



NOTICE OF APPLICATION

DATE: April 20, 2018

APPLICATION: Special Use Permit for an Accessory Dwelling Unit, Application # PL18-060

PROJECT DESCRIPTION: The applicant is seeking approval of a Special Use Permit to convert a detached shop into an accessory dwelling unit. The proposed accessory dwelling unit is single story building with 900 square feet of floor area. The Mount Vernon Municipal Code requires notification to all property owners within 100 feet of the property that is the subject of a Special Use Permit application.

APPLICANT: Warren McDanold, B&W Homes 14332 Elsie Lane Burlington, WA 98233 (425)760- 7681 BWHOMESLLC@yahoo.com

PROPERTY OWNER: Barbara Jarboe, 714 N. 17th St. Mount Vernon, WA 98273 (360)424-7572 barbara.jarboe@frontier.com

PROJECT LOCATION: The subject property is located at 714 N. 17th St. The Skagit County Assessor describes the site as parcel: P108164, the site is located on the east side of N. 17th St., off of North 17th Street, south of East Fir St. The parcel is legally described as Viewcrest #4 lot 29 and is located within a portion of the NE Quarter of Section 20, Township 34, Range 4.

LAND USE: The proposal is consistent with the Single-Family Detached Residential District (R-1, 7.0) designation of the property and its Comprehensive Plan designation of 'High Density Single-Family'. Accessory dwelling units require Special Use Permit approval by the Director Development Services.

CONTACT PERSON: Kirsten Hawney, Planning Coordinator
City of Mount Vernon Development Services
910 Cleveland Avenue, Mount Vernon WA 98273
Telephone - 360-336-6214; Facsimile - 360-336-6283

Comments on this Notice of Application must be submitted, in writing, no later than **4:30 P.M. ON MAY 7TH, 2018**. Comments should be as specific as possible. Only those persons who submit written comments by the deadline are entitled to receive a notice of decision and have standing to appeal the decision.

Questions about this proposal, requests for additional notification by mail and/or appeal procedures should be directed to the contact person listed herein. The application and supporting documentation are available for review at the Community & Economic Development Department located at City Hall. Copies will be provided upon request at the cost of reproduction.

