



CITY OF PORT ORCHARD
Public Works Department
Permit Center
216 Prospect Street, Port Orchard, WA 98366
Ph.: (360) 874-5533 • permitcenter@cityofportorchard.us

NOTICE OF DECISION

Issuance Date: July 3, 2023

Applicant: Contour Capital LLC
113 Cherry St PMB 82013
Seattle, WA 98104

File Number(s): PW22-018, PW22-019

Project Name: Contour Apartments

Type of Application(s): Major LDAP & SDP

Assessor Parcel Number(s): 4625-000-009-0206

Site Location: NW of Harold Dr SE North of SE Lund Ave

PROPOSAL:

Construct a 23-unit apartment building with associate site improvements and extension of Harold Dr SE to SE Lund Ave.

DETERMINATION OF CONSISTENCY 20.24.100

Administrative applications are reviewed by the City to determine consistency between the proposed project and the applicable regulations and the Comprehensive Plan provisions. A determination of consistency shall consider the type of land use, the level of development, availability of infrastructure, and the character of development. The application shall be found to be consistent with the Comprehensive Plan, the provisions of Title 20, the Washington State Environmental Policy Act (SEPA), and the City's Design Standards.

PUBLIC COMMENT AND RESPONSE:

Notice of Application was issued June 21, 2022 with comment period running through July 5, 2022. The City received one comment during the comment period, which is summarized below.

Kerry Geffin, email received June 29, 2022

Comment: The commentor listed the following items in the letter; 1) Concern that work had begun prior to receiving permit approval; 2) Concern that the work being completed was within a geologically hazardous area and was in violation of the critical areas code; 3) indicated that the project was required to complete a preapplication meeting prior to applying for a Type II permit; 4) indicates that the propose landscape buffer to the north property does not adequately buffer the project from the single-family residence; 5) concerns about property damage from the adjacent construction and questions whether property markers will be surveyed and visible through the extent of the property; 6) additional concerns that the

commentor would discuss at a later date including building aesthetics, traffic, maintenance of screening, light pollution, and safety.

Response: 1) The city confirmed that work was not being completed onsite at the time of the comment was made, there was work being completed on an adjacent property at that time however; 2) see response to items 1; 3) the City waived the requirements for preapplication meetings for new submittals; 4) the proposed project meets landscape buffer code requirements; 5) property lines will be staked by a licensed surveyor as part of the construction process; 6) the building aesthetic is approved as part of the building permit and not the LDAP and SDP and the proposed project meets all local, state, and federal requirements for traffic, maintenance of screening, light pollution, and safety

FINDINGS MADE BY THE PUBLIC WORKS DIRECTOR/CITY ENGINEER

1. Counter complete applications for an LDAP and SDP were submitted on March 9, 2022.
2. Revised documents were submitted on May 25, 2022.
3. The application was determined to be technically complete on June 7, 2022.
4. A Notice of Application was issued June 21, 2022, with a two-week comment period that ended July 5, 2022.
5. The Notice of Application was properly noticed by mailing to surrounding property owners, publishing in the newspaper of record, and posting on the site.
6. One comment was received in response to the Notice of Application and is summarized above.
7. The City of Port Orchard has issued a Capacity Reservation Certificate for transportation and has received capacity availability letters from West Sound Utility District for Water and Sewer.
8. The application is consistent with the Comprehensive Plan, the provisions of Title 20, the Washington State Environmental Policy Act (SEPA), and the City's Design Standards. The application is consistent with the criteria of approval as identified in this report.

Approved Documents:

- Civil Plans, stamped received March 13, 2023
- Landscape Plan, stamped received September 13, 2022
- Storm Drainage Report, stamped received September 13, 2022
- Critical Areas Report & Addendum, stamped received September 13, 2022 & March 13, 2023
- Geotechnical Report & Addendum, stamped received March 9, 2022 & September 13, 2022

CONDITIONS OF APPROVAL

1. The decision set forth herein is based upon representations made and information submitted, including development plans and proposals, submitted to the Director. Any substantial change(s) or deviation(s) in such development plans, proposals, or conditions of approval imposed shall be subject to the approval of the Director, and may require additional permitting, public notification and comment.

