

STAFF REPORT
CONDITIONAL USE PERMIT FOR
CHELAN DOUGLAS CHILD SERVICES ASSOCIATION
(CUP-19-03)

TO: City of Wenatchee Hearing Examiner
FROM: City of Wenatchee Community Development Department
RE: Public hearing for CUP-19-03
DATE: June 18, 2019

1. REQUESTED ACTION

Requested Action: Conduct a public hearing on an application for a Conditional Use Permit submitted by Chelan Douglas Child Services Association (CDCSA) to allow the operation of an early childhood education center in an existing building and associated site improvements at the property located at 1321 Methow Street.

2. SITE INFORMATION

Applicant: Christy Walt, Executive Director of CDCSA
Owner: CDCSA
Location: 1321 Methow Street and identified by Assessor's Parcel No.: 22-20-15-110-150
Zoning District: Residential Moderate (RM) and Mixed Residential Corridor (MRC)
Comp. Plan Designation: RM and MRC

Project Description: The City of Wenatchee received a Conditional Use Permit (CUP) application for CDCSA to operate an early childhood education center in the existing building located at 1321 Methow Street. The building was previously occupied by a Jehovah's Witnesses church, which received approval of a Conditional Use Permit in 1976 (CUP-1466). If approved, this CUP will supersede the previous approval, CUP-1466 (suggested condition of approval #2).

The proposed early childhood education center will require a remodel of the interior of the building to create four classroom spaces, an office, and a staff break room with a kitchenette. Proposed modifications to the building include the addition of several window and doors to satisfy licensing requirements related to emergency egress and an expanded entry within the existing building footprint. As a note, food preparation for the students will be completed off site and transported to this facility.

The application also proposes the removal of asphalt adjacent to the north and east sides of the building to allow the construction of an outdoor playground. CDCSA proposes a maximum capacity of 72 students, who will be transported to and from the site in shorter type (Type A) school buses. Storage of a maximum of six school buses on the property is included in the application. The majority of students will be transported by bus; however, there may also be

limited individual student pick up and drop off. Employees will provide their own transportation to and from the site. Hours of activity at this facility will generally be 8:00am to 5:30pm, Monday through Friday. Occasional weekend use may occur.

The proposed use and related activities meet the definition of “child care center,” as described in WCC Chapter 10.08, Definitions. Child care centers require a Conditional Use Permit in the Residential Moderate (RM) zoning district and Mixed Residential Corridor (MRC) overlay district (WCC Section 10.10.020). The application materials are included as Attachment A.

Site Characteristics and Surrounding Properties: The property is within the Residential Moderate (RM) zoning district and partially within the Mixed Residential Corridor (MRC) overlay district. The existing building, parking lot, and landscape areas on the site were constructed in 1976 for the Jehovah’s Witnesses church. The property has access from both Cashmere Street to the east and from Methow Street to the west. Methow Street provides primary access to the site and the existing gate to Cashmere Street will remain. The property is defined by chain link fencing with slats that is also proposed to remain to satisfy both licensing requirements and landscape and buffering requirements. Single-family uses, primarily built in the 1940s and 1950s, surround the property to the north, east, south, and west.

Conditions of approval address landscaping and storm water requirements for the site, which are required to be improved as a result of the valuation of the work (WCC Section 10.62.020(1)(f)) and as related to the specific criteria required of child care centers requesting a Conditional Use Permit (WCC Section 10.65.110). Additional information on the required site improvements is provided in the Project Analysis section of this report.

Figure 1. Aerial image of proposed project



Site Permitting History: CUP-1466, to allow a Jehovah’s Witnesses church on the subject property, was approved on May 27, 1976. No other land use approvals have been issued for this property.

3. APPLICABLE POLICIES AND DEVELOPMENT REGULATIONS

The proposed action is subject to land use policies and provisions of the City of Wenatchee Urban Area Comprehensive Plan and zoning and development regulations of the Wenatchee City Code.

Wenatchee Urban Area Comprehensive Plan

In addition to the general goals and policies of the Growth Management Act and Wenatchee Urban Area Comprehensive Plan which state growth shall take place where adequate public facilities exist and are able to serve existing and future growth, the following goals and policies are relevant to this application:

Land Use / Urban Growth Area Element

Goal 12. Residential Development – Promote increasingly attractive neighborhoods with convenient access to services.

Policy 6: New non-residential development in existing residential neighborhoods should be designed (landscaping and building design) and operated (traffic, noise, lighting, hours) to be compatible with the existing neighborhood. Compatibility for design can take the form of guidelines which objectively define a range of acceptable neighborhood non-residential building types and architectural details.

Goal 15. Neighborhoods – Utilize neighborhood planning as a way to tailor the comprehensive plan and implement it in areas that reflect the neighborhood’s history, character, current conditions, needs, values, vision and goals.

Policy 4: New non-residential development in existing residential neighborhoods should be designed (landscaping and building design) and operated (traffic, noise, lighting, hours) to be compatible with the existing neighborhood.

Wenatchee City Code

Wenatchee City Code sections which apply to this project are described below. Table 2, in Section 5, provides a detailed summary of the proposed project’s consistency with the applicable standards.

Definitions and District Use Chart

Wenatchee City Code (WCC) Section 10.08.050, “C,” defines a “child care center” to mean:

The activity of regularly providing care and supervision for minor children, whether for compensation or not.

(1) *“Family day care” means a child care and early learning service for not more than 12 children in a licensed day care provider’s dwelling.*

(2) *“Child day care center” means an agency that regularly provides child day care and early learning services for a group of children for periods of less than 24 hours.*

WCC Section 10.10.020, District Use Chart, requires a Conditional Use Permit for child day care centers in the RM zoning district and MRC overlay.

Development Standards

WCC Section 10.40.070, Mixed Residential Corridor, and Section 10.46.020, Residential development chart, address development standards for the subject zoning districts. Parking requirements are provided in WCC Chapter 10.60 and landscaping is addressed in WCC Chapter 10.62.

Conditional Use Permit Requirements and Criteria

All conditional use permit applications must meet the general requirements in WCC 10.65.050 and be evaluated by WCC 10.65.060 “General Criteria.” Additionally, the following specific provisions of WCC Section 10.65.110, Child day care center, are applicable.

Shorelines, Resource Lands and Critical Areas

The subject site is outside of the 200' shoreline jurisdiction and is not identified within the current critical area maps used by the City.

4. PUBLIC NOTICE AND ENVIRONMENTAL REVIEW

Table 1. Procedural Steps and Dates

Application Submitted:	April 30, 2019
Determination of Completeness:	May 13, 2019
Notice of Application:	Notice was mailed to property owners/taxpayers within 350 feet of the subject property, posted on the subject property, and referred to relevant agencies on May 15, 2019.
Notice of Public Hearing:	Notice was mailed to property owners/taxpayers within 350 feet of the subject property on June 13, 2019 and published in the Wenatchee World newspaper on June 14, 2019.
Public Hearing:	The public hearing is scheduled for June 25, 2019 at 3:00p.m. at Wenatchee City Hall, Council Chambers, 301 Yakima Street, Wenatchee, WA.

