



STAFF REPORT & DECISION *for* PRELIMINARY SHORT PLAT

A. SUMMARY AND PURPOSE OF REQUEST:

DATE: August 1, 2013

LAND USE ACTION: Administrative Approval of a 2-lot Preliminary Short Subdivision

PROJECT NAME/NUMBER: Eldridge Short Plat; PL13-061

APPLICANT/OWNER: Doug Eldridge

PROJECT PLANNER: Rebecca Lowell, Senior Planner

PROJECT DESCRIPTION: Proposed is a two lot short plat of an approximate .61 acre (26,709 s.f.) site. Proposed Lot 1 will be 7,644 s.f in size and is located on the north side of the overall site and will have the existing building and shop located on it. Proposed Lot 2 will be 19,065 s.f size and is located on the south side of the overall site.

There are no wetlands or streams indicated on the site.

PROJECT LOCATION: The project site has an address of 2313 Old Highway 99 South, it is identified by the Skagit County Assessor as parcel P29215; it is generally located on the west side of Old Hwy 99, with Blackburn Road to the north and Anderson Road to the south. The site is located within a portion of Section 30, Township 34 North, Range 04 East, W.M. in Skagit County, Washington.

B. EXHIBIT LIST:

Exhibit 1: Entire Land Use File, P13-061 (on file at the CEDD).
Exhibit 2: Reduced size copy of the short plat.

C. GENERAL INFORMATION:

Zoning Designation: Commercial-Limited Industrial (CL)

Comprehensive Plan Designation: Commercial-Limited Industrial (CL)

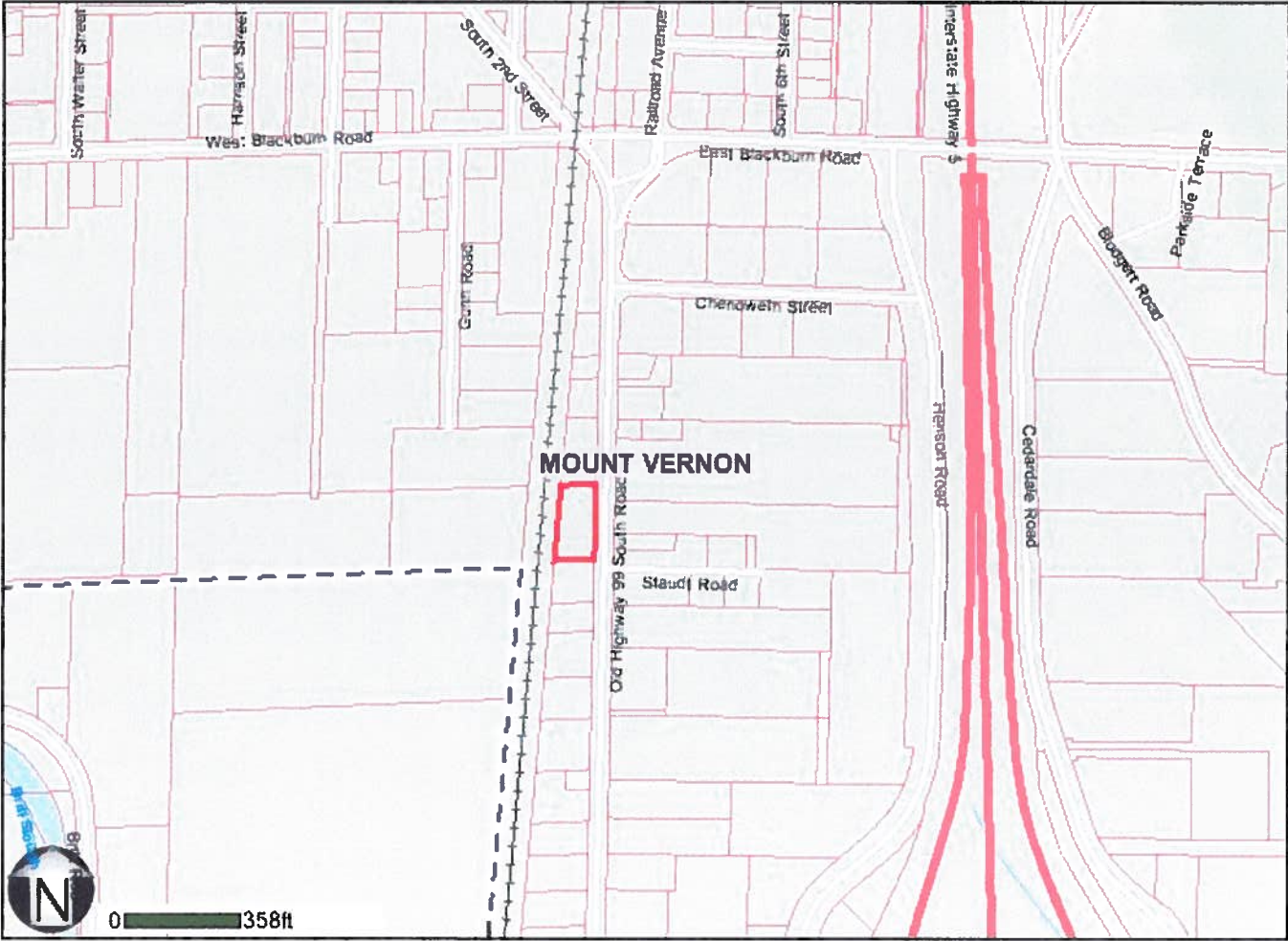
Existing Site Use: The north side of the site is developed with a structure and the south side is vacant.

