



Planning, Community & Economic Development Department  
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October 27, 2020

Jeremy McNett

1005 4<sup>th</sup> St.

Anacortes, WA 98221

Sent via email: [jeremy@underwoodarchitecture.com](mailto:jeremy@underwoodarchitecture.com)

RE: PRE-2020-0030: Preapplication meeting – October 13, 2020 – 1:30 PM  
Anacortes Family Center Affordable Housing Complex  
1019 26<sup>th</sup> Street

Dear Mr. McNett:

Thank you for your submitting preapplication meeting request to the City of Anacortes. The comments below are provided after review by city staff of the materials provided in your submittal. City staff strive to provide a comprehensive review based on the information you provided and the codes and standards in place at the time of the review. Please note that these comments are preliminary in nature and are subject to change based on changed circumstances, changes in the proposal, changes in City policies and development regulations, and/or new information.

**City Department Comments** (received as of October 13, 2020):

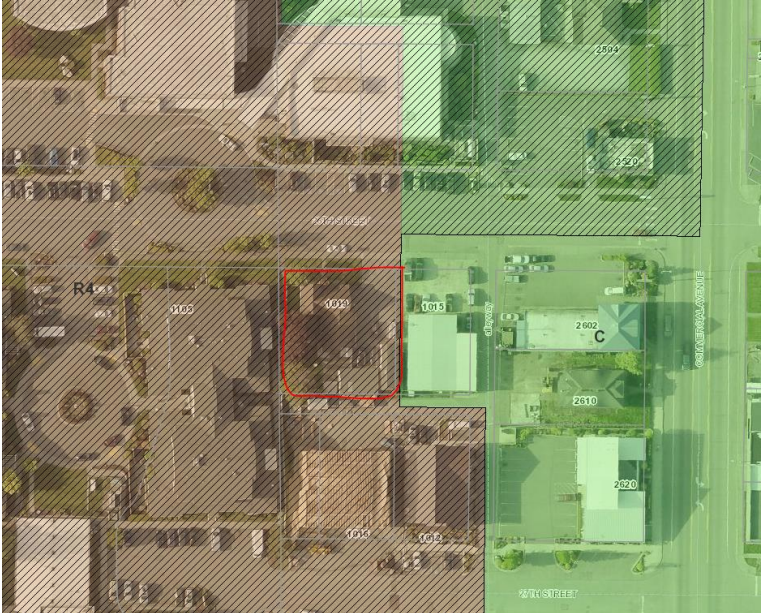
Department	Comments
<b>Public Works – Engineering</b> Steven Lange, Engineering Tech IV	Public Works Engineering: Storm Water Quantity and Quality will be critical for this project. This property is within the F3 Basin. There is a surcharging system 600-feet downstream. Therefore, the project is not Flow Control Exempt. The downstream will need to be modeled to determine hydraulic capacity of the conveyance system. The project will most likely need to provide Detention and, for sure, Water Quality.  Sewer: See EDS Standards for multi-family with more than 10-units.
<b>Fire</b> Jack Kennedy, Fire Marshall	No comments received as of 10/13/20 at 8:23 AM. Fire department connection location needs to be identified.
<b>Water</b> Terry Nemeth	There is a 320' section of 6" AC pipe on 26th St that may need to be replaced to accommodate fire flow
<b>Museum</b> Bret Lunsford	None received.
<b>Solid Waste</b> Matt Koegel, Solid Waste Supervisor	Follow city dumpster pad specs, if dumpster requested.

	Note: Not clear where dumpster enclosure is proposed – if it’s on the alley – unclear where truck would turnaround.
<b>Building</b> Rob Frisinger, Plans Examiner	Building permits would be required. A sprinkler system would be required. Plans will need to address the separation requirements/ rated assemblies between units and between the occupancy types. Penetrations in rated walls or floor/ceiling assemblies will be required to be protected by a rated assembly. Details and cut sheets for those assemblies are required prior to permit issuance.

**Planning, Community & Economic Development Department comments:**

Anacortes Municipal Code Reference	Subject Site/Proposal Comments
<b>Division 2 Procedures</b>	
1. <a href="#">19.20 Application Procedures</a>	<p>It appears that the following land use permit applications and procedures will be required:</p> <ul style="list-style-type: none"> <li>• For 10+ dwelling units - Site Plan Review (<a href="#">Type 2</a>) (<a href="#">AMC 19.30</a>)</li> <li>• SEPA review required for &gt; 20 units (Type 2) (<a href="#">AMC 18.04</a>)</li> <li>• Conditional use permit for a Daycare II in the R4 zone (<a href="#">Type 4-CC</a>) (<a href="#">AMC 19.36</a>)</li> <li>• Building permit(s)</li> <li>• ROW permit</li> </ul> <p>Submittal checklists and application forms are available on the <a href="#">PCED website</a>. See <a href="#">AMC 19.20.040</a> regarding optional consolidated application processing.</p> <p>The Director has determined that a preapplication neighborhood meeting will be required to be conducted by the applicant prior to a formal application being submitted. <a href="#">See AMC 19.20.100 for details.</a></p>
2. <a href="#">19.22 Concurrency</a>	<p>Concurrency review is required for the following concurrency facilities:</p> <ul style="list-style-type: none"> <li>• Water</li> <li>• Sewer</li> <li>• Stormwater</li> <li>• Transportation – Third party consultant review</li> </ul>

