

Pre-Application Meeting Request

The City of Port Townsend requires pre-application meetings for most development projects to acquaint the applicant with the requirements of the Port Townsend Municipal Code, Engineering Design Standards, and Building Codes associated with a proposed development. General issues commonly addressed at the meeting include zoning requirements; the provision of utilities, street, access and frontage requirements; permitted uses, the permitting and construction process; timing, City fees, and submittal requirements.

Application # PRE 22-005

Applicant:

Mailing Address: 905 20th ST., ANACORTES, WA 98221

Phone: (360) 770-4129

Fax: —

Email: JAS.SHO37@GMAIL.COM

Property Owner (if different): SAME

Mailing Address:

Phone:

Fax:

Email:

APPLICANT REPRESENTATIVE(S):

Name: SEAN HEGSTAD

Firm: HAVEN DESIGN WORKSHOP

Phone: (360) 977-2840

Email: SEAN@HAVEN-DW.COM

Name:

Firm:

Phone:

Email:

PRE-APPLICATION FEES – Fees are due at time of submittal

Type I and II - \$264.00 If staff time exceeds three hours, \$88.00 per hour will be charged.

Most applications are Type I and II permits that are administratively reviewed.

Type III - \$440.00; If staff time exceeds five hours, \$88.00 per hour will be charged.

Type III permits include full subdivisions, cottage housing, major shoreline permits, planned unit developments, major variances, major conditional use permits, and all personal wireless service facility permits.

PROCESS

Staff will review this pre-application for completeness and notify you if more information is necessary. Once complete, the pre-application will be assigned a lead staff person and appropriate staff will review the pre-application; this may include other departments as necessary.

It is our goal to meet with you within four weeks of a complete submittal and to provide a written report of staff comments at the meeting or within seven days after the meeting; however heavy staff workload can mean a somewhat longer wait time.

Should you live out of the area, a conference call may be arranged. (ZOOM MTG PREFERRED)

MAR 16 2022

PROJECT INFORMATION:

Property Location (nearest cross street(s)): <u>WATER ST. & FALLMORE ST.</u>	
Site Address (if applicable): <u>1136 WATER ST.</u>	Parcel No.(s): <u>989703802</u>
Legal Description: <u>LOTS 5 AND 7 IN BLOCK 38 OF THE ORIGINAL TOWNSITE OF THE CITY OF PORT TOWNSEND, PER PLAT RECORDED IN VOLUME 1 OF PLATS, PAGE 1, RECORDS OF JEFFERSON COUNTY, WASHINGTON.</u>	
Property Size (sq. ft.): <u>21,091 SF</u>	Current Zoning: <u>C-111</u>
Is the property located within the Historic District? ☒ Yes ☐ No	Is the property located within Shorelines Jurisdiction (i.e., within 200 feet of marine waters, Kah Tai or Chinese Gardens Lagoons)? ☒ Yes ☐ No
Is any portion of the property within or near a mapped critical area? ☒ Yes ☐ No (Maps are available at the Development Services Department).	
If yes, what type of critical area (check all that apply): ☐ Aquifer recharge ☒ Seismic ☐ Wetland ☒ Geologically Hazardous ☐ Frequently Flooded/Critical Drainage Corridor	
Do you have knowledge of critical areas on or near the site? (check all that apply) ☐ Wetlands ☐ Standing or running water on the surface of the site at any time during the year ☐ Eagle's nest ☒ Other <u>GEOTECHNICAL REPORT</u>	
If you have special studies (e.g., geotechnical report, wetland delineation) please provide a copy.	
Is the slope of the property: ☒ flat (0% - 5%) ☐ gentle slope (5% - 15%) ☐ steep slope (15% - 40%) ☐ critical slope (40% or greater)	
Clearing and Grading: What are the estimated quantities for clearing and grading of the site? Cut <u>0</u> cubic yards Fill <u>0</u> cubic yards	
Site Feasibility: Are you seeking infrastructure requirements in order to evaluate the potential purchase and/or development of a vacant site? ☒ Yes ☐ No	

Current Use of Property (if existing buildings, indicate use): <u>EXISTING MEDICAL BUILDING (VACANT)</u> CITY OF PORT TOWNSEND DSD													
Do you propose to alter or remove existing building(s)? ☒ Yes ☐ No (If yes, please indicate approximate age of the building)													
Type of Proposed Development (check all that apply): <table border="0"> <tr> <td>☐ Commercial</td> <td>☐ Multi-family Residential</td> <td>☐ Street or Utility</td> </tr> <tr> <td>☐ Conditional Use Permit</td> <td>☐ Critical Areas Permit</td> <td>☐ Street Vacation</td> </tr> <tr> <td>☐ Driveway</td> <td>☐ Shorelines Permit</td> <td>☐ Subdivision /PUD / Cottage</td> </tr> <tr> <td>☐ Mixed Use</td> <td>☐ Single-family Residence</td> <td>☐ Variance</td> </tr> </table> ☒ Other: <u>HOTEL</u>		☐ Commercial	☐ Multi-family Residential	☐ Street or Utility	☐ Conditional Use Permit	☐ Critical Areas Permit	☐ Street Vacation	☐ Driveway	☐ Shorelines Permit	☐ Subdivision /PUD / Cottage	☐ Mixed Use	☐ Single-family Residence	☐ Variance
☐ Commercial	☐ Multi-family Residential	☐ Street or Utility											
☐ Conditional Use Permit	☐ Critical Areas Permit	☐ Street Vacation											
☐ Driveway	☐ Shorelines Permit	☐ Subdivision /PUD / Cottage											
☐ Mixed Use	☐ Single-family Residence	☐ Variance											
Proposed No. of Structures: <u>1</u>	<u>TWO PHASES</u>												
Estimated Construction Value: <u>TBD</u> Construction Type: <u>VB or VA & IIB</u>													
No. of stories of tallest structure and sq. ft. of each structure: <u>4 STORIES, ~17,000SF PHASE 1, ~11,500SF PHASE 2</u>													

DESCRIPTION OF PROPOSED USE AND PERMIT(S) SOUGHT – Please provide a brief, complete description of your proposal, including the proposed uses and the size of the project and site; construction phasing is applicable. If known, provide a list of permits sought.
(Attach additional pages if necessary):

THE PROPOSED PROJECT IS A TWO PHASE, 4 STORY,
~28,500 SF FULL SERVICE HOTEL. THE PROJECT IS
LOCATED ON A 12,091 SF SITE AND PROPOSES TO
HAVE 19 ONSITE PARKING SPACES & 56 ROOMS
WHEN COMPLETE. THE FIRST PHASE IS PROPOSED TO CONTAIN
26 ROOMS W/ AN ADDITIONAL 30 ROOMS FOR THE SECOND
PHASE. FUTURE REQUIRED PERMITS TO BE DETERMINED.

