

STAFF REPORT
CONDITIONAL USE PERMIT FOR S WENATCHEE AVE CHURCH
(CUP-21-05)

TO: City of Wenatchee Hearing Examiner
FROM: City of Wenatchee Community Development Department
RE: Public hearing for CUP-21-05
DATE: October 19, 2021

1. REQUESTED ACTION

Requested Action: Conduct a public hearing on an application for a Conditional Use Permit to allow Xavier Manley to operate a place of worship within an existing building at 517 S Wenatchee Avenue (APN 22-20-10-815-400).

2. SITE INFORMATION

Applicant: Xavier Manley
Owner: Cabo Ventures, LLC
Location: 517 S. Wenatchee Avenue
Zoning District: South Wenatchee Business District (SWBD)
Comp. Plan Designation: South Wenatchee Business District (SWBD)

Project Description:

The City of Wenatchee received a Conditional Use Permit (CUP) application to allow for a new church, to operate in an existing building located at 517 S. Wenatchee Avenue.

The application identifies interior improvements for a worship area, a nursery for use during services, a small office space for use by church, and a foyer. The space will support a small congregation of approximately 50-75 occupants, with a main assembly space of 679 square feet. Primary use of the space for a place of worship is for services on Sunday, between 7am and 1pm, and one weeknight service between 5pm and 9pm. The nursery space is for use during services only, and is not a stand-alone child daycare. No exterior modifications are proposed. The tenant space is currently empty but was previously used as a retail space. A total of 15 parking spaces are provided, 10 of which are proposed to be shared with the adjacent tenant. No changes to the existing stormwater management are anticipated. Currently water drains from the site to Wenatchee Ave., and into existing stormwater drains.

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 SWBD zoning district (WCC Section 10.10.020, District Use Chart).

Attachment A, application materials, provides additional detail.

Site Characteristics:

The proposed location is within an existing empty tenant space at 517 S. Wenatchee Ave. The space was previously used as a retail space. It has existing site access from S. Wenatchee Ave., and access to the tenant space from the existing parking lot, as well as from the alley in the rear.

Surrounding Properties:

The surrounding properties are all within the South Wenatchee Business District (SWBD), and consist of commercial uses, including Crosssport gym, a mini-storage, restaurants, and retail.

Site Permitting History:

A building permit was issued in 2010 for an interior remodel of a tenant space. No other land use permits have been issued.



Figure 1. Aerial image and zoning districts of proposed project area

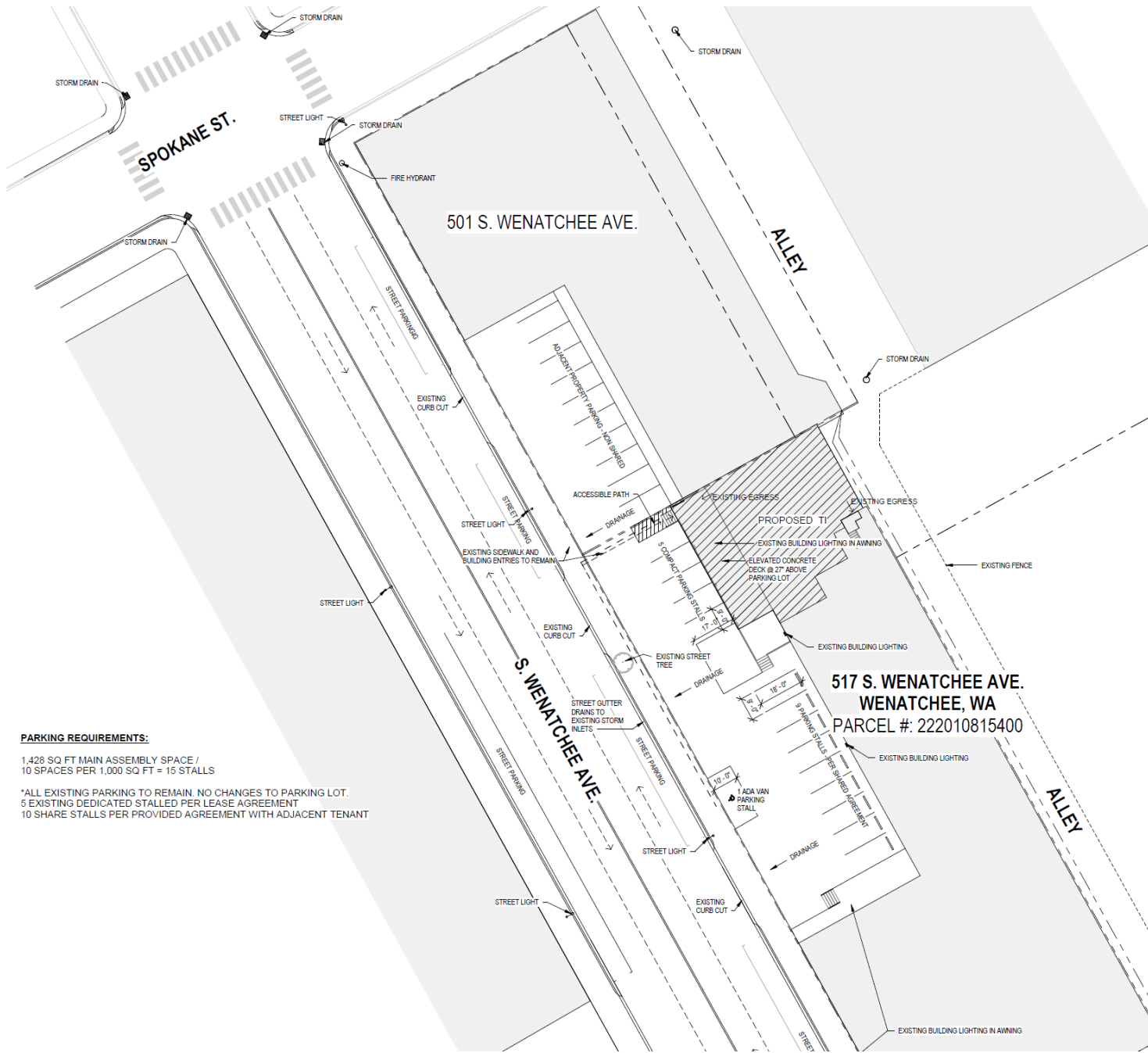


Figure 2. Site plan

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:

