



Department of Community Development
 152 W Cedar Street
 Sequim, WA 98382
 (360) 683-4908
 www.sequimwa.gov

APPLICATION FOR A MINOR SUBDIVISION (4 LOTS OR LESS)

For Department Use Only:

Date: 12/1/2022

Application Number: SHP-22-003

Associated Applications: _____

Latecomer/DRCA: _____

APPLICANT INFORMATION

Owner's Name: Casey Blake, representative for Marmac LLC

Owner's E-mail Address: casey@blakesandandgravel.com

Owner's Mailing Address: PO Box 3939, Sequim

Owner's Telephone: (360) 460-9000 Business Telephone: _____

Representative's Name: Brian Cays, Olympic Peninsula Surveying & Drafting, Inc.

Representative's E-mail Address: opsurveying@olypen.com

Representative's Mailing Address: PO Box 3234, Sequim

Representative's Telephone: (360) 460-2934

Are there any critical areas; such as wetlands, critical wildlife habitat, steep slopes (greater than 15%), frequently flooded areas, irrigation ditches, streams and stream corridors? No Yes

If yes, attach the appropriate environmental analysis.

This Minor Subdivision is for? Residential Development Commercial Development Mixed-Use Development

Are there any latecomers/Developer Reimbursement Collection Agreements? If yes, attach the appropriate information.

Please provide the existing Address, Legal Description and/or Parcel Number(s)? No
 Use and attach additional pages if necessary. #033020-410010; Lot A Survey V64 P77; 490 S Blake Ave

Minor Subdivision Application Submittal Requirements Checklist

*****It is the responsibility of the applicant to ensure that all submittal requirements listed below are turned in as part of this application. Incomplete applications will not be accepted by the City of Sequim Department of Community Development. *****

- A Pre-Application meeting shall take place prior to formal submittal of the Minor Subdivision application. Projects involving construction of public infrastructure (streets, utilities, etc.) require a Developer Extension Agreement.
- A complete Minor Subdivision application with all required studies, submittal materials, and fees.
- Environmental (SEPA) Checklist. *N/A*
- Title Report or other proof of ownership.
- Critical Areas special studies where required by the Critical Areas Ordinance (SMC 18.70 & 18.80). *N/A*
- Preliminary Stormwater Drainage Plans, prepared consistent with the requirements of SMC Title 13.
~~(for driveway)~~ *N/A*
- Estimated quantities of fill exported and imported to the site.
- Location of streams, irrigation ditches, drainage ditches, wetlands, ponds, floodways or other water courses on or within 200' of the proposed project. *N/A*
- Location, extent and type of wooded areas and all trees greater than eight inches in diameter, or identified as species of local significance. *N/A*
- Adjacent property owners' list for all properties located within a 300' radius obtained for Clallam County assessor's office.
- A scaled vicinity map showing the subject property in reference to surrounding properties, streets, subdivisions, municipal boundaries, identified critical areas within 500' of the subject property, and including a north arrow.
- Copies of any existing and/or proposed deed restrictions or covenants.
- 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.)
- Preliminary utility plans, including provisions for water, sewer, underground power where appropriate, telecommunications, and solid waste disposal.
- Preliminary landscaping plans. *N/A*

- For proposed replatting of existing subdivisions: the lots, blocks, streets, etc. of the original plat shown with dotted lines in the proper positions in relation to the new arrangement of the plat, the new plat being clearly shown in solid lines to avoid ambiguity.
- Any additional materials, as determined by the department during the required pre-application meeting, to be necessary to fully evaluate the application.
- A description of how parking requirements will be met. *N/A*
- Preliminary road plans including plan, sections, and profiles. *N/A*
- Preliminary phasing plan, if proposed. *N/A*
- 18" x 24" or larger Minor Subdivision map prepared by a Washington State licensed and registered land surveyor, drawn at a horizontal scale of 50-feet or fewer to the inch depicting the following items:**
 - The name of the project.
 - Legal Description of the entire parcel.
 - Date, scale and north arrow.
 - Boundary lines, right-of-way for streets, private or public easements (their purpose) and property lines of lots.
 - Location of all open spaces. *N/A*
 - Location of all utilities and other improvements, with accurate bearings, dimensions of angles and arcs, and all curve data describing the location of improvements.
 - Street (right-of-way) widths and names.
 - Lot acreage, dimensions and lot numbers.
 - After all site construction work is complete, signed off and inspected by the City of Sequim, the applicant shall submit a Final Minor Subdivision map.

