

# Town of Friday Harbor

PO Box 219 / Friday Harbor / WA / 98250

(360) 378-2810 / fax (360) 378-5339 / www.fridayharbor.org

## Site Plan Review Application

Application date	<b>Office Use Only: SP#</b> _____		<b>File Entry</b> _____
Name of Legal Property Owner	Property Owner Phone number		
Property Owner Mailing Address	Property Owner Email Address		
Authorized Agent (include Letter of Agent Authorization)	Authorized Agent Phone Number		
Authorized Agent Address	Authorized Agent Email Address		
Job Site Address/Physical Location of Property	Tax Parcel Number		
<p><b>What type of Review are you requesting? Check all that apply.</b></p> <p> <input type="checkbox"/> Multi-Family Residence (more than 2 units)      <input type="checkbox"/> Expansion of a Multi-Family Building  <input type="checkbox"/> Expansion of Commercial      <input type="checkbox"/> Expansion of Development  <input type="checkbox"/> Parking Lot with Right-of-Way Improvements      <input type="checkbox"/> Other (describe): _____         </p> <p><b>Change in use which results in impacts to:</b></p> <p> <input type="checkbox"/> Traffic      <input type="checkbox"/> Parking      <input type="checkbox"/> Noise  <input type="checkbox"/> Other impacts greater than the previous existing use (<i>determined by the Land Use Administrator</i>).         </p>			
Description of work to be performed:			
Does your project require:			
Curb, Gutter, & Sidewalk improvements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Water or Sewer Main Extensions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
An extension for Fire Sprinkler System?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
A permit to work in the Town of Friday Harbor's Right of Way?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
A Stormwater Management Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the project/site within 200 feet of the shoreline? If yes, must show on plans.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is project located within the Historic District? If yes, must submit Historic Preservation Review Application	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are four (4) copies of the Site Plan included with this application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Signature of Legal Property Owner or Authorized Agent	Date	<b>Site Plan Fee</b> <b>\$500.00</b>	<b>Deposit Fee</b> <b>\$1,200.00</b>
<p><b>OFFICE USE ONLY</b></p> <p>Submittal date to HPRB (if applicable) _____ HPRB meeting date (if applicable) _____</p> <p><input type="checkbox"/> Approved → Date of Approval Letter _____ <input type="checkbox"/> Denied</p> <p>Staff Comments:</p>			
Land Use Administrator		Date	<b>Reimbursement</b> <b>\$</b>

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## ORDINANCE NO. 1504

AN ORDINANCE adding a new chapter to Title 15, Building and Construction, of the Friday Harbor Municipal Code to be codified as Chapter 15.06 relating to site plan review; amending Chapter 12.02 relating to construction standards; and amending Chapter 20.16 relating to administrative approval of development permits in the Town of Friday Harbor.

WHEREAS, the Council desires to adopt administrative procedures for the review of site plan applications to ensure that development projects are executed in a manner consistent with existing ordinances and applicable standards of the Town's development code; and

WHEREAS, the Council desires to adopt fees consistent with performing site plan review; and

WHEREAS, the Council desires to amend certain municipal code applicable to site plan review.

NOW THEREFORE, be it ordained by the Council of the Town of Friday Harbor, as follows:

SECTION 1. A new chapter 15.06 of the Friday Harbor Municipal Code is hereby adopted and shall read as follows:

### Friday Harbor Municipal Code

#### Chapter 15.06

#### SITE PLANS

- 15.06.010 Purpose.
- 15.06.020 Definitions.
- 15.06.030 Applicability.
- 15.06.040 Site plans and review.
- 15.06.050 Preliminary site plan conference.
- 15.06.060 Application fees.
- 15.06.070 Contents of a complete application.
- 15.06.080 Duration of approval.
- 15.06.090 Review process, fees, deposits and other charges.
- 15.06.100 Amendments to a site plan.

#### 15.06.010 Purpose.

This chapter is intended to provide procedures for the review of site plan applications. Site plan review is intended to ensure that development projects carried out in given zoning districts are executed in a manner consistent with existing ordinances and applicable standards of the development code concerning public utilities, traffic, facilities, services and design, and provide unified site design, access, landscaping, screening, building placement and parking lot layout.

