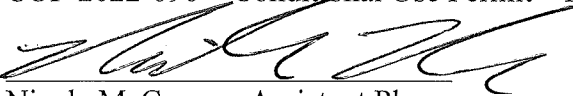


CITY OF SEDRO-WOOLLEY  
PLANNING DEPARTMENT  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-0771  
Fax (360) 855-0733

---

## TRANSMITTAL & REPORT MEMORANDUM

**HEARING DATE:** June 2, 2022  
**TO:** Sedro-Woolley Hearing Examiner  
**RE:** CUP-2022-090 – Conditional Use Permit – Patrick Grant  
**FROM:**   
Nicole McGowan, Assistant Planner

**APPLICATION DATE:** March 23, 2022  
**APPLICATION COMPLETE:** April 26, 2022  
**RECOMMENDATION:** Staff Recommends **Approval with Conditions**  
**SITE LOCATION:** 616 Puget St., Sedro-Woolley, WA 98284. Assessor's Parcel #76564  
**PROPERTY OWNER:** Patrick Grant  
PO Box 1009  
Burlington, WA 98233  
**PROJECT PROPONENT:** Sheryl Carman  
PO Box 1009  
Burlington, WA 98233

### DESCRIPTION OF PROPOSAL:

An application for a conditional use permit (CUP) (**Exhibit B**) has been received to construct a new, roughly 2,300 sq. ft. duplex independent of commercial use in the Central Business District (CBD) Zone along with associated site improvements including utilities, parking and stormwater infrastructure on Assessor's Parcel #76564. The CBD allows multifamily housing between two and four units per building independent of commercial uses outside of the area bordered by the tracks to the west, Puget Street to the east, the tracks to the north, and Warner Street to the south. Also excluded is property fronting on Metcalf

Street, West Ferry Street, West State Street and property abutting the tracks between Rita Street and Walley Street (south of State Street). The subject property is outside of this designated area, therefore a duplex independent of commercial use may only be permitted at this location as a conditional use. A CUP must be obtained per the process in Chapter 2.90 SWMC and the criteria in Title 17 SWMC.

<b>Site Address:</b>	616 Puget St.	<b>Parcel ID No.:</b>	P76564
----------------------	---------------	-----------------------	--------

**Zoning District: Central Business District (CBD)**

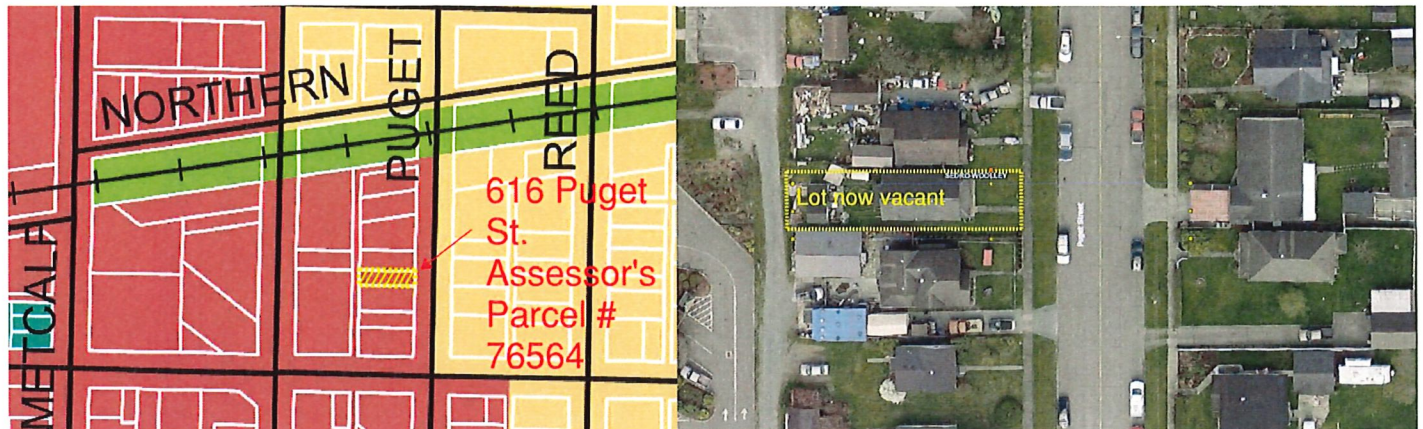
**COMPREHENSIVE PLAN LAND USE DESIGNATIONS, ZONING DESIGNATIONS AND EXISTING LAND USES OF THE SITE AND SURROUNDING AREAS:**

Area	Land Designation	Use	Zoning	Existing Use
Project Site	CBD		CBD	Vacant
North	CBD		CBD	Single-family Residential
South	CBD		CBD	Multi-family Residential
East	Residential 7		Residential 7	Single-family Residential
West	CBD		CBD	Commercial

<b>Central Business District (CBD) Zoning Regulations:</b>			
Minimum lot size:	None	Lot width at building line:	None
Front Setback:	None	Lot width at road frontage:	20 feet
Rear Setback:	None	Maximum building height:	60 feet
Side Setback:	None	Maximum building coverage:	None

**PUBLIC UTILITIES AND SERVICES PROVIDED BY:**

<b>Water:</b>	Skagit County PUD #1	<b>Cable TV:</b>	Comcast
<b>Sewer:</b>	City of Sedro-Woolley	<b>Police:</b>	City of Sedro-Woolley
<b>Garbage:</b>	City of Sedro-Woolley	<b>Fire:</b>	City of Sedro-Woolley
<b>Storm Water:</b>	City of Sedro-Woolley	<b>School:</b>	Sedro-Woolley School District
<b>Telephone:</b>	Verizon	<b>Hospital:</b>	Peace Health United
<b>Electricity:</b>	Puget Sound Energy	<b>Gas:</b>	Cascade Natural Gas



## ANALYSIS

### Application Process:

1. A demolition permit application (file #2021-493) was received November 23, 2021 to demolish a portion of the single-family residence that existed on site. The permit application was revised mid-process to, instead, demolish the entire single-family residence as well as an outbuilding that also existed on site. Said revised demolition permit application was approved and issued November 23, 2021. The lot now sits vacant and is ready for development.
2. On February 16, 2022, the city held a required pre-application meeting for a duplex independent of commercial uses at 616 Puget St. with the project applicant.
3. On March 23, 2022, the city received a Conditional Use Permit application for the project. Included in this submittal were a signed Conditional Use Permit application (**Exhibit B**) and a site plan (**Exhibit C**). After receiving all required submission materials, the application was considered complete April 26, 2022.
4. On April 26, 2022, the City issued a Notice of Application (**Exhibit D**) per the requirements listed in SMWC 2.90.075(B).
5. A public hearing before the Sedro-Woolley Hearing Examiner is scheduled for June 2, 2022 via Zoom.

**CONCLUSION: The application meets procedural requirements for Type III applications established in SWMC 2.90.**

### Public Notification, Meeting and Comment:

1. The Notice of Application (**Exhibit D**) was issued on April 26, 2022 and the comment period ended on May 20, 2022. The city published notice in the Skagit Valley Herald on March 3, 2022. Notices were mailed on March 2, 2022 to all residents and property

owners within 500 feet of the subject property and the notice was posted on the subject site the same day. No comments were received.

2. The City issued a Notice of Public Hearing (**Exhibit E**) for the proposal on May 19, 2022. The notice was posted on site, published in the legal notices section of the Skagit Valley Herald and mailed to all residents and property owners within 500 feet of the property on May 19, 2022.

