CITY OF SEQUIM

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DEPARTMENT OF COMMUNITY DEVELOPMENT
STAFF REPORT



REPORT SUMMARY

PROJECT NO.(S)	BSP-23-001 / CDR-23-001
OWNER / APPLICANT / PROJECT LEAD	Pointer Properties, Inc. / Caleb Grubb
PROJECT NAME	Grubb 10-Unit Multifamily (Olympic View Condominiums)
PROJECT DESCRIPTION	10-unit townhouse project (2 buildings of 5 units each) on a vacant lot located in the Lifestyle District (LD). This project requires preliminary binding site plan (BSP) approval by the Hearing Examiner. The Hearing

	Examiner must also approve the design review permit, normally an administrative decision, as part of the permit consolidation process.
REPORT DATE	1/5/2024
ATTACHMENTS	Exhibits 1-24 are included with this staff report and listed on pages 13-14
HEARING DATE	1/16/2024
SEPA DETERMINATION	Determination of Non-Significance (DNS)
STAFF CONTACT	Travis Simmons, Assistant Planner tsimmons@sequimwa.gov – 360-683-4908
RECOMMENDATION	Approved with Conditions

1. PROJECT SUMMARY

1.A. PROJECT SITE SUMMARY / OVERVIEW

LOCATION	Not Addressed. Section 19, Township 30 N, Range 3 W
PARCEL	033019840060
ZONING	Lifestyle District (LD)
ADJACENT ZONING	Lifestyle District (LD)
COMPREHENSIVE PLAN DESIGNATION	Lifestyle District (LD)
STREET DESIGNATION	Garry Oak Drive – Local N. 5th Avenue – Proposed Collector
BACKGROUND	This 10-unit townhouse project proposes 2 buildings, each with 5 units located on an undeveloped lot between Gary Oak Drive and N. 5th Avenue.

1.B. PUBLIC NOTICE & COMMENT

COMMENTS, LETTERS & KEY ISSUES	The project was properly noticed per Title 20 of the Sequim Municipal Code (SMC). As of the published date of this report, no public comments have been received.
APPLICATION PROCESS	Binding Site Plan (Type C-2 Permit), Design Review (Type A-2 Permit)

1.C. PROJECT CONTEXT:

FIGURE 1
ZONING

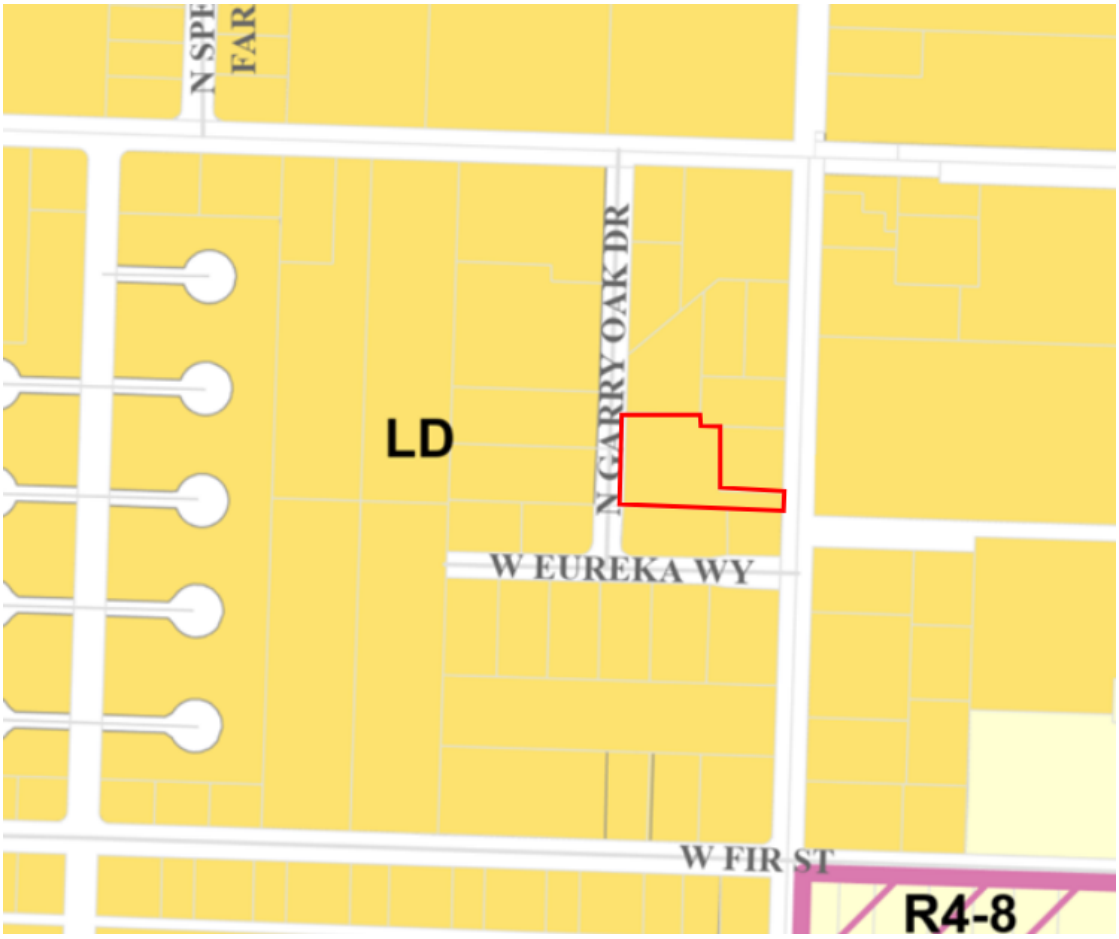
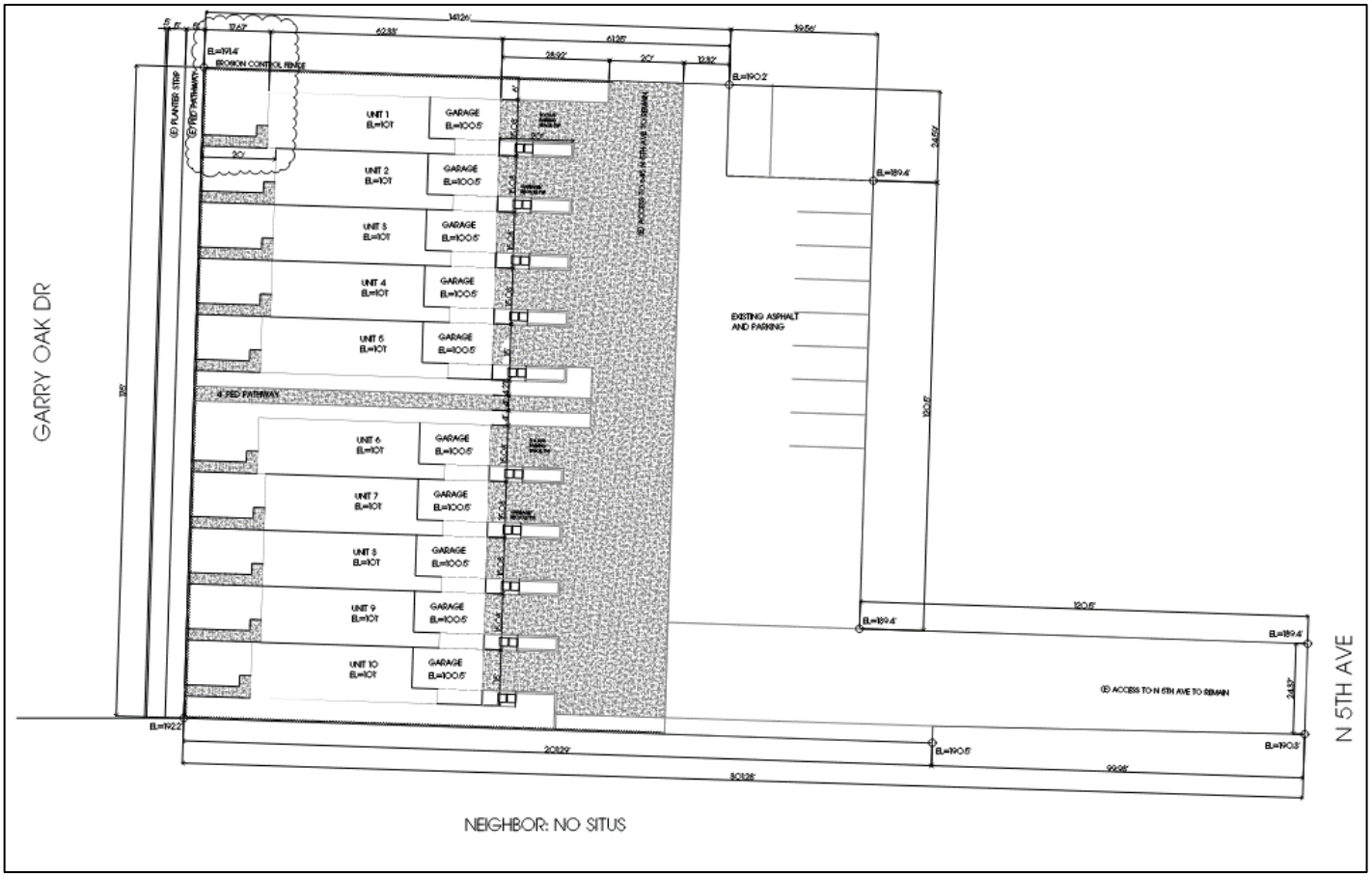

