

STAFF REPORT
CONDITIONAL USE PERMIT FOR DUNCAN ROAD FELLOWSHIP HALL
(CUP-21-04)

TO: City of Wenatchee Hearing Examiner
FROM: City of Wenatchee Community Development Department
RE: Public hearing for CUP-21-04
DATE: August 17, 2021

1. REQUESTED ACTION

Requested Action: Conduct a public hearing on an application for a Conditional Use Permit to allow Washington State East Area 92 Alcoholic Anonymous (AA) group to operate a place of worship in the upper floor of the 2-story building located at 2123 Duncan Road N.

2. SITE INFORMATION

Applicant: The DOH Associates
Owner: Aljaha 2, LLC
Location: 2123 Duncan Road N and identified by APN 23-20-28-310-400
Zoning District: Industrial (I)
Comp. Plan Designation: Industrial (I)

Project Description: The City of Wenatchee received a Conditional Use Permit (CUP) application from the DOH Associates on behalf of the property owner, Aljaha 2, LLC to allow Washington State East Area 92 Alcoholic Anonymous (AA) group to operate a fellowship hall in the upper floor of the 2-story building located at 2123 Duncan Road N.

The applicant proposes to utilize the upper floor of the 2-story building located at 2123 N Duncan Road as a fellowship hall and meeting space. Meetings at the proposed place of worship will primarily occur outside of normal industrial business hours. The assembly spaces will be sized at 716 sf for 48 occupants, with the potential to build out up to a 2,000 square foot meeting space. The meeting space is within an existing building, and the only changes proposed for the building are to the plumbing/restrooms and interior wall framing to designate the new social hall. Off-street parking is proposed to be met through a shared parking with a neighboring lot. 20 parking stalls will be provided through a shared parking agreement with the Carpet One parking lot at 2101 N Duncan Dr. The majority of the meetings will occur outside of normal business hours, primarily in the evenings.

The proposed uses and related activities meet the definition of a “place of worship” as described in WCC Chapter 10.08, Definitions. Places of worship require a CUP in the Industrial zoning district (WCC Section 10.10.020, District Use Chart).

Attachment A, application materials, provides additional detail.

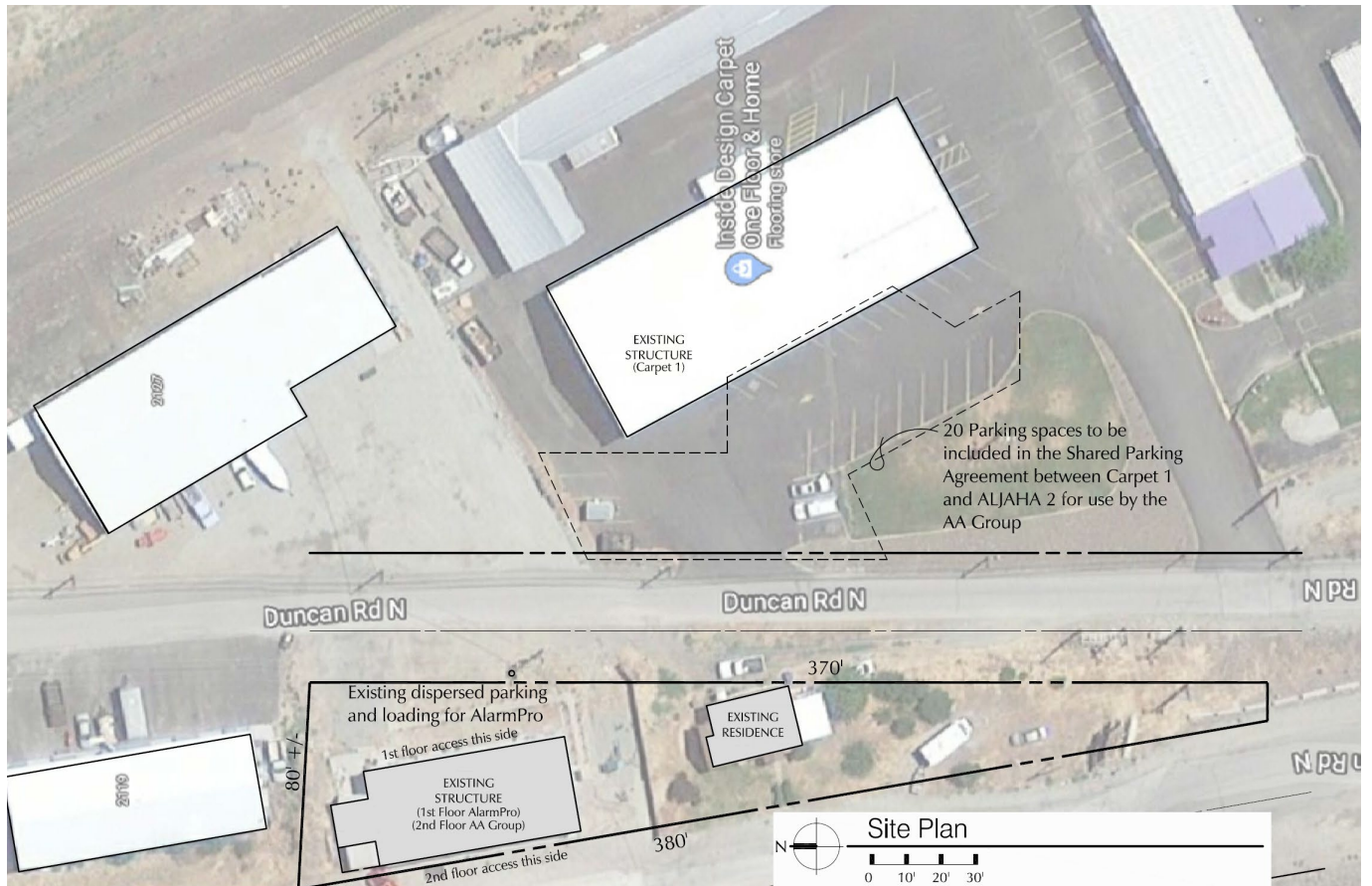


Figure 2. Site plan

Surrounding Properties:

North: Primarily commercial and industrial uses, within the Industrial district.

East: Primarily commercial and industrial uses, within the Industrial district.

South: Primarily commercial and industrial uses, within the North Wenatchee Business District or Industrial district.

West: Primarily commercial uses, within the North Wenatchee Business District (NWBD).

Site Permitting History:

A commercial tenant improvement permit (BPC-17-151) was issued in 2017 for improvements on the first floor of the existing building for use by Alarm Pro.

A code enforcement case was opened on February 22, 2021 for interior remodel work without a building permit. Applicants were informed that an after the fact building permit would be required, and that a CUP is required for use of the building as a fellowship hall/ meeting space (place of worship). The applicants intend to submit a building permit pending approval of this CUP application. The code enforcement case was closed on 6/1/2021.

