Winthrop Planning Commission

Letter of Transmittal

To: Winthrop Town Council

From: Planning Commission

Date: November 10, 2026

Re: Recommendation for Perry Street Preliminary Long Plat

With this letter of transmittal, the Winthrop Planning Commission presents our recommendation for a decision on the Perry Street Preliminary Long Plat. Our recommendation was reached through review and consideration of application materials submitted by Methow Housing Trust, written comments, applicable codes, and standards as provided by staff, exhibits and testimony presented during the public hearing, and the staff report. The information we considered now forms "the record" which we are hereby transmitting to the Town Council, and upon which the decision for the application must be based.

On November 10, 2026, the Winthrop Planning Commission held an open record public hearing to consider the preliminary plat proposal. In advance of the hearing, commissioners had an opportunity to review application materials, codes and standards, comments from the public, and the staff report. The hearing was held as a hybrid meeting, with participants on Zoom and in person at the Winthrop Barn.

Commissioners present in person for the hearing included Art Campbell (Chair), Brooke Bourn, Peter Goldman, Kristin Devin, and Jenna Goodrich.

Staff present: Town Planner, Rocklynn Culp; Public Works Superintendent, Jake Gates.

Representing applicant: Tom Venable, Executive Director, Joel Reid, Ned Buckingham.

Members of the public present: Dawn Chapel, Matan Nice, Michael Miller.

During the hearing, the Planning Commission heard the staff report, testimony from the project proponent, and public testimony from the following individuals: Dawn Chapel and Matan Nice.

The hearing was recorded, so all verbal testimony is available by listening to the recording. The substance of public comment focused on traffic safety and the location of access to the plat.

Following testimony, planning commissioners had an opportunity to ask questions of the project proponent, staff, and public. Upon the conclusion of the question-and-answer period, the planning commissions present voted unanimously to forward a recommendation to approve the preliminary with conditions as listed in the staff report, including two conditions they added: 1) to add a striped pedestrian lane along Perry Street from Castle to Main, and 2) to note on the face of the plat that all lots

will access from the "A" line road through the plat. The recommendation includes the findings of fact and conclusions noted in the staff report with added language to support the two additional conditions.

Recommendation

The Winthrop Planning Commission, having conducted a public hearing and duly considered the application, comments, and testimony hereby recommends approval of the preliminary long plat application with the following conditions:

Conditions of Approval:

1. **Engineering submittals**. The applicant shall submit engineered and stamped drawings for utilities, access and stormwater as further detailed below. All plans and submittals are subject to review and approval by the Town or agency with such authority. Plans are considered preliminary until approved for construction. Pursuant to this condition:

    - Applicant shall sign an agreement to pay professional review service expenses, agreeing to reimburse the Town for costs associated with review and approval of submittals.
    - The proposed preliminary plat is subject to all applicable codes and standards.
    - All engineering plans, reports, or analyses shall be performed by a qualified engineer in the State of Washington, or by otherwise qualified professionals as specified in the applicable field of expertise.
    - All engineering plans shall be stamped by a professional engineer registered in the State of Washington.
    - Plans shall show adequate detail for the installation and testing of all appurtenances necessary for completion of the work.
    - Specifications shall describe work to be performed, consistent with Washington Department of Ecology (ECOLOGY) and Washington Department of Health (DOH) standards along with Town standards specifications. Town specifications and details may vary and will be provided at the time as necessary.

2. **Easements.** The face of the plat shall show and describe all existing and proposed easements pertaining to the plat, including the width and whether such easements are public or private, and all recorded easements shall reference the corresponding auditor's file number. This includes, but is not limited to:

    - Easements listed in the title report

- Easements for the existing or required water and sewer services, labeled public or private. If easements are to remain private, the easements must state who benefits. Easements to the Town must be recorded on a separate easement document ensuring the Town can repair and maintain the utilities.

- Access/road easements or right of ways, labeled to indicate whether public or private.

