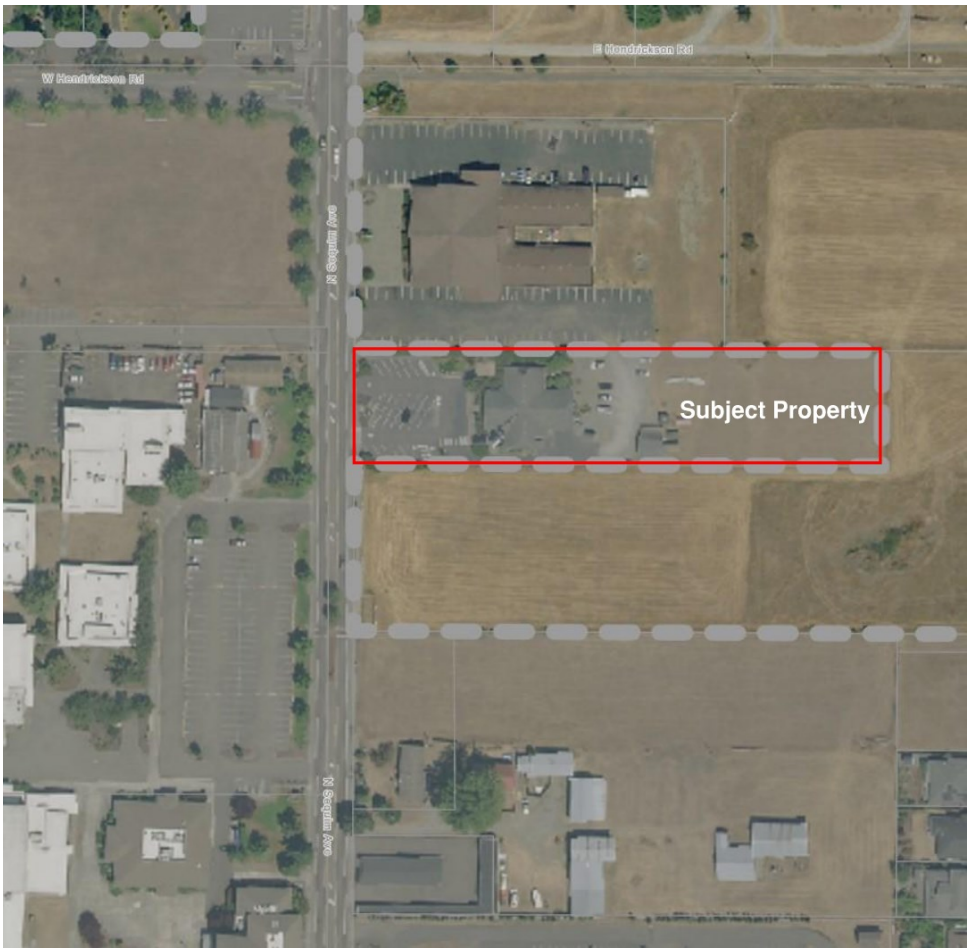
CITY OF SEQUIM
152 West Cedar Street Sequim, WA 98382
City Hall (360) 683-4139 FAX (360) 681-3448
Public Works (360) 683-4908 FAX (360) 681-0552

DEPARTMENT OF COMMUNITY DEVELOPMENT
STAFF REPORT



REPORT SUMMARY

PROJECT NO.(S)	Conditional Use Permit CUP-23-001
OWNER / APPLICANT / PROJECT LEAD	North Olympic Library System (NOLS) SHKS Architects – Jordan Inman
PROJECT NAME	Sequim Library addition and remodel
PROJECT DESCRIPTION	A 3,800 square foot addition and renovation of an existing one-story 6,255 square foot public library on an existing 83,700 square foot site (approximately 1.9 acres).

	Work includes new roof at existing structure, new HVAC, electrical, and sprinkler systems; site improvements include revised vehicle access and parking, pedestrian pathways, plantings, and on-site stormwater management including infiltration.
REPORT DATE	August 17, 2023
ATTACHMENTS	Exhibits 1 – 22 (See Appendix)
HEARING DATE	August 24, 2023
SEPA DETERMINATION	Determination of Non-significance
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 1.9-acre project site, addressed 630 N. Sequim Ave, is positioned in the West 650 feet of the North 135 feet of the South ½ of the North ½ of the NW ¼ of the NW ¼ of Section 20, Township 30 North, Range 3 West, W.M.: EXCEPT the West 30 feet thereof. Situate (sic) in Clallam County, State of Washington / 630 North Sequim Avenue.
PARCEL	Clallam County Assessor's Parcels No. 033020-220047
ZONING	R4-8 Residential
ADJACENT ZONING / FUTURE LAND USE	Zoning - North: County; South: County; East: County; West: R4-8 Future Land Use – North, South, East & West: Low Density Residential (LDR)
COMPREHENSIVE PLAN DESIGNATION	LDR – Low Density Residential
STREET DESIGNATION	N. Sequim Ave is an existing major arterial.
BACKGROUND	The site is currently home to the existing Sequim Library.

