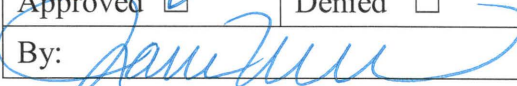


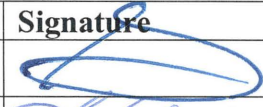


Date of Action: 4/10/17	
Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>
By: 	


CITY COUNCIL ACTION MEMORANDUM

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

Originator: Council Member James Harvey 
 Date: 3/28/2017

Agenda of: 4/10/2017

Route to:	Department Head	Signature	Date
X	Public Works Director		3/31/17
X	Deputy Administrator		3/30/17
X	City Clerk		3/30/17

Reviewed by Mayor Bert L. Cottle:  3/30/2017

Fiscal Impact: yes or no

Attachments: Identified issues with WMC 16.08.015 Site Plan – As-built Survey (1 page)

Summary Statement: WMC 16.08.015 requires a site plan prepared by an architect, engineer, or surveyor for all types of development or construction. This includes any residential accessory structure greater than 120 square feet. The only exemption is in subsection D.1, which allows the city planner to waive the site plan requirement for a proposed addition to an existing structure under certain conditions.

To help identify the issues, a document is attached that contains brief descriptions of the problems with the existing code, the current code language, and proposed revisions to address the issue (shown in a ~~strikethrough~~/underline format where stricken language will be deleted and underlined language will be inserted.) Note: Any other revisions necessary for consistency with the proposed changes will be addressed by the Planning Commission and staff when drafting a recommendation to the City Council.

Staff Recommendation: The Planning Commission is directed to review WMC 16.08.015 to consider amendments that will allow additions to existing residential buildings and the construction of new residential accessory structures up to 500 square feet and without the requirement for a site plan prepared by an architect, engineer, or surveyor.

WMC 16.08.015 – SITE PLAN – AS-BUILT SURVEY

ISSUE	EXISTING CODE	PROPOSED REVISION
<p>A commercial use can apply for a site plan exemption even though construction of an addition would trigger the requirement for the site to come into compliance with current parking and landscaping regulations, which would require a site plan for review by the city planner to ensure consistency with code.</p> <p>Subsection E. of the code currently requires the submittal of a previous unaltered as-built survey of the site <i>after</i> construction of the addition. It should be required at the time of permit application to allow city staff to determine whether the setbacks can be met.</p>	<p>D. No site plan is required with an application where:</p> <ol style="list-style-type: none"> 1. The application provides only for the construction of an addition to an existing structure, the city planner determines that a site plan is not necessary for the review of the application, and the applicant provides, in lieu of a site plan, an affidavit signed by the applicant stating that: 	<p>Add the word “residential” for clarification that this section only applies to residential buildings/structures as indicated below:</p> <ol style="list-style-type: none"> 1. The application provides only for the construction of an addition to an existing <u>residential</u> structure, the city planner determines that a site plan is not necessary for the review of the application, <u>a previous unaltered as-built survey of the site prepared by a registered land surveyor demonstrating that the addition will meet all setback requirements that apply to the site</u>, and the applicant provides, in lieu of a site plan, an affidavit signed by the applicant stating that: <p>Note: Subsection E will be revised as necessary to reflect proposed changes.</p>
<p>Requires residential property owner to pay a surveyor to identify property corners, which is costly and may take a month or more to obtain.</p>	<p>D. No site plan is required with an application where:</p> <ol style="list-style-type: none"> b. A registered land surveyor has located on the site all easements of record, and all easements of which there is visible evidence in the form of features such as power lines or trails; and 	<p>Removes requirement for a current survey/site plan for additions to an existing residential building but requires the submittal of a previous unaltered as-built survey at time of permit review vs. after the additional has been built. With a previous unaltered as-built survey, the property owner should be able to easily ascertain the property lines and ensure that the minimum setbacks are met. Revise subsection 1 and delete subsection b as indicated below:</p> <p>D. No site plan is required with an application where:</p> <ol style="list-style-type: none"> b. A registered land surveyor has located on the site all easements of record, and all easements of which there is visible evidence in the form of features such as power lines or trails; and
<p>The code does not currently have a site plan waiver provision for small size (<500 SF) residential accessory structures.</p>	<p>N/A</p>	<p>Add a subsection that mirrors the revised requirements for an addition to a residential structure with one additional condition “c” as indicated below. A setback of 25’ is also proposed to provide a “buffer setback” in case the property owner measures incorrectly from either the existing buildings or property corners shown on the as-built survey (The current code only requires 10’.)</p> <ol style="list-style-type: none"> 2. The application provides only for the construction of a new residential accessory <u>structure that is less than 500 square feet gross floor area, the city planner determines that a site plan is not necessary for the review of the application, a previous unaltered as-built survey of the site prepared by a registered land surveyor demonstrating that the addition will meet all setback requirements that apply to the site in Section 16.24.030 and subsection d below, and the applicant provides an affidavit signed by the applicant stating that:</u> <ol style="list-style-type: none"> a. <u>All property corners have been located;</u> b. <u>The applicant is aware of all setback requirements that apply to the site under Section 16.24.030 and subsection d below, and the applicant agrees to bear the cost of removing any structures that encroach within a required setback area.</u> c. <u>The proposed residential accessory structure must be a minimum of 25 feet from the side lot lines.</u>