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 Element Implementation Table:

Industrial	<p>Primary Uses:</p> <ul style="list-style-type: none"> ▪ Manufacturing ▪ Auto repair ▪ Warehouses and storage <p>Secondary Uses:</p> <ul style="list-style-type: none"> ▪ Commercial uses that provide services 	<ul style="list-style-type: none"> ▪ Industrial land uses ▪ Allow commercial uses in industrial land uses ▪ Height: 90ft
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Cultural and Historic Resources Element

Goal 4: Facilities and Infrastructure – Support the development of facilities and infrastructure that further enhance Wenatchee’s innovative and creative climate.

Policy 1: Recruit and support facilities that provide places for cultural and civic dialogue.

Policy 3: Develop public spaces that foster neighborhood identity and provide community gathering places.

Community Design and Healthy Communities Element

Goal 5: Healthy Communities- Promote physical activity through safe and pleasant routes to employment centers, neighborhood services, parks, and schools; and seek to improve overall conditions that impact quality of life.

Policy 5: Work cooperatively with health care providers and other regional partners to focus on the health of all residents and improve overall population health for Wenatchee residents.

Wenatchee City Code

Wenatchee City Code sections which apply to this project are described below.

Definitions and District Use Chart

Wenatchee City Code (WCC) Section 10.08.115 defines “place of worship” to mean:

“Place of worship” means a structure, group of structures, or portion thereof which is utilized for the purpose of conducting religious worship, services, or ceremonies. A place of worship may contain facilities such as a sanctuary or chapel, assembly rooms, offices,

kitchen, parsonage, or multi-purpose room. Uses including, but not limited to, schools, dwelling units except parsonages, and child day care facilities shall not be considered incidental to the primary use, but may be allowed subject to other provisions of this title.

WCC Section 10.10.020, District Use Chart, requires a Conditional Use Permit for places of worship in the I zoning district.

Development Standards

The proposed development is subject to the development standards of the I zoning district, as described in WCC Section 10.46.040, Commercial development chart and WCC 10.30, Industrial District. The application is also subject to WCC Chapter 10.60, Off-Street Parking, and Chapter 10.62, Landscaping Standards. Section 5 of this staff report provides a detailed summary of the proposed project’s consistency with the applicable development standards.

Conditional Use Permit Requirements and Criteria

All conditional use permit applications must meet the general requirements in WCC 10.65.050 “General Criteria.” Additionally, there are specific provisions of WCC Section 10.65.080, Auditoriums, neighborhood centers, and places of worship, which are applicable and further described in Section 5.

Shoreline, 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:	August 3, 2021
Determination of Completeness:	August 4, 2021
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 August 5, 2021.
Notice of Public Hearing:	Notice was mailed to property owners/taxpayers within 350 feet of the subject property on August 5, 2021 and published in the Wenatchee World newspaper on August 14, 2021.
Public Hearing:	The public hearing is scheduled for August 24, 2021 at 3:00p.m.

The public and relevant agencies have been given an opportunity to comment on the proposal. The comment letters received are included as Attachment B and summarized below:

Agency Comments:

- An agency comment was received from City of Wenatchee Building and Fire on August 10, 2021 listing suggested Conditions of Approval.
- An agency comment was received from the City of Wenatchee Public Works on August 10, 2021, stating the existing stormwater facilities and proposed parking were satisfactory.
- An agency comment was received from Chelan County Fire District #1 on August 9, 2021, stating no comments.
- An agency comment was received from the Wenatchee Reclamation District on August 5, 2021, stating no concerns.
- An agency comment was received from Public Utility District No. 1 of Chelan County on August 5, 2021, stating no comments.

Consistency with agency comments:

Suggested Conditions of Approval from City of Wenatchee Building and Fire are included in the recommended Conditions of Approval.

Public Comments:

- A public comment was received from Doug and Lois Parker at 2127 Duncan Road on August 17, 2021 stating concerns about their property being used for unauthorized parking.

Consistency with public comments:

Suggested Conditions of Approval #4 addresses the shared parking agreement. The shared parking agreement must comply with all requirements in WCC 10.60.040, Shared parking standards. These will be the only approved parking spaces for this site. No street or other off-site parking is considered to be approved off-street parking.

Environmental Review includes State Environmental Policy Act (SEPA): The application is categorically exempt from the State Environmental Policy Act (SEPA), pursuant to WCC Section 12.04.030(2)(a)(i) and WAC 197-11-800(1)(c), as a commercial building no more than 12,000 square feet or 40 parking spaces.

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:

The application is for a fellowship hall/ group meeting space, which is considered to be a place of worship as defined in WCC 10.08.115. The subject property is located in the Industrial zoning district, and surrounded by a mix of industrial and commercial uses. This use, as proposed in the

application and as conditioned, is compatible with surrounding properties and does not create any adverse impacts on adjacent properties.

The fellowship hall will be used by the Alcoholics Anonymous (AA) group as a meeting space. Goal 4, Policy 1 of the Cultural and Historic Resources Element encourages the recruitment and support of facilities that provide places for cultural and civic dialogue. Goal 4, Policy 3 encourages development of public spaces that foster neighborhood identity and provide community gathering places. The fellowship hall and AA meetings will provide a community gathering space and space for dialogue for those affected by alcoholism and addiction.

The Community Design and Healthy Communities Element Goal 5 encourages supporting the health, neighborhood services and quality of life of Wenatchee residents. The AA meetings are intended to provide a supportive environment and improve the health and quality of life of their members.

Wenatchee City Code consistency analysis:

WCC Chapter 10.60, Off-Street Parking.

A place of worship requires 1 space per 3 seats or 6 feet of bench or 10 spaces per 1,000 square feet of GFA of the main assembly area if no seats/benches are designated.

Project compliance: As parking is limited on site, the applicants propose to provide 20 parking stalls on the neighboring parking lot at Carpet One at 2101 N Duncan Dr through a shared parking agreement that meets the standards in WCC 10.60.040. Currently the proposed space for the fellowship hall is 716 square feet, which would require 7 parking stalls. However, the applicants would like to have the ability to use up to 2,000 square feet if changes were made to the building in the future. A 2,000 square foot meeting space would require 20 parking spaces, which is what is proposed through the shared parking agreement. The shared parking agreement will be reviewed as part of a building permit submittal to ensure compliance with WCC 10.60.040.

WCC Chapter 10.62, Landscaping.

WCC 10.62.020, Applicability of Landscaping states that the landscaping chapter applies to any remodels in a two-year period that represent greater than 50 percent of the assessed building valuation, as determined using the most recent Chelan County assessor's record at the time of the building permit application, or remodels adding 20 percent or more of gross floor area. The applicants are proposing minimal interior alterations, and it is anticipated that remodel costs will not exceed 50 percent of the assessed building valuation. Determination of landscaping applicability will be done at the time of building permit submittal, and if costs exceed 50 percent of the assessed building valuation, WCC Section 10.62.070, Commercial and industrial zones would apply.

