



CITY OF PORT ORCHARD
Department of Community Development

216 Prospect Street, Port Orchard, WA 98366
Phone: (360) 874-5533 • Fax: (360) 876-4980
planning@cityofportorchard.us
www.cityofportorchard.us

OWNER COMPLETE
PERMIT CENTER
JAN 26 2021
CITY OF PORT ORCHARD
COMMUNITY DEVELOPMENT

November 28, 2018

Robert Baglio
The BJC Group, Inc
PO Box 2030
Port Orchard, WA 98366

Project Name: Coffee Shop
Project Location: 1489 SE Sedgwick Rd (APN 022301-4-039-2003)
Project Number: LU18-PRE-APP-07

Attendees: Robert Baglio, Applicant
Norm Olson, NL Olson & Associates
Brad Wiggins, South Kitsap Fire and Rescue
JJ Johnson, West Sound Utility District
Darren Podraza, City of Port Orchard Public Works Department
Mike Pleasants, City of Port Orchard Public Works Department
Zack Holt, City of Port Orchard Public Works Department
Nick Bond, City of Port Orchard Department of Community Development
John Robinson, City of Port Orchard Department of Community Development
Stephanie Andrews, City of Port Orchard Department of Community Development

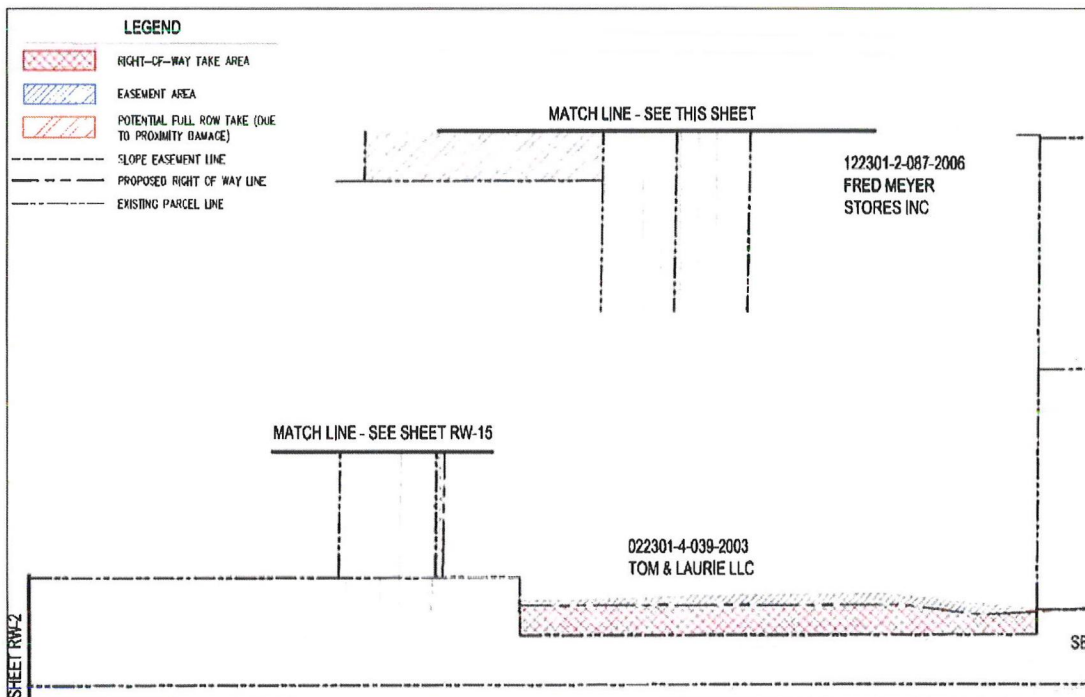
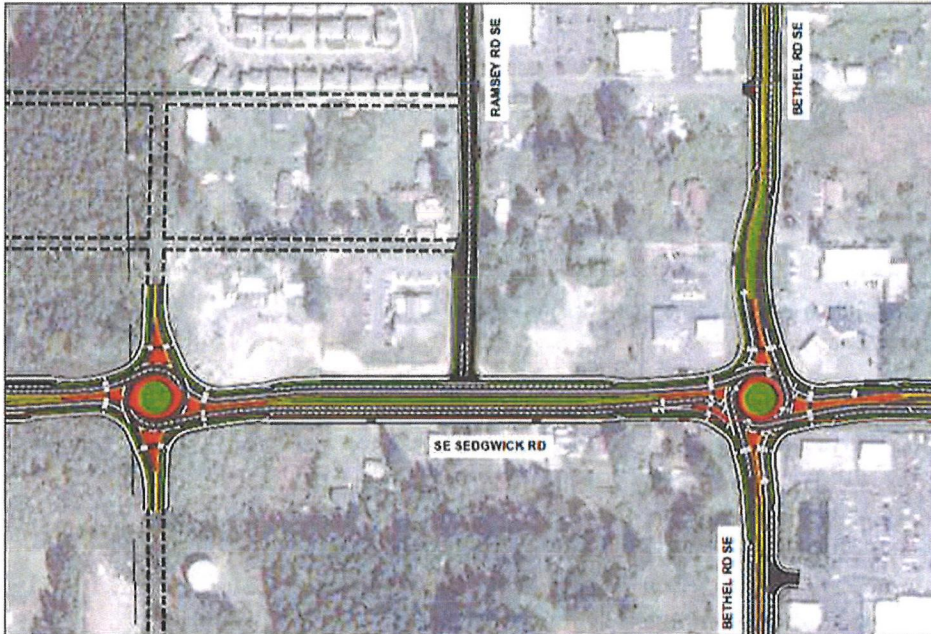
Thank you for meeting with staff on Tuesday, September 4, 2018 to discuss your project. The pre-application meeting was requested to discuss requirements for the construction of a drive-thru and sit down coffee shop on the above-referenced parcel.

