



CITY OF SNOHOMISH

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SITE DEVELOPMENT PLAN DECISION

FROM THE OFFICE OF THE PLANNING & DEVELOPMENT SERVICES DIRECTOR
FOR THE CITY OF SNOHOMISH

In the Matter of the Application of)
St. John's Addition) FINDINGS, CONCLUSIONS AND DECISION
For Approval of a Site Development Plan)

Project File Number: SDP20-0005

PROPONENT/CONTACT:

St. John's Church, c/o Steve Kenagy
913 Second Street, Snohomish, WA 98290 | (425) 319-2370

Location: 913 Second Street (Parcel No. 00579500500703)

Land Use Designation: Historic Business District (HBD)

Application Complete: April 7, 2020

A. SUMMARY OF DECISION

The application is for a Site Development Plan (a Type 3 permit) to allow an addition to an existing church. The proposed project includes site, utility, frontage, and landscaping improvements. The Planning & Development Services Director is the decision-making authority for Type 3 permits. The Site Development Plan is **APPROVED**, subject to conditions.

B. SUMMARY OF RECORD

Request:

St. John's Church (Applicant), requested approval of a Site Development Plan (SDP) to construct a three-story, 3,187-square-foot addition to an existing church on a 12,361-square-foot site with associated utility and frontage improvements. The church will be 9,692 square feet in size upon project completion. A parking agreement is proposed with an adjacent property in order to meet applicable parking requirements. The property is located in the Historic Business District land use designation.

Exhibits:

This decision was based on review of the following records:

Exhibit #	Record Name/Description	Date
1	Application forms: SDP and Land Use	3/19/2020
2	Applicant Narrative Description of Proposal	3/19/2020
3	Subdivision Guarantee, Fidelity National Title Insurance Company	3/19/2020
4	Declaration of Adjacent Property Owners List with map	3/25/2020
5	Boundary and Topographic Survey	7/10/2020
6	Site plan	7/10/2020
7	Landscape plan	7/10/2020
8	Preliminary Civil plan	7/10/2020
9	Critical Areas Determination, Harmsen LLC	3/19/2020
10	Stormwater Site Plan, Harmsen LLC	3/19/2020
11	Geotechnical Report, Pan GEO Incorporated	3/19/2020
12	Determination of Complete Application Letter	4/7/2020
13	Notice of Application, including declarations of posting and distribution, mailing labels, and Everett Daily Herald documentation of publication	4/17/2020
14	Determination of Non-Significance, including annotated SEPA Checklist, declarations of posting and distribution, mailing labels, and Everett Daily Herald affidavit of publication	8/6/2020
15	Design Review Board minutes, November 2019	11/13/2019
16	Comment from Washington Department of Archaeology & Historic Preservation	6/4/2020
17	Comment from Snohomish County PUD No. 1	8/18/2020
18	Determination of Concurrency	9/2/2020
19	Review memorandum from Sukhpreet Dhaliwal, Project Engineer	8/19/2020
20	Review memorandum from Sharon Pettit, Building Official	9/3/2020
21	Parking agreement executed July 15, 2020	7/15/2020

General Property Information (existing conditions):

Property Information	
The site is a 0.28-acre parcel addressed as 913 Second Street in Snohomish, WA (Snohomish County Assessor's tax parcel 00579500500703) located in the southwest quarter of Section 18, Township 28 North, Range 06 East, WM.	
Site Photo (facing south from Second St)	Aerial Image
 <p style="text-align: right;"><i>Image via Bing Maps</i></p>	
Existing Land Use	
Subject Site	Church
Property to North	Commercial (across Second Street)
Property to South	Commercial/Public
Property to East	Commercial
Property to West	Commercial
Comprehensive Plan and Zoning Map Designation	
Subject Site	Historic Business District
Property to North	Historic Business District (across Second Street)
Property to South	Historic Business District
Property to East	Historic Business District
Property to West	Historic Business District
Existing Vegetation	
The site has ornamental landscaping that will be affected by the proposal. A landscape plan is proposed (Exhibit 7).	
Existing Topography	
The site is generally flat.	
Critical areas	
The site contains no critical areas (Exhibit 9).	

C. FINDINGS OF FACT & ANALYSIS

Based on the records above, the adopted ordinances of the City of Snohomish, and other information on file with the City, the Planning & Development Services Director enters the following Findings and Conclusions.

1. Requested action and project description
The proposed action is approval of a Site Development Plan (SDP) to allow construction of a three-story, 3,187-square-foot addition to an existing church with associated utility and frontage improvements. The St. John's Church was originally constructed in 1893 but has

had several more modern building modifications since then. The proposed addition will connect the parish hall on the east side to the sanctuary on the west. A lobby entry is proposed between while maintaining an open space courtyard in the center.