Neighborhood characteristics:
North: Commercial-Limited Industrial zoned parcel
South: Commercial-Limited Industrial zoned parcel
East: Old Highway 99 South
West: BNSF Railroad tracks

Access: Off of Old Highway 99 South

Site Area: The area of the parent parcel is ± .61 acres

Map: The approximate site boundaries are shown in red on the vicinity map below.



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

Title 13: Sewers

Title 14: Land Use and Development

Chapter 14.05 Administration of Development Regulations

Chapter 14.10 Concurrency

Title 16: Subdivisions

Chapter 16.04 Title Purpose and Definitions

Chapter 16.16 Street Design Standards

Chapter 16.20 Improvements

Chapter 16.32 Short Plats

Title 17: Zoning

Chapter 17.56 Commercial-Limited Industrial Zone (CL)

E. APPLICABLE SECTIONS OF THE MOUNT VERNON COMPREHENSIVE PLAN:

- Land Use Element
- Economic Development
- Transportation Element

F. ENVIRONMENTAL REVIEW:

Under WAC 197-11-800, the subject short plat, is categorically exempt from the threshold determination and the Environmental Impact Statement Requirements of SEPA [MVMC 15.06.095(A)(1)].

G. DEPARTMENT ANALYSIS:

1. Project Description/Background:

The project proponent has requested approval of a Short Plat that would allow subdivision of an approximate .61 acre property into 2 lots. The northern proposed lot will be approximately .18 acres in size and will have the existing structure on it. The southern proposed lot will be approximately .44 acres in size and is vacant. Access is and will continue to be off of Old Highway 99 South.

2. City Process:

The proposed short plat requires a Type II review process, which is an administrative decision that may be appealed to the Hearing Examiner. The application for this land use action was submitted to the City on June 28, 2013; and was deemed technically complete on July 15, 2013. A Notice of Application (NOA) was issued on July 15, 2013. The NOA was distributed to all properties within 300 feet of the project site on July 18, 2013. In addition, the site was posted with a Land Use sign and an affidavit of posting was submitted to the Community & Economic Development Department.

3. Public Comments:

During the public comment period that tolled from July 15, 2013 to July 31, 2013 no comments were received by the CEDD Department.

4. Staff Review Comments:

Representatives from various City departments received the application materials during the Notice of Application period and subsequently identified and addressed issues associated with the proposed land use action. Comments received during this review period have been incorporated into this report and are attached hereto.

