



Attachment F

Planning and Community Development Department

210 Lottie Street, Bellingham, WA 98225

Phone: (360) 778-8300 Fax: (360) 778-8301 TTY: 711 (WA Relay)

REQUEST FOR INFORMATION

PDP2022-0009/DR2022-0020/SEP2022-0029/CAP2022-0033

Date of Notice: September 27, 2022

Date of Notice of Complete Application: 8/11/2022

Project Location: 4185 Northwest Ave., Bellingham WA 98226 Meridian Neighborhood Area 2 Residential Single zoning with a Planned/Mixed use qualifier and 1,800 sf density for Infill Toolkit units.

Applicant: Sean Hegstad, 5828 2nd Ave. #101, Ferndale WA 98248

Property Owner: Charles Vogel, 478 E Wisser Lake Rd., Lynden WA 98264

The Planning and Community Development Department (PCDD) has reviewed the application(s) referenced above. It has been determined that these application(s) do not supply sufficient information to prepare a permit decision and recommendation to the Hearing Examiner compliant with applicable regulations of the Bellingham Municipal Code (BMC) and Comprehensive Plan.

Required Actions:

To continue review of the above application(s), please submit the following information electronically to the permit center (permits@cob.org) and the staff planner listed below.

1. **Planning Department:**

- a. The applicant is required to submit an Address Information Verification Form (Page 12 of the Design Review Permit).
- b. The applicant is required to sign the SEPA checklist.
- c. Clearly label the proposed vegetated walls (vines on fencing) on sheet SH3.
- d. Pursuant to BMC 20.28.050.A4.b, driveways accessed from a street or private lane are limited to 12' in width (Building B Lots 11 & 15).
- e. The applicant shall be required to confirm the proposal meets the requirement under BMC 20.28.050.H.5.c for maneuvering adjacent to a lane or apply for a minor modification in accordance with the criteria under BMC 20.28.030.B.
- f. Pursuant to BMC 20.28.140.B.2, the garages for Building B Lots 11 & 15 shall be setback at least 4' from the street face of the residence or apply for a minor modification in accordance with the criteria under BMC 20.28.030.B.
- g. The applicant should consider revising the proposal for the western portion of the project (Buildings A & C, Lots 1-10) to be considered a Shared Court Infill Toolkit project and comply with the requirements under BMC 20.28.120. Note: BMC 20.28.120.F.4.b requires 35% of the total shared court area to be landscaped. BMC 20.28.120.F.4.d requires incorporation of two amenities into the courtyard. The applicant should consider moving the guest parking from the courtyards into

the private lane accessed from Dover St. The applicant will be required to modify the proposed plans for Building C on Lots 5 & 6 to provide a primary entry towards the courtyard. In order to comply with the shared court requirements increased landscaping should be incorporated into the shared court and demarcated pedestrian pathways should be incorporated with a change in paving/texturing to minimize pedestrian vehicle conflicts (see figure 20.28.120(A)).

- h. If the proposal remains entirely townhouses under BMC 20.28.140, the applicant should consider incorporating a common pedestrian corridor along the western and northern property lines and providing a primary pedestrian entry for Lots 1, 2, 5, 6, 10 to comply with BMC 20.28.140.F.1. Additionally, Lot 9 should also incorporate a primary entry and pedestrian connection to the eastern adjacent common green space to meet BMC 20.28.140.F.1.
 - i. Pursuant to BMC 23.08.060.F.1, the proposal is required to comply with the lot size transition requirement and the subject lots adjacent to the southern property shall be on lots no less than 90% of the existing neighborhood lot size. The smallest proposed lot on the subject property adjacent to the southern property is Lot 4 4,942 sf while the smallest lot on the southern adjacent property is 5,672 sf (1224 Garland Lane). Consider revising the sizes to comply with this requirement or submit a variance to the requirement in accordance with the requirements under BMC 23.48.040.
 - j. In accordance with the Residential Multifamily Design Handbook standards, the applicant should consider incorporating additional windows to break up blank walls on south elevation of Building D and the south elevation of Building B Lots 14 and 15.
 - k. The access easement on the northern portion of the property identified on Sheet SH3 does not appear to match the site plan on Sheet C1. Revise Sheet SH3 to provide an access easement to the western end of the proposed private lane.
 - l. The building elevations on Sheet A2.1 do not appear to match the site plan on Sheet C1. Revise accordingly.
 - m. The floor plans on Sheet A2.4 do not appear to match the site plan for Sheet C1. Revise accordingly.
 - n. Note: A Street Tree Permit is required with the Building Permit.
 - o. Note: Pursuant to BMC 20.28.050.G.9, pedestrian paths within common pedestrian corridors shall be separated from property lines, fences, walls and hedges by a minimum of two feet.
 - p. Note: Pursuant to BMC 20.28.140.D.4, a green factor landscaping score of 0.4 is required.
 - q. Note: The Fire Apparatus turnaround areas should also have a demarcated pedestrian path similar to the others.
 - r. Note: Fencing height in front yards and adjacent to private lanes, streets and common open space is limited to 42-inches per BMC 20.28.050.I.4.
 - s. Note: The project will require private Covenants, Conditions and Restrictions associated with common wall construction, mail, garbage/recycling locations for totes, utility easements, open space and vehicular and pedestrian access easements.
2. Public Works Department:
- a. The applicant shall be required to provide a soils test report from a qualified professional to determine whether infiltration for stormwater purposes is adequate. Permeable pavement is considered infeasible where seasonal high