<p>South Wenatchee Business District</p>	<p>Primary Uses:</p> <ul style="list-style-type: none"> ▪ Ground floor retail, food and beverage, entertainment ▪ Professional services <p>Secondary Uses:</p> <ul style="list-style-type: none"> ▪ Light manufacturing ▪ Auto repair ▪ Upper floor residential 	<ul style="list-style-type: none"> ▪ Identify blocks for ground floor pedestrian activity ▪ <u>Height</u>: 4 to 6 stories ▪ Work on entrance and gateway improvements (landscaping, signage, public art, etc.)
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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.

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 SWBD zoning district.

Development Standards

The proposed development is subject to the development standards of the SWBD zoning district, as described in WCC Section 10.46.040, Commercial development chart and WCC 10.28, South Wenatchee Business 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:	October 1, 2021
Determination of Completeness:	October 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 October 7, 2021
Notice of Public Hearing:	Notice was mailed to property owners/taxpayers within 350 feet of the subject property on October 7, 2021 and published in the Wenatchee World newspaper on October 16, 2021
Public Hearing:	The public hearing is scheduled for October 26, 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 the Chelan County Fire District on October 11, 2021, stating no comment.
- An agency comment was received from the Chelan County Public Utility District on October 7, 2021, stating no comment.
- An agency comment was received from the Wenatchee Reclamation district on October 7, 2021, stating no comment.

- An agency comment was received from Cliff Burdick with the City of Wenatchee Building Division on October 12, 2021 with suggested conditions of approval.
- An agency comment was received from City of Wenatchee Development Review Engineer Donald Nelson on October 18, stating no comment.

Consistency with agency comments:

Comments provided by the City of Wenatchee Building and Fire Code Official have been incorporated into the suggested conditions of approval as appropriate.

Public Comments:

- No public comments have been received as of the time 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 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 small church, which is considered to be a place of worship as defined in WCC 10.08.115. The subject property is located in a commercial zoning district, and surrounded by primarily commercial uses, including a gym, mini-storage, retail, and restaurants. 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.

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 church will provide a space for members of the congregation to gather together.

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: The main assembly space is designated as 679 square feet, which requires 7 stalls at a ratio of 10 spaces/ 1,000 square feet. The applicant has 5 dedicated

parking spaces as part of the commercial tenant space lease. Additionally, the applicant will be allowed use of 10 parking spaces on the same parcel belonging to adjacent business that have distinctly different hours of operation and are not in operation during proposed church services, for a total of 15 spaces. The minimum required number of parking spaces will be verified during building permit review. A copy of the tenant parking agreement or a letter from the property owner describing the parking spaces available to the applicant shall be provided with and reviewed as part of the building permit submittal to ensure compliance with WCC Chapter 10.60.

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 application meets the general criteria for CUPs. All requirements of the use, zoning district, and applicable requirements and regulations within the WCC can be satisfied. The subject property is located in a commercial zoning district, and surrounded by

primarily commercial uses. The proposal is compatible with adjacent uses and will protect the character of the surrounding area. The proposal 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 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 SWBD 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 SWBD 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-21-05 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 October 1, 2021 for a Conditional Use Permit to allow a place of worship at 517 S Wenatchee Avenue and identified by APN: 22-20-10-815-400.
2. The applicant is Xavier Manley.
3. The property owner is Cabo Ventures, LLC.
4. The Wenatchee Urban Area Comprehensive Plan land use designation is the South Wenatchee Business District (SWBD).
5. The subject property is located within the South Wenatchee Business District (SWBD).
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 South Wenatchee Business 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 community.
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. Off-street parking is required pursuant to WCC 10.60.080 at a ratio of 10 spaces per 1,000 square feet of GFA of the main assembly.
10. The property has allocated 5 parking stalls to this use as a part of the commercial lease. An additional 10 parking stalls have been made available to the applicant by agreement on the existing site. Business hours of the existing property tenants are distinctly different and do not overlap.
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 October 7, 2021.
14. The agency and public comment period for this application concluded on October 21, 2021.
15. An agency comment was received from City of Wenatchee Building and Fire on October 12, 2021 listing suggested conditions of approval.
16. No public comments have been received.
17. The Wenatchee Hearing Examiner will conduct a public hearing on October 26, 2021.
18. 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 shall be personal, and will not 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 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 provided in Attachment A, submitted October 1, 2021, except as amended by the conditions herein.
2. As part of the commercial building permit application, the applicant shall provide a copy of the shared tenant parking agreement or a letter from the property owner describing the shared parking spaces available to the applicant.
3. 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.
4. 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.
5. The permit shall personal, pursuant to WCC 10.65.050(1) and is not transferable to other persons other than the project applicant as identified in Finding of Fact #2.
6. The applicant is responsible for compliance with all applicable local, state and federal rules and regulations, and must obtain all appropriate permits and approvals.
7. 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 October 1, 2021.
- B. Agency and public comment letters.