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 applicant has the burden of demonstrating that the proposed use is consistent with the following review criteria, provided in WCC 10.65.060:

- (1) All requirements of a specified use can be satisfied;*
- (2) The requirements of the zoning district within which the lot is located can be met;*
- (3) All applicable requirements and regulations found within the WCC, as amended, can be satisfied;*
- (4) The proposal is compatible with adjacent uses and will protect the character of the surrounding area;*
- (5) The proposal will not result in the creation of nuisances to the public and/or nearby properties and existing uses;*
- (6) The proposed use will not result in undue adverse impacts affecting the public health, safety, and welfare; and*
- (7) The proposed use is consistent and compatible with the comprehensive plan and any implementing regulation.*

Project compliance: The proposed use, a place of worship, may be permitted by Conditional Use Permit in the Industrial zoning 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 district.

The application states that the business will operate in an existing building, with limited interior improvements, and no proposed site alterations. The use is compatible with adjacent uses, which are a mix of commercial and industrial uses. There are no activities proposed by the applicant which would create any new nuisances in the general vicinity to the public and/or nearby properties. The proposed fellowship hall will primarily meet during off-business hours, and will likely have less of an impact on traffic and noise to surrounding properties than an industrial use.

The applicant also has the burden of demonstrating that the proposed use is consistent with the following specific review criteria in WCC Section 10.65.080, Auditoriums, neighborhood centers, and places of worship:

- (1) Maximum building height, RS, RL and RM: 40 feet. Other districts: same as the height limitation of the zoning district for other buildings.*

Project compliance: The proposed use is within an existing building. The maximum building height in the Industrial zoning district is 90 feet, and the existing building complies with this.

(2) Minimum Setback Distance.

(a) Street: same as required in the underlying zoning district;

(b) Rear and side: same as required in the underlying zoning district, plus one-half foot for each foot by which the building height exceeds 20 feet where a rear or side yard adjoins an RF, RS, RL or RM district.

Project compliance: The proposed use is within an existing building that does not adjoin a residential zoning district. The existing building complies with the setbacks of the Industrial zoning district.

(3) Auditoriums in residential zoning districts must be accessory to another nonresidential use such as a school, neighborhood center, or institution of higher education. A separate conditional use permit is not required for this use but if a new auditorium is proposed, it must be included in the review of the CUP for that property.

Project compliance: The proposed use is not located within a residential zoning district and this criterion does not apply.

(4) Landscaping and Screening. Off-street parking shall comply with Chapter 10.62 WCC, Landscaping Standards, as amended.

Project compliance: The applicants are proposing minimal interior alterations, and it is anticipated that remodel costs will not trigger compliance with Chapter 10.62 WCC, Landscaping Standards.

(5) Architectural Scale. New nonresidential buildings in the RF, RS, RL, RM, and RH zoning districts shall meet WCC 10.48.270. Deviations to these standards may be considered where the applicant can demonstrate that the change or deviation in design is either necessary due to the inherent function of the facility, and/or the change provides for equal or greater compatibility with the character of the surrounding neighborhood. Consideration of such a deviation shall include an informal design review workshop recommendation of the planning commission, where input from the surrounding neighborhood shall be solicited, and incorporated in staff analysis before the hearing examiner.

Project compliance: The proposed use is not located within a residential zoning district and this criterion does not apply.

6. 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-21-04 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 on August 3, 2021 for a Conditional Use Permit to allow a place of worship at 2123 Duncan Road N and identified by APN: 23-20-28-310-400.

2. The applicant is The DOH Associates.
3. The property owner is Aljaha 2, LLC.
4. The Wenatchee Urban Area Comprehensive Plan land use designation is Industrial (I).
5. The subject property is located within the Industrial zoning district.
6. The subject use meets the definition of “a place of worship” as defined in WCC Chapter 10.08 and is permitted as a Conditional Use in the Industrial zoning district as allowed by WCC Section 10.10.020.
7. The proposal is consistent with the goals and policies of the Wenatchee Urban Area Comprehensive Plan. This use is compatible with surrounding properties, and the place of worship provides a space for its members to gather for dialogue, and supports the health and well-being of its members.
8. The proposal is consistent with the provisions of Wenatchee City Code Title 10, Zoning. The proposal meets the general conditional use permit criteria in WCC Section 10.65.060 and specific conditional use criteria for auditoriums, neighborhood centers, and places of worship in WCC Section 10.65.080.
9. Determination of landscaping applicability will be done at the time of building permit submittal, and if costs exceed 50 percent of the assessed building valuation, WCC Section 10.62.070, Commercial and industrial zones will apply.
10. Off-street parking is required pursuant to WCC 10.60.080 at a ratio of 10 spaces per 1,000 square feet of GFA. The fellowship hall as currently sized would require 7 parking spaces. Applicants would like to have the ability to use up to 2,000 square feet, which requires 20 parking spaces. Off-street parking for 20 spaces will be provided by a shared parking agreement that meets the standards of WCC 10.60.040 with Carpet One at 2101 N Duncan Dr.
11. The application is categorically exempt from the State Environmental Policy Act (SEPA), pursuant to WCC Section 12.04.030(2)(a)(i) and WAC 197-11-800(1)(c), as a commercial building no more than 12,000 square feet or 40 parking spaces.
12. The application has been processed as a Type III quasi-judicial review.
13. Appropriate notice of the application and public hearing was mailed to surrounding property owners, sent to agencies with jurisdiction, and posted on the property on August 5, 2021.
14. The agency and public comment period for this application concluded on August 19, 2021.
15. An agency comment was received from City of Wenatchee Building and Fire on August 10, 2021 listing suggested conditions of approval.
16. An agency comment was received from the City of Wenatchee Public Works on August 10, 2021, stating that the proposed parking and stormwater facilities are satisfactory.
17. A public comment was received from Doug and Lois Parker at 2127 Duncan Road on August 17, 2021 stating concerns about their property being used for unauthorized parking.
18. The Wenatchee Hearing Examiner will conduct a public hearing on August 24, 2021.
19. 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, this proposal is consistent with applicable federal and state laws and regulations.
3. As conditioned, the proposal is consistent with the intent, purposes, and regulations of the Wenatchee Urban Area Comprehensive Plan and Wenatchee City Code.
4. As conditioned, this proposal meets the general conditional use permit criteria in WCC Section 10.65.060 and specific conditional use criteria in WCC Section 10.65.080 for auditoriums, neighborhood centers, and places of worship.
5. The conditional use permit will run with the land.
6. Comments from the reviewing agencies and the public 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 placed 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 provided in Attachment A, submitted August 3, 2021, except as amended by the conditions herein.
2. The building permit plans shall be prepared by a licensed architect.
3. The project shall comply with all applicable building, accessibility, plumbing, mechanical, fire, and energy codes.
4. Parking provided through a shared parking agreement shall comply with all standards in WCC 10.60.040, Shared parking standards.
5. If remodel costs associated with the building permit exceed 50 percent of the assessed building valuation, WCC Section 10.62.070, Landscaping for commercial and industrial zones shall apply.