**CONCLUSION: The city has met the noticing requirements for Type III applications established in SWMC 2.90.**

Comprehensive Plan:

1. The Sedro-Woolley Comprehensive Plan identifies the zoning of this property as the Central Business District (CBD) Zone. The intent of the CBD Zone is to allow all forms of commerce geared to the centralized provision of goods and services within easy walking distance. Commercial retail and office uses are allowed on the first floor, and retail compatible uses on the second floor. In addition, multifamily housing located above the first floor or at the rear of a commercial and/or retail occupancy is allowed.
2. Specific goals and policies from the Land Use Element of the Comprehensive Plan that are relevant and applicable to this proposal include the following:
  - a. Goal LU1: To safely accommodate population growth without causing urban sprawl;
    - i. Policy LU1.2: Prevent urban development outside the Urban Growth Area (UGA);
  - b. Goal LU3: To provide concurrent urban services;
    - i. Policy LU3.3: Do not approve developments that cannot be serviced by city transportation and sewer services;
    - ii. Policy LU3.5: Ensure that new development bears its fair share of the cost of associated increases in required capital facilities and services;
  - c. Goal LU5: To preserve community character;
    - i. Policy LU5.8: Encourage high standards of appearance in all residential areas and in other high visibility areas;
  - d. Goal LU6: To provide clear review and approval processes for land use actions;
    - i. Policy LU6.4: Develop and implement design review procedures for all land use zones. Residents and property owners in the affected designation areas shall be involved in this process, to the extent possible; and
    - ii. Policy LU6.6: Encourage community involvement and participation in the land use decision making process, and provide understandable information and notices to affected residents and the press, to enable meaningful involvement and participation.
3. Staff finds that this proposal is consistent with the above goals from the Land Use Element of the Comprehensive Plan.

- a. The proposed project allows for population growth to be accommodated within the UGA, preventing urban sprawl.
- b. Staff recognizes that this property had been developed and used as a single-family residence independent from any commercial use since at least 1905. Additionally, all neighboring properties except for the property directly to the west (currently used as a bank) are currently used for residences independent of commercial use. The property directly to the south is currently being used for a triplex independent of commercial uses, though it is zoned CBD as well. Directly to the north and the east are single-family residences.
- c. The development will be serviced by city transportation and sewer and is required to bear its fair share of the cost of associated increases in required capital facilities and services.
- d. In keeping with the City’s goal to preserve community character through maintaining a high standard of appearance for the CBD, the proposal is subject to design review under the Design Standards and Guidelines Manual, Chapter 2 – Standards and Guidelines for All Development, Chapter 3 – Additional Standards for the Central Business District and Chapter 5 – Additional Standards for Multi-Family Development.

**CONCLUSION: The application as conditioned conforms to the Sedro-Woolley Comprehensive Plan.**

Zoning Code:

**Specific Criteria:** Chapters 17.24, 17.36, 17.44, and 17.56 SWMC establish the requirements and criteria relevant for approving this application and are reviewed as follows:

1. Chapter 17.24.010 SWMC – Use Restrictions. Permitted uses in the CBD, per 17.24.010(A), include:
  - a. All forms of commerce; geared to the centralized provision of goods and services within easy walking distance. Commercial retail and office use on the first floor, and retail compatible uses on the second floor;
  - b. Multifamily housing located above the first floor or at the rear of a commercial and/or retail occupancy. An exception from the buffering and fencing requirement exists for upper story residences in existing buildings in an area bordered by the tracks to the west, Puget Street to the east, the tracks to the north, and Warner Street to the south;
  - c. Multifamily housing, between two and four units per building, may be allowed independent of commercial uses outside of the area bordered by the tracks to the west, Puget Street to the east, the tracks to the north, and Warner Street to the south. Also excluded is property fronting on Metcalf Street, West Ferry Street, West State Street and property abutting the tracks between Rita Street and Walley Street (south of State Street). Multifamily housing per this subsection must also meet the following:

- i. The front entries must be oriented towards the public right-of-way,
- ii. The development must meet the requirements of the Sedro-Woolley design standards for the CBD and multifamily development;
- d. Parking lots serving any use; provided they are at the rear of a retail or commercial building, or facing a street other than Metcalf, Ferry, Woodworth, or State;
- e. Public uses; and
- f. Public facilities.

Conditional uses in the CBD, per SWMC 17.24.010(B) include:

- a. Alcohol serving establishments;
- b. All uses not permitted above; and
- c. Quasi-public uses
  - i. Staff finds that the proposed duplex may be approved as a conditional use.

2. Chapter 17.24.020 SWMC – Bulk Restrictions.

- a. A maximum 10-foot setback may be included at the front if pedestrian features are included. Otherwise, there are no minimum setbacks in this zone.
  - i. The applicant submitted a site plan (Exhibit C) showing parking spaces located at the front of the building with access to Puget St. These will need to be relocated to the rear to allow for the duplex to be built up to the property line. With some adjustment to the site plan, staff finds that there is sufficient room on the subject lot for the duplex to meet the setback requirements of the CBD Zone.
- b. The maximum building height is 60 feet.
  - i. Detailed elevations are to be submitted with future submittals at which time the Planning Department will conduct design review and ensure the height of the proposed duplex does not exceed the 60 ft. maximum.

3. Chapter 17.24.050 SWMC – Parking.

- a. Per SWMC 17.24.050(B)(5), the parking standards for residential buildings that do not include commercial uses within the CBD Zone are per the table below:

Studio	1 space
1 bedroom	2 spaces
2 bedrooms	2 spaces
3 bedrooms	3 spaces
4 or more bedrooms	4 spaces
Visitor/overflow spaces	1 additional space per 8 units

- i. A floor plan (**Exhibit F**) was included with the pre-application meeting materials showing the duplex to have 3 bedrooms per unit. Per the table above and per the pre-application meeting staff comments, 6 standard (9' x 20') parking stalls would be required to be provided on site per the bulk restrictions discussion above. Six stalls are shown on the site plan. No revisions to the floor plan submitted with the pre-application meeting materials have been proposed. However, staff will require the floor plan to be submitted with future submittals to definitively determine the number of bedrooms in the proposed duplex, at which time the planning department will conduct review and ensure parking is provided per the table above.
  
- 4. Chapter 17.36.020 SWMC – Off-Street Parking and Loading.
  - a. Off-street parking spaces are required to be located off the public right-of-way and within five hundred feet walking distance of a public entrance to the building served.
    - i. Staff finds that a revised site plan shall demonstrate that all proposed parking locations meet this standard.
  - b. Parking facilities shall have access to a public thoroughfare, with ingress and egress designed with respect to intersections, crosswalks and traffic in general so as not to create safety hazards or impedances. One-way driveway widths shall be at least 12 feet and two-way driveway widths shall be at least 20 feet.
    - i. The applicant will submit a revised site plan relocating all parking to the rear with access off the alley, at which time the Planning Department will review to ensure driveway widths meet these minimum requirements.
  - c. Parking facilities are to incorporate maneuvering room so as not to require backing out onto a public street except that parking spaces serving single-family residences and duplexes may utilize a street for backing out, provided the street is not an arterial and location is at least 50 feet from all street intersections.

- i. According to SWMC 17.24.020(A), setback requirements of the CBD will require all parking to be relocated to the rear, with access from the alley to allow for the duplex to be built up to the property line. Staff finds that with some adjustment to the site plan, there is sufficient space to relocate the parking and meet this requirement.
  - d. Parking facilities are to be designed so that all vehicles are independently mobile and do not block each other.
    - i. Staff finds that the revised site plan shall demonstrate that all proposed parking areas meet this requirement.
  - e. Parking facilities are to be surfaced with a dust-free, durable material, provided that the portion of the driveway lying within the public right-of-way shall be paved with a material matching or superior to that of the public thoroughfare.
    - i. Staff finds that the revised site plan shall demonstrate that all proposed parking areas meet this requirement.
  - f. Parking facilities must incorporate provision for drainage so as not to create on-site or off-site drainage problems.
    - i. The Engineering Department provided review comments (**Exhibit G**) for the pre-application meeting for this project, calling for the site improvements that will be necessary to provide appropriate drainage control. The applicant will need to submit permits for all necessary site improvements, at which time staff will review to ensure the drainage infrastructure is adequate as proposed.
  - g. Parking facilities must provide for convenient pedestrian movement from parking spaces to building entrance, sufficiently separated from or compatible with vehicular traffic to ensure safety.
    - i. Staff finds that a revised layout of the parking facilities shall allow for convenient and safe pedestrian movement from parking spaces to building entrance and that this requirement will be met.
  - h. Parking facilities must be in accordance with the following dimensional requirements, provided that a maximum of thirty percent of the total required spaces may be designated for compact cars with a width of 7.5 feet, length of 15 feet, and correspondingly reduced maneuvering room.
    - i. Of the 6 required on-site parking spaces, a maximum of 1 of those stalls can be designated as compact. The site plan shows no compact stalls proposed and, therefore, staff finds that this requirement has been met.