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FIGURE 2

PRELIMINARY SITE PLAN



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 issues before the Hearing Examiner today include a preliminary binding site plan and design review applications. Typically, design review applications do not come before the Hearing Examiner and are addressed administratively; however, because the Applicant has consolidated the permit process, design review approval by the Hearing Examiner is required.

3. STAFF DISCUSSION / ANALYSIS & FINDINGS AND CONCLUSIONS

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

Discussion: This project proposes ten new multi-family dwellings within two 5-unit buildings, to be built as townhouses (condominiums), to replace the existing vacant portion of this property. The only development currently existing on the parcel is a drive aisle and parking for adjacent properties. Vehicle access will be provided via N. 5th Ave. while pedestrian access will be provided off Garry Oak Dr. Existing parking located along the eastern side of the property will remain for the use of the adjacent commercial property to the east. Access to the parking lot to the north on parcel 033019840050 will also be maintained. This project is within the Lifestyle District (LD) Zone and will meet all design requirements within SMC 18.20.130 and is subject to the Design Review requirements of SMC 18.24. The following zoning and development standards are established in SMC Chapters 17.24 Binding Site Plans, 18.44 Bulk and Dimensional Requirements, 18.22 Development Standards, 18.20 Purposes of Districts, and 18.48 Off-Street Parking.

- Property Size: 0.78 acres per Clallam County Records.
- Current Land Use: The site is currently vacant with parking and a drive aisle for use by adjacent parcels. A portion of the existing parking for parcel 033019840010 will remain.
- Lot size and Density: No limitation within this zone.
- Building Height: 40-foot Maximum per SMC 18.20.130 as attached residential development.
- Parking: 20 stalls for residential use will be provided on site by driveways and garages. The minimum requirement is 15 stalls (1.5 per unit) per SMC 18.48.050 as this is a multifamily development.
- Lot Coverage (All Structures): As determined to meet stormwater management (Chapter 13.104 SMC), parking, and landscape requirements (SMC Chapters 18.22 and 18.24.130).
- Site Requirements: Front yard setbacks for attached residential structures must be between 0-20 feet. This site includes 6-foot side and 10-foot rear setbacks meeting the requirements of SMC 18.20.130. Building spacing of 12 feet is provided, meeting the fire separation requirement, and landscaping is provided in compliance with SMC 18.24.130.
- Signage: Any development/project signage would need to satisfy the requirements of SMC 18.58 (Sign Code). Any future signage requires separate review by the City's Building Department and will be reviewed for compliance with the City's sign regulations (SMC 18.58) in place at the time.
- Buffers: There are no regulated wetlands or critical areas on or near the site that would require buffers.
- Open Space & Recreation: There are no open space and recreation requirements.