1.b: PUBLIC NOTICE & COMMENT

COMMENTS, LETTERS & KEY ISSUES	The project was properly noticed per Title 20 of the Sequim Municipal Code (SMC). Comments received as of the date of this report have been included. Issues raised within the comments are as follows: Asbestos removal from existing building (see Exhibit 15).
APPLICATION PROCESS	• May 12, 2023: Conditional Use Permit application received for review. • June 9, 2023: Notice of complete application issued. • June 23, 2023: Notice of application issued with SEPA notice, and public comment period opened.

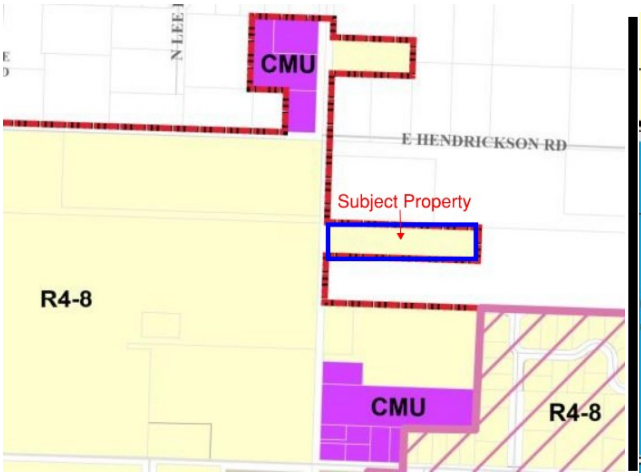
	• July 20, 2023: Final SEPA Determination of Non-significance (DNS) issued. • August 11, 2023: Notice of Public Hearing issued and published.

1. c PROJECT CONTEXT:

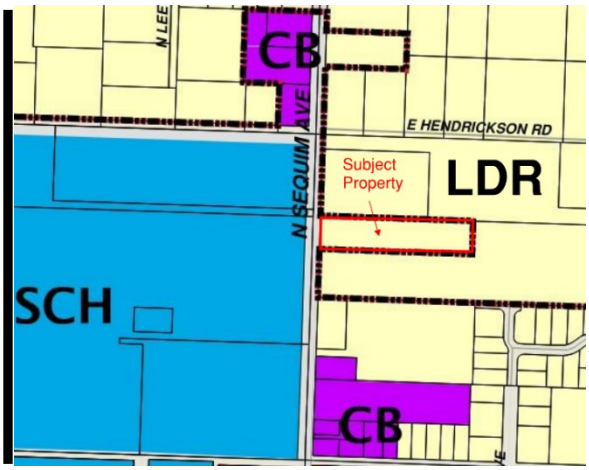
The project is in the R4-8 Residential zone. The City of Sequim Future Land Use Map (FLUM) designates the land Low Density Residential, which is consistent with the zoning designation for the site [Figure 1]. Zoning in the vicinity of the subject property consists of residentially zoned lots in incorporated areas, though the Sequim High School is across the street from the proposed Project. The site is also adjacent to Urban Growth Area properties to the north, south, and east that are currently under Clallam County jurisdiction with a future land use designation of Low Density Residential.

This 1.9-acre lot is currently developed with the existing Sequim Library. The north border of the project site, under Clallam County jurisdiction, is home to Thrive Church Sequim; County property to the east and south remain undeveloped currently. Across the roadway to the west is the Sequim School District property, which hosts the High School, Administration, and other facilities, along with various field and open spaces.