ground water or an underlying impermeable/low permeable layer would create saturated conditions within one foot of the bottom of the permeable pavement BMP. The geotechnical report demonstrated mottling consistently across the whole site and would indicate permeable pavement is infeasible. Note: nonpermeable pavement will impact the Green factor landscaping score and the required Open Space requirement under BMC 20.28.140.

b. Public Improvements

i. Street

- 1) Dedicate R/W for public turnaround at end of Dover St. Will require third party dedication (required prior to permit issuance).
 - b. Build end of Dover St to full standard (no parking, sidewalks both sides, 50' minimum R/W allowed due to cul-de-sac/dead end).
- 2) Proposed shared driveway curb cut off Northwest can utilize the existing curb cut at that location.
 - d. Dedicate 10' along Northwest frontage per BMC 13.04.030.
- 3) Water system looped from Dover to Northwest Ave. The public utility easement for the water is shown currently on neighboring property and would require a third party easement. This will be required prior to permit issuance. Suggestion: Keep the meters in front of the building area it is serving to extent feasible.
- 4) Sewer main extension extended to serve all proposed lots and neighboring properties as feasible. Suggestion: Swap the sewer and water alignments along the Dover Access road and beyond to put the sewer in the middle and put the water main on the outside. This will keep the trees farther from the sewer and put the deepest utility on the inside away from the conservation easement area.
- 5) Some parts of the stormwater system are public and subject to further review and SSP comments being addressed.
- 6) Utility easement required over all proposed public utilities. Ensure adequate width is provided (20' minimum with 10' on either side of utility). Standard utility easement language prohibits trees within easement area. There may be an option for the trees to be placed within the southern utility easement provided the City will not be responsible for replacing any landscaping disturbed as part of any maintenance activity.
- 7) All public improvements (streets and utilities) will be constructed pursuant to a Public Facilities Construction Agreement. A complete PFC application must be made prior to or concurrently with building permits. All improvements must be constructed and accepted by the City of Bellingham prior to any occupancy and/or plat approval.
- 8) Public utility easement must cover all hydrants (10' behind and to all sides) and meters.
- 9) Separate/clarify that the public utility easement (includes access to City for utility maintenance) is a separate document/easement than the private access easement.

ii. Stormwater

- 1) Stormwater management and adequate drainage must be provided for the proposed plat. See comments on preliminary