6. Changes or alterations to the approved plan are not authorized. All changes or alterations to the approved project shall be reviewed and approved by the City of Wenatchee and all agencies with jurisdiction prior to commencement of any related work.
7. Pursuant to WCC 10.65.050(2), the conditional use permit must be acted upon within three years from the date of approval or the permit shall expire. The holder of the permit may request an extension of time before the expiration date and the director may grant one extension of time of up to one year past the original expiration date.
8. The permit shall run with the land and is only applicable to the property described in the application materials and Finding of Fact #1.
9. The applicant is responsible for compliance with all applicable local, state and federal rules and regulations, and must obtain all appropriate permits and approvals.
10. 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, submitted August 3, 2021.
- B. Agency and public comment letters.

Attachment A. Application materials



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
	Pre-application meeting date and file no.				
	Completed master application (signed and all parcel #'s included)				
	SEPA checklist (signed)				
	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.				
	Stormwater report – 2 copies				
	Project narrative including description and code consistency				
	Geotechnical, Flood Hazard, and/or Wildland-Urban Interface Analysis				
	Copy of all application materials in a digital PDF format				
	Traffic Impact Analysis				
	Parking Plan				
	Landscape Plan				
	Exterior Elevations				
	Application Fees Paid				

Date Accepted:

Accepted By:

File No.



Department of Community Development

Planning Division

1350 McKittrick Street, Suite A

Wenatchee, WA 98801

(509) 888-3200

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: Russ Miller

Mailing Address: 137 Saratoga Lane, Malaga, WA 98828

Contact No.: (509) 860-2245

E-mail Address: cdcdrycon@gmail.com

Property Owner(s): ALJAHA 2, LLC

*If different than applicant

Mailing Address: 4190 April Drive, Wenatchee, WA 98801

Contact No.: (509) 293-1700

E-mail Address: paul@doharchitect.com

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: Paul Coppock, The DOH Associates, PS

Mailing Address: 7 N Wenatchee Ave, Suite 500, Wenatchee, WA 98801

Contact No.: (509) 662-4781

E-mail Address: paul@doharchitect.com

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

Owner

Authorized Agent

Surveyor

Engineer

PROPERTY INFORMATION

Street Address(es): 2123 Duncan Road, Wenatchee, WA 98801

Parcel No(s).: 232028310400

Abbreviated Legal Description: T 23N R 20EWM S 28 S 440' OF E1/231/2SENE SW E OF 0.4600 ACRES

Total site size in acres: 0.46 A

Zoning District Designation: Industrial (I)

Overlay District: N/A

Comprehensive Plan Designation: Industrial (I)

Shoreline Environmental Designation: N/A

Wildland-Urban Interface: Secondary

Critical Areas: Landslide hazard

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: 6-22-21

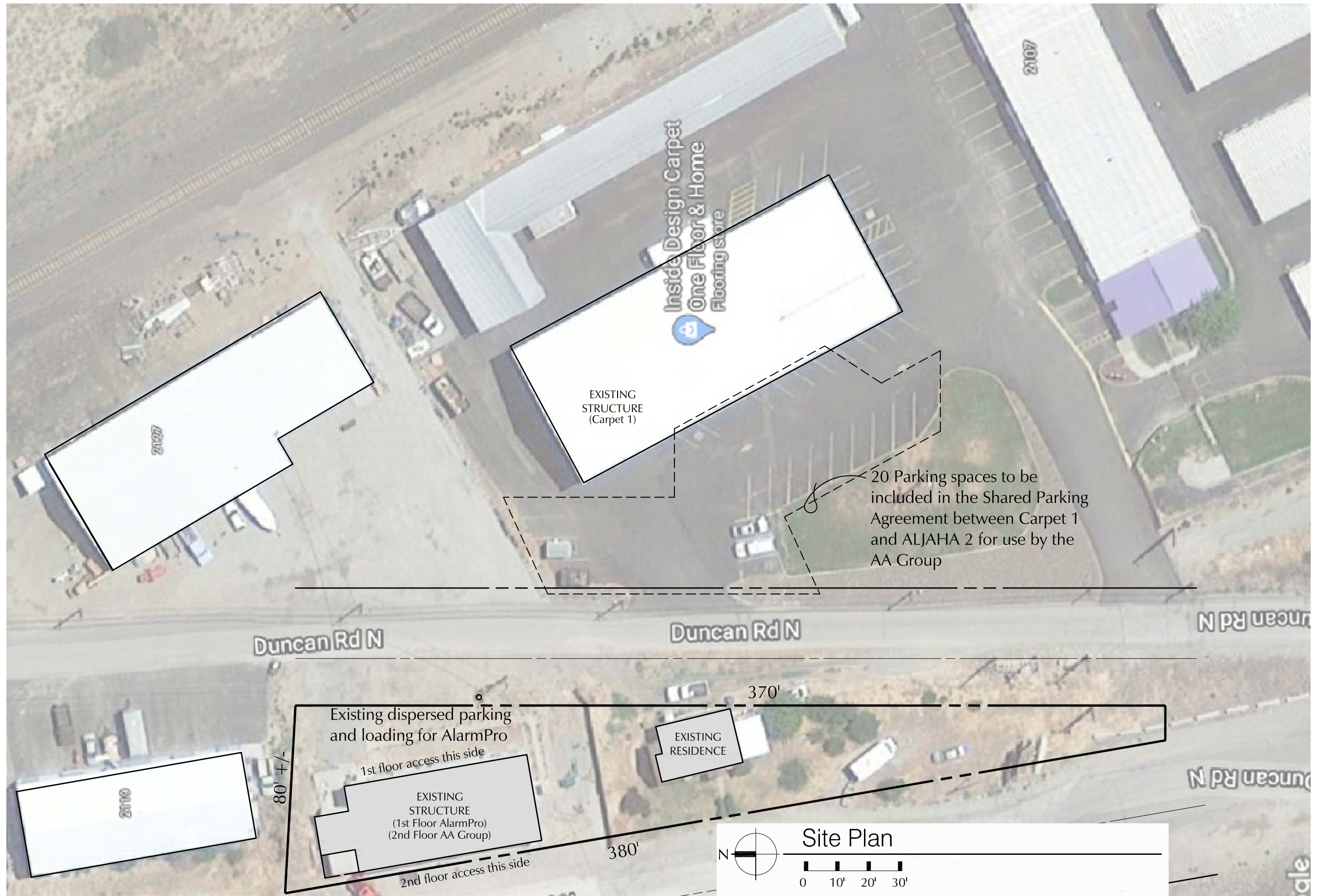
Applicant Signature: 

