CITY OF SEQUIM
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DEPARTMENT OF COMMUNITY DEVELOPMENT
STAFF REPORT



REPORT SUMMARY

PROJECT NO.(S)	• Design Review Application No. CDR-22-001 • Preliminary Binding Site Plan Application No. BSP-22-001 • Plat Alteration Application No. SUB-23-001
OWNER / APPLICANT / PROJECT LEAD	Caleb Grubb, Pointer Properties, 234 W Hammond St, Sequim, WA 98382
PROJECT NAME	Hendrickson Condominiums
PROJECT DESCRIPTION	A proposed Binding Site Plan on approved Revised Plat of Phase One of Hendrickson Park, A Planned Unit Development that was approved on August 28, 1996 – with proposed alterations to notes page removing or altering notes. The notes to be removed are labeled “8” and “9”. The setbacks on Hendrickson Road, note “11” is proposed to be removed.

	However, the plat lists "8" twice, so for clarity, these are the 9th, 10th and 12th notes listed on the currently recorded plat. The notes The applicant proposes constructing 8 attached single family residential units as condominiums or townhomes, subject parcels to be developed in accordance with the Lifestyle District (LD) Zoning regulations as outlined in SMC 18.20.130.
REPORT DATE	July 20, 2023
ATTACHMENTS	Exhibits 1 – 36 (See Appendix)
HEARING DATE	July 27, 2023
SEPA DETERMINATION	Determination of Nonsignificance
STAFF CONTACT	Travis Simmons, Assistant Planner / tsimmons@sequimwa.gov / 360-683-4908
RECOMMENDATION	Staff recommends approval with conditions.

1. PROJECT SUMMARY

1.a: PROJECT SITE SUMMARY / OVERVIEW

LOCATION	The 0.42-acre project site is positioned in the NE corner of the Phase One of Hendrickson Park, a Planned Unit Development. The subject property is all within Section 19, Township 30 N. Range 3 W., W.M. Clallam County, Washington.
PARCEL	Clallam County Assessor's Parcels No. 033019-820570
ZONING	LD - Lifestyle District
ADJACENT ZONING	North: LD; South: LD; East: LD; West: LD
COMPREHENSIVE PLAN DESIGNATION	LD - Lifestyle District
STREET DESIGNATION	Hendrickson is an existing collector street
BACKGROUND	The site is currently an undeveloped lot. The existing topography is flat with little elevation change on the site.

1.b: PUBLIC NOTICE & COMMENT

COMMENTS, LETTERS & KEY ISSUES	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.
APPLICATION PROCESS	• September 2, 2022: Design Review and Binding Site Plan applications submitted to the City for review. • September 30, 2022: Notice of complete application issued. • October 14, 2022: Notice of application issued, and public comment period opened. • October 31, 2022: Revisions requested.

	• November 3, 2022: SEPA Determination of Non-significance (DNS) issued. • May 19, 2023: Revisions completed w/ additional Plat Alteration submittal. • May 30, 2023: Notice of complete application issued. • June 9, 2023: Notice of application issued w/ reference to previous SEPA DNS.

1. c PROJECT CONTEXT:

The project is in the LD zoning district. The City of Sequim Future Land Use Map (FLUM) designates the land Lifestyle District, which is consistent with the zoning designation for the site [Figure 1]. Zoning in the vicinity of the subject property consists of residential and commercial zoned lots in incorporated areas. The total project area is approximately 0.42 acres.

Except for this lot, the plat in which the subject property belongs to is completely developed. The project site is bordered by single family residences to the south, by a commercial building to the west, a developed parking lot to the east and West Hendrickson Road to the north.