**Division 4 Zoning and Land Use**

<p><b>3. <a href="#">19.40 Zones</a></b></p>	<p>The site is zoned R4 and is within the Medical Overlay.</p> 
<p><b>4. <a href="#">19.41 Allowed Uses</a></b></p>	<ul style="list-style-type: none"> <li>• Multifamily, 5 or more units is a permitted use in the R4 zone, subject to the use standards in AMC 19.43.010.H and I.</li> <li>• A <a href="#">Daycare II</a> is a conditional use in the R4 zone.</li> <li>• Supplemental permitted uses in the Medical Overlay are listed in <a href="#">AMC 19.41.090.A</a>.</li> </ul>
<p><b>5. <a href="#">19.42 Form &amp; Intensity Standards</a></b></p>	<p>See referenced section for specific standards, including setbacks. Key standards =</p> <ul style="list-style-type: none"> <li>• Minimum lot size is 4,200 sq. ft. for a duplex, and no additional lot size needed per additional unit beyond a duplex</li> <li>• Maximum density = no maximum</li> <li>• Max. lot coverage = 50%; <b>note <a href="#">AMC 19.42.110</a></b> for lot coverage calculations, exceptions and modifications – esp. in the R4 zone             <ul style="list-style-type: none"> <li>○ For multifamily, max. lot coverage is <b>75%</b> when at least 50% of the required parking is accommodated within and/or below the structure.</li> </ul> </li> <li>• Min. 20% landscaped area</li> <li>• Max. base height = 40'; Max. height with bonus = 50' (see <a href="#">AMC 19.42.050</a>)             <ul style="list-style-type: none"> <li>○ For buildings exceeding 40', a three-dimensional visualization of the proposed building is required to be submitted with the application (see <a href="#">AMC 19.30.030.C</a>)</li> </ul> </li> <li>• Setbacks – see referenced table and 19.62.030.C             <ul style="list-style-type: none"> <li>○ Also, note permitted projections into required setbacks – <a href="#">AMC 19.42.140</a>.</li> </ul> </li> </ul>
<p><b>6. <a href="#">19.43 Residential Use Standards</a></b></p>	<p>See <a href="#">AMC 19.43.010.H</a> for residential use standards applicable to multifamily development. Of note:</p>

	<ul style="list-style-type: none"> <li>Multifamily uses are subject to design provisions in Division 6, including block frontage standards, site planning, building design, and landscaping. See AMC 19.53.050 for internal circulation requirements.</li> <li>Max. lot coverage and min. landscaped areas are modified for multifamily development (see notes in #6 above)</li> </ul>
7. <a href="#">19.44 Commercial Use Standards</a>	Daycare definitions and use standards are listed in <a href="#">AMC 19.44.010</a> .
8. <a href="#">19.45 Industrial Use Standards</a>	N/A
9. <a href="#">19.46 Public, Inst., &amp; Open Space Uses</a>	N/A
10. <a href="#">19.47 Accessory Uses and Structures</a>	None proposed.
11. <a href="#">19.48 Temporary Uses</a>	None proposed.
12. <a href="#">19.49 Nonconforming Uses and Structures</a>	None known.
<b>Division 5 Community Design</b>	
13. <a href="#">19.50 Introduction</a>	Applicable if public improvements are required as determined by Public Works Engineering Dept.
14. <a href="#">19.51 Public Street Improvements Required</a>	See specific comments Steve Lange, PW Engineering.
15. <a href="#">19.52 Public Street Design</a>	See comments from Steve Lange, PW Engineering.
16. <a href="#">19.53 Private Driveways &amp; Access</a>	See comments from Steve Lange, PW Engineering.
17. <a href="#">19.54 Subdivision Design and Block Structure</a>	No subdivision proposed – N/A.
<b>Division 6 Project Design</b>	
18. <a href="#">19.60 Introduction</a>	
19. <a href="#">19.61 Block Frontage Standards</a>	<p>Per <a href="#">AMC 19.61.030.A.1</a>, for multifamily development in residential zones, the standards for “landscaped” block frontages apply. The Landscaped block frontage standards can be found in <a href="#">AMC 19.61.070</a>.</p> <ul style="list-style-type: none"> <li>Of note – building entry visibility, façade transparency, and weather protection requirements.</li> <li>Areas between the sidewalk and building must be landscaped with Type B, C, or landscaping and may incorporate rain gardens and other forms of stormwater management.</li> </ul>
20. <a href="#">19.62 Site Planning</a>	<ul style="list-style-type: none"> <li>See <a href="#">AMC 19.62.030.B</a> regarding balconies near side and rear property lines adjacent to any residential zone for opaque railing systems requirements. Some of the balconies appear to be subject to this requirement.</li> </ul>