2. Public Notice and Comment

The application was determined to be complete on April 20, 2020, and is vested to development regulations in effect at that time. Notice of the application was issued in accordance with City codes on April 17, 2020, by posting the site, publication in the Daily Herald (Everett), and mailing to owners of property within 300 feet of the site boundaries. (Exhibits 12 and 13). No public comments were received.

Two agency responses were received (Exhibits 16 and 17). DAHP had no concerns for the project; Snohomish County PUD stated there is enough electric system capacity to serve the development, and any necessary upgrades to existing facilities would be at the developer's expense.

3. SEPA Review

Pursuant to the State Environmental Policy Act (SEPA), the City of Snohomish acted as lead agency for review of environmental impacts likely to be caused by the proposal. Based on information contained in the SEPA checklist and other information in the project file, the City issued a Determination of Non-Significance (DNS) on August 6, 2020. The DNS was not appealed so the determination stands as issued. (Exhibit 14)

4. Design Review

The proposal is subject to design review by the Design Review Board (DRB) under SMC 14.225.050B. The applicable design standards are contained in the adopted Historic District Design Standards. The proposal was reviewed for consistency with applicable standards by the DRB on November 13, 2019. With the conditions below, the proposal was approved.

- The doors shall incorporate a one-foot non-glazed area at the bottom;
- The western railing shall be reviewed by Individual Design Review; and
- The aluminum on the storefront windows and doors shall not be brightly finished. (Exhibit 15)

5. Utilities

5.1 Adequate water service is available to serve the site from a 6-inch service line extending into the site from the 12-inch main in the intersection of Union Avenue and Second Street. A condition of approval will require third party fire flow testing prior to issuance of construction permits, to ensure adequate fire flow and pressure is available to serve the development. (Exhibits 6, 8, and 19)

5.2 Adequate sewer capacity is available in the area to provide sanitary sewer service to the site. The site is already connected to sanitary sewer service. A 4-inch side sewer connects to a 12-inch combined storm sewer main in Union Avenue. (Exhibit 6, 8, and 19)

5.3 Stormwater improvements and erosion control measures must meet the minimum requirements of the 2012 Department of Ecology Stormwater Manual for Western Washington (DOE Manual). Runoff from the roof will be conveyed to a 6-inch pipe that will connect to the 12-inch combined storm sewer main in Union Avenue. (Exhibits 6, 8, and 19)

6. Access, Frontage Improvements, Traffic Impacts, Transportation

6.1 The site does not have vehicular access, and is not required to provide it. Pedestrian access from Second Street will be maintained. (Exhibits 8, 18, and 19)

6.2	Sidewalk, curb, and gutter that are impacted by construction will be required to be replaced per City standards. The City Engineer concurs that the proposed frontage improvements are consistent with the City Engineering Design Standards. (Exhibits 8 and 19)
6.3	According to the applicant, the proposed addition will not increase capacity because proposed uses are accessory to the church and will take place outside of normal church hours and outside the weekday PM peak hours. The sanctuary building will not be expanded as part of the project, therefore no traffic impacts will result. The City Engineer has determined that concurrency requirements of SMC 14.295.100 will be met and the level of service will not decline below adopted standards for any transportation facility. (Exhibits 2, 18, and 19)
6.4	Community Transit Routes 270 and 271 provide transit service adjacent to the project site. A bus stop is located along the property frontage on Second Street, according to the Community Transit website (www.communitytransit.org).

7. Consistency with Comprehensive Plan

The City of Snohomish Comprehensive Plan designation of the subject property is Historic Business District. Staff has determined that the proposal complies with all relevant Comprehensive Plan goals and policies. Comprehensive Plan goals and policies with particular relevance to the proposal are included as Attachment A.

8. Consistency with Snohomish Municipal Code (SMC)

Applications for Site Development Plans are subject to the specific criteria of SMC 14.65.020A, in addition to development regulations of Title 14.

Criteria	Analysis
8.1 SMC 14.65.020A <i>1. Adequate streets, sidewalks, transit stops, open spaces, parks, schools, water, sewer, and stormwater facilities shall be available to the proposed development.</i>	Adequate infrastructure is available to serve the development. The City Engineer has determined that the proposed frontage improvements are consistent with Engineering Standards. The development will be served by existing Community Transit facilities. The site will be served by City water and sewer services. Stormwater facilities will be provided in accordance with Department of Ecology standards, as adopted by the City of Snohomish. (Exhibits 6, 8, 10, 18, and 19)
<i>2. The design and appearance of the structure shall be compatible with applicable design standards and guidelines.</i>	The design and appearance of the new building addition has been reviewed for consistency with adopted design standards by the Design Review Board.
<i>3. The development shall be consistent with the Comprehensive Plan.</i>	Places of worship and accessory uses are consistent with the Comprehensive Plan designation for the site.
<i>4. The development shall mitigate any significant adverse environmental impacts.</i>	No significant adverse environmental impacts were identified. (Exhibit 14)
<i>5. Concurrency requirements shall be complied with.</i>	The City Engineer has determined the proposal will comply with concurrency requirements, and level of service for intersections will not be reduced below adopted levels as a result of the proposed development. (Exhibits 18 and 19)

