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

PRE-APPLICATION CHECKLIST
PRE22-009 POINTER CONDOMINIUM BINDING SITE PLAN

Address: **SEQUIM, WA 98382**
Legal Description: **THOMPSON PUD PARCEL 6**
Applicant: **Caleb Grubb, Pointer Properties**
Plat Title: **POINTER BINDING SITE PLAN**

Zoning: LD Lifestyle District

- No size limit
- Maximum Height 40' attached, 25' detached
- Setbacks for Front Yard 0' Min, 20' Max
- Setback for Side: 6' each side; or 12' one side only if zero lot line development
- Setback for Rear 10'
- Parking: SMC18.48.050(1)(b) 1.5 spaces/unit

THOMPSON PUD Requirements per V11 P43 of Clallam County Recordings:

- Easements A, C and D are on this parcel

Notable Code Sections

- 17.12 Administration and Enforcement
- 17.24 Binding Site Plans
- 18.22 Development Standards
- 18.24 Design Standards
- 18.48 Off-Street Parking

- **Access Road:**
  - Street frontage along Garry Oak Drive and N 5th Ave has improvements to the street, curb, gutter and landscaping in place. Check for ADA compatibility of existing infrastructure, and if driveways are to be abandoned, remove and repair to City Street standards.

    SMC 17.24.090 The city council shall not approve applications for binding site plan unless it is demonstrated by the applicant that each of the following criteria has been met or will be met:

    C. Curb, gutter, sidewalk, trail connections, transit stops, streets, storm drainage, sanitary sewer lines, water lines and other utilities as required shall 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;

- **<u>Driveway/Access/Parking/Improvements:</u>**
  - *SMC17.24.090(B). Adequate provisions for on- and off-site circulation and connection with the surrounding road network have been proposed, consistent with adopted city standards;*
  - *SMC17.24.090(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;*
  - Preliminary road plans including plan, sections, and profiles will be required at time of application per SMC 17.12.020(A)
  - Preliminary clearing and grading plans, including cut and fill amounts will be required at time of application per SMC 17.12.020(A)
  - A description of how parking requirements will be met will be required at time of application per SMC 17.12.020(A)
  - Residential two-way drive aisle must be a min of 24'. One-way drive aisle must be 12' minimum. SMC 18.48.040(B)
  - SMC 18.48.040(C) Backup space shall be 24 feet except for diagonal spaces accessed by a one-way drive aisle.
  - SMC 18.48.050 (B)(1)(b) The required number of parking spaces for multifamily (five or more units) is one and one-half spaces/unit.
  - Existing PUD shows the parking are on this lot as "Common Easement for access, parking and utilities to be maintained by P.O.A." If proposing any alteration to the easements and/or parking, please provide agreement from all PRD lot owners in agreement to change the easement.
  - Parking per PUD: If parking is taken away from the PUD, additional parking will be required to meet the PUD requirements.
  - *SMC17.24.090(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, <u>setbacks, building heights, off-street parking requirements, landscaping buffering</u> and permitted uses within zoning districts;*
  - *SMC18.22.060 (B) Off-Street Parking. Impacts associated with multifamily dwellings can be reduced by providing adequate on-site parking and by designing and locating parking lots, carports, and garages to support the residential qualities of the neighborhood consistent with comprehensive plan policies. The following off-street parking standards shall be considered:*

    1. Parking areas shall be located behind or under buildings where practicable, and access shall be provided to such parking areas from alley-type driveways. If street access to parking areas is necessary, the number of access points shall be limited.

    a. The number of driveways and curb cuts shall be minimized.

    b. Driveways shall be shared (where possible) within a development.