5. Chapter 17.44 SWMC – General Regulations for All Zones.

- a. On any driveway or alley upon which access is obtained from a public right-of-way, there shall be a vision clearance triangle maintained in which no wall, fence, or other structure shall be erected, and no hedge, shrub, tree or other growth shall be maintained which will materially impede vision and when a hazard exists



between the heights of three feet and ten feet above the centerline grades of the access and the street. The triangle is measured from the property lines and extends twenty feet parallel to the public right-of-way and ten feet parallel to the driveway or alley. In case of open type fences, blocking, a maximum height of four feet shall prevail within the aforementioned triangular area.

- i. Staff finds that the site plan shows there will not be any blockage of the vision clearance triangle and that this requirement has been met.

6. Chapter 17.56 SWMC – Conditional Use Permits.

- a. The criteria for conditional use permits are as follows: conforms to the comprehensive plan; is compatible with the surrounding area, that is, causes no unreasonable adverse impacts; and is well-planned in all respects so as to be an asset to the community.
  - i. The applicant provided a description of how their proposal meets the above criteria in their responses to the questions on the CUP application form (**Exhibit B**).
  - i. As discussed previously in this report, the proposal is in conformance with the Comprehensive Plan.
  - ii. Staff finds that the proposed duplex will not significantly affect and is compatible with the surrounding commercial, single- and multi-family residential uses.
  - iii. Staff finds that with some adjustment(s) to the site plan to change the parking lot layout to allow for the duplex to be built up to the property line as well as additional provisions for drainage, the proposal is well planned in all respects so as to be an asset to the community.

**CONCLUSION: The application as conditioned meets the review criteria set forth in SWMC that apply to this proposal.**

1. State Environmental Policy Act Review

- b. According to WAC 197-11-800(1)(b)(ii), the construction or location of four or less multi-family residential units is categorically exempt from SEPA threshold determination.

**CONCLUSION: The application meets the SEPA standards identified in the State Environmental Policy Act (WAC 197-11).**

**STAFF RECOMMENDATION**

Based on the above Findings of Fact, the Planning Department recommends **APPROVAL** of Conditional Use Permit # CUP-2022-090 to allow the construction of the proposed,

roughly 2,300 sq. ft. duplex independent of commercial use and associated site improvements on Assessor’s Parcel #76564 subject to the following **conditions**:

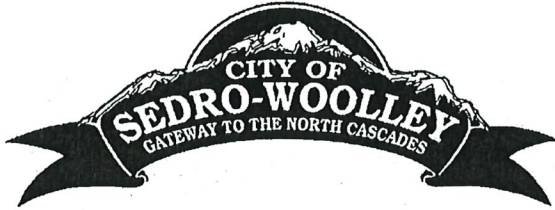
1. Submit elevations at the time of building permit application to show that building height will not exceed a maximum of 60 feet and for staff to conduct the required design review for compliance with the Design Standards and Guidelines Manual, Chapter 2 – Standards and Guidelines for All Development, Chapter 3 – Additional Standards for the Central Business District and Chapter 5 – Additional Standards for Multi-Family Development.
2. Submit a floor plan at the time of building permit application so staff can definitively determine the number of bedrooms in the proposed duplex at which time the planning department will conduct review and ensure parking is provided per the table below.

Studio	1 space
1 bedroom	2 spaces
2 bedrooms	2 spaces
3 bedrooms	3 spaces
4 or more bedrooms	4 spaces
Visitor/overflow spaces	1 additional space per 8 units

3. Submit a revised site plan that meets CBD setback and parking requirements (SWMC 17.24.020(A) and 17.36, respectively). All parking shall be relocated to the rear of the duplex with access from the alley to allow the duplex to be constructed up to the property line.
4. Two address signs per the standards in SWMC 15.04.047 that clearly indicate the addresses and locations of both duplex units shall be conspicuously placed on the Puget Street-facing side of the duplex.
5. Obtain permits for the construction of and site development for the proposed duplex.
6. Impact Fees and General Facilities charges shall be assessed and collected at the rate adopted by ordinance at the time of building permit issuance.
7. Lighting shall be shielded from shining onto adjacent residential properties or roadways.
8. The applicant will be required to demonstrate compliance with state and local stormwater regulations, including (but not limited to) providing quality and quantity controls.

## EXHIBITS

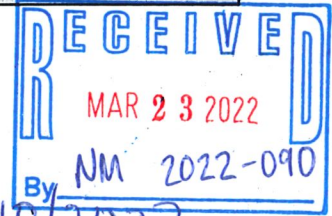
- A. CUP-2022-090 Staff Report
- B. Patrick Grant, Conditional Use Permit Application, CUP-2022-090 dated March 23, 2022
- C. CUP-2022-090 Site Plan
- D. CUP-2022-090 Notice of Application
- E. CUP-2022-090 Notice of Public Hearing
- F. Pre-App. 2022-033 Floor Plan
- G. Pre-App. 2022-033 Staff Comments



Planning Department  
Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360)855-0771  
Fax (360) 855-0733

# CONDITIONAL USE PERMIT APPLICATION

DATE STAMP:



APPLICATION NUMBER: 2022-090

Pre-application File #: 2022-033 Pre-application date: 2/10/2022

## Section 1 – Applicant Information

Applicant Name: Patrick Grant

Applicant Address: PO Box 1009, Burlington, WA 98233

Applicant Phone: \_\_\_\_\_ Cell#: 360 391-3914 Fax#: \_\_\_\_\_

Applicant email: sheryl@inspire-nw.com

Owner: same as Applicant

Owner Address: same as Above

## Section 2 – Project Information

Location: 616 Puget Street, Sedro Woolley, WA 98284

Assessor's Parcel number(s): P76564 Zoning Classification: \_\_\_\_\_

Describe existing use at the location and proposed use/land-use action: The house at this address has been demolished. Proposed use is to build a multi-family building - a duplex.

Zoning Designation: CBD Flood zone: N/A

Total site size in acres: .08 Critical Areas by type and acres: - 0 -

Describe existing conditions on and adjacent to site: There are residential homes on each side - N and S of the lot.



In reviewing a conditional use permit request, the Hearing Examiner must consider the following criteria specified in Section 17.56.060 of the Sedro-Woolley Municipal Code. Use extra sheets if needed:

1. How does the proposed use conform to the Comprehensive Plan for the City of Sedro-Woolley? The property is located in a residential neighborhood that is zoned multi-family commercial. The request is to build a duplex w/ no commercial aspect which, with a CUP, would still comply.
  
2. Is the proposed use compatible with the surrounding area, this is, causes no unreasonable adverse impacts on other properties in the immediate vicinity? (If yes, please explain how the use is compatible. If no, explain how any impacts might be mitigated). Even though the area is zoned multi-family/commercial there are only residences on this block and further North on Puget Street. This building will be a duplex falling under the multi-family zoning.
  
3. Is the proposed development or use well planned in all respects so as to be an asset to the community? Yes, the duplex will be a huge improvement over the house that was there and will add to the overall paradigmatic look of the neighborhood.
  