5. Design of Short Plats - Standards:

The following design standards for short plats have been established (MVMC 16.32.040) to assist decision makers in the review of the short plat:

- a. Lots shall adhere to the standards of the zoning ordinance (Chapter 17.56 MVMC):
 - i. Minimum Front Setback (25 feet on arterial streets and 10 feet on all other streets): *new construction must meet minimum front setback requirements; the lots as proposed would allow minimum setbacks to be met; setbacks will be verified prior to issuance of building permits.*
 - ii. Minimum Side and Rear Setbacks: (None, except along any property line adjoining a residentially zoned district, with no intervening street or alley, there shall be a setback of 20 feet): *The adjoining property to the north and south are both commercially zoned.*
 - iii. Maximum Building Height (Unlimited except for fire and building considerations): *New construction must meet building height requirements; such requirements will be verified prior to issuance of building permits.*
 - iv. Parking: *parking spaces are based on the actual use of the site. When the site is developed or re-developed, as would be the case with the northern lot, the applicant will be required to have the number of parking spaces required per code.*
- b. The subdivision shall be in compliance with the City's Comprehensive Plan:

The Comprehensive Plan designation of the property is Commercial-Limited Industrial (CL). The City's adopted Comprehensive Plan states that, "the intent of the C-L district is to implement the goals and objectives of the City's Overall Economic Development Plan (OEDP) by promoting the development of retail, limited industrial/manufacturing, and business off park developments concurrent with the expansion of urban public facilities and services and in consideration of the community's development standards, objectives, and environmental requirements".

- c. Except as noted in MVMC 16.32.032(I), each lot shall abut a public street by no less than the frontage required (20 feet) by the zoning district in which it is located:
All lots would abut public streets by more than the minimum frontage required.
- d. Except as noted in MVMC 16.32.032(I), all lots created by a short subdivision shall abut and have access from a dedicated or deeded street and such street shall have the right-of-way width specified by the Community and Economic Development Department:
All lots would abut and have access from dedicated public street, Old Highway 99 South.
- e. Short subdivisions that contain a dedication of land to the public shall have been surveyed and monumented and recorded with the County Auditor. The monumentation requirement may be waived if the centerline of the right-of-way is already monumented:
Not required for this subdivision.
- f. Where approval of a short plat is conditioned upon construction of improvements, the construction plans shall be submitted to the City Engineer accompanied by a fee as outlined within the City's current fee schedule:
The applicant has demonstrated that that sanitary sewer and storm lines are stubbed into this site.
- g. Land that the Community and Economic Development Department Director has found to be unsuitable due to flooding, bad drainage, or swamp conditions and that the Community and Economic Development Department Director considers inappropriate for development, shall not be subdivided unless adequate means of control or abatement have been formulated by the subdivider and approved by the Community and Economic Development Department:
Not applicable to this short plat as code requirements will control and/or abate potential impacts.
- h. In the event the land to be subdivided has a slope or slopes of more than 20 percent and/or rock or unstable soil conditions, the subdivider shall furnish soil data to the City Engineer. If conditions warrant control measures to correct slide, erosion, or other similar problems, the subdivider shall be responsible for the design, installation, and expense of any device or corrective measure, subject to approval by the Community and Economic Development Department:
Not applicable to this short plat.
- i. Detached, single-family residential short plats may be accessed by private roadway easements, provided that the following requirements are met: *(None of the following are applicable)*
- i. The requirements of Chapter 16.16 MVMC are met;
 - ii. All lots within the short plat shall have an undivided interest in the ownership of the easement tract and shall record on the face of the plat that the owners will maintain both the easement and a sign where the easement joins the public road identifying it as a private road;
 - iii. Private roads will not be allowed where the Public Works Director feels that public roads are necessary for the future traffic circulation;
 - iv. At the discretion of the Community & Economic Development Department, the specific design standards for short plats served by private roads are as follows:
 - a) Easements as specified by the Community and Economic Development Department;