KEY INFORMATION DESIRED FROM PRE-APPLICATION MEETING

Please indicate any key issues you wish to have addressed at the Pre-Application Meeting:

- WHAT WILL BE THE BEST METHOD TO PREPARE PERMIT
DOCUMENTS FOR A PHASE CONSTRUCTION PROJECT?
 - WILL THE PROJECT OWNER NEED TO DO ANYTHING TO
ADDRESS OFF-SITE BLUFF?
 - WHAT'S THE BEST WAY TO ADDRESS OFF-SITE PARKING?
 -
 -
- RECEIVED

PLEASE READ, SIGN AND DATE:

MAR 16 2022

I hereby authorize City representatives to inspect my property Monday-Friday between the hours of 8 a.m. and 5 p.m. during this pre-application process for purposes of verifying site conditions.

CITY OF PORT TOWNSEND
DSD

I acknowledge that it is impossible for a pre-application conference to be an exhaustive review of all potential issues. I further acknowledge that any statements made by City representatives shall not bind the City's future review or enforcement of all applicable laws and ordinances. No statements or assurances made by City representatives shall in any way relieve the applicant of his or her duty to submit an application consistent with all relevant requirements of city, state, and federal codes, laws, regulations and land use plans. Regulations and fees are subject to change and a proposal cannot be considered to be vested based on this information.

Property Owner's Signature (required):

Kuljit Shoker 3/3/2022

Date

Applicant signature if different

Date

Printed Name:

KULJIT SHOKER

MAR 16 2022

INTAKE CHECKLIST

This intake checklist identifies the minimum elements necessary for the City of Port Townsend to respond to a Request for a Pre-application. **Should any of the following minimum items not be provided, the request will not be accepted at the counter.** Should you believe that an item is not applicable to your project, please contact the Development Services Department prior to submittal to have the item initialed as "not required".

One (1) of each item on the list below comprises a set. **TWO (2) sets are required.** Because the office is unable to copy large documents, **please provide THREE (3) sets of any submittal materials over 11" x 17" in size.**

FOR ALL PRE-APPLICATIONS:		Staff Use
Applicant	Submittal Requirement.	
☒	Completed Pre-Application Form (Pages 1-3)	☐
☒	Vicinity Map – The Development Services Department can provide an 8.5 x 11-inch vicinity map showing existing topography, utilities and structures free of charge.	☐
☒	Ownership Extent - All other properties owned by the applicant (or owner) within 200 feet of the proposal must be highlighted on the Vicinity Map.	☐
☒	Existing Conditions Map - (prepared consistent with the requirements listed below).	☐
☒	Site Plan - (prepared consistent with requirements listed below).	☐
☐	Pre-Application Fee - \$264.00 (Type I and II); \$440.00 (Type III)	☐
☒	Prior Recorded or Approval Documents - Copies of any conditions placed through any prior action of the City; e.g., subdivision, short plat, variance, conditional use permit, street vacation and/or planned unit development. (This information can be obtained from a title company, and a copy of any private easements or restrictions.)	☐

Requirements for Existing Conditions Map

☒	North Arrow and Graphic Scale	☐
☒	Name, Address and Telephone Number of Property Owner / Applicant	☐
☒	Street Names, Road Easements and Easements of Record. Indicate roads as developed, undeveloped, or vacated (reference the Ordinance that vacated the street). Indicate existing driveways.	☐
☒	Existing Utilities	☐
☒	Topographic Contours	☐
☒	Show Significant Trees (Significant trees" are those with a minimum diameter of 12 inches measured at 4 -1/2 above average grade) and generally indicate existing vegetation (e.g., forest, meadow, cleared, landscaped)	☐

☒	Existing buildings and estimated year of construction - 1936	☐
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Requirements for Site Plan

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☒	North Arrow and Graphic Scale	☐
☒	Legal Description of subject property	☐
☒	Parcel Number of subject property	☐
☒	Name, Address and Telephone Number of Property Owner / Applicant	☐
☒	Existing and Proposed Streets. Indicate streets as existing developed, proposed (private/dedicated), or to be vacated. Indicate new driveways.	☐
☒	Existing and Proposed Utilities. Show location and size of existing and/or proposed utilities. (If a septic system is proposed, <i>contact the County's Environmental Health Department</i>).	☐
☒	Proposed improvements (including buildings, parking, landscaped areas, demolition of existing structures)	☐
☒	Topographic Contours	☐
☒	Location of critical area boundaries and required buffers, if known.	☐

For Waterfront Property Site Plans, Add:

☒	Indicate Bank Height, Setback between building and top of bank or bluff, all Drainage Corridors, etc. Include all structures within 300 feet on either side and their setbacks.	☐
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For Proposals Involving Subdivisions/Binding Site Plans/Cottage Housing, Add:

N/A

☐	Property Lines and Dimensions, including all Interior Lot Lines.	☐
☐	All proposed Building Lines and Exterior Dimensions (including all proposed dwellings and accessory structures)	☐
☐	Setbacks from property lines and buildings including structures on neighboring lots - indicate roof overhang - Roof overhang may extend into setback area a maximum of two (2) feet	☐
☐	Proposed or existing Driveways and/or Walkways	☐
☐	Significant Trees. "Significant trees" are those with a minimum diameter of 12 inches measured at 4 -1/2 above average grade. Indicate all significant trees proposed to be removed. Please refer to the Tree Ordinance (PTMC 19.06) for more information	☐

Multi-family Residential (5 units or more), Commercial and Mixed Use Development, Add:

NOTE: these projects require Design Review, a separate process that requires submittal of floor plans showing room use, size, square footage, exits, occupancy and loads by level. If you already have preliminary building plans, you may submit them with this pre-application request.

☒	Number of Units Proposed: 26 PHASE I, +30 PHASE II	☐
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☒	Occupancy type and type of construction identified	IB4IA	☐
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Development Services Dept.
250 Madison St. Suite 3
Port Townsend, WA 98368
360-379-5095

Receipt Number: DS2-00294

Payer/Payee: HAVEN DESIGN WORKSHOP
5828 2ND AVE #101
FERNDAL WA 98248

Cashier: Wayne Fitch

Date: 03/17/2022

PRE22-005 PRE-APPLICATION 1136 WATER ST

<u>Fee Description</u>	<u>Fee Amount</u>	<u>Amount Paid</u>	<u>Fee Balance</u>
Pre-Application Conference	\$264.00	\$264.00	\$0.00
	\$264.00	\$264.00	\$0.00

<u>Payment Method</u>	<u>Reference Number</u>	<u>Payment Amount</u>
CHECK	8237	\$264.00
Total Paid:		\$264.00