The public and relevant agencies have been given an opportunity to comment on the proposal. City of Wenatchee Engineering Division comments have been included as Attachment B and in the conditions of approval as necessary. No public comment letters were received, as of the writing of this report.

Environmental Review includes State Environmental Policy Act (SEPA): The application is categorically exempt from the State Environmental Policy Act (SEPA), pursuant to WAC 197-11-800(6)(b)(i), which exempts land use decisions for activities conducted within an existing building.

5. PROJECT ANALYSIS

In review of this proposal it is important to consider the goals and policies of the Comprehensive Plan, applicable codes, public and agency comments, any identified environmental concerns, and state and federal requirements. Identified below is planning staff's analysis and consistency review for the subject application.

Comprehensive Plan consistency analysis:

This application proposes the reuse of an existing building, previously occupied by a church, for a child day care center. The subject property is located in a residential zoning district, surrounded entirely by single-family residential uses. The Comprehensive Plan allows for non-residential development in residential areas, while directing non-residential uses to be compatible with the existing neighborhood. The Plan states that "compatibility" relates to landscaping and building design, as well as operations of the proposed use.

In this case, the operations of the child day care center are proposed to be primarily limited to daytime hours, during the week. There is adequate space on the property for parking for employees and students (expected to be limited due to the bus service provided), individual vehicle drop offs, and bus parking and turn around area. There may be added noise impacts from children using the outdoor playground during daytime hours, as compared to the previous church use, but this added noise is within the parameters allowed by the Wenatchee City Code (Chapter 6A.40, Public Disturbance Noises). These operational characteristics, including the proposed hours, expected capacity, transportation service provided, and new playground area, are compatible with the existing neighborhood.

With regard to landscaping and building design, proposed modifications to the building design do not increase the building footprint and do not affect overall compatibility of the project with the surrounding area. The addition of the playground area does create additional capacity for activity outside of the building, but as discussed above, given the hours of operation, should not adversely impact the surrounding properties.

The other site modification proposed, the storage of a maximum of six Type A school buses, does have the potential to impact the residential character of the surrounding neighborhood. Generally, in residential areas, storage of vehicles that may be parked for more than 24 hours requires perimeter landscape screening. In this case, the buses may be parked for a period of time greater or lesser than 24 hours, depending on the day of the week. However, the Type A buses are significantly larger in size than vehicles typically parked in a residential area and mitigation of the visual impact is necessary. Suggested condition of approval #4 would require that perimeter screening be provided for the maximum number of buses, in accordance with WCC Section 10.62.100(3)(c), which requires visual relief of storage areas to 100 percent from the view of the property adjoining the storage area. With this condition, the storage of buses on the site is made to be compatible with the residential area.

Wenatchee City Code consistency analysis:

Table 2, below, provides a detailed summary of the applicable development standards and consistency of the proposed project.

Table 2. Consistency with Applicable Development Standards

WCC Chapter 10.60, Parking			
Applicable Standard	Required	Proposed	Complies?
Parking spaces	42 parking spaces One space per staff plus three drop-off spaces per 12 children (20 employees + 72 children (72/12 x 3) = 38 spaces) Six parking spaces for school bus storage	71 parking spaces	Yes
WCC Chapter 10.62, Landscaping			
Applicable Standard	Required	Proposed	Complies?
Street frontage	Average 10-foot-wide landscape area (one tree per 40 feet)	Existing street frontage planting area of sufficient size and planting materials to satisfy this requirement	Yes
Perimeter screening	Six feet in width along the perimeter of the property, excluding street frontage (one tree per 30 feet)	Existing fence to satisfy a part of this requirement and the conceptual landscape plan proposes alternative compliance* to satisfy overall planting area size and material requirements	Yes, with conditions of approval #3 and #4
Façade buffer	At least four feet in width for 50 percent of building façade facing street	Conceptual landscape plan indicates this requirement to be satisfied by alternative compliance*, using existing and new plantings within playground area	Yes, with condition of approval #3

Parking lot	17.5 square feet of landscaping per 50 parking spaces, additional spaces require 25 square feet of landscaping (one tree per 10 parking spaces)	Existing fence to satisfy a part of this requirement and the conceptual landscape plan proposes alternative compliance* to satisfy overall planting area size and material requirements	Yes, with condition of approval #3
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* WCC Section 10.62.050 allows for alternative compliance of the landscaping standards, where normal compliance is impractical or impossible. The request for alternative compliance has been submitted with the subject application (CUP-19-03) and is recommended for approval, subject to the referenced conditions.

Conditional Use Permit Requirements and Criteria

The general criteria for conditional use permits in WCC Section 10.65.060 requires that the proposal is compatible with adjacent uses and will protect the character of the surrounding area, will not result in the creation of nuisances to the public and/or nearby properties and existing uses, and will not result in undue adverse impacts affecting the public health, safety, and welfare. The proposed use, a child day care center, in an existing building with limited site improvements, may be permitted by Conditional Use Permit in the RM district and MRC overlay district. This application and subsequent building permit are subject to all provisions of the Wenatchee City Code, including development standards specific to the referenced zoning and overlay districts.

The project is also subject to specific conditional use permit criteria for child day care centers, provided in WCC Section 10.65.110:

- (1) *Compliance with applicable state and local regulations relating to child day care homes and centers;*
 Project compliance: CDCSA will obtain all required licenses through the Washington State Department of Children, Youth, and Families to operate at the subject property (condition of approval #7).

- (2) *In residential zones, one unlighted wall sign not exceeding 12 square feet in area shall be permitted;*
 Project compliance: Signs require a separate sign permit application. No sign permit application has been received by the City.

- (3) *Off-street parking shall be provided as required by Chapter 10.60 WCC, as amended, including off-street loading/unloading space;*
 Project compliance: The proposed use requires a total of 42 parking spaces to address the needs of employees, students, and vehicle storage. There are 71 parking spaces available, based on the site plan received as a part of the application. There is sufficient room for off-street loading and unloading on the west side of the building, outside of the required drive aisles.

(4) *All off-street parking required for child day care centers shall be improved with a durable, dustless surface of asphalt, grass-crete or concrete, and shall be so graded and drained as to dispose of all surface water on site in a manner acceptable to the city engineer;*

Project compliance: The City's Engineering Division has provided comment (Attachment B) noting that the existing site does not collect surface water on site in a manner acceptable to the City Engineer. Condition of approval #5 requires an engineered report detailing analysis of the site and improvements constructed according to the report and as approved by the City Engineer.

(5) *Any outdoor play area shall be completely enclosed by a fence meeting the height limitations for fences;*

Project compliance: The outdoor play area, or playground, is enclosed by a fence that varies in height from four to six feet and is in compliance with the height limitations for fences.

