



PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT DEPARTMENT

Mailing Address: P.O. Box 547, Anacortes, WA 98221

Office Location: 904 6th Street, Anacortes WA 98821

Phone: (360) 299-1984

CITY OF ANACORTES

Planning, Community, & Economic Development

Date Received:

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CUP-2022-0002

CONDITIONAL USE PERMIT APPLICATION

SUBMITTAL REQUIREMENTS

Applicant Checklist	Conditional Use Permit Submittal Requirement Checklist See pages 2-3 of this handout for information about each submittal item listed below. See AMC 19.36 for Conditional Use Permit review and approval criteria.	Office Use Only
X	Master Land Use Permit Application	
X	Agent Authorization Form	
X	Project Narrative	
X	Responses to Conditional Use Permit criteria	
X	Stormwater Site plan	
X	Site Plan & Landscape Plan	
X	Clearing & Grading Plans	
X	Building Elevation Drawings	
NA	Environmental Checklist (SEPA)	
X	Transportation Concurrency Review Form	
X	Subdivision Guarantee	
X	Recorded Property Boundary Survey	
X	Technical Reports	
NA	Critical Area Report	
X	Parking Study <i>(see memo approved by Director)</i>	
NA	Cultural Resource Survey	
Submit Application Please send applications in PDF format to pced@cityofanacortes.org . An email with a link to a file share site is also acceptable. Paper copies may be requested after initial review.		Application Fee See the Land Use Permit Fee Schedule Fees will be invoiced to you after receipt of your application.

SUBMITTAL REQUIREMENT DETAILS

Additional details on certain submittals is provided below to ensure Applicants are fully aware what City staff will be looking for when an application is submitted to the City.

- a. **MASTER PERMIT APPLICATION:** Form attached. Use this form to indicate all requested land use permits and other key information about your proposed project.
- b. **AGENT AUTHORIZATION FORM.** Use this form to authorize someone other than the property owner to apply for permits.
- c. **PROJECT NARRATIVE:** Form attached. This document contains a list of elements to be included in your project narrative to help provide a clear and concise description of your proposal for those reviewing it.
- d. **RESPONSES TO CONDITIONAL USE PERMIT CRITERIA:** In order for the decision-maker to grant a conditional use permit, there must be a finding that the use would be consistent with the criteria in AMC 19.36.040. As the applicant, it is your responsibility to clearly demonstrate how each criteria is met.
- e. **STORMWATER SITE PLAN:** The Stormwater Site Plan is the comprehensive report containing all of the technical information and analysis necessary for regulatory agencies to evaluate your project for compliance with stormwater requirements. The level of stormwater review and contents of the Stormwater Site Plan will vary with the type and size of the project, and individual site characteristics. Use Form CG-3 to determine the level of stormwater review and then complete the applicable Stormwater Minimum Requirements Form on the [Public Works - Engineering Department Forms website](#) and provide required submittal items/plans.
- f. **SITE & LANDSCAPE PLANS:** These plans are needed so that your proposal can be reviewed for conformance with the applicable zoning and land use, community design, and project design provisions of the development regulations contained in AMC Title 19 Unified Development Code. (Use the site plan checklist for Single Family Residential Building Permits or Multi-Family and Non-Residential Site Plan review, as applicable (see [application checklists](#) and forms)
- g. **CLEARING & GRADING PLANS:** Checklist is located in the [Clearing/Grading Permit application packet](#). These plans are needed so that your proposal can be reviewed for conformance with [AMC 19.78 Clearing and Grading](#).
- h. **BUILDING ELEVATION DRAWINGS:** Checklist attached. These plans are needed so that your proposal can be reviewed for conformance with the applicable project and building design provisions in AMC Title 19 Unified Development Code. (Use the building elevations checklist for Single Family Residential Building Permits or Multi-Family and Non-Residential Site Plan review, as applicable (see [application checklists](#) and forms).
- i. **SEPA CHECKLIST:** Unless a project is categorically exempt, an environmental checklist is required to be completed and submitted.
- j. **TRANSPORTATION CONCURRENCY REVIEW FORM:** This form is used to collect information for the City's travel demand model, which is used to determine a project's impacts on the transportation system. Under GMA, the City must prohibit development approval if the development would cause the level of service on a locally owned transportation facility to

decline below the standards adopted in the transportation element of the comprehensive plan, unless transportation improvements or strategies to accommodate the impacts of development are made concurrent with the development. [AMC 19.22 Concurrency](#) contains the review criteria.

