

Date of Action: 3/13/17	
Approved <input type="checkbox"/>	Denied <input checked="" type="checkbox"/>
By: <i>[Signature]</i>	

CITY COUNCIL ACTION MEMORANDUM

AM No. 17-11: Directing the Planning Commission to Consider Amendments to WMC 16.08.015, Site Plan - As-built Survey.

Originator: City Clerk for Council Member Harvey
 Date: February 17, 2017

[Signature]

Agenda of: March 13, 2017

Route to:	Department Head	Signature	Date
X	Public Works Director	<i>[Signature]</i>	3/1/17
X	Finance Director	<i>[Signature]</i>	3-1-17
X	Deputy Administrator	<i>[Signature]</i>	3-1-17
X	City Clerk	<i>[Signature]</i>	3/2/17

Reviewed by Mayor Bert L. Cottle: *[Signature]* 3/2/2017

Fiscal Impact: yes or no

Attachments: Proposed amendments to WMC 16.08.015 (2 pages)

Summary Statement: WMC 16.08.015.D, allows the city planner to permit construction of a structure without a site plan under certain conditions. This provision is in place to reduce the burden to the property owner for the cost of a site plan by a professional architect, engineer or land surveyor. The proposed amendments expand these conditions to include a provision for new structures up to 500 square feet in floor area that typically applies to small barns and sheds, and increasing the minimum side lot line setback from 10 feet to 25 feet for these structures.

Also proposed is an amendment to WMC 16.08.015.E, increasing the minimum structure size for an as-built survey from 120 square feet to 500 square feet. An as-built survey is required after the construction of a structure is complete to verify the minimum lot line setbacks have been met. This amendment is also proposed to reduce the burden to the property owner for the cost of an as-built survey for small residential structures.

Staff Recommendation: The Planning Commission is directed to review WMC 16.08.015 subsections D and E for the development of residential properties with structures not exceeding 500 square feet in floor area.

1 Proposed Amendment to WMC 16.08.015, Site plan – As built survey, is proposed to read as
2 follows:

3 D. No site plan is required with an application where:

4 1. The application provides only for the construction of an addition to
5 an existing **residential** structure, the city planner determines that a site plan is not
6 necessary for the review of the application, and the applicant provides, in lieu of a
7 site plan, an affidavit signed by the applicant stating that:

8 a. All property corners have been located;

9 b. A registered land surveyor has located on the site all
10 easements of record, and all easements of which there is visible evidence in the
11 form of features such as power lines or trails; ~~and~~

12 c. The applicant is aware of all setback requirements that
13 apply to the site under Section 16.24.030, and the applicant agrees to bear the cost
14 of removing any improvements that encroach within a required setback area; ~~and~~.

15 **d. The structure must be a minimum of twenty-five (25)**
16 **feet from the side lot lines.**

17 2. ~~The commission waives the site plan requirement for the~~
18 ~~application after considering the recommendations of the public works director~~
19 ~~and city planner.~~ **The application provides only for the construction of a new**
20 **residential structure not more than five-hundred (500) square feet, the city**
21 **planner determines that a site plan is not necessary for the review of the**
22 **application, and the applicant provides, in lieu of a site plan, an affidavit**
23 **signed by the applicant stating that:**

24 **a. All property corners have been located;**
25 **b. A registered land surveyor has located on the site**
26 **all easements of record, and all easements of which there is visible evidence**
27 **in the form of features such as power lines or trails; and**

28 **c. The applicant is aware of all setback**
29 **requirements that apply to the site under Section 16.24.030, and the**
30 **applicant agrees to bear the cost of removing any structures that encroach**
31 **within a required setback area.**

32 **3. The commission waives the site plan requirement**
33 **for the application after considering the recommendations of the public**
34 **works director and city planner.**

35 E. After the completion of a structure with more than **five** ~~one~~
36 hundred **(500)** ~~twenty (120)~~ square feet of floor area, the property owner shall
37 submit to the city planner an as-built survey of the site of the structure, prepared
38 by a registered land surveyor. A new as-built survey will not be required for
39 construction consisting entirely of an addition to an existing structure, where the
40 property owner submits to the city planner a previous unaltered as-built survey of
41 the site prepared by a registered land surveyor, from which the property owner
42 can demonstrate that the addition will continue to meet all setback requirements
43 that apply to the site under Section 16.24.030, and the fire marshal has issued all
44 required approvals for the structures on the site.