4. Other applications or variances being applied for as part of project: \_\_\_\_\_

**Please attach the following:**

- Site plan - see site plan instructions.
- Written comments from City from Pre-Application meeting. ✓
- Current title report (within 6 months of application). ✓
- State Environmental Policy Act (SEPA) checklist (if required). not required ✓ OK ✗
- <sup>Two</sup> Three sets of pre-addressed, postage-paid envelopes. See mailing procedure. OK ✗ ✓
- Fees based on current fee schedule.
- The terms and conditions of covenants and agreements regarding the intended N/A development.
- Written confirmation that the property owner is aware and supportive of proposed use. ✓

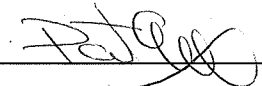
Site Plan Requirements: A scale drawing containing the following:

- Name of property owner, north arrow, scale
- All property lines, easements and their dimensions
- Adjacent streets and rights-of-way
- Circulation for vehicles and pedestrians
- Parking
- Location, size and shape of buildings existing and proposed
- Location of wells, creeks, lakes, rivers, waterfront, dikes, drainage ditches
- Location and dimensions of sewage systems
- Dimension and depth of any fill on the site
- Topography at appropriate contour intervals
- Structures on adjacent property (approximate location)
- Significant trees: Trees over 6" diameter at a point 5 feet above the ground. Stormwater facilities (may be part of separate stormwater report)

### Section 3 – Signature

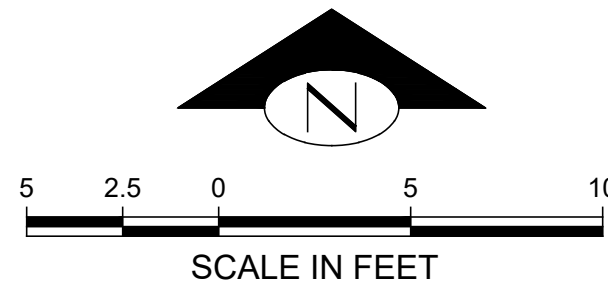
Application is hereby made for a **CONDITIONAL USE PERMIT** concerning the above stated activity. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief, such information is true, complete, and accurate. I further certify that I possess the authority to undertake the proposed activities. I hereby grant to the officials of the City of Sedro-Woolley the right to enter the above-described location to inspect the proposed or completed work.

Printed Name: PAT GRANT

Signature:  Date: 03-08-22

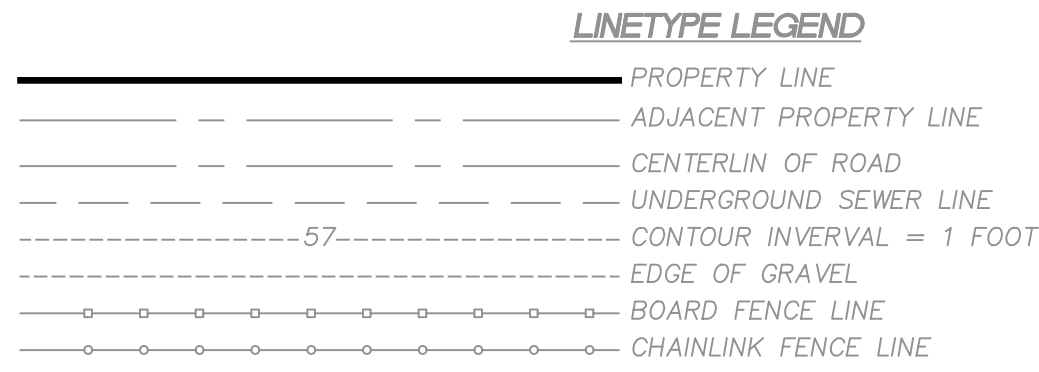
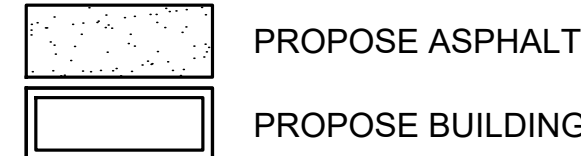


Received  
 3-23-22 2022-090 NM

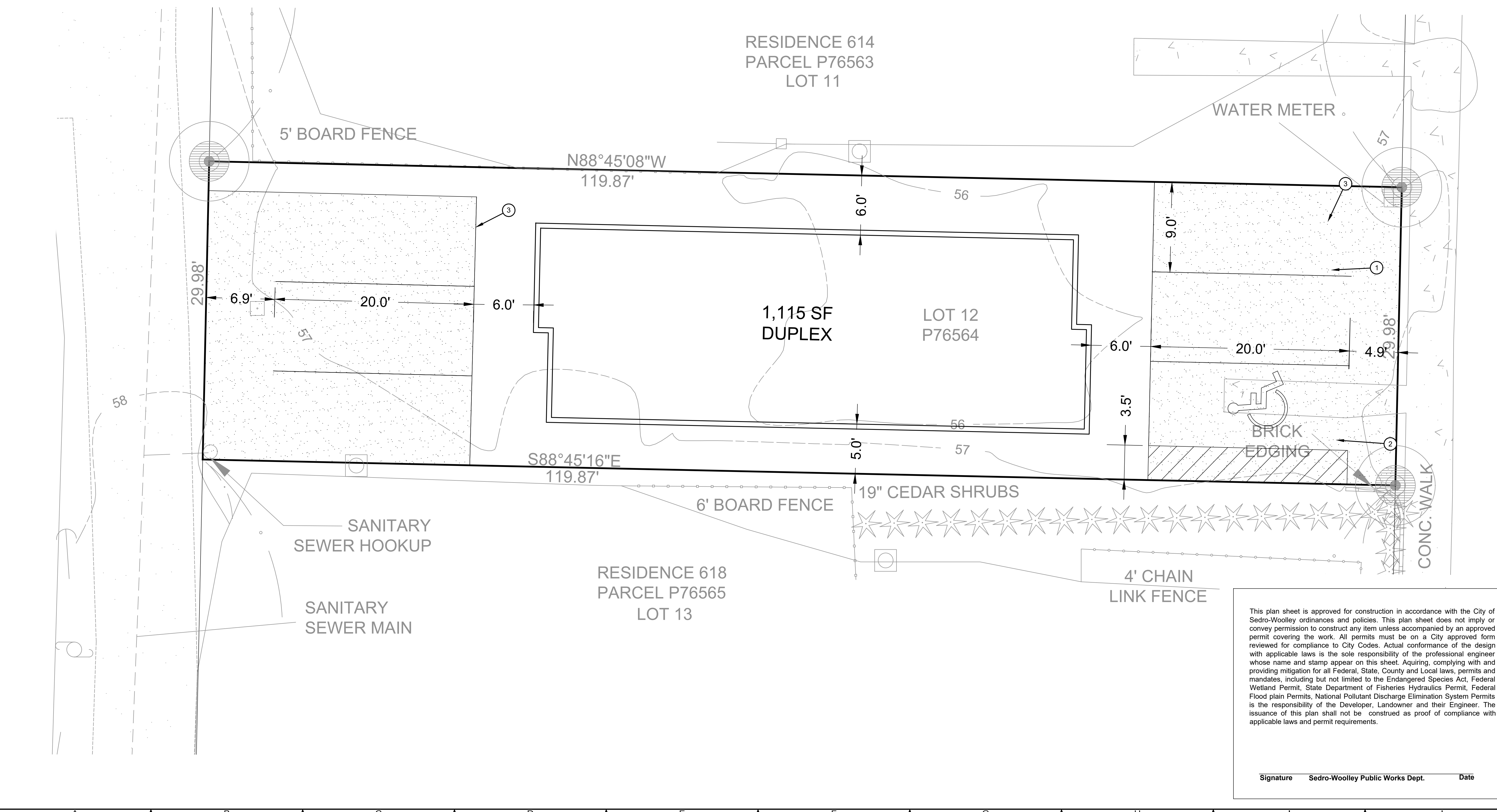


KEY NOTES		
SYMBOL	NOTE	DETAIL/SHEET
①	9' X 20' STANDARD PARKING STALL (TYP)	-
②	9' X 20' HANDICAP PARKING STALL	-
③	STORMWATER FACILITIES UNDER PARKING AREA TBD	-

**LEGEND:**



**SYMBOL LEGEND**



CAD FILE NUMBER: P:\CLIENTS-CIVIL\CARMAN, SHERYL\616 PUGET STREET DRAINAGE\DRAWINGS\EX CONDITION & DEMOLITION.DWG  
 DATE: 3/23/2022 2:48 PM - SHEET SET: XXXX - ORIGINAL SHEET SIZE: ANSI FULL BLEED D (34.00 X 22.00 INCHES)  
 AUTOCAD VERSION: CIVIL\_3D\_2016

No.	DATE	BY	REVISION

22110 Riverside Drive  
 Mount Vernon  
 WA 98273  
 P: 360.899.1110  
 F: 360.331.5131  
 www.dcgengr.com

DCG  
 civil structural

CALL 811  
 2 BUSINESS DAYS  
 BEFORE YOU DIG  
(UNDERGROUND UTILITY LOCATIONS ARE APPROX.)