(6) *Architectural Scale. New child day care center buildings in the RS, RL, RM, and RH zoning districts shall meet WCC 10.48.080(4).*

Project compliance: This is an existing building and this requirement is not applicable.

V. RECOMMENDATION

As conditioned below, this application does not appear to be detrimental to the general public health, safety or welfare and meets the basic intent and criteria associated with Title 10 of the Wenatchee City Code. Staff recommends **approval** of CUP-19-03 subject to the following findings of fact, conclusions of law, and suggested conditions:

This recommendation is based on the following findings of fact:

1. An application was submitted by Christy Walt, of Chelan Douglas Child Services Association, on April 30, 2019 for a Conditional Use Permit to allow the operation of an early childhood education center in an existing building and associated site improvements at the property located at 1321 Methow Street (APN: 22-20-15-110-150).
2. The application has been processed as a Type III quasi-judicial review for conditional use permits pursuant to WCC Section 13.09.050; a public hearing is required for the application and is scheduled to occur on June 25, 2019.
3. The subject property is located within the Residential Moderate (RM) zoning district and Mixed Residential Corridor (MRC) overlay district.
4. The Wenatchee Urban Area Comprehensive Plan land use designations are RM and MRC.
5. Child day care centers are permitted as a Conditional Use in the RM and MRC.
6. The applicant is Christy Walt, Executive Director of Chelan Douglas Child Services Association.
7. The property owner is Chelan Douglas Child Services Association, P.O. Box 360, Wenatchee, WA 98807.

8. The proposal is consistent with the goals and policies of the Wenatchee Urban Area Comprehensive Plan, with mitigation of the school bus storage as provided for in the conditions of approval. Policy 6 of Goal 12 in the Land Use Element of the Wenatchee Area Comprehensive Plan requires new non-residential development in existing residential neighborhoods to be designed (landscaping and building design) and operated (traffic, noise, lighting, hours) to be compatible with the existing neighborhood.
9. The proposal is consistent with the provisions of Wenatchee City Code Title 10, Zoning, with mitigations provided for in the conditions of approval related to landscaping, screening, licensing, and surface water management.
10. The Engineering Division report for this project documents that Methow Street is a Collector Arterial with inadequate width. The property frontage along Methow Street is 15-ft from centerline and an additional dedication of 15 feet of right-of-way for Methow Street frontage is required per WCC Title 7.
11. Wenatchee City Code Section 10.65.110(4) requires that proposed projects demonstrate that the off-street parking area is graded and drained as to dispose of all surface water on site. The applicant presented a site drainage narrative that shows the existing site does not collect any storm event on site, rather that it sheet flows stormwater across the property toward adjacent properties and to the street. The Engineering Division report documents that a professional engineering report, along with any plans and/or specifications is required to demonstrate satisfaction of the city code. The City Engineer establishes that the 25-year 24-hour City of Wenatchee Storm Event according to the Comprehensive Stormwater Plan for the City of Wenatchee is the minimum storm event for this site.
12. The conditional use permit supersedes CUP-1466 and shall run with the land and is transferable to future property owners.
13. The application is categorically exempt from the State Environmental Policy Act (SEPA), pursuant to WAC 197-11-800(6)(b)(i), which exempts land use decisions for activities conducted within an existing building.
14. The Wenatchee Hearing Examiner conducted a public hearing on June 25, 2019.
15. Any Conclusion of Law that is more correctly a Finding of Fact is hereby incorporated as such by this reference.

This recommendation is based upon the following suggested conclusions:

1. The City of Wenatchee Hearing Examiner has been granted the authority to render this decision pursuant to WCC 1.09.070.
2. As conditioned, the proposal is consistent with the intent, purposes, and regulations of the Wenatchee City Code and Comprehensive Plan.
3. As conditioned, this proposal meets the general and specific conditional use criteria for WCC Section 10.65.110, Child day care centers.
4. The conditional use permit will run with the land.

5. As conditioned, this proposal is consistent with applicable federal and state laws and regulations.
6. Comments from the reviewing agencies have been considered and addressed where appropriate.
7. As conditioned, the proposal will not be significantly detrimental to the public health, safety and welfare; diminish the value of nearby property or improvements; or disturb persons in the use of property unless the conditional use is a public necessity.
8. As conditioned, the proposal has been designed to minimize adverse effects on neighboring properties, to include at minimum the effects of lighting, transportation, noise, odor, dust, and appearance.
9. The conditions of approval are the minimum necessary to ensure the proposal will comply with all applicable laws and regulations.
10. All conditions place upon the proposed use are conditions that are measurable and can be enforced and monitored.
11. Public use and interests will be served by approval of this proposal.
12. Any Finding of Fact that is more correctly a Conclusion of Law is hereby incorporated as such by this reference.

This recommendation is based upon the following suggested Conditions of Approval:

1. The project shall proceed in substantial conformance with the plans and application materials on file and submitted on April 30, 2019, except as amended by the conditions herein. Any amendment or change to the project which may substantially modify the site plan, affect the overall project character, or increase the site capacity will require an amendment to this Conditional Use Permit.
2. This approval supersedes the approval of CUP-1466 to allow a Jehovah's Witnesses church on the subject property.
3. A landscape plan is required to be submitted and approved prior to building permit issuance, in accordance with WCC Chapter 10.62. Alternative compliance shall be documented as required pursuant to WCC Section 10.62.050 for the perimeter landscape, façade buffer landscape, and parking lot landscape areas, as required in WCC Sections 10.62.100 and 10.62.140.
4. The landscape plan shall show the parking spaces designated for the storage of six Type A school buses. A maximum of six school buses may be stored on the site at any time. Perimeter screening in the form of the existing fencing and planting materials designed to exceed the height of the buses within two years of planning, shall be provided for the bus storage area, in accordance with WCC Section 10.62.100(3)(c), requiring visual relief of storage areas to 100 percent from the view of the property adjoining the storage area.
5. Prior to building permit issuance, provide an engineered report detailing draining of the site and a downstream analysis for the 25-year, 24-hour stormwater event in accordance with WCC Section 10.65.110, acceptable to the City Engineer. Construct improvements

identified in the engineer's report or according to the professional engineer's plans and specifications, as approved by the City Engineer.

6. Prior to building permit final, dedicate the right-of-way along the Methow Street frontage as approved by the City Engineer.
7. The applicant is responsible for compliance with all applicable local, state and federal rules and regulations, and must obtain all appropriate permits and approvals.
8. The property owner shall maintain compliance with the standards of WCC Title 10, Zoning and conditions of the conditional use permit at all times. Violation of the terms of the permit and/or requirements of the WCC not expressly modified by the permit shall be processed as a violation pursuant to WCC Chapter 13.13, Enforcement and Penalties.