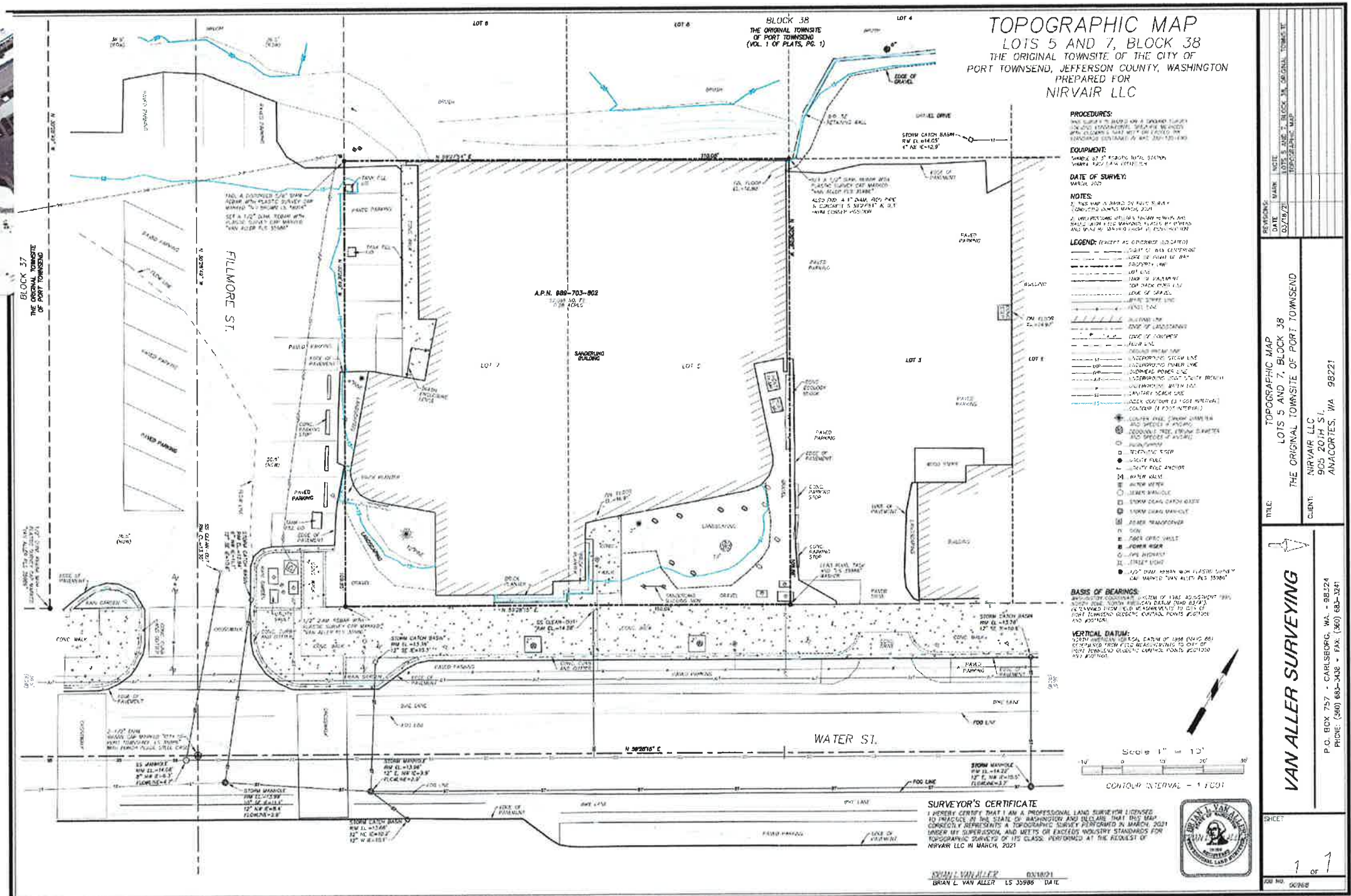
[illegible]

Legal Description:
Lots 5 and 7 in Block 38 of the original
Townsite of the City of Port Townsend, per
Plat recorded in volume 1 of Plats, Page 1,
Records of Jefferson County, Washington.

Owner:
Jag Sandu & Kuljit Shoker
905 20th St.,
Anacortes, Wa 98221

Top of Bank: ~68' Abv. Project site,
Approx. 110' North of site.

Proposed Occupancy: R1 - Hotel
Proposed Construction
Type: IIB & V A/B



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DESIGN WORKSHOP

CITY OF PORT TOWNSEND
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Water Street Hotel



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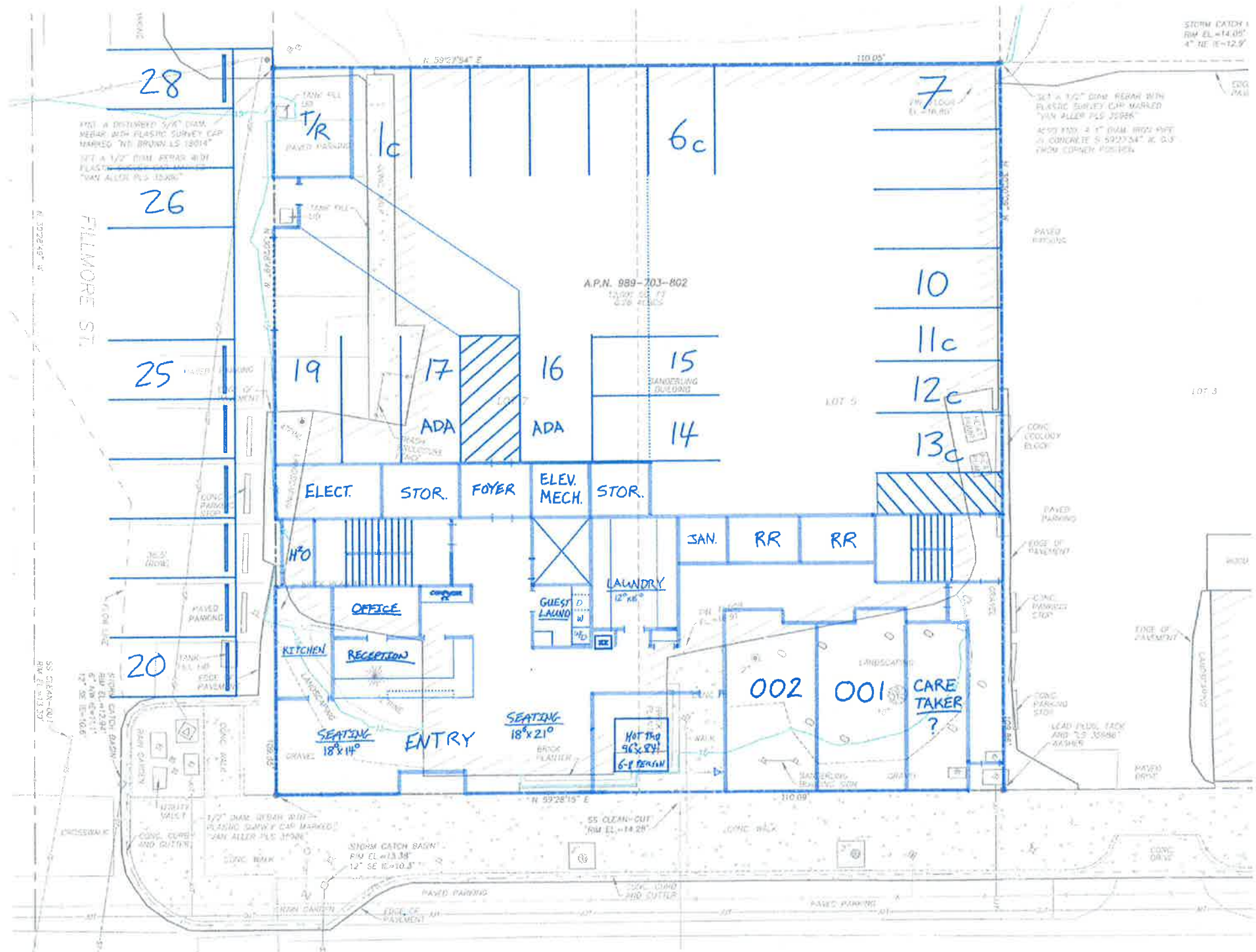
CITY OF PORT TOWNSEND
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Prelim Schematic Design
Rev. 3-3-22