Attachment A. Application materials



Department of Community 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>August 26 2021 2148</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Completed master application (signed and all parcel #'s included)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	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 type="checkbox"/>	Stormwater report – 2 copies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Project narrative including description and code consistency	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Traffic Impact Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Parking Plan	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Exterior Elevations	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Application Fee Paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date Accepted: OCT 01 2021

Accepted By: [Signature]

File No. CUP-21-05

per herane



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: [46] Receipt No. [] File No. [Cup-21-05]

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 [X]
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: [Xavier Manley]

Mailing Address: [895 Riverside Dr Unit G-275, Wenatchee, WA, 98801]

Contact No.: [(864) 992-5789] E-mail Address: [manleys2washington@gmail.com]

Property Owner(s): [Cabo Ventures LLC]
*If different than applicant

Mailing Address: [P.O. Box 735 Wenatchee, WA 98807]

Contact No.: [(509) 699-5274] 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: [Cascaded Architecture (Kirsten Ehrhardt)]

Mailing Address: [1405 Poplar Ave, Wenatchee, WA 98801]

Contact No.: [(509) 436-8227] E-mail Address: [kirsten@cascadearchitectureanddesign.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
 Surveyor

Owner
 Engineer

Authorized Agent

PROPERTY INFORMATION

Street Address(es): 517 S. Wenatchee Ave, Wenatchee, WA, 98801

Parcel No(s): # 222010 815 40600

Abbreviated Legal Description:

Replat 1st Block S3 Lot 6 Lot C BLA 2011-138WE
0.7700 Acres

Total site size in acres: .7700

Zoning District Designation: South Wenatchee Business District (SWBD)

Overlay District: N/A

Comprehensive Plan Designation: SWBD

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: 9/27/21

Applicant Signature: [Signature]

Date: 9/27/21

Agent Signature: [Signature] KIRSTEN GRIFFIN

Date: 9-27-21

Owner Signature: [Signature] ERIC J. STEPPER

Project Narrative for Conditional Use Permit

Date: 09.28.21

Project: Church TI

Address: 517. S. Wenatchee Ave.
Wenatchee, WA

Owner: CABO VENTURES LLC
PO BOX 735
WENATCHEE, WA 98807-0735

Tenant: Xavier Manley
895 Riverside Dr Unit G275
Wenatchee, WA 98801

Jurisdiction: City of Wenatchee

Parcel Number: 222010815400

PID: 55069

Legal Description: REPLAT FIRST BLOCK 53 LOT 6 LOT C BLA 2011-138WE 0.7700 ACRES

Parcel Size: 0.7700 acres
33541.20 sqft

Districts: Fire District: Chelan Co. 1
Water Service: C of W
Power: Chelan PUD
Historic / Overlay Districts: N
FEMA Flood Plain: N

Zoning: South Wenatchee Business District (SWBD)

Project summary

The applicant is requesting a conditional use permit to allow a Place of Worship use in the existing, empty tenant space at 517. S. Wenatchee Ave.. The intent is to convert the interior space of the existing building to support approximately a small congregation of 50-75 occupants in the worship space and fewer than 6 Sunday school students. Church services would be consistent with most services, having music, speaking/teaching via a small PA system, and fellowship in the primary assembly area. The foyer area would be used for meeting and greeting of families before, during, and after services. No tenant exterior changes to the building are anticipated.

Current Conditions

The tenant space is currently empty but was previously used as a retail store.

- The current building is structurally sound.
- 2. The roof is in good condition.
- 3. All primary utilities and sewer systems are functional and in good working order.
- 4. The parking lot and associated infrastructure for storm water run-off and traffic flow are already established.

Zoning and Site

No tenant, site circulation or landscaping changes are anticipated. Currently the space is empty but was previously used as a retail space. It has existing site access from S. Wenatchee Ave. and access to the tenant space from the existing parking lot and alley in the rear. Existing dedicated parking and provided parking agreement with adjacent tenant will meet SWBD parking requirements for proposed use. Site circulation, access, and existing conditions are shown on site plan and images.

SEPA

Per the pre app meeting the application is exempt from SEPA requirements.

Stormwater

No changes to the existing stormwater management are anticipated. Currently water drains from the site to Wenatchee Ave, and into existing stormwater drains. Drainage of stormwater is shown on site plan.

GEOtech:

No changes to exterior of building are anticipated and per city direction no analysis is required or has been provided in this submittal.

Traffic and Parking Description

Access to the subject property will stay consistent with the current traffic flow. 2 Existing access points enter the site off S. Wenatchee Ave. in both directions via 2 existing curb cuts. No changes are anticipated to existing traffic pattern. Adjacent parking areas provide for ample vehicle flow without impeding commerce along the primary streets. Per City requirements the proposed 1,428 SQ FT Main assembly space will require **10 Spaces Per 1,000SqFt = 15 stalls**. The applicant has 5 dedicated stalls with his lease and 10 additional stalls available in front of the adjacent business. Applicant has provided an agreement with adjacent business for use of their parking stalls on Sundays during anticipated church service. Adjacent businesses are not open during these ours and overlapping need for these stalls is not

anticipated. This information is show on provide site plan. In accordance with 18.38.120 Handicapped parking requirements, there are currently adequate handicapped accessible parking spaces.

Landscaping

No changes to exterior of building are anticipated and per city direction no proposed landscape is required or has been provided in this submittal 10.65.080 (4) do not apply. Existing landscaping has been shown on provide site plan.

Exterior

No changes to the exterior of the building are anticipated except the addition of an accessible route via lift or ramp if required by city for accessibility during building permit review. Applicant team has been in contact with City to clarify building permit requirements. No changes to the character of the building are planned and per city direction no elevations have been provided in this submittal. Zoning requirements for building ht. and setbacks, 10.65.080 (1), (2) do not apply.

Neighborhood impact

Proposed tenant space is located in the South Wenatchee Business District. Requirements for residential zoning, 10.65.080 (3), (5) do not apply.

Adjacent properties:

North: Crossport Gym (Assembly)

South: Main street mini storage, self storage facility, Encouraging words retail

East: Across alley - parking lot

West: Across S Wenatchee ave. – Restaurants - Antojitos Yara's, Dona Juana's. Retail - Garage Door Thrift Store, Central Washington Water

Proposed tenant is compatible with and use of adjacent spaces and will not negatively change the character of surrounding area.

