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

4/9/2024

Sequim Avenue LLC
15 W Carrillo St, Santa Barbara, CA 93101
Attn: Tom Foley
Attn: Levi Holmes, Bell Creek Investments LLC
Parcel #033030110000

**Subject:** Notice of Complete Application – SUB-24-002, Bell Creek Preliminary Major Subdivision

Hello,

This letter is your official notice that your application for Subdivision, which we received on 3/12/2024, has been determined to be complete in accordance with SMC 20.01.130 as of 4/9/2024. This Determination of Completeness does not preclude the City from requiring additional information for purposes of completing an adequate review or requiring new information relative to corrected plans or studies performed at any time per SMC 20.01.130(I).

Pursuant to SMC 20.01.135 and RCW 58.17.140, a final decision on this development proposal subject to a C-2 process action shall be made within 90 days of this determination of completeness notwithstanding any exclusions to this timeframe provided in SMC 20.01.135(B) 1-6. Therefore, a decision on your application is tentatively due no later than 7/8/2024.

The next step in the process will include public notice, public review, and comment periods as required by Chapter 20.01, SMC. Please see the attached summary of public notice procedures.

If you have any questions or concerns, please contact the City of Sequim Department of Community Development at (360) 683-4908 or email planningdept@sequimwa.gov. Our business hours are 7:30 a.m. - 4:00 p.m., Monday through Friday.

Sincerely,



Travis Simmons, Assistant Planner

**PUBLIC NOTICE DETAILS**

Public notice for the application requires coordinated timing between the applicant and City Staff. The public notice responsibilities are summarized below:

- Sign posting
  - Staff sends the applicant the sign content and design criteria.
  - Applicant responsible for having the sign made with the real estate box and posting it onsite.
  - Applicant shall inform Staff of the date the sign will be installed and submit the signed affidavit of posting once the sign is up.
  - Applicant responsible for keeping the real estate information box full of the notice of application sheets during the public notice.
- Notice to property owners within 300'
  - Staff drafts notice of application & public hearing and mails to property owners within 300 feet.
  - **The applicant is responsible for providing the list of the property owner(s) of record to the department, as well as addressed (the City of Sequim is the return address), pre-stamped envelopes of suitable size for the department to mail out the notice.** Addresses for a mailed notice required by this chapter must be obtained by the applicant from the county's current Clallam County assessor's property tax records.
- Notice in the Peninsula Daily News (PDN)
  - Staff drafts the public notice and sends it to the PDN staff.
- Staff places the public notice on the City website under Current Development Projects at http://www.sequimwa.gov/index.aspx?nid=471.
- Staff send notice to affected agencies/agencies with jurisdiction for review.