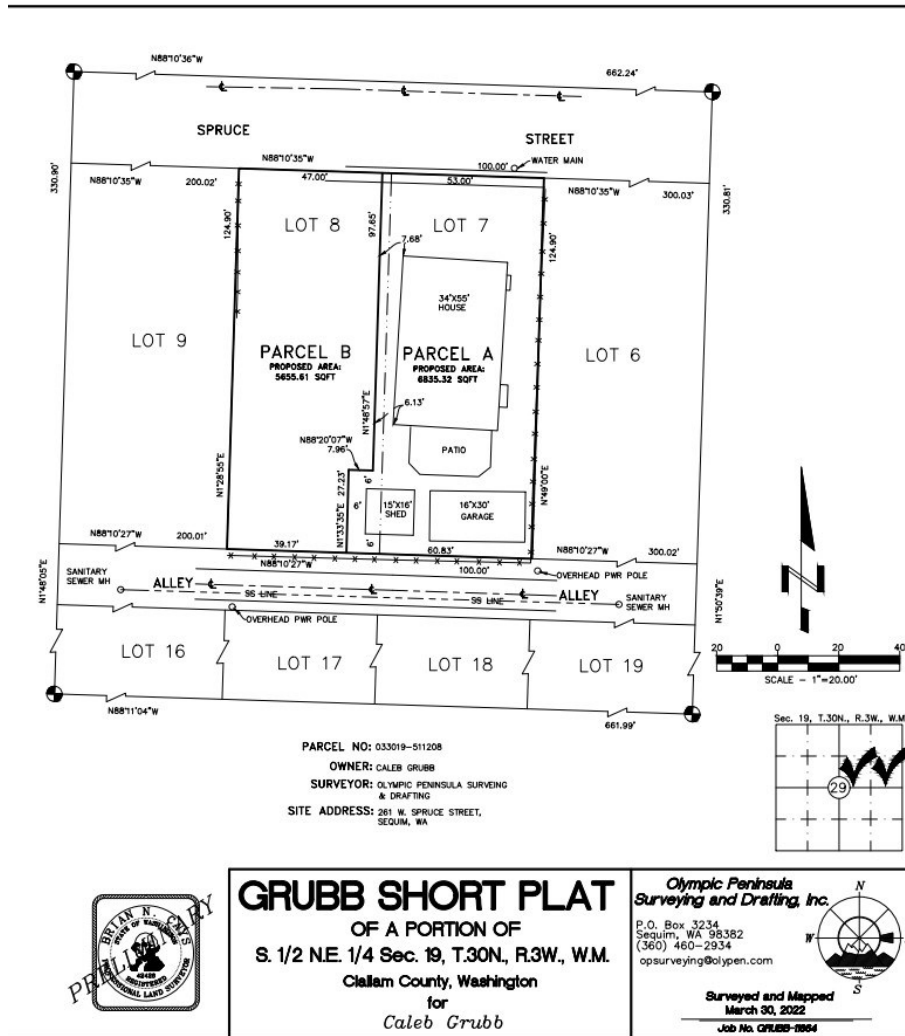


Zoning Map R4-8



Comprehensive Plan Future Land Use Map

FIGURE 2
PRELIMINARY PLAT LAYOUT



The property is currently developed with a single-family residence with a detached garage and accessory shed that are located along the east half of the property. All structures are located on what would be proposed as Lot A.

The project site is bordered by single family residential homes to the east and west, W Spruce to the north, and a residential alley to the south.

1. d Supporting Studies:

The following special study was completed in support of the subject preliminary subdivision proposal, and all associated email and other written correspondence, are hereby incorporated into the project record by reference.

1. Preliminary Stormwater Project Report, August 24, 2022; prepared by Zenovic & Associates, Inc.

2. STAFF DISCUSSION/ANALYSIS:

Grubb Preliminary Minor Subdivision
SHP-22-001 Staff Report

SUBDIVISION FINDINGS AND CONCLUSIONS

2. a Zoning, Land Use, Density & Development Standards

Discussion: The project site's future land use designation as identified in the 2015-2035 Comprehensive Plan is Downtown District (DD). The following zoning and development standards are established in SMC Chapters 17.20 Subdivisions, 18.44 Bulk and Dimensional Requirements, 18.22 Development Standards, 18.20 Purposes of Districts, and 18.48 Off-Street Parking and 18.57 Downtown Districts.