***Staff Finding #1:* Staff finds that, based upon the review above, the proposed project would satisfy the abovementioned requirements of SMC Title 18 (Zoning).**

3.B. 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: As is described in sections 3.A and 3.C of this staff report, the use of land resulting from the adoption of the proposed binding site plan conforms with the germane regulations of SMC Title 18, Zoning, and the Comprehensive Plan. City Council minutes from October 3, 1990, public hearing for the approval of Thompson PUD state that applicants, "will have to provide adequate parking required by ordinance as the development progresses." Applicant has shown adequate parking for proposed use and provided parking agreement between them and neighboring business that further addresses parking needs.

Applicant Response: The BSP has been rigorously reviewed and modified to conform with zoning, setbacks, building height, stormwater retention, parking requirements, lighting and landscaping.

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: Staff has reviewed the proposed project for consistency with adopted standards and requirements relative to on- and off-site circulation and connection with the surrounding road networks. The proposed project would provide adequate provisions for on- and off-site circulation and connection with the surrounding road and network, should the Hearing Examiner incorporate staff's recommended Conditions of Approval into a decision of approval.

Applicant Response: The proposed project configuration within the Binding Site Plan (BSP) is in conformance with the zoning standards for the LD, including lot coverage, building height/setbacks, off street parking, and traffic circulation, and would therefore satisfy these criteria of approval. The ingress/egress for the residences would be from 5th Ave, with traffic circulation as noted on the site plan. This traffic pattern has already been established and utilized by the existing commercial buildings. The existing traffic pattern has already been established and utilized by the existing commercial buildings. The existing (8) parking spaces will be utilized by the business to the East.

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: Staff has reviewed the applicant's permit materials against all relevant provisions of the SMC and Public Works Standards. If the Hearing Examiner preliminarily approves this project and adopts Public Works' recommended conditions of approval provided in this staff report, the City's Public Works

Department would require a site construction permit. Under this permit, the applicant must meet all city specifications related to curb, gutter, sidewalk, trail connections, transit stops, streets, storm drainage, sanitary sewer lines, water lines, and other utilities, which could be approved by the City Engineer.

Applicant Response: The City Engineer reviewed the proposal as it relates to curb, gutter, sidewalk, transit stops, utilities and stormwater drainage. Prior to final binding site plan 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 binding site plan.

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

Staff Discussion: As proposed and with the adoption of recommended Conditions of Approval, the applicant will have provided necessary easements to the city to accommodate the establishment of municipal utilities.

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: As proposed and with the adoption of recommended Conditions of Approval, any private property necessary for public use as street rights-of-way will be dedicated to the city by an acceptable deed of dedication or by the recording of the project's final binding site plan.

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: Pursuant to SMC 17.64.010(A), bonds in a form consistent with the requirements set forth in SMC 3.78 is required before approval of a final plat and/or final binding site plan. Staff has recommended the Hearing Examiner adopt its recommended Conditions of Approval, which include condition(s) for the applicant to provide a bond (guarantee) to the City in appropriate form prior to approval of its application for final binding site plan.

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: Staff has reviewed germane elements of the capital facilities plan against the proposal; should the Hearing Examiner adopt the conditions of approval recommended by staff in this staff report, the proposed project would provide adequate public facilities required by the capital facilities plan.

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 close proximity to the Olympic Discovery Trail, YMCA, Schools, and transit stops.

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: Having reviewed the applicant's SEPA Checklist and other studies and resources available to inform the potential for the project to adversely affect the environment, Sequim's SEPA Responsible Official issued a Determination of Non-Significance on November 3, 2023. The SEPA threshold determination was noticed to agencies and to the public; no comments or appeals were timely filed with the City.

Applicant Response: This requirement has been previously covered and is available as Staff Finding #2[1].

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: As the proposed project is not located within a floodplain or flood hazard area, development of the project would not reasonably cause a flood hazard and would not require mitigation for development within a 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 project proposes the land division and development of 10 multifamily residential units, which aligns with housing goals and policies of the Sequim Comprehensive Plan to provide a variety of housing, and particularly to provide townhomes in Sequim's LD zone (Policy H 6.1.6, Comprehensive Plan 2015-2035). Furthermore, Sequim's Public Works Department staff have reviewed the proposed project, subject to the conditions of approval recommended by the Public Works Department included on pages 16-21 of this staff report, the proposed project would provide adequate public facilities, improvements, and provisions to serve the public interest. Given Sequim's interest to provide denser and more varied housing near its downtown area to expand attractive lifestyles to a growing and diversifying community, and given the project's proposed public improvements, the project would serve the public interest if approved, as conditioned consistent with staff's recommended conditions of approval.