FIGURE 1
ZONING / COMP. PLAN DESIGNATION



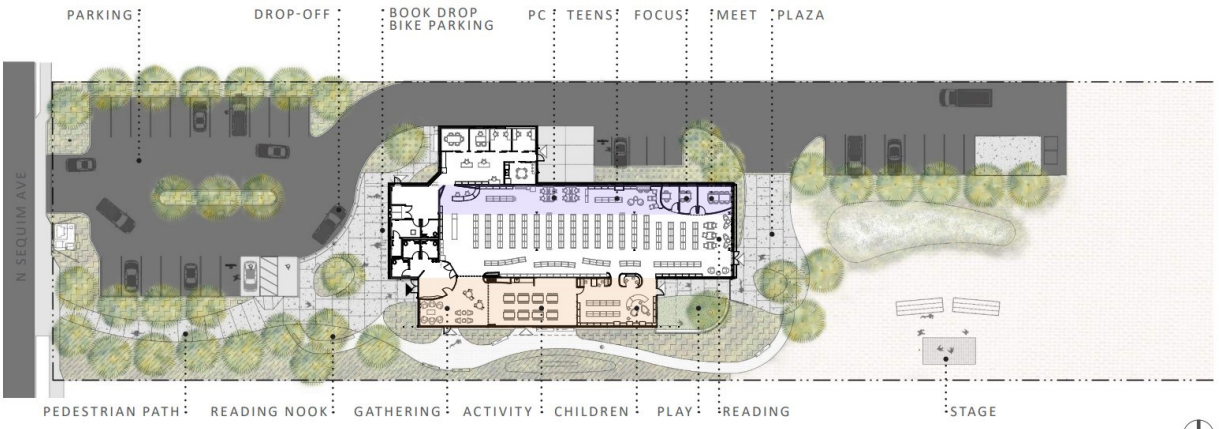
Zoning Map
R4-8



Comprehensive Plan Future Land Use Map
LDR

FIGURE 2

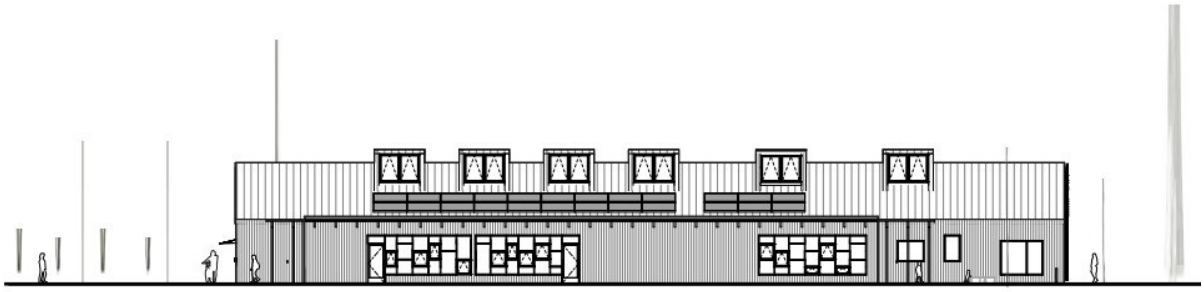
PRELIMINARY SITE PLAN AND ELEVATION DRAWINGS



FEEDBACK

COMMUNITY MEETING | APRIL 26, 2023

SHKS ARCHITECTS



SOUTH ELEVATION



N-S SECTION

2. HEARING EXAMINER AUTHORITY

Pursuant to SMC 2.10, the Hearing Examiner is responsible for conducting hearings on and adjudicating quasi-judicial cases involving a variety of complex land use and regulatory compliance issues, and other issues which the city council may designate to the hearing examiner by ordinance or resolution. The hearing examiner must issue decisions or recommendations based on relevant ordinances, regulations, policies, statutes, and other authorities.

The Hearing Examiner may approve, deny, or approve with such conditions, modifications, and restrictions as the Hearing Examiner finds necessary to make the application compatible with its environment, the comprehensive plan, other official policies, objectives, and land use regulatory enactments.

The Table in Section 20.01.030(C) provides the Hearing Examiner with jurisdiction to decide conditional use permits. SMC 18.60.050 also grants the review authority – here the Hearing Examiner – to impose other conditions beyond the standards and regulations in SMC 18.60 it deems necessary to protect the public health, safety, and welfare.

3. STAFF DISCUSSION / ANALYSIS - FINDINGS AND CONCLUSIONS

3. A CONSISTENCY WITH THE COMPREHENSIVE PLAN:

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

- LU policy 3.1.1: *Future Land Use Map* - Utilize the Future Land Use Map (FLUM) to direct growth and development consistent with the Growth Framework and Vision and to provide a basis for land use regulation, transportation planning, and capital programming.

Staff Analysis: The policy also provides as follows, emphasis added:

> *[T]here are public and quasi-public uses and facilities that are commonly located within low-density neighborhoods to meet local and community needs but are not specifically located on the map. Among these are potential uses such as… branch libraries…. These uses and facilities are anticipated to locate on sites of opportunity and develop as good neighbors to their environs,* ***an expectation of compatibility that is assured through a conditional use permit process in the zoning code****.*

This policy supports the library as a use generally supported in our Comprehensive Plan, but especially within this zone.

- LU policy 3.2.8: *Public and Semi-Public Uses* - Provide for various public and semi-public uses within neighborhoods to meet specific neighborhood or community service needs while insuring

(sic) that building appearance and scale, traffic, noise, lighting, and other potential impacts to neighborhoods are mitigated.