- Property Size: According to Clallam County records, the subject property is approximately 0.29 acres in area (gross). The newly created lots would be approximately 6,835 sq. ft., and 5,655 sq. ft. in area.
- Current Land Use: The subject property is currently developed with a single-family residence.
- Downtown Mixed Use I (DMU-I): The purpose of these districts is to create a lively and diverse downtown, oriented to both nearby neighborhoods and the larger community, with a mixture of uses, including retail, services, restaurants, institutions, and higher density residential. While multi-story buildings are allowed, both new development and expansion of existing buildings should exhibit bulk and scale that respects their proximity to adjacent residential patterns having a lower height. Over time, in the downtown core and downtown mixed use I district, auto-oriented uses would gradually disappear, sidewalk-fronting buildings would predominate, and visible surface parking lots would be replaced with parking behind buildings or within structures.
- Setbacks: Per SMC 18.57.060 – *In the downtown mixed use 1 and 2 districts, the first floor of buildings containing ground-floor residential shall be set back from the right-of-way by at least seven feet, but no more than 15 feet.*
- Density: The project will be going from 3.4 units per acre to 6.9 units per acre. However, there are no density requirements in this zone.
- Building Height: The maximum building height allowance is 38 feet.
- Lot Size Range: There are no lot size requirements in this zone.
- Parking: Per SMC 18.57.070 – Residential uses with one-bedroom and greater must provide one parking space per unit.
- Lot Coverage (All Structures): Per SMC 18.57.030, maximum lot coverage is determined using a Floor Area Ratio (FAR). The FAR applied to the DMU-1 for residential use (which is what is currently proposed) is 1.0 meaning that the maximum floor area that can be built will be equal to the square footage of the newly created lot – 5,655 square feet. With bonuses the FAR could reach 2.0 which would allow for a square footage of up to 11,310 square feet of floor area.
- Signage: Any subdivision/project signage would need to satisfy the requirements of SMC 18.58 (Sign Code). Any future signage will require separate review by the City's Building Department, at which time it will be reviewed for compliance with the City's sign regulations (SMC 18.58).
- Buffers: There are no regulated wetlands or critical areas on or near the site that would require buffers.

- Open Space & Recreation: Per SMC 17.28.050(A)(1) – *Minor subdivisions located in residential zones which provide standard yards and setbacks consistent with the zoning code shall be determined to have provided adequate open space. Setbacks on lot will suffice.*

Staff Finding #1: *Staff finds that, the Grubb Preliminary Short Plat would satisfy the requirements of SMC, Title 18 (Zoning) and the requirements of Title 18 (Subdivisions). Setbacks, lot coverage and building height will be reviewed at the time of individual building permit applications for the future homes.*

2.b. Environmentally Significant Lands:

There are no delineated wetlands shown on or near the site on the County’s Critical areas map, or the City’s.

This project is exempt from SEPA per WAC 197-11-800(6)(d).

Staff Finding #2: *Staff finds that due to the lack of critical areas the application is consistent with state and city environmental standards. Future applications for building permits will be reviewed for continuous consistency.*

2.c. Preliminary Short Plat Approval Process & Criteria:

Short Plats are identified as Type A-2 process in Chapter 20.01.030, Table 2 (SMC), which is a Administrative Review process requiring a decision from the Community Development Director. Chapter 17.20.040 of the Sequim Municipal Code (SMC) contains the criteria by which Subdivisions are reviewed:

17.20.040 Approval criteria.

The city will not approve applications for subdivisions unless it is demonstrated by the applicant that each of the following criteria has been met or will be met:

A. Each lot resulting from the subdivision must conform with the comprehensive plan and zoning regulations;

Staff discussion: The property is currently developed with a single-family residence with a detached garage and accessory shed that are located along the east half of the property. All structures are located on what would be proposed as Lot A. The detached structures are subject to SMC 18.59. Per SMC 18.59.020(A)(5), Maximum Structure Width. The combined width as measured parallel to the rear property line of all detached accessory structures over 10 feet in elevation shall not exceed 40 percent of the lot width. The combined width of the two detached structures is 46’ and the proposed new width of the lot is 60.83’ meaning that this would become a non-conforming use. The approval of a short plat can not result in the creation of a non-conformity; therefore, prior to final short plat approval, the existing accessory structures must be removed or modified to satisfy the code.