Applicant Response: As proposed, this project would create (10) two-story condominium units within two buildings. These units would be maintained by the South 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

[1] It is unclear what is represented by the applicant's use of the term "Staff Finding #2" in this instance. The preceding remarks provided in the Staff Discussion response confirm that the subject criterion has been met.

incorporating (10) units under one roof. Sequim is in need of 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 Chapter 58.17 RCW. The SMC is consistent with Chapter 58.17 RCW and does not omit any of the requirements provided therein. SMC 17.04.010 provides as follows: *"the provisions of this title are adopted pursuant to the authority delegated to the city of Sequim under Chapters 35A.58 and 58.17 RCW."*

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 the City staff.

L. All proposed project phasing schedules meet the requirements contained in SMC 17.20.090.

Staff Discussion: The requirements set forth in SMC 17.20.090 are inapplicable to the proposed project as the project does not propose a phased approach to the development.

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 #2: Staff finds that, based upon the review above, the proposed project would satisfy the requirements of SMC 17.24.090, should the Hearing Examiner incorporate staff's recommended Conditions of Approval into a decision of approval.

3.C. DESIGN REVIEW

SMC 18.24.037 Criteria for approval – Required findings

This item is before the Hearing Examiner because the Applicant used the optional consolidated review process allowed by SMC 20.01.050. Ordinarily, this would be a Type A-2 decision made by the Department of Community Development Director. However, consolidated permits are heard collectively by the highest decision maker, per SMC 20.01.050(D). Because the proposed preliminary binding site plan application is a Type C-2 decision made by the Hearing Examiner (SMC 20.01.030(A)(3)), the proposed design review application that has been consolidated with the preliminary binding site plan must also be decided on by the Hearing Examiner.

SMC 18.24.031 requires design review for all new commercial, industrial, mixed use and residential structures with more than four dwelling units with common walls. No building permit shall be issued for any development or construction requiring design review until design approval has been granted.

A. 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 has reviewed the proposed project against the applicable lot coverage, setback, height, mass and scale, parking, land use, and other applicable regulations in the SMC. As proposed, the multifamily development is consistent with the lot coverage, setback, building height, and parking requirements set forth in the SMC. The proposed multifamily (residence, attached) land use is outright permitted in the site's LD zone. As viewed from the Garry Oak Drive right-of-way, the only neighboring, existing structure to the proposed development is a dental office on the lot immediately north of the subject site. While the dental office is smaller in size compared to the proposed multifamily development, its massing and scale is projected in the façade of the proposed development which comparably includes a prominent gable in the street-facing façade (west) of the structures. Landscaping has been incorporated in the site's design between the western façade and its fronting right-or-way, further reducing the scale and massing of the proposed multifamily residential development when compared to the neighboring dental office. Therefore, this criterion has been satisfied in the design of the proposed project.

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 be met with several revisions made to meet this criteria.

B. 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 proposed project for its consistency with provisions set forth in the SMC relative to materials and surface textures, colors, fenestration pattern, wall planes, roof form and pitch and expression of detailing, as well as how the proposed development melds into the existing environment. In general, the applicant's proposed design is largely consistent with the applicable design provisions set forth in SMC Chapter 18.24. Additional detail is necessary from the applicant to demonstrate that the project's proposed base, trim, and accent colors are consistent with the applicable provisions of SMC 18.24.120; variation in the use of colors or other design features of the structures must emphasize individuality of the project's units to comply with SMC 18.24.210. The applicant is also required to provide permanent irrigation for landscaping proposed at the project site to comply with SMC 18.24.130(c), to provide details of proposed lighting fixtures to comply with SMC 18.24.130(g), and to include planter boxes sided with the same materials as are proposed for the building (or in some other way visually anchor the structures to the site) to comply with SMC 18.24.130(n). Condition of Approval Nos. 9-11 is recommended to be incorporated into the Hearing Examiner's decision which will ensure that the developed project is consistent with the applicable criteria set forth in SMC 18.24.