	<ul style="list-style-type: none"> <li>• See AMC 19.62.030.C regarding light and air access and privacy near interior side and rear property lines. Units whose only solar access is facing a side lot line must be setback a min. of 15' from the side lot line. Departures may be considered.</li> <li>• Internal open space standards – <a href="#">AMC 19.62.040</a>.</li> </ul> <p><b>Internal open space: [19.62.040B]</b></p> <p>a. Useable residential open space:</p> <ol style="list-style-type: none"> <li>1. 100 sf per studio and 1-bedroom unit       <ol style="list-style-type: none"> <li>A. 15 units x 100 = 1500 sf</li> </ol> </li> <li>2. 150 sf per 2 or more-bedroom units       <ol style="list-style-type: none"> <li>A. 8 units x 150 = 800 sf</li> </ol> </li> <li>3. Total = 2300 sf required.</li> </ol> <p>b. Provided:</p> <ol style="list-style-type: none"> <li>1. 100% on roof deck in multi-use buildings.       <ol style="list-style-type: none"> <li>A. Provided: 1486 sf</li> </ol> </li> <li>2. 50% of private decks.       <ol style="list-style-type: none"> <li>A. 6 private balconies = 146 sf</li> </ol> </li> <li>3. 100% ground level area at rear = 502 sf</li> <li>4. 100% ground level area at side entry = 181 sf</li> <li>5. Total = 2315 sf = 2300 sf OK!</li> </ol> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Shared open space must meet standards in AMC 19.62.040.B.2. (no dimension less than 15', visible from units, etc.)</p> <p>Balconies must meet standards in AMC 19.62.040.B.1.c. (min. 32 sf in area)</p> </div> <p>See <a href="#">AMC 19.62.070</a> for location and screening requirements for ground-related service areas and mechanical equipment, including dumpster storage areas, and for roof-mounted mechanical equipment.</p>
<p><b>21. <a href="#">19.63 Building Design</a></b></p>	<ul style="list-style-type: none"> <li>• Buildings with 60+ horizontal feet of façade are subject to the façade articulation requirements in AMC 19.63.040.</li> <li>• The project is also subject to:       <ul style="list-style-type: none"> <li>○ The window design standards in <a href="#">AMC 19.63.050.C</a></li> <li>○ Cornice /roofline design standards in <a href="#">AMC 19.63.050.D</a></li> <li>○ Articulated building entry - must be designed as a clearly defined and demarcated standout architectural feature of the building – <a href="#">AMC 19.6.050.E</a></li> <li>○ Building materials – <a href="#">AMC 19.63.060</a></li> <li>○ Blank wall treatment – <a href="#">AMC 19.63.070</a></li> </ul> </li> </ul>
<p><b>22. <a href="#">19.64 Parking</a></b></p>	<p>Minimum and maximum off-street parking requirements are based on the number of bedrooms in each unit. See Table 19.64.040. Guest parking is required per AMC 19.64.030.B.</p> <ul style="list-style-type: none"> <li>○ Multifamily Off-street = depends on # of bedrooms /unit.       <ul style="list-style-type: none"> <li>▪ 15 studio or 1 bedroom units = 15 spaces required (1:unit)</li> <li>▪ 6 2-bedroom units = 8 (1.4:unit)</li> </ul> </li> <li>○ Guest parking for 21 units = 3 spaces (1:8 units)</li> <li>○ Daycare parking = Director Decision (see <a href="#">AMC 19.64.040.B</a>) – documentation</li> </ul> <p>The spaces accessed directly from the alley need to provide a minimum 20' backing/maneuvering area between the back of the space and south side of the alley. (<a href="#">AMC 19.64.050.D</a>)</p> <p>During the preapp meeting there was discussion regarding shared parking arrangements with the hospital. Requirements for shared parking are</p>