Site Plan
Option G
19 On-Site Parking, 26+ - Rooms Ph. I
30 Rooms - Ph. II

Water Street Hotel



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Prelim Schematic Design
Rev. 3-3-22

1st Floor Plan - 2 Rooms + Caretaker
Option G



Prelim Schematic Design
Rev. 3-3-22



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Prelim Schematic Design
Rev. 3-3-22



CITY OF PORT TOWNSEND
DSD



Water Street Hotel



**Prelim Schematic Design
Rev. 3-10-22**

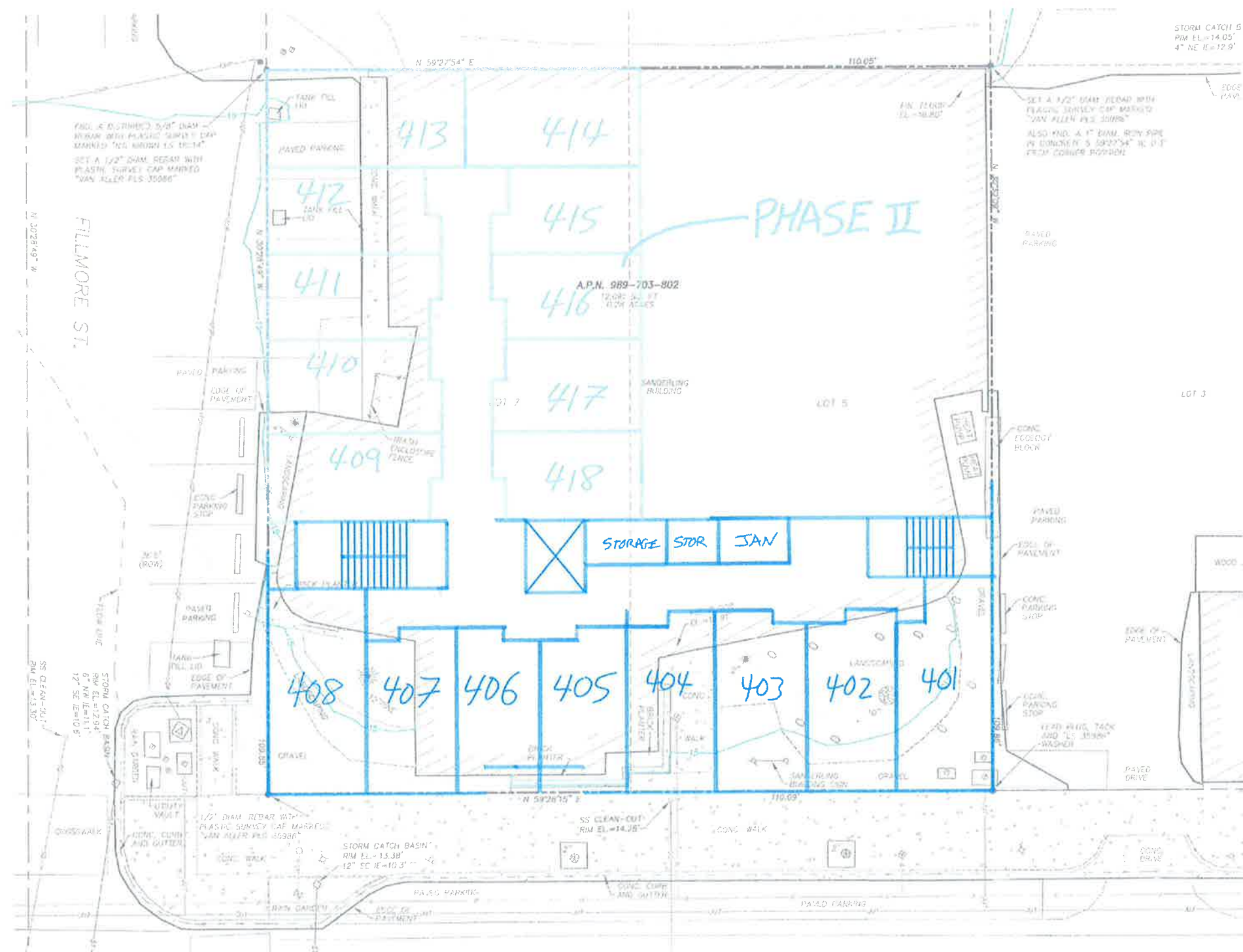
**Building Massing
- Perspective
Phase 1**