- stormwater site plan provided on the combined plan set. It is recommended a revised SSP be required prior to PDP approval.
- 2) Public system cannot benefit the proposed multifamily. With this configuration, assume at this point that the vault will be located within an easement dedicated to the City. The tract area should be incorporated into the neighboring lots or set up as a common tract if desired. The City will not maintain the surface of this tract since a vault is proposed.
 - 3) Rock void vaults will not be approved for single family developments.
 - 4) Ensure SSP is stamped/signed and note that City of Bellingham has adopted the latest manual. Please update the SSP to address the 2019 Ecology Manual.
 - 5) Confirm flow paths on-site. Grades shown in survey appear to indicate generally the east half drains to Northwest Ave and generally the west drains north and west. Review grades and confirm. Review definition of threshold discharge area and confirm if two TDAs are present as it appears.
 - 6) Private Facilities
 - a. Each lot must have on-site stormwater management.
 - b. If any infiltration type BMP (permeable pavement, raingardens, or infiltration trench) is kept in final design, ensure a PIT test is provided or other applicable additional information. Further ensure the design addresses any site constraints.
 - c. Note: perforated stub out connections are not infeasible due to vault but may be due to the high seasonal groundwater.
 - d. MF Lot: The mitigation for this lot can be accomplished in the public system. The tract requires enhanced treatment. Revise the plan to address. If feasible a central system could still be proposed but it would be owned and maintained by the multifamily tract owner.
 - 7) Public Facilities
 - a. Detention Vault: 7' depth is required for confined space purposes, consider reviewing option for considering a vault a tank (this would require a different layout). Ensure proposed design is consistent with all design requirements in the Manual or provide justification for review if altered. If proposed detention system is underground, assume going forward that the utility will be dedicated to the City with an easement, not a tract.
 - b. Treatment: System serving the single family home lots can be basic treatment. Wet vaults are not recommended residential developments and would only be accepted if alternative options were infeasible.
 - 8) Off-site analysis: The initial qualitative analysis shall extend along the flow path from the project site to the receiving water, for a distance up to one mile. Extend the qualitative analysis and review the City's surface and stormwater comprehensive plan. Identify any issues downstream and identify the receiving waters.

- 9) As part of minimum requirement no. 4, review and address the supplemental guidelines from the manual as no downstream conveyance system exists going north and west. Note the 100 year developed and existing runoff and what outfall is required and how the proposal is compliant.
- 10) Wetland protection / Minimum Requirement No. 8: Significant updates to how you address this minimum requirement is present in the 2019 manual. It is assumed that wetland modeling is required at this point but it is determined by wetland category and habitat score, see Ecology Manual for more information. Further the Northwest conveyance system drains to a wetland too. Provide a flow control model to address minimum req no. 7. And then individual models for each wetland basins (clarify if the north and west one is the same wetland complex). Ensure you are selecting groundwater, interflow, and surface for point of compliance in WWHM.
- 11) Source control BMPs must be identified from the manual. Note that BMPs for labeling all storm inlets, landscaping, and applicable source control BMPs for the multifamily tract all appear to be relevant.
- 12) Modeling: Ensure the final report includes screenshots of all set up. Provide a basin map with land use areas that consistent with the modeled areas. Show TDA as applicable. Mitigated scenario included A/B soils though site soils were noted as C soils, revise.

3. Fire Department:

- a. All 10 IRC townhouses accessed from Garland Ln/Dover St will require NFPA-13D sprinkler systems since Garland Ln will be single point of access for more than 30 dwelling units.
- b. Locate hydrants as shown with redlines on civil plans.
- c. Underground structures/vaults located beneath or within 10 feet of drivable surfaces must meet BMC 17.20 Chapter 5 aerial apparatus point loading requirements.
- d. FIR-Fire Apparatus Access Road permit is no longer a deferred submission. FIR permit application must be submitted prior to or concurrent with first BLD permit. Must be stamped by professional engineer with statement and road cross section(s) demonstrating that private access roads designed and engineered to meet BMC 17.20 loading standards.

Please see **Attachment 1** for additional requested information and notes regarding staff review.

Review of these application(s) cannot continue until this information is received and determined to be sufficient. Within 14 days of submitting the above information, the City will either determine that the information is sufficient or specify in writing what additional information is required. If the information is sufficient, processing of the application(s) will resume in accordance with BMC 21.10. This request for additional information is accordance with BMC 21.10.190 B. (4).

Pursuant to BMC 21.10.190 (C), the application(s) will expire and become null and void if all of the requested information is not submitted within 120 days from the date of this notice for request for information. At the applicant's request, the PCDD director may extend this 120-day

period in accordance with BMC [21.10.080](#)(A). No further notice will be sent concerning this 120-day expiration timeline.

Please contact the staff member below if you have any questions regarding this notice:

Name: Ryan Nelson, Planner E-mail / Phone: rnelson@cob.org or 360-778-8368