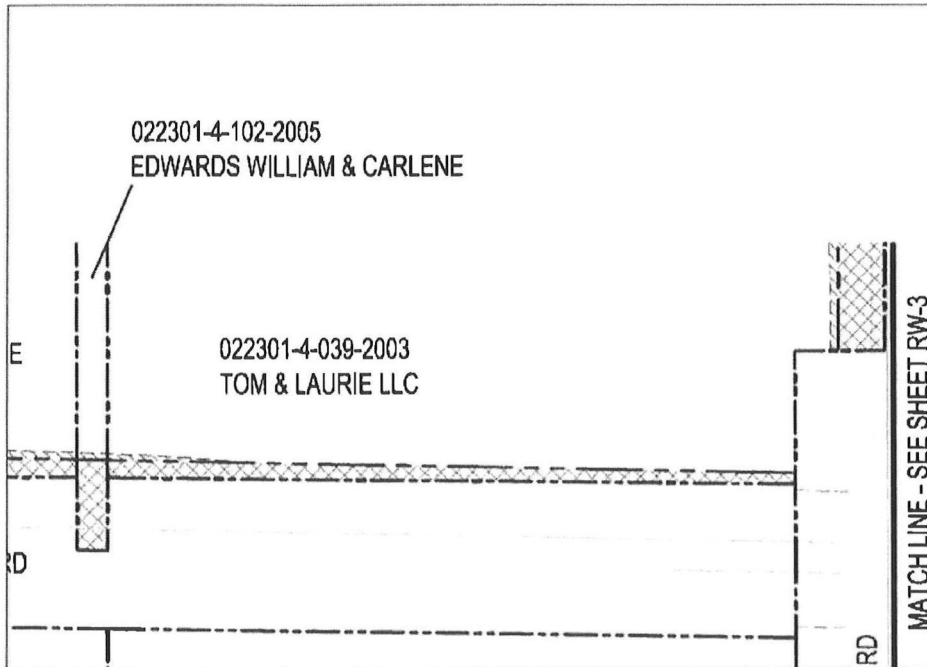
The City based the following responses on the pre-application conference materials submitted by the applicant. If a substantial change should occur to this project, please contact the City as additional review may be necessary.

Zoning and Land Use (contact Stephanie Andrews with questions):

The subject property is identified as 1489 SE Sedgwick Rd and is currently zoned Commercial (Co), which allows both sit down and drive-thru coffee shops outright. Zoning changes are currently pending that are proposing to change the zoning designation to Commercial Mixed Use (CMU). As this code proceeds through the review and adoption process, draft documents can be viewed on the City's website at <https://www.cityofportorchard.us/2018-update-to-the-zoning-code/> or by contacting the Department of Community Development directly. This change to the zoning is expected to be final in January-February 2019.

