



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)
Boys & Girls Club Addition) FINDINGS, CONCLUSIONS AND DECISION
For Approval of a Site Development Plan)

Project File Number: SDP20-0004

PROPONENT/CONTACT:

Ryan Ellinghaus, 2812 Architecture
2812 Colby Ave | Everett, WA 98201
(425) 252-2153

Location: 402 Second Street (Parcel No. 28061800402200)

Land Use Designation: Parks, Open Space & Public (POP)

Application Complete: March 10, 2020

A. SUMMARY OF DECISION

The application is for a Site Development Plan (a Type 3 permit) to allow a 3,093-square-foot addition to the existing Boys & Girls Club facility for a Teen Center. The proposal will include associated site 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:



Ryan Ellinghaus, on behalf of the Boys & Girls Club of Snohomish County (Applicant), requested approval of a Site Development Plan (SDP) to construct a, 3,093-square-foot addition to the Boys & Girls Club facility at 402 Second Street to be used as a Teen Center, with associated site improvements. The property is located in the Parks, Open Space & Public 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; legal description	2/6/20
2	Applicant Narrative Description of Proposal	2/6/20
3	Title Insurance/Guarantee, Chicago Title Insurance Co	5/10/21
4	Site Plan	5/10/21
5	Civil Plans	7/28/21
6	Landscape Plan	5/10/21
7	Floor Plan – Employee Exhibit	6/10/21
8	Stormwater Site Plan; Insight Engineering	6/16/20
9	Traffic and Parking Analysis Memo; Gibson Traffic Consultants	5/10/21
10	Intersection Analysis; Gibson Traffic Consultants	6/14/21
11	Planning Director Determination of Dimensional Requirements	6/7/21
12	Determination of Complete Application Letter	3/10/20
13	Notice of Application including declarations of posting and distribution, mailing labels, and Everett Herald affidavit of publication	3/20/20
14	Determination of Non-Significance including annotated SEPA Checklist, declarations of posting and distribution, mailing labels, and Everett Herald affidavit of publication	6/18/21
15	Design Review Analysis	6/22/21
16	Concurrency Certificate	8/26/21
17	Comment from Washington State Department of Transportation	6/18/21
18	Comment from Department of Archaeological & Historic Preservation	3/10/20
19	Public comment from Denise Johns	7/6/20
20	Review memorandum from Sharon Pettit, Building/Fire Official	6/15/21
21	Review memorandum from Andy Sics, Sr. Utilities Engineer	8/25/21

General Property Information (existing conditions):

Property Information	
The site is a 1.45-acre parcel addressed as 402 Second Street in Snohomish, WA (Snohomish County Assessor's tax parcel 28061800402200) located in the southeast quarter of Section 18, Township 28 North, Range 06 East, WM.	
Site Photo (facing north from Second St)	Aerial Image
	 <i>North property line revised by Boundary Line Adjustment AFN 202007315018</i>
Existing Land Use	
Subject Site	Boys & Girls Club (recreational center)
Property to North	Park (skate park and playground)
Property to South	Bank, medical office (across Second Street)
Property to East	Retail (across Pine Avenue)
Property to West	Multi-use Trail
Comprehensive Plan and Zoning Map Designation	
Subject Site	Parks, Open Space & Public
Property to North	Parks, Open Space & Public
Property to South	Pilchuck District, Center (across Second Street)
Property to East	Pilchuck District, Center (across Pine Avenue)
Property to West	Parks, Open Space & Public
Existing Vegetation	
The site is fully developed with an existing building and parking lot, with open lawn areas and ornamental landscaping.	
Existing Topography	
The site is generally flat.	
Critical areas	
The site is fully developed with no critical areas.	