FIGURE 1

ZONING / COMP. PLAN DESIGNATION



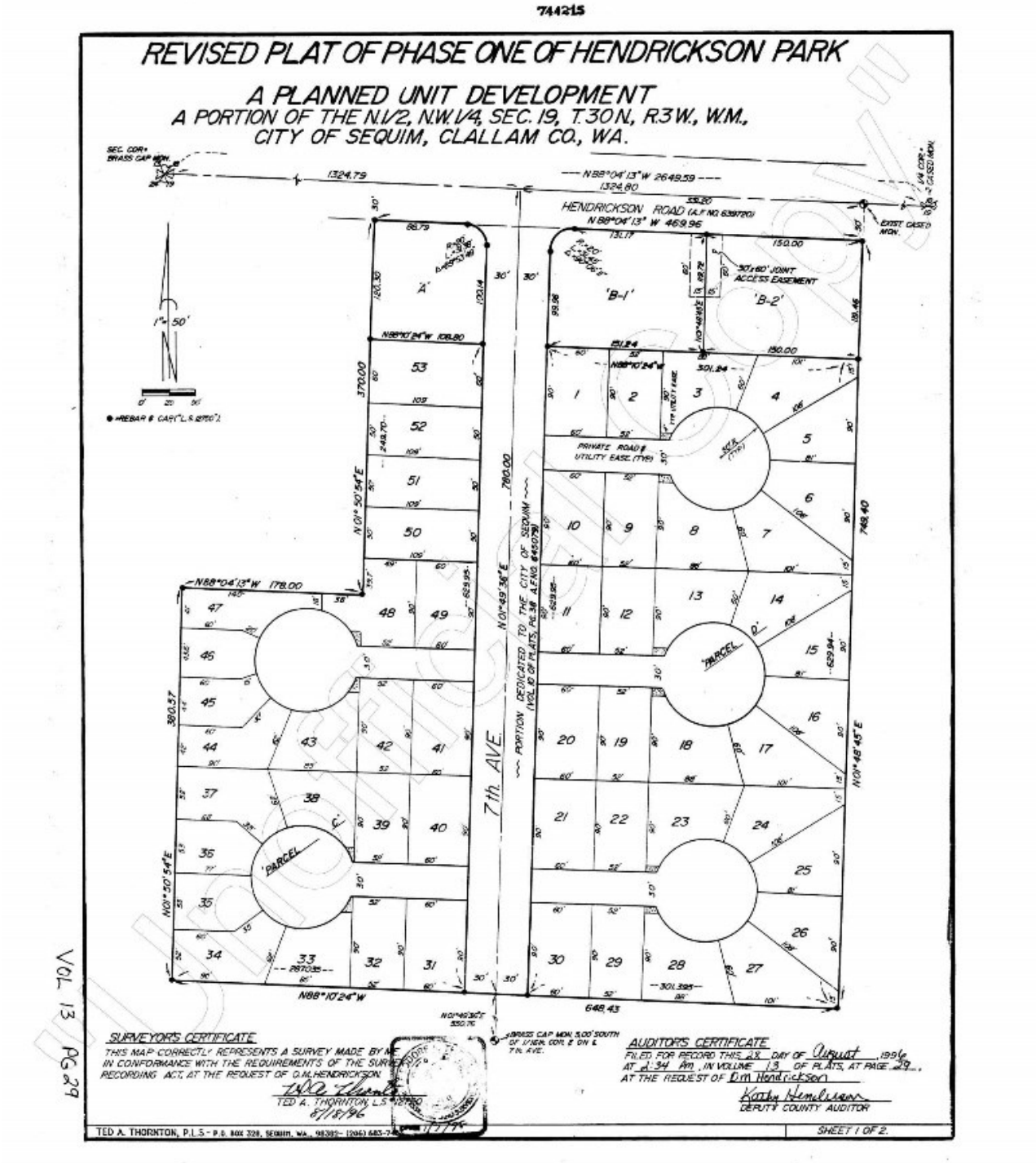
Zoning Map
LD



Comprehensive Plan Future Land Use Map
LD

FIGURE 2

"REVISED PLAT OF PHASE ONE OF HENDRICKSON PARK"



2. STAFF DISCUSSION / ANALYSIS - SUBDIVISION FINDINGS AND CONCLUSIONS

2. A ZONING, LAND USE, DENSITY & DEVELOPMENT STANDARDS:

Discussion: The project site's underlying zoning is LD and the future land use designation is LD, as identified in the 2015-2035 Comprehensive Plan. The land use designation is descripted as multi-use allowing for residential, medical, and commercial.

The following zoning and development standards are established in SMC Chapters 18.44 Bulk and Dimensional Requirements, 18.22 Development Standards, 18.20 Purposes of Districts, and 18.48 Off-Street Parking.

- Property Size: According to Clallam County records, the subject property is approximately 0.42 acres in area.
- Current Land Use: The subject property is currently undeveloped. The surrounding properties have been developed for residential and commercial uses.
- LD – Lifestyle District: Promote growth of lifestyle options for seniors in a neighborhood setting that provides a broad range of housing types, services, mobility options and healthcare facilities to support "living-in-place" through the many stages of senior life. SMC 18.20.130.
- Lot size and Density: No limitations on lot size for residential, health care, public facilities and services and communications facilities. Square footage restrictions on size of office, personal and professional businesses of 10,000gsf. Square footage restrictions on retail/service businesses of 6,000gsf.
- Building Height: Depends on use, ranges from 25'-65'. Applicant is proposing attached residential development and will be limited to 40' (see Chapter 18.20.130 SMC).
- Parking: Depends on use and facility. Applicant's proposal will require 1.5 spaces per unit and are proposing 2 per unit (see Chapter 18.48 SMC).
- Lot Coverage (All Structures): As determined to meet stormwater management (Chapter 13.104 SMC), parking, and landscape requirements (Chapter 18.22 SMC and SMC 18.24.130).
- Site Requirements: Site plan per Chapter 18.22 SMC and design review per Chapter 18.24 SMC; Fencing per SMC 18.24.140
- 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: None recorded on current plat, none required.
- Open Space & Recreation: No requirements on current plat for this lot, none required.