Applicant Response: This proposed project has made several changes to the original design in order to meet the criteria of frontal wall plane, roof form, exterior façade 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.

C. 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: See Staff Discussion response to above General Review Criteria; staff recommends the Hearing Examiner adopt its recommended Conditions of Approval into the project's decision to ensure that all applicable provisions set forth in SMC 18.24 are demonstrated prior to approval of the final binding site plan.

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

D. 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 proposed project is found to comply with Sequim's Comprehensive Plan, particularly as it promotes a variety of housing types and enhancing lifestyle opportunities in the LD.

In the Comprehensive Plan, Chapter 3, Land Use, sets forth the City's goals and policies that foster the community's vision for how its land is used. Goal 3.3 states: *Ensure that the City grows with a range of urban living environments to attract the diverse lifestyles, age groups, and family types that make Sequim more interesting, creative, productive, inclusive and capable of adjusting to demographic and market changes.* The proposed project would contribute toward the City's vision for a range of urban living environments, providing the opportunity for community members to own townhomes (a traditionally less expensive housing type than single-family residences) proximal to local businesses and recreational opportunities on the Olympic Discovery Trail. In this manner, the proposed project is aligned with land use goals and policies adopted in the Comprehensive Plan.

Chapter 6, Housing, provides further goals and policies that carry out the City's vision for its housing needs. Goal 6.1 states: *Increase the number of housing options and opportunities to meet the needs of a diverse, growing community.* In particular, Policy H 6.1.6 encourages the development of townhomes in the LD. As the project proposes a binding site plan for the future development of 10 townhomes in the LD district, the proposal aligns with the housing goals and policies set forth in the Comprehensive Plan.

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 neighborhoods creates new choices in living but also help the affordability of utilities and other city services."

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 in order to meet the growing demand for housing.

This project and ones like it will result in 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. **Zoning Regulation Compliance. Find that the proposal meets the requirements of the regulations for the appropriate zoning district.**

Staff Discussion: Zoning regulations for the LD zone are codified in SMC 18.20.130; development standards, bulk and dimensional requirements, parking requirements, and landscape requirements applicable in the LD zone are also codified in SMC Chapters 18.22, 18.44, 18.48, and 18.46, respectively. As is described on pages 4-5 of this staff report, all applicable provisions of these zoning regulations have been satisfied by the proposed project or are otherwise addressed via recommended conditions of approval.

Applicant Response: No response provided.

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

Staff Discussion: Design regulations for the proposed project are codified in SMC Chapter 18.24. Staff has reviewed the applicant's design review permit materials against germane provisions of SMC Chapter 18.24 and recommends the Hearing Examiner's decision adopt recommended Conditions of Approval nos. 9-11 for staff's review and SMC consistency analysis of outstanding design features required of the site. Should the Hearing Examiner decide to approve the requested design review permit and adopt staff's recommended conditions of approval, staff will ensure that the proposed design is in compliance with all applicable design review requirements during the project's site construction and building permit application review processes.

Applicant Response: No response provided.

***Staff Finding #3:* Staff finds that, based upon the review above, the proposed project would satisfy the requirements of SMC 17.24.090, should the Hearing Examiner incorporate staff's recommended Conditions of Approval into a decision of approval.**

3.D. CONSISTENCY WITH THE COMPREHENSIVE PLAN:

As is described in Section 3.C of this staff report (see pages 11-12), the proposed project is consistent with applicable Comprehensive Plan provisions.

***Staff Finding #4:* Staff finds that, based upon the review above, the proposed project is consistent with the Comprehensive Plan.**

3.E. STATE ENVIRONMENTAL POLICY ACT (SEPA)

A SEPA DNS was issued on November 3, 2023. The Threshold Determination is included as Exhibit 8. The proposed action does not pose a probable significant adverse environmental impact, as was determined by the SEPA Responsible Official under the authority of RCW 43.21C.