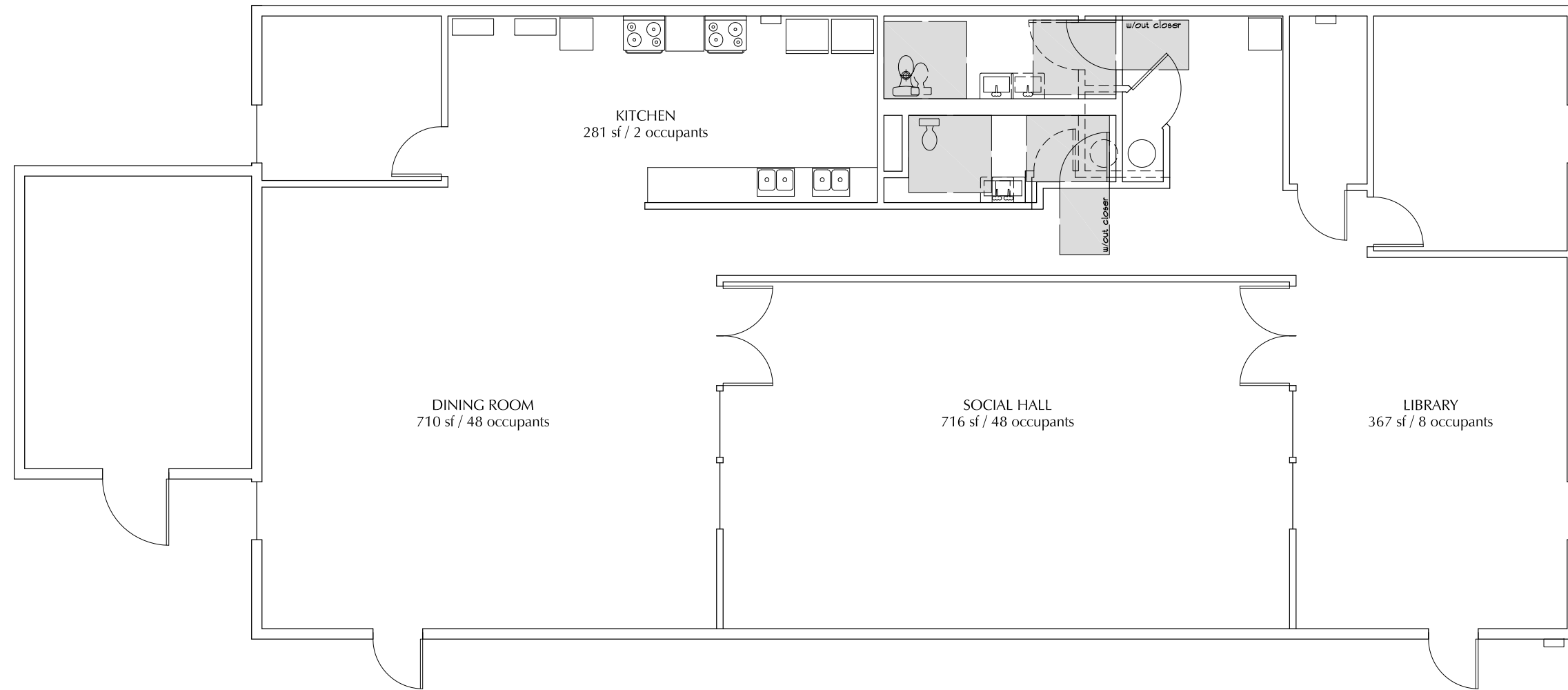
Date: 6/23/21

Agent Signature: 

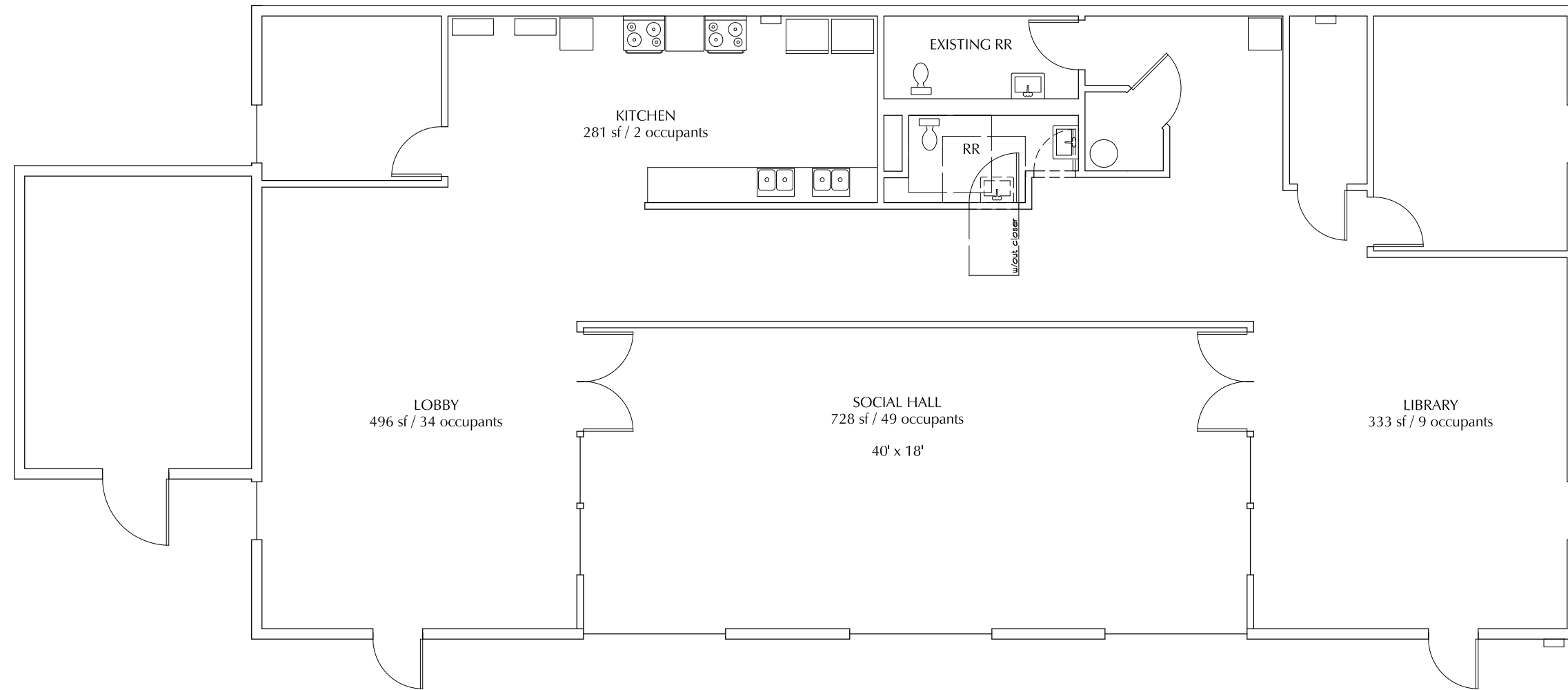
Date: 6-23-21

Owner Signature: 






 2nd Floor Plan


 2nd Floor Plan
 0 4' 8'



The DOH Associates

ARCHITECTS & PLANNERS

A PROFESSIONAL SERVICES CORPORATION

August 3, 2021

City of Wenatchee

Community and Economic Development

1350 McKittrick Street

Wenatchee, WA 98801

**Subject: 2115 AA Group Meeting
Space, N. Duncan Road**

Attention: Mr. Stephen Neuenschwander, Planning Manager

Ladies / Gentlemen:

Our client, the Washington State East Area 92 Alcoholics Anonymous group represented by Mr. Russ Miller, is requesting a Conditional Use Permit to utilize the upper floor of the 2 story building located at 2123 N Duncan Avenue as a meeting space for his group.