Additionally, as provided above under, *2.a Zoning, Land Use, Density & Development Standards*, the proposal would satisfy the standards of the current zoning regulations. The goals and policies of the Comprehensive Plan are addressed in *2.d Consistency with the Comprehensive Plan*.

B. Each lot will adjoin a public street or a private street in the subdivision;

Staff discussion: Each lot will abut a public street. The newly created lot will have frontage on W Spruce St, and will have alley access as well.

C. Curb, gutter, sidewalk, trail connections, transit stops, streets, storm drainage, sanitary sewer lines, water lines and other utilities as required must be installed at the expense of the applicant and meet city specifications and applicable ordinances and the city engineer must have certified or approved the proposed plans;

1. Staff discussion: Preliminary plans show that all required improvements and utilities will be provided. Road Frontage Improvements: Updating the existing infrastructure (streets, sidewalks, landscaping and lighting) along W Spruce St will not be required due to an examination by city staff on the nexus and proportionality of the proposed project's impact on the city infrastructure. The factors considered are the following:
 - a. What is the Public Problem the condition is designed to address: Road frontage improvements do not meet current City of Sequim Engineering standard for the road classification.
 - b. How would application of this condition make the public problem worse: W Spruce Street is currently built to a condition acceptable to the city and is an over-wide roadway with a 50-foot paved surface to accommodate two 11' travel lanes, two 8' parking lanes and two 6' bike lanes. The Transportation Master Plan shows W Spruce Street as a "Local" road requiring two 11 foot travel lanes, one parking lane, one bike lane. Applying the current standard would reduce the size of the roadway from 50' to 34' and eliminate a parking lane and a bike lane for a 50 foot section of W Spruce Street. Application of this condition would cause hazardous conditions for bicyclist and drivers not expecting the bike lane to end and the road to narrow.
 - c. The proposed condition is to accept the current road conditions of W Spruce Street as acceptable. This would not interfere with traffic flow and not add hazards drivers and/bicyclists.
 - d. The proposed solution, of accepting the current road conditions as adequate to subdivide the property and create one additional lot, does add to the usage of the public infrastructure, however, the additional usage is minimal given it is only one lot. Additionally, with the de minimus determination for concurrency there is no significant impact on the City's street network.

As conditioned, the site construction permit prior to Final Plat will ensure that the project meets City of Sequim standards.

D. The applicant must provide an easement for utilities transmission services, if necessary;

Staff discussion: The final plat/site construction review process will ensure that all necessary utility easements will be established and shown on the face of the final plat prior to recording of the map. It will be the applicant's responsibility to demonstrate that all necessary utility transmission easements have been obtained, consistent with City standards.

E. Private property necessary for public use for streets will be dedicated by a deed of dedication acceptable to the city or by preparing a plat to be recorded;

Staff discussion: There will be no additional public use dedicated to the city.

F. A bond meeting city requirement (Chapter 3.78 SMC) is posted to ensure completion of those improvements required under these criteria but not yet installed or provided;

Staff discussion: Pursuant to SMC 17.64.010(A), a final plat and/or final binding site plan shall not be considered for approval unless the applicant has guaranteed to complete all required improvements within a reasonable period consistent with approved working drawings and specifications and has guaranteed to maintain the improvements until they are accepted by the city. The guarantee of completion and maintenance shall provide that the applicant will reimburse the city for any maintenance work which is required consistent with this chapter upon failure of the applicant to perform such work after receiving due notice from the city. This guarantee shall be by at least one of the three methods established in SMC 17.64.020 and shall be in addition to requirements of SMC 17.64.010 B. Only one method of plat completion guarantee shall be applied for each specific improvement.