2. The authorization(s) granted herein is/are subject to all applicable federal, state and local laws, regulations, and ordinances. Compliance with such laws, regulations, and ordinances are conditions precedent to the approvals granted and are continuing requirements of such approvals. By accepting this/these approvals, the applicant represents that the development and activity allowed will comply with such laws, regulations and ordinances. If, during the term of the approvals granted, the developments and activities permitted do not comply with such laws, regulations or ordinances, the applicant agrees to promptly bring such developments or activities into compliance.
3. Upon approval of the application and issuance of the land disturbing activity permit, no work shall be done that is not provided for in the permit.
4. Applicable fees shall be paid prior to permit issuance.
5. The approved permit must be picked up within sixty (60) days of notification. If the permit is not picked up within 60 days of notification, it may be canceled by the director and become null and void. If the permit is canceled, the director shall notify the applicant by mail. Permit review fees are not refundable for a permit that is canceled due to a failure to pick up.
6. The land disturbing permit application expires as specified in POMC 20.140.090(4).
7. A Separate Right-of -Way (Street Excavation) permit is required when working in the City's Right-of-Way. Contact Port Orchard Permit Center at (360) 874-5533 for further information.
8. Per POMC 20.140.090(4), an issued land disturbing activity permit shall automatically expire or be extended when the building permit expires or is extended; or, if a building permit is not issued for the same site, the LDAP shall expire if the authorized work has not begun within 180 days from the date of permit issuance, or if work is abandoned for over 60 consecutive days, unless an extension has been granted. The applicant shall be responsible for notifying the director, in writing, if delays or unforeseen circumstances are impacting the start or continuation of the work. If the authorized work is continually performed, the permit shall expire one year from the date of issuance, unless a different time frame is specified on the permit or an extension is granted. Up to two one-year extensions may be granted by the director for a land disturbing activity permit, provided the request is in compliance with provisions found in POMC 20.140.090(5).
9. Per POMC 20.150.150, an issued stormwater drainage permit shall expire three years from the date of issuance if the permitted work has not yet commenced. If construction has begun and is continuing, the property owner or permit applicant may request an extension in writing to the director prior to expiration. Inspections performed and approved within every 360 days is evidence that work has commenced and is continuing. The director may grant a one-time extension not to exceed two additional years.
10. Engineering or Architecture: Any changes in proposed construction shall be reviewed by the engineer or architect of record and submitted in writing to the City of Port Orchard Public Works Department prior to any revised construction. All engineering and/or architectural documents are a part of the approved set of plans, shall remain attached thereto, and become a part of the public record at the City. If documents are removed, or changes are made without approval from the architect or engineer and the Public Works Department, approval and occupancy will not be granted.

11. The site plan indicates that greater than 1 acre will be disturbed during construction. This threshold requires a National Pollutant Discharge Elimination System (NPDES) permit from the State Department of Ecology. More information about this permit can be found at: <http://www.ecy.wa.gov/programs/sea/pac/index.html> or by calling the Assistant City Engineer at (360) 876-4991. This permit is required prior to issuance of any construction permits.
12. Should the proponent propose phasing of the project, a phasing plan shall be submitted to City Public Works Department for review and approval. The phasing plan shall, as a minimum, address the following items: 1) Timetables indicating the anticipated time between initial site grubbing/grading activity and the completion of construction, including site stabilization of that specific phase. 2) The extent of drainage improvements to be installed during the various phases.
13. The location is not on City water or sewer services. Your Utility Billing for storm drainage will start on the date of issuance for the Certificate of Occupancy or Temporary Certificate of Occupancy.
14. The contractor is responsible to provide the required temporary traffic control per the MUTCD.
15. Submittal and approval, by the Project Engineer, of the Operation and Maintenance Manual for privately maintained and/or non-standard stormwater facilities prior to issuance of the Certificate of Occupancy.
16. Clearing limits shall be marked on-site prior to any land clearing. Clearing limits shall be the minimum necessary to construct and install all facilities. Every effort shall be made to disturb as little of the existing natural vegetation in order to retain the maximum vegetation possible. Please call the Planning Department to schedule your inspection at (360)874-5533.
17. Erosion and sedimentation control devices shall be installed in accordance with best management practices. Provide gravel construction entrance mat and other appropriate BMPs as required. Protect all exposed soils. Contact Port Orchard Permit Center to schedule an inspection by calling (360) 874-5533.
18. Cover and properly locate stockpiles.(1) Earth stockpiles should be set back at least 50 feet from downslope drainage features (e.g. channels, catch basins, detention ponds, pavement, stream banks, critical drainage areas); (2) Stockpiles should be located on the uphill side of the excavated area wherever possible so that they can act as diversions; (3) Earth stockpiles should not be placed on pavement without implementation of a procedure to prevent sediment transport; (4) Earth stockpiles should be completely covered or otherwise stabilized with an appropriate BMP on a daily basis during winter months and within 30 days during dry seasons; (5) The bottom of the stockpile should be circled with an interceptor swale and/or Filter Fabric Fence to catch sediment-laden runoff from the stockpile.
19. It is the responsibility of the Contactor to schedule all paving operation inspections for approval.
20. Submittal of a recorded (with the Kitsap County Auditor) Maintenance Covenant for maintenance of erosion and sedimentation control facilities located on the project site

which gives the City of Port Orchard the right to inspect the facilities and guarantees the City that the facilities will be properly maintained (enclosed).