The current site is in the Industrial Zone (I) and a “place of worship” has been identified as use that may apply to this project. Places of worship are permitted as a conditional use in the I zone and are compatible with the comprehensive plan. In conformance with section 10.65.060, Conditional use permit criteria, The proposed use is compatible with the surrounding uses in that the assembly of individuals has less impact on the traffic than the larger vehicles normally associated with industrial districts and the major concentration of assembly will occur outside of normal industrial business hours. The fact that the majority of activities occur outside of normal hours, will help ensure that the use will not be a nuisance to the surrounding uses or public. The specific activity of the group is intended to improve the health of individuals and would not have adverse impacts to the safety and welfare of the public.

The project also conforms to Section 10.65.080, Auditoriums, neighborhood centers, and places of worship, for the requirements under a Conditional Use Permit. The building is existing, but conforms to the height restrictions and 0' setbacks associated with the industrial zone, no architectural scale is required for this zone. To conform to the construction type of the building, the assembly spaces will be reduced to less than 50 occupants in any space with the primary social hall being sized at 716 sf for 48 occupants. If changes are made to the building in the future to allow an assembly space larger than 50 occupants we would limit the chairs in the space to 60 chairs or the social hall to 2,000 sf.

No changes to the existing building are anticipated at this time, except changes to the existing plumbing/restrooms and interior wall framing to designate the new social hall. Changes to the site are not anticipated and we do not expect to provide landscaping or on-site parking. Parking is required at a rate of 10 parking spaces per 1,000 sf of floor area of the main worship space. The social hall at 716 sf would require 8 parking stalls. We propose to provide 20 stalls through a shared parking agreement with the neighboring Carpet 1 parking lot that would permit a larger 2,000 sf social hall or if no social hall is constructed it would permit up to 60 chairs in the second floor. We have preliminary authorization to use up to 20 stalls and will enter into a City approved shared parking agreement with the building owner for 20 shared stalls. A copy of an earlier agreement for these stalls is provided and the land owner has verbally agreed to use the City's form for this agreement.

8/3/21

City of Wenatchee/R. Traxler

Page 2

I hope these provisions are acceptable for the use of the building by our client. If there is anything we can do to clarify or elaborate on any of the items or if there are additional requirements, please let me know. Call me at your convenience if you have any question.

Sincerely,

THE DOH ASSOCIATES, PS

Paul R. Coppock

Principal

cc: R. Miller, A. Stonas

enclosure

5/27/21

Shared Parking Agreement

Inside Design, Inc at 2101 Duncan Rd N will make its parking spaces (20 total) available to Alcoholics Anonymous at Duncan Rd Fellowship Hall. Overflow parking will be available to this fellowship group at any time. Vehicles are to be properly parked and no overnight parking is permitted. This authorization for overflow parking may be revoked at any time.



Joel McDonald – owner
Inside Design Carpet One

Pre-Application Meeting Summary

PRE-APP-21-13

March 11, 2021

Introduction

Pre-development meetings provide an opportunity for project proponents, City staff and other agencies to informally discuss and review the proposed development, the applicable development standards, plans, policies, and laws. These meetings provide a general, preliminary overview and are non-binding. Additional plan requirements and project standards may and probably will apply to your proposal, depending upon the design choices you make. As you develop your project, we recommend that you periodically contact agency staff for assistance and feedback on project design standards.

The comments provided herein are based on information provided to the City at the time that the pre-application meeting request form was submitted. If the proposal changes or new information is provided at the meeting, these comments are subject to change. In any case, the comments do not represent or guarantee approval of any project or permit.

Please contact Josh Osborne, Public Services Supervisor, at josborne@wenatcheewa.gov or (509) 888-3264 to schedule any follow-up meetings regarding topics discussed at the pre-app meeting.

Present

Stephen Neuenschwander, Planning Manager (sneuenschwander@wenatcheewa.gov | 888-3285)

Ruth Traxler, Senior Planner (rtraxler@wenatcheewa.gov | 888-3254)

Donald Nelson, Development Review Engineer (dnelson@wenatcheewa.gov | 888-3255)

Christian Williams, Staff Engineer (cwilliams@wenatcheewa.gov | 888-3668)

Chris Hanson, Building and Fire Plan Examiner (chanson@wenatcheewa.gov | 888-3261)

Paula Salter, Water Quality Specialist (psalter@wenatcheewa.gov | 888-3228)

Project Description

- The proposal is to remodel the existing building to allow use by the Duncan Road Fellowship Hall for meetings for Alcoholics Anonymous and Al-Anon.

Site Information

- The subject site is identified as 2123 Duncan Road (APN: 23-20-28-310-400).
- The property is located in the Industrial (I) zoning district. There are no applicable overlays.

Wenatchee City Code (WCC) Title 10, Zoning

- Additional information is required to determine the applicable definition and use classification of the proposed use. The following definition in WCC Chapter 10.08 may apply:
 - *A “place of worship” means a structure, group of structures, or portion thereof which is utilized for the purpose of conducting religious worship, services, or ceremonies. A place of worship may contain facilities such as a sanctuary or chapel, assembly rooms, offices, kitchen, parsonage, or multi-purpose room. Uses including, but not limited to, schools, dwelling units except parsonages, and child day care facilities shall not be considered incidental to the primary use, but may be allowed subject to other provisions of this title.*
 - This use is permitted by Conditional Use Permit in the Industrial zoning district (WCC Section 10.10.020).
- Conditional uses are uses which may have adverse impacts upon or be incompatible with other land uses in a neighborhood, and the purpose of the review and permitting process is to determine whether the use meets the established criteria, and to allow the Hearing Examiner to impose any other conditions reasonably required to allow the proposed use or activity. The general criteria for evaluating CUPs are provided in WCC Section 10.65.060:
 - (1) All requirements of a specified use can be satisfied;
 - (2) The requirements of the zoning district within which the lot is located can be met;
 - (3) All applicable requirements and regulations found within the WCC, as amended, can be satisfied;
 - (4) The proposal is compatible with adjacent uses and will protect the character of the surrounding area;
 - (5) The proposal will not result in the creation of nuisances to the public and/or nearby properties and existing uses;
 - (6) The proposed use will not result in undue adverse impacts affecting the public health, safety, and welfare; and
 - (7) The proposed use is consistent and compatible with the comprehensive plan and any implementing regulation.
- In addition, there are specific criteria for places of worship, provided in WCC Section 10.65.080:
 - (1) Maximum building height, RS, RL and RM: 40 feet. Other districts: same as the height limitation of the zoning district for other buildings.
 - (2) Minimum Setback Distance. (a) Street: same as required in the underlying zoning district; (b) Rear and side: same as required in the underlying zoning district, plus one-half foot for each foot by which the building height exceeds 20 feet where a rear or side yard adjoins an RF, RS, RL or RM district.
 - (3) Auditoriums in residential zoning districts must be accessory to another nonresidential use such as a school, neighborhood center, or institution of higher

education. A separate conditional use permit is not required for this use but if a new auditorium is proposed, it must be included in the review of the CUP for that property.