- k. **SUBDIVISION GUARANTEE:** A document prepared by a title insurance company documenting the ownership and title of all interested parties in the development and that lists all encumbrances. This document is needed to verify property ownership and to identify any encumbrances that are recorded to the property's title. Copies of all the encumbrances listed within the certificate or report must be provided. The certificate or report must be dated within 30 days prior to the submittal of a permit to the City.
- l. **RECORDED PROPERTY BOUNDARY SURVEY:** A recorded survey is required to define the limits of the property subject to the application. All property corners must be staked/marked and visible.
- m. **DIGITAL COPY OF ALL APPLICATION DOCUMENTS:** PDF format files for all submittal items, named as they appear on the submittal checklist, must be provided on a flash drive or emailed to pced@CityofAnacortes.org.

TECHNICAL REPORTS

Following is a list of technical reports that may be required to be submitted to the City depending on project and site-specific factors. The general triggers for each of the listed technical reports is provided below:

- A. **CRITICAL AREAS REPORTS:** In general, Critical Area reports are required when wetlands, streams, habitat conservation areas, geologically hazardous areas, shorelines, or aquifer recharge areas are located on or near a site. Critical area mitigation plans may also be required, depending on the project proposal. See Anacortes Municipal Code Ch. 17.70 for additional information.
- B. **PARKING STUDY:** A parking study may be required to determine the parking requirements for a specific use, adjusting minimum and maximum quantitative parking requirements, determining times of peak demand, and determining impacts to on-street parking in the vicinity of a proposed development. See AMC 19.64.020 for more info.
- C. **CULTURAL RESOURCES REPORT:** For more information on cultural resource surveys contact the Washington Department of Archaeology and Historic Preservation (<http://www.dahp.wa.gov>)
- D. **OTHER TECHNICAL REPORTS MAY BE REQUIRED TO DETERMINE /ENSURE CONFORMANCE WITH CUP CRITERIA.**

PROJECT NARRATIVE REQUIREMENTS

GENERAL INFORMATION
This form is intended to assist applicants in creating complete project narrative for site plan and building design review. Please fill in each space with the requested information.
PROJECT DESCRIPTION – Required for all project types
A. If a neighborhood meeting was held, provide the date held, general items of discussion at the meeting, and how the project proposal has been modified since the meeting, if applicable.
A neighborhood meeting was held on January 20, 2022. The project was presented as it is represented in this application. There have been no changes.
B. Proposed use of the Site per AMC Table 19.41.040 or 19.41.050 and any special use provisions that apply. (see AMC 19.43 – 19.48)
Day care Type II CUP required Type IV approval by City Council.
C. Current use of the Site. Date of construction for any existing structures on site, and whether they are to be removed or retained.
Former plant nursery on the south lot has been demolished. An existing residence on north lot will be demolished for a new staff parking lot. Construction is anticipated for Summer 2022.
D. Description of the site’s physical characteristics, including special site features (such as wetlands, water bodies, steep slopes, or other critical areas).
The south site is currently occupied by a former plant nursery and the north site is occupied by a vacant existing residence. Both sites are mostly gravel impervious surfaces. Both sites are flat.
E. Current uses and special site features of surrounding properties.
Most of the surrounding properties are residences.
F. Description of general design techniques you considered to implement low impact development (see AMC 19.76.050(A) and (B)) in the design of your project site and proposed stormwater facilities necessary for compliance with AMC 19.76 Stormwater.
See Civil drawings and calculations.
G. Description of the proposed form and intensity of the proposed development (height, setbacks, lot coverage, etc.). (See AMC 19.42.)
See Sheet A-1.1, A-1.2 and A-3.0.
H. Identification of the site’s block frontage designation(s) and description of project conformance. (see AMC 19.61)
The property is not within a block frontage designation. Conformance for the landscape block frontage has been provided. See Sheets A-1.1, A-1.2 and A-3.0.
I. Description of the proposed building design, including a description of conformance with building massing and articulation, building details, building materials, and blank wall treatment requirements. (See AMC 19.63). Note: If you are proposing any departures, you must attach the applicable form.