BASE MAP/TOPOGRAPHY PROVIDED BY OTHERS. DCG CANNOT BE HELD LIABLE FOR ACCURACY. CONTRACTOR SHALL FIELD VERIFY GRADES, UTILITIES, & ALL OTHER EX FEATURES & CONDITIONS IF CONDITIONS ARE NOT AS SHOWN &/OR PLANS CANNOT BE CONSTRUCTED AS SHOWN, CONTACT DCG PRIOR TO CONSTRUCTION.

OWNER: CARMEN SHERYL  
 PO BOX 1009,  
 BURLINGTON, WA 98233  
 PROJECT: 616 PUGET STREET DUPLEX  
 616 PUGET STREET SEDRO-WOOLLEY, WA 98284  
 SITE PLAN

PROJ. MANAGER:	DO
DESIGNED BY:	DS
DRAWN BY:	RB
CHECKED BY:	DO
SCALE:	AS NOTED
DATE:	3/23/2022
REV. SHEET	A 1 OF 1

This plan sheet is approved for construction in accordance with the City of Sedro-Woolley ordinances and policies. This plan sheet does not imply or convey permission to construct any item unless accompanied by an approved permit covering the work. All permits must be on a City approved form reviewed for compliance to City Codes. Actual conformance of the design with applicable laws is the sole responsibility of the professional engineer whose name and stamp appear on this sheet. Acquiring, complying with and providing mitigation for all Federal, State, County and Local laws, permits and mandates, including but not limited to the Endangered Species Act, Federal Wetland Permit, State Department of Fisheries Hydraulics Permit, Federal Flood plain Permits, National Pollutant Discharge Elimination System Permits is the responsibility of the Developer, Landowner and their Engineer. The issuance of this plan shall not be construed as proof of compliance with applicable laws and permit requirements.

Signature \_\_\_\_\_ Sedro-Woolley Public Works Dept. \_\_\_\_\_ Date \_\_\_\_\_

C01

# CITY OF SEDRO-WOOLLEY

## NOTICE OF DEVELOPMENT APPLICATION

**Description of proposal/application:** The City has received a conditional use permit application to build a 1,115 sq. ft. duplex independent of commercial use at 616 Puget Street, Assessor's Parcel # P76564. Application materials were determined to be complete April 26, 2022. File #CUP-2022-090.

**Proponent:** Patrick Grant  
PO Box 1009  
Burlington, WA 98233

**Location of project:** 616 Puget Street, Sedro-Woolley, WA 98284

**Documents are available for review at:** The City of Sedro-Woolley Planning Department, 325 Metcalf Street, Sedro-Woolley, WA 98284, Monday through Friday, 8:00 AM to 4:30 PM. For more information, contact Nicole McGowan at the Sedro-Woolley Planning Department. Phone: (360) 855-3206; email: [nmcgowan@sedro-woolley.gov](mailto:nmcgowan@sedro-woolley.gov).

**Public Comment Period:** Interested persons may comment on the application, receive notice, request to be included as a party of record, or request a copy of the decision. Public comments and requests must be submitted to the City of Sedro-Woolley Planning Department **by 4:30 p.m. May 20, 2022**, 325 Metcalf Street, Sedro-Woolley, WA 98284. Comments may be mailed or emailed, should be as specific as possible, and include contact information.

Nicole McGowan, Assistant Planner  
City of Sedro-Woolley Planning Department

Published in Skagit Valley Herald on May 2, 2022



# NOTICE OF PUBLIC HEARING

**Thursday, June 2nd, 2022 at 10:00AM**

Virtual Online Meeting via Zoom Webinar

**Application:** CUP-2022-090 to construct a new duplex independent of commercial use.

**Applicant Contact:** Sheryl Carman, PO Box 1009, Burlington, WA 98233

**Project Address:** 616 Puget St., Sedro-Woolley, WA 98284. Assessor's Parcel 76564

**Project:** The proposed Conditional Use Permit is to construct a new 1,115 sq. ft. duplex independent of commercial use in the Central Business District along with associated site improvements including utilities, parking and stormwater infrastructure. File # CUP-2022-090.

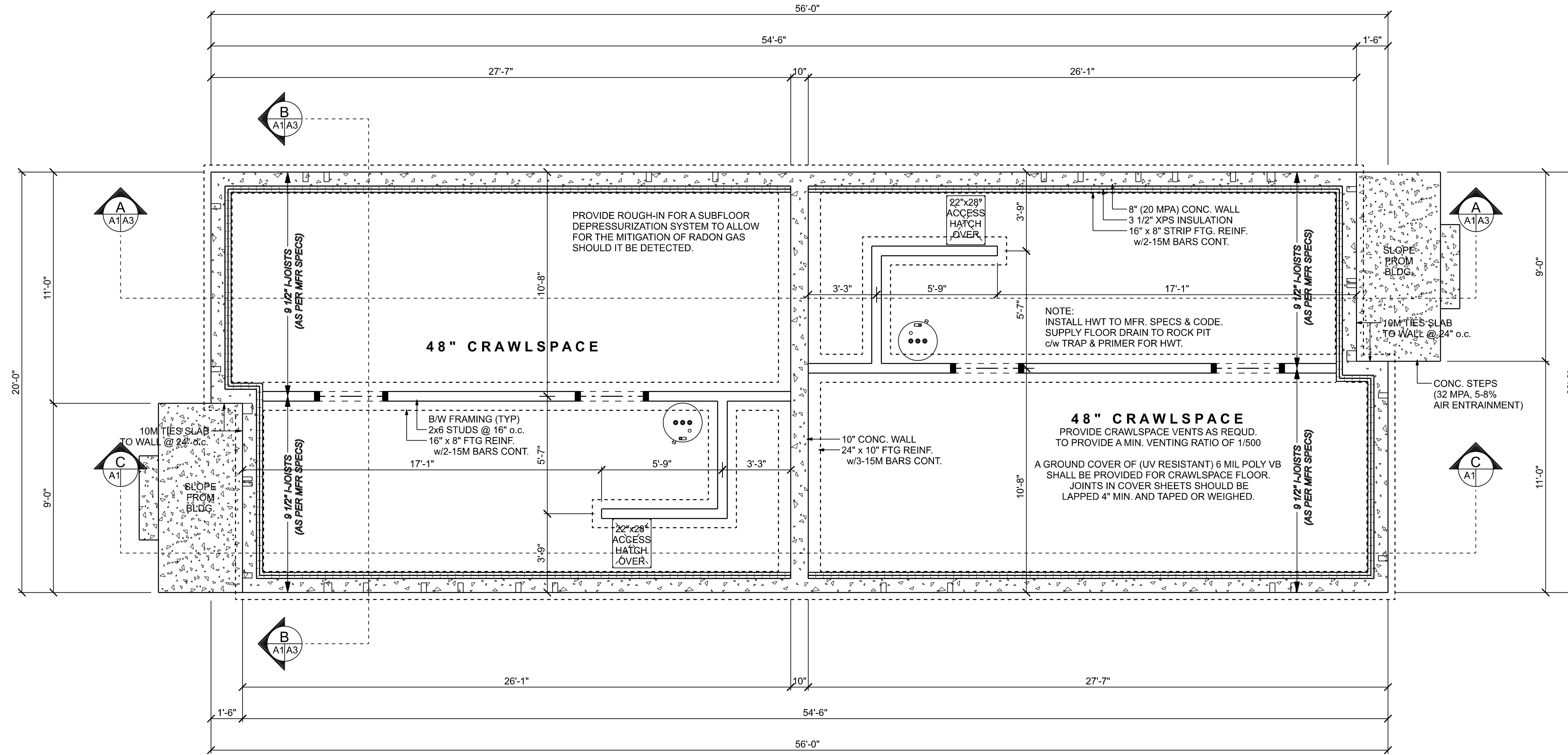
**Public Comment:** Interested persons may comment on the application, receive notice and participate in any hearings and request a copy of the decision. Written testimony may be submitted to: City of Sedro-Woolley Planning Department, ATTN: Assistant Planner, 325 Metcalf Street, Sedro-Woolley, Washington, 98284, or by email to [nmcgowan@sedro-woolley.gov](mailto:nmcgowan@sedro-woolley.gov) **until 9:00 AM on the date of the public hearing.**

**Documents are available for review:** Please contact the Assistant Planner, Nicole McGowan, by phone at (360) 855-0771 or e-mail at [nmcgowan@sedro-woolley.gov](mailto:nmcgowan@sedro-woolley.gov) to request documents, which will be made available electronically or mailed to the requestor. Electronic documents are available at no cost; paper copies will be provided at the requestor's cost. A staff report will be available seven days prior to the hearing.