***Staff Finding #5:* Staff finds that, based upon the review above, the proposed project is subject to SEPA and has undergone the appropriate SEPA review and threshold determination. No comments or appeals were timely filed in response to the issued threshold determination.**

CONCLUSION

The City has reviewed the above proposed preliminary binding site plan and proposed design review permit application for compliance with the City of Sequim Comprehensive Plan and Municipal Code. The City concludes that, with the incorporation of its recommended Conditions of Approval, the proposed preliminary binding site plan and design review are consistent with the criteria of approval described in this staff report.

DEPARTMENT OF COMMUNITY DEVELOPMENT COMMENTS

Approval of the proposed preliminary binding site plan 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. Preliminary Landscape and Utility Plan (original)
5. Traffic Report
6. Storm Report (original)
7. SEPA Checklist
8. SEPA DNS
9. List of Property Addresses within 300’ of Site
10. Lighting Report
11. Soil Analysis
12. Design Deviation Request
13. Project Narrative
14. Recorded Abandonment
15. PRE22-009 Preapplication Notes
16. Plan Set (Original)
17. Notice of Application

18. Notice of Complete Application
19. Affidavit of Posting Public Notice
20. Notice of Public Hearing Statement of Mailing
21. Color Palette
22. Staff Report (current document)
23. Thompson PUD 1991
24. October 3, 1990 Council Minutes

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 binding site plan, in proper form, is submitted to the city department of community development; 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. 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 binding site plan.

3. A final Binding Site Plan must be approved by the City prior to recording. An electronic version of the final binding site plan 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.

4. Development of the property must comply with the restrictions on the face of the recorded final binding site plan.

5. Proposed parking must be in strict conformance with Thompson PUD 1991-0649006.

6. 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.

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

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

9. Any future signage will require separate review by the Department of Community Development and will be reviewed for compliance with the city's sign regulations in place at the time.

10. 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). Lighting must be provided consistent with SMC 18.24.170(B). This includes, but is not limited to, the requirement to provide night lighting for all pedestrian walkways and where stairs, curbs, ramps, and crosswalks occur. A photometric plan and fixtures specifications must be provided by the applicant prior to final binding site plan approval demonstrating consistency with the exterior lighting fixtures requirements set forth in SMC 18.24.170(B)(4).

11. The design of the proposed parking lot, as revised to comply with the Public Works Conditions of Approval included in this staff report, must conform with SMC 18.24.160(B)(2), which states that: *Parking lot design must include detailed information on nonmotorized and pedestrian access to and through the development. Demarcation shall be required by utilizing a combination of: (a) change in paving surface materials, (b) landscaping, or (c) safety and directional lighting*. The parking area must also utilize traffic calming techniques for pedestrian safety and must be well-signed for pedestrian queuing and movement, as per SMC 18.24.160(B)(7) and (12). These features must be submitted with the applicant's site construction permit and building permit application materials and will be reviewed by staff at that time for consistency with germane regulations.

12. The façades front Garry Oak Dr. (westerly façade) must convey a variety of architectural treatments along no less than 60 percent of the facades' horizontal length, as per SMC 18.24.050. A visual anchoring of the building to the site is required to be included in the site's design consistent with SMC 18.24.070(B)(3) and SMC 18.24.210; this could be achieved by incorporating the building's materials into planter boxes surrounding proposed vegetation along the western façade of the structures. Before approval of the applicant's site construction and building permits, the applicant must identify which of the colors provided on the color palette (Exhibit 21) are proposed for use as the base, trim, and accent colors of the structures for staff's review of conformance with SMC 18.24.120(B) and 18.24.210(B)(9). These features must be submitted with the applicant's site construction and building permit application materials and will be reviewed by staff at that time for consistency with germane regulations.

13. Prior to approval of the project's final binding site plan, the applicant must provide a bond in appropriate form to the City, as consistent with SMC 17.64.010(A).

PUBLIC WORKS CONDITIONS OF APPROVAL

GENERAL:

E1. City approval of detailed construction plans for the project and all public infrastructures is required for issuance of a Site Construction Permit in accordance with SMC 15.06 - Site Construction and Right-of-Way Permits. Plans must be signed and sealed by a professional, registered engineer licensed in the State of Washington. All improvements shall meet or exceed the City of Sequim development regulations.