<p>6. <i>The development shall be consistent with the health, safety, and general welfare.</i></p>	<p>The Building Official has reviewed the proposal and determined that with conditions related to the water system, the project will protect the health, safety, and general welfare of the community. (Exhibit 20)</p>
<p>Criteria</p>	<p>Analysis</p>
<p>8.2 Chapter 14.205 SMC, Permitted Land Uses</p>	<p>The purpose of the HBD designation is to “provide a commercial area which is in the Historic District...[it] is both pedestrian and auto-oriented, and will provided a broad range of pedestrian-oriented commercial services and goods, including offices, specialty shops, and entertainment activities, and has reduced parking requirements to encourage the preservation and renovation of existing structures”. Places of worship are allowed in the HBD zone.</p>
<p>8.3 Chapter 14.210 SMC, Dimensional and Other Requirements</p>	<p>The HBD designation allows zero-foot setbacks and a 40-foot height limit. Structural setbacks and building height limits are met. (Exhibit 6)</p>
<p>8.4 Chapter 14.235 SMC, Off-Street Parking, Loading, and Access Requirements</p>	<p>The City’s parking regulations require one space for every four seats, plus one space per 200 square feet of gross floor area not in seating for places of worship. The addition area will not affect the sanctuary, and therefore the required parking is the non-seating standard. In the Historic Business District, new building area containing commercial uses is subject to a reduced parking standard of one stall per 400 square feet of gross floor area. The proposed uses are commercial in nature. The addition is 3,187 square feet, for total parking requirement of 8 stalls.</p> <p>The site has no vehicular access or parking, and no area to put new parking. Per SMC 14.235.070, parking required for places of worship may be located off-site. The applicant secured a parking agreement with a neighboring bank at 902 Second Street (parcel # 00579501200104) for up to 12 stalls. The agreement provides for more than the minimum number of required new parking stalls, meets the criteria of the code, and has been approved by the City. Therefore, the parking requirement is determined to be met. (Exhibit 21)</p>
<p>8.5 Chapter 14.240 SMC, Landscaping, Screening, Fencing, and Retaining Walls</p>	<p>Perimeter landscaping is not required. Street trees are proposed, however the proposed species is not listed in the Historic District Design Standards approved street tree list. (Exhibit 7)</p>

D. CONCLUSIONS

Jurisdiction		
Pursuant to SMC 14.20.020, the City Planning & Development Services Director is the decision-making authority for Site Development Plan applications (Type 3 Permit).		
Conclusions Based on Findings		
#	Conclusion	Finding Reference
1.	Adequate infrastructure is available to serve the development. Adequate parking is provided. The development is served by existing Community Transit facilities. The development will be served by water and sewer infrastructure. Stormwater facilities will be provided in accordance with Department of Ecology standards, as adopted by the City of Snohomish.	5.1-5.3, 6.1-6.4, 8.4
2.	The design and appearance of the structure has been reviewed by the Design Review Board for conformance with applicable design standards and guidelines and approved with conditions.	4, 8.1
3.	Landscaping is incorporated into the development.	8.5
4.	The development will be consistent with the Comprehensive Plan. The project will be consistent with all applicable Design Standards and Guidelines. Utilities will be provided with adequate capacity to serve the proposed development. The proposal does not cause levels of service for City services to drop below the adopted standards. The site meets the applicable dimensional standards.	4, 5.1-5.3, 6.2, 6.3, 7, 8.3
5.	The development will not create significant adverse environmental impacts. The City reviewed the project under SEPA and determined that potential adverse environmental impacts would be appropriately mitigated through enforcement of applicable regulations of the Municipal Code and imposition of the conditions of approval.	3, 8.1
6.	The development will comply with the City's concurrency requirements.	6.3, 8.1
7.	With conditions of approval, the development will protect the public's health, safety, and general welfare. Adequate parking is provided off-site through a parking agreement. Adequate pedestrian facilities are present along the site frontage. The site will be landscaped. Conformance to recommendations of professional studies will ensure that the project addresses stormwater management as required. Consistency with the design standards will ensure that the development is compatible with the community context. The development must comply with applicable land use, environmental, and building regulations, as well as the City of Snohomish Public Works Department Design and Construction Standards. The engineering standards will ensure all improvements and infrastructure are designed and constructed in an appropriate manner. Compliance with the International Building Code and the City's engineering standards will ensure the drainage systems and structures are structurally sound.	4, 6.1, 6.2, 8.1, 8.3, 8.4, 8.5