Staff Finding #1: *Staff finds that, the Revised Plat of Phase One of Hendrickson Park Plat Alteration and Binding Site Plan with Design Review meets the zoning, density, and development standards of the Sequim Municipal Code (SMC) is consistent with the requirements of SMC, Chapter 18 (Zoning) [the bulk and dimensional requirements of SMC 18.20.050, Lifestyle district - LD Zone Table]. Setbacks, lot coverage and building height were reviewed and meet the standards of this stage of review, but further evaluation for compliance will occur at the time of individual building permit applications.*

2.B. PLAT ALTERATION CRITERIA FOR APPROVAL:

The alteration may be approved, approved with conditions, or denied after a written determination, with findings and conclusions, is made whether the public use and interest will be served by the alteration. If

any land within the alteration area is part of an assessment district, any outstanding assessments shall be equitably divided and levied against the remaining lots, parcels, or tracts, or be levied equitably on the lots resulting from the alteration. If any land within the alteration contains a dedication to the general use of persons residing within the subdivision, such land may be altered and divided equitably between the adjacent properties.

Staff Discussion: On the face of the plat being altered, specific notes about setbacks and use were listed that limited the applicant to standards that do not align with the current CP or with the City's setbacks of today. The applicant is proposing changes to remove the notes from the face of the plat to meet the standards of today. In addition, a joint access easement is shown equally straddling lots of B-1 and B-2. The notes required the full access to be developed prior to issuing building permits for the parcels. The neighboring lot was developed without this access built. As the access isn't needed in that specific location per today's standards, the removal of the access easement is also proposed. Staff is supportive of all changes proposed by the applicant.

Applicant Response: The public use and interest will be served by these plat alterations by removing restrictions that minimize developmental use and feasibility. By removing the plat note that confines development to professional or medical/dental use, this brings the parcel into alignment with the current LD Zoning that allows multi family. Removing the plat note that dedicates a joint access easement with Parcel B-1 will eliminate the need for improving that easement, which makes sense since this easement has never been utilized and the access for parcel B-1 is off of 7th Ave. Removing the plat note that indicates a 20' setback from Hendrickson Rd will allow the project to be developed in a way that is more in keeping with lots A and B-1, which are both developed. This also allows all parking is in the rear of the lot, which makes a lot more sense for a residential development and conforms better to City design standards.

Staff Finding #2: *Staff finds that, the Amendment to Phase One of Hendrickson Park Plat Alteration is consistent with the plat alteration requirements.*

2.C. BINDING SITE PLAN:

17.24.090 Design Regulations.

The hearing examiner may not approve applications for binding site plan approval unless it is demonstrated by the applicant that each of the following criteria has been met or will be met:

A. Each use of the land resulting from the adoption of the binding site plan conforms with the comprehensive plan and with zoning regulations, including lot coverage, setbacks, building heights, off-street parking requirements, landscaping buffering and permitted uses within zoning districts.

Staff Discussion: The proposal, as shown in the exhibits and explained in 2.A., will meet all the requirements of the comprehensive plan and subject zoning and has been conditioned where any deficiencies exist. This analysis is also evaluated for consistency if the proposed plat alteration is approved. Additional site construction and building permits will ensure compliance with design plans.

Proposed plans show a building height at roughly 28' which comes in well below the 40' allowance for the zone. Setbacks are proposed to follow the current zoning standards for the LD; however, the current

plat requires a 20' setback, but the applicant is proposing to remove this note from the plat. If the plat alteration is approved the proposed setbacks would be met.

Applicant has shown adequate landscaping in their most recent plan, and as conditioned. A final landscaping plan will be required for review prior to issuance of site construction for compliance with conditions of approval.

Applicant Response: The BSP has been rigorously reviewed and modified to conform with zoning, setbacks, building height, parking requirements and landscaping. The plat notes that restricted permitted use to only allow development of professional office or medical/dental was removed by the Hearing Examiner under File No. SUB 22-01 on July 8, 2022, with the following decision:

Based on the preceding findings and conclusions, the request for an alteration to a final plat to remove a plat note that restricts development of Parcels A, B-1, and B-2 to professional office or medical/dental clinic uses, on the approved and recorded "Revised Plat of Phase One of Hendrickson Park," is APPROVED.