Mailed to those within 100 feet of the subject site on: **April 20th, 2018**

PLEASE INCLUDE THE LAND USE APPLICATION NUMBER
WHEN CALLING FOR PROPER FILE IDENTIFICATION

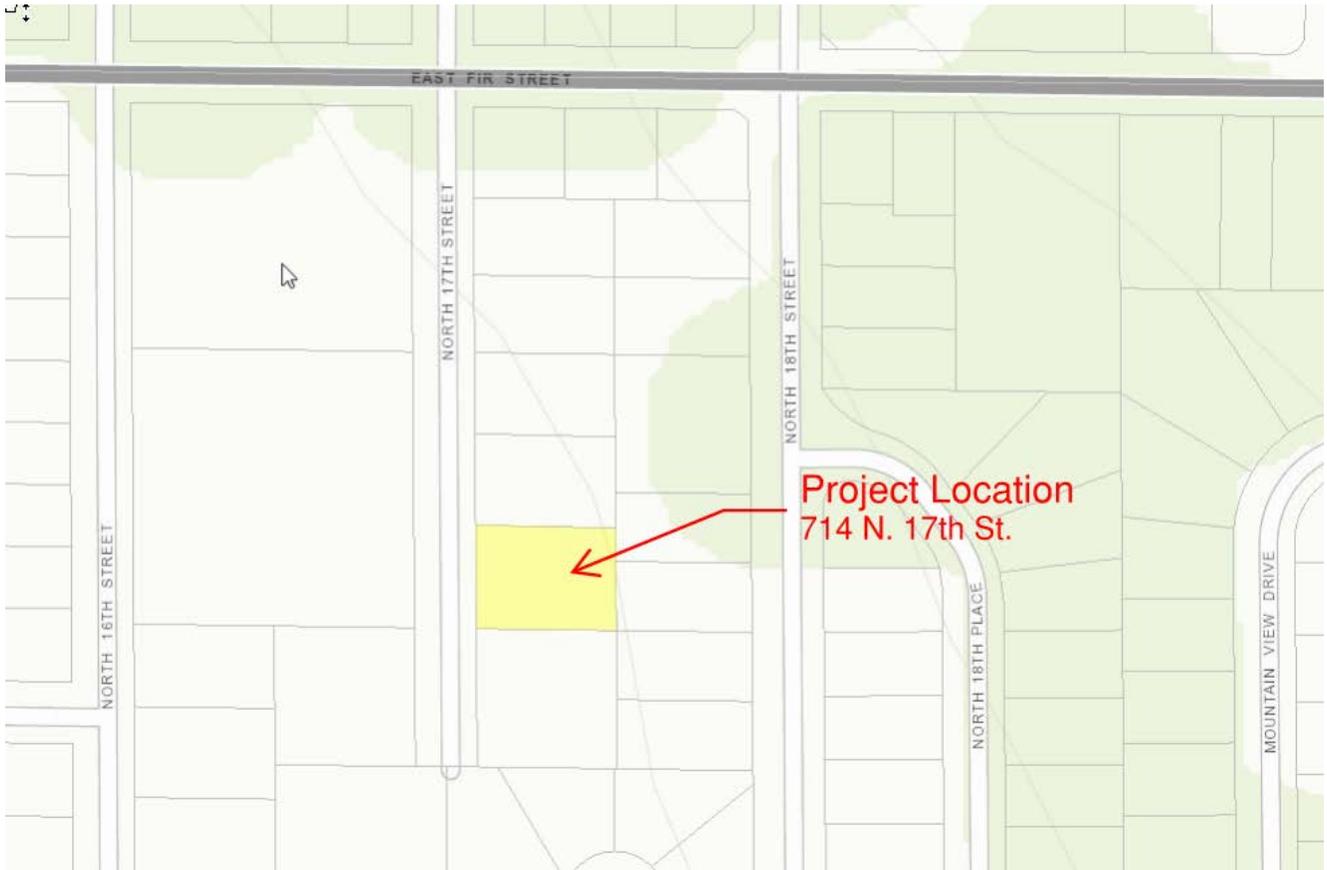


Photo from the Skagit County
Assessor taken from N. 17th St.
looking east



May 21, 2018

B & W Homes
Warren McDanold
14332 Elise Lane
Burlington, WA 98233

Reference: Jarboe ADU PL18-060

Dear Warren:

The items you submitted for the above-referenced application have been reviewed by all relevant City departments. The following comments are the result of this consolidated review.

Each of the items in this list require responses and/or revised or new materials to be re-submitted to the City before any further action can be taken on this permit. Pursuant to Mount Vernon Municipal Code (MVMC 14.05.130) a hold is placed on this application and the time it takes you to respond to this list of items is excluded in calculating permit processing timeframes. Once revised/corrected materials are submitted to the City your permit processing timeframe starts again.

A complete response to each of the items listed above is required to be submitted at the same time. Consistent with Mount Vernon Municipal Code Chapter 14.05.110(D)(3) this response must be received by our Department on or before **August 21st, 2018** to avoid this application being withdrawn from consideration. Withdrawn application must be resubmitted as new applications requiring repayment of all applicable fees and processing requirements.

A complete response is required to include:

- A written document addressing all of the comments provided (1 copy),
- Plan corrections, identified by clouding and noted in a revision list on the plan sheet(s), being incorporated into a full set of revised plans (2 copies), and
- A transmittal that itemizes everything you are resubmitting to the City.

We look forward to working with you as this application continues to be processed. Should you have questions or comments, do not hesitate to contact me at: (360) 336-6214 or via email at: kirstenh@mountvernnwa.gov.

