

Anne Henning

From: Anne Henning
Sent: Thursday, December 9, 2021 4:10 PM
To: Angel Garza (angel@palosverdesllc.com); Scott McArthur
Subject: Sand Hill #4
Attachments: Receipt. Sand Hill 4.pdf

Hello,

I am just following up on the application and 2 copies of the plat drawing Angel dropped off today. The receipt for the fees paid is attached.

We'll need a few more items to make this a complete application, some we discussed at the counter and some we didn't:

- We'll need \$40 more for the 2 land use signs (instead of the old system where you paid a deposit to check out the heavy wooden signs from Public Works).
- Environmental Checklist (SEPA)
- 2 more full-size copies
- Site Plan
- PDF of plat and site plan
- Plat certificate
- Names & addresses of owners of record within 350' (not including ROW) of the exterior of the contiguous land owned by the subdivider (or we can do this for you and bill you for the time.)
- Are any deferrals being requested? (Are 7th & 14th improved to the north boundary of the subdivision? Some sort of temporary turnaround or temporary access may be required at the north end of 11th and "13th").
- One of the requirements is to show how the remainder of the property will be developed. I have the layout from our pre-application meeting, with some handwritten notes. Do you want me to use that for the record, or do you want to submit something more formal?
- We'll need to review and approve street names along with the preliminary plat, so we need street names to circulate with the plat. Please provide names for the two east-west streets and the discontinuous segments of 8th and 13th.
- Lot 1, Block 7 might be difficult to develop, since it has 3 street frontages. I may ask you to show how one of your typical house plans fits on that lot.

There may be more issues that come up as we review this more thoroughly, but those are the things I saw with a quick review.

Here is a link to the Plat Submittal Checklist on the website: <https://www.othellova.gov/media/Building-and-Planning/Forms/Major%20Plat%20Checklist>

Thanks,

Anne Henning, AICP

Community Development Director

City of Othello

(509) 331-2710 direct line | (509) 488-5686 City Hall main phone

www.OthelloWa.gov



Anne Henning

From: Anne Henning
Sent: Monday, December 20, 2021 3:29 PM
To: Angel Garza (angel@palosverdesllc.com); Scott McArthur
Subject: RE: Sand Hill #4
Attachments: Sand Hill future development discussion 7.20.21.pdf

Some of these items have been submitted, but I need the rest to be addressed before I can determine the application complete and route it for review. See edits below.

Anne Henning, AICP | Community Development Director | City of Othello | 509-331-2710 direct | 509-488-5686 City Hall main number

From: Anne Henning
Sent: Thursday, December 9, 2021 4:10 PM
To: Angel Garza (angel@palosverdesllc.com) <angel@palosverdesllc.com>; Scott McArthur <scott@mcarthur-eng.com>
Subject: Sand Hill #4

Hello,

I am just following up on the application and 2 copies of the plat drawing Angel dropped off today. The receipt for the fees paid is attached.

We'll need a few more items to make this a complete application, some we discussed at the counter and some we didn't:

- ~~We'll need \$40 more for the 2 land use signs (instead of the old system where you paid a deposit to check out the heavy wooden signs from Public Works). (Paid)~~
- Environmental Checklist (SEPA)
- ~~2 more full size copies (Received)~~
- Site Plan
- PDF of plat and site plan
- ~~Plat certificate (Received)~~
- ~~Names & addresses of owners of record within 350' (not including ROW) of the exterior of the contiguous land owned by the subdivider (or we can do this for you and bill you for the time.) (Angel has requested the City to find the addresses, and he will pay for staff time)~~
- Are any deferrals being requested? (The plat needs to be able to stand on its own, in case for some reason the next plat isn't completed in a timely manner. Are 7th & 14th improved to the north boundary of the subdivision? (If not, a deferral is needed). Some sort of temporary turnaround or temporary access may will be required at the north end of 11th and "13th" and the land for the turn-around would need to be included in the plat or dedicated as an easement. Angel talked about maybe continuing 13th out to 14th—this would require some way to guarantee the right-of-way: it could be included in the plat, or an easement could be granted. If you are extending the street anyway, you could put lots on it if you included them in the submittal.)
- ROW width is still required to be 66'. Planning and Engineering staff would support 60' ROW as shown, but you will need to request a deviation and go through the Commission and Council process to get it approved. In the past, Public Works has not been in favor, so please support your request with justifications. See [OMC 16.40](#) for information on waivers, deferrals, and deviations.
- One of the requirements is to show how the remainder of the property will be developed. I have the layout from our pre-application meeting, with some handwritten notes. Do you want me to use that for the record, or do you want to submit something more formal? *(See attached layout for what I have from the meeting.)*