We intend to operate as a courteous member of the neighborhood with the goal of minimizing any negative impact of our operations on our neighbors. We intend to operate within the intent of Wenatchee noise abatement codes (WCC 6A.40) that state that we must, "control noise in a manner which promotes commerce; the use, value, and enjoyment of property; sleep and repose; and the quality of the environment." The directly adjacent neighbors to the north are, themselves an assembly occupancy and as a gym are a loud occupancy. The existing CMU wall between spaces provided ample sound deadening. The storage facility to the south is not occupied regularly and is itself a loud occupancy with the moving of stored items.

Hours of operation

This new space will offer Sunday services, and is expected to be occupied between 7am and 1pm on Sundays as well as Thursday evening services between 5 and 9pm.. No full time or permanent employees will be using the tenant space during other times. In WCC 6A.40; 'Public Disturbance Noises', all events will refrain from broadcasting external noise between the hours of 11 p.m. and 7 a.m..

Health, safety, and welfare

There are several building code requirements that will be met prior to occupancy. An initial code analysis has been provided with this submittal to demonstrate anticipated design requirements. These proposed improvements include, but are not limited to:

- ADA access to the building
- 2 Hr wall between new space and storage facility.
- Accessible route within building, and accessible elements
- Increase mech. load and related requirements due to increase occupancy load

The tenant (applicant) will use existing access points and is coordinating with owner and city to meet code requirements. Additional coordination with building department is anticipated during bldg. dept. review. All building requirement will be fully addressed in building permit application.

Fire access to existing building is established, having paved access on 2 sides of the building with approaches on 3 sides of the building. The current site plan details the fire egress routes, and adequate emergency exits.

No changes are anticipated to the exterior lighting and all exterior lighting will serve the purpose of building illumination and pedestrian safety. Any indirect lighting for signage will be used for building/organizational recognition and will not require strobing or neon lighting that could potentially create a negative or distracting impact in the vicinity. The second mitigation effort will be met through active operational controls on a weekly basis aimed at confining our overall impact to specific hours of operation. Music or public address systems will not broadcast on the exterior of the building to further minimize impact.

Signage

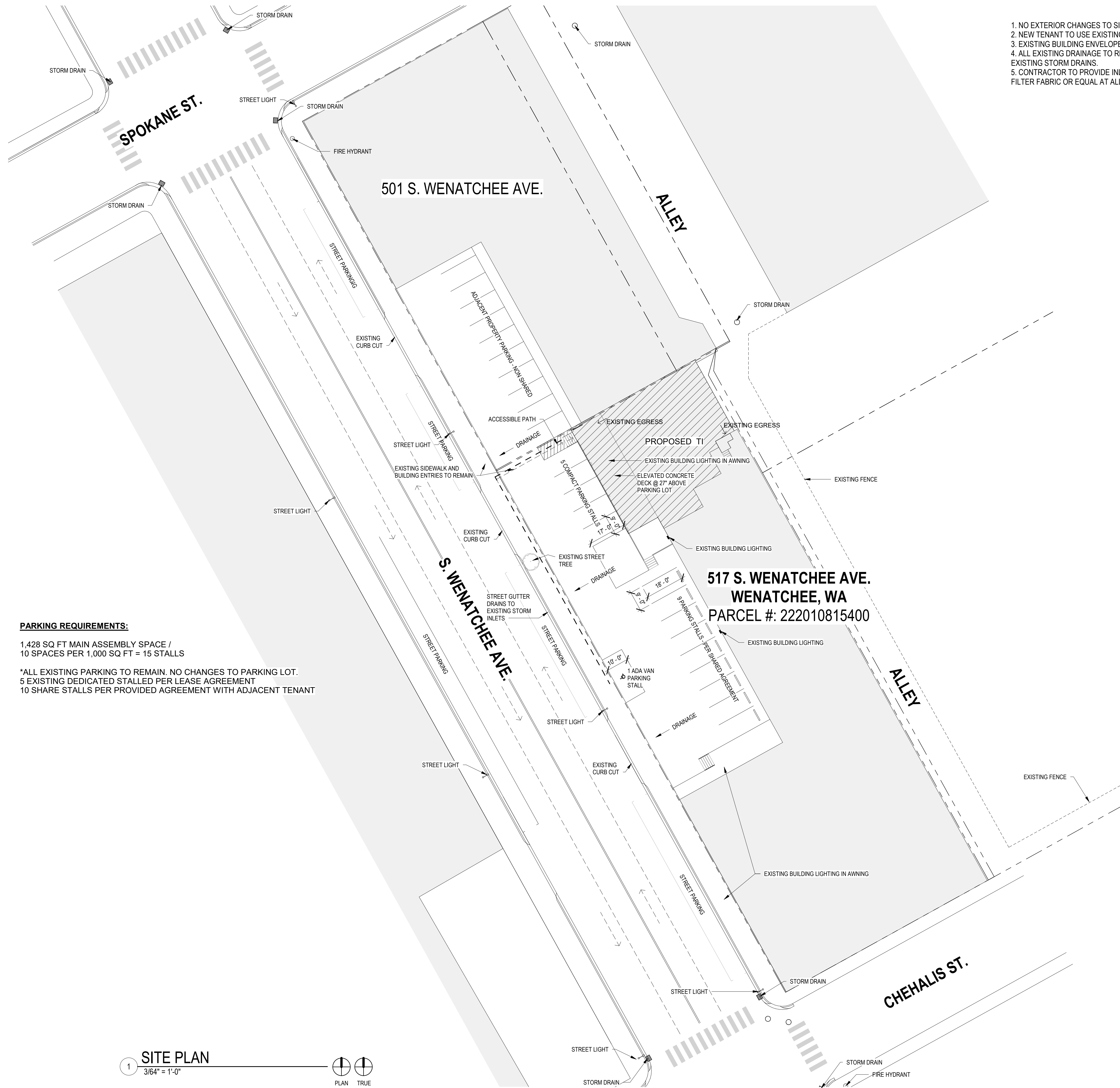
The plan for signage will be in accordance with WCC 10.50.030. Once church has occupancy of the subject property, we will apply for the sign permit. The intent for signage is to have no adverse effects on property or neighbors.