*****The City of Sequim Department of Community Development may require additional information necessary for decision making purposes. *****

I certify that the above information is true and correct to the best of my knowledge and accept responsibility for all claims and damages which may be occasioned to any other land or persons by actions authorized by the City of Sequim in relation to this Minor Subdivision.

C. Malle. for Mar Mac LLC

05.10.2022

Owner(s)

Date

Representative(s)

Date

WHEN RECORDED MAIL TO:
Alan E. Millet, P.S.
P.O. Box 1029
Sequim, WA 98382

2009-1240071
Page 1 of 1
Alan Millet
Clallam County Washington
Quit Claim Deed
07/14/2009 02:01:41 PM

NO. 87358
CLALLAM COUNTY
TRANSACTION EXCISE TAX

DATE PAID JUL 14 2009

AMOUNT 0
COUNTY TREASURER
BY [Signature]

QUIT CLAIM DEED

Assessor's Tax Parcel ID#: 0330204100002002; 0330204100002001; 0330204100001000

The Grantor David A. Blake, conveys and quit claims to MarMac, LLC, a Washington limited liability company, Grantor's un-divided one-half interest in the following described real estate, situated in Clallam County, State of Washington, together with all after-acquired title of the grantor therein:

PARCEL A AS DELINEATED ON SURVEY RECORDED ON OCTOBER 9, 2007 IN VOLUME 64 OF SURVEYS, ON PAGE 77, RECORDS OF CLALLAM COUNTY, WASHINGTON.

Dated 6/17/09

[Signature: David A. Blake]
David A. Blake

State of Washington
County of Clallam

I certify that I know or have satisfactory evidence that David A. Blake is the person who appeared before me, and acknowledged that he signed this instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

Dated June 17, 2009

NOTARY PUBLIC
STATE OF WASHINGTON
ALAN E. MILLET
My Appointment Expires Sept. 18, 2009

[Signature: Alan E. Millet]
Notary Public
My commission expires: 9-18-09

2021-1427319

Page 1 of 1

Quit Claim Deed

ALAN MILLET

Clallam County Washington 10/11/2021 04:05:16 PM

ELECTRONICALLY RECORDED

WHEN RECORDED MAIL TO:
Debra Carline Schultz, Trustee
PO Box 670658
Chugiak, Alaska 99567

NO E 128426
CLALLAM COUNTY
TRANSACTION EXCISE TAX

SALE PRICE \$0.00

DATE PAID OCT 11 2021

EXCISE AMOUNT \$0.00
COUNTY TREASURER
BY J White

QUIT CLAIM DEED

Assessor's Tax Parcel ID#: 033020 410000 / 83242

The Grantor, Debora C. Schultz, a married woman as her separate estate, conveys and quit claims to, Debora Caroline Schultz, Trustee of the Sleepy Hollow Trust dated 9/10/21, the following described real estate, situated in Clallam County, State of Washington, together with all after acquired title of the Grantor therein:

PARCEL B AS DELINEATED ON SURVEY RECORDED ON OCTOBER 9, 2007, IN VOLUME 64 OF SURVEYS, ON PAGE 77, RECORDS OF CLALLAM COUNTY, WASHINGTON.

Dated 9/30/21

Debora C. Schultz
Debora C. Schultz

STATE OF ALASKA

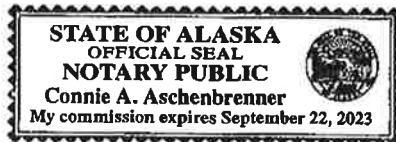
) ss.

THIRD JUDICIAL DISTRICT

On September 30, 2021 before me, the undersigned Notary Public, personally appeared Debora C. Schultz, personally known to me or who proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity and that by her signature on the instrument the individual or the person upon behalf of which the individual acted, executed the instrument.

Witness my hand and official seal.

Connie A. Aschenbrenner
Notary Public in and for the State of Alaska



**SHORT SUBDIVISION and BOUNDARY LINE ADJUSTMENT
PRE-APPLICATION CHECKLIST
PRE22-007 BLAKE SHORT SUBDIVISION**

Address: 490 S BLAKE AVE, SEQUIM, WA 98382
APN: 033020410010 and 033020410030
Applicant Name: Casey Blake, Marmac LLC and Debora Schultz
Representative: Brian Cays, Olympic Peninsula Surveying and Drafting
Legal Description: LOT A SURVEY V64 P77 EXC 2A - 3.00A
Project Description: *SHORT PLAT* and BOUNDARY LINE ADJUSTMENT

Zoning: CB

Zone Intent: Provide residents centralized access to retail businesses and services, primarily along Washington Street on either side of downtown, that meet community-wide needs; create a complementary mix of community-serving retail, personal and professional services, public facilities, and transient lodging; ensure each development is a good neighbor to adjacent uses and districts, particularly single-family neighborhoods.