Sincerely,

Kirsten Hawney, Planning Coordinator
C: Barbara Jarboe
Enclosures: Planning Memo



MEMORANDUM

TO: Warren McDanold
FROM: Kirsten Hawney, Planning Coordinator
DATE: May 21st, 2018
SUBJECT: Jarboe ADU, 714 N. 17th St. PL18-060

Planning Review Comments

1. Please label elevation drawings as north, south, east, and west.
2. Please provide a north arrow and scale on the floor plan.
3. As drawn the floor plan exceeds 900 square feet in floor area which is the maximum allowed for an ADU. Is the 'garage' space intended to be excluded from the ADU to stay under the 900 sq. ft. threshold? If so, it must be separated from the ADU without any doors between the garage/storage and the interior of the ADU. Please revise floor plan so the ADU does not exceed 900 square feet in floor area.
4. Please identify on the site plan location of existing utilities and how/where the ADU will be provided water and sewer.
5. Please be aware the proposed garage space in the converted shop structure does not meet the minimum Mount Vernon Municipal Code parking stall dimensions of 9' x 19'. A total of three paved on-site parking spaces must be provided to comply with the Mount Vernon Municipal Code.

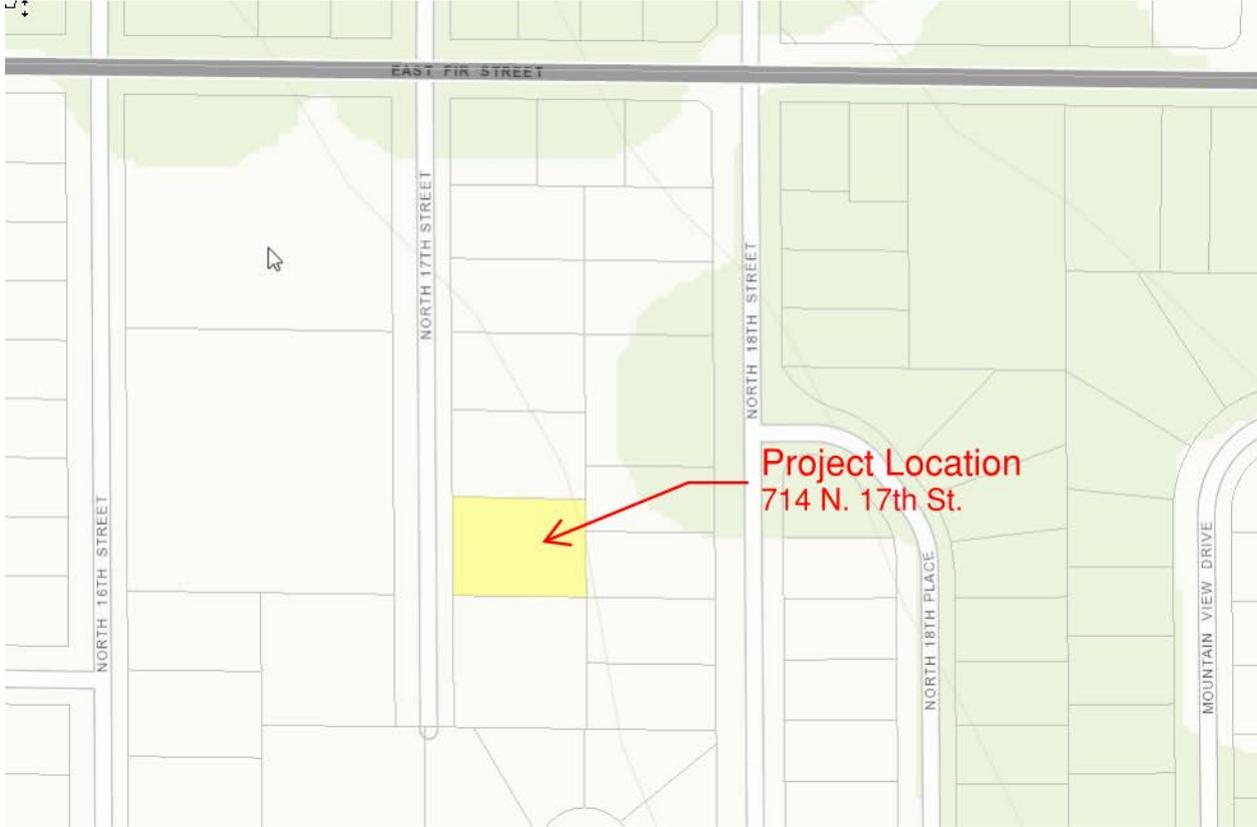


**NOTICE OF DECISION:
ACCESSORY DWELLING UNIT (ADU)**

A. SUMMARY:

DECISION:	APPROVED WITH CONDITIONS		
DATE:	June 8, 2018	FILE NUMBER:	PL18-060
PROJECT ADDRESS:	714 N. 17 th St.	PROJECT PARCEL NUMBERS:	P108164
APPLICANT (NAME/ADDRESS):	Warren McDanold, B & W Homes 14332 Elise Lane Burlington, WA 98233		
PROPERTY OWNER:	Barbara Jarboe, 714 N. 17 th St. Mount Vernon, WA 98273		
PROJECT PLANNER:	Kirsten Hawney, Planning Coordinator		
PROJECT DESCRIPTION:	<p>The applicant is seeking approval of a Special Use Permit to construct an accessory dwelling unit in an existing detached shop adjacent to the main residence. The proposed ADU will be 852 square feet. Parking is available within the existing garage attached to the main residence and in the driveway. The Mount Vernon Municipal Code requires notification to all property owners within 100 feet of the property that is the subject of a Special Use Permit application.</p>		
PROJECT LOCATION:	<p>The subject property is located at 714 N. 17th St., the Skagit County Assessor identifies the site as parcel: P108164, the site is located on the east side of N. 17th St. approximately 400 ft. south of Fir St., and is within a portion of Section 20, Township 34 North, Range 04, in Skagit County, Washington. The property is legally described as View Crest #4, Lot 29</p>		