Thank you for your consideration,

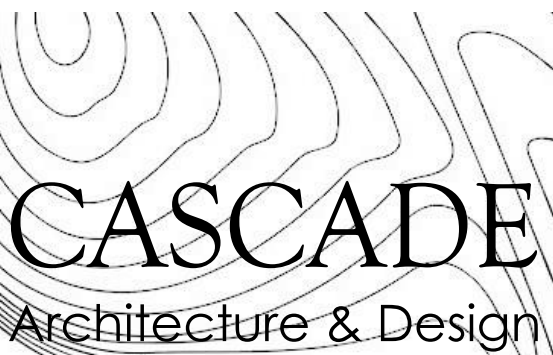
CC Manley



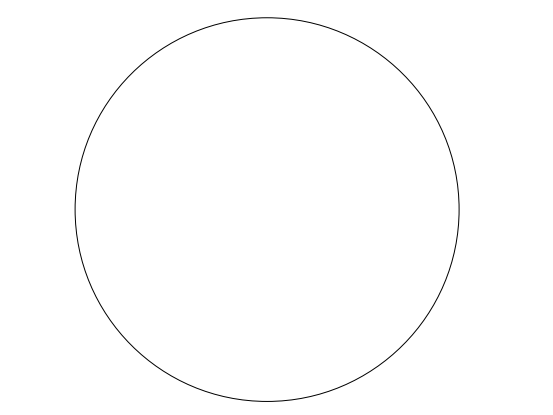




1. NO EXTERIOR CHANGES TO SITE, PARKING OR LANDSCAPING.
2. NEW TENANT TO USE EXISTING SERVICE AND TRASH COLLECTING AREAS
3. EXISTING BUILDING ENVELOPE TO REMAIN
4. ALL EXISTING DRAINAGE TO REMAIN. PARKING LOT DRAINS TO WENATCHEE AVE. & EXISTING STORM DRAINS.
5. CONTRACTOR TO PROVIDE INLET PROTECTION AS NEEDED IN THE FORM OF FILTER FABRIC OR EQUAL AT ALL EXISTING STORM DRAINS



1405 POPLAR AVE.
 WENATCHEE, WASHINGTON
 p: 509-436-8227
 e: kirsten@cascaearchitectureanddesign.com



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PROJECT NUMBER: 21.015

CHURCH TENANT IMPROVEMENT
 517 S. WENATCHEE AVE.
 WENATCHEE, WA

PARKING REQUIREMENTS:
 1,428 SQ FT MAIN ASSEMBLY SPACE /
 10 SPACES PER 1,000 SQ FT = 15 STALLS
 *ALL EXISTING PARKING TO REMAIN. NO CHANGES TO PARKING LOT.
 5 EXISTING DEDICATED STALLED PER LEASE AGREEMENT
 10 SHARE STALLS PER PROVIDED AGREEMENT WITH ADJACENT TENANT