- G. Adequate public facilities will be provided, as required by the adopted capital facilities plan. These facilities may include, but not necessarily be limited to, parks, playgrounds, schools, open spaces, transit stops, and trails and trail connections;**

Staff discussion: The project is not required to provide any new public facilities such as parks, trails and playgrounds, but the lot owner of the newly created lot will be required to pay park & traffic impact fees (SMC 22.12.110 and SMC 22.04.110) when the lot is developed.

- H. All requirements of the environmentally sensitive areas and wetlands sections of the SMC and the State Environmental Policy Act (SEPA) have been met;**

Staff discussion: There are no identified wetlands on the project site. This project is exempt from SEPA.

- I. No development may occur which causes a flooding hazard, and until any development occurring within an identified floodplain has been properly mitigated;**

Staff discussion: The proposal is not within an identified floodplain.

- J. The public interest will be served by the proposal;**

Staff discussion: The project will create an additional lot in the Downtown District to be developed creating more opportunity in a valuable location.

- K. All the requirements of Chapter 58.17 RCW have been met;**

Staff discussion: As conditioned, this proposal would be consistent with the applicable Zoning (Title 18), 2015-2035 Comprehensive Plan, Environmental Protection standards (SMC 18.80), and Chapter 58.17, Revised Code of Washington.

The Sequim Municipal Code is consistent with Chapter 58.17 RCW, and does not omit any of the requirements provided therein. SMC 17.04.010 states, *The provisions of this title are adopted pursuant to the authority delegated to the city of Sequim under Chapters 35A.58 and 58.17 RCW.*

- L. The proposed project phasing schedule, if applicable, meets the requirements contained in SMC 17.20.090; and**

Staff discussion: There is no proposed phasing for this project.

M. Only irrigation districts organized under Chapter 87.03 RCW may require improvements and only in accordance with RCW 58.17.310. (Ord. 2021-021 § 1 (Exh. B); Ord. 2007-002 § 1; Ord. 2005-022 § 1; Ord. 2004-015 § 1; Ord. 98-005 § 4)

Staff discussion: There are no mapped irrigation ditches abutting or traversing the subject property.

Staff Finding #3: *Staff finds that Grubb Preliminary Minor Subdivision would meet the approval requirements in SMC 17.20 Subdivisions.*

2.d. Consistency with the Comprehensive Plan:

The following Comprehensive Plan provisions are applicable to the current proposal:

- LU 3.2.1: Single-Family Residential Neighborhoods – Support the character and lifestyle of existing single-family residential neighborhoods by limiting multifamily housing to fourplexes or smaller units and special housing populations such as low-income or subsidized senior housing as conditional uses and/or through innovative zoning techniques such as a planned residential development process (PRD).
- LU goal 3.3: Range of living environments – Ensure that the City grows with a range of urban living environments to attract diverse lifestyles, age groups, and family types that make Sequim more interesting, creative, productive, inclusive and capable of adjusting to demographic market changes.
- LU 3.3.4: Downtown Neighborhood – The *2011 Downtown Plan* provides the detailed direction for this neighborhood’s growth and development and is included here by reference as a sub-area plan element of the Comprehensive Plan.
- CFG Goal 5.1: Community Expectations - Meet community quality-of-life expectations by institutionalizing the connections among citizens’ desires, adopted levels of service, and city capital budgeting.

Staff Finding #4: *Staff finds that the Grubb Preliminary Subdivision is consistent with the City’s Comprehensive Plan as its proposed use is consistent with surrounding properties and our Downtown Plan.*

2.e. Concurrency Review

SMC 20.10 Concurrency Management System

a. Sequim Municipal Code 20.10

- SMC 20.10.010: Purpose – This chapter provides the necessary regulatory mechanism for determining that a property owner and/or developer meets the concurrency provisions of the comprehensive plan, as amended, for development purposes and ensures that adequate public facilities are available at acceptable levels of service to mitigate the development’s impact. (Ord. 2010-013 § 1 (Exh. 1))
- SMC 20.10.020: Definitions – “Concurrency” means when adequate public facilities meeting the established level of service standard are in place at the time a development permit is issued, or a development permit is issued subject to the determination that the necessary facilities will be in place when the impacts of the development occur, or that improvements or strategies are in place at the time of development or that a financial commitment is in place to complete the improvements or strategies within six years of the time of the development, as set forth in the city’s comprehensive plan, the water

system comprehensive plan, the wastewater system comprehensive plan, and any other comprehensive or strategic plan, including subarea plans, adopted SEPA policies and requirements of applicable NPDES permits, as may be amended.