Below is a map that shows the location of the subject site highlighted in yellow.



B. EXHIBIT LIST

Exhibit 1: Jarboe Special Use Permit Land Use Application file, File No. PL18-060

C. GENERAL INFORMATION:

Zoning Designation: Single-Family Detached Residential (R-1, 7.0) District

Comprehensive Plan Designation: High Density Single-Family (SF-HI)

Existing Site Use: Single-Family Residential

Neighborhood characteristics:

North:	Single-Family Residential Development
East:	Single-Family Residential Development
South:	Single-Family Residential Development
West:	North 17 th Street

Below is an aerial map of the subject site. The site boundaries are roughly approximated in yellow. This map is presented for informational purposes regarding the surrounding land uses only.



Access: The vehicular entrance to the principle residence and the ADU is off of North 17th St.

Site Area: The area of the lot is ± 13,500 square feet.

D. APPLICABLE SECTIONS OF THE MOUNT VERNON MUNICIPAL CODE (MVMC):

Title 14 Land Use and Development

- Chapter 14.05 Administration of Development Regulations

Title 17 Zoning

- Chapter 17.15 'R-1' Single-Family Detached Residential District
- Chapter 17.81 Special Uses

E. APPLICABLE SECTIONS OF THE MOUNT VERNON COMPREHENSIVE PLAN:

- Land Use Element
- Housing Element

F. DEPARTMENT ANALYSIS:

Project Description/Background:

The 852± square foot accessory dwelling unit (ADU) will be located within an existing detached shop adjacent to the main residence that will be renovated. An area of approximately 108 square feet will be separated from the proposed ADU space with full height walls leaving an area for storage accessible from the building exterior by the existing roll-up door. An enclosed garage will remain attached to the main residence. In addition, there is adequate space on-site in driveways to accommodate at least two (2) more parking spaces. One meter shall be required for each utility including electric, water and sewer.

Environmental Review:

For minor new construction under WAC 197-11-900(1)(c), up to ten dwelling units, cumulative, is categorically exempt from the threshold determination and the Environmental Impact Statement Requirements of SEPA [MVMC 15.06.095(A)(1)].

Staff Review Comments:

Representatives from various City departments have reviewed the application materials to identify and address site plan issues from the proposed development.