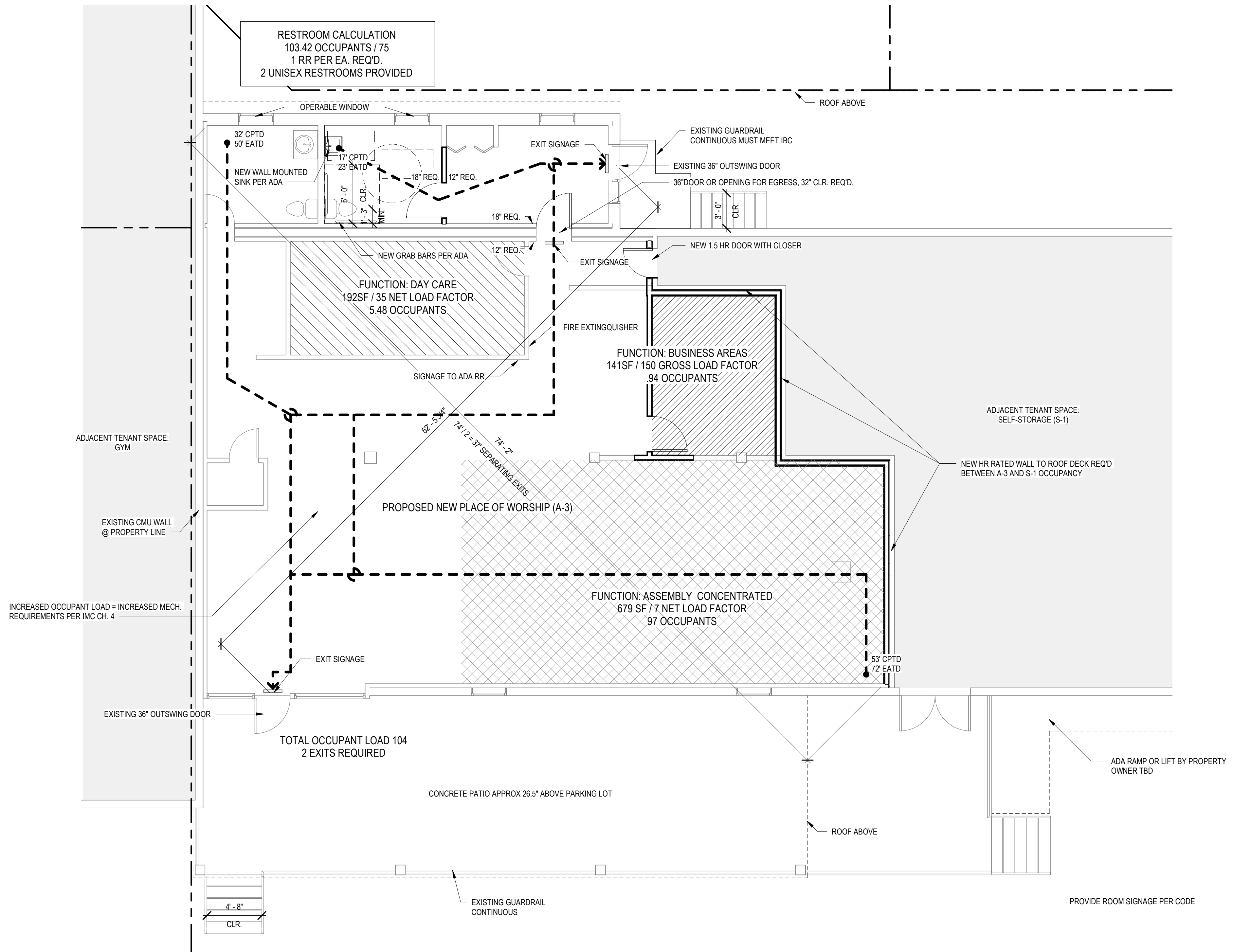
1 SITE PLAN
 3/16" = 1'-0"
 PLAN TRUE

ISSUED/REVISION SCHEDULE		
DESCRIPTION	AUTHOR	DATE
C. U. PERMIT		09.27.21

CONDITIONAL USE PERMIT
 09.27.21
 SHEET NAME

SITE PLAN

SHEET No.
 A1.0



4 MAIN LEVEL CODE PLAN
3/16" = 1'-0"

CODES ANALYSIS:

IBC REQUIREMENTS:
303: OCCUPANCY CLASSIFICATION - ASSEMBLY GROUP A-3, PLACES OF RELIGIOUS WORSHIP
CHAPTER 5
(506.2) ALLOWABLE AREA FACTOR: 14,000 OR 9,500
(508) MIXED USE OCCUPANCIES:
ACCESSORY OCCUPANCY: 10% - N/A
SEPARATION OF SPACE - A-3 TO S-1 = 2HR

CHAPTER 6
TYPE OF CONSTRUCTION 601: ASSUMED III,
NON-RATED, NON-SPRINKLED

CHAPTER 9
903.2.1.3 GROUP A-3 FIRE SPRINKLER REQUIRED WHERE: N/A
FIRE AREA EXCEED 12,000SQFT
FIRE AREA HAS OCCUPANT LOAD OF 300 OR MORE
FIRE AREA IS LOCATED ON FLOOR OTHER THAN LEVEL OF EXIT DISCHARGE SERVING SUCH AREAS.

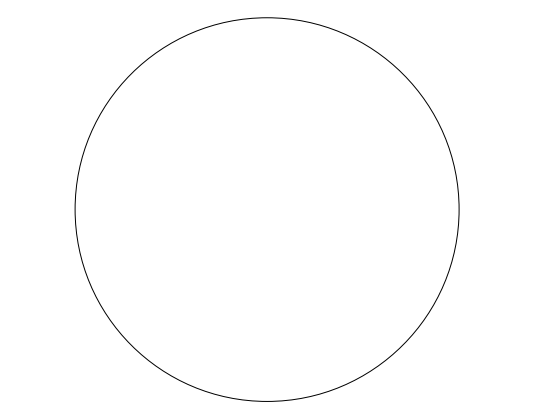
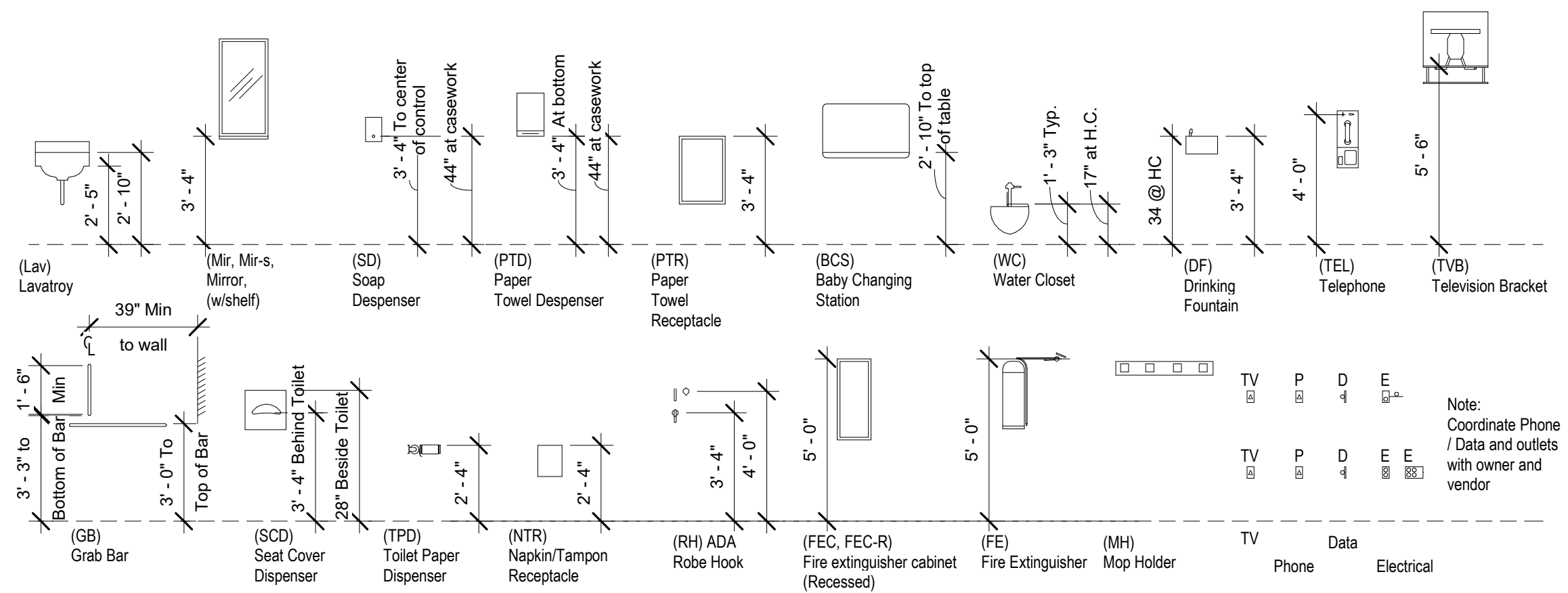
CHAPTER 10
OCCUPANT LOAD (1004.5):
ASSEMBLY W/OUT FIXED SEATING: 7 NET 679SQFT / 7 = 97 OCCUPANTS
DAY CARE 35 NET
1005 EXIT SIZING:
97X.2 = 19.4"
1006 NUMBER OF EXITS (1006):
A OCCUPANCY WITH LOAD GREATER THAN 49 = 2 EXITS
1009 ACCESSIBILITY - 2 ACCESSIBLE MEANS OF EGRESS REQUIRED