The City of Port Orchard has partnered with SCJ Alliance to conduct a corridor study for Sedgwick Road which builds on previous and on-going planning efforts to develop a comprehensive plan for this critical development corridor. The overarching objective of this study is to develop a conceptual corridor design that improves mobility and supports growth in the area. Frontage improvements for the site will be required to be consistent with this plan, which can be viewed at <https://www.cityofportorchard.us/final-bethel-and-sedgwick-road-corridor-plan/>. The concept layout for Sedgwick as it intersects with this site is as follows:





It is important to note that new development is subject to the Design Standards in POMC 20.127. Please take some time to review these standards as they may impact the building design and site layout. Additional review will be required as more detailed plans are prepared and submitted to the City for review.

The required development regulations regarding setbacks and height in the Co district are found in POMC 20.122.025 Densities and dimensions as follows:

Minimum setback in feet

- Street right-of-way (1) (11): 10
- From adjacent residential zoning (2): 5
- From adjacent nonresidential zoning (2)(3): 5

Maximum site coverage in percent of net useable acres

- Maximum impervious surface (4): 85%
- Landscaped area – Softscape (5): 15%
- Landscaped area – Hardscape (6): 15%

Maximum building height in feet: 33'

The proposed development regulations regarding setbacks and height in the CMU district are as follows:

- (5) Principal building setbacks.
 - a. Primary Street: 0 ft minimum / 10 ft maximum
 - b. Side Street: 0 ft minimum / 10 ft maximum
 - c. Side Interior: 0 ft minimum
 - d. Rear: 20 ft minimum (Rear if abutting an alley: 4 ft minimum)

Maximum hard surface coverage: 80%

- (6) Build to Zone:
 - e. Building façade in primary street: 70% minimum (% of lot width)
 - f. Building façade in side street: 30% minimum (% of lot width)

- (7) Parking location. Parking shall be allowed as followed except where another standard is specified in POMC 20.127):
- a. Front Yard: Not Allowed
 - b. Corner Yard: Not Allowed
 - c. Side Yard: Allowed
 - d. Rear Yard: Allowed
- (8) Building height. All buildings and structures: 3.5 stories/ 40 ft maximum except that Transfer of Development Rights height bonuses may be approved in local centers as designated in the Port Orchard Comprehensive Plan for properties with CMU zoning in accordance with POMC 20.41 provided that no building exceed 8 stories / 88 feet through the use of the TDR program.

As part of the application for development, the applicant shall apply for a Capacity Reservation Certificate for transportation through the City of Port Orchard. Traffic concurrency will be evaluated in the City's transportation model through the City's on-call consultant. Upon receipt of application the TIA will be forwarded to the consultant for a fee estimate for the evaluation. The work shall not commence until a deposit is made with the City of Port Orchard. This estimate should be made available through the initial Determination of Completeness. Upon issuance of a building permit, the applicant will be responsible for the required impact fees for transportation.

A landscaping plan for the site shall meet the requirements of POMC 20.128 Landscaping Standards. This chapter is also proposed to be updated as part of the City's zoning code update. The revised draft code is available online.

The sign plan for the site shall meet the requirements of POMC 20.132 Sign Regulations. Additionally, signage requires separate permit approval.

The Port Orchard Municipal Code can be found through a link on the City's homepage at www.cityofportorchard.us and from the Department of Community Development on request.

Environmental (contact Stephanie Andrews with questions):

For the purpose of the Port Orchard Critical Areas Ordinance (POMC Title 20.162), the proposed development is considered a major new development as defined in POMC 20.162.044. Among other thresholds found in POMC 20.162.044, major new development is any new development which requires clearing, grading or filling one acre or greater, or the development of more than 750 square feet of commercial area. Major new development within 200 feet of a steep slope, stream or any other environmentally sensitive area requires review under POMC Title 20.162.

A portion of the subject property is identified as an area within a Category I Critical Aquifer Recharge Area. Development within a Category I Critical Aquifer Recharge Area is subject to the development standards found in POMC 20.162.086. The applicant should review the mapped critical aquifer recharge area on the Kitsap County Public GIS system in addition to any other existing/proposed public water sources to determine whether any portions of the proposed activities are within this area.