    2. Large parking areas shall be divided into smaller areas separated by buildings or landscaping.

    3. Parking shall be configured to be less visible from surrounding streets.

    4. Driveways and parking areas shall include landscaping and/or berming.

    5. Parking areas shall be screened when abutting single-family residences or zones, with landscaping or fencing.

6. Parking lots adjacent to street frontage shall be limited to 30 percent of the street frontage.

7. Parking aisles shall be separated from site circulation routes.

8. Parking lots shall be designed to be in conformance with ADA (Americans with Disabilities Act) regulations.

- **<u>Pedestrian access:</u>**
  - *18.22.060 (A)(2) Each building shall be provided with direct pedestrian access from a street fronting the building and from established parking areas to the multifamily dwellings and to the existing neighborhoods.*
  - *18.22.060(C) Resident Services. New development and redevelopment shall have adequate provisions for residential services including mailboxes, garbage and recycling pickup, transit stops, and walkways and parking area lighting. The following resident service standards shall be considered:*

    1. Adequate safe pedestrian walkways shall be established to residential services.

    2. Street lighting shall be provided along walkways adjacent to and within the multifamily development. Lighting shall minimize glare, and shall be downward facing and fully shielded.

    3. Security lighting shall be provided in parking and play areas.

    4. Lighting shall be directed away from neighboring properties to minimize glare.

    5. Garbage, maintenance and recycling facilities should be screened.

    6. Pedestrian access to nearby transit stops shall be provided along public rights-of way.

    7. Pedestrian connections to adjacent development shall be provided, where practicable, in public rights-of-way, or along designated walking and bike trail corridors.

    8. Pedestrian walkways shall be designed to be in conformance with ADA (Americans with Disabilities Act) regulations.

- **<u>Utilities:</u>**
  - An application for subdivision shall include preliminary utility plans, including provisions for water, sewer, underground power where appropriate, telecommunications, and solid waste disposal SMC Table 17.12.020(A).
  - Water is available via an 8" main stub out on 5th Ave to Garry Oak Drive.
  - Sewer is available via a 8" main in Garry Oak Drive .
  - *SMC 17.48.050 (A)*

    1. Where telephone, electric and cablevision utilities <u>are not existing in a proposed subdivision</u> <u>and additional utility construction is required</u>, all new utility construction shall be located underground. Underground utilities shall be placed in such a manner and at a depth which permits the planting of trees.

    2. Those utilities, <u>including all service connections</u>, which are to be located beneath paved surfaces shall be installed as approved by the public works department. Such installation shall be completed and approved prior to the application of any surface material.

- **<u>Easements and Encumbrances:</u>**

- *SMC17.24.090(D) The applicant has provided, if necessary, easements to the city to accommodate the establishment of municipal utilities;*
- Existing easements (please note this is not an all-inclusive list)
  - 541330 recorded 04-11-1983 for Ingress, egress and utilities for southerly 30 feet
  - 616585 recorded 05-11-1989 for PUD utilities for southerly 30 feet

- **Stormwater*:***
  - Improvements shall comply with the provisions of the 2019 Stormwater Management Manual for Western Washington, as adopted and as may be amended by SMC 13.108.
  - Preliminary stormwater drainage plans, prepared consistent with the requirements of SMC Title 13 will be required at time of application per SMC 17.12.020(A)

- **Openspace and Recreation**
  - *SMC18.22.060(D) Open Space and Recreation. These standards are for privately owned open spaces and recreational areas only and shall not be dedicated to the city. General city off-site park requirements are met through the payment of park impact fees as adopted by the city council. Usable open space and recreation areas within developments shall be required within multifamily residential developments containing five or more dwelling units. The following open space and recreation standards shall be considered:*

    1. For individual projects less than five units which are not part of a larger development plan, open space may be provided through the establishment of individual yards for each unit. This shall include as applicable duplexes, triplexes and four-plexes.

    2. Where a multifamily residential project consists of a total of five or more dwelling units, in any configuration, shared or common usable open space shall be provided in addition to any other open spaces or protected areas. Shared or common usable open spaces shall include landscaped areas and active or passive recreation opportunities for the residents.

    3. Minimum Area Required. Each multifamily project comprised of five or more dwelling units shall provide a minimum of 200 square feet of usable open space for each dwelling unit in the project. A portion of the usable open space may be required to provide for active recreational uses, as described in subsection (D)(4) of this section.