The approved plat from the July 8, 2022, decision has yet to be recorded, and will be replaced by the current plat alterations.

B. Adequate provisions for on- and off-site circulation and connection with the surrounding road networks have been proposed, consistent with adopted city standards.

Staff Discussion: Evaluation of the circulation was analyzed by the City's Public Works Department. Each unit will have a single shared driveway access to separate designated unit parking areas. The driveway will be reviewed in detail at the time of site construction for compliance with engineering standards.

Trips per day would be considered low for this project and due to this being evaluated as a driveway, not an intersection, the City did not require a Transportation Impact Analysis outside of what the applicant provided in their Traffic Report. It was determined that the site would meet the City standards for off-site circulation. Trash trucks will be servicing the site utilizing Hendrickson Road, and emergency vehicles will have adequate access as well.

Applicant Response: The proposed project configuration within the Binding Site Plan (BSP) is in conformance with the zoning standards for the Lifestyle District (LD), including lot coverage, building height/setbacks, off street parking, landscaping, and traffic circulation, and would therefore satisfy these criteria for approval.

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

Staff Discussion: The Public Works Department has ensured that there is enough room for public improvements needed along Hendrickson Road. The details will be accepted at the time that a Site Construction Permit is submitted. A connection to the Olympic Discovery Trail is provided at the corner

of 7th Avenue and Hendrickson Street. Transit stops were evaluated as part of the SEPA review and are adequately located for this site. Clallam Transit offers a dial-a-ride service. All other utilities and streets information has been evaluated for the level of compliance needed during this stage of review. Final plans will be submitted with the Site Construction Permit.

Applicant Response: The City Engineer reviewed the proposal as it relates to curb, gutter, sidewalk, transit stops, utilities and stormwater drainage. Prior to final BSP approval, a site construction plan for these improvements will be submitted for review and approval by the City. The plan will include all applicable designs for curb, gutter, sidewalks, streets, and utilities. The engineered and approved stormwater drainage plan has been submitted by the applicant and is included in this application and preliminary BSP.

D. The applicant has provided, if necessary, easements to the city to accommodate the establishment of municipal utilities.

Staff Discussion: All necessary existing easements have been identified on the plat alteration or conditioned as such prior to recording. All additional utility easements have been identified through the binding site plan review process and conditioned as such. Easements for the preliminary binding site plan will be subject to review prior to approval of the final binding site plan for recording.

Applicant Response: The preliminary BSP drawings provide for all necessary utility easements. The final BSP will ensure these conditions are met.

E. Private property necessary for public use as street rights-of-way have been dedicated to the city by an acceptable deed of dedication or by preparing a plat to be recorded.

Staff Discussion: The applicant will be removing a 30 foot by 60-foot access easement through the plat alteration process and dedicating a 14" easement to the city at the Hendrickson road frontage through the BSP process. The requirement is to improve Hendrickson Road to "Collector Street" standards. The paving, curb and gutter have already been set, and the applicant is providing an eight-foot sidewalk and the four-foot landscape strip. The City Engineer is allowed to negotiate that decision with the applicant. Through the Site Construction Plan process, the City Engineer will work with the Applicant and ensure that the 14" easement is shown and dedicated to the City of Sequim on the Binding Site Plan prior to recording.

Applicant Response: The preliminary BSP designates public right of ways for ingress/egress. At the time of the final BSP, all areas to be used by the public are required to be dedicated, conveyed to, and accepted by the City and all easements which are required as conditions of approval shall be granted in a form acceptable to the City.

F. A bond meeting city requirement (Chapter 3.78 SMC) has been posted to ensure completion of those unconstructed improvements required consistent with the criteria found in this chapter.

Staff Discussion: Applicant will work with the Public Works Department and post required bonds per SMC requirements at the time of site construction.

Applicant Response: As per SMC 17.24.150 and 17.24.160 a final BSP will not be considered for approval unless the applicant has guaranteed to complete all required improvements within a reasonable period consistent with the approved drawings and specifications and has guaranteed to maintain the improvements until they are accepted by the City.

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

Staff Discussion: Per the evaluation of this section of code and the lack of appropriate level of service standards, it has been determined by the City of Sequim that our open space requirements must be updated and cannot be enforced at this time. There has been no analysis of the requirement to determine if these standards are equal to the impact.

The project is not required to provide any new public facilities such as parks, trails, and playgrounds, but the lot owners will be required to pay park & traffic impact fees (SMC 22.12.110 and SMC 22.04.110) as the individual lots are developed.