Attachments:

- A. Application materials
- B. City of Wenatchee Engineering Division letter
- C. Board of Adjustment minutes and conditions of approval for CUP-1466

Attachment A,

Application materials received April 30, 2019



Department of Community and Economic Development
 Planning Division

1350 McKittrick Street, Suite A
 Wenatchee, WA 98801
 (509) 888-3200

CONDITIONAL USE PERMIT APPLICATION CHECKLIST

The following information must be submitted at the time of application in order for it to be accepted at the counter. This includes items identified during the pre-application meeting. While a pre-application meeting is not required it can help identify required studies that if deferred will result in a longer processing time.

Applicant Verified	Required Items	Missing	Counter Complete	Deferred	N/A
<input checked="" type="checkbox"/>	Pre-application meeting date and file no. <u>Feb 14, 19 PRE-APP-19-05</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Completed mater application (signed and all parcel #'s included)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	<u>N/A</u> SEPA checklist (signed)	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Scaled site plan – 4 copies (at least one copy 11" x 17") depicting at least the following items: (a) the boundaries of the parcel(s); (b) the names of all streets bounding the site; (c) dimensions, locations and elevations of all buildings to be built or used; (d) the location, dimensions and design of off-street parking facilities, showing points of ingress and egress; (e) the surrounding property uses; and (f) pedestrian and vehicular circulation patterns.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stormwater report – 2 copies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Project narrative including description and code consistency	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	<u>N/A</u> Geotechnical, Flood Hazard, and/or Wildland-Urban Interface Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Copy of all application materials in a digital PDF format <u>EMAIL OR THUMB DRIVE</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Traffic Impact Analysis <u>- MEMO</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Parking Plan	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	<u>N/A</u> Exterior Elevations	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Application Fees Paid <u>✓ # 32894</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date Accepted: Accepted By: File No.



LAND DEVELOPMENT PERMIT APPLICATION

Date Stamp

Accepted By:

Receipt No.

File No.

TYPE OF PERMIT YOU ARE APPLYING FOR:

Major Subdivision

Short Plat

Binding Site Plan

Variance

Final Plat

Final Short Plat

Final Binding Site Plan

Conditional Use

Plat/Binding Site Plan Alteration

Plat/Binding Site Plan Vacation

Planned Development

In addition to this form, submit all applicable items on the corresponding checklist for a complete application.

GENERAL INFORMATION

Applicant: Chelan Douglas Child Services Association

Mailing Address: P.O. Box 360 Wenatchee, WA 98807

Contact No.: (509) 436-0566

E-mail Address: christyw@cdcsa.com

Property Owner(s): _____

*If different than applicant

Mailing Address: _____

Contact No.: _____

E-mail Address: _____

If there is more than one property owner, submit the supplemental additional owner(s) and authorization form.

Complete section if an agent is acting for the applicant or owner during the permit process:

Authorized Agent: _____

Mailing Address: _____

Contact No.: _____

E-mail Address: _____

Surveyor: _____

Washington Registration #: _____

Contact No.: _____

E-mail Address: _____

Engineer: _____

Washington Registration #: _____

Contact No.: _____

E-mail Address: _____

Please indicate who should receive correspondence and notices:

Applicant
 Surveyor

Owner
 Engineer

Authorized Agent

PROPERTY INFORMATION

Street Address(es): 1321 Methow Street Wenatchee, WA 98801

Parcel No(s): 22 20 15 110 150 and 22 20 15 110 100

Abbreviated Legal Description: The North half of the South half of the Southwest quarter of the Northeast quarter of Section 15, Township 22 North, Range 20, East of the Willamette Meridian; EXCEPT the West 165 ft of the South 70 ft thereof AND EXCEPT the East 50 ft

Total site size in acres: 1.32 ac

Zoning District Designation: Residential Moderate (RM)

Overlay District: Mixed residential corridor (MRC)

Comprehensive Plan Designation: Residential Mixed Use (RMU)

Shoreline Environmental Designation: N/A

Wildland-Urban Interface: N/A

Critical Areas: N/A

ACKNOWLEDGEMENTS AND SIGNATURES

I (We) acknowledge that:

1. The information, plans, maps and other materials submitted on and with this application are, to the best of my/our knowledge, a true and accurate representation of this proposal;
2. This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to Chapter 13.07 Wenatchee City Code;
3. City of Wenatchee does not guarantee success of this permit application, and/or the issuance of an affirmative notice of action. The City's assistance to the applicant(s)/owner(s) does not preclude the need to address impacts raised by the public or by other federal, state or local agencies;
4. In the event of any legal proceeding to challenge this application, any environmental determination or any other aspect of the proposed development, the Applicant(s)/Owner(s) shall be solely responsible to defend such challenge and pay all court costs and attorney's fees necessary for such defense;
5. If the Applicant is not the owner of the real property which is the subject of the permit application, this application and acknowledgment shall also be executed by each owner;
6. All persons executing this acknowledgment in a representative capacity shall be personally liable and hereby personally guarantee payment of all fees, expenses and costs required by this application.
7. If the applicant(s), representative(s) and/or owner(s) fail to respond to a request by the Department to submit necessary application materials identified in a Notice of Incomplete Application within 60 days will result in a null and void application, with no refund of the filing fees.
8. This application does not constitute approval of the proposed development activity and it is acknowledged that additional permit applications and approvals may be necessary to conduct specific activities.
10. During the review of this application, it may be necessary for staff to make one or more site visits. By signing this application form, you are giving permission for these visits. If it is rental property, the owner hereby agrees to notify tenants of possible site visits.

Date: 04/15/2019

Applicant Signature: Christy Walt

Date: _____

Agent Signature: _____

Date: _____

Owner Signature: _____

Chelan Douglas Child Services Project Narrative

Chelan Douglas Child Services is requesting a conditional use permit to operate an Early Childhood Education Center on the property located at 1321 Methow Street. The ECE Center will require some remodeling of the existing building located on this property and the removal of some asphalt to plant grass for playground space.

The building will have internal walls added to create 4 classroom spaces. Each classroom will have two sinks and two toilets, cabinetry for storage and counter tops for project space. There will be office and break space with a kitchenette. Food will be transported from our main site on Kittitas Street, no food will be prepared on site.

