CITY OF SEQUIM

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 30, 2023

Caleb Grubb
243 W Hammond St
Sequim, WA 98382

Subject: Notice of Complete Application – Preliminary Binding Site Plan and Design Review Application and Plat Alteration Nos. BSP-22-001, CDR-22-001, and SUB-23-002 respectively.

Caleb,

This letter is your official notice that your applications for preliminary binding site plan, design review, and plat alteration which we received part of on September 2, 2022 and are processing concurrently with a newly received plat alteration and accompanying modifications on May 22, 2023, have been determined complete in accordance with SMC 20.01.130 as of May 30, 2023. This Determination of Completeness does not preclude the City from requiring additional information for purposes of completing adequate review or requiring new information relative to corrected plans or studies performed at any time per SMC 20.01.130(I).

Pursuant to SMC 20.01.135 and RCW 58.17.140, a final decision on this development proposal subject to a Type C-2 action shall be made within 90 days of this determination of completeness notwithstanding any exclusions to this timeframe provided in SMC 20.01.135(B) 1-6. Therefore, a decision on your application is due no later than August 28, 2023, which is 90 days from this date of completeness.

The next step in the process will include public notice, public review and comment periods as required by Chapter 20.01, SMC. Please see the attached summary of public notice procedures.

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 tsimmons@sequimwa.gov. Our business hours are 7:30 a.m. - 4:00 p.m., Monday through Friday.

Sincerely,



Travis Simmons, Assistant 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.