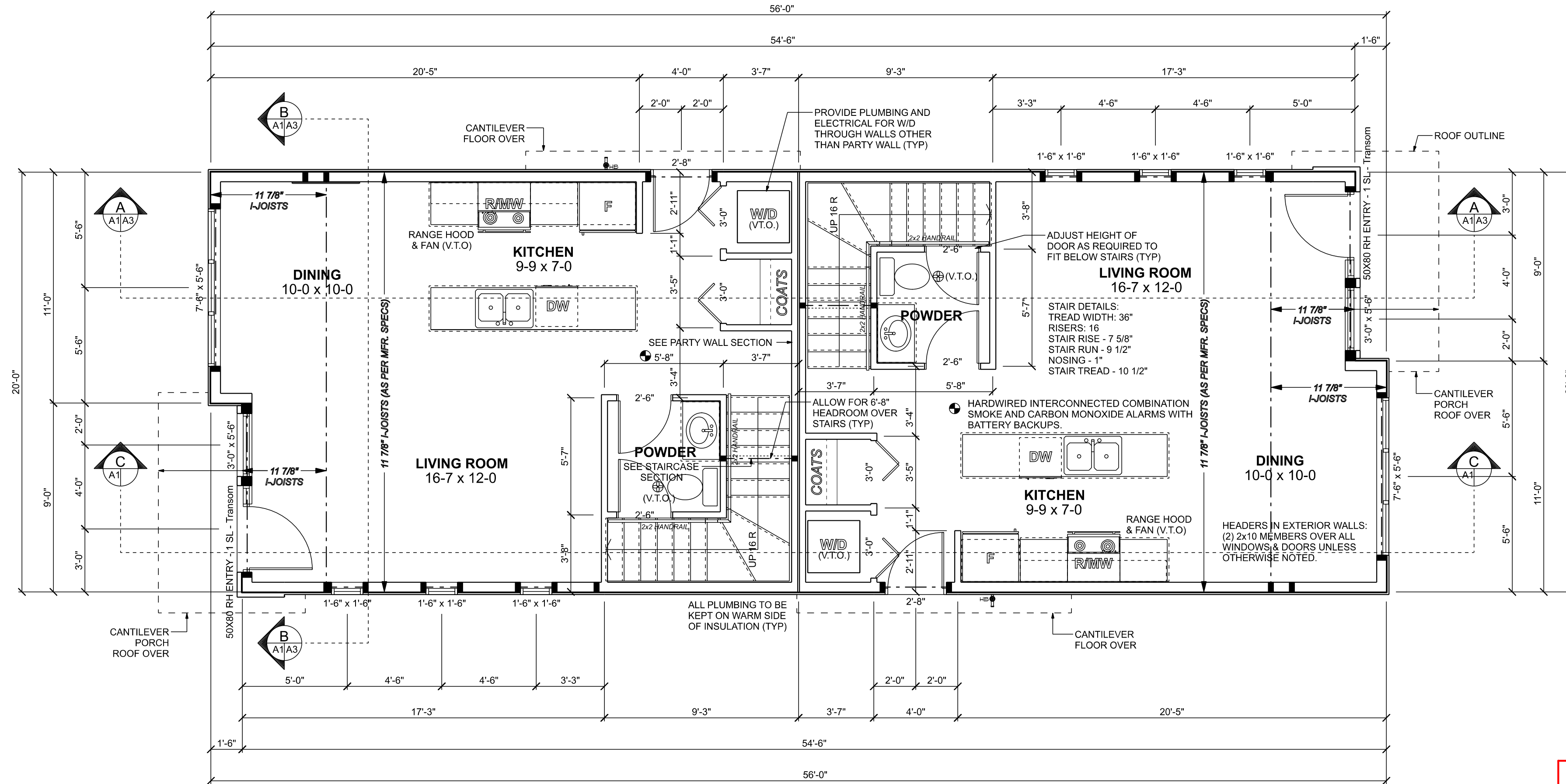
**Hearing Examiner:** The Hearing Examiner will hold an open record public hearing on the proposed project at 10:00 AM, **Thursday, June 2nd, 2022** via Zoom Webinar. There is no physical location for the hearing due to COVID-19 protocols. Based on the information presented to the Hearing Examiner and testimony at that hearing, the Hearing Examiner will make a decision whether to approve, approve with conditions, or deny the conditional use permit for the proposal.

**Zoom Meeting:** For information on how to join the remote meeting, visit the Planning Department hearing examiner page on the City of Sedro-Woolley's website: [https://www.ci.sedro-woolley.wa.us/departments/planning/hearing\\_examiner.php](https://www.ci.sedro-woolley.wa.us/departments/planning/hearing_examiner.php)

**Notice Published:** Thursday, May 19th, 2022



**CRAWLSPACE FOUNDATION PLAN**  
SCALE: 1/4" = 1'-0"  
CRAWLSPACE AREA: 1093 sq.ft. (546.5 sq.ft. PER UNIT)



**MAIN FLOOR PLAN**  
SCALE: 1/4" = 1'-0"  
MAIN FLOOR AREA: 1093 sq.ft. (546.5 sq.ft. PER UNIT)

**COPYRIGHTED DOCUMENTS  
ILLEGAL TO REPRODUCE**

THESE PLANS ARE THE COPYRIGHTED PROPERTY OF GIROUX DESIGN GROUP INC. AND HAVE BEEN LICENSED TO THE ORIGINAL PURCHASER FOR THE CONSTRUCTION OF ONE BUILDING. IT IS UNLAWFUL TO REPRODUCE THESE DOCUMENTS WITHOUT WRITTEN PERMISSION IN THE FORM OF A LICENSE AGREEMENT.

**PLEASE READ CAREFULLY BEFORE BEGINNING PROJECT:**

- ALL FRAMING MATERIAL OTHER THAN STUDS SHALL BE NO. 1 & 2 S.P.F.
- ALL WORK IS TO BE DONE IN ACCORDANCE WITH & STUDS SHALL CONFORM TO THE LATEST EDITION OF THE BRITISH COLUMBIA BUILDING CODE AND LOCAL CODES, BYLAWS AND REGULATIONS WHERE THESE TAKE PRECEDENCE.
- ALL WORK MUST BE DONE ACCORDING TO THE ACCEPTED PRACTICE OF THE DAY. THIS IS APPLICABLE TO THE GENERAL CONTRACTOR AND ALL SUB-TRADES. THE INTENT IS TO CONSTRUCT A SOUND, ADEQUATE BUILDING.
- ALL MATERIALS SHALL BE NEW AND THE BEST OF THEIR RESPECTIVE KIND UNLESS OTHERWISE SPECIFIED. ANYTHING NOT COVERED IN THE PLANS WILL BE OPEN FOR NEGOTIATION BETWEEN THE CONTRACTOR AND THE OWNER.
- WHILE EVERY ATTEMPT HAS BEEN MADE IN THE PREPARATION OF THIS PLAN TO AVOID MISTAKES, THE DESIGNER CANNOT GUARANTEE AGAINST HUMAN ERROR.
- THE CONTRACTOR OR BUILDER ON THE JOB MUST CHECK ALL DETAILS AND DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE DESIGNER BEFORE ORDERING MATERIALS OR COMMENCING CONSTRUCTION.
- ALL SITE DIMENSIONS AND MEASUREMENTS ARE TO BE GOVERNED AND APPROVED BY MUNICIPAL AUTHORITIES BEFORE STARTING CONSTRUCTION.