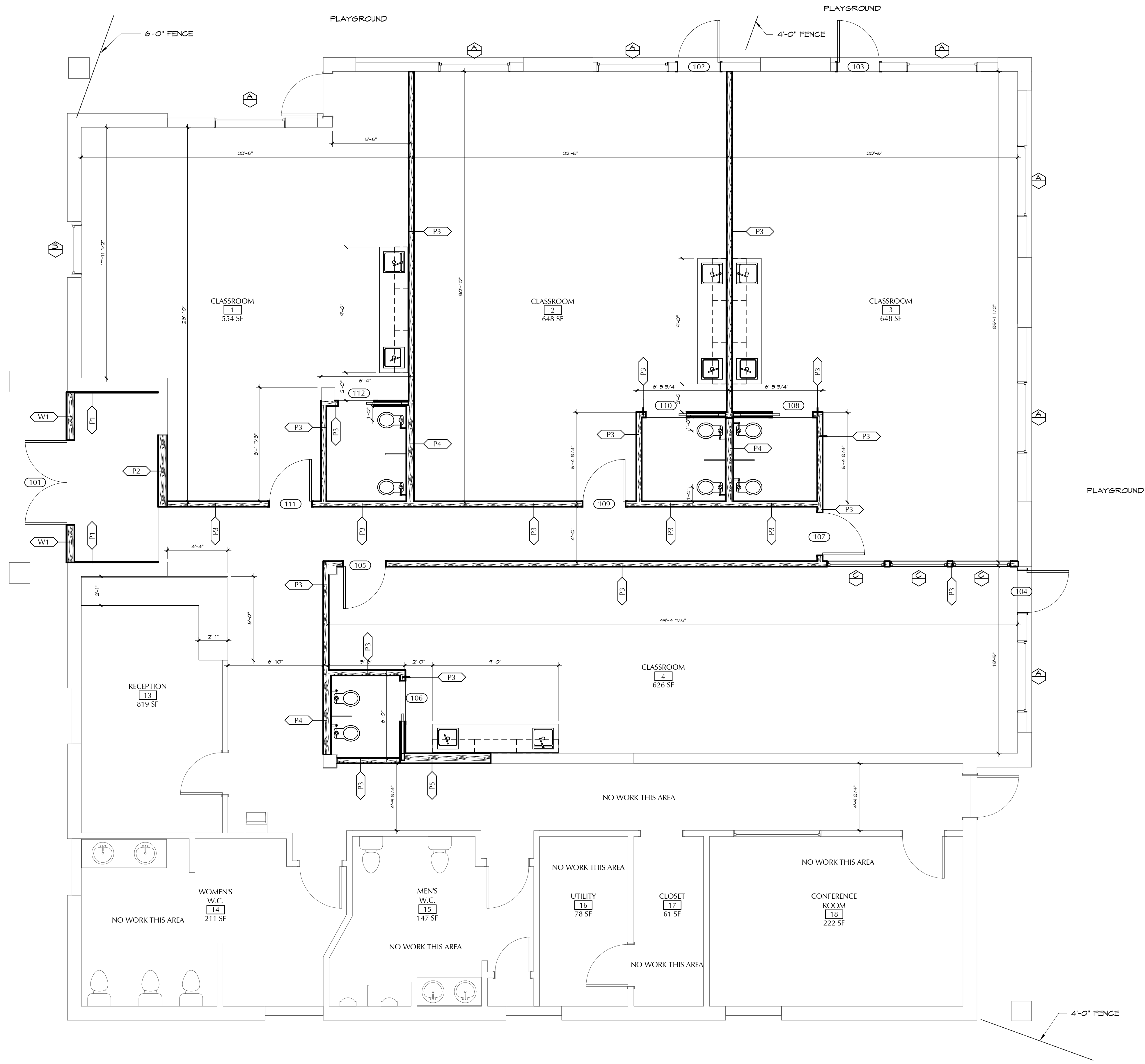
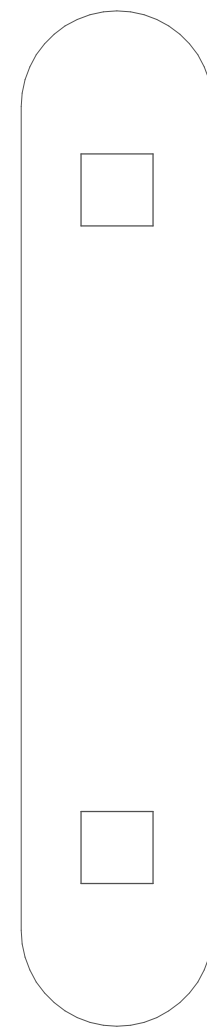
CDCSA will be transporting 72 children to and from this site using the smaller yellow school buses. It will be necessary to store buses on this site to accommodate the need to transport our students. All fencing around the perimeter of the property is six-foot-tall and includes plastic privacy slats to respect the view of property neighbors.



CDCSA will not need to place a long term dumpster on this property. If the need for a large dumpster presents itself, CDCSA will follow all required codes.

The addition of the playground space will not affect the ability for emergency vehicles to turn around in the East section of the parking lot. Snow will be pushed to the East and South sides of the parking lot, as it has been during the occupancy of the previous owner.

CDCSA will obtain all required WA State licenses through the Department of Children Youth and Families to operate at the Methow Street address.

CDCSA has a business license for the City of Wenatchee and has operated ECE Centers within the City Boundaries for over 45 years. We are looking forward to partnering with the neighborhood residents in the years to come.





1 **FIRST FLOOR PLAN**
 SCALE: 1/4" = 1'-0"