- (4) Landscaping and Screening. Off-street parking shall comply with Chapter 10.62 WCC, Landscaping Standards, as amended.
 - (5) Architectural Scale. New nonresidential buildings in the RF, RS, RL, RM, and RH zoning districts shall meet WCC 10.48.270. Deviations to these standards may be considered where the applicant can demonstrate that the change or deviation in design is either necessary due to the inherent function of the facility, and/or the change provides for equal or greater compatibility with the character of the surrounding neighborhood. Consideration of such a deviation shall include an informal design review workshop recommendation of the planning commission, where input from the surrounding neighborhood shall be solicited, and incorporated in staff analysis before the hearing examiner.
- Off-street parking requirements are as follows (WCC Chapter 10.60):
 - A parking analysis will be required for the CUP and commercial building permit applications. Places of worship require 1 parking space per 3 seats or 6 feet of bench, or 10 parking spaces per 1,000 square feet of GFA of the main assembly area when no seats/benches are designated.
 - *Based on the floor plan provided, the main assembly area is approximately 1,900 square feet. The proposed use would require approximately 19 parking spaces.*
 - Alternatives to consider, to address on-site (i.e. off-street) parking requirements:
 - WCC Section 10.60.040, allows for shared parking agreements where site infeasibility or change of use would otherwise prohibit development. The facility shall be located within a 500-foot radius of the off-site use. Please review the referenced code section for additional information.
 - The following minimum safety requirements shall be met:
 - There are sidewalks and paved pedestrian paths, including alleys between the shared parking facility and the land use using such shared parking facility.
 - There is adequate street and parking lot lighting to provide safe walking to the off-site facility.
 - Parking space and aisle dimensions vary based on the angle of the space as measured from the curb. Typical 90-degree parking stalls require a minimum dimension of 9 feet by 18 feet and an aisle width of 25 feet. Please reference WCC Section 10.60.030, Table Parking Space and Aisle Dimension, for additional information.
 - A maximum of 40 percent of the parking spaces may be reduced in size to accommodate compact vehicles, provided the compact spaces are not

- significantly more convenient to use and each compact space is conspicuously identified as being suited for compact vehicles only.
- Parking design requirements as described in WCC Section 10.60.030, General requirements, should be reviewed.
 - Safe pedestrian connections shall be provided to and from the building and parking areas.
 - Lighting shall be designed to reflect the light away from adjacent residential structures.
 - Landscaping of parking lots is required, pursuant to WCC Section 10.62.140.
 - Safe pedestrian access to the building entrance, from the parking areas and adjacent public street, shall be provided. Access shall be at least five feet in width (WCC Section 10.48.040, Pedestrian connections, and Section 10.60.030(3)(e)).
 - Landscaping requirements are as follows (WCC Chapter 10.62):
 - Any remodel in any two-year period that is valued at more than 50% of the assessed building valuation, shall require landscaping in conformance with WCC Chapter 10.62.
 - *The assessed building valuation available on the Chelan County Assessor's website is \$ 52,342.*
 - General landscaping requirements are located in WCC Section 10.62.060.
 - Specific requirements for the landscaping plan submittal may be found in WCC Section 10.62.040(2), Final Plan Requirements – General, and 10.62.040(3), Plan Requirements – Specific.
 - Review all landscaping requirement specific to Industrial zones, in WCC Section 10.62.070, and for parking lots, in WCC Section 10.62.140. Planting areas required include:
 - A six-foot wide average street front landscape area consisting of trees, shrubs, and ground cover. This applies to the street frontage on Duncan Road.
 - Perimeter landscape screening is required for any outdoor storage areas and dumpster / recycling areas, achieving 100 percent sight obstruction, when viewed from neighboring properties. Perimeter screening of parking lots shall achieve 80 percent sight obstruction.
 - Parking lot landscaping, interior to the parking lot, as prescribed by WCC Section 10.62.140. The landscape islands shall be a minimum size of 64 square feet and six feet in width. No parking stall shall be located more than 50 feet from a shade tree in an island.
 - Requests for alternative compliance with landscaping requirements will be reviewed pursuant to WCC Section 10.62.050, Adjustment of landscaping – Alternative options. The request shall be submitted with the landscape plan, as a

part of the commercial building permit submittal. The Director will make the final decision.

- Signs require a separate sign permit application. Sign requirements, general and by sign type, are located in WCC Chapter 10.50, Signs.

WCC Title 12, Environmental Protection

- The proposed project is categorically exempt from SEPA pursuant to WWC Section 12.04.030(2)(a)(i) and WAC 197-11-800(1)(c), as a commercial project no more than 12,000 square feet and 40 parking spaces.

WCC Title 13, Administration of Development Regulations

- The Conditional Use Permit application will be processed as a Type III application pursuant to WCC Section 13.09.050.
 - Conditional Use Permit Checklist:
<https://www.wenatcheewa.gov/home/showdocument?id=11123>
 - Master Application:
<https://www.wenatcheewa.gov/home/showdocument?id=11382>
- A commercial building permit will be required and will be reviewed as a Type 1 administrative review.
 - Building permit Application:
<https://www.wenatcheewa.gov/home/showdocument?id=19070>

Building/ Fire Comments: Provide licensed architect design. After-the-Fact Permit required.

Environmental Comments: No additional comments at this time.

Engineering Comments: Please provide an aerial photo showing the extents of the proposed parking areas. Parking in the public Right-of-Way does not count towards total required per the code.

WCC Chapter 1.99 Fee Schedules

The fees listed below are a general summary of initial fees payable at the time of application submittal. Additional fees may be necessary during project review, as determined by the city fee schedule. Contact the City of Wenatchee Community and Economic Development Department prior to application submittal to verify that the application/review fees have not been amended since the date of the pre-application meeting. The fee summary below does not include application or review fees that other agencies with jurisdiction may require.