3. **Utility Connections.** Water and sewer utilities, stormwater system and streets to serve the long plat and individual lots must be designed to all federal, state, and town specifications, and must be installed prior to final subdivision approval. All costs associated with supplying infrastructure and utility services shall be borne by the applicant, heirs or assigns, including but not limited to design, review by the Town and their engineer, inspection by the Town's engineer, construction, permitting, and any necessary upgrades of existing public lines as needed to supply adequate capacity. Pursuant to this condition, the following shall be required:

- Applicant shall execute a Development Agreement, which may be on a template supplied by the Town, covering the extension of Town water and sewer utilities.

- Contour lines and elevations shall be supplied as needed to ensure adequate water, sewer and stormwater drainage design.

- Utility designs shall be provided and approved, along with a vehicle to ensure the installation of the utility extensions and services, at the owner's expense.

- Plans shall include a profile maximum scale of 1" = 50' horizontal and 1" = 5' vertical of the finished road grades with the water and sewer lines and other pertinent underground utilities located, with elevations noted thereon. All utilities shall be shown (including but not limited to domestic water, sanitary sewer, storm sewer, electrical, cable TV and irrigation water), both existing and proposed. Further, all utility crossings must be shown on the plans and profiles in order to prevent conflicts.

- Applicant shall provide and show all side sewer laterals and water services with applicable appurtenances and details.

- Each lot shall be individually metered with separate side sewers. Water meters and meter boxes shall be placed at grade level on Town right of way adjacent to parcel.

- Shared trenches for Water/Sewer/Storm utilities are prohibited.

- Applicant shall submit a fire flow analysis. The analysis must evaluate and ensure that the proposed water utility extension can supply the required fire flow for the development, based on the allowed densities under zoning and allowable building types and sizes. If the

fire flow developed restricts the type and size of allowable building, this limitation shall be noted on final PD.

- After review by the Town and our engineer, the water system extension will be reviewed by the Washington State Department of Health for their approval. It is assumed that the DOH will require an engineering report with the plan set submittal.

- Water utility design shall incorporate the installation of fire hydrants in accord with the International Fire Code. The location, as part of the overall water system extension, shall be reviewed by the Town, Town Fire Official, and the Fire District for conformance with the IFC and any Town standards.

- Utility easements will be provided and located subject to the design of the public utilities to meet all Town standards. Utility easements shall be extended to the far edge of the development for future extension of utilities by others.

- Modification to existing town utilities will require insurance and bonding directly to the Town of Winthrop for construction activities.

4. **Access**. Sufficient legal access to the subdivision is required. The application indicates that the access to this subdivision is over a public roadway.

    - Roads (primary and secondary) within the subdivision shall be developed according to standards for fire/emergency access pursuant to WMC 15.04.010.D.1 and IFC 2021 Appendix D, Fire Apparatus Access Roads. The Town will accept a 32' right of way width for roads within the plat and a paved surface of 26' wide, provided all other applicable standards are met. Roadway widths, radii and configuration shall be approved by the Public Works Superintendent following submittal and review of plans.
    - Road easements/right of ways shall be shown on the final plat and labeled as public or private. If roads are private, there shall be reference to the recorded easement granting access.

    - Roads shall be named on the face of the plat.

    - Applicant shall submit engineering plans for roadways serving the long plat per the submittal requirements above.

    - Street design shall include signage to meet applicable standards.

    - Roads within the development shall be extended to the property boundaries such that they can be extended in the future to serve adjoining properties and to create a connected network of roadways.

- Emergency access shall be developed according to standards for fire apparatus access. Roadway widths, radii and configuration shall be approved by the appropriate Town and Fire District 6 officials.

- The established roadway width, including shoulders must be maintained year-round for emergency access.

- Driveways to lots within the subdivision shall not exceed 20 feet in width.

5. **Legal Provision for Roads within Plat**. Depending on whether the final plat establishes roads serving the plat as public or private, the face of the plat shall establish the responsibility for maintaining the roads.