ADDRESS: 240 North Wenatchee Ave.
 Wenatchee, WA 98801

PHONE: (509) 293-5555

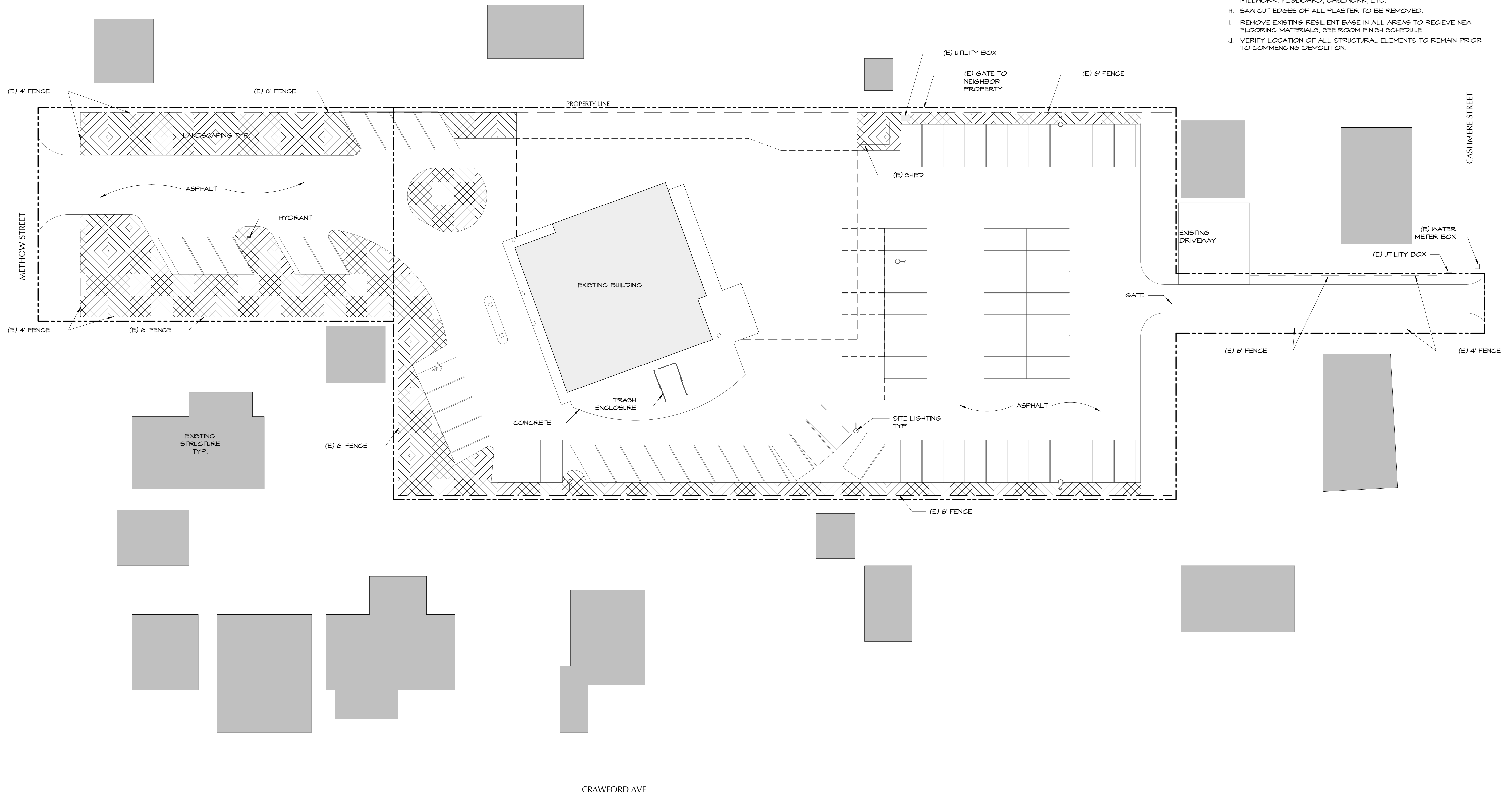
WEBSITE: www.fortearchitects.com

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Revisions		
Date	No.	Description

DEMOLITION GENERAL NOTES:

- A. DEMOLITION PLANS ARE A SCHEMATIC REPRESENTATION AND NOTES ARE TO CONVEY GENERAL INFORMATION REGARDING DEMOLITION. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO ASCERTAIN FULL EXTENT OF DEMOLITION REQUIRED.
- B. DASHED LINES (- - - - -) INDICATE EXISTING CONSTRUCTION TO BE REMOVED TO THE EXTENT SHOWN.
- C. COORDINATE ALL WORK WITH HAZARDOUS MATERIALS ABATEMENT CONTRACTOR. SEE PROJECT MANUAL FOR ADDITIONAL REQUIREMENTS.
- D. EXISTING FLOOR AND FINISH MATERIAL TO BE REMOVED PRIOR TO INSTALLATION OF NEW FINISHES AS SCHEDULED. PATCH, REPAIR, OR FILL EXISTING SURFACES AS REQUIRED TO FACILITATE INSTALLATION OF NEW FINISHES.
- E. IF SUSPECT HAZARDOUS MATERIALS ARE ENCOUNTERED, NOTIFY OWNER'S REPRESENTATIVE.
- F. PATCH AND REPAIR ALL REMAINING SURFACES THAT RECEIVE NEW FINISHES AS SCHEDULED.
- G. REMOVE MISCELLANEOUS FINISH MATERIALS THROUGH OUT WORK AREA: MILLWORK, PEGBOARD, CASEWORK, ETC.
- H. SAW OUT EDGES OF ALL PLASTER TO BE REMOVED.
- I. REMOVE EXISTING RESILIENT BASE IN ALL AREAS TO RECEIVE NEW FLOORING MATERIALS, SEE ROOM FINISH SCHEDULE.
- J. VERIFY LOCATION OF ALL STRUCTURAL ELEMENTS TO REMAIN PRIOR TO COMMENCING DEMOLITION.



1 SITE - DEMOLITION
SCALE: 1" = 20'-0"



Chelan Douglas Child Services Association
CDCSA SCHOOL

1321 Methow Street
Wenatchee, WA 98801



ADDRESS: 240 North Wenatchee Ave.
Wenatchee, WA 98801
PHONE: (509) 293-5566

WEBSITE: www.forte-architects.com
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Revisions		
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AD1.1

Landscape Plan

The landscape plan that will be utilized by Chelan Douglas Child Services Association for the property located at 1321 Methow Street includes; removing the juniper bushes inside of the playground area and adding approximately 5,000 square feet of grass. Please review included schematic. Approximately 5000 square feet of asphalt is being removed and replaced with grass. The property currently has 25 trees to meet the parking space/tree ratio requirement. The property will have a total of 20,765 square feet of landscaped space to meet the code requirement.

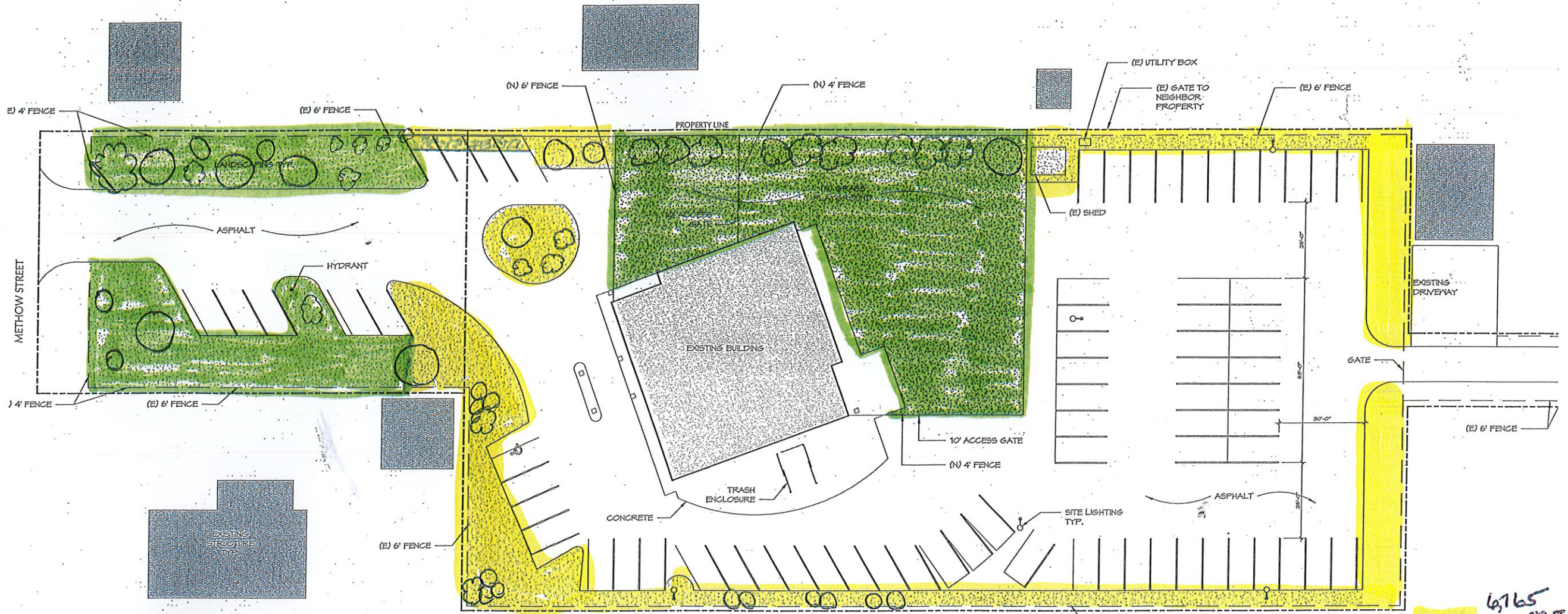
The property irrigation plan includes the addition of one, three manifold irrigation box. The irrigation pipe will run the exterior perimeter of the grass area. Sprinklers will be installed as close to the fences as possible spraying away from any neighboring property. There is limited irrigation on the site. The irrigation system does not service the lower east half of the larger parcel. To allocate budget dollars to parking lot “garden islands” would endanger the overall project budget. There will be bushes and garden plants moved in and out of the playground space to accommodate appropriate educational opportunities including exposure to garden life cycles.

