



**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**

DR2024-0004/SUB2024-0016/CAP2024-0021/SEP2024-0010

**Date of Notice:** May 20, 2024

**Date of Notice of Complete Application:** 5/1/2024

**Project Location:** 4241 Northwest Ave., Bellingham WA 98226 Cordata Neighborhood, Area 20, Residential Single zoning, Detached and Cluster use qualifier with Infill Toolkits as allowed use.

**Applicant:** AVT Consulting LLC, 1708 F St., Bellingham WA 98225

**Property Owner:** Chay & Christina Tan & Ethan & Kelli Potts, 220 W Champion St. STE 200, Bellingham WA 98225

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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](mailto:permits@cob.org)) and the staff planner listed below.

1. **Planning Department:**
  - a. In order to comply with the Multifamily Residential Design Review standards for Building Design, the applicant should consider additional windows along the side elevation of the proposed buildings to break up blank, flat walls.
  - b. The applicant should consider whether there is an opportunity to obtain a pedestrian access easement from the western adjacent property which could minimize critical area and buffer impacts.
  - c. The applicant should consider reducing the alley width from 20' to 16' between Buildings 4 and 5 unless required to meet Fire Apparatus Road Standards.
  - d. The applicant should consider reducing the private lane width from 22' to 20' between Buildings 6 and 7 unless required to meet Fire Apparatus Road Standards.
  - e. Please note there is a 10' rear yard setback required from the existing single family residence to western property line. Confirm the proposed preliminary plat meets this requirement.
  - f. The applicant is required to revise the tree removal plan to maximize tree preservation associated with the project. There appear to be multiple trees outside of the development footprint and also within the 15' building setback from the wetland buffer which could potentially be preserved with best management

practices associated with tree preservation. Provide the number of trees which will be preserved as part of the development and additionally the number of trees which will be replanted to mitigate for the loss of trees resulting from the project.

- g. In order to comply with the Multifamily Residential Design Review Standards for Site Design which require buildings to be oriented to public streets in a way that enhances the character of the street for pedestrians, the eastern unit of Building 1 is required to be redesigned. The applicant should consider additional architectural details in the form of a prominent roof pitch, additional windows and/or doors and deck/patio to enhance the pedestrian orientation in a more meaningful and deliberate way in accordance with the requirement. The applicant should move the townhouse to comply with the maximum 20' front yard setback. Note: The proposal requires a 15' dedication of right of way abutting Northwest Ave.
- h. Pursuant to BMC 20.28.140.B.2, garages are required to be setback a minimum of 4' from the building face. The applicant is required to modify the proposal or request a minor modification.
- i. The applicant is required to revise the proposed large lane to include sidewalks on both sides in accordance with BMC 20.28.050. Staff does not support the proposed minor modification to ensure consistency with other similar approved infill toolkit projects.
- j. The applicant should consider demarcating the proposed guest parking accessed from the private lane with a different material and additional landscaping to screen vehicles from the public street and primary private lane.
- k. The applicant should consider whether there is an opportunity to provide additional guest parking within the proposed driveway for the retained single family residence.
- l. In order to comply with the Multifamily Residential Design Review Standards for Building Design and Infill Toolkit Townhouse Design Standards the applicant shall be required to revise the building elevations to provide greater modulation, articulation and altering roof types for the individual townhouse units. Please see **Attachment 1** for examples.
- m. In order to comply with the Multifamily Residential Design Review Standards for Building Design the applicant should consider more vertically oriented windows in the proposed architectural design.
- n. Provide additional documentation confirming whether the required setback sidewalk, bicycle lane and street improvements abutting Northwest Ave. are within the existing developed road footprint. Additional development outside of the existing road footprint will require wetland and associated buffer mitigation in accordance with the requirements under the Critical Areas Ordinance (CAO) and a revised wetland mitigation plan consistent with the mitigation ratio requirements under BMC 16.55.350.
- o. The applicant shall be required to provide a detail of the proposed pedestrian corridors to ensure compliance with the requirements under BMC 20.28.050.G.9 or request a minor modification accordingly.
- p. In accordance with the Multifamily Residential Design Review Standards for Site Design the applicant should locate and design useable space to encourage its use for leisure or recreational activities. The applicant should consider whether the open space between Buildings 1 and 2 could be increased to accommodate common usable space.
- q. Pursuant to BMC 20.28.050.I.1, one street tree shall be required for every 40' of street or lane frontage. Trees required along a lane or common pedestrian

corridor shall be installed adjacent to the lane, or adjacent to or within the pedestrian corridor.

- r. Please see additional Design Review Team comments in **Attachment 2**.
  - s. Note: The applicant has requested a minor modification for the proposed guest parking off of the private lane from the requirement under BMC 20.28.050.G.8.
  - t. Note: The applicant has requested a minor modification from the maximum 20' front yard setback from the requirement under BMC 20.28.140.B.
2. Public Works Department:
- a. The applicant shall be required to dedicate 15' of additional right of way abutting the subject property for Northwest Ave.
  - b. The proposed infrastructure improvements to Northwest Ave. shall be required to incorporate setback sidewalks.
3. Fire Department:
- a. Note: Street name application required for new private road.
  - b. Note: Address of the existing house will change. The owner shall submit a letter of no context for the change of the address.
  - c. Note: A private fire apparatus access road is required to be constructed to serve this site. Fire apparatus access roads shall meet the requirements in BMC 17.20 Chapter 5. The fire apparatus access road shall be installed under an approved FIR-Fire Apparatus Access Road permit obtained from the Bellingham Fire Department.

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