- b) Roadways shall be constructed of a minimum of two inches of asphalt pavement, three inches of crushed rock, and six inches of gravel base. The maximum grade shall be 10 percent;
- c) Horizontal curvature shall have a minimum radius of 60 feet;
- d) Vertical clearance shall be a minimum of 13 feet, 6 inches;
- e) Roadways serving a maximum of two lots shall be 15 feet in width; and roadways serving three to nine lots shall be a minimum of 20 feet in width;
- f) Sidewalks, or other pedestrian facilities approved by the Community & Economic Development Department, shall be provided when a private road serves, or could serve, more than four (4) lots;
- g) When fire hydrants are located on a private street the minimum street width shall be 26 feet;
- h) The Fire Department in consultation with the Community & Economic Development Department shall specify the signing and painting of curbs, as necessary, to limit parking on private streets;
- i) Roadways that are in excess of 150 feet long shall have a turnaround that meets the Fire Department standards;
- j) Sewer service may be provided by an eight-inch line on the roadway easement or by individual side sewers for each lot. Paved access and easement to the City shall be provided for all eight-inch lines;
- k) Hydrants must be installed in accordance with Chapter 15.14 MVMC;
- l) Adjoining contiguous easements are not desirable and shall be avoided;
- m) Where the specified easement passes through properties not owned by the developer, all necessary easements shall be obtained by the developer and verified by the Community and Economic Development Department prior to approval;
- n) Storm drainage runoff from the easement road shall be directed away from other properties and preferably into a public storm sewer system;
- v. The following note shall be added to the short plat: "All maintenance and construction of private roads shall be the responsibility of the lot owners".
- vi. No further subdivision shall occur without compliance with this title, the subdivision requirements of the City, without filing a final plat.
- j. Where approval of the short plat is conditioned upon construction of improvements, prior to the construction plans receiving final approval, the Community and Economic Development Department shall receive a construction inspection fee as outlined within the City's current fee schedule:

Not applicable, see below.

6. Minimum Improvements Required:

Prior to granting approval for any short subdivision, the Community and Economic Development Department shall ascertain that the following improvements, as required by MVMC 16.32.060, have been made or installed for each lot created by the division of land:

- a. Water supply per recommended state standards; adequate fire protection with review by the City of Mount Vernon Fire Department:

The applicant shows that there is an existing water line within the right-of-way abutting the east side of the subject site. When proposed Lot 2 is developed, or proposed Lot 1 re-developed, there could be additional requirements from the water district or the City's Fire Department.

b. Sanitary sewer:

The applicant has demonstrated that both lots have sanitary sewer stubs.

c. Underground power, telephone, television cable and all other necessary utilities, including undergrounding existing facilities;

Power is available to serve both lots.

d. Appropriate dedications or easements, if required; Staff will make sure that all applicable easements are shown on the face of the plat prior to it being recorded.

e. Improvements required for fronting street, if sub-standard:

There are no street frontage improvements required prior to final plat approval.

f. Design of improvements in accordance with MVMC 16.04.260 and 16.20;

Staff will make sure that the design of all improvements is consistent with MVMC 16.04.260 and 16.20.

g. As-built mylar construction drawings shall be provided; and

Staff will make sure that as-built mylar construction drawings are received by the CEDD prior to final plat approval.

h. Electronic media shall be provided in an acceptable format.

Staff will make sure that electronic media that is required from the applicant is received by the CEDD prior to final plat approval.

7. Availability and Impact on Public Services:

a. Fire:

Fire Department comments are included in the "Advisory Notes to Applicant" section of the environmental report.

b. Recreation:

There are no formal recreational amenities existing or planned on or in the immediate vicinity of the subject site.

c. Schools:

There should be no impact to schools.

d. Stormwater:

Storm water stubs exist to serve both lots.

e. Water:

The applicant has shown that both lots could be served with water.

f. Sanitary sewer:

Sanitary sewer stubs exist to serve to both lots.

g. Street Improvements:

Additional engineering requirements may be identified with the approval of a Fill and Grade permit, if necessary.

7. Approval Criteria (MVMC 16.32.050):

The Community & Economic Development and Public Works Directors shall determine if appropriate provisions have been included in the short plat for, but not limited to, the public health, safety and general welfare, open spaces, drainage ways, critical areas, streets, alleys, other public ways, water supplies, sanitary wastes, parks, playgrounds and sites for schools.

- a. If the Community & Economic Development and Public Works Directors find that the public use and interest will be served by the platting of such subdivision, then the Directors shall recommend approval. If the Directors find that the proposed short plat does not make such provisions or that the public use and interest will not be served, then the Directors may recommend disapproval of the short plat.
- b. Dedication of land to any public body; and/or dedication of easements to abutting property owners may be required as a condition of subdivision approval and shall be clearly shown on the final plat. The Directors shall not require, as a condition of the approval of any plat, that a release of liability be procured from other property owners.

H. DECISION:

Based on the information contained in this staff report, and the Short Plat approval criteria outlined above, the **Eldridge Short Plat** application, **File No. PL13-061**, is **APPROVED** subject to compliance with the standards of the Mount Vernon Municipal Code. Please see the 'Notes to Applicant' section of this staff report that follows.