The property access from Cashmere Street will have the required improvements made. The curb and apron will be added per code.

☁ - Lg Bush (1)
 ☁ - Sm Bush (12)

○ - Lg Tree (8)
 ○ - Small Tree (17)

— Final Count



TOTAL AREA
 20,765 sq ft.

KEY

LANDSCAPE
 Bushes
 TREES
 DECID ROCK
 BARK
 GREEN AREA
 GRASS

6,765
 SQ FT
 14,000
 SQ FT
 20!

Playground
 9,228 SQ FT

AS REQ. FOR SLOPE 1/2" R. TYP. 1/2" LIP & ROADWAY

Traffic Impact Analysis

Chelan Douglas Child Services Association is going through the process of converting the former Church located at 1321 Methow Street in Wenatchee to an Early Learning Childcare Center.

CDCSA does not anticipate any negative effects to the neighbors or the surrounding community space as the children attending this center will be transported via school bus. There will be four bus routes that pick-up and return children home. There will be a morning and an afternoon class resulting in an AM and a PM pick up and drop off, Tuesday through Friday, September through June. There will be bus activity at this center location year-round to accommodate fieldtrips.

Employees at this center will arrive by 8 am and complete their day by 5:30 pm. There will be approximately 20 employees assigned to this site. The arrival and departure times of these employees should not create a negative impact as the Center will rarely have after hours or weekend activities.

Parking Plan

The parking plan that will be utilized by Chelan Douglas Child Services Association for the property located at 1321 Methow Street is very straight forward. CDCSA will be utilizing the parking as shown on the map submitted. There are 70 plus parking places and a staff of approximately 15. The children served at this location will be transported primarily, via bus. The children transported by a parent or guardian number less than five percent of the total enrollment of the site. Unless there is an event scheduled we do not anticipate more than 10 (total of AM and PM classes) children transported via private vehicle.

Stormwater Plan

The Stormwater drain off for the property at 1321 Methow Street will not be negatively affected by the placement of approximately 5000 square feet of grass and fall zone materials. The topography highlights a slope toward the East which carries water to the perimeter of the property to drain through the gravel and grass that line the perimeter fence.

Please see the aerial view image on next page which indicates water flow.

The flow of water is indicated by the yellow arrows. The property gently slopes East. The property perimeter is either gravel or grass, which allows the water to drain without negatively impacting the neighboring properties. The playground placement will not impact the flow of water as the asphalt is not being removed from the entire area. The asphalt and concrete around the perimeter of the building is being left for students to use as a hard surface play area.



Attachment B,

City of Wenatchee Engineering Division letter

REQUEST FOR PUBLIC / AGENCY COMMENT

Date: June 17, 2019

Type of Permit or Action Applied For: Conditional Use Permit – Child day care center

Location: 1321 Methow Street
Application #: CUP2019-03
Applicant: Chelan Douglas Child Services Association

PROJECT PLANNER: Ruth Traxler
PROJECT NAME: Operate an Early Childhood Education Center

Review per WCC Chapter 10.65 Conditional Uses
WCC 10.65.050 General Requirements
WCC 10.65.110 Child Day Care Center

COMMENTS (From City of Wenatchee Public Works Engineering Division):

- Criteria in 10.65.110 (4) is to demonstrate that the off-street parking area is graded and drained as to dispose of all surface water on site. The applicant presented a site drainage narrative that shows the existing site does **not** collect any storm event on site, it sheet flows stormwater across the property toward adjacent properties and to the street. A Professional Engineering report, along with any plans and/or specifications to demonstrate satisfaction of the above referenced code. The City Engineer establishes that the 25-year 24-hour City of Wenatchee Storm Event according to the Comprehensive Stormwater Plan for the City of Wenatchee is the minimum storm event for this site.
- Improvements of the Methow Right-of-way side of the project site are missing sidewalks, curb and gutter and concrete driveway approach.
- The existing driveway is to be constructed as WSDOT standard F 80.10-01 Type 2 on Cashmere Street per the conditions of the building remodel permit.
- The Project is on two taxable parcels, the property is Lot C of SP 288 and is one legal lot of record from Methow to Cashmere.
- Methow is a Collector Arterial with inadequate width. The property frontage along Methow Street is 15-ft from centerline, an additional dedication of 15-ft RW for Methow frontage is required per WCC 7.22

RECOMMENDED CONDITIONS:

To protect public health, safety and welfare:

1. Provide an engineered report detailing draining of the site and a downstream analysis for the 25-year, 24-hour stormwater event in accordance with WCC 10.65.110 acceptable to the City Engineer. Construct improvements identified in the Engineer's report or according to the Professional Engineer's plans and specifications as approved by the City Engineer.
2. Dedicate RW along Methow frontage as approved by City Engineer.



Donald M Nelson, Development Review Engineer
DNelson@WenatcheeWA.Gov, Office: 1 (509) 888-3255

6-17-2019

Date

Attachment C,

Board of Adjustment minutes and conditions of approval for CUP-1466

9. Complete street improvements on the easterly portion of Wedgewood Avenue to include ballast, paving, curbs, and gutters in a manner as prescribed by the City Engineer.
10. Replace damaged sidewalk and curb section resulting from settlement of fill over drain line on the West side of Wedgewood Avenue.

The motion for approval was based on the following findings of fact:

1. The Board of Adjustment is empowered to impose conditions such as those listed above in conjunction with processing a Conditional Use Permit application when found to be in the best interest of the vicinity, neighborhood, or City as a whole.
2. If the project is developed as proposed on the plans submitted with this application and with the above conditions, it will not be detrimental to the general Comprehensive Plan or to the adjacent and surrounding property.
3. This application conforms to the intent and purposes of the Wenatchee Zoning Ordinance #1860.
4. An environmental checklist submitted with this application was reviewed by the planning staff and it has been determined that although temporary construction inconveniences may result, no lasting detrimental environmental impacts are anticipated. In accordance with procedural requirements of the State Environmental Policy Act of 1971, a negative declaration has been entered for the record.