Based on the information provided by the applicant, SEPA will be required for the project. WAC 197-11-800 includes a list of categorical exemptions from the SEPA process. An environmental checklist shall accompany any development application.

Building (contact John Robinson with questions):

If you have any questions about International Building Codes and how they relate to your project, please contact Building Inspector John Robinson at jrobinson@cityofportorchard.us or at (360) 874-5533.

Fire District Review (contact Brad Wiggins with questions – (360) 876-6506):

The South Kitsap Fire & Rescue's Prevention/Education Office did not provide comments on the project.

Water and Sewer – WSUD (contact JJ Johnson with questions – (360) 876-2545):

Sewer connection will be made by coring in to the manhole at the intersection of Bethel and Sedgwick. If the property can be serviced by gravity then that is what will be expected. The stub serving the Shell station probably will not be an option due to the drops on that line; there will not be enough straight pipe to install a manhole. For water service, it will be a requirement to run a main down Sedgwick, connecting the mains at Ramsey and the Shell station. It is recommended that you do a service request to get fee information from Karen at West Sound Utility District.

Public Works Comments (Contact Mike Pleasants with questions):

1. All of the development shall conform to the most recent copy of the City of Port Orchard's Development Guidelines at the time of complete application.
2. Developer shall comply with all applicable stormwater requirements within the currently adopted City of Port Orchard Stormwater Manual. The currently adopted manual is the *2012 Stormwater Management Manual for Western Washington as amended in 2014 (SMMWW, 2014)* by the Washington State Department of Ecology.
3. A Stormwater Drainage Permit (SDP) will be required prior to construction activities. Please submit an SDP application and all required information as determined from application checklist.
4. A Land Disturbing Activity Permit (LDAP) is required prior to construction activities. Please submit an LDAP application and all required information as determined from application checklist.
5. A National Pollutant Discharge Elimination System (NPDES) Stormwater Construction permit from the State Department of Ecology will be required. More information about this permit can be found at: <http://www.ecy.wa.gov/programs/wq/stormwater/construction>. Proof of coverage under this permit is required prior to issuance of permits.
6. Any work within the City right-of-way will require an application to perform work on City right-of-way and possibly a maintenance or performance bond. This application must be submitted as part of the Permit process. The need for and scope of bonding will be determined at that time.
7. A Traffic Impact Analysis report is required for this site, including entering and exiting sight distance and ADT.
8. Water and sewer service will be provided by the Westsound Utility District. Approval from the District will be required prior to permit issuance.
9. Transportation Capacity Reservation Certification (CRC) is required for this development. Building permits will not be issued without CRC concurrency.
10. This development will be assessed with commercial stormwater rates. Commercial rates are calculated based on actual impervious surface area, the equation is $[(\text{Square Feet of Impervious Area on Property}) / (3,000 \text{ Square Feet per Impervious Surface Unit (ISU)})] \times \14.00 (or current rate) per month per ISU) x 2 months/billing cycle = Stormwater Bill for 1 billing cycle which is every two months. If the total decimal of the ISU's is 0.5 or greater the ISU's are rounded up, however if the total decimal of the ISU's is 0.4 or lower the ISU's are rounded down. Applicant shall provide total impervious area on the plans submitted with the SDP Permit.
11. Transportation Impact Fees shall be due at the time of Building Permit Application.

12. Frontage improvements will be required. Please refer to the current Development Guidelines at time of submittal for required improvements.
13. Sedgwick Road is State ROW. WSDOT shall review improvements and provide separate requirements. A three-party agreement between the Owner, City and State is required concerning the construction of access improvements. Design approval from WSDOT is required prior to permit issuance.
14. A new access point on Sedgwick is not likely to be approved. Applicant should work with neighboring property owners for potential options.
15. The City has adopted a plan for future right-of-way needs on Sedgwick Road. The draft plans are available on the City's web site. The applicant should plan to develop outside of the proposed right-of-way.

Thank you again for considering the City of Port Orchard for your development proposal. The City's goal is to promote excellent customer service and efficient processing of all permits. The information presented above is based on partial plans and information. Please note that a more complete submittal with additional information may change the requirements of the application.

If you have additional questions, please feel free to contact me at (360) 874-5533 or email at sandrews@cityofportorchard.us.

Respectfully,



Stephanie Andrews
Associate Planner

cc: File: LU18-PRE-APP-07