HAVEN RECEIVED
DESIGN WORKSHOP

MAR 16 2022

CITY OF PORT TOWNSEND
DSD

Water Street Hotel



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DSD

Prelim Schematic Design
Rev. 3-3-22

4th Floor Plan - 8 Rooms
Option G



Water Street Hotel



Prelim Schematic Design
Rev. 3-10-22

Building Massing
- Perspective
Phase 1



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Water Street Hotel



Prelim Schematic Design
Rev. 3-10-22

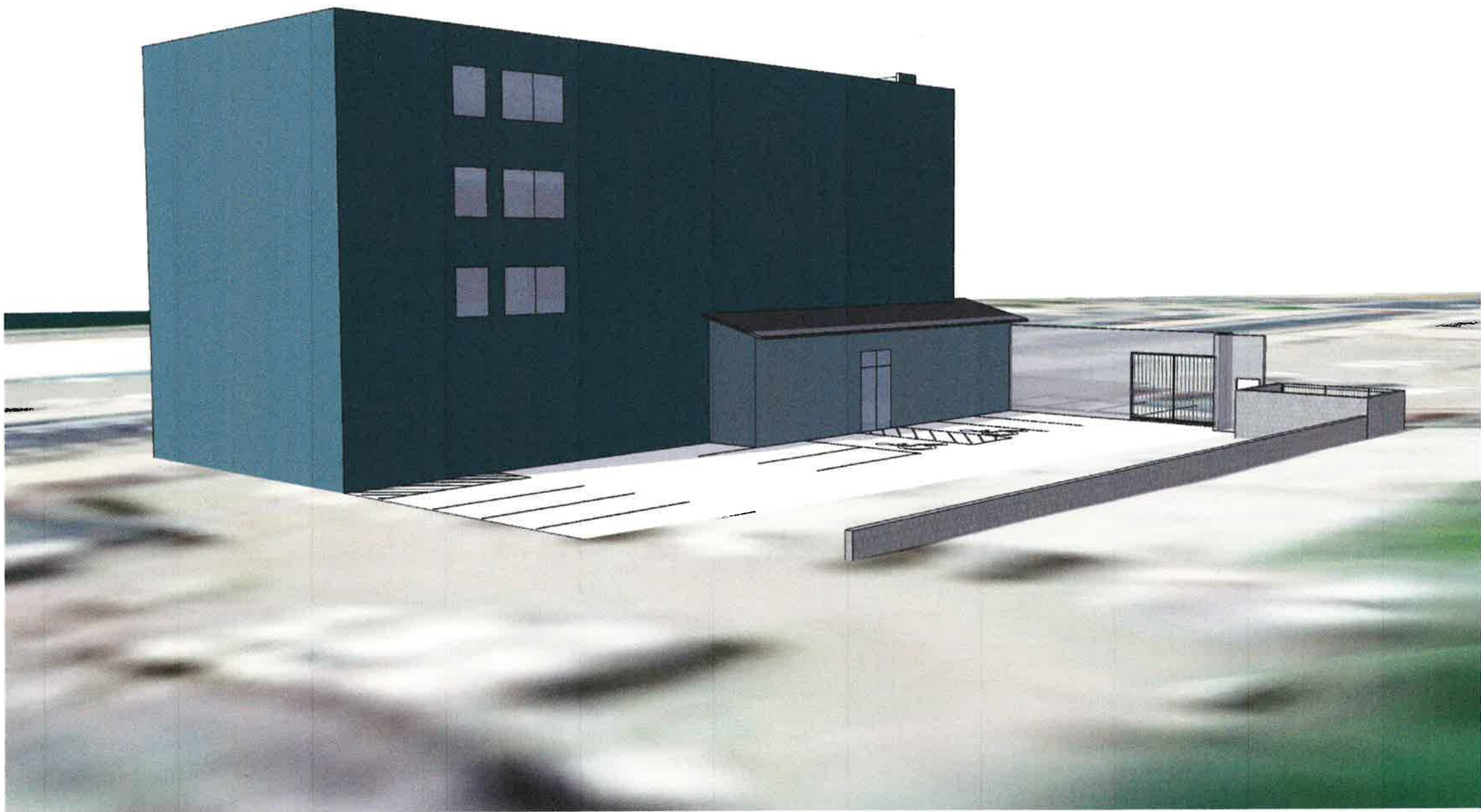
Building Massing
- Perspective
Phase 1

HAVEN
DESIGN WORK RECEIVED

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CITY OF PORT TOWNSEND
DSD

Water Street Hotel



Prelim Schematic Design
Rev. 3-10-22

Building Massing
- Perspective
Phase 1



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DSD

Water Street Hotel



Prelim Schematic Design
Rev. 3-10-22

Building Massing
- Perspective
Phase 2

HAVEN
DESIGN WORKSHOP
RECEIVED

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CITY OF PORT TOWNSEND
DSD

Water Street Hotel



Prelim Schematic Design
Rev. 3-10-22

Building Massing
- Perspective
Phase 2

HAVEN RECEIVED
DESIGN WORKSHOP
MAR 16 2022
CITY OF PORT TOWNSEND
DSD

Water Street Hotel



Prelim Schematic Design
Rev. 3-10-22

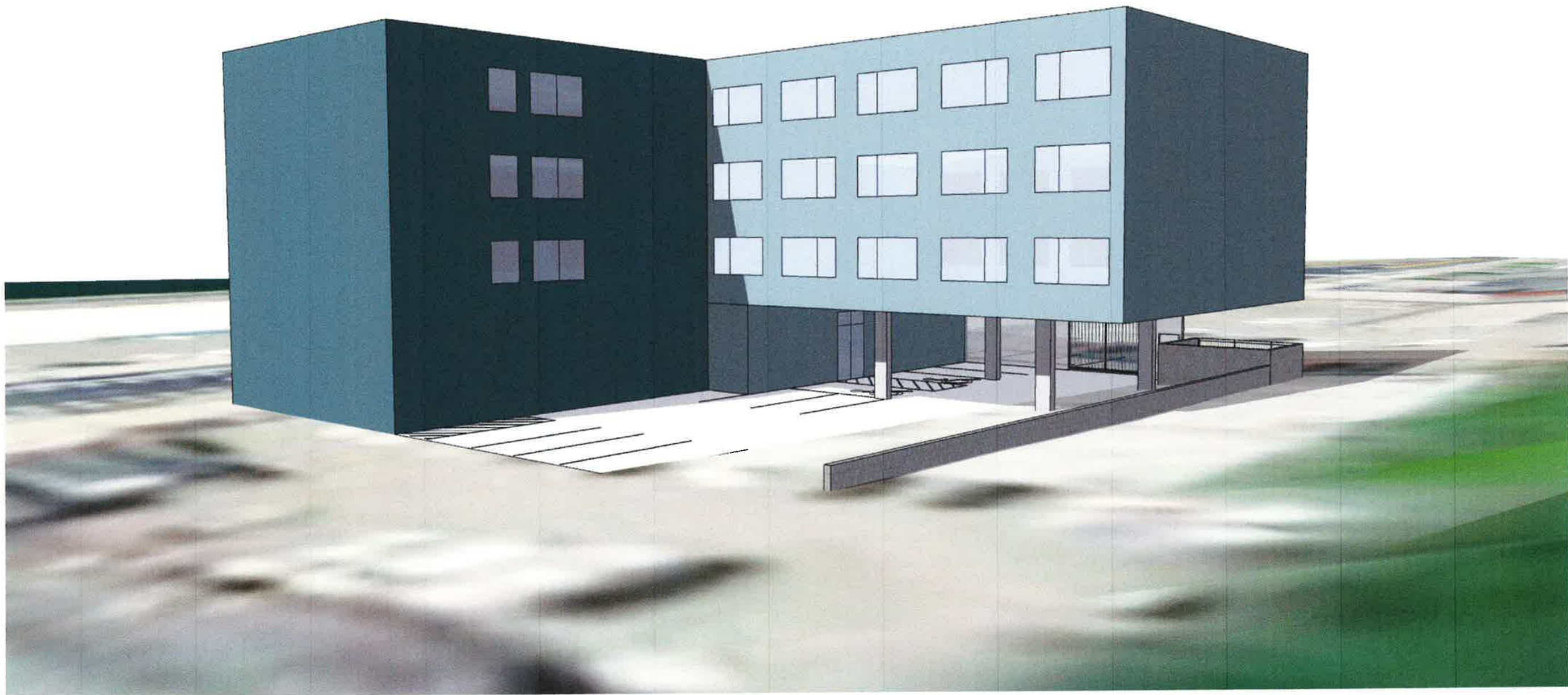
Building Massing
- Perspective
Phase 2



MAR 16 2022

CITY OF PORT TOWNSEND
DSD

Water Street Hotel



Prelim Schematic Design
Rev. 3-10-22

Building Massing
- Perspective
Phase 2

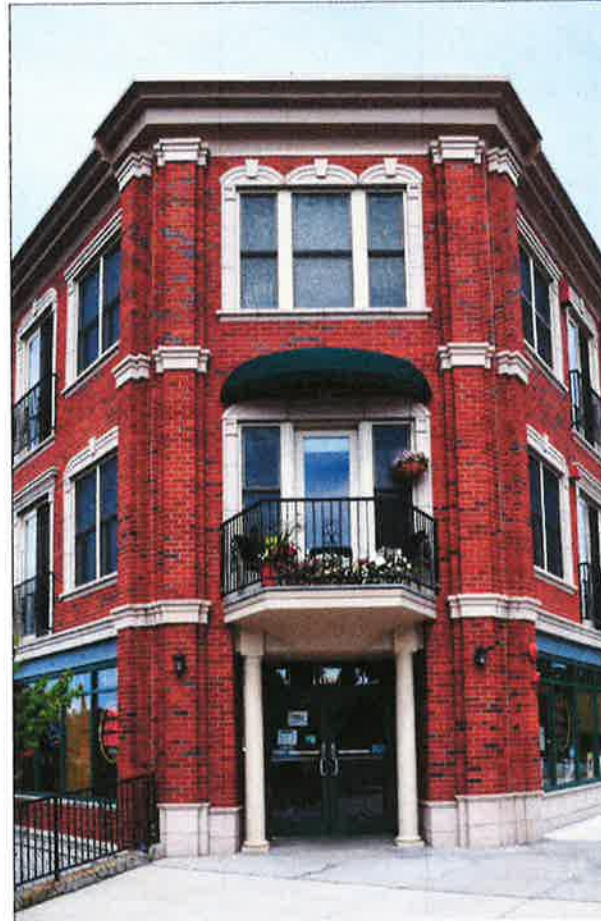
HAVEN
DESIGN WORKSHOP
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CITY OF PORT TOWNSEND
nsn

Fairhaven Gardens

- Bellingham, WA



Relevant Example
Completed Project
- Sean Hegstad, Architect/Owner

HAVEN RECEIVED
DESIGN WORKSHOP

MAR 16 2022

CITY OF PORT TOWNSEND
DSD

1305 Harris Mixed-Use

- Bellingham, WA



NORTHWEST PERSPECTIVE
SCALE: N.T.S.



SOUTHWEST PERSPECTIVE
SCALE: N.T.S.



NORTHWEST PERSPECTIVE
SCALE: N.T.S.



SOUTHEAST PERSPECTIVE
SCALE: N.T.S.

Relevant Example
In Permitting
- Sean Hegstad, Architect



MAR 16 2022

CITY OF PORT TOWNSEND
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PRE-APPLICATION CONFERENCE REPORT

Pre-App #: PRE22-005

Meeting Date: 2:00 PM on Thursday,
May 5, 2022

Virtual - through Go to Meeting

City Staff: Brandon Maxwell (Public Works), Dave Nakagawara (Building), and John McDonagh (Planning)

Applicant: Nirvair LLC

Applicant's Phone: (360) 770-4129

Representative: Sean Hegstad of Haven Design Workshop

Representative's Phone: 360-527-2840

Representative's E-mail: sean@Haven-DW.com

Date Pre-Application Received by DSD: March 16, 2022

Property Description: Lots 5 & 7 Block 38 Original Townsite; Addressed as 1136 Water Street

Assessor's Parcel Number: 989-703-802

Zone: C-III Historic Commercial

Tier: I

PROPOSAL DESCRIPTION: Demolish existing medical building and redevelop the site with a four-story hotel in two phases: Phase I: 17,000 square feet Phase II: 11,500 square feet

LAND USE – John McDonagh – (360) 344-3070:

The following narrative refers to sections of the Port Townsend Municipal Code (PTMC) Zoning Code which is available online at: [PT Zoning Code](#)

Zoning: C-III Historic Commercial District

Use: Hotels are a permitted use in the C-III zoning district.

Bulk, Dimensional and Density Requirements are as specified in Port Townsend Municipal Code (PTMC) 17.16.030 **except for height limitations**. The project lies within the Special Height Overlay District (SHOD). – See PTMC 17.28. Per the SHOD, the height limitation for Block 38 is 46-feet. In prior project discussions, there was mention of a possible elevator penthouse and roof top deck (with railing). As described, these features would extend above the 46-foot height limit.