**GIROUX DESIGN GROUP**  
Custom Home and Building Design Since 1950.  
Giroux Design Group Inc.  
Penticton, BC, Canada, T: 250.276.4373 / 250.770.3285  
e-mail: contact@girouxdesigngroup.com web: www.girouxdesigngroup.com

**PLAN NO. 195361**  
**CRAWLSPACE SHEET NO. A1**

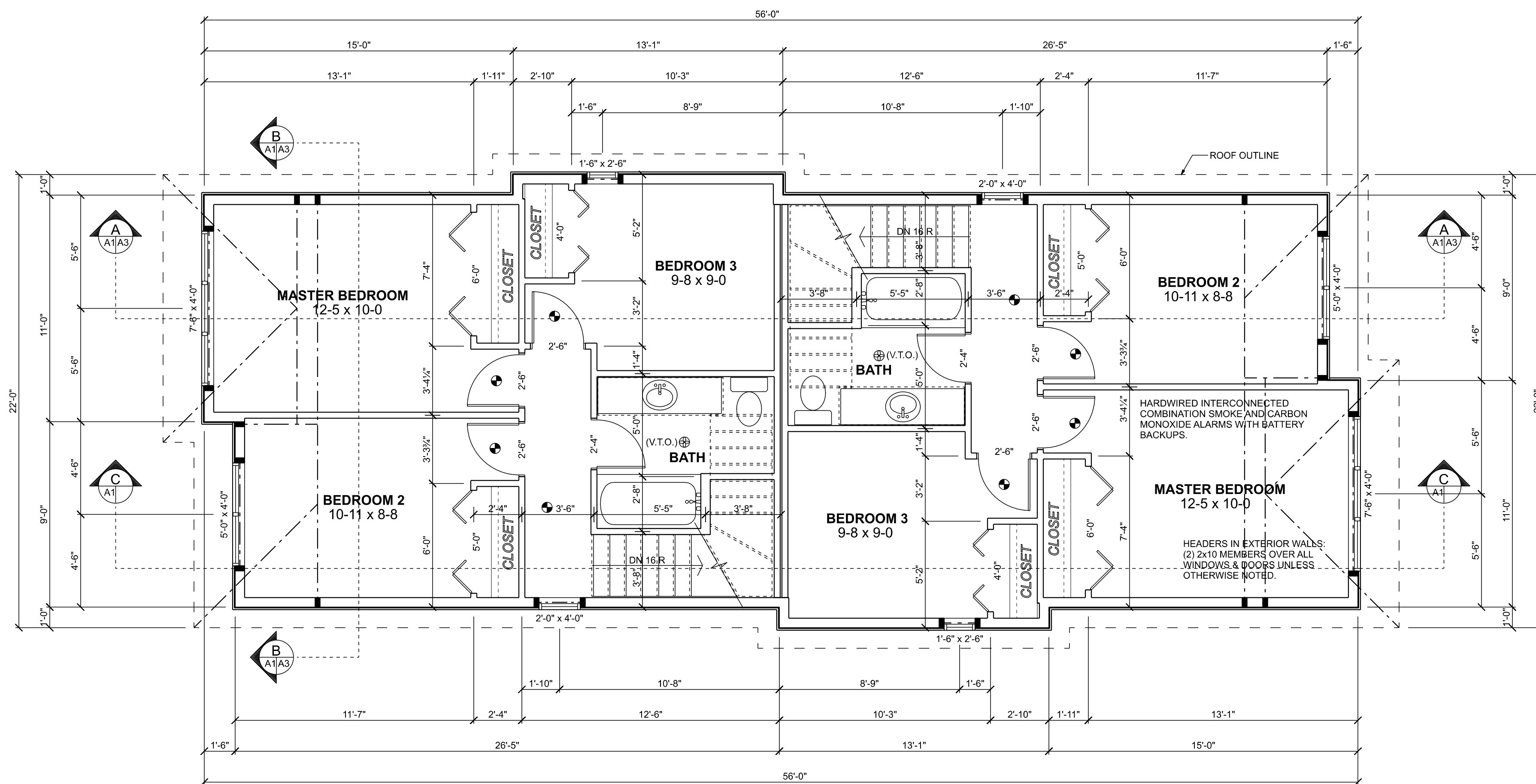
DATE: 7/24/20  
DESIGN BY:  
DRAWN BY:

© Giroux Design Group Inc. All Rights Reserved. Reproduction of these drawings, in whole or in part, including any direct copying and/or preparation of derivative works therefrom, for any reason without prior written consent of Giroux Design Group Inc. is strictly prohibited. The drawings are not to be used for any other project or for any other purpose. The drawings are the property of Giroux Design Group Inc. and the buyer except for a limited license to use the drawings for the construction of the building, shall remain the property of Giroux Design Group Inc. at all times. The drawings are provided on a non-exclusive basis and the buyer shall not be entitled to construct more than one dwelling unit.

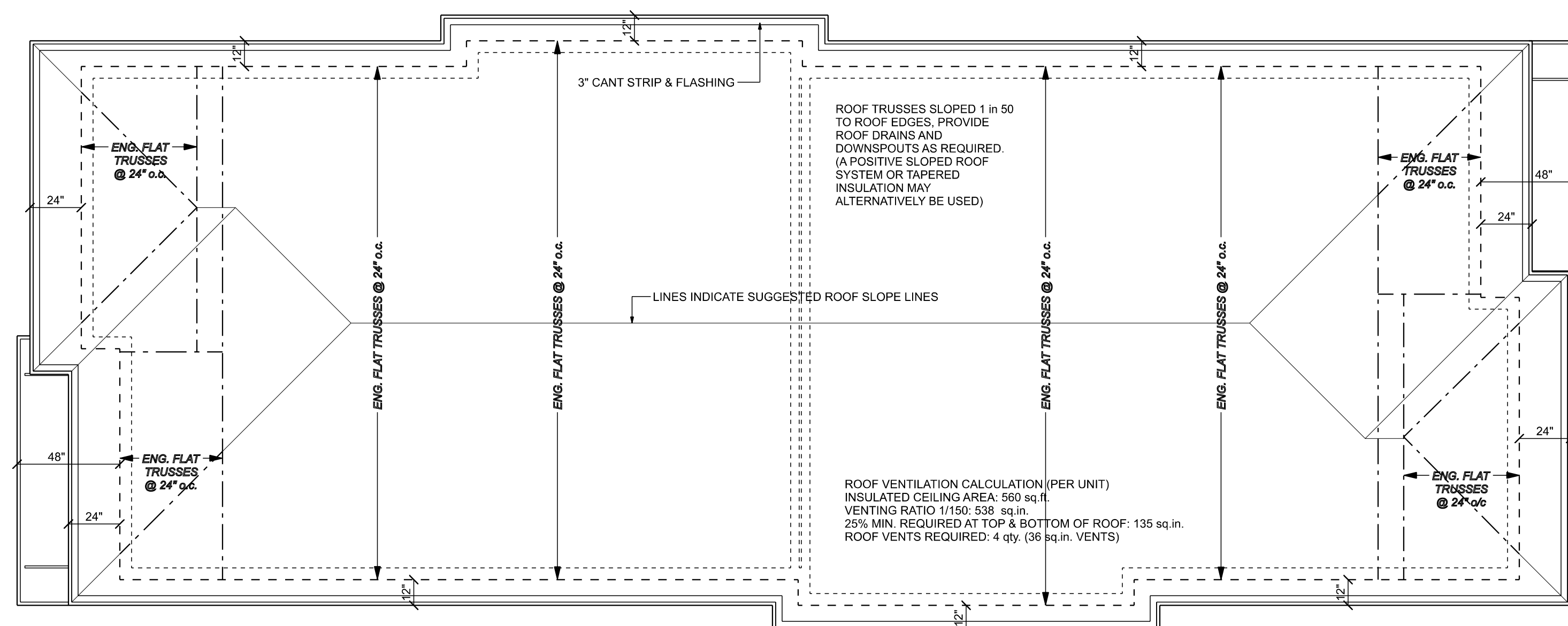
Due to local codes, regulations and building practices and/or because of specific site conditions, these drawings may not be suitable or legal for use in the construction of a building in all localities. Consequently, these drawings are not to be used for any other project or for any other purpose. The drawings are the property of Giroux Design Group Inc. and the buyer except for a limited license to use the drawings for the construction of the building, shall remain the property of Giroux Design Group Inc. at all times. The drawings are provided on a non-exclusive basis and the buyer shall not be entitled to construct more than one dwelling unit.

www.girouxdesigngroup.com - www.westhomeplanners.com - www.houseplanhunters.com





**SECOND FLOOR PLAN**  
 SCALE: 1/4" = 1'-0"  
 SECOND FLOOR LIVING AREA: 1119 sq.ft. (559.5 sq.ft. PER UNIT)



**ROOF SYSTEM LAYOUT**  
 SCALE: 1/4" = 1'-0"  
 MAIN ROOF AREA: 1325 sq.ft.  
 PORCH ROOF AREA: 84 sq.ft.  
 OVERHANGS: 12" & 24"  
 ROOFING MATERIAL: TORCH-APPLIED ROOFING MEMBRANE  
 SLOPE: 1/50

**COPYRIGHTED DOCUMENTS  
 ILLEGAL TO REPRODUCE**  
 THESE PLANS ARE THE COPYRIGHTED PROPERTY OF GIROUX DESIGN GROUP INC. AND HAVE BEEN LICENSED TO THE ORIGINAL PURCHASER FOR THE CONSTRUCTION OF ONE BUILDING. IT IS UNLAWFUL TO REPRODUCE THESE DOCUMENTS WITHOUT WRITTEN PERMISSION IN THE FORM OF A LICENSE AGREEMENT.