E2. Final binding site plan approval requires that all required on-site, and off-site improvements have been installed, and approved by the city, and all outstanding conditions of the preliminary binding site plan approval have been satisfied. Development permits for on-site buildings and structures (excepting those required to accommodate utility infrastructure) may not be issued until the final binding site plan has been filed by the applicant for the record with the county auditor. [SMC 17.24.140(B)]

E3. All materials to be permanently incorporated into the project components that are to be dedicated to the City require City approval. [SMC 17.24.090]

E4. A Traffic Impact Analysis is required at the time of the site construction permit application. [SMC 18.24.230, SMC 18.24.240] 17.24.040 -SMC 17.12.020(A).

SITE PLANS:

E5. Ensure areas for outdoor storage, truck parking, trash collection or compaction, recycling areas, cargo containers, loading, or other such uses are not visible from abutting properties and are not located within 20 feet of any public street or public walkway. [SMC 18.22.060(C)(5), SMC 18.24.190(B)]

E6. Provide continuous pedestrian ADA compliant links between buildings, sites and common areas. Pedestrian access from city sidewalks that do not access through driveways into the site shall be provided. Where possible, pedestrians and vehicles shall be separated through provision of a walkway. Where complete separation of pedestrians and vehicles is not feasible, hazards shall be minimized by using landscaping, bollards, special paving, lighting and other means to clearly delineate pedestrian areas. [SMC 17.24.090, SMC 18.22.030(B), SMC 18.22.060(C)(1,7,8), SMC 18.24.130(B)(2)(j), SMC 18.24.160(B)(4), SM C18.24.210(B)(4)].

E7. Where reasonable and practicable, all development will be designed in a manner which preserves the full use of neighboring properties (i.e., existing and potential structures, parking pads, driveways, roads, etc.). [SMC 18.22.040]

RIGHT-OF-WAY IMPROVEMENTS:

E8. Public improvements in the right-of-way must be completed prior to Final Binding Site Plan approval.

E9. Frontage Improvements along Garry Oak to "Local" Street Standards as detailed in City Standard 4-02, SMC 17.32.170, and SMC 18.24.180(B)(1) will be required. Existing approaches to be removed and landscaped.

E10. Ensure all public improvements to be dedicated to the city of Sequim are in the Right-of-way. [SMC 17.20.050, SMC 17.24.090, SMC 17.48.060]

E11. Follow the requirements of Sequim's Inadvertent Discovery Plan (IDP).

E12. Street lighting design shall be submitted to the City of Sequim Public Works Department and shall be in conformance with Engineering Figures 4-00 and 4-13 and examples identified in the City of Sequim Streetscape Manual. [SMC 17.24.080, SMC 17.24.090]

UTILITIES:

E13. 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. [SMC 17.24.080, SMC 17.48, SMC Title 13]

E14. Fire hydrants and fire water supply shall be supplied separately from domestic water and shall be in accordance with Appendix C of the 2015 International Fire Code per SMC 17.48.040.

E15. 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. [SMC Title 13, SMC 17.48, SMC 17.24.080]

E16. Stormwater facilities must meet the requirements of SMC 15.06 and must be placed in a separate stormwater easement. That easement must be shown, dedicated, and recorded on the Final Plat. [SMC 15.06.090(B)(8)]

E17. Stormwater management shall meet the requirements SMC 13.108. A stormwater site plan must be submitted with the Site Construction Permit application(s).

E18. An erosion control and stormwater pollution prevention plan shall be submitted to the City Public Works Department for approval prior to any on-site construction activity.

E19. Within the CC&R's, identify homeowners association as responsible for maintenance of the stormwater facilities located outside dedicated City street right-of-way in perpetuity.

E20. All plans submitted for final approval shall be titled:

CITY OF SEQUIM, PRELMINARY BINDING SITE PLAN (BSP-23-001)
FOR:
OLYMPIC VIEW CONDOMINIUMS
IN SECTION 19, TOWNSHIP 30 NORTH, RANGE 3 WEST, W.M.
CITY OF SEQUIM, CLALLAM COUNTY