It's understandable at this early stage why these features aren't shown on the Pre-App schematic drawings. However, the DSD Director was made aware of the question and carefully reviewed the current zoning code height definition. Based on that reading, the Director does not feel at this time an elevator penthouse & roof top deck railing can exceed 46-feet at this site; however, there may be staff support for a code amendment to allow for it. The process for seeking a code amendment does involve review and recommendation by the Planning Commission with final review and decision by the City Council. Applicable fees include \$907.60 base fee plus SEPA review and notice fees. If this is of interest to you, staff can discuss with you further.

Historic Design Review (Type I-A permit review) – See PTMC 17.30 and Sign permits – See PTMC 17.76. The hotel construction is subject to the City’s Historic Design Review process. In Design Review, projects are compared against adopted Guidelines that address items like building orientation, exterior materials, lighting, signage and colors. The City uses a citizen advisory board (the Historic Preservation Committee) to provide recommendations to the Development Services Director, who makes a final decision on most larger projects like the one being proposed.

The site is within the Ferry Retail sub-district of the C-III zone. A description of general guidelines for this sub-district, and overall design guidelines (including those for Signs) can be found on the City’s website here: <https://cityofpt.us/bc/page/historic-preservation-committee>. Please be aware that other guidelines on this list may also apply to the project.

Parking: PTMC 17.72

- The proposed hotel construction in the C-III zoning district is exempt from off-street parking requirements provided the owner signs a No Protest Agreement concerning the formation of a parking and business improvements district (PBID) for the purpose of funding municipal parking facilities. See PTMC 17.72.020B.
- If parking facilities are provided, they must meet the requirements established pursuant to PTMC [17.72.150](#) through [17.72.190](#) regarding parking plan requirements, minimum dimensions, landscaping, bicycle parking and maintenance.
- If the proposed parking plan would eliminate or add on-street parking see PTMC 17.72.120 A, B and D.
- Parking within rights-of-way are public and cannot be reserved for a private use. From the submitted site plan, it appears the existing Filmore St. parking is being counted for dedicated hotel use.

State Environmental Policy Act (SEPA) Review (PTMC 19.04): Based on the information provided, the proposal is subject to SEPA review per PTMC 19.04.080.A.4 because its size is greater than 12,000 square feet. You will need to submit a completed SEPA Checklist with your development application.

Critical Areas Ordinance (CAO) (PTMC 19.05): Per the City’s maps, the property or portions of it do contain the following mapped critical areas: Aquifer recharge, Seismic, Landslide and Erosion Hazard Area, Preliminary Tsunami Inundation Zone. The proposal will require a Critical Areas Permit. The application must be accompanied by a special report prepared by a qualified consultant.

3. For geologically hazardous areas, a qualified consultant means:
 - a. An engineering geologist, with a Washington specialty license in engineering geology (LEG). A LEG is qualified to provide a study including interpretation, evaluation, analysis, and

application of geological information and data to predict potential or likely changes in types and rates of surficial geologic processes due to proposed changes to a location. For marine shorelines west of Point Wilson on the Strait of Juan de Fuca, the LEG shall have at least three documented projects involving coastal processes including open ocean swell. A LEG may recommend mitigation measures that do not require engineering (e.g., appropriate buffers, landscaping); and where necessary;

b. An engineer with a valid Washington State engineering license as specified in Chapter [18.43](#) RCW. Where mitigation measures require engineering, the geotechnical report must be co-sealed by an engineer who has a valid license with appropriate training and experience for the proposed engineered design mitigation. For engineered mitigation measures on marine shorelines, the engineer shall have the appropriate training and experience in coastal processes.