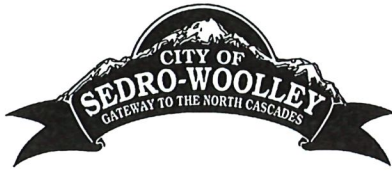
DESIGN BY: DATE: 7/24/20  
 DRAWN BY: REVISED:

© Girox Design Group Inc. All Rights Reserved  
 Reproduction of these drawings, in whole or in part, including any direct copying and/or preparation of derivative works thereof, for any reason without prior written permission of Girox Design Group Inc. is strictly prohibited. The drawings and specifications are the property of Girox Design Group Inc. and shall remain the property of Girox Design Group Inc. The buyer agrees to indemnify and hold Girox Design Group Inc. harmless from and against all claims, damages, costs and expenses, including reasonable attorneys' fees, that may be incurred by Girox Design Group Inc. as a result of the construction of the project. The drawings and specifications are provided as a guide only and do not constitute a contract. The drawings and specifications are subject to change without notice. The drawings and specifications are provided on the basis of information furnished to Girox Design Group Inc. and the accuracy of the information is the responsibility of the client. The drawings and specifications are provided on the basis of the information furnished to Girox Design Group Inc. and the accuracy of the information is the responsibility of the client. The drawings and specifications are provided on the basis of the information furnished to Girox Design Group Inc. and the accuracy of the information is the responsibility of the client.

Due to local codes, regulations and building practices and/or because of specific site conditions, these drawings may not be suitable or legal for use in the construction of a building in all localities. Consequently, these drawings are not to be used in any jurisdiction where they are not specifically intended to be used, and until the drawings have been brought into conformity with all local requirements. Additionally, Girox Design Group Inc. is unable to accept any liability for the accuracy of the drawings and specifications. Therefore, the builder must carefully inspect all dimensions and details in these drawings and assume responsibility for the same.

**GIROUX DESIGN GROUP**  
 Custom Home and Building Design Since 1950.  
 Girox Design Group Inc.  
 Peniticon, BC, Canada, T: 250.276.4373 / 250.770.3285  
 e-mail: contact@girouxdesigngroup.com web: www.girouxdesigngroup.com

**PLAN NO.  
 195361**  
 CRAWLSPACE  
**SHEET NO.  
 A2**



**Building & Planning Department**  
Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-0771  
Fax (360) 855-0733

Sheryl Carman  
616 Puget St.  
Sedro-Woolley, WA 98284

February 16, 2022

**RE: 616 PUGET ST. DUPLEX – PLANNING REVIEW – APPLICATION # 2022-033**

Dear Ms. Carman,

Thank you for your request for a Pre-Application meeting for a duplex at 616 Puget St. This letter contains the Planning Department's comments; these comments are based on the Pre-Application application materials received on February 10, 2022. The Pre-Application meeting is scheduled for 2:30 PM on February 16, 2022.

1. The subject lot is in the Central Business District (CBD) Zone. Per 17.24.010(A)(3) SWMC, Multifamily housing, between two and four units per building, may be allowed independent of commercial uses *outside of the area bordered by the tracks to the west, Puget Street to the east, the tracks to the north, and Warner Street to the south*. The subject property falls within these boundaries. A duplex independent of commercial uses may be permitted at this location using the conditional use permitting process.
2. The conditional use permitting process is as follows:
  - a. CUP application submitted.
  - b. Letter of complete application sent to applicant.
  - c. Notice of Application (SEPA is not required). Will require a set of mailings for all residents and property owners within 500' of the subject property.
  - d. Staff review.
  - e. Notice of Public Hearing. Will require a second set of mailings for all residents and property owners within 500' of the subject property.
  - f. Hearing examiner decision. May include conditions.
  - g. 14 day appeal period.
  - h. Notice of Decision sent to applicant and any interested parties.
  - i. If approved by hearing examiner, applicant may then submit building permit applications.
3. Per 17.24.010(A) SWMC, there are no minimum setbacks required in the CBD. Buildings are encouraged to be built up to the property line in this zone. However, do keep in mind that the closer the building gets to the property line, it may change construction requirements per fire and building code.
4. Your project will be subject to design review under the [City of Sedro-Woolley Design Standards and Guidelines Manual](#) Chapter 2, [Standards and Guidelines for All Development](#), Chapter 3, [Additional Standards for the Central Business District](#), and Chapter 5, [Additional Standards for Multi-Family Development](#).
5. Per Chapter 5 of the Design Standards manual, when the building floor plans or shapes are repeated in a development phase, architectural components shall be changed on each building to add variety. Examples include front façade treatments, color changes, porches and decks, bay



- windows, trim details, etc. Please provide a note with the building plans explaining how you will be incorporating such variety.
6. Per 17.50.020(C) SWMC, landscaping will not be required on site.
  7. Parking will be required per the table under 17.24.050(B)(5) SWMC. The number of stalls is dependent upon the number of bedrooms per unit. As proposed, your project will require 6 standard 9' x 20' parking stalls. Please ensure that the parking area is paved with a dust-free, durable material and designed so that cars are independently mobile and do not block each other.
  8. One of the 6 required parking stalls will need to be designated as a handicap parking space with the necessary signage at the front of the stall and pavement marking. A 5-foot wide aisle must be incorporated adjacent to this stall for handicap accessibility.
  9. At the time of application, please include a scaled site plan that shows property lines, adjacent Right-of-Ways, street access, parking infrastructure, the proposed new building (include square footage), setbacks (see comment 3), easements, and existing and proposed utilities. Measurements of distances and dimensions shall be in feet.

These comments are not comprehensive and are intended to help provide feedback to the applicant prior to the submittal of permit applications in effort to expedite the application process. As conditions and situations change, the comments herein may be altered or rescinded. If you have any questions, please do not hesitate to call me at 360-855-3206 or e-mail at [nmcgowan@sedro-woolley.gov](mailto:nmcgowan@sedro-woolley.gov).

Sincerely,



Nicole McGowan  
Assistant Planner

cc: John Coleman, Planning Director  
David Lee, City Engineer  
Frank Wagner, Fire Chief  
File – Pre-App-2022-033

Pre-Application Meeting  
2022-033  
616 Puget Street - Duplex  
February 16, 2022

### **Engineering Department Comments**

#### Site Plan:

- Will need to do some soils work to determine an infiltration rate and depth to groundwater.
- Any on-site stormwater facilities will need to be designed per the 2019 DOE Manual.
- All runoff shall be controlled so as not to impact adjacent properties.
- Access permit for new driveway off Puget will be required.
- Sidewalk section in driveway and the approach between the walk and curb will need to be 6-inches thick concrete.

#### Sewer:

- If the duplex may be condo'd in the future, each unit will require it's own sewer service connection to the main. Otherwise, the service will need to be 6" diameter from the sewer main to where the pipe to each unit reduces to 4" diameter.
- Sewer GFC will apply, currently \$8,900.00 per unit. Subject to change.

Current traffic impact fee per unit (in CBD) = \$1,664.00. Subject to change.

David Lee, PE  
City Engineer