CHAPTER 29
PLACES OF WORSHIP:
W.C. - M:1/150 F: 1/75
LAVATORIES - M&W: 1/200
DRINKING FOUNTAIN - 1/500
SERVICE SINK - 1

IEBC REQUIREMENTS
'WORK AREA' - PORTIONS OF BLDG. THE ARE RECONFIGURED. WHAT FALLS UNDER THIS?
305 - TECHNICALLY INFEASIBLE TO ALTER BATHROOM?
407 PRESCRIPTIVE COMPLIANCE: CHANGES NOT REQUIRED IF NEW USE IS 'LESS HAZARDOUS' - N/A
410.4 CHANGE OF OCCUPANCY (PARTIAL)
506: CHANGE OF OCCUPANCY SHALL COMPLY WITH CH. 10
805 MEANS OF EGRESS
805.2 EXCEPTION?????
805.3.1.1 SINGLE ENTRY BLDGS. - N/A
905 COMPLY WITH 805 +
CH. 10 CHANGE OF OCCUPANCY CLASSIFICATION
1004 FIRE PROTECTION
MUST COMPLY WITH IBC CH. 9
1005 EGRESS MUST COMPLY WITH 1011
1007 MUST COMPLY WITH NFPA 70
1008 INCREASED MECH. SUPPLY
1009 INCREASED PLUMBING SUPPLY
1010 INCREASED LIGHT AND VENTILATION
1011
1011.1.1.2 CHANGE OF OCCUPANCY WITH SEPARATION
1011.2 - NO SPRINKLER OR FIRE ALARM PER IBC
1011.4 MEANS OF EGRESS: M - A-3 EQUAL HAZARD CATEGORY (3)
EGRESS SHALL COMPLY WITH 905
EGRESS CAPACITY SHALL COMPLY WITH IBC
1011.5 HTS AND AREAS: M - A-3 HIGHER HAZARD CATEGORY BLDG. MUST COMPLY WITH IBC CH.5

IMC REQUIREMENTS
CH. 4 VENTILATION

COMMERCIAL MOUNTING HTS PER CODE:



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PROJECT NUMBER: 21.015

CHURCH TENANT IMPROVEMENT
517 S. WENATCHEE AVE.
WENATCHEE, WA

DESCRIPTION	AUTHOR	DATE
ISSUED/REVISION SCHEDULE		

CONDITIONAL USE PERMIT
09/21

SHEET NAME
CODE ANALYSIS

SHEET No.
A0.2

Attachment B. Agency and public comment letters

From: [Cliff Burdick](#)
To: [Ruth Traxler](#); [Lexine Long](#)
Subject: RE: City of Wenatchee - agency comment request
Date: Tuesday, October 12, 2021 7:11:27 AM

Lexine,

Building/Fire has the following comments:

Compliance with the International Building Code, International Fire Code and ICC/ANSI A117.1.

Thanks,

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

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From: Ruth Traxler
Sent: Thursday, October 7, 2021 10:47 AM
To: Lexine Long <LLong@WenatcheeWA.Gov>
Cc: Alice Meyer <ameyer@wrhdh2o.com>; Alicia Hankins <alicia.hankins@chelanpud.org>; Catherine Lorbeer <catherine.lorbeer@co.chelan.wa.us>; Chris Hanson <CHanson@WenatcheeWA.Gov>; Cindy Blaufuss (cblaufuss@chelancountyfire.com) <cblaufuss@chelancountyfire.com>; Cindy Grubb - Chelan County PW <cindy.grubb@co.chelan.wa.us>; Cliff Burdick <CBurdick@WenatcheeWA.Gov>; Donald Nelson <DNelson@WenatcheeWA.Gov>; Gary Owen <GOwen@WenatcheeWA.Gov>; Glen DeVries <GDeVries@WenatcheeWA.Gov>; Greg Thompson <thompson.m@wenatcheeschools.org>; Jessica Shaw <JShaw@WenatcheeWA.Gov>; Jim Brown <Jim.Brown@co.chelan.wa.us>; John Goodwill <John.Goodwill@chelanpud.org>; Ron Andrus - USPS <ronald.g.andrus@email.usps.gov>; Tammy Fisher <Tammy.Fisher@chelanpud.org>; Ty Marshall-Charter <ty.marshall@charter.com>
Subject: City of Wenatchee - agency comment request

From: [Donald Nelson](#)
To: [Lexine Long](#)
Subject: RE: City of Wenatchee - agency comment request
Date: Monday, October 18, 2021 3:05:26 PM
Attachments: [image001.png](#)

Greetings,

PW has no comment for CUP-21-05 addressed 517 S Wenatchee Ave.

Regards,

Donald Nelson, P.E.