E. DECISION

Based on the preceding Findings and Conclusions, the application for a Site Development Plan to allow construction of a three-story, 3,187-square-foot addition to an existing church is **APPROVED**, subject to the following conditions:

1. Prior to Certificate of Occupancy, all impacted sidewalk, curb and gutter shall be replaced per City standards.
2. Prior to issuance of a site/civil permit for site development, a third party fire flow test must be performed to demonstrate that the proposed water improvements will meet minimum domestic and fire flow and pressure requirements.
3. The building design shall be consistent with the recommendation and conditions of the Design Review Board (DRB). Any changes to the design shall be approved by the DRB prior to construction.
4. Street trees shall be selected from approved tree lists in the Historic District Design Standards, section V.5 or shall be submitted for review by the DRB.
5. The development shall comply with the Snohomish County Inadvertent Discovery Plan for cultural resources.
6. All development shall be consistent with the project narrative, plans, and recommendations of the professional studies and reports submitted with the application, as approved the City, including but not limited to the geotechnical and stormwater drainage reports.

DECIDED this 9th day of September, 2020



Glen Pickus, AICP
Planning & Development Services Director

F. EXPIRATION

This land use approval is issued in accordance with the permit validity limitations of SMC 14.20.120. The work authorized by this permit shall be commenced and substantial progress completed within two years of the date of this decision. Construction shall be completed within five years of the date of this decision.

G. APPEALS

This decision is made pursuant to the authority granted to the Planning & Development Services Director in accordance with SMC 14.20.020D. A City department, other party of record, or agency with jurisdiction may appeal the Planning & Development Services Director's decision to the City Hearing Examiner following the procedures contained in Chapter 14.20 SMC. If no timely appeal is filed, then the Planning & Development Services Director's decision shall be final. Appeals shall be filed with the City Clerk within 14 days from the date of this decision. Appeals may be filed between the hours of 8:00 a.m. and 4:00 p.m. Monday through Thursday, excluding holidays, at City Hall, 116 Union Avenue. Appeals shall include a filing fee of \$500 (five hundred dollars).

Appendix A

Comprehensive Plan Applicable Goals and Policies

- LU 2.5: Design standards.** Continue to improve and apply the adopted design standards to preserve the character of the City and its districts.
- LU 6: Develop thriving commercial areas that are safe, attractive, and convenient.**
- CO 6.1: Commercial capacity.**
- c. **Historic Business District.** While preserving and enhancing its historic character and vitality to maintain its regional appeal and local significance, this commercial area of the Historic District is intended to accommodate uses providing a broad range of pedestrian-oriented services and goods, including offices, specialty shops, and entertainment activities. The designation serves as a regional commercial destination, a center for community activities, and a cultural connection to the community's past. The design priority is to preserve and renovate existing structures and to ensure that new development and public improvements are compatible with the historic context.
- ED 3.5: Historic resources.** Preserve and promote the historic resources of the city and continue the community character as new development occurs.
- TR 23: Development review.** Review all land use and development proposals for compliance with the Transportation Element.
- TR 24: Concurrence.** Prohibit development if the development causes the level of service on transportation facility to decline below the standards adopted in this element, or ensure that funding is identified to implement improvements to increase capacity within six years of the development.
- CF 1.4: Maintain transportation LOS.** The City shall verify that transportation improvements are sufficient to maintain adopted level of service standards as development occurs.
- CF 2.11 Level of service.** Ensure that level of service (LOS) standards are maintained as growth occurs.
- a. **Transportation level of service.** LOS E for the PM peak-hour for all intersections
 - b. **Sanitary Sewer.** No LOS identified. System improvements shall be in accordance with the current adopted General Sewer and Wastewater Facilities Plan and Combined Sewer Overflow Reduction Plan, and the City's National Pollutant Discharge Elimination System (NPDES) Permit.
 - c. **Stormwater.** No LOS identified. System improvements shall be in accordance with the current adopted Stormwater Management Plan and the City's National Pollutant Discharge Elimination System (NPDES) Permit.
 - d. **Potable Water.** No LOS identified. System improvements shall be in accordance with the current adopted Water System Plan.
 - e. **Fire Flows.** No LOS adopted. System improvements and development standards shall be in accordance with the International Fire Code, as adopted, which is based on the use and structure type.