

DEC 29 2016

C.E.D. DEPARTMENT
BY _____

Pre-application Meeting, PL15-093
East Village Short Plat - P28003
E of Balsam Lane – W of Big Fir North
September 15, 2015

The applicant is proposing to subdivide the parcel indicated on the site plan provided. Two options are proposed: one with 7 lots and one with 4 lots.

- The project shall comply with all City standards and codes.
- F/G Permit is required for any on-site grading activity greater than 50 cubic yards.
- Right-of-way Permit is required for any work within City right-of-ways.
- Sanitary Sewer permit is required for new/extension/repair
- Security requirements apply to all work within City right-of-ways.
- Bonding requirements apply for civil improvements before Final Plat
- Engineering Fees area attached
- Compliance with ADA standards are required

Traffic Concurrency:

Traffic concurrency review is required.

- The applicant shall submit a Traffic Report/Concurrency form and narrative to the City for review. Frontage, offsite improvements, access management and traffic mitigation fees will be determined with this review.
- A truck route will also be required be submitted to the City of review and approval

Street Improvements:

- Type 3 street is required. See attached chart.

Stormwater Flow Control and Water Quality:

- Detention and water quality are required. Refer to MVMC Title 13.33 for StormWater requirements.
- Project will require a stormwater analysis prepared by a licensed civil engineer addressing stormwater quantity and quality in accordance with City of Mount Vernon Municipal Code and the 2005 Washington State Department of Ecology Stormwater Management Manual for Western Washington.
- Low Impact Development is encouraged when sites meet the requirements. Refer to MVMC Title 13.33, DOE 2005 Storm water Manual and the Puget Sound LID Technical Guidance Manual.
- Copies of other agencies required permits shall be provided to the City before issuance of Fill & Grade Permit, Storm Water permit and/or Clearing permit

NPDES Requirements-Construction General Stormwater Permit:

The following links/web sites are for the construction and industrial NOI (Notice of Intent):

- <https://fortress.wa.gov/ecy/publications/SummaryPages/ECY02085.html>
- <https://fortress.wa.gov/ecy/publications/summarypages/ecy02084.html>
- www.mountvernonwa.gov

Current NPDES requires that the City **“Provide copies of the Notice of Intent for Construction Activity and Notice of Intent for Industrial Activity to representatives of proposed new development and redevelopment. (S5.C.4.d)”**

- Erosion and sediment control (SWPPP and PCPP) to be provided in accordance with Chapter [13.33](#) MVMC, Engineering Standards Chapter 2 and 2005 Washington State Department of Ecology Storm water Management Manual for Western Washington.

Sanitary Sewer:

- Sanitary sewer connection and extension is required. There is an existing sewer main which appears to terminate at a manhole. Each individual lot is required to provide its own sanitary sewer lateral and/or side sewer connection. Pump Systems are reviewed in a case by case basis and are required the design and report from a registered Civil Engineer

Street lights:

- LED street lights are required to be designed by PSE and submitted to the city for review and approval.

Fiber Optic:

- The project is required to construct and install telecommunication conduit for future fiber optic per MVMC Title 12 and 17

City Standards and Policies:

- The project is required to comply with most current City Standards, policies as well as WSDOT Standard specifications for municipal construction. Other manuals and technical guidance may apply to ensure compliance with most current design and construction standards.

Comments noted above are based on information submitted to date. Project requirements may be revised due to future information submittals.

*Ana Chesterfield
Engineering Services Manager*



PRE-APPLICATION MEETING REQUEST

PROJECT: EAST VILLAGE
LOCATION OF PROJECT: EAST OF BALSAM LANE EXTENDED.
PARCEL NUMBER(S): P28003 (NORTH 194' +/-)
BRIEF DESCRIPTION OF PROJECT (Size, Scope, etc.): SEE ATTACHED

APPLICANT: _____ AGENT/CONTACT PERSON: _____
PHONE: _____ E-MAIL: _____
ADDRESS: _____

NUMBER OF REPRESENTATIVES IN ATTENDANCE: 1

Will your project utilize or benefit from fiber optics/telecommunication infrastructure? Yes No

Applications are processed on a first-come, first-served basis. The first available meeting date will be scheduled at the time of submittal of the application packet (see below). If no larger than 11x17 in size please submit one copy of this application and one copy of the following to this office OR the email address below; otherwise 10 sets of each. Faxed applications are not accepted.