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 3,093-square-foot addition to the Boys & Girls Club facility at 402 Second Street to be used as a Teen Center, with associated site improvements.
2. Public Notice and Comment
<p>The application was determined to be complete on March 10, 2020, and is vested to development regulations in effect at that time. Notice of the application was issued in accordance with City codes on March 20, 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)</p> <p>Two agency comments were received; WSDOT had no comment, and DAHP recommended an inadvertent discovery plan during construction (condition #3).</p> <p>One public comment was received requesting a professionally-developed master plan for the entire site, including the northern properties (Exhibit 19). Staff has determined that the size of the addition does not significantly reduce the usable open space on the site.</p>
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 June 18, 2021. The DNS was not appealed so the determination stands as issued. (Exhibit 14)
4. Design Review
The proposal is subject to administrative design review under SMC 14.230.030. The application is vested to the Design Standards and Guidelines (Outside the Historic District), 2004. No site changes are proposed that require review. A preliminary review of the building was done and it was determined to be consistent with applicable standards. (Exhibit 15)
5. Utilities
5.1 The site has an existing connection to domestic water service; no changes or improvements are required to the water service connection. There is an existing nearby fire hydrant and the building is equipped with fire sprinklers. (Exhibits 5 and 21)
5.2 The site has an existing connection to sanitary sewer service; no changes or improvements are required to the sewer service connection. (Exhibit 21)
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 all new and replaced impervious surfaces will be routed to an infiltration trench. With conditions, the City Engineer determined the proposal will meet stormwater regulations. (Exhibits 5, 8, and 21)
6. Access, Frontage Improvements, Traffic Impacts, Transportation
6.1 The development will maintain the existing access points from Second Street and through the adjacent parking lot to the north. Vehicles have adequate maneuvering area to avoid backing into the street. No improvements to the access points are proposed or required. (Exhibits 5 and 21)
6.2 The City Engineer has determined that the proposed project will not require any frontage improvements. (Exhibit 21)

<p>6.3 Traffic impact fees of \$1,603 per new PM peak hour trip generated by the proposal are required to mitigate city-wide transportation system impacts for new development. The traffic report submitted by the applicant found that an additional seven PM peak hour trips will be generated by the development. The City Engineer has determined that with payment of the traffic impact fee, 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 16 and 21)</p>	
<p>6.4 Community Transit Routes 270, 271, and 424 provide transit service adjacent to the project site. A bus stop is located on Second Street just south of the subject building, according to the Community Transit website (www.communitytransit.org).</p>	
<p>7. Consistency with Comprehensive Plan</p>	
<p>The City of Snohomish Comprehensive Plan designation of the subject property is Parks, Open Space, and Public (POP). 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.</p>	
<p>8. Consistency with Snohomish Municipal Code (SMC)</p>	
<p>Applications for Site Development Plans are subject to the specific criteria of SMC 14.65.020A, in addition to development regulations of Title 14.</p>	
<p>Criteria</p>	<p>Analysis</p>
<p>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></p>	<p>Adequate infrastructure is available to serve the development. The City Engineer has determined that the existing streets and sidewalks are adequate so additional frontage improvements are not required. Sidewalks are present on Second Street and Pine Avenue, in addition to the adjacent Centennial Trail. The development will be served by existing Community Transit facilities. The site is currently 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 5, 8, and 21)</p>
<p><i>2. The design and appearance of the structure shall be compatible with applicable design standards and guidelines.</i></p>	<p>The design and appearance of the new structure will be consistent with adopted design standards. (Exhibit 15)</p>
<p><i>3. The development shall be consistent with the Comprehensive Plan.</i></p>	<p>Recreational centers are a use consistent with the Comprehensive Plan designation for the site.</p>
<p><i>4. The development shall mitigate any significant adverse environmental impacts.</i></p>	<p>No significant adverse environmental impacts were identified. (Exhibit 14)</p>
<p><i>5. Concurrency requirements shall be complied with.</i></p>	<p>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 16 and 21)</p>