Applicant Response: Per SMC 18.22.060 (D.3) a minimum of 200 sq ft of usable open space is required for each dwelling unit in the project. The BSP has met this requirement by providing a total of 1,624 sq ft (or 203 sq ft per unit) of open space/common area, as well as proximity to the Olympic Discovery Trail which is located directly across Hendrickson Rd.

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: The SEPA process was followed and a Determination of Nonsignificance (DNS) was issued as outlined in 1.b. No environmentally sensitive areas and wetlands were found in this location.

Applicant Response: This requirement has been previously covered and is available.

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

Staff Discussion: No flooding hazard has been identified in this location and the property is not within an identified floodplain.

Applicant Response: The proposed project is not within any mapped 100-year floodplain or any flood hazard area.

J. The public interest will be served by the proposal.

Staff Discussion: The proposal meets the guidance of the CP and the standards of the SMC as conditioned. This housing option brings more available housing to Sequim at a time when housing is scarce. Additional road frontage improvements including ADA sidewalks and transitions will be provided.

Applicant Response: As proposed, this project would create (8) two-story condominium units within one building. These units would be maintained by the North Olympic View Condominium Association and would provide much needed housing at a higher density than the traditional single-family model. These units incorporate a very economically efficient design by utilizing the condominium structure and incorporating (8) units under one roof. Sequim needs much more housing than the traditional single family home model on a single tax parcel can accommodate. Also, with no 55+ age restriction, this development allows for the potential for the workforce housing need to be addressed.

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

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.

Applicant Response: As conditioned, this proposal would be consistent with the Zoning (Title 18), 2015-2035 Comprehensive Plan, Environmental Protection Standards (SMC 18.80), and Chapter 58.17 Revised Code of Washington. The City has adopted a hearing examiner system per RCW 58.17.330 which allows the City's Hearing Examiner to act as the legislative authority for review of BSP, Plat Alteration & Design Review. The applicant has submitted the project to the proper authority, and it has been reviewed by City staff.

L. All proposed project phasing schedules meet the requirements contained in SMC 17.20.090. (Ord. 2021-021 § 1 (Exh. B); Ord. 2005-022 § 6; Ord. 2004-015 § 6; Ord. 98-005 § 4)

Staff Discussion: The project will be built in a single phase and will not need to follow 17.20.090.

Applicant Response: The submitted preliminary BSP shows this project will be developed in a single phase. This is only a small project compared to traditional single family sub-divisions. This project will not need to be built in phases, and the applicant is ready to commence construction as soon as the required applications have been approved, performance bonds acquired, and permits granted. Pursuant to SMC 17.24.140, the final BSP is to be approved and recorded with the County Auditor prior to development permits being issued.

Staff Finding #3: *Staff finds that project will meet the requirements of Chapter 17.24 Binding Site Plans*

2.d. Design Review Criteria for approval – Required findings:

Minimum Criteria
The City of Sequim Department of Community Development must review the site design for compliance with approved lot coverage, setbacks, height, mass and scale, parking, land use and other appropriate regulations in the Sequim Municipal Code. These minimum requirements must be met before further review takes place.

Staff Discussion: Staff reviewed the project for the compliance with the Development Standards. The project, as conditioned, meets the City's requirements.

Applicant Response: The City of Sequim Dept of Community Development has reviewed the site design for compliance with approved lot coverage, setbacks, height, mass and scale, parking, land use and other appropriate regulations in the Sequim Municipal Code. These minimum requirements have been met with several revisions made to meet these criteria.

General Review Criteria

1. The community development director or his/her designee will review the detailed architectural design with respect to materials and surface textures, colors, fenestration pattern, wall planes, roof form and pitch and expression of detailing.

2. The community development director or his/her designee will also review the site design to determine how the proposed development melds into the existing environment, judging applications with respect to scale and proportion, orientation of buildings and other site features to streets and surrounding properties, and the placement and types of landscaping.

Staff Discussion: Staff has reviewed the building design and elevations for consistency with the Design Review requirements and the applicant has been subjected to multiple revisions at the request of the city to come into compliance. These requests for revisions are detailed in the exhibits under Agency Comments. Current plans as presented, and conditioned in this report, will meet the requirements for design standards.

Applicant Response: This proposed project has made several changes to the original design to meet the criteria of frontal wall plane, roof form, exterior facade detailing, etc. It has been reviewed by the Community Development Director and City staff to ensure complete compliance with the City of Sequim design standards.

Specific Review Criteria

Specific review criteria will vary from project to project. Design standards established in this chapter shall be incorporated and used for detailed structure and site analysis.