- ~~We'll need to review and approve street names along with the preliminary plat, so we need street names to circulate with the plat. Please provide names for the two east-west streets and the discontinuous segments of 8th and 13th. As discussed with Angel, emergency services may object to discontinuous segments of streets sharing a name (8th, 13th, Mt. Cascade).~~
- Lot 1, Block 7 might be difficult to develop, since it has 3 street frontages. I may ask you to show how one of your typical house plans fits on that lot. Angel said he wanted to make this lot bigger, but we need to know what happens to the north, to see if this will work. If you are increasing the boundary of the subdivision, that needs to be shown on the submittal. An alternative would be to delete this lot from this phase.

There may be more issues that come up as we review this more thoroughly, but those are the things I saw with a quick review.

Here is a link to the Plat Submittal Checklist on the website: <https://www.othellova.gov/media/Building-and-Planning/Forms/Major%20Plat%20Checklist>

Thanks,

Anne Henning, AICP

Community Development Director

City of Othello

(509) 331-2710 direct line | (509) 488-5686 City Hall main phone

www.OthelloWa.gov



Anne Henning

From: Shawn O'Brien
Sent: Monday, December 20, 2021 3:51 PM
To: Anne Henning
Cc: Curt Carpenter; Scott McArthur; Angel Garza
Subject: SHE #4 Informal Comments

Anne,

After a quick glance over the SHE #4 preliminary plat drawings, I have the following comments:

- The north ends of 11th and 13th Avenues will need some way of turning around (cul-de-sac or hammerhead).
- A variance will need to be approved for 60' ROW on all streets. PWDS call for 66'.
- I assume the offset monuments on Seventh Avenue are due to a manhole being installed at the center of the intersection. (Sheet 3 of 7)
- The street name in Detail "A" should match the name used in the drawings. I can go either way. (Sheet 3 of 7)

Shawn O'Brien

City Engineer

City of Othello

(509) 331-2711

www.OthelloWa.gov





The City of Othello

500 East Main Street OTHELLO, WASHINGTON 99344 Telephone (509) 488-5686
Fax (509) 488-0102

January 4, 2022

Scott McArthur
McArthur Engineering
PO Box 2488
Post Falls, ID 83877

Re: Sand Hill Estates #4 Major Plat – Notice of Incomplete

Dear Scott:

As the authorized representative for this project, all correspondence will be directed to you.

I have previously sent emails about missing information, but in order to stay in compliance with state and local permit processing timelines, I am sending this formal notice.

We have reviewed the information submitted December 9, 10, 14, & 16. The following information is still needed:

- Environmental Checklist (SEPA)
- Site plan. See OMC 16.17.030(b)(7)(P) for more information.
- PDF (or 11x17" paper copy) of plat and site plan.
- Requests for all necessary street and utility waivers, deviations, and deferrals. See Dec. 20 emails from myself and the City Engineer for discussion of requests staff has identified so far as being needed.
- Lot 1, Block 7 appears to be difficult to develop, since it has 3 street frontages. If included in this plat, please provide a site plan showing how a typical house can fit on this lot. If the lot will be increased to make it buildable, that change to the plat boundary needs to be shown on the submittal before it is routed for review. If it will be excluded from this plat, please provide that information in writing.

Once the application is complete, staff will be able to continue review.

If you have any questions, feel free to contact me at ahenning@othellowa.gov or 509-331-2710.