Special Documents Required (e.g., Notice to Title, Restrictive Covenant): In addition to the No Protest Agreement referred to in the Parking section above, per the City's CAO the applicant will be required to record a Restrictive Covenant – This agreement merges the Hold Harmless and Notice to Title documents in PTMC Section 19.05.050.H and 19.05.050.I. The Restrictive Covenant shall hold harmless and indemnify the city and its employees from and against any liability for damages to persons or property as a result of construction or other action undertaken by the applicant on the subject property. This document includes language which notifies all future property owners that future development proposals affecting the geologically hazardous area or its minimum setback are subject to the Critical Areas Ordinance including limitations on the percent of impervious surfaces.

Fee: For documents prepared by City staff, a fee of \$88.00 applies. For staff time over the allotted number of hours, staff fee is charged at \$88.00 per hour.

Flood Hazard AreaThe parcel appears to lie wholly outside any flood hazard area.

Tree Conservation (PTMC 19.06): Does not apply in the C-III zone.

SUMMARY OF LAND USE PERMITS REQUIRED:

- SEPA Review
- Critical Areas Permit (Type IA if the proposal maintains prescriptive buffers and setbacks or Type II if reduced buffers are required)
- Historic Design Review (Type IA)
- Sign Permit (Type I-A; may also require Historic Design Review)

Applications are available via the city Development Services webpage: [Land Use Application forms](#)

Submittal requirements are listed on the applications for the above land use permits.

DESCRIPTION OF PERMIT PROCESS AND TIMELINE: See Attached

*For questions regarding Planning issues, please contact John McDonagh at jmcdonagh@cityofpt.us
Or 360-344-3070.*

INFRASTRUCTURE – Brandon Maxwell, Civil Engineer In Training – 360-302-2192

1. Streets and Driveways:

- a. Where will the access to the property be allowed?
 - Access to the property can be from Fillmore Street which is an existing asphalt road. Applicant would be required to install sidewalk along the Fillmore Street frontage.

2. Location of existing utilities (water, sewer, and stormwater):

- a. Water Requirement:
 - There is an existing 12" ductile iron water main that is currently tapped with a 1.5" line.
 - This property has an active 1" commercial water meter, any upsize in the water meter will have to pay the difference in system development charges between the 1" water meter and whatever size ends up getting installed.
 - Backflow prevention will be required as part of this project.
 - The fire tap may be done in Fillmore Street so as not to have to tap the main in Water Street.
- b. Sewer Requirement:
 - There is an existing 10" AC Sewer main that has a 6" line already tapped that may be used for service.
 - The applicant will need to pay the difference in system development charges for sanitary sewer between a 1" meter and whatever the upsized water meter turns out to be.
- c. Stormwater Requirement: Private on-site stormwater is required to be retained as much as possible. If any individual lot develops more than 40% impervious surface an engineered stormwater site plan will be required. If a critical areas permit is required to develop the property, then an engineered stormwater plan will also be required.
- d. Franchise Utilities: For Phone and Cable connection requirement and route please contact CenturyLink and WAVE Broadband directly. The phone and cable companies will submit a permit to the City for service. For Power connection requirement and route please contact the PUD No. 1 of Jefferson County directly. The power plan, which can be obtained from the PUD, shall be submitted with your Street and Utility Development Permit Application, and shown on your site plan.

3. Any fire department/emergency vehicle requirements:

Per the Engineering Design Standards, Chapter 2 - Water, "all buildings connected to the city water system shall be served by fire hydrants. Maximum fire hydrant spacing shall be 500 feet in residential areas."

- There is an existing fire hydrant within 250 feet of the property. The fire hydrant is located at the intersection of Fillmore Street and Water Street with a flow rate of 2898 GPM at 20 PSI.

4. **Fees associated with infrastructure improvements (system development charges, latecomers, permits, etc.)?**

Public Works Infrastructure Fee List 2022

BASIC FEES

Street Development Permit (SDP)	\$ 279.28
<u>SDP– Plan Review</u> ¹	\$ 352.00
SDP- Engineering Inspection Fee ²	2% of construction costs
Minor Improvement Permit (MIP)	\$ 189.75
MIP – Engineering Inspection Fee ⁴	\$ 88.00 minimum
System Development Charge (SDC) – Water	\$ 4,494.00
System Development Charge (SDC) – Sewer	\$ 3,758.00
City - Fees for 1" tap ¾" Meter	
Water Meter – Tap into Main Line ³	\$ 1,070.00
Water Meter – Drop In	\$ 135.00
County – Fees for 1" tap ¾" Meter	
Water Meter –Tap Into Main Line – County ³	\$ 1,335.00
Water Meter – Drop In – County	\$ 160.00
Public Works Technical Conference	\$ 440.00
Public Works Waiver Application	\$ 264.00
Latecomer Agreement Processing Fee	\$ 352.00

¹ Collected at permit application; covers up to four (4) hours of plan review. Additional review time billed at: \$88.00 per hour.

² Estimated construction costs must be provided on the application form. The inspection fee is 2% of the estimated construction cost.

³ Additional charges based on actual costs for labor and materials may be applied to the meter installation fees shown. These additional charges include, but are not limited to, pavement removal or replacement, existing utility line conflicts and other exceptional conditions. The permit holder will be billed directly by the City's Water Department for these additional charges, which will have to be paid prior to a final inspection of the project.

⁴ Plus \$88.00 per hour after one hour of staff time.

Applicable building codes are the 2018 International Building Codes for the Group R-1 hotel

For complete applications for building permits made before July 1, 2023, the 2018 I Codes apply.

Fire access to the site shall comply with the 2018 International Fire Code. Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building.

Fire apparatus access roads shall be provided per IFC 503.1.1 and shall extend to within 150 feet of all portions of each facility and all portions of the exterior walls of the first story of all buildings as measured by an approved route around the exterior of the building or facility.

A Class III standpipe will be required per IBC 905.3

Demonstrate adequate staging and reach for EJFR's ladder truck.

The hotel building will be required to be provided with Electric Vehicle charging infrastructure per WAC-51-50-0427.

An estimate of building permit fees, including plan review, based upon a 4-story hotel (Phase I) of Type VA construction, is attached for budgeting purposes. The estimate is subject to change, with more detailed information being available at the time of permit application.

DISCLAIMER: It is impossible for the above Pre-Application information, or for discussions at the Pre-Application meeting itself, to be an exhaustive review of all potential issues. Therefore, please note that any statements or assurances made by City representatives regarding land use and building code issues shall not bind or prohibit the City's future review or enforcement of all applicable laws and ordinances in effect at the time formal application is submitted.

This pre-application conference does not vest you to the current development standards. Only a formal application (in this case a Building Permit) that is deemed to be Technically Complete can vest an application to the development standards in place at the time the Technically Complete determination is made.

Statements regarding infrastructure standards are designed to provide the prospective home-builder or developer with a preliminary estimate of potential development requirements for a specific site. Unless changes to project plans or surrounding development require further review, the above statements regarding infrastructure requirements are valid so long as a complete Street and Utility Development Permit application is received within one year of the date this Pre-Application report is signed.