Staff Analysis: This policy adds that *"[t]he focus of conditional use review is to insure (sic) that the use or facility is a good fit within the neighborhood, not whether it is an appropriate use within a neighborhood."* Being that this is an expansion of an existing use, the scope of the CUP review for a "good fit" is effectively already realized in the current state of the site. The proposed changes will not modify the overall use in a way that would be deemed excessive or detrimental. Project Narrative 2 (Exhibit 16) provided by the applicant details that NOLS is not expecting to see a noticeable increase to traffic. Historically NOLS has been a good fit in the neighborhood and the expansion isn't anticipated to change.

CFG Goal 5.1: *COMMUNITY EXPECTATIONS:* Meet community quality-of-life expectations by institutionalizing the connections among citizens' desires, adopted levels of service, and city capital budgeting.

Staff Analysis: To continue to serve the quality-of-life expectations and level of service standards regarding library services, the proposed expansion is prepared to serve the growth and needs of the community and greater Eastern Clallam County. The renovated and expanded building will include ADA-accessible bathrooms, a fire-sprinkler system, increased space for collections, improved community access to broadband and computers, new study and conference rooms, adequate staff space, and more room for educational, cultural, and civic events. NOLS reached out to the community to study the citizen's expectations and desires for the improvement to the site and have incorporated public input into the design. The increase in size and updates increase the level of service that NOLS can provide to the greater Sequim area.

Staff Finding #1: *Staff finds that the proposed Conditional Use Permit is consistent with the City's Comprehensive Land Use Plan and is a good fit for the neighborhood and community. The Project increases the level of service provided, and the it brings the Applicant closer to meeting community "quality-of-life" expectations.*

3.B ZONING, LAND USE, DENSITY, & DEVELOPMENT STANDARDS:

Discussion: The project site's underlying zoning is R4-8 and the future land use designation is LDR, as identified in the 2015-2035 Comprehensive Plan. The land use designation is described as multi-use, which allows for residential, medical, and commercial. Per the zoning table in SMC 18.20.050, Public Facilities and Services are allowed when authorized under a Conditional Use Process (CUP). The table goes on to list libraries as an allowed CUP for this zone.

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 1.9 acres in area.

- Current Land Use: The subject property is currently developed with the existing Sequim Library. The property to the north is developed with a church and to the west is the Sequim School District property. The remaining adjacent properties are currently undeveloped.
- R4-8 – Residential: The zone's intent statement reads, "The R4-8 zoning district is to provide land for residential development within the City. The R4-8 zone provides for consistency and predictability in the character of residential neighborhoods. New subdivisions must provide a minimum of four dwelling units per net acre." SMC 18.20.050. This zone, however, also authorizes conditional use permits for libraries, among other uses. The setbacks and other bulk and dimensional standards set forth below are for a CUP in the R4-8 zone.
- Lot size and Density: No limitations for this use.
- Building Height: 25' or as determined by CUP; Applicant not proposing to exceed 25'.
- Setbacks: 15' front yard; side and rear determined by CUP – applicant proposing 20' for both.
- Parking: One space per 300 square feet – at 85% net square footage; the Applicant will need a minimum of 28 spaces and is proposing 32 (see Chapter 18.48 SMC).
- Lot Coverage (All Structures): As determined to meet stormwater management (Chapter 13.104 SMC), parking, and landscape requirements. Stormwater review during site construction permit submittal will determine methods for achieving compliance of applicant's proposal of 46% impervious surface lot coverage. (Chapter 18.22 SMC and SMC 18.24.130) (see the Environment Checklist, Exhibit 7) There is adequate space on the lot for necessary stormwater facilities that could allow the impervious surface to reach 46 percent, but the methods in which the stormwater is managed has yet to be approved or fully reviewed as that happens at the site construction permit stage.
- Signage: Any 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).
- Site Requirements: Site plan review per Chapter 18.22 SMC; fencing per SMC 18.24.140.
- Buffers: Eight-foot buffers are required along any property line adjacent to residentially zoned land / developed land. This requires the buffer along southern and eastern property lines. (Chapter 18.22.020) The buffer is from the exterior property lines adjacent to residentially zoned / developed land. Because to the west is the street and School District property beyond that, and to the north is a "commercially" developed lot, Staff have conditioned the buffer along the southern and eastern property lines adjacent to undeveloped UGA land. The Applicant shows landscaping in the buffer areas which may be sufficient, but the buffer areas are not delineated on the plans.
- Open Space & Recreation: None required, applicant is leaving just under 10,000 square feet of the site undeveloped as a grass field.