Consistency with Special Use for ADU Criteria:

MVMC 17.81.110 provides performance standards that staff are to consider, along with all other relevant information, in the review of a Special Use Permit for an ADU application. These performance standards are adopted as the conditions of approval for the Special Use Permit for ADU decision. The applicant has provided a narrative and plans addressing the special use for ADU criteria found in MVMC 17.81.110:

- A. An accessory dwelling unit may be established in an existing single-family dwelling unit or in a detached structure on a legal building lot by any one or by a combination of the following methods:
 - 1. Alteration of interior space of the dwelling; or
 - 2. Conversion of an attic, basement, attached or detached garage, or other previously uninhabited portion of a dwelling; or
 - 3. Addition of attached living area onto an existing dwelling; or
 - 4. Construction of a detached living area.
- B. Each single-family dwelling on a legal building lot shall have not more than one accessory dwelling unit.
- C. One of the dwelling units shall be occupied by one or more owners of the property as the owner's permanent and principal residence. "Owners" shall include title holders and contract purchasers. The owner shall file a certification or owner-occupancy with the Development Services Department prior to the issuance of the permit to establish an accessory dwelling unit.
- D. The floor area of the accessory dwelling unit shall not exceed 900 square feet.
- E. The total number of persons who may occupy the principal and accessory dwelling units combined shall not exceed the number of persons that are defined by this title as a 'family': "one person or two or more related persons living together, or not more than eight unrelated persons living together as a single, nonprofit housekeeping unit".
- F. Three (3) off-street parking spaces shall be provided for the principal and accessory dwelling units. When the property abuts an alley, the off-street parking space for the accessory dwelling unit shall gain access from the alley, unless topography makes such access impossible.

- G. The single family appearance and character of the dwelling shall be maintained when viewed from the surrounding neighborhood. Only one entrance to the residential structure may be located on any street side of the structure; provided that this limitation shall not affect the eligibility of a residential structure which has more than one entrance on the front or street side on the effective date of the ordinance codified in this chapter.
- H. Only one (1) electric, one (1) gas, and one (1) water meter shall be allowed for the entire building, serving both the principal and accessory dwelling unit.
- I. The accessory and principal dwelling unit shall comply with all applicable requirements of the Uniform Building Code and zoning ordinance as adopted or amended by the City.
- J. The owner of a single-family dwelling with an accessory dwelling unit shall file an owner's certificate of occupancy in a form acceptable to the City Attorney no later than April 1st of each year. Any person who falsely certifies that he or she resides in a dwelling unit at the stated address to satisfy the requirements of this section shall be subject to the violation and penalty provisions of Chapter 17.114 MVMC.
- K. A permit for an accessory dwelling unit shall not be transferable to any lot other than the lot described in the application.
- L. In addition to the conditions which may be imposed by the Development Services Director through the special use permit process, all accessory dwelling units shall also be subject to the condition that such a permit shall automatically expire whenever:
 - 1. The accessory dwelling unit is substantially altered and is thus no longer in conformance with the plans approved by both the CED Director and Building Official; or
 - 2. The subject lot ceases to maintain at least three (3) off-street parking spaces; or,
 - 3. The applicant ceases to own or reside in either the principal or the accessory dwelling unit.
- M. The applicant shall provide a covenant in a form acceptable to the City Attorney and suitable for recording with the County Auditor, providing notice to future owners or long term lessors of the subject lot that the existence of the accessory dwelling unit is predicated upon the occupancy of either the accessory dwelling unit or the principal dwelling by the person to whom the accessory dwelling unit permit has been issued. The covenant shall also require any owner of the property to notify a prospective buyer of the limitations of this section and to provide for the removal of improvements added to convert the premises to an accessory dwelling unit and the restoration of the site to a single-family dwelling in the event that any condition of approval is violated.

Consistency with Special Use Review Criteria:

MVMC 17.81.540 provides review criteria that the Development Services Director is to consider, along with all other relevant information, in making a decision on a Special Use Permit for ADU application.

1. The proposal is compatible with the intent of the Comprehensive Plan for the City.

Staff Response: The accessory dwelling unit is located within an area of similarly-sized residential lots that are designated Single-Family High Density on the Comprehensive Plan; and, ADUs are recognized as allowed uses with the Comprehensive Plan. The Housing Element of the Comprehensive Plan contains the following Policy:

Policy HO-1.2.3 City regulations should facilitate attached and detached accessory dwelling units in single-family districts subject to specific development, design and owner occupancy provisions.