- SMC 20.10.040(A)(3): Development Approvals – No development approvals will be granted unless the applicant meets or mitigates all concurrency requirements and levels of service adopted in the comprehensive plan or any other documents identified in the “concurrency” definition above and meets other development requirements.
- SMC 20.10.030(B): De minimus determinations - Any development generating less than 10 average daily trips, with no possible cumulative impact and which does not exceed current uncommitted available capacity, shall be deemed de minimus for purposes of assessing transportation levels of service; provided, that this de minimus determination does not exempt property from payment of citywide and areawide impact fees, facility charges, street maintenance and special district charges, latecomer charges, similar charges or any other city requirements or charges. (Ord. 2010-013 § 1 (Exh. 1))

Staff Finding #5: According to the Institute of Transportation Engineers Trip Generation, one house is estimated to generate 9.5 average daily trips. With the creation of one new lot, staff finds that the proposed project will be viewed as de minimus as the number of average daily trips should not exceed 10. Since this project is deemed de minimus, no further concurrency review is necessary.

2.f. State Environmental Policy Act (SEPA)

- This project is exempt from SEPA per WAC 197-11-800(6)(d).

2.g. Project Process & Procedures:

- Type A-2 process (Administrative)
- Application received September 1, 2022.
- Notice of complete application issued September 29, 2022.
- Notice of application issued on October 6, 2022.
- Appeal to Hearing Examiner: Within 21 days of decision.

Exhibits:

1. [Application](#)
2. [Preliminary Plat – Draft](#)
3. [Drainage Plan](#)
4. [Drainage Letter](#)
5. [Deed](#)
6. [Notice of Complete Application](#)
7. [Public Notice Mailing Affidavit](#)
8. [Affidavit of Posting](#)
9. [Notice of Application](#)
10. Staff Report (current document)

Any documents, ordinance, statute, law or reference to case law, or other article referenced herein shall be incorporated by reference into this record.

The City has reviewed the above proposed short subdivision of property in the City of Sequim for compliance with the City of Sequim Comprehensive Plan and Municipal Code. In consideration of comments from City staff, other agencies, and interested individuals, the following determination was made:

Minor Subdivision SHP-22-001 is hereby:

_____ **APPROVED.**

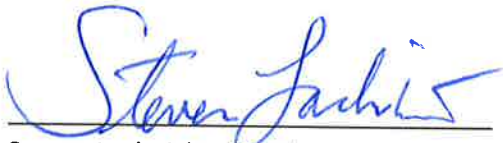
_____ **DENIED.**

XXX **APPROVED WITH CONDITIONS**

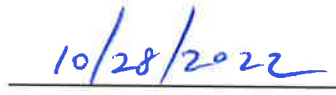
This decision is based on the preliminary map, application, and other supporting materials including the City of Sequim Comprehensive Plan and the attached conditions of approval.

Preliminary [minor] subdivision approvals are valid for a period of five (5) years, per Section 17.20.080, SMC. Two, one-year extensions may be requested in writing prior to the expiration date, however, the City may change or add conditions as a result of permit approval extension. A final map must be approved by the City.

The administrative decision on this project may be appealed to the City of Sequim Hearing Examiner within 21 days of the date of the final decision per Section 20.01.240, SMC.