Staff Finding #2: *Staff finds that the proposed Sequim Library Expansion and Remodel is an allowed use in the R4-8 zone through the Conditional Use Permit process fits within the neighborhood. This proposal meets the zoning, density, and development standards of the Sequim Municipal Code (SMC) and is consistent with the requirements of SMC, Chapter 18 (Zoning) SMC 18.20.050, R4-8 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 site construction and building permit applications.*

3.C. CONDITIONAL USE PERMIT CRITERIA FOR APPROVAL:

Chapter 18.60 of the Sequim Municipal Code regulates conditional use permits. All decisions must be in writing and supported by findings of fact and conclusions of law. Such conclusions must address all specific issues raised by staff, the applicant, or any party of record. Findings and conclusions may also set forth

how the decision would carry out and conform to the City's Comprehensive Plan, land use or other enforcement regulations, and other official policies, objectives, and ordinances. In lieu of original findings and conclusions regarding uncontested matters, the review authority may adopt findings and conclusions recommended by the staff, the applicant, or any party of record. The decision must also contain a statement that the decision is final, as applicable, and set forth the time frames for reconsideration and appeal.

The review authority may approve, or approve with conditions, the application for a CUP if it meets the following criteria, as set forth in SMC 18.60.070. Applications that do not meet all decision criteria will be denied.

A. The use will not be materially detrimental to uses or property in the immediate vicinity of the subject property; and

Applicant Response: The library is a community asset and has been located on this site for 40 years. The proposed renovation and addition will cause no harm to surrounding properties and will allow the library to address Sequim's evolving needs.

Staff Discussion: This is an existing use that is being modified through a remodel and addition. The Sequim Library is important as a necessary service provided to the public that is required in the City's Comprehensive Plan. Located across Sequim Avenue from the Sequim School District property and neighboring a large church, the site will not cause materially detrimental to the surrounding properties. The use brings traffic into and out of the site in a manner that is different than a traditional low density residential site but like the Sequim School District property. Moreover, the School District already brings increased noise and traffic for extracurricular events, many of which are held in the evenings. NOLS current hours of operation are 10am to 7pm. NOLS opens after the school is in session, which does create less activity in the 7am -9am time frame. Buffers are being added to the east and to the south between the undeveloped land and NOLS to offset any potential conflicts between a residential use and a public facility. Lighting that will be added to the site will only be what is necessary for safety. The final plan set for building permit and site construction review will include a photometric plan. The photometric plan must show that the lighting will not spillover the property (per Chapter 18.24.170.B.5). Additional noise is not anticipated with this use.

B. The design is compatible with the existing or intended character, appearance, quality of development and physical characteristics of the subject property and immediate vicinity; and

Applicant Response: The proposal complies with all development codes of this zone including yard setbacks, building height, and building areas. The design implements a simple extruded gable roof form that is compatible with local vernacular architecture including historic barns and wood-framed residences. The proposed site development will add improved plantings and paths around the library to existing open space on the east side.

Staff Discussion: While this project was not subject to the City's Design Review requirements (due to it being an existing structure), Staff have reviewed the proposed design and the project is consistent with the surrounding physical characteristics. The low-profile scale, modern barn style fits with the character of the neighborhood, the rural character, and the greater Sequim Prairie area. It continues the small-town, friendly attractiveness described in the Comprehensive Plan.

C. The use will be served by adequate public facilities including streets, fire protection and utilities; and

Applicant Response: Access to the site via automobile, bike, or walking is on N. Sequim Ave. The south existing curb cut is being removed and the north curb cut is being adjusted slightly to better accommodate automobile access for off-street parking. An IFC 503-compliant fire lane and dead-end turnaround are located at the north side of the site. Utilities remain at their existing location on the west side of the site along N. Sequim Ave.

Staff Discussion: The site is currently served by one of Sequim's two major arterials, N. Sequim Ave. The streets are currently developed with pre-existing frontage improvements in place but will need to be modified to meet current City of Sequim Engineering standards. Utilities and fire protection are accounted for on their plans and will be reviewed for compliance during individual construction permits. As mentioned above, the types of services are expected to be improved but not necessarily bring a significant amount of new traffic to the site. Public Works evaluated and determined that a new traffic study was not needed as part of the Conditional Use Permit requirements.

D. Satisfactory provisions and conditions have been made concerning the following matters, where applicable (1-8 below):

1. Ingress and egress to the property and proposed structures thereon with particular reference to automotive, bicycle, and pedestrian safety and convenience, traffic flow;

Applicant Response: Vehicular circulation and the fire lane are proposed north of the building, allowing the south to be people-focused spaces with direct relationship to the library interior through south-facing windows. An accessible pedestrian path from North Sequim Avenue safely directs patrons visiting by car, foot, or bike to the main building entry, then continues south along a planted meadow to connect to the east plaza, performance stage, and additional parking stalls.

The proposal accommodates Clallam County public transit vehicles, delivery trucks, and other large vehicles typical to the community. There is 56'-0" clear turn-around space allowing for easy maneuvering by public transit and paratransit vehicles, large pickup trucks, NOLS book vans, and other delivery vehicles even with other patrons using the curb less drop-off area.