See Sheets A-1.1, A-1.2 and A-3.0.
J. Description of proposed parking for vehicles and bicycles, including provisions for guests, shared parking. (see AMC 19.65)
See Sheets A-1.1, A-1.2.
K. Describe existing and proposed site access from public streets and any proposed street and/or pedestrian improvements.
Access to the site will be from the intersection of 15 th Street and D Avenue to the main parking lot located north of the daycare. From the intersection of the Alley and D Avenue to secondary parking lot area and the side of the building. There will be off-site parking developed per an inter-local agreement with the City on 16 th Street to the south. New sidewalks will be installed on 15 th , 16 th Street and D Avenue.
L. Estimated quantities and type of materials involved if any fill or excavation is proposed.
Cut is estimated at 550 cubic yards and fill is estimated at 440 cubic yards.
M. Number, type, and size of trees to be removed.
Existing vegetation and trees will be removed and new landscaping and street trees will be installed to meet landscape code requirements.
N. Description of existing site utilities and proposed utilities, including extensions, upgrades, relocations, etc. (see AMC 19.52 Underground Utilities).
The existing site currently has water, sewer and power stubbed to the site for the existing home that is being demolished. The existing stubs will be removed, and new utilities will be constructed to the new building.
O. Explanation of any land to be dedicated to the City.
None.

CONDITIONAL USE PERMIT CRITERIA

GENERAL INFORMATION
The following section is intended to help you provide information about your project's compliance with the CUP criteria. Please fill in each space with responses that demonstrate how your proposal complies with all each criteria found in AMC 19.36.040.
P. How will the proposed conditional use comply with any specific requirements for the use found elsewhere in Title 19 Development Regulations?
Zoning for the site is R2A which allows a Daycare Type II use as an approved use via a Conditional Use Permit. This is a type IV approval by City Council.
Q. Describe how access to the site is appropriate considering the anticipated volume of traffic resulting from the use.
We have created access to the main parking lot from the intersection of 15 th Street and D Avenue with a right out from that parking lot at the intersection of the alley and D Avenue. The parking lot to the north on 15 th and the alley parking will be for staff. Parents will park temporarily for drop off and pick up of children on the parking stalls and street improvements being created along the intersection of 16 th Street and D Avenue. This will limit access and turning movement onto D Avenue for most of the vehicles entering and exiting the site.
R. Describe how off-street parking and loading facilities are adequate in terms of location, amount, and design to service the use.
See parking memo from the applicant. We anticipate a total of xx staff and 40 children. Parking on site is provided for 19 vehicles. Parking for an additional xx vehicles is provided off-site along 16 th Street. There is adequate parking provided. A loading area is provided on the alley.
S. Describe the location and intensity of outdoor lighting and how casting of light on adjacent, adjoining, or neighboring properties will be avoided.
Lighting is shown on sheet A-1.1. All lighting will be LED light fixtures with cut off shields and comply with "night sky" requirements. Lighting will be for security purposes to illuminate the parking lot area, exit doors and entrances to provide pathway illumination and security for employees and parents dropping off and picking up children in the morning and at the end of the work day.
T. Describe the hours and manner of operation of the proposed use, including anticipated noise generation, and how these will not be inconsistent with adjacent or nearby uses.
The facility will be open from the hours of 7:30am to 5:00pm Monday - Friday. This will not have an impact on adjacent residential properties. Minimal noise generation will result from the vehicles entering into the site for employee parking. Most parents will park on the alley or along 16 th Street to drop off and pick up their child/children.
U. Describe existing or proposed public facilities that will serve the use and whether they are adequate to serve the proposed use.

<p>The site is currently served by: City of Anacortes Water City of Anacortes Storm sewer and Sanitary sewer Puget sound energy and light power and gas City of Anacortes refuse services</p>
<p>V. Describe the physical conditions of the site, including size, shape, topography, and drainage and their suitability for the proposed development.</p>
<p>The south site is currently occupied by a former plant nursery building which has been demolished and the north site is occupied by a vacant existing residence which will be demolished. Both sites are mostly gravel impervious surfaces. Both sites are flat. The storm drainage currently sheet flows to existing ditches or the existing City storm-sewer.</p>
<p>W. Describe any other factors deemed relevant to the decision-maker.</p>
<p>The property has been design with materials, architectural forms and fenestration to compliment that of the surrounding residential neighborhood. The structure is designed to be aesthetically appealing and blend in with the surrounding neighborhood. Native landscaping to meet code will be installed. All parking has been screened as much as possible to minimize impacts to the surrounding residences.</p>