Staff Discussion: Staff has reviewed the project for consistency with the Design Review requirements of the following code sections; 18.24.050 Facades, exterior walls and entryways, 18.24.070 Site planning and compatibility, 18.24.080 Detail features, 18.24.090 Roofs, 18.24.100 Materials, 18.24.110 Windows and doors, 18.24.120 Colors, 18.24.130 Landscaping and buffering, 18.24.140 Fences, 18.24.170 Lighting and glare, 18.24.180 Pedestrian flows, 18.24.190 Outdoor storage, trash collection, recycle and loading areas, 18.24.210 Multi-building and multifamily projects. The project meets the standards as outlined in these sections as presented in the exhibits, or as a condition of approval.

Applicant Response: All specific design requirements that were discussed and noted to be missing have been incorporated into the final proposed design.

Required Findings

The community development director or his/her designee must make the following findings before approval of any proposed development:

1. **Comprehensive Plan Compliance. Find that the proposal complies with Sequim's Comprehensive Plan and other adopted city policies.**

Staff Discussion: The project has been evaluated to the City's CP – see section 2.E., Development Standards and SMC requirements. As conditioned, the project meets minimum requirements.

Applicant Response: This proposed project has evolved and strived to comply with Sequim's Comprehensive Plan. As stated in the Housing Chapter 6, "As Sequim's population increases by a projected 40% or more by 2035 with a broader demographic profile of more families and young professionals, changes to current housing and subdivision patterns are needed. Variety in housing options offers choice to citizens and attracts a diverse range of homeowners and renters. Townhomes, cottage housing, ADUs and live/work units offer housing choices that are rare or non-existent. Infill in existing neighborhoods and slightly higher density in new low-density neighbor- hoods creates new choices in living but also help the affordability of utilities and other city services."

2. **Zoning Regulation Compliance. Find that the proposal meets the requirements of the regulations for the appropriate zoning district.**

Staff Discussion: The LD supports multifamily development, providing more options for housing within Sequim. This project meets the zoning criteria in the LD zone table, 18.20.130 Lifestyle District. See 2.A.

Applicant Response: I believe that this project provides a valuable housing option in the form of Townhouse style housing. With the City population rising, I believe this style of housing is going to become more necessary to meet the growing demand for housing.

3. **Design Review Compliance. Find that the proposal, as approved or conditionally approved, satisfies the criteria and purposes of this chapter.**

Staff Discussion: Staff finds that the project, as conditioned, meets the criteria of the SMC.

Applicant Response: This project and ones like it will result in a greater diversity in age, household type, ethnicity, income, and lifestyle. As stated in the Comprehensive Plan, Sequim's goal is to provide, "housing types that serve all lifestyles, ranging from single-family homes on large lots to cottage housing, townhomes, accessory dwelling units, multiplexes, assisted living and apartments and condominiums."

2.E. CONSISTENCY WITH THE COMPREHENSIVE PLAN:

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

- LU policy 3.3.1: Focus market-rate multi-family development to locate with-in Downtown and in the existing Lifestyle District.
- TR 4.4.3: *Good Sidewalks* - Apply minimum standards of safety and comfort in the design of all new sidewalks to promote walking as alternative transportation, as good for personal health, and as a place of friendly encounters.
- H Goal 6.1: *Housing for a Diverse Community* - Increase the number of housing options and opportunities to meet the needs of a diverse, growing community.
- H GOAL 6.4.3: Residential Land Supply for All Needs - Ensure availability of lands for residential development, including facilities to meet special housing needs throughout the City.

Staff Finding #4: *Staff finds that the Phase One of Hendrickson Park Plat Alteration would be consistent with the City's Comprehensive Land Use Plan.*

2.f. State Environmental Policy Act (SEPA)

- A SEPA DNS was issued on May 18, 2022. The Environmental Determination is included as an attachment. This application does not pose a probable significant adverse environmental impact.

Conclusion:

The proposed Plat Alteration, Binding Site Plan and Design Review, as conditioned, would be in conformance with the zoning standards (Title 18, SMC) and the applicable provisions for areas designated by the Comprehensive plan for LD development and would therefore satisfy this criterion for approval. This land is not part of an assessment district and does not contain any dedications to the general use of persons residing within the subdivision. Staff recommends that this alteration will serve the public use and interest by allowing it to be developed to the underlying zoning requirements.