LAND USE PERMIT PROCESS IN SUMMARY

All development permit applications are classified as one of the following: Type I/I-A, Type II, Type III or Type IV. The information below provides a brief overview of each process. For details, including notification and appeals, see PTMC 20.01 for land use permits and PTMC 19.04 for review under the State Environmental Review Process (SEPA). <https://www.codepublishing.com/WA/PortTownsend/> For all Land Use Applications - A final decision is issued within 120 calendar days from the date of the determination of completeness.¹ Applications may be delayed if additional information is required, or plans revised. In most cases, we can issue permits in less time – much of it depends on the quality of the information you have submitted.

All applications are reviewed for compliance with adopted regulations including the “approval criteria” for the applicable land use permit.

X Type I and Type IA Permits

1) Review for Complete Application

28 days

If deemed incomplete, we will send you a letter detailing the information required. The application will be placed on hold pending receipt of the requested information.

2) Staff review and draft decision

3) Decision Issued by the Director

4) Appeals:

- Type I – No administrative appeal.
- Type I-A – Administrative appeal by the applicant only

X Type II Permits

1) Review for Complete Application

28 days

If deemed incomplete, we will send you a letter detailing the information required. The application will be placed on hold pending receipt of the requested information.

2) Notice of Application (public notice and comment period)

20-30 days

Staff will prepare the notice, place the notice in the newspaper (if required) and provide posting signs, but the applicant is responsible for placing the signs at the site. Staff is also responsible for mailing the *Notice* to adjoining property owners (APO) within 300 feet of the subject site; however, the applicant is responsible for obtaining the APO list from a local title company.

2) Staff review and draft decision

3) Decision Issued by the Director: The Director will issue a decision no sooner than 20-days after the Notice is mailed and no later than 120 days from the date the application was deemed complete.

4) Administrative Appeals:

14 days²

Once made, the Director’s decision has a 14-day appeal period which begins 3 days after mailed notice of the City’s decision is provided. If no appeal is submitted, the preliminary approval becomes final at the expiration of the notice period. If a written notice of appeal is received within the

¹ See PTMC 20.01.280 for periods excluded from 120 days.

² 21 days if SEPA and permit decision issued concurrent

specified time the matter will be referred to the hearing examiner for a public hearing. The decision of the hearing examiner shall be the final city decision, appealable to Superior Court.

☐ **Type III – Permits**

1) Review for Complete Application

28 days

If deemed incomplete, we will send you a letter detailing the information required. The application will be placed on hold pending receipt of the requested information.

2) Notice of Application (public notice and comment period)

20-30 days

Staff will prepare the notice, place the notice in the newspaper (if required) and provide posting signs, but the applicant is responsible for placing the signs at the site. Staff is also responsible for mailing the *Notice* to adjoining property owners (APO) within 300 feet of the subject site; however, the applicant is responsible for obtaining the APO list from a local title company.

While the *Notice* has an initial 20–30-day comment period; the opportunity for comment for Type III permits extends to the close of the open-record public hearing

2) Staff review and recommendation

3) Notice of Public Hearing

Provided in the same manner as the original *Notice* and to any parties of record.

4) Hearing

Hearing Examiner proceedings are scheduled on an “as needed” basis.

5) Decision by the Hearings Examiner

6) Administrative Appeals:

14 days²

Hearing Examiner decisions on Type III applications are final, subject to appeal rights to Superior Court.

☐ **Type IV – Final Plats**

Upon approval of a preliminary plat or PUD (Type II or Type III process) you are required to submit for final plat approval.

1) Review for Complete Application

28 days

If deemed incomplete, we will send you a letter detailing the information required. The application will be placed on hold pending receipt of the requested information.

2) Staff drafts recommendation

3) Director approves short plats³ / City council approves full plats/PUDs⁴

☐ Type V – Comprehensive Plan Amendments/Rezoning

Amendments to the Comprehensive Plan/Rezoning are bundled and processed concurrently once a year. The process takes approximately 8-12 months to complete. All suggested or formal amendments must be submitted to the department by **February 1st** of the current year to be considered during that year's amendment process. Suggested amendments are subject to a docketing process involving notice and public hearings before both the Planning Commission and Council. Once the docket is set, SEPA review is conducted. Next, Planning Commission holds a noticed public hearing on the merits of any proposed amendments. Planning commission formulates a recommendation to city council. City council also provides notice and public hearing before making final a legislative decision. Appeals are heard by the Growth Management Hearings Board.

X SEPA Review

If required, review under the State Environmental Policy Act (SEPA), Chapter [43.21C](#) RCW, shall occur concurrently with project review. The SEPA review process, including all public comment procedures, is set forth in Chapter [19.04](#) PTMC. In short:

1) Review for Complete Application

28 days

If deemed incomplete, we will send you a letter detailing the information required. The application will be placed on hold pending receipt of the requested information.

2) Notice of Pending Threshold Determination (public notice-comment period) 20-30 days

This is typically combined with the Notice of Application.

3) Staff review and recommendation

4) Director Issues SEPA Determination

5) Notice of SEPA Threshold Determination

6) Administrative Appeal

15 days²

The Threshold Determination may be appealed to the hearing examiner for an open record public hearing. The appeal process is governed by the administrative procedures for appeals for the type of decision in Chapter [20.01](#) PTMC, except who may appeal and the time to appeal are set forth in 19.04. Any such appeal shall be consolidated with the decision on the underlying project.

☐ Shoreline Conditional Use/Shoreline Variance

³ PTMC 18.12.130

⁴ PTMC 20.01.040

For projects requiring a Shoreline Conditional Use or Shoreline Variance, the decision by the Director (Type II Permit) or Hearings Examiner (Type III permits) is forwarded to the Department of Ecology for its approval, approval with conditions, or denial. Development authorized by a Conditional Use Permit/Shoreline Variance shall not begin until twenty-one (21) days from the date the Department of Ecology renders a decision and transmits that decision to the Administrator (date of filing). The Department of Ecology shall notify the Administrator of the date of filing on an individual permit. In the event of an appeal refer to the provisions of RCW [90.58.140](#) for when construction work may begin.

X Multiple Permits

If two or more permits are required, the applicant may choose:

- Optional Consolidated Permit Process whereby the applications are processed collectively under the highest numbered procedure required for any part of the application; or
- Process applications individually - If the application is processed under the individual procedure option, the highest numbered type procedure must be processed prior to the subsequent lower numbered procedure.⁵

For circumstances where a project requires different permit Types (e.g., a Type II and a Type III permit), a final decision on the lower type of permit is stayed until successful completion of the higher numbered permit.⁶

The submittal of building permit and/or street development applications may occur at any time - at the applicant's own risk - during the land use review process. Any associated permits may not be issued until the land use decision has been made.

Judicial Appeals

In Washington, the Land Use Petition Act (RCW 36.70C, "LUPA") governs judicial review of all "land use decisions." LUPA provides a strict, uniform process of procedure to appeal land use decisions on a variety of grounds. Appeals of the local jurisdictions final decision (subject to timely exhaustion of all administrative remedies) shall be made to Jefferson County superior court within 21 calendar days of the date the decision or action became final, as defined in PTMC [20.01.280](#)(B), unless another time period is established by state law or local ordinance. All appeals must conform with procedures set forth in Chapter [36.70C](#) RCW.

⁵ PTMC 20.01.030

⁶ PTMC 20.01.030B