1. Project Description/Narrative
2. Site plan (to scale, with dimensions)
3. Vicinity map
4. Plans (if available)
5. List of questions -- what information do you wish to gain from this meeting; i.e. zoning, drainage, building code, street improvements, fire flow requirements?

Please ensure that the application is completely filled out, and that all plans and maps are folded, not rolled.

Meetings are held every Tuesday of the month with the first scheduled to start at 9:30 a.m. Representatives from the applicable City Departments will be in attendance. Due to the number of agenda items, discussion will generally be limited to 45 minutes per project. However, if you feel you may require additional time, please inform our office so we may adjust the schedule accordingly.

Staff Contact: Linda Beacham, Community and Economic Development; 360-336-6214; or email: lindabe@moutvernornwa.gov

STAFF USE ONLY:

Scheduled Date of Meeting: _____ Time: _____

WALLACE/KIESEL PRE-APPLICATION CONFERENCE COMMENTS

Applicant:

Samish Bay Land Company LLC
Dave Prutzman
4703 Parkview Lane
Mt. Vernon, Wa. 98274
samishbay@gmail.com
(425)308-9397

Brief Description of Site/Project. Property is approximately 2.05 acres (460'x194') lying between north property line of P28003 and buffer line which is 150' from top of bank (OHWM) of Maddox Creek.

Our project will consist of short-platting the subject site into sfr lots under the City's R-1,4.0 zoning. We anticipate naming the community East Village.

The site will be served by an extension of Balsam Lane at the NE corner of the Big Fir North project. Sanitary sewer will be provided by either extended the line from Balsam Lane or accessing the existing line that parallels the site running from Little Mountain Estates to LaVenture Road. Water will be provided by Skagit PUD; electricity by PSE and natural gas by Cascade Natural Gas. Storm water detention/treatment will be provided on-site and released directly into Maddox Creek under WDFW/DOE permits.

Presently we are considering 2 options for the site:

Option A. 7 sfr lots served by a 325 l.f. 30' ROW and improvements matching Balsam Lane with vertical curb on south side of street and integrated curb/sidewalk on north side. No parking on south side against buffer zone line. 25' driveway easements to serve as turnaround for fire/emergency services. Street trees on north side of street.

Option B. 4 sfr lots served by a 242 l.f. 26' ROW with no curbs or sidewalks. 25' driveway easements for fire/emergency services turnaround. No parking on south side of street against buffer line.

Questions.

1. Can we access the sanitary sewer line parallel our north property line via a series of 2" lines directly from the homes?
2. Can we create a walking path within the buffer area and north of the top of bank of Maddox Creek using wood chips from site clearing for path bedding?
3. Would like comments on traffic, especially during the initial clearing/grading.



Pre-Application Meeting Requirements

TO: Dave Prutzman, Samish Bay Land Company
FROM: Steven V. Riggs, Fire Marshal
DATE: September 15, 2015
RE: East village
Parcel ID# 28003

Thank you for participating in the *Pre-Application Meeting* and sharing your vision and future project with the City of Mount Vernon. Listed below are the Fire Department's recommendations and requirements based on the information you've submitted. If you have any questions or require an additional meeting with Fire Department personnel, please feel free to contact us at the numbers provided above.

Best of luck with your project!

Fire Flow Requirements:

- 1) The required fire flow for your project is 1000 GPM. The fire flow is based on the residential units being Type V-B construction at approximately less than 3600 square feet in size including the garage.
- 2) A fire flow statement will be required from the Skagit County PUD (360-424-7104) prior to construction.
- 3) 1 new fire hydrant maybe required. Maximum distance between fire hydrants in residential zones is 500 feet.
- 4) If the water line serving the fire hydrant(s) is greater than 100 feet in distance, the line shall be a minimum of 8 inch ductile iron.