Staff Discussion: Current plans do not meet the parking lot requirements outlined in SMC 18.48.080(4), which specifically relates to pedestrian access to the building. Parking lots currently do not have direct access to internal walkways. Staff reviewed the existing plan set and there is room for the Applicant to address the concerns without major changes to the site plan at this planning stage. As a condition of approval for this CUP, Staff recommend additional review of the internal walkways, striping, and other potentially adequate pedestrian flows to allow for direct connection to the building for pedestrians accessing the building from the parking lot at the time of construction permits. Staff and the Applicant discussed this need prior to finalizing the Staff Report.

2. Off-street parking and loading areas where required, with particular attention to subsection (D)(1) of this section;

Applicant Response: The parking lot design complies with the standards of SMC 18.48. The vehicle access driveway allows for adequate stacking of vehicles and for adequate sight clearances per chapter 1340 of the WSDOT Design Manual.

The library typically receives packages and book deliveries through the front entrance and intends to continue this after the renovation; no specific loading spaces required for this proposal.

Staff Discussion: The proposed parking lot design and loading areas are sufficient to satisfy the requirements for this subsection, except as described in (D)(1) above and as conditioned in this document.

3. The noise, glare, or odor effects of the special use permit on surrounding properties;

Applicant Response: There are no noise, glare, or odor effects to surrounding properties due to this design proposal. Construction noise will only occur within allowed construction hours.

Staff Discussion: Some impacts regarding noise, glare or odors will be at the time of construction. Construction hours will be a condition of approval during the site construction permit review determined after a preconstruction meeting is held. Any other noise, glare, or odor impacts are appropriately conditioned to offset those impacts.

4. Refuse and service areas, with particular reference to location and screening;

Applicant Response: The refuse area is located at the far east end of the drive aisle away from public view; the area will be screened with a wood fence and a storage shed.

Staff Discussion: Applicant's proposal meets the requirements for screening of this area, as detailed in their response. Trash trucks will need to drive down the aisle on the north side of the building, turn south and back up approximately 75 feet to the east to access the dumpster area. NOLS and the trash service provider will be work through the details regarding the site access.

5. Screening and buffering with reference to type, dimensions and character;

Applicant Response: The proposal adds a wood enclosure around the existing utilities along N. Sequim Ave. This enclosure decreases visual noise along the road and provides a surface for locating library signage easily visible from the street. The enclosure varies in height based on the heights of existing utility boxes. At its highest point, it is 5'-10" above ground level; at its lowest point it is 3'-10" above ground level. The entirety of the utility enclosure is outside of the required sight clearance triangle as designated in the WSDOT Design Manual.

There is also a proposed wood enclosure around the refuse service area to provide visual screening from the library and the public right of way. The trash enclosure is 5'10" above ground level.
Both enclosures use a vertical cedar board which relates to the proposed vertical cedar siding at the library façade.

Staff Discussion: Coordination with the Clallam County Public Utility District (PUD) will be required for any "screening" around their utilities. Additionally, sight distance review will be necessary at the time of site construction to ensure adequate visibility is provided. This requirement came up through the CUP based on the proposal to screen PUD infrastructure and use the screening as signage for the building as well.

Additional screening along the southern and eastern property lines will be provided in an eight-foot landscape buffer. The purpose of this buffer is to provide visual relief from adjacent properties, specifically

properties that allow for residential development. Properties to the south and east are residentially zoned properties in the Sequim UGA.

6. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety and compatibility with surrounding properties;

Applicant Response: There is building signage proposed at the utility enclosure. The signage will read "Sequim Branch Library" with solid metal 9" letters, with smaller solid metal letters below reading "North Olympic Library System." The sign will be lit with surface-mounted downlights for minimum light pollution. There are pole-mounted fixtures located in the central planted island and at the east side parking area; the fixtures will be a maximum 18-feet high and are downlit.

Staff Discussion: Current plans do not show lighting along northside of building drive aisle, nor do any appear in central planted island as described in Applicant's response. Lighting and glare will be reviewed for compliance with City of Sequim Engineering Standards during site construction.

Signage will be reviewed as a separate sign permit at the time of submittal. As mentioned in "Staff Discussion (D)(5)", coordination with the PUD will need to be had prior to any screening/signage is installed on or around their utilities.

7. Required yards and other common space;

Applicant Response: All yard setbacks are observed in this proposal (front 15', side 20', rear 20').

Staff Discussion: The Applicant's current plans show setbacks at their highest level listed for Administrative Conditional Use Permits in 18.20.050, the Public Facilities and Services portion of the zoning table. Setbacks for Conditional Use Permits are established through this review process. Staff reviewed and considered the impacts on the neighborhood; because of the benign impact on the neighboring properties, Staff did not find the need to modify setbacks from what the Applicant has proposed.