SIGNATURE:



Jana Hanson, Director
Community & Economic Development Department

8-1-13
Date

Appeals:

The decision of the Community & Economic Development Director is final unless an appeal to the Mount Vernon Hearing Examiner is filed within fourteen (14) business days from the date of mailing of the written decision. An appeal to the Hearing Examiner is governed by MVMC 14.05.160 and .170. Appeals must be made in writing on or before 4:30 PM, **August 15, 2013**. Any appeal must be accompanied by a \$100.00 fee and must state the appellant's reason(s) for the appeal based upon the provisions of the Mount Vernon Municipal Code.

Expiration Periods:

Short Plat: Land in short subdivisions may not be further divided in any manner within a period of five years without the filing of a final plat, except that when the short plat contains fewer than four parcels, nothing in this section shall prevent the owner who filed the short plat from filing an alteration within the five-year period to create up to a total of four lots within the original short plat boundaries. The owner who files the original short plat may transfer this right to the subsequent owners with a statement on the face of the short plat.

TRANSMITTED this 1st day of August, 2013 to the property owner/applicant, there are no parties of record to transmit records to.

I. NOTES TO APPLICANT:

This approval is for preliminary short plat approval **only**. Applicants are required to demonstrate compliance with code or install all necessary infrastructure improvements before final short plat approval can be granted.

Before any land disturbing activities take place, the applicant is required to apply for and obtain a Fill & Grade Permit, and possibly a utility permit and/or right-of-way permit(s).

When all of the preliminary short plat conditions of approval have been met/constructed, an applicant will need to schedule another pre-application meeting with the CEDD to receive their list of submittal requirements for final plat approval.

Lots cannot be created, sold, or marketed for sale until final short plat approval is granted and the plat map is recorded with the Skagit County Auditor. Final short plat approval is a separate process from the preliminary short plat approval process.



July 25, 2013

To: Rebecca Bradley-Lowell, Senior Planner

From: Ana Chesterfield, Development Review Engineering Manager

Re: PL13-061 Eldridge Short Plat /Traffic Concurrency
P29215 – Old Highway 99 South

The applicant is proposing to subdivide approximately 0.61 acres or 26,709 SF site into two lots. The proposed lot 1 will be 7,192 SF and it currently has an existing house. Lot two will be 19,517 SF and is located to the south. At this time the applicant is not proposing to develop lot 2. A pre-application meeting was held on June 11, 2013.

Engineering staff has reviewed the Short Plat application dated June 27, 2013 and the Short Plat map site plan and has the following comments:

- Driveway entrances are required to be installed per City Code at the time of development.
- Traffic concurrency review is required.
- According to city records there is a 12" storm stub in the property as well as an existing 8" sewer stub. It is the responsibility of the developer to verify the existence of utilities.
- Any new or redevelopment will require a stormwater analysis prepared by a licensed civil engineer addressing stormwater quantity and quality in accordance with City of Mount Vernon Engineering Standards Chapters 2 & 5 and MVMC 13.00 and 2005 Washington State Department of Ecology Stormwater Management Manual for Western Washington.
- Utility easements may become necessary during Engineering Plan Review.

- The applicant shall provide a dumpster area in compliance with MVMC 17.85. for commercial development.
- This project shall comply with all City standards and codes.

Additional review will be provided when complete Engineering plans and documents are made available.

REVISION
 7/18/13

ELDRIDGE SHORT PLAT
 NE 1/4, SE 1/4 OF SEC. 30, TWP. 34 N., RING. 4 E., W.M.
 CITY OF MOUNT VERNON,
 SHAGHT COUNTY, WASHINGTON

COUNTY AUDITOR _____ BY DEPUTY _____

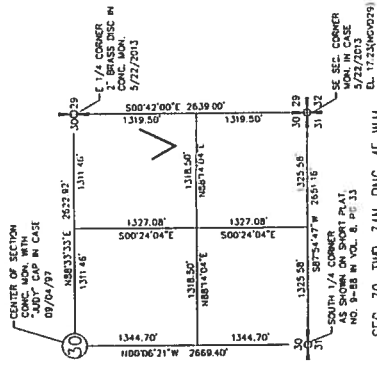
SURVEY EQUIPMENT & PROCEDURE
 THE SURVEY WAS COMPLETED AND ACCOMPLISHED BY FIELD TRAVELER USING A TRIPLE END TOTAL STATION MAY, 2013.