2. The proposal shall be compatible with the surrounding neighborhood.

Staff Response: The surrounding residential neighborhood is developed with similarly-sized homes on similarly-sized lots. The ADU performance standards are designed to maintain the single-family appearance of the neighborhood.

3. The surrounding neighborhood would not be negatively impacted by the size, arrangement, or architectural design of the proposed use.

Staff Response: The ADU will occupy an existing structure. With the exception of one new window on the eastern elevation which faces the rear yard all renovations will occur on the interior of the building. The entrance to the ADU will be through an existing man door on the west elevation. Although this door is on the street side of the structure it's visibility from the right-of-way is obscured by the main residence and a solid wood fence. The proposed ADU meets all applicable land use regulations.

4. Traffic patterns are not severely impacted.

Staff Response: The main residential structure has an existing enclosed garage and parking pads that will accommodate at least an additional two (2) vehicles on the site. No on-street parking to serve the residences is necessary. Vehicular access to the property is off of North 17th St.

5. Public facilities are available to serve the proposed development.

Staff Response: The residential lot is currently served by public utilities/facilities.

6. The proposal has no materially detrimental effects on neighboring properties due to excessive noise, lighting or other interference with the peaceful use and possession of said neighboring properties.

Staff Response: The proposal is for a residential use in a residential neighborhood, and there is no indication that excessive noise, lighting or other interference with the peaceful use and possession of neighboring properties would occur.

7. The proposal has been designed to minimize adverse effects on neighboring properties.

Staff Response: 'Special Use for Accessory Dwelling Unit' code conditions ensure that ADU proposals will be compatible with the single-family appearance of the neighborhoods that they are situated in and will not negatively impact or affect the surrounding neighborhood. The applicant is/will be complying with this code; and as such, will be minimizing adverse effects on neighboring properties.

G. CONCLUSIONS

1. The accessory dwelling unit complies with the Special Use for ADU performance standards.
2. The Special Use Permit will be conditioned as follows under the 'Decision' section of the staff report to meet requirements from the Development Services Department.

H. DECISION

The Special Use Permit application for the **Jarboe Accessory Dwelling Unit, Project File No. PL18-060** is approved subject to compliance with MVMC 17.81.110, provided in Section F, § "Consistency With Special Use For ADU Criteria" of this report and the following specific conditions:

1. The applicant shall sign and record a covenant in a form acceptable to the City Attorney and record it with the County Auditor that outlines the conditions of the ADU. The Development Services Department has covenant forms that the applicant can utilize for this purpose.
2. The applicant must obtain all required permits necessary to renovate the detached shop into an ADU.

SIGNATURE:



Rebecca Lowell, Principal Planner

June 8, 2018

Date

APPEALS

The decision of the DS Director is final unless an appeal to the Hearing Examiner is filed within fourteen (14) calendar days from the date of mailing of this written decision. **Appeals must be made in writing on or before 5:00 PM on June 22, 2018** and must be accompanied by a \$100.00 fee.

The appeal letter must state the appellant's reason(s) for the appeal based upon the criteria set forth in MVMC 17.81.110 and 17.81.540; and shall include all of the information that is requested in MVMC 14.05.160(C)(3). A copy of the MVMC can be obtained by contacting Development Services at: (360) 336-6214; or by downloading it off of the City's website at: www.mountvernonwa.gov.

EXPIRATION PERIODS

Special Use: An approved Special Use Permit for ADU shall become void after the expiration of one (1) year from the date of final decision unless a building permit application conforming to the approved special use permit for ADU is filed with the City. The applicant may request an extension of the time limit by filing a written request and appropriate filing fee with the Development Services Director prior to the Special Use Permit for ADU expiration date. The Development Services Director shall send notice of his/her decision on the extension request to all parties of record and property owners within 100 feet of the proposal property.

TRANSMITTED this 8th day of June, 2018 to the applicant, who is the owner.