DEPARTMENT OF COMMUNITY DEVELOPMENT COMMENTS

1. If approval is granted, the applicant must have the plat officially recorded per, *SMC 17.25.070 Recording*

   After approval of the alteration or vacation, the city shall order the applicant to produce a revised drawing of the approved alteration or vacation of the short plat, final plat, or binding site plan. The council shall authorize the mayor to sign the approved short plat or final plat, and then the city shall file it with the county auditor at the applicant's cost, to become the lawful plat of the property (or to vacate the previously approved plat). The director of the department of community development shall sign the approved binding site plan and arrange for filing with the county auditor at the applicant's cost. (Ord. 2016-010 § 2 (Exh. A); Ord. 2011-017 § 2)

2. Approval of the proposed plat alteration does not allow for construction or development. If approval is granted, the applicant would need to submit plans to the City to obtain necessary permits for development.

APPENDIX:

EXHIBITS

1. Binding Site Plan Application
2. Design Review Application
3. Preliminary Site Plan (original)
4. Landscape and Lighting Plan (original)
5. Traffic Report
6. Trash Letter
7. Deed
8. Storm Report (original)

9. SEPA Checklist
10. SEPA DNS
11. Notice of complete application
12. Notice of application
13. Statement of Mailing
14. Plat Alteration Application
15. Hendrickson Park Alteration – Site Plan
16. Hendrickson Park Alteration – Notes Page
17. Pointer Properties BSP – Site Plan
18. Pointer Properties BSP – Notes Page
19. Updated Drawings
20. Utility Plan
21. Updated Landscaping Plan
22. Updated Storm Calculations
23. Colored Drawings
24. Updated Lighting Plan
25. Current Plat
26. Notice of Complete Application
27. Notice of Application
28. Newspaper Proof - NOA
29. Affidavit of Posting
30. Statement of Mailing – NOA
31. Notice of Public Hearing
32. Statement of Mailing – NOPH
33. Newspaper Proof – NOPH
34. Agency Comments:
    a. Department of Ecology comments dated 11/17/22.
    b. Jamestown comments dated 11/29/22.
    c. City of Sequim revise and resubmit #1
    d. City of Sequim revise and resubmit #2
35. Public comments:
    a. Charlie Beal comments dated 06/18/23.
36. 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.

DEPARTMENT OF COMMUNITY DEVELOPMENT CONDITIONS OF APPROVAL

1. The approval of this preliminary binding site plan will expire within three years following approval, per SMC 17.24.110, unless a proposed final plan, in proper form, is submitted to the city planning department; provided, however, per SMC 20.01A.030(A), after approval of a permit application, within 14 calendar days before the date the permit expires, the property owner may make a written request for an extension of time. The director of the department of community development (DCD director), upon consultation with other development review

departments, may grant an extension of time for the permit approval, up to but not exceeding one year.

2. The development of the site shall require the subject plat alteration, if approved, to be recorded prior to issuance of any construction permits, and must be in conformance with the revised preliminary Binding Site Plan drawings received May 19, 2023, with all subject revisions as presented in the included exhibits.

3. The development of the site shall require the subject plat alteration to be approved and recorded prior to issuance of any construction permits related to the Binding Site Plan development (right-of-way or site improvement permits) and must be in conformance with the revised preliminary Binding Site Plan drawings received May 19, 2023, with all subject revisions as presented in the included exhibits and as altered through the Conditions of Approval.

4. All dedications to the public or easements granted to the city and/or the lot owners shall be clearly and correctly indicated on the face of the final plan. Proposed plat alteration of V13 Pg29-30 under Amendment Notes states "This plat is also being amended to add a 10ft utility easement shown on Survey V78 Pg13". The plat alteration shows the northern portion of this easement but not the southern portion of this easement – both will need to be shown on the recorded alteration.

5. A final Binding Site Plan must be approved by the City prior to recording. An electronic version of the final shall be submitted to the City of Sequim DCD. The electronic version can be sent to the City in PDF file. Once approved the applicant will produce a mylar copy for signature.

6. Additionally, the applicant must remove from the notes a dedication of common areas and the stormwater infrastructure to the city on the final Binding Site Plan. These facilities serve the residence and lot owners, not the city, and shall be privately held and maintained by the HOA or Lot Owners Association. Per the requirements of SMC18.22.060(D), open space on a binding site plan is for privately owned open spaces and recreational areas only and shall not be dedicated to the city [SMC18.22.060(D)]. Applicant must also remove Note #4 from the BSP as it is not correct or necessary.

7. Development of the property must comply with the restrictions on the face of the recorded plat, but anything not addressed by the plat will be subject to review of SMC 18.20.130, for setbacks, building lot coverage, and building height for attached residences.

8. After recordation of the plat alteration with the Clallam County Auditor, one reproducible copy (electronic pdf accepted) of the recorded plat shall be returned to the city clerk who shall retain the reproducible copy in the files of the department of community development.