The motion was seconded by Board member Foster and passed unanimously.

4. CUP 1466 - Public hearing on an application by the Congregation of Jehovah Witnesses, Wenatchee, to establish a church on a parcel of ground between Methow and Cashmere Streets, north of Crawford Avenue in the Low Density Residential (R-L) Zoning District. The site is more particularly described as Assessor's Tax Lots 141 and 142, and is located in Section 15, Township 22 N., Range 20 EWM.

The staff presentation was made by the Zoning Administrator and consisted of reading a staff report into the record and circulating a site plan submitted by the applicant, and describing petitions submitted by objecting neighbors.

Board member Foster asked if the only frontage the property had was 85 feet on Methow Street. The staff responded by indicating that in addition to the Methow Street frontage, 165 feet of frontage on Cashmere Street would be acquired as a result of a favorable reaction to this application.

Ralph Pieper, 503 Lynn Street, asked if there were architectural plans available. The staff responded by indicating that Polaroid photographs of the prototype structure under consideration were available. Mr. Pieper then asked

if the building is to be devoted solely to a church or had some other anticipated use. The staff indicated that church functions only would be conducted within the facility.

Jeanette Perry, Dolores Schofstall, and Irene Meyers all had specific questions regarding the development that were answered by the staff.

Marty St. Nicholas, building committeeman for the Congregation of Jehovah Witnesses, praised the staff report and indicated a willingness to comply with all listed conditions.

Board member Foster asked the applicant if 18 months was a sufficient time span to complete the construction. Mr. St. Nicholas responded that it was and that the congregation currently had more than two-thirds of the funds available now.

Board member Lynch asked the applicant to describe in detail the landscaping proposed. Mr. St. Nicholas spoke to the installation of 600 feet of basket-weave type fencing and the use of low maintenance shrubbery and other plant materials to be distributed over the entire actively developed area.

Board member Lynch asked if conventions would be held at this facility and Mr. St. Nicholas responded by saying that conventions are held in Wenatchee but rental space is necessary when this comes about. Board member Lynch then asked if a resident pastor would be located in the building or whether just religious services would be conducted here. Mr. St. Nicholas indicated that only church services would be held.

Fire Marshal Wes Hensley asked the applicant what the intended maintenance was for that portion of the property that would not be actively developed at this time. Mr. St. Nicholas said that the ground cover would be mowed regularly to eliminate a fire hazard.

Leslie Hallack, an adjoining property owner, wondered if the additional dedication and improvement of Cashmere Street would obligate his property to bring about similar improvements. The staff responded that this application dealt only with the property under consideration and did not include his property.

Fire Marshal Wes Hensley told the Board that this area had always been a problem by virtue of its being a dumping ground, and the Fire Department averages one fire per year on this property.

Chairman Thrush told the audience that the Board of Adjustment was their representative and that each member takes his job seriously and their considerations include the feelings of the community, laws, and the Comprehensive Plan that suggests churches to be a compatible use in residential zones.

Mrs. Perry, a neighborhood resident, felt that 85 feet of frontage on Methow Street was insufficient in light of an ordinance requirement of 100 feet of frontage and felt that the Board's positive reaction to the application would amount to favoritism. Chairman Thrush responded by clarifying ordinance requirements for Mrs. Perry and alluding to the frontage on Cashmere Street.

Board member Trimble made a motion to deny CUP 1466 due to the opposition of the neighborhood. The motion died for lack of a second.

Board member Lynch specifically addressed each point listed on a petition submitted and indicated that although petitions are considered in the Board's decision, it has been his experience from being on the Board of Adjustment for some twenty years, that anything new is always opposed by the neighbors. As examples of this he spoke to the deliberations that surrounded the location of the original library, and other churches throughout the City. He then made a motion to approve CUP 1466 subject to the following conditions:

1. That development proceed essentially as shown on the site plan entitled "Kingdom Hall of Jehovah Witnesses," date stamped May 11, 1976 and on file at the Department of Public Works.
2. Landscaping shall proceed essentially as shown on the site plan entitled "Kingdom Hall of Jehovah Witnesses," date stamped May 11, 1976 and on file at the Department of Public Works. The landscaping intended to obscure the view from neighboring residents to the parking facility shall be the maximum height allowable by ordinance.
3. The access road and parking area to be surfaced prior to the occupancy of the structure.
4. That construction of the building be completed within 18 months following the commencement of construction.
5. Dedicate 50 feet of right-of-way to the City of Wenatchee for Cashmere Street along the eastern boundary of the subject property prior to any other action relative to this permit.
6. That street improvements be made on Cashmere Street for that area abutting the subject property for a width of 30 feet including surfacing, curbs, and gutters in a manner and to specifications as indicated by the City Engineer within three years following approval of this permit.
7. That provisions be made to eliminate storm runoff water from the impervious surfaces created as a result of this application in a manner as prescribed by the City Engineer.
8. That a permanent irrigation system be installed for the maintenance of required landscaping.
9. That a 6 foot view-obscuring fence be located as indicated on the site plan, except that a maximum of 42 inches in height be constructed within 25 feet of Methow Street right-of-way.
10. That a fire hydrant be installed in a manner and location as prescribed by the Wenatchee Fire Department.

11. That limited access be maintained onto Cashmere Street until such time as the necessary street extension and dedication and improvement is made connecting it with Crawford Avenue.
12. That the building conform to the pictures submitted as a part of this application with the maximum allowable height above average grade of 18 feet.

The following findings of fact were used in support of the motion for approval:

1. Churches are permitted as a conditional use in the Low Density Residential (R-L) Zoning District.
2. The Board of Adjustment is empowered to impose conditions such as those listed above in conjunction with processing a Conditional Use Permit application, when found to be in the best interests of the vicinity, neighborhood, or City as a whole.
3. The approval of this Conditional Use Permit with its attendant conditions, will not be detrimental to the general Comprehensive Plan or to the adjacent and surrounding property.
4. The approval of this Conditional Use Permit is consistent with the minimum conditions and intent of the Wenatchee Zoning Ordinance #1860.
5. With respect to the State Environmental Policy Act of 1971, based on an environmental check list completed, received, and accepted, a declaration of proposed environmental nonsignificance was entered in the Wenatchee SEPA Public Information Center on May 11, 1976 and has remained uncontested.

The motion was seconded by Board member Foster and carried on a majority vote of three ayes and one nay, with Board member Trimble casting the opposing vote.

C. OTHER

5. Other (None)

VI. ADJOURNMENT

There being no further business to come before the Board of Adjustment at this meeting, the meeting was adjourned by the Chairman at 5:56 p.m.

Respectfully submitted,

Robert A. Hughes
Zoning Administrator

rh/bb