    - For private roads, the applicant shall provide a legal instrument, to be filed with and noted on the final subdivision, providing for the maintenance of private roads within the long plat into perpetuity. Maintenance shall include, but is not limited to snow removal, dust abatement and weed control.

    - For public roads, the applicant shall supply language on the face of the plat dedicating and conveying the right of way and ownership of the roadway to the Town of Winthrop. *Due to the reduction in width*

6. **Improvements to Perry Street**. Applicant shall construct improvements to Perry Street between Castle Avenue and Main Street that bring the paved street and canal crossing bridge to a paved width of 28'. Applicant shall stripe a pedestrian lane on Perry Street from Castle Ave to Main Street. For recommended configuration, see Pedestrian Lane, p 5-7 in Small Town and Rural Multimodal Networks, FHWA, 2016. This requirement addresses the current insufficient width and surfacing of Perry Street. Plans and specifications must have the approval of the Public Works Superintendent prior to construction.

7. **Repairs to roadway**. Applicant shall repair damage to Perry Street, Castle Avenue, and Main Street resulting from the construction of improvements pursuant to preliminary plat approval. To that end, the applicant shall document the condition of the road and repair the road to existing or better condition.

8. **Notes on face of plat.** The following statements shall be placed on the face of the subdivision:

    - [Not applicable if roads are dedicated to the Town.] The Town of Winthrop has no responsibility to build, improve, maintain or otherwise serve any private road or driveway for this short plat.

- [Applicable if roads are accepted by the Town at proposed right of way and pavement width.] The streets serving this subdivision are not adequate to serve additional development of more than four lots on parcel 34210283. Future development will require an assessment under applicable codes for adequacy of street and fire apparatus access.

- Driveway access to individual lots will be from the primary "A" road through the plat.

- Development on any lot will require assessment to determine if adequate fire protection exists under the International Fire Code. If additional compliance measures are necessary, they will be designed and installed to meet all applicable standards. All costs associated with such assessment and installation shall be borne by the applicant, heirs or assigns, including but not limited to design, review, inspection, construction, permitting, and any necessary upgrades of existing public lines to meet the standards.

9. **Stormwater**. Pursuant to Winthrop Municipal Code, all stormwater, including snow, must be collected and disposed of on-site. To meet this requirement, the applicant shall submit a stormwater management plan prepared by a qualified professional engineer. The plan shall provide for collection, retention and disposal of stormwater in accordance with the Dept. of Ecology Stormwater Management Manual for Eastern WA (publication 04-10-076, as amended). The stormwater management plan must be approved by the Public Works Superintendent and constructed as approved prior to finalization of the plat. All drywells/UICs shall be registered with WA Dept. of Ecology.

10. **Snow storage**. The final subdivision shall indicate adequate area within the plat to store snow without impact to neighboring properties.

11. **Covenants**. Prior to final plat approval, any required covenants shall be finalized, filed and recorded with the Okanogan County Auditor, with the file number to be noted on the final subdivision. For this plat, covenants are only necessary if roads are not dedicated to the Town.

12. **Fees**. All development will be subject to the appropriate Town utility fees and charges and any applicable latecomer charges that may be on file for the property.

13. **SEPA Checklist**. The applicant shall carry out all mitigation measures listed in the SEPA Checklist.

14. **Building envelopes**. The final subdivision shall illustrate adequate building area on each lot after factoring in setbacks, parking, and easements.

15. **Updated Title**: When the final plat document is ready for review, the applicant shall supply an updated subdivision guarantee. The town shall verify that the updated legal descriptions match the proposed plat, and any necessary corrections shall be made to the face of the plat.

16. **As-Built Drawings**. Prior to final approval of the subdivision, the applicant shall submit as-built drawings prepared and certified by a qualified engineer registered in the State of Washington.