Access Requirements:

- 5) The minimum road width for the proposed project is 20 feet, Where hydrants are present the minimum fire access shall be 26 feet
- 6) No Parking signs shall be located the south side of the road and for the entire hammer head or curb striping may be used for fire lane markings
- 7) The maximum road grade shall be 10%. Grades over 10% required an approved fire sprinkler system to be installed.
- 8) The driveway and/or roads shall have a maximum 28' inside, minimum 45' outside turning radius.
- 9) Hammerheads, cul-de-sacs and roads shall be built to engineering and fire department standards. Minimum width is 26 feet wide each leg shall be a minimum of 60 long from roads center line.



PLANNING WORKSHEET

Project: Single-Family Residential Short Plat		Zoning: Single-Family Residential (R-1, 4.0)	
Site Address: NA		Comprehensive Plan: Single-Family Residential Medium Density (SF-MED)	
Parcel Number(s): P28003		Lot Size: TBD	Previous City Permit(s): Yes, please see staff notes below.
Proposed Uses: <input checked="" type="checkbox"/> Permitted <input type="checkbox"/> Accessory <input type="checkbox"/> Adm. CUP <input checked="" type="checkbox"/> CUP <input type="checkbox"/> Special Use <input type="checkbox"/> Undetermined <input type="checkbox"/> Not Permitted			
Process to Approve: The options presented cannot be processed by City Staff. <input type="checkbox"/> Type I (Adm. Review without Notice) <input checked="" type="checkbox"/> Type II (Adm. Review with Notice) Short Plat <input type="checkbox"/> Type III (Hex Review with Public Hearing) <input type="checkbox"/> Type IV (Hex or PC Recommendation to CC for Final Decision) <input type="checkbox"/> Type V (CC Review with Public Hearing) <input checked="" type="checkbox"/> Undetermined: SEPA Required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Undetermined – SEPA will likely be required due to critical areas on/near the site		Critical Areas: <input checked="" type="checkbox"/> Wetland Indicators <input checked="" type="checkbox"/> Streams <input type="checkbox"/> Slopes in Excess of 15% <input type="checkbox"/> Other <input type="checkbox"/> No Indicators Critical Areas reports that comply with MVMC 15.40 are required for this project.	
Setbacks:		Flood Zone: No	
Front:	25 feet on arterials and 20 feet on all other streets. Buildings on corner lots and through lots shall observe the minimum setback on both streets.	Max. Building Height (if applicable): Two stories but not more than 35 feet. Max. Lot Area (if applicable): 35%	
Side/Side:	Minimum of 5 feet with the two side yards when added being no less than 15 feet		
Rear:	20 feet		
Parking:		Landscaping:	
# of Existing Spaces:	NA	Overall Percentage:	NA
Parking Ratio Required:	Each residential structure built following the short plat will be required to have a two car garage and a parking pad to accommodate an additional two vehicles.	Street Frontage: <i>(both public and private roads, not driveways or pedestrian walks)</i>	NA
# of Spaces Needed:	NA	Parking Lot:	NA
Parking Space and Aisle Dimensions: TBD, see MVMC 17.84.060 to ensure compliance. Note: turning radi per Fire Code is 28 feet inside/45 feet outside and if access to a fire hydrant is required the travel path is required to be widened to 26 feet.		Screening Required?	No
ADA Compliant? TBD		Stormwater Facility Screening?	Yes, if the side slopes of this facility are 5:1 or steeper the facility shall be screened according to MVMC 17.93.040(C)

Signage:	Other:
Existing: NA	See Staff Notes, below.
Proposed: NA	

Staff Notes:

1. To view the historic permits for this site visit the City's website at: www.mountvernonwa.gov, then click on 'Departments', 'Community & Economic Development', 'Community Development', and then 'Property Information'. Once at this page enter the site parcel numbers to download the historic materials.
2. Staff has completed a preliminary review of the pre-application materials for the above referenced development proposal. The following comments on development and permitting are based on the pre-application submittals made to the City of Mount Vernon by the applicant and the code in effect on the date of review. The applicant is cautioned that information contained in this summary may be subject to modification and/or concurrence by official decision-makers; e.g., the Hearing Examiner, the CEDD Director, the Planning Commission and/or the City Council. Review comments may be revised based upon site planning and other design changes as required or made by the applicant. The applicant is encouraged to review all applicable sections of the Mount Vernon Municipal Code (MVMC). The Development Regulations are available on-line and for purchase at the Community & Economic Development Department.