8. Any special requirements set forth in this SMC for the particular use involved.

Applicant Response: There are no known special requirements for this use set forth in the SMC.

Staff Discussion: No special requirements for this use.

Staff Finding #3: *Per the analysis above, Staff finds that the Sequim Library remodel and expansion, as conditioned, meets the conditional use permit requirements established in SMC 18.60.070.*

3.D. STATE ENVIRONMENTAL POLICY ACT:

- A SEPA DNS was issued on July 20, 2023, and public comment closed on August 4, 2023. The Final Environmental Determination is included as an attachment. This application does not pose a probable significant adverse environmental impact because the proposed addition is limited to approximately 3,800 square feet and the remainder is renovation to existing facilities. The only comment received was from Olympic Region Clean Air Agency (ORCAA), which is further discussed below.

- A comment from ORCAA will be added as a condition of approval for the removal of asbestos from the existing building. Necessary permits will need to be provided to City Staff prior to the issuance of any construction permits.

Conclusion:

The proposed Conditional Use Permit, 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 LDR development and would therefore satisfy all criteria for approval as discussed above. Staff recommends that this conditional use permit be **APPROVED** because it will serve the public use and interest through development as outlined and conditioned in this Staff Report.

DEPARTMENT OF COMMUNITY DEVELOPMENT COMMENTS

1. Approval of the proposed Conditional Use Permit does not allow for construction or development. If approval is granted, the Applicant would need to submit site construction and building permit applications to the City to obtain necessary permits for development.

APPENDIX:

EXHIBITS

Any documents, ordinance, statute, law or reference to case law, or other article referenced herein are incorporated by reference into this record.

1. Application
2. Title Deed
3. Project Narrative 1
4. Community Presentation Slideshow
5. Site Plan/Drawings
6. Stormwater Plans
7. SEPA Checklist
8. Geotechnical Report
9. Notice of Complete Application
10. Notice of Application
11. Statement of Mailing NOA
12. Affidavit of Posting NOA
13. PDN Proof of NOA
14. SEPA DNS
15. Agency Comments
16. Project Narrative 2
17. Approval Criteria Applicant Responses
18. Notice of Public Hearing
19. Statement of Mailing NOPH
20. PDN Proof of NOPH

21. Staff Report
22. Staff Power Point

DEPARTMENT OF COMMUNITY DEVELOPMENT CONDITIONS OF APPROVAL

Per 18.60.070, the review authority may approve, or approve with conditions, the application for an CUP if it meets the criteria of 3.C above. All Conditions of Approval must be satisfied prior to issuance of any construction permits. City of Sequim Staff determine that the conditions set forth below are necessary to protect the health, safety and welfare of the surrounding property(ies), neighborhood, and the City as a whole per SMC 18.60.050.

1. Per SMC 18.60.080(A), "[*A] CUP permit is valid for two years after approval, if within that time the required building construction, alteration or enlargement has been commenced and diligently pursued. In cases where there is no such construction, alteration or enlargement required, then the permitted use must be regularly conducted on the premises. The community development director may allow a one-year extension if the applicant can demonstrate that they were diligently pursuing development of the project and that the delay can be attributed to unforeseen circumstances outside of the applicant's control."*

2. Per SMC 18.60.080(B), *"In a case where an application is denied by the review authority and specifically stated to be without prejudice, it may not be resubmitted for a one-year period from the date of said denial, unless, in the opinion of the review authority, new evidence is submitted, or conditions have changed to an extent that further consideration is warranted."*

3. Per SMC 18.60.080(C), *"If, within the original approval period or subsequent extensions granted in accordance with this chapter, the applicable infrastructure is constructed and completed and the use is regularly operated consistent with applicable permit conditions, the use may continue indefinitely regardless of ownership; provided, that the use or operation is consistent with the permit and any conditions."*

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.

5. 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.

6. It is the responsibility of the property owner to maintain all landscape areas consistent with the provisions of SMC 18.22.020(A)(3).

7. 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).

8. Provide approval from PUD for any modifications to existing utility locations onsite, including but not limited to, relocation of lines and screening of infrastructure, etc.

9. Provide an 8-foot buffer along the east and south sides of the parcel per SMC 18.22.020.

10. Provide safe pedestrian walkways: Parking areas and pedestrian walkways shall be designed to conform with all applicable ADA (Americans with Disabilities Act) regulations. [SMC 18.22, SMC 18.48]

11. Parking lot perimeter: Parking areas must be constructed of asphalt concrete (AC) or Portland cement concrete (PCC) and have continuous curbs or sidewalk edges. [SMC 18.48.080(A)(1) SMC 18.48.080(A)(12)]

12. Five-foot buffer: Parking spaces/lots are required to have a 5-foot-wide planter or raised AC buffer separating parking spaces from on-site sidewalks and buildings. [SMC 18.48.080(C)(2), SMC 18.48.080(C)(7)]

13. Paving separation: All paving shall be separated from landscaping by a raised concrete curb, which will act as the wheel stop in parking stalls. Freestanding wheel stops are not permitted. [SMC 18.48.080(A)(12), SMC 18.48.080(C)(7)]

14. 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.