    4. Play Space for Children. Multifamily residential projects comprised of five or more dwelling units that are anticipated by their type and anticipated residency to accommodate families shall provide a safe play space for children. Projects that are established solely for the occupancy of adults shall not be required to establish play spaces. Such uses may be congregate care facilities, senior only (over 55) housing developments, and adults only developments, as permitted by law. The required play space shall address the following standards:

      a. Play spaces shall include play equipment which is manufactured and installed in conformance with the safety standards of the American Play Equipment Industry, or other adopted standards.

      b. Play equipment shall not be located on a slope greater than four percent in any direction.

      c. Play spaces shall not include driveways, parking areas, required landscaping areas or porches, balconies or overhangs.

d. Play spaces may be established within side and rear yard setbacks, excepting that no play space shall be located within 10 feet of any road, driveway or alleyway, parking area, or adjacent single-family resident or single-family residential zone without the provision of fences or buffers.

e. To maximize the personal safety of children resident in the development, play spaces shall be located so as to provide maximum visibility from surrounding multifamily dwelling units and be connected by pedestrian walkways and lighted.

f. Play space should be adequately sized and equipped to be roughly proportional to the anticipated recreational impact.

5. The provision of usable open space, play spaces, and/or recreational spaces within a multifamily development of five or more units may be phased concurrent with the approval of a phasing plan consistent with the requirements of this code; provided, that each phase shall include usable open space and play spaces (if required) established in proportion to the size and impacts of each phase.

- **Landscaping**
  - Preliminary landscaping plans are required at time of application per SMC 17.12.020(A)
  - *SMC18.22.060(F) Landscaping within a project shall have a common design theme that takes into account the existing scale and style or landscaping found in surrounding development patterns. The following landscaping standards shall be considered:*

    1. Multifamily residential developments shall include usable open space and landscaping.

    2. Landscaping should separate buildings from pavement or walkways.

    3. Street trees shall be provided along public streets and rights-of-way.

    4. Landscaping should be easily maintained after the initial growth period. A maintenance plan to ensure the successful establishment and maintenance of landscaping may be required.

    5. Landscaping for multifamily residential developments shall meet all other applicable landscaping requirements contained in this title. (Ord. 2010-014 § 1 (Exh. A); Ord. 97-019 § 4, Exh. B)

- **Bonding/Final Plat:**
  - *SMC17.24.090(F) A bond meeting city requirements (Chapter 3.78 SMC) has been posted to ensure completion of those unconstructed improvements required consistent with the criteria found in this chapter;*
  - *SMC17.24.120 (P) Final binding site plan requirements: A statement as to the ownership and maintenance agreements governing any proposed common areas. This statement shall reference all lot owners' agreements which are filed concurrently;*
  - A 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.) will be required at time of application per SMC 17.12.020(A)

- **Phasing:**
  - Preliminary phasing plan, if proposed will be required at time of application per SMC 17.12.020(A)

- **General Facility Charges:**
    - Sewer and Water General Facilities charges will be assessed at the currently adopted rates and collected at the time the request for connection is made or, if a building permit is to be issued, at the time the building permit is issued for each unit per 13.72.030.

- **Impact Fees:**
    - Transportation and Park Impacts fees must be paid at the currently adopted rates in accordance with SMC 22.04.030 before building permit issuance.

- **Third Party Review**
    - The preliminary sewer, water, and stormwater designs; geotechnical report, wetland report, and traffic study will be reviewed by a third party (peer) engineering entity for compliance with city codes and standards and impact upon the city's overall utility system from a capacity and life safety standpoint. The cost of this service is will be payable by the developer. The city will seek authorization from the developer and collect a deposit before directing the third party to perform the reviews.

- **Building Permit**
    - A building permit will be required once the binding site plan and design review applications have been approved, and the structure shall meet the requirements of the Washington State Building Code and Sequim Municipal Code Title 15.

- **Next Steps**
    - Vacate any easements the applicant deems necessary.
    - Submit Binding Site Plan and Design Review Applications to be processed concurrently.

NOTE: These comments are preliminary in nature and are subject to change upon discovery or receipt of new information. This review is to determine the standards by which the proposed project would be evaluated, and to provide the proponents and/or their agent with the requirements of the City of Sequim Public Works Department. This review does not provide the scope of outside agency involvement. The content of this review should in no way be construed and an approval or an intent to approve or deny, but merely provides the means by which a proponent may apply for review of a specific proposal and the standards on which a decision would be based.