Max lot size N/A

Max height 35',

Front SETBACK 10'

Rear setbacks 10' but 20' if adjacent to R zone

Side setback 0' but 20' if adjacent to R zone

Acres: 2.35 acres Gross Area Total

An application for subdivision, or subdivision exemption, as defined by SMC 17.04.020, shall include as applicable, the items specified in Table 17.12.020(A). Please note the following items:

BOUNDARY LINE ADJUSTMENT:

The applicant stated they would not pursue a boundary line adjustment at this time.

SHORT SUBDIVISION:

-
- **Right-of-Way Dedication:** No additional right-of-way dedications for West Sequim Bay Road.
 - **Road Frontage Improvements:** No frontage improvements are required due to the short length of frontage, approximately 30', that is primarily used as a commercial driveway entrance. Commercial driveway entrance approach improvements will be required.
 - **Lot layout and Access:**

- *SMC 17.20.040(B) Each lot shall adjoin a public street or a private street in the subdivision*
- *SMC17.40.010(C) Every lot shall abut a public or private street.*
- *The proposed driveway entrance, being used as the existing driveway entrance, off of West Sequim Bay Road, is acceptable to the city. [SMC 17.32.150]*
- *Driveway approach shall be clearly defined through use of landscaping. 18.48.090(3)*

- **Parking**

- *SMC18.22.070(B) Site Planning. Commercial development shall be designed to accommodate safe ingress and egress, pedestrian and vehicular circulation, and visibility of the commercial uses. The following standards shall be considered:

 1. *Adequate stacking or vehicle queuing room at driveways and street intersections shall be provided, based on engineered traffic studies and calculations.*
 2. *Where practicable, shared access and circulation should be provided to minimize vehicular curb cuts.*
 3. *Commercial developments should inhibit the use of on-site circulation and parking areas as “cut-throughs.”*
 4. *Buildings should be separated from pavement with landscaping and/or walkways.*
 5. *Landscaped setbacks between roads and parking shall be provided.*
 6. *Where practicable, service vehicle accesses and parking areas should be separated from customer parking and circulation.*
 7. *Outside storage shall be screened from view from public roads and neighboring properties.*
 8. *Where practicable, established trees shall be preserved and incorporated into site landscaping.*
 9. *Off-site traffic controls, devices, or improvements, including traffic lights, intersection improvements, and/or turning lanes shall be installed, as required by the city engineer.*
 10. *Parking areas shall be designed to be in conformance with all applicable ADA (Americans with Disabilities Act) regulations.**
- *SMC18.48.030 (B) All required guest, ADA, loading, compact, or other restricted spaces shall be designated as such and restricted to such use.

 - E. *Off-street parking and parking lots constructed, even when not required by this chapter, shall be constructed and maintained in compliance with the development and use standards of this chapter.*
 - H. *Grading and paving of parking lots shall be in compliance with the permits and standards required in SMC Title 15, Buildings and Construction, and with the stormwater management requirements of the city of Sequim. All associated construction within a public right-of-way, including driveway approach construction and landscaping, requires the approval of an encroachment and access permit from the public works department, with associated bonding or other surety for completion of the work and compliance with all adopted traffic control and safety regulations and procedures. (Ord. 2011-017 § 1; Ord. 2003-017 § 1)**
- *Minimum parking space and lot dimensions.

 - *SMC18.48.040(C) Backup space shall be 24 feet except for diagonal spaces accessed by a one-way drive aisle. 18.48.040(D) Drive aisles from which no parking is directly accessed shall be a minimum of 20 feet in width for two-way and 12 feet in width for one-way.**