Steven Lachnicht, Director
Department of Community Development



Date

CONDITIONS OF APPROVAL

GENERAL CONDITIONS

1. Within five years following approval of a preliminary subdivision, or as otherwise stipulated in RCW 58.17.140, a final plat shall be submitted to the City for review and approval. Two, one-year extensions may be granted by the City Council.
2. Prior to final short plat approval, the pre-existing detached accessory structures must be removed or modified in order to come into compliance with SMC 18.59.
3. A final plat must be approved by the city prior to recording. An electronic version of the final plat shall be submitted to the City of Sequim DCD.
4. Final Plat shall account for all on-lot stormwater drainage by prescribing the method of permanent stormwater management for each lot which shall be recorded on the final plat.
5. Any future signage will require separate review by the Department of Community Development, at which time it will be reviewed for compliance with the city's sign regulations.
6. All dedications of land and/or easements shall be clearly and precisely indicated on the face of the final plat.
7. Unless otherwise waiver or modified by the Public Works Director, the applicant shall satisfy the conditions of the Public Works Department as provided in their comments provided as an attachment to this decision.
8. The face of final short plat [map] shall include the following notes:
 - a. **City approval of this minor subdivision does not automatically dedicate the use of water, sewer, stormwater, solid waste disposal or other utilities of the city, unless specifically provided for in the preliminary plat approvals, or in an approved development agreement. Potential purchasers of the property should be advised to contact the city for information regarding assessments and fees for utility services.**
 - b. **It shall be noted on the face of the final short plat: "All building downspouts and drains from all impervious surfaces such as patios and driveways shall be connected to an on-site stormwater infiltration drainage system". Any application for building permit shall comply with the requirements of the Department of Ecology Stormwater Management Manual for Western Washington, 2014. All connections of the drains shall be constructed and approved prior to final building inspection and approval/occupancy.**
9. All plans submitted for final approval shall be titled:

**CITY OF SEQUIM FINAL MINOR SUBDIVISION SHP-22-001 FOR:
Caleb Grubb
IN SECTION 19, TOWNSHIP 30 NORTH, RANGE 3 WEST, W.M.
CITY OF SEQUIM, CLALLAM COUNTY, WASHINGTON**

PUBLIC WORKS/DCD REQUIREMENTS TO BE MET PRIOR TO SITE CONSTRUCTION/FINAL PLAT APPROVAL

Please note that these are NOT conditions of approval for the subject Preliminary Plat and will be evaluated during submittal of future permits that will be associated with this development.

EXTERNAL ROADWAY IMPROVEMENTS:

1. Road Repairs: If the curb, gutter, sidewalk or road surface in W Spruce Street, or the alley is deemed to need repair, resurfacing, or replacement after improvements (including utility trenching) are complete, the applicant will perform the needed repairs at their expense, at the city engineer's discretion. [July 2013 Transportation Master Plan, SMC 17.20.040, SMC17.48 and RCW 58.17.110(2)].

DRIVEWAYS/ACCESS:

2. SMC12.08.050, SMC12.08.080 and SMC18.48.030(E) state that all driveways must be paved. However, the driveway and parking area on the east side of the existing home is a pre-existing non-conforming use. Under SMC18.48.020, the land division will not exacerbate the con-conforming parking area, therefor, paving the driveway and parking area of the existing home will not be required.
3. Driveway access to the newly created lot will need to conform to the above listed SMC and SMC18.48.040(A)(1), SMC18.48.090(C)(1)(d) , SMC18.57.070, at time of building permit application.

SEWER:

4. Sewer lateral must be provided to new lot created and extend 10' into the property.
5. Sewer connection to the main, and sewer lateral shall follow the City of Sequim Engineering Standards per 13.04.040. These standards can be found at <https://www.sequimwa.gov/327/Engineering>
6. Sewer is available in the alley via an 8" Concrete main.

WATER:

7. Water lateral must extend 10' beyond property line.
8. Water meter, connection to the main, and water lateral shall follow the City of Sequim Engineering Standards per 13.04.040. These standards can be found at <https://www.sequimwa.gov/327/Engineering>
9. Water is available in W Spruce Street via an 8" PVC Main.

STORMWATER:

10. Stormwater Report and plan must account for all on-lot stormwater drainage by prescribing the method of permanent stormwater management for the newly created lot and must be recorded on the final plat [SMC 13.104]

*CITY OF SEQUIM
PRELIMINARY SUBDIVISION (SHP 22-001)
FOR:
CALEB GRUBB
IN SECTION 19, TOWNSHIP 30 NORTH, RANGE 3 WEST, W.M.
CITY OF SEQUIM, CLALLAM COUNTY*

The City maintains the authority to reasonably amend any conditions to ensure that all improvements serve to achieve consistency with the Sequim Capital Improvement Program.