#### 15.06.020 Definitions.

For the purpose of this chapter the terms shall be consistent with the terms defined in Chapters 17.08 and 20.04, FHMC.

#### 15.06.030 Applicability.

A. Site plan review and approval shall be required prior to issuance of any building permit or right of way improvement project, as provided under this chapter. Site plan review shall be required for the following:

1. The new construction of a non-residential building or structure, but including a multi-family development in which more than two dwelling units would be contained; or
2. The expansion of any commercial or multifamily building or development; or

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3. Any uses such as parking lots that only require right of way improvement permits; or
4. A change in use where impacts to traffic, parking, noise or other impacts are greater than the previously existing use, as determined by the land use administrator.

B. The following shall be exempt from this chapter:

1. Permits authorizing residential construction for detached single-family residential use and accessory structures; and
2. Short plat, subdivision, condominium development or building permit approval, which shall follow Title 16 FHMC and other applicable laws; and
3. Any activity that does not require a building permit or is not considered a change in use, as determined by the land use administrator.

The provisions of this section supplement those in Title 20 FHMC. In the event of a conflict between the provisions of Title 20 and this section, the provisions of this section shall govern in regard to site plan review.

15.06.040 Site plans and review.

Applications for site plan approval shall be processed as follows:

A. Application. An application for a site plan approval may be filed by the property owner or authorized agent of the property owner after the preliminary site plan conference is completed pursuant to FHMC 15.06.040. The application shall be submitted to the land use administrator on forms provided by the Town.

B. Process.

1. An applicant shall meet with Town staff pursuant to FHMC 15.06.050. The applicant may then submit the site plan application and applicable fees and deposits to the Community Development department for staff review and approval by the administrator pursuant to Chapter 20.16.010(A) FHMC.
2. Applicants are encouraged to submit a site plan application under this chapter before submitting a building permit application for the project, but the applicant may submit both concurrently.

C. Criteria for Approval.

The Town shall consider approval of the site plans with specific attention to the following:

1. Conformance with applicable code provisions and development standards of the applicable zoning district; and
2. Compatibility with the Town's comprehensive plan; and
3. Compatibility with the surrounding buildings' occupancy and use factors; and
4. Compatibility with the Town's design standards for the Historic District pursuant to recommendations from the Historic Preservation Review Board, where applicable; and
5. Conformance with the Town's Street and Storm Drainage Standards; and
6. Conformance with the Town's requirements for public water and/or sewer services, If the site will rely on public water or sewer services; and
7. If the subject property contains a critical area or buffer as defined in Chapter 18.08 FHMC, conformance with all requirements of that chapter;
8. If the subject property is within the shoreline jurisdiction as defined in Chapter 18.04 FHMC, conformance with all requirements of that chapter; and

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9. Compliance with all relevant statutory codes, regulations, ordinances and policies, including that no harmful or unhealthy conditions are likely to result from the proposed site plan.

15.06.050 Preliminary site plan conference.

A. Prior to applying for site plan review, an applicant shall present to the Community Development department a preliminary site plan, which shall contain, in rough and approximate manner, information required on the site plan application. The purpose of the conference is to enable the applicant to obtain guidance from the Community Development department regarding the proposed site plan.

B. If the project is located within the Town's Historic District then the land use administrator may submit the preliminary site plan to the Historic Preservation and Review Board for its preliminary review. The applicant will meet with the Board to discuss the design concept for the project.

C. The land use administrator may waive the requirement for all or part of a preliminary site plan conference if the administrator determines that the nature of the application makes the conference and/or preliminary site plan unnecessary.

15.06.060 Application fees.

Fees and deposits for the site plan application shall be submitted with the application pursuant to FHMC 15.06.040(B)(1). Fees shall be established in the Town's fee schedule for Site Plan Applications, as now adopted or hereafter amended. Deposits required shall be determined pursuant to Administrative Rules adopted by the Town and shall be used to reimburse Town for expenses incurred by Town or services provided by Town personnel in the review process. In addition to deposits required for site plan review, deposits for street improvements and Water System/Sewer System Extensions, as adopted by reference in FHMC 13.08 and 13.24, shall be submitted upon application.

