CITY OF SEQUIM

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June 9, 2023

North Olympic Library System
Attn: Jordan Inman
1050 N 38th St
Seattle, WA 98103

Subject: Notice of Complete Application – Conditional Use Permit, CUP-23-001

Jordan,

This letter is your official notice that your application for a conditional use permit which we received on May 12, 2023 has been determined complete in accordance with SMC 20.01.130 as of June 9, 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.

Project proponents are required to hold at least one neighborhood and community presentation, pursuant to RCW 36.70B.160(2). The purpose of this subsection is to:

Provide the citizens and property owners an adequate opportunity to learn about the proposal that may affect them and to work with project proponents to resolve concerns at an early stage of the application process.

1. This presentation is an informal gathering of people to obtain comments from the public on a proposed project permit prior to a decision.
2. Neighborhood and community presentations must be hosted by the project proponent at a time and location of their choice as long as it is reasonably foreseeable that affected residents would be able to attend.
3. The presentation's agenda must include a conspicuous disclaimer that the proposed project discussed at the presentation may differ from the final proposal.
4. The neighborhood and community presentation should give a fair and accurate description of the project as currently proposed, and discuss a project's uses, design elements and environmental impacts and/or proposed mitigations.
5. Project proponents must provide the city with a copy of the mailed notice with a mailing list of residents notified, a presentation attendance list, and an affidavit indicating that a summary of the presentation, including any concerns, issues, questions, and outcomes, was provided to each attendee.
6. Information obtained from the neighborhood presentation will not be considered, in whole or in part, as part of the official city record by the developer, attendees, or city decisionmakers.
7. Nothing in this section may be construed to vest a project application. A project proponent may submit a building permit or subdivision application at any time.
8. Any actions, errors, or omissions regarding this subsection H do not affect the validity or effect of the hearing examiner's decision.