- *SMC18.48.040(E). There shall be a two-foot overhang allowance into landscaping, hardscape buffers or sidewalk areas; provided, that the sidewalk maintains a width of no less than five feet. (Ord. 2003-017 § 1)*
 - *Minimum number of spaces required.*
 - *SMC18.48.050(A) Off-street parking ratios expressed as the number of spaces per square feet means net square footage. Net square footage is calculated as 85 percent of the gross square footage of the structure. Public parking spaces, either on street or in public parking lots, shall not be included in parking calculations. The applicability of parking on private streets shall be determined during project approval.*
 - *SMC18.48.050(B) The required number of parking spaces for each type of land use must be as stipulated below, except as the requirements may be modified or installation phased by other sections of this chapter including SMC 18.48.070, Modified calculations for required on-site parking spaces, and for uses within the town center sub-area:*
 - 2. *Commercial (except for properties located in the downtown sub-area):*
 - a. *Retail: one space/250 square feet minimum.*
 - h. *Outdoor product display areas: one space/1,000 square feet of display or sales area. Will require temporary use permit.*
 - *SMC18.48.080(A) Parking lot location, construction and design.*
 - 1. *Parking lots and spaces shall be constructed of either asphalt concrete (AC) or Portland cement concrete (PCC) or low impact development strategies where feasible and practicable.*
 - 2. *Comply with the city of Sequim requirements for grading, drainage and stormwater management.*
 - 3. *Provide adequate directional signs.*
 - 4. *Provide for safe pedestrian access to building and public sidewalks.*
 - 5. *Provide for through circulation, limiting the need for backup maneuvers.*
 - 6. *Drive-through queues shall be designed so that overflow will not interfere with public streets or main drive aisles in shopping centers.*
 - 7. *All parking lots shall comply with Washington State regulations relative to access by persons with disabilities.*
 - 8. *No parking space shall obstruct a doorway or exit from a structure.*
 - 9. *Parking stalls shall be clear of all obstructions that limit the use thereof.*
 - 10. *A parking space shall not be located so as to cause a visual obstruction.*
 - 11. *Loading spaces shall not obstruct pedestrian or vehicle circulation.*
 - 12. *Wheel stops shall be provided in the form of continuous curbs or sidewalk edges. Freestanding wheel stops shall not be permitted except with the approval of the director of the department of community development.*
 - 13. *Water drainage to and from the parking lot shall not cross sidewalks.*
 - 14. *Parking lots shall be designed to permit on-site turn-around and to permit vehicles to enter and exit the site in a forward motion.*
 - 15. *All fire lanes, compact parking spaces, ADA accessible spaces, and loading areas and turn-around areas shall be appropriately marked..*
 - *SMC18.48.080(D) Lighting.*
 - 1. *Provide adequate lighting for both vehicle and pedestrian circulation and public safety.*
 - 2. *Freestanding parking lot luminaires shall be located in landscaped islands or otherwise separated from parked or moving vehicles at a maximum height of 25 feet and shall not allow direct light or glare onto adjacent properties. For those*

parking lots that are adjacent to residentially zoned property, the maximum height of light posts shall not exceed 18 feet.

3. Wall and canopy lighting shall be screened to keep direct light and glare from spilling off the site.

4. All lighting shall meet Washington State Energy Codes.

○ *SMC18.48.080(E) Striping.*

1. Non-single-family, duplex and triplex parking spaces shall be designated by a four-inch-wide white painted stripe.

2. Directional arrows shall be provided on all drive aisles.

3. Fire lanes and no-parking areas shall be clearly designated.

• **Sidewalk:**

○ Sidewalk will be required at driveway approach consistent with the City Adopted Engineering standards Figures 4-22A/B

○ *18.22.030 Sidewalks. Sidewalks shall be established consistent with the following standards:*

A. Sidewalks To Be Constructed in Commercial and Mixed Use Districts. If the street grade has been previously approved by the public works director, or if the curbs and gutters are currently in place along the access road abutting the subject property, then any new construction or remodel of the primary structure of that property for all uses permitted within any commercial or mixed use district shall require the property owner to provide and fully develop sidewalks along the entire frontage of the subject property in compliance with the sidewalk construction standards of this chapter prior to issuance of a building permit for said construction.

B. Minimum Sidewalk Development Standards. Sidewalks shall be established consistent with adopted City of Sequim Streetscape Standards. The standards contained within SMC Title 17, Subdivisions, and the Public Works Handbook and/or to match existing adjacent sidewalks. Where sidewalk depths are inconsistent a transition area shall be provided to avoid hazardous conditions. (Ord. 97-019 § 4, Exh. B)

○ *17.32.170 Sidewalks. All arterials and collector streets except those located within R-I zones shall have sidewalks with a minimum width of six feet in residential areas or eight feet in commercial or mixed use areas. In any situation where the director of community development, school district, city engineer, public works director or other reviewing agency recommend sidewalks to serve the public interest or obviate a potential safety hazard, the city council or director of community development, as applicable, may require sidewalks to be installed.*

A. Off-street walkway systems and/or trails may be considered in lieu of sidewalks as required by this section.

B. Sidewalks shall be located on the public right-of-way contiguous to the property line to prevent interference or encroachment by fencing, walls, hedges, or other planting or structures. Wider sidewalks may be required to match existing development, along arterials and major and minor collectors, and to meet public health and safety concerns. (Ord. 2011-017 § 2; Ord. 2006-019 § 3; Ord. 98-005 § 4)

• **Landscaping**

○ *18.48.080(C)*

- 2. A minimum five-foot-wide planter or raised PCC or AC buffer shall separate parking spaces from on-site sidewalks, poles, signs, fences, and buildings.
- 4. Landscaped areas shall be separated from paving by a raised concrete curb. Curb cuts are permitted when associated with stormwater conveyance.
- 8. Landscaping shall not exceed three feet in height within an intersection view triangle.