9. The CC&Rs or equivalent document, if necessary, will be provided with the final binding site plan submittal for review by the City. The City's review and approval of the CC&Rs or equivalent document does not imply the City will assume any responsibility for enforcing private covenants between the lot owners nor maintaining any roads or other amenities not specifically dedicated to the City on the public's behalf.

10. The applicant will coordinate with the U.S. Postal service for the provision of mailboxes.

11. Landscaping materials will be those which best serve the intended function and will be appropriate for the soil and other environmental conditions of the site. Drought-tolerant, low water plant materials will be encouraged. Lavender plants must be part of the final landscaping plan per SMC18.24.130(B)(2)(c).

12. It is the responsibility of the property owner to maintain all landscape areas consistent with the provisions of SMC 18.22.020(A)(3). Additionally, all landscape areas – including within the public right-of-way – must contain permanently installed irrigation per SMC 18.24.130(B)(2)(c).

13. Final lighting and photometric plan must be submitted and approved prior to issuance of any construction permits. Applicant must add lighting to western façade of building per SMC 18.24.170(B)(2) and must demonstrate that spillover glare beyond site boundaries is being avoided per SMC 18.24.170(B)(5).

14. All fire hydrants must satisfy the requirements of Clallam County Fire District #3.

15. 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.

16. Prior to final binding site plan approval, the applicant must comply with the Public Works (engineering) Conditions of Approval, as modified through the final plat submittal and construction site plan process as follows:

PUBLIC WORKS CONDITIONS OF APPROVAL

RIGHT-OF-WAY IMPROVEMENTS:

E1. Public improvements in the right-of-way must be completed prior to final Binding Site Plan approval.

E2. Frontage improvements will be required at Hendrickson Road to "Collector" Street standards as set forth in the City Standard Figure 4-03, SMC17.32.170 and SMC18.24.180(B)(1). Because the paving, curb and gutter have been installed and meet city standards, only improvements past the burb as follows will be required:

- A four-foot landscape strip (the 6-inch curb is considered part of the 4-foot landscape strip)
- An eight-foot sidewalk per SMC17.32.170 and SMC18.24.180(B)(1).
- A minimum 1-foot buffer at back of sidewalk meeting City Standard Street Drawing Figure 4-03.
- Landscaping including street trees in right-of-way landscape strip. (SMC18.24.130(B)(2)(c), Figures 4-00]
- Pedestrian scale streetlight in landscape strip. (Figures 4-00, 4-28A and 4-28B)

E3. Ensure all public improvements to be dedicated to the city of Sequim are in the Right-of-way and a 14-inch easement along the frontage of Hendrickson is dedicated to the city of Sequim. In this case, because there is 11'10" to accommodate the 13' needed for public improvements (a 4-foot landscape strip, an 8-foot sidewalk, and a 1-foot buffer) the minimum dedication of easement along the frontage is 14 inches. [SMC17.20.050, SMC17.48.060]

E4. Provide an ADA compliant sidewalk transition to the west and east, with particular attention to the east end of the proposed sidewalk in the Hendrickson Road right-of-way. [SMC18.22.030(B), SMC18.22.060(C)(8)]

E5. At minimum, one pedestrian scale street lighting will be required in the right-of-way of W Hendrickson per Engineering Standard Figure 4-00, 4-28A and 4-28B. [SMC17.48.020, SMC18.24.180(B)(1)]

E6. Irrigation must be provided in right-of way, and irrigation meter to be dedicated and transferred to the City of Sequim upon completion of the project. SMC18.24.130(B)(2)(c).

E7. Domestic water supply must meet city standards. Provide design for City potable water service consistent with Sequim's adopted Water System Plan Water (capital facility plan) and utility standards per SMC 17.20.040(C), SMC Title 13, Division I. Water System, 17.48. The proposed design shall include a hydraulic analysis to verify the adequacy of the design to meet Sequim's service and life safety (fire flow) requirements.

E8. Fire Hydrant locations and access shall be in accordance with Appendix C of the 2015 International Fire Code per SMC 17.48.040.

E9. Proposed domestic sewer supply must meet city standards. Provide design for City sewer service consistent with Sequim's adopted sewer System Plan and utility standards per SMC 17.20.040(C), SMC Title 13, Division II. Sewer System, and SMC17.48.

E10. Note regarding water and sewer lateral on Binding Site Plan shall be removed or corrected to state "4-inch sewer lateral" per SMC13.60.040(D).

E11. Stormwater facilities must be placed in a separate stormwater easement. That easement must be shown, dedicated, and recorded on the Binding Site Plan. [SMC15.06.090(B)(8)]