15. Per ORCAA comments received, necessary asbestos removal permits must be submitted to the City prior to the issuance of any construction permits.

16. Prior to construction permit approval, the Applicant must comply with the Public Works (engineering) Conditions of Approval, as may be modified through the commercial building permit and site construction plan process, as follows:

PUBLIC WORKS CONDITIONS OF APPROVAL

TO BE SATISFIED PRIOR TO ISSUANCE OF CONSTRUCTION PERMITS

Frontage Improvements and Driveway Approach:

1. **Right-of-Way Improvements**: Provide the following details to meet City standard Figures for improvements in the right-of-way including:
    a. Figure 4-00 and 4-03, Collector Street
    b. Figure 4-18 Pavement Patch
    c. Figure 4-19 Sidewalk
    d. Figure 4-22B Driveway Entrance
    e. Figure 4-28A/B Lighting
    f. Figure 4-29 Driveway entrance

2. **Sight Clearance:** Demonstrate adequate sight clearance and sight triangle visibility. The sight triangle should not be moved closer to the road by 4 feet when assessing visibility to the left (south). Please note, nothing over 36 inches should be in the sight triangle at the entrance/exit. [SMC 18.48.080(C)(8), SMC 18.44.030]

3. **North Sequim Ave:** Frontage shall be improved to "Arterial" street standards by providing a 6-foot ADA compliant sidewalk, a 6-foot planter strip with irrigation, landscaping and street lighting following standard Figures 4-01, 4-04, 4-22B, 4-28A/B, 4-29. A public easement approximately 5 feet in width will be required as these improvements will be located within the property boundaries. Provide a transition to the existing sidewalk at the north side of the site. [SMC18.60.070(D)(1), SMC18.22.030]

4. **Driveway Approach:** Demonstrate the driveway approach has a four-foot flare at approach, is designed for the weight of trucks and meets Engineering Standard Figure 4-22B. [SMC18.48.090(B)]

Utilities:

5. **Provide domestic water supply pipe size, material and meter size.** Currently, the parcel is serviced by a ¾" meter. If the addition requires an upsize of the meter, the difference in cost of the two meter sizes will need to be paid to the City.

6. **Provide a separate water main tap for the fire water service to the building.** The fire hydrant and fire water service to the building cannot be on the same service line. Provide a separate tap from the water main to service each of these two fire water needs.
    a) The fire water for the hydrant and the building sprinklers shall each be wet tapped separately from the existing 8" AC water main on the west side of North Sequim Ave
    b) City inspection is required before, during and after the wet tap.
    c) Show locations of all required fire hydrants.
    d) Road closure required due to trenching across street. Road closure plans will be needed.
    e) Patching of trench required per City Engineering Standard Figure 4-18.

7. **Add a backwater valve on the sewer lateral.** The building is currently served by a 6" sewer main traversing the southern property boundary with a backwater valve installed at the south side of the building. Please note the elevation of the building is at 159.9 and the elevation of the manhole being connected to has a rim elevation of 162.0.

Stormwater*:*

8. **Provide Stormwater Drainage Plans** prepared consistent with the requirements of the 2019 Stormwater Management Manual for Western Washington, as adopted by SMC 13.108. The proposed site redevelopment plan shows an addition of over 11,000 sf of impervious surface; therefore, all Minimum Requirements will apply to the development per 13.104. The Stormwater Site Plan states that some of the existing parking areas are not considered part of the new plus replaced hard surface because they are not being taken down to base course or native soils. The supplied memo titled "Results of Pavement Coring and Recommendations for Pavement Resurfacing" dated 12-06-2022 by Associated Earth Sciences Incorporated

recommends full depth reconstruction for the parking areas, and NOT using a grind and overlay approach, as it is not practical or feasible. Update the Stormwater Report to reflect this and to follow the 2019 Manual. [SMC 13.64, SMC13.104, SMC Table 17.12.020(A), SMC 18.24.130(B)(2)(f), SMC 18.48.080(A)(2/13), SMC 18.48.080(A)(13), 2019 SWMMWW I-3.3 and Figure I-3.1].

9. **Test pits, Infiltration Testing and Average High Groundwater must be performed in the location of the infiltration facility:** Test pits, Infiltration test and average high groundwater levels will be required in conjunction with the Stormwater and Geotechnical Report due to proposing to infiltrate stormwater. Perform tests in the location of the proposed stormwater infiltration pond. [SMC 13.104, SMC Table 17.12.020(A)]