The codes referenced in this memo are only requirements imposed by the City of Mount Vernon. The applicant needs to be aware that other Federal and State requirements (WA State Department of Ecology, Department of Natural Resources, Department of Fish & Wildlife, Federal Corps of Engineers, etc.) may apply to their proposal and that the City of Mount Vernon is not responsible for informing or enforcing requirements from other agencies.

Project permit applications requiring a pre-application conference must be submitted to the City and accepted as counter complete pursuant to MVMC 14.05.190 within six months of a written summary of the pre-application conference. If an application is not submitted within six months, the proposal shall require another pre-application conference to take into account any new City policies and changes to the MVMC or Comprehensive Plan.

3. PERMITS/PROCESS REQUIRED:

- SEPA Process;
- Preliminary Short Plat;
- Land Clearing Permit (maybe)
- Traffic Concurrency;
- Critical Areas Permit;
- Fill & Grade Permit;
- Right-of-Way and Utility Permits (maybe).

> 5,000 b.f. timber removal -
timber removal & timing
See MVMC 15.18

4. **ITEMS AVAILABLE TO DOWNLOAD FROM CITY WEBSITE:** Please visit the City's website at: www.mountvernonwa.gov; once on the City's website click on 'Municipal Code & Amendments' under the 'Your Government' menu for these documents:

- Chapter 15.40 Critical Areas Ordinance;
- Chapter 17.15 R-1 zone;
- Density Worksheet;
- Master Land Use Application; and,
- Affidavit of Labels.

16.16.040 Private streets.

A. The purpose of private street standards is to provide an option that reduces the cost of serving infill lots, and provide flexibility when public streets are not needed for public circulation. Following are the minimum requirements for private streets:

1. Private streets may be approved for four or fewer lots if any of the lots are less than 10,000 square feet in size. Private streets can be approved for up to nine lots when all of the lots are greater than 10,000 square feet in size.
2. A private access easement that is at a minimum of 26 feet wide with a 20-foot-wide paved surface shall be the minimum standard for private streets.
3. Private streets shall be constructed of a minimum of two inches of asphalt pavement, three inches of crushed rock, and six inches of gravel base.
4. Curbs, gutters, and sidewalks are required when more than four lots are being accessed, or when deemed necessary by the community and economic development director.
5. Streets providing fire hydrant access shall provide an all weather driving surface not less than 26 feet in width.
 - a. No parking shall be allowed within the 26-foot easement; however, parking may be allowed in portions of easements exceeding 26 feet in width.
6. Private streets shall be no longer than 150 feet in length, or serve more than four lots without an approved turnaround.
7. All lots accessing the private street shall be equally liable for its maintenance.
8. The grade shall not be more than 10 percent unless approved by the fire chief.
9. Internal traffic calming devices or traffic circles may be required at the discretion of the community and economic development department and fire chief.

B. Approval Criteria – General. The community and economic development director in consultation with the public works director shall determine when private streets are appropriate based on the following approval criteria:

Private streets are not allowed:

1. When they conflict with the comprehensive plan; or
2. When they are needed for public circulation; or
3. When they connect two public roads, except for commercial or industrial uses; or when they serve more than nine potential residential lots; provided, that where expansion of a public street is not presently feasible, the limitations of this subsection shall not apply if the affected internal and frontage streets are improved to public standards and dedicated to the city, with the acceptance of such dedication(s) being deferred until extension of a public street allows connection.
4. When the private street could be extended in the future to serve more than nine lots.

C. The following statement is required on the face of any plat, short plat, site plan, or binding site plan containing a private street:

The City of Mount Vernon has no responsibility to improve or maintain private streets contained within or providing access to the property described in this document. Any private street shall remain a private street unless it is upgraded to public street standards at the expense of the developer or adjoining lot owners. No private street will be accepted as a City street until such time that it meets current City standards to the satisfaction of the City Engineer and Fire Chief.