Development Review Engineer
Engineering Division,
Public Works Department



1350 McKittrick St • Wenatchee, WA 98801

Mail: PO Box 519, Wenatchee, WA 98807-0519

Telephone: (509) 888-3255 • Fax: (509) 888-3201

Email: DNelson@WenatcheeWA.gov City of Wenatchee Web: www.wenatcheewa.gov

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From: Lexine Long
Sent: Monday, October 18, 2021 8:53 AM
To: Donald Nelson <DNelson@WenatcheeWA.Gov>
Subject: FW: City of Wenatchee - agency comment request

Does Public Works have any comments on this CUP? The staff report is due tomorrow by the end of the day.

Thanks!

From: Ruth Traxler
Sent: Thursday, October 7, 2021 10:47 AM
To: Lexine Long <LLong@WenatcheeWA.Gov>
Cc: Alice Meyer <ameyer@wrhdh2o.com>; Alicia Hankins <alicia.hankins@chelanpud.org>; Catherine Lorbeer <catherine.lorbeer@co.chelan.wa.us>; Chris Hanson <CHanson@WenatcheeWA.Gov>; Cindy Blaufuss (cblaufuss@chelancountyfire.com) <cblaufuss@chelancountyfire.com>; Cindy Grubb - Chelan County PW <cindy.grubb@co.chelan.wa.us>; Cliff Burdick <CBurdick@WenatcheeWA.Gov>;

From: [Brian Brett](#)
To: [Lexine Long](#)
Cc: [Darin Radcliffe \(dradcliffe@chelancountyfire.com\)](mailto:dradcliffe@chelancountyfire.com)
Subject: CUP-21-05 (Church) 517 S. Wenatchee Avenue (APN 22-20-10-815-400)
Date: Monday, October 11, 2021 7:20:07 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.

Sincerely,

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: [Ruth Traxler](#)
Subject: RE: City of Wenatchee - agency comment request
Date: Thursday, October 7, 2021 11:59:15 AM
Attachments: [image001.png](#)

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No comment at this time. Thanks Ruth

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: Ruth Traxler <RTraxler@WenatcheeWA.Gov>
Sent: Thursday, October 7, 2021 10:47 AM
To: Lexine Long <LLong@WenatcheeWA.Gov>
Cc: Alice Meyer <ameyer@wrhd2o.com>; Alicia Hankins <Alicia.Hankins@chelanpud.org>; Catherine Lorbeer <catherine.lorbeer@co.chelan.wa.us>; Chris Hanson <CHanson@WenatcheeWA.Gov>; Cindy Blaufuss (cblaufuss@chelancountyfire.com) <cblaufuss@chelancountyfire.com>; Cindy Grubb - Chelan County PW <cindy.grubb@co.chelan.wa.us>; Cliff Burdick <CBurdick@WenatcheeWA.Gov>; Donald Nelson <DNelson@WenatcheeWA.Gov>; Gary Owen <GOwen@WenatcheeWA.Gov>; Glen DeVries <GDeVries@WenatcheeWA.Gov>; Greg Thompson <thompson.m@wenatcheeschools.org>; Jessica Shaw <JShaw@WenatcheeWA.Gov>; Jim Brown <Jim.Brown@co.chelan.wa.us>; John Goodwill <John.Goodwill@chelanpud.org>; Ron Andrus - USPS <ronald.g.andrus@email.usps.gov>; Tammy Fisher <Tammy.Fisher@chelanpud.org>; Ty Marshall-Charter <ty.marshall@charter.com>
Subject: [External] City of Wenatchee - agency comment request

ATTENTION: This email is from rtraxler@wenatcheeva.gov. Are you expecting this?

If not, please forward it to our Phishing Hole. Thank You!

Agency Comment Request for Conditional Use Permit for Church:

Project File No.: CUP-21-05 (Church)
Project Location: 517 S. Wenatchee Avenue (APN 22-20-10-815-400)

From: [Alice Meyer](#)
To: [Ruth Traxler](#)
Subject: RE: City of Wenatchee - agency comment request
Date: Thursday, October 7, 2021 10:50:57 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.

Ruth,
Thank you for the opportunity to review CUP-21-05. Wenatchee Reclamation District has no concerns.

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

From: Ruth Traxler <RTraxler@WenatcheeWA.Gov>
Sent: Thursday, October 7, 2021 10:47 AM
To: Lexine Long <LLong@WenatcheeWA.Gov>
Cc: Alice Meyer <ameyer@wrhd2o.com>; Alicia Hankins <alicia.hankins@chelanpud.org>; Catherine Lorbeer <catherine.lorbeer@co.chelan.wa.us>; Chris Hanson <CHanson@WenatcheeWA.Gov>; Cindy Blaufuss (cblaufuss@chelancountyfire.com) <cblaufuss@chelancountyfire.com>; Cindy Grubb - Chelan County PW <cindy.grubb@co.chelan.wa.us>; Cliff Burdick <CBurdick@WenatcheeWA.Gov>; Donald Nelson <DNelson@WenatcheeWA.Gov>; Gary Owen <GOwen@WenatcheeWA.Gov>; Glen DeVries <GDeVries@WenatcheeWA.Gov>; Greg Thompson <thompson.m@wenatcheeschools.org>; Jessica Shaw <JShaw@WenatcheeWA.Gov>; Jim Brown <Jim.Brown@co.chelan.wa.us>; John Goodwill <John.Goodwill@chelanpud.org>; Ron Andrus - USPS <ronald.g.andrus@email.usps.gov>; Tammy Fisher <Tammy.Fisher@chelanpud.org>; Ty Marshall-Charter <ty.marshall@charter.com>
Subject: City of Wenatchee - agency comment request

Agency Comment Request for Conditional Use Permit for Church:

Project File No.: CUP-21-05 (Church)
Project Location: 517 S. Wenatchee Avenue (APN 22-20-10-815-400)
Applicant: Xavier Manley
Owner: Cabo Ventures, LLC
Application Date: October 1, 2021
Determination of Complete Date: October 4, 2021
Notice of Application Date: October 7, 2021
Public Hearing: October 26, 2021

Application Materials: Application materials are attached to this email or may be found on the City of Wenatchee Public Notice Portal: <https://ci-wenatchee->