15.06.070 Contents of a complete application.

Each application for site plan review shall contain the following information:

A. An environmental checklist when required;

B. The title and location of the proposed development, together with the names, addresses and telephone numbers of the recorded owners of the land and the applicant, and, if applicable, the name, address and telephone number of any architect, planner, designer or engineer responsible for the preparation of the plan, and of any authorized representative of the applicant;

C. A written description addressing the scope of the project, the nature and size in gross floor area of each use, and the total amount of square feet to be covered by impervious surfaces;

D. A vicinity map showing site boundaries and existing roads and accesses within and bounding the site;

E. A topographic map based upon a site survey delineating contours, existing and proposed, at no less than five-foot intervals and which locates existing critical areas, as well as elevations of the 10-, 50-, and 100-year floods, where such data is available;

F. Site plans drawn to scale no smaller than one inch equals 50 feet showing location and size of uses, buffer areas, proposed areas of disturbance or construction outside of the building foot print, yards, open spaces and landscaped areas and any existing structures, easements and utilities;

G. A circulation plan drawn to a scale acceptable to the Public Works Director illustrating all access points for the site, the size and location of all driveways, streets and roads with proposed width and outside turning radius, the location, size and design of parking and loading areas, and existing and proposed pedestrian circulation system. If a project would generate more than 10 peak hour trips, a traffic impact study prepared by a qualified transportation planner or professional engineer shall be submitted;

H. A preliminary drainage and stormwater runoff plan;

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- I. A utility plan including water, sewer, storm water and private utilities;
- J. A landscape plan of all proposed landscaping including the treatment and materials used for open spaces, and the types of plants and screening to be used;
- K. Site and building design elements as required;
- L. A listing of the names and addresses of property owners of record within 300 feet of the project property, including preprinted labels bearing the names and addresses of the property owners of record within 300 feet of the project property.

## 15.06.080 Duration of approval.

Construction on the project must commence within twenty four months from the date a final determination is made by the administrator pursuant to Chapter 20.16 FHMC; otherwise, the approval of the project becomes null and void.

## 15.06.090 Review process, fees, deposits and other charges.

A. A site plan shall be reviewed and approved pursuant to Title 20 FHMC.

B. The applicant shall pay all costs associated with the review process as set forth in the Town's adopted fee schedule and FHMC 12.02.050.

## 15.06.100 Amendments to a site plan.

A. Minor adjustments may be made and approved when a building permit is issued. Any such alteration must be approved by both the land use administrator and the public works director. Minor adjustments are those which may affect the precise dimensions or siting of building (i.e., lot coverage, height, setbacks) but which do not affect the basic character or arrangement and number of buildings approved in the plan, nor the density of the development or the amount and quality of open space and landscaping. Such dimensional adjustments shall not vary more than ten percent from the original, and shall not exceed the standards of the applicable district.

B. Major Amendments. Major amendments are those which substantially change the character, basic design, density, open space or other requirements and conditions of the site plan. When a change constitutes a major amendment, no building or other permit shall be issued without prior review and approval by the land use administrator and the public works director.

SECTION 2. Chapter 12.02.050 of the Friday Harbor Municipal Code is hereby amended and shall read as follows:

"12.02.050 Permit Required.

A. No person or any entity shall commence construction, alteration, or repair within the public right-of-way without a Right-of-Way Permit and/or a Construction Permit for streets, curb, gutter, sidewalk, storm drainage and curb cuts having first been obtained from the Town.

B. At the time of application the applicant shall also post a deposit for administrative and staff review of the application. Where it is not otherwise required in this code, the amount of the deposit shall be as adopted by Administrative Rule.

C. The nonrefundable Right-of-Way Permit or Construction Permit for streets, curb, gutter, sidewalk, storm drainage and curb cuts permit fee shall be reviewed annually by the Town Council who shall direct the Town Clerk to adjust the fee appropriately and post said permit application fee in a conspicuous place within Town Hall and make such a list available to the public upon request."

SECTION 3. Subsections A(13) and A(14) are amended and new Subsection A(15) is added to Chapter 20.16.010 of the Friday Harbor Municipal Code to read as follows:

- 13. View mitigation permits;
- 14. Historic preservation incentives; and
- 15. Site Plan Review."

ADOPTED this 20th day of December, 2012.