- The Planning Division fee for a Conditional Use Permit application is \$1,100.00. The associated Public Works fee is \$200.00.
- Please contact the Building Department at (509) 888-3244 for the Commercial Building Permit fees.

Attachment B. Agency and public comment letters

From: [Cliff Burdick](#)
To: [Lexine Long](#)
Subject: RE: City of Wenatchee notice of application agency comment request - CUP 21-04 (Duncan Road AA meeting space)
Date: Tuesday, August 10, 2021 4:17:55 PM
Attachments: [image003.png](#)

Lexine,

Below are our comments related the this project:

1. A licensed architect shall design the project.
2. Project shall comply with all applicable building, accessibility, plumbing, mechanical, fire and energy codes.

Sincerely,

Cliff



Cliff Burdick, C.B.O.
Building and Fire Code Official
Community Development Department
1350 McKittrick Street, Suite A
Wenatchee, WA 98801
Telephone: (509) 888-3257
Web: www.wenatcheewa.gov

PUBLIC DISCLOSURE NOTICE: This e-mail is public domain. Any correspondence from or to this e-mail account may be public record. Accordingly, this e-mail, in whole or in part, may be subject to disclosure pursuant to RCW 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.

From: Lexine Long
Sent: Thursday, August 5, 2021 1:17 PM
Subject: City of Wenatchee notice of application agency comment request - CUP 21-04 (Duncan Road AA meeting space)

Notice of Application and Public Hearing

Project File No.: CUP-21-04 (AA Meeting Space)

From: [Brian Brett](#)
To: [Lexine Long](#)
Cc: [Darin Radcliffe \(dradcliffe@chelancountyfire.com\)](mailto:dradcliffe@chelancountyfire.com)
Subject: CUP-21-04 (AA Meeting Space) 2123 Duncan Road N, Wenatchee WA (APN: 23-20-28-310-400)
Date: Monday, August 9, 2021 11:49:11 AM

CAUTION: This email originated from outside of the City of Wenatchee. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Lexine,

The Fire District does not have any comments on the subject CUP.

Thank you,

Brian Brett
Fire Chief
Chelan County Fire District #1
Douglas County Fire District #2
W (509) 662-4734
C (509) 860-3275

From: [Tammy Fisher](#)
To: [Lexine Long](#)
Subject: RE: City of Wenatchee notice of application agency comment request - CUP 21-04 (Duncan Road AA meeting space)
Date: Thursday, August 5, 2021 2:05:53 PM
Attachments: [image002.png](#)
[image003.png](#)

CAUTION: This email originated from outside of the City of Wenatchee. Do not click links or open attachments unless you recognize the sender and know the content is safe.

No comment at this time.

Sincerely,

Tammy Fisher
Customer Service Engineer



Public Utility District No.1 of Chelan County
PO Box 1231
Wenatchee, WA 98807
(509) 661-4617 Office
(509) 668-4900 Cell

From: Lexine Long <LLong@WenatcheeWA.Gov>
Sent: Thursday, August 5, 2021 1:17 PM
Subject: [External] City of Wenatchee notice of application agency comment request - CUP 21-04 (Duncan Road AA meeting space)

ATTENTION: This email is from llong@wenatcheewa.gov. Are you expecting this?
If not, please forward it to our Phishing Hole. Thank You!

Notice of Application and Public Hearing

Project File No.:	CUP-21-04 (AA Meeting Space)
Project Location:	2123 Duncan Road N, Wenatchee WA (APN: 23-20-28-310-400)
Applicant:	Paul Coppock, The DOH Associates
Owner:	Aljaha 2, LLC
Application Date:	August 3, 2021
Determination of Complete Date:	August 4, 2021
Notice of Application Date:	August 5, 2021
Public Hearing:	August 24, 2021

From: [Christian Williams](#)
To: [Lexine Long](#)
Cc: [Donald Nelson](#)
Subject: Duncan Road CUP-21-04
Date: Tuesday, August 10, 2021 11:10:19 AM

Hi Lexine,

Public Works has reviewed the Conditional Use Permit for 2123 Duncan Road and found the proposed parking and storm facilities satisfactory. We have no other comment at this time.

Thank you,

Christian Williams
Staff Engineer
Extension: 3668

From: [Alice Meyer](#)
To: [Lexine Long](#)
Subject: RE: City of Wenatchee notice of application agency comment request - CUP 21-04 (Duncan Road AA meeting space)
Date: Thursday, August 5, 2021 2:35:20 PM
Attachments: [image004.png](#)

CAUTION: This email originated from outside of the City of Wenatchee. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Lexine,
Thank you for the opportunity to review CUP-21-04 (AA Meeting Space). Wenatchee Reclamation District has no concerns.

Alice M. Meyer, Secretary
514 Easy Street
Wenatchee WA 98801
(509) 663-0002

From: Lexine Long <LLong@WenatcheeWA.Gov>
Sent: Thursday, August 5, 2021 1:17 PM
Subject: City of Wenatchee notice of application agency comment request - CUP 21-04 (Duncan Road AA meeting space)

Notice of Application and Public Hearing

Project File No.: CUP-21-04 (AA Meeting Space)
Project Location: 2123 Duncan Road N, Wenatchee WA (APN: 23-20-28-310-400)
Applicant: Paul Coppock, The DOH Associates
Owner: Aljaha 2, LLC
Application Date: August 3, 2021
Determination of Complete Date: August 4, 2021
Notice of Application Date: August 5, 2021
Public Hearing: August 24, 2021

Proposed Project Description: The City of Wenatchee received a Conditional Use Permit (CUP) application from the DOH Associates on behalf of the property owner, Aljaha 2, LLC to allow Washington State East Area 92 Alcoholic Anonymous (AA) group to operate a meeting space in the upper floor of the 2-story building located at 2123 Duncan Road N. The meeting space is considered to be a "place of worship" in the Wenatchee City Code (WCC) and requires a CUP in the Industrial (I) zoning district (WCC Section 10.10.020, District Use Chart). No changes to the existing building are anticipated at this time, except changes to the existing plumbing/restrooms and interior wall framing to designate the new social hall. 20 parking stalls will be provided through a shared parking

From: [Doug Parker](#)
To: [Lexine Long](#)
Subject: CUP-21-04 (AA Meeting Space)
Date: Monday, August 16, 2021 4:40:57 PM

CAUTION: This email originated from outside of the City of Wenatchee. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Our objection to this application is based on the fact that there are not enough parking spots at this site. Although there would be parking stalls available in the Carpet 1 parking lot it is VERY likely that people will park at our business, which is located closer at 2127 Duncan Rd.

We have been in business there since the 1980's and have had plenty of problems with people parking on our land, especially when there was a church at 2123 Duncan Rd.

We need to keep our parking lot available to us for our use relating to our business, without having to hassle with finding and asking people not to park there. Signs do not easily prevent people from using it, as they are often ignored.

Doug and Lois Parker
2127 Duncan Rd
Wenatchee, WA

Sent from [Mail](#) for Windows