BASES OF BEARING
 BEARINGS SHOWN IS BASED ON THE ASSUMPTION THAT THE EAST LINE OF SOUTHEAST QUARTER OF SECTION 30 TOWNSHIP 34N., RANGE 4E. BEING 149°42'50"N.

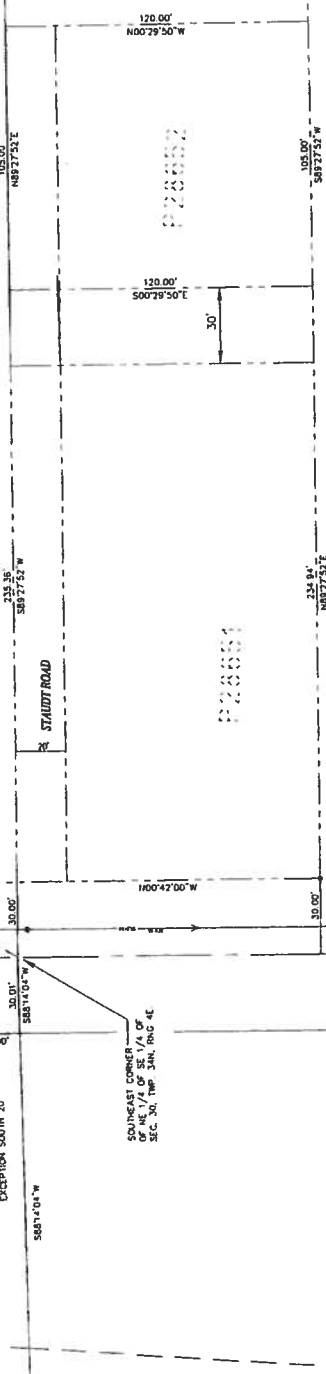
LEGAL DESCRIPTION
 THAT PORTION OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 30, TOWNSHIP 34 NORTH, RANGE 4 EAST, W.M., DESCRIBED AS FOLLOWS:
 BEGINNING AT THE SOUTHWEST CORNER OF SAID SUBDIVISION, THENCE NORTH 25° 00' 00" WEST TO THE EAST POINT-OF-WAY LINE OF SAID SUBDIVISION; THENCE SOUTH 25° 00' 00" WEST TO THE EAST LINE OF SAID SUBDIVISION; THENCE EAST ALONG SAID SOUTH LINE TO THE POINT OF BEGINNING, EXCEPT ROAD; AND ALSO EXCEPT SOUTH 20 FEET THEREOF.
 SITUATE IN SHAGHT COUNTY, WASHINGTON.

- LEGEND**
- ⊕ SET REBAR & CAP #3269
 - ⊙ FND. CONIC MON. #1
 - ⊙ FND. CONIC MON. #2
 - ⊙ CALCULATED POINT
- TWO-LOT SHORT PLAT
 ZONING COMMERCIAL/LIMITED INDUSTRIAL DISTRICT
 COMP. PLAN DESIGNATION: COMMERCIAL/LIMITED INDUSTRIAL DISTRICT
 LOT AREA: LOT 1 - 7,644 S.F. LOT 2 - 19,065 S.F.

OWNER(S)
 MICHELLE A. ELDRIDGE
 2313 OLD HIGHWAY 99 SE
 MOUNT VERNON, WA 98273



SEC. 30, TWP. 34N., RING. 4E W.M.
 EL: 17.723(NC028)



SCALE: 1" = 30'
 LOCATION: 2313 OLD HIGHWAY 99 SE, MOUNT VERNON, WA 98273

SUMMIT ENGINEERS & SURVEYORS, INC.
 13099
 2218 OLD HIGHWAY 99 SOUTH ROAD, MOUNT VERNON, WA 98273
 PHONE: (360) 416-4899 FAX: (360) 416-4849
 E-MAIL: YSR@SUMMITSS.COM

SE. 1/4 CORNER
 MON. W. CASE
 5/72/7013
 EL: 17.723(NC028)

SHEET 1 OF 2

13-061

RECEIVED
 CITY OF MOUNT VERNON
 JUL 18 2013
 C.E.D. DEPARTMENT
 BY _____