17. **Finalization of Public Utility Dedication.** Upon acceptance of completed and approved public utilities, applicant shall execute and record a bill of sale and affidavit of no lien. The applicant shall obtain a bond or other surety securing to the town the successful operation of all improvements for one year after acceptance by the town of the completed plat improvements.

Findings of Fact: The following findings of fact support have been developed to date. Others may be developed through the hearing process.

1. The Perry Street Preliminary Long Plat proposes 9 commercial lots on 1.9 acres, parcel 3421020004, located at the intersection of Perry Street and Castle Avenue in the Heckendorn neighborhood.

2. Residential 1 zoning allows for a minimum lot sizes of 5,000 square feet; the preliminary plat proposes lots sizes ranging from 6,472 sq. ft. to 8,833 sq. ft. The preliminary plat and proposed use of the lot for single-unit residences conforms to Winthrop's Zoning Code, Title 17.

3. The subject parcel is bordered by Perry Steet, Castle Avenue, Main Street, another parcel owned by Methow Housing Trust, and the Town of Winthrop's wastewater treatment plant property.

4. The applicants propose primary access from Perry Street with secondary access at Main Street.

5. Perry Street between Main and Castle has a ROW width of 30' and the driving surface is chip seal at a width of 17'. The bridge over the canal at the intersection with Castle is 15' wide.

6. The Town's street standards are adopted in Ordinance 397. The standard requirement for residential street ROW is 60' with a developed street width of 28' encompassing two 10' travel lanes with 4' shoulders.

7. The applicant proposes that the streets within the plat be dedicated to the Town. The streets are shown on the preliminary plat drawing as being paved to a width of 26' within a 32' wide right of way. These proposed ROW and street dimensions for the internal streets on the plat do not conform to the Town's residential street standards as adopted in Ordinance 397. The public works superintendent and planner have reviewed the proposed configuration and recommend a reduction in the ROW standard be applied due to the fact the street does not connect to other privately developable property except for one .7-acre parcel also owned by MHT and is therefore unlikely to generate traffic for more than 12 homes.

8. Public comment from the neighborhood indicated concern over pedestrian safety with a higher volume of traffic along Perry Street. Pedestrian safety is a concern addressed in the Winthrop in Motion multimodal plan, which recommends striped pedestrian lanes for residential streets.

9. The Comprehensive Plan designation for the property is residential.

10. The application for the Perry Street Preliminary Long Plat was accepted on October 16, 2026, and notice of complete application was provided by email to the applicant on October 23, 2026.

11. A Notice of Application and Public Hearing was published in the Methow Valley News on October 21, 2026.

12. The Notice of Application and Public Hearing was mailed to landowners within 300 feet of the project area and interested agencies and individuals on the dates noted in the project file.

13. The property was posted by Town Planner, Rocklynn Culp.

14. The 15-day comment period required under WMC 19.04.040 (A) concluded on November 5, 2026.

15. A SEPA checklist was required for the project. A SEPA determination of nonsignificance was issued on October 16, 2026. The comment period on SEPA ended on November 5, 2026. One comment was received during the comment period in reference to the SEPA determination. That comment was from Dept. of Ecology recommending that the applicant contact Ecology to determine whether a stormwater construction permit is required. The appeal period concludes on November 19.

Conclusions:

1. The provisions of Chapter 16.20, pertaining to preliminary long plats, and Title 19, Administrative Procedures, of the Winthrop Municipal Code have been followed in processing the application.

2. The Perry Street Preliminary Long Plat, as conditioned, can be developed in a manner consistent with the policies of the Land Use element of Town of Winthrop Comprehensive Plan.

3. The Perry Street Preliminary Long Plat is consistent with the allowed densities and policies for Residential 1 zone, and is generally consistent with Title 17, Zoning, of the Winthrop Municipal Code.

4. That conditioned approval of the preliminary plat application does not constitute a granting of special privileges to any party.

Submitted November 10, 2026



Art Campbell, Chair
Winthrop Planning Commission