21. Erosion and sedimentation control devices shall be installed in accordance with best management practices. Provide appropriate gravel entrance mat. Protection of all exposed soil is required. Installation and inspection is required prior to any work commencing on-site. The contractor is responsible for continued maintenance during and after construction.
22. Erosion and Sedimentation Controls are required at this time and must be installed prior to any work commencing on site. Schedule an inspection by calling the Port Orchard Permit Center at (360)874-5533.
23. Submittal of a recorded (with the Kitsap County Auditor) Maintenance Covenant for maintenance of private storm drainage facilities located on the project site which gives the City of Port Orchard the right to inspect the facilities and guarantees the City that the facilities will be properly maintained (enclosed).
24. The required drainage facilities must be inspected and approved by the City of Port Orchard Public Works Department prior to the final inspection.
25. The engineer shall provide certification to the City that the drainage conveyance pipes and structures were installed in compliance with the accepted plans.
26. Certification by the Project Engineer that the soils encountered under any infiltration systems is consistent with the design criteria. Certification for Infiltration Soils
27. The owner/applicant shall provide certification to the City of Port Orchard that the drainage conveyance pipes and structures were cleaned prior to final site inspection.
28. Submit soil compaction testing reports when complete to the City of Port Orchard Assistant Engineer.
29. WITHIN 5 FEET OF BUILDING STRUCTURE: The required sanitary sewer system must be inspected and approved by the City of Port Orchard Building Inspector prior to backfilling the trench and the final inspection. Call (360)874-5533 to set up an inspection.
30. West Sound Utility District provides water and/or sewer service to this property. Connection and use must comply with WSUD standards. Call and coordinate connection and/or inspection with West Sound Utility District (360) 876-2545.
31. Permanent stabilization and restoration of the project site. Final replanting may be delayed to the appropriate season, provided that temporary soil stabilization measures are in place and financial security is provided to assure the completion of work.
32. Completion, to the satisfaction of City of Port Orchard Public Works Department, of all work indicated on the plans.
33. The Contractor must keep track of any field changes which will be turned over to the engineer of record to use in preparation of the as-built drawings for the project. The owner must submit the as-built plan set drawings to the Permit Center for the City's review and approval prior to submitting the final copies. Once approved, submit as-built plans to the Permit Center consisting of one paper copy and an electronic copy of both DWG and vector-converted PDF digital drawings.
34. Clearing limits must be staked in the field prior to calling for clearing limits inspection.

35. Significant tree protection fencing must be staked in the field prior to clearing limits inspection. Significant tree fencing will need to be inspected after installation and prior to significant earth work.
36. Landscaping must be installed per the approved landscape plan. Any substitutions or other changes to the Plan must be submitted to the Permit Center for approval prior to the landscape inspection.
37. Landscaping must be installed or bonded prior to building occupancy.
38. SOIL AMENDMENTS: All disturbed areas proposed as landscape or lawn shall install soil amendments per Department of Ecology BMP T5.13 Post-Construction Soil Quality and Depth. Please coordinate soil amendments with Public Works inspector prior to installation.
39. LIABILITY INSURANCE. A Certificate of Liability Insurance is required prior to issuance of a stormwater drainage permit. The liability insurance shall remain in force until final project approval is issued by the City. The commercial liability insurance shall be in the amount of not less than \$1,000,000 combined single limit bodily injury and property damage, with a \$2,000,000 aggregate. Such insurance shall include the city of Port Orchard, its officers, and employees as additional insureds, with respect to the terms and conditions of the policy. The Certificate must be submitted to the Permit Center Office at 720 Prospect Street.

DECISION

A Type II permit action is reviewed and considered in accordance with the procedures for such actions as set forth in Subtitle II of POMC Title 20 and applicable chapters.

The request to develop the site for apartments, as described and set forth in this report and decision, is hereby approved subject to the conditions of approval listed above.

ORDERED this 3rd day of July, 2023.



Ian Smith, PE, Assistant City Engineer,
On behalf of,
Tony Lang, Public Works Director

The effective date of approval for this request is July 17, 2023, provided no appeal is filed.

APPEAL PROCEDURES

PLEASE NOTE: This approval is subject to a 14-day appeal period per POMC Chapter 20.22.040.

APPEAL PERIOD CLOSES: July 17, 2023 at 4:00 PM.

APPEAL TO HEARING EXAMINER: Pursuant to Section 20.22.040 of the *Port Orchard Municipal Code*, a party of record may file an appeal within fourteen (14) days after the issuance of the Notice of Decision.

DISTRIBUTION

Full Decision transmitted this 3rd day of July, 2023 by email and first class mail to:

Contour Capital LLC, 3206 Horsehead Bay Dr NW, Gig Harbor, WA 98335, james.contourcg@gmail.com

Full Decision transmitted to Parties of Record by either email or first class mail as noted:

Kerry Geffen, kgeffen@gmail.com (email)

CONTACT INFORMATION

For additional information concerning this permit please contact:

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Public Works Department
216 Prospect Street
Port Orchard, WA 98366
360-876-4991