- 17.28.040 Landscape design.

- A. Reasonable landscapings should be provided at the site entrances, in public areas, and adjacent to buildings. The type and amount of landscaping shall be allowed to vary consistent with the type of development and the requirements of the zoning district.

- B. Landscaping materials shall be those which best serve the intended function, and shall be appropriate for the soil and other environmental conditions of the site. Drought-tolerant, low water plant materials shall be encouraged.

- C. The successful establishment and long-term maintenance of landscaping features shall be addressed. (Ord. 98-005 § 4)

- **Fire Hydrant**

- Fire Hydrant locations and access shall be in accordance with Appendix C of the 2015 International Fire Code. [SMC 17.48.040]

- 17.48.040 Fire protection facilities.

- A. Adequate facilities for fire protection purposes shall be provided.

- B. Except when otherwise permitted by the city, fire hydrants shall be spaced at distances not to exceed 600 feet in residential areas and 300 feet in all other areas.

- C. All proposed water lines shall be sufficient to provide the minimum flow as determined by the International Fire Code in addition to other consumptive uses.

- D. Where fire hazards exist, the city may require the removal of flammable vegetation from an area used as a fire break around or within a subdivision. (Ord. 2006-019 § 5; Ord. 98-005 § 4)

- **Utilities:**

- 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:

- 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; All water and sewer mains shall be contained within City dedicated easements with maintenance access or in dedicated public streets.

- **Water**

- Water service to the existing building that is being subdivided is unknown at this time. It is assumed to be a lateral from the Blake Tile Store.
- A separate water connection and meter will be required for the additional lot.

- A 12" PVC water main runs parallel to the south property line on this property. This main will need to be placed in an public utility easement for water main, ingress egress and repair of the water main.
- **Sewer:**
 - Existing sewer service to the existing building is via a 2" lateral and grinder pup that travers the Blake Tile Store on the north side and connects to the sewer main in Blake Ave. This sewer lateral must be placed in a sewer utility easement for the benefit of the newly created lot.
- **Stormwater:**
 - An application for subdivision shall include preliminary stormwater drainage plans, prepared consistent with the requirements of SMC Title 13; complying with the Stormwater Management Manual of Western Washington. [SMC Table 17.12.020(A)].
 - Driveways and parking areas shall have storm provisions for stormwater management and control consisting of the properly sized facilities and BMP's, consistent with the requirements of SMC Title 13, Division V, Stormwater Management. (Ord. 2006-019 § 3; Ord. 98-005 § 4) [SMC 17.32.140]
- **General Facility Charges:** Sewer and Water General Facilities charges will be assessed at the currently adopted rates and collected at the time the request for connection is made or, if a building permit is to be issued, at the time the building permit is issued for each unit per 13.72.030.
- **Impact Fees:** Transportation and Park Impacts fees must be paid at the currently adopted rates in accordance with SMC 22.04.030 before building permit issuance.
- **Building Change of Use:** A commercial building permit is required for the Change of Occupancy of the home.
Below is a list of specific building and fire code requirements (This may not be an all-inclusive list of requirements.):
 - A floor plan is required showing the use of all rooms and any 'before and after' changes.
 - A van-accessible parking space is required.
 - An accessible entrance into the office building is required.
 - An accessible bathroom (to what is technically feasible) is required.
 - If the kitchen is staying as a breakroom, certain aspects may need to meet accessibility requirements, such as reach ranges.
 - Emergency egress lighting is required.
 - 2A:10B:C fire extinguisher(s) to be mounted with a 75' max. travel distance to an extinguisher.

NOTE: These comments are preliminary in nature and are subject to change upon discovery or receipt of new information. This review is to determine the standards by which the proposed project would be evaluated, and to provide the proponents and/or their agent with the requirements of the City of Sequim Public Works Department. This review does not provide the scope of outside agency involvement. The content of this review should in no way be construed and an approval or an intent to approve or deny, but merely provides the means by which a proponent may apply for review of a specific proposal and the standards on which a decision would be based.