Cordially,

Anne Henning
Community Development Director

cc: Angel Garza, PO Box 464, Othello, WA 98837



The City of Othello

500 East Main Street OTHELLO, WASHINGTON 99344 Telephone (509) 488-5686
Fax (509) 488-0102

January 21, 2022

Scott McArthur
McArthur Engineering
PO Box 2488
Post Falls, ID 83877

Re: Sand Hill Estates #4 Major Plat – Notice of Incomplete

Dear Scott:

Thank you for the additional submittals via email on Jan. 20. There are still some missing items from the previous letter, as well as comments based on the new submittals:

- 1) Paper copies of the site plan/conceptual engineering plan (requested via email 1-21-22).
- 2) Written requests for all necessary street and utility waivers, deviations, and deferrals. Per OMC 16.40.010(a), the submittal must include details to support the application for the waivers, deviations, and deferrals. The City Engineer and myself had previously provided some guidance, but for clarity, I am listing the requests we have identified so far as being needed. We will need a formal request for these waivers, deviations, and deferrals, as well as explanations and justifications for granting them:
 - a) Since improvements to 14th Ave. are not shown as extending to the north boundary of the plat, a deferral request will be needed. Please specifically address the sidewalk, since that will directly affect the abutting lots.
 - b) A temporary turnaround or temporary access is required at the north end of 11th and 13th. The land for the turn-around or access needs to be included in the plat or dedicated as an easement.
 - c) The Municipal Code and Public Works Design Standards both require ROW width of 66'. As previously discussed, Planning and Engineering staff feel 60' ROW would be sufficient, but in the past, Public Works has not been in favor.
 - d) Please explain the reason for the offset monuments on 7th Ave.
- 3) For double frontage lots, OMC 16.29.270 requires a planting screen at least 10' wide or other consideration abutting such a traffic arterial shall be maintained by the homeowners' association or adjacent property owner. Please provide a written statement of how this will be addressed.
- 4) You should be aware that OMC 16.29.050 limits dead-end streets to no more than 20 dwellings. As long as the dead-end streets are built with mostly single-family dwellings, the requirement is met. There may need to be some restrictive language on the plat to ensure that development or future redevelopment does not exceed 20 units.

Note: Lot 1, Block 7 may be somewhat difficult to develop, since it has 3 street frontages. However, based on the lot dimensions, R-2 setbacks, and some standard house plans used by the builder in the past, it appears there are some typical houses that will fit. Therefore, I am withdrawing my previous request for a development plan for this lot.

Once the application is complete, staff will be able to continue review and determine the schedule for review.

If you have any questions, feel free to contact me at ahenning@othellowa.gov or 509-331-2710.

Cordially,

A handwritten signature in cursive script that reads "Anne Henning". The ink is dark and the signature is written on a light-colored background.

Anne Henning
Community Development Director

cc: Angel Garza (via email)



The City of Othello

500 East Main Street OTHELLO, WASHINGTON 99344 Telephone (509) 488-5686
Fax (509) 488-0102

February 9, 2022

Scott McArthur
McArthur Engineering
PO Box 2488
Post Falls, ID 83877

Re: Sand Hill Estates #4 Major Plat – Notice of Completeness

Dear Scott:

With the additional information submitted December 9, 10, 14 & 16, January 20, and February 1 & 7, we can now determine this application complete for further review as of the date of this letter. This Notice of Completeness does not preclude the City from requesting additional information during the review process.

Now that the application has been determined to be complete, the next steps in the process are to post two notice boards onsite, mail notice to property owners within 350', notify relevant agencies and departments, and publish notice in the newspaper and on the City website, and posting at City Hall. The applicant is responsible for posting the notice boards, one at each end of the development, (7th Avenue and 14th Avenue). We have moved away from the heavy wooden boards to single-use plastic boards, for which the applicant has already paid the fee of \$20 each. To meet the applicant's request to process this as quickly as possible, I have set the comment period to close Feb. 23, which means the notice boards must be posted today. An affidavit of posting is required at least seven days before the end of the comment period.

The public hearing is scheduled for March 14 at 9:00 AM. The public hearing will be online using remote technology.

If you have any questions, feel free to contact me at ahenning@othellowa.gov or 509-331-2710.

Cordially,

Anne Henning
Community Development Director

Note: 2 Notice Board Signs & the Affidavit of Posting are available at City Hall for pick up

cc: Angel Garza, PO Box 464, Othello, WA 98837 (via email)

Anne Henning

From: Angel Garza <angel@palosverdesllc.com>
Sent: Thursday, December 16, 2021 11:07 AM
To: Anne Henning
Subject: Names & addresses of owners of record within 350'

[External Message]

Good morning! Anne can you have the city take care of Names and addresses for us on phase 4 please. Bill us when its done, thank you!