<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 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 POP designation is to “(1) Identify land that generally is owned and operated by public entities for parks, recreation and other low intensity public uses. Any new designations to Parks, Open Space and Public should be restricted to property owned by a public entity; (2) Preserve and enhance as open space environmental resources and amenities, including environmentally sensitive areas such as stream corridors, wildlife habitat, steep slopes, wetlands, and critical aquifer recharge areas; (3) Protect and promote land use compatibility between public parks and open space and neighboring land uses; and (4) Prevent the displacement or elimination of public parks, except as may be allowed through the Comprehensive Plan amendment process.”</p> <p>Recreational centers are permitted in the POP zone.</p>
<p>8.3 Chapter 14.210 SMC, Dimensional and Other Requirements</p>	<p>Per SMC 14.210.330, dimensional requirements in the POP zone are determined by the Planning Director. Factors for consideration are contained in SMC 14.210.235, which include compatibility with existing and proposed land uses, facilities, planned open spaces, and improvements; the development regulations applicable to nearby properties; and limitations or controls upon construction or land use, such as critical areas and LOS in order to minimize adverse impacts.</p> <p>The Planning Director issued a written determination of dimensional standards (see Exhibit 11). The site shall be subject to the dimensional standards of the Pilchuck District Civic zone, which establishes a minimum 5-foot front setback, and 0-foot side and rear setbacks. The proposed addition will result in a 10-foot setback on the north and east sides.</p>

<p>8.4 Chapter 14.235 SMC, Off-Street Parking, Loading, and Access Requirements</p>	<p>Recreational centers are not listed in the City's parking tables of Chapter 14.235 SMC. SMC 14.235.030 allows the Planning & Development Services Director to consider relevant data based on existing uses for uses not specified by the code. The applicant provided a traffic and parking analysis that indicates no additional parking stalls are required to serve the new floor area. According to the applicant's narrative description of the proposal, the new floor area will not increase the capacity of the facility, and will not result in additional employees. Therefore it is determined the parking requirements are met through existing on-site parking. (Exhibits 2, 4, 7, and 9)</p>
<p>8.5 Chapter 14.240 SMC, Landscaping, Screening, Fencing, and Retaining Walls</p>	<p>Perimeter landscaping is required to provide visual separation between incompatible uses. Adjacent properties are similarly under recreational use and are therefore compatible. No landscaping is proposed or required, except replacement in areas that are disturbed due to utility improvements. Landscape requirements are met. (Exhibit 4)</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 and vehicle circulation is provided. The development is served by existing Community Transit facilities. The development is currently 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 will be reviewed for conformance with applicable design standards and guidelines.	4, 8.1
3.	Landscaping and natural open space is incorporated into the development.	8.3, 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 are present at the site 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.	With conditions of approval, the development will comply with the City's concurrency requirements. The traffic impacts of the development on City intersections will be mitigated concurrent with the development.	6.3, 8.1
7.	<p>With conditions of approval, the development will protect the public's health, safety, and general welfare. Adequate on-site parking is provided. Adequate pedestrian facilities are present along the street frontage. The site is landscaped. Conformance to recommendations of professional studies will ensure that the project addresses stormwater management as required and soil stability for structures. Consistency with the design standards will ensure that the development is compatible with the community context.</p> <p>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.</p>	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 to construction of a, 3,093-square-foot addition to the Boys & Girls Club facility at 402 Second Street to be used as a Teen Center, with associated site improvements is **APPROVED**, subject to the following conditions:

1. Traffic impact mitigation fees shall be remitted prior to issuance of a building permit for the generation of seven P.M. Peak Hour Trips. The rate charged shall be the rate in place at the time of building permit issuance. The current rate is \$1,603.00 per P.M. Peak Hour Trip for a total fee of \$11,221.00. However, the total fee may change if the rate changes before a building permit is issued for this project.
2. Erosion control measures shall be implemented during construction.
3. The development shall comply with the Snohomish County Inadvertent Discovery Plan for cultural resources.
4. 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 10th day of September, 2021



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 8: Provide adequate areas for public uses such as schools, parks, and other governmental uses where they are compatible with surrounding uses.**
- POP 8.4: Location of public facilities.** Public facilities should be located and designed to minimize negative impacts to adjacent properties and neighborhoods.
- TR 23: Development review.** Review all land use and development proposals for compliance with the Transportation Element.
- TR 24: Concurrency.** 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 1.1: Fair share.** New development shall bear a fair share of facility improvement cost necessary to serve the development in order to maintain adopted level of service standards and measurable objective standards.
- 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 2.1: Service capacity.** Permit new development only where utility system capacity and performance will be available at the time of demand for service.
- 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.