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

APPLICATION FOR A CONDITIONAL USE PERMIT

For Department Use Only:

Application Number: _____

Associated Applications: _____

_____

Date:

Latecomer/DRCA:

APPLICANT INFORMATION

Owner's Name: NORTH OLYMPIC LIBRARY SYSTEM

Owner's E-mail Address: NOAHGLAUDE@NOLS.ORG

Owner's Mailing Address: 2210 S PEABODY ST

Owner's Telephone: 360.417.8500 x7717 Business Telephone: _____

Representative's Name: JORDAN INMAN

Representative's E-mail Address: jordani@SHKSARCHITECTS.COM

Representative's Mailing Address: 1050 N 38TH ST, SEATTLE WA, 98103

Representative's Telephone: 206.224.3324

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 Conditional Use Permit is for? A 3,800 SF ADDITION AND RENOVATION TO AN EXISTING ONE-STORY 6,255 SF LIBRARY IN A R4-8 RESIDENTIAL ZONE

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)? 330202200470000
Use and attach additional pages if necessary. A PORTION OF THE NW 1/4, SECTION 20, T.30 N, R.3.W, W.M., CLALLAM COUNTY, WA.

Conditional Use Permit Application
Submittal Requirements Checklist

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

☒ A complete Conditional Use Permit application with all required studies, submittal materials and fees.

☐ Projects involving construction of public infrastructure (streets, utilities, etc.) require a Developers Extension Agreement.

☒ ***State Environmental Policy Act (SEPA) Checklist (and applicable fee).

☒ Title Report or other proof of ownership.

☒ Responses to all Conditional Use Permit review criteria under SMC 18.60.030 (Attached to this application).

☒ Critical Areas special studies where required by the Critical Areas Ordinance (SMC 18.70 &18.80).

☒ Preliminary Stormwater Drainage Plans, prepared consistent with the requirements of SMC Title 13.

☒ 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.

☒ Location, extent and type of wooded areas and all trees greater than eight inches in diameter, or identified as species of local significance.

☒ 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.

☐ 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.

☐ Preliminary road plans including plan, sections, and profiles.

☐ Preliminary phasing plan, if proposed.

☒ **One 18" x 24" or larger Site 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.

☒ 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.

******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 Conditional Use Permit.

***May not be required with permission of the Planning Director

Noah Glaude, Executive Director — 05/03/2023

Owner(s) — Date

Jordan Inman — 05/03/2023

Representative(s) — Date

SMC 18.60.030 Review criteria (Use additional pages if necessary)

A. The proposal will not materially endanger the public health, safety, or general welfare, or generate undesirable impacts beyond the property boundaries.

The library has served the Sequim community on this property for approximately 40 years. The renovation and addition to this existing library will not endanger public health, safety, or welfare. The proposal will not generate undesirable impacts beyond the property boundaries.
All stormwater will be managed on-site through use of a bioinfiltration cell complying with Sequim Municipal Code Chapter 13.104 and the current Washington State Department of Ecology Stormwater Management Manual for Western Washington.
The proposal complies with development standards required by the building code and zoning code including maximum building height, building setbacks, lot coverage, and off-street parking minimums.
The proposal includes a building sprinkler system for increased building occupant safety, and increases exterior landscape areas for public enjoyment.

B. The proposal will not substantially impact the reasonable use and enjoyment of surrounding properties.

The proposal has no negative impact to adjacent properties. The use is established on-site, and the proposal fully complies with development standards required in the building and zoning code.
All stormwater will be managed on-site through bioinfiltration.
Proposed exterior lighting provides safe illumination for visitors at parking areas and pedestrian walkways; site lighting to meet development standards including maximum fixture heights.
Vehicular site access is designed to meet the usage needs of the library and includes adequate space for vehicle stacking.
The main parking lot area at the west side of the site allows ample space for full vehicle turnaround, including Clallam County paratransit vehicles, mail-service delivery vehicles, and large trucks.

C. The proposal is consistent with the overall goals and objectives of the comprehensive plan and any applicable subarea plans.

This proposal is consistent with the goals and objectives in the City of Sequim 2015-2035 Comprehensive Plan.
Chapter 1 of the Comprehensive Plan has a list of "Community Principals," many of which are reinforced in the proposal:
- "Public spaces should be designed to encourage the attention and presence of people at all hours of the day and night." The proposed improved site access and plantings increase the Library's street presence.
- "The street orientation, the placement of buildings and the use of shading should contribute to the energy efficiency of the community." The proposal is designed to maximize access to daylighting and solar heat gain in the winter, drastically reducing energy usage at the library.
- "The community design should help conserve resources and minimize waste." The proposal salvages portions of the existing building, taking particular care to save existing concrete elements due to it's high embodied energy compared to most building materials.
- "Communities should provide for the efficient use of water through the use of natural drainage, drought tolerant landscaping and recycling." The landscape design utilizes native plantings with focus on drought-tolerant species.

D. The cumulative effect of approving this and similar proposals will not cause an erosion of the purpose and intent of the comprehensive plan.

The library has served the Sequim community in this location for 40 years. Approving this proposal for a modest addition and renovation to the existing building will allow the library to serve the community for decades into the future.
The proposal would increase space for the library collections, add multiple community meeting rooms and assembly spaces not available in the existing building, provide upgrades to existing mechanical and electrical systems that increase thermal comfort and occupant safety, and increase public exterior planted areas for enjoyment of library patrons.

E. The character of the use is in harmony with the surrounding area, the applicant has demonstrated that the conditional use, with any proposed mitigations, will have no more impacts off-site than other uses which are permitted within the zoning district.

Although the project site is located in the R4-8 zone, the property is surrounded by non-residential uses. There is a large church directly to the north, agricultural land to the east and south, and Sequim High School to the west.
The library has a long-standing relationship with the high school, their close proximity being of benefit to both parties. The library provides valuable after-school resources for nearby students, whose presence activates the Library throughout the afternoon and into the evening.

F. The proposed development meets all applicable noise, odor, lighting and buffer standards for the zone in which it is proposing to locate.

The proposal meets all applicable noise, odor, lighting, and buffer standards for the R4-8 zone. The proposed renovation and addition to the building will result in no negative environmental impacts compared to the existing building.