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

November 4th, 2024

Habitat for Humanity
Applicant: Colleen Robinson, CEO of Habitat for Humanity Clallam County
Representative: Tyrell Bradley, LDC Corp
728 E Front Street PO Box 1479
Port Angeles, WA 98362

Subject: Notice of Complete Application – Administrative Conditional Use Permit & Binding Site Plan, CUP-24-0001 & BSP-24-0001

Dear Colleen,

This letter is your official notice that your application for an Administrative Conditional Use Permit, ran concurrently with an application for a Binding Site Plan per SMC 20.01.050, which we received on October 21st, 2024 has been determined complete in accordance with SMC 20.01.130 as of November 4th, 2024. This Determination of Completeness does not preclude the City from requiring additional information for purposes of completing 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 120 days of this determination of completeness not withstanding 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 March 4th, 2025.

The next step in the process will include public notice, public review and comment periods as required by Chapter 20.01.100, SMC. Please see the summary of public notice procedures on page 2 of this document.

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

Kindly,

Ethan Walker

Ethan Walker,
Associate Planner
Desk: 360-683-4908, ext 439
ewalker@sequimwa.gov

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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 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
    - Staff creates notice information sheets for the real estate boxes and emails it to the applicant.
    - Applicant responsible for keeping the real estate information box full of the notice information 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. Envelopes provided by the applicant will be used to send letters to neighbors.
- Notice in the Peninsula Daily News (PDN)
    - Staff drafts the public notice and sends 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 sends notice to affected agencies/agencies with jurisdiction for review.
- Per SMC 20.01.100 Case Types B, C-1, and C-2 are required to hold Neighborhood and Community Presentations. Project proponents are required to hold at least one neighborhood and community presentation, pursuant to RCW 36.70B.160(2). Project proponents conducting presentations under this subsection are not considered agents of the city. See the section of Code for requirements.
    - Notice must be given.
    - Project proponents must provide the city with a copy of the mailed notice with a mailing list of residents notified, a presentation attendance list, and an affidavit indicating that a summary of the presentation, including any concerns, issues, questions, and outcomes, was provided to each attendee.