	<p>outlined in <a href="#">AMC 19.64.080</a>. A parking study prepared by a qualified professional and demonstrating compliance with shared parking criteria and any parking reduction must be submitted with the application.</p> <p>Bicycle parking must be provided at the rates in <a href="#">Table 19.64.100</a>. For 21 dwelling units, 2 short term spaces are required, and 11 long term spaces are required. See AMC 19.64.100.B and C and “<a href="#">Essentials of Bike Parking</a>” for location and design standards.</p>
<b>23. <a href="#">19.65 Landscaping</a></b>	<p>A landscape plan meeting the requirements in <a href="#">AMC 19.65.040</a> must be submitted with the site plan review application. Also:</p> <ul style="list-style-type: none"> <li>• Min. 20% of the site must be landscaped</li> <li>• Fence or 5’ Type ABCDEF or path required on sides</li> <li>• Street trees at 30’ on center</li> <li>• Parking lot along internal lot lines – Type A, B or C landscaping at least 10’ deep. Eligible for departure – examples include decorative low wall with landscaping, decorative elevated planters, landscaping with a trellis, etc. (<a href="#">AMC 19.65.070.D.6.b</a>)</li> </ul>
<b>24. <a href="#">19.66 Fences, Walls &amp; Hedges</a></b>	Fence permit is required.
<b>25. <a href="#">19.67 Signs</a></b>	Not shown on plans.
<b>Other Applicable AMC Chapters</b>	
<b>26. <a href="#">19.76 Stormwater</a></b>	See comments from Steve Lange, PW Engineering. See EDS for minimum setbacks for stormwater facilities.
<b>27. <a href="#">17.70 Critical Areas</a></b>	According to city maps, there are no known critical areas on site or in the immediate project vicinity.
<b>28. <a href="#">18.04 SEPA</a></b>	The proposal appears to be subject to SEPA review.
<b>29. <a href="#">15.32 Underground Utilities</a></b>	All utilities to be located underground.
<b>Fees</b>	

<b>30. Fees</b>	<p>Fees can be found on the current <a href="#">Unified Fee Schedule</a>. All fees are subject to change and it is the applicant's responsibility to obtain the most current fees when budgeting for a project.</p> <p><b>Land use permit application fees</b> – paid at land use permit application submittal</p> <ul style="list-style-type: none"> <li>• Site Plan review - \$1,090</li> <li>• Conditional Use Permit - \$1,870</li> <li>• SEPA review - \$480</li> <li>• Stormwater review - \$.08 / sq. ft. new or replaced hard surface area</li> <li>• Transportation concurrency review fee - TBD</li> </ul> <p><b>Building Permit Fees</b> – paid at building permit application (deposit) and issuance</p> <ul style="list-style-type: none"> <li>• Based on project valuation</li> </ul> <p><b>Utility connection fees</b> – paid at building permit issuance (except water)</p> <ul style="list-style-type: none"> <li>• Water, sewer, stormwater – per unit</li> </ul> <p><b>Impact fees</b> – paid at building permit issuance</p> <ul style="list-style-type: none"> <li>• Transportation – based on the number of PM peak hour trips generated by the proposed development</li> <li>• Parks – based on units</li> <li>• Fire – based on number of units</li> </ul> <p><b>Public Works/Engineering Dept. Fees</b> – paid at building permit issuance or construction plan approval</p> <ul style="list-style-type: none"> <li>• Civil plan review and inspections; right-of-way permit</li> </ul>
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**Other Notes and Questions**

<b>31. Other Notes, Applicant Questions</b>	<p><i>Project Questions:</i></p> <ol style="list-style-type: none"> <li>1. Can you provide a list of expected permits needed?</li> <li>2. Are there any specific investigative reports required for this site development that the City would require? For example: Traffic Study, Geo Report, Noise Study, etc.</li> <li>3. Are any improvements required along the ROW of 26<sup>th</sup> street in addition to the proposed parking stalls? Curb and gutters?</li> <li>4. The site area is approximately 9,239 sq. ft. Excavated material is expected to be less than 500 cy. What thresholds should we be aware of that would trigger SEPA?</li> <li>5. Will the City accept a combination of on site parking, parking within the ROW as proposed to be included with the development (see site plan), shared parking with adjacent facilities (the Hospital), and parking in-lieu fees to meet parking count requirements? Due to the limited site area, Early Learning Center occupant, and 21-unit low income housing facility, parking on site is shown as minimal to maximize the building footprint.</li> </ol> <p>Questions answered above or during preapp. Meeting.</p>
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Please contact me at 360-661-3505 or [libbyb@cityofanacortes.org](mailto:libbyb@cityofanacortes.org) if you have any questions.

Sincerely,



Libby Grage

Planning Manager

cc: Don Measamer, Director  
Steve Lange, PW Engineering  
Jack Kennedy, Fire Marshall