

# Public Services

128 North Second Street • Fourth Floor Courthouse • Yakima, Washington 98901  
(509) 574-2300 • 1-800-572-7354 • FAX (509) 574-2301 • [www.co.yakima.wa.us](http://www.co.yakima.wa.us)

VERN M. REDIFER, P.E. - Director

YAKIMA COUNTY PLANNING DIVISION  
**Type 2 Application**  
- FINAL DECISION -

**PROJECT NAME:** Poggemeyer Accessory Dwelling Unit (ADU)

**REVIEW PROCESS:** Type 2

**FILE NUMBER:** PRJ2017-00146 / CUP2017-00109

**PARCEL NUMBER:** 171524-34401

**ZONING:** Remote/Extremely Limited Development Potential (RLDP)

**FUTURE LAND USE DESIGNATION:** Rural Remote/Extremely Limited Development Potential

**PROPOSAL:** Type 2 application to convert an existing shop into a 900 square foot accessory dwelling unit (ADU).

**OWNER:** Kip and Tracy Poggemeyer  
P.O. Box 988  
Naches, WA 98937

**AGENT:** same as owner

**PREPARED BY:**  Dinah Reed, Senior, Project Planner

**DECISION:** Approved with the following conditions:

The following conditions must be obtained within three years of the date of this decision. Please note that this decision and time limit pertains to conditional authorization for the subject land use only and failure to comply with all conditions will result in the revocation of this permit. This Final Decision includes the following conditions and the findings as described.

1. The applicant shall submit for and obtain final approvals on all necessary Yakima County (YC) Building & Fire Safety Division permits relevant to the construction of the proposed structure(s) prior to occupancy. Contact the YC Public Services Department: Building & Fire Safety Division at (509) 574-2300 (YC Code (YCC) 19.10.040(5)).

2. The ADU structure shall meet the current standards of the residential, building, mechanical, electrical and energy codes as required for a Single-Family Residence (SFR) (YCC 19.18.020(1)(b)(ii)).
3. The ADU shall have provisions for cooking, eating, sanitation, and sleeping, and shall be no greater than 1000 square feet (YCC 19.18.020(1)(c)(iv)).
4. The ADU shall be located within 100 feet from the primary residence (YCC 19.19.020(1)(c)(vi)(A)).
5. The applicant shall use the existing well as a two-party shared well for the ADU per verification from Yakima Health District comment letter dated November 14, 2017 attached to this Decision.
6. The front entrance to the ADU shall be designed to be clearly secondary to the primary residence main entrance from a right-of-way, or access easement.
7. The ADU and the primary residence shall be similar in color and building materials (YCC 19.18.020(1)(c)(vi)(C)).
8. The applicant shall record the attached ADU Restrictive Covenant (template attached). The Restrictive Covenant must be recorded prior to issuance of building permits (YCC 19.18.020(1)(b)(vi)).
9. The applicant shall provide a total of 3 parking spaces (1 for the ADU and 2 for the single-family residence) that is surfaced with a minimum of screened gravel or crushed rock or better, and meet the requirements of YCC 19.22.070(1)(b). All required parking must be installed prior to occupancy or commencement of use.
10. The owners, their grantees and assignees in interest will abide by the terms of YCC 16B.07.050 – Compliance, Extension, Expiration and Reinstatement attached to this decision. The applicant shall complete all required conditions, submit documentation that all conditions were met and request County inspection or review to determine that the requirements have been fulfilled within the timeframe specified in the decision and any authorized extensions.

**The following are ongoing conditions that apply to the project for the life of the permitted use. Failure at any time to comply with these conditions can result in the revocation of this permit.**

11. The project shall be completed in conformance with the project description and site plan submitted with the application referenced as file number CUP2017-00109. Any changes may require additional review. If changes are planned in the future, please contact the Yakima County Public Services Department: Planning Division at (509) 574-2300 for assistance with the permitting process.

12. Exterior lighting shall be directed downward and otherwise arranged, shaded, screened, shielded, and of a design that results in the light being directed onto the site and of an intensity or brightness that does not reflect or cause glare into any adjacent residential use or interfere with the safe operation of motor vehicles (YCC 19.10.040(10)).

Based upon information supplied by the applicant, a review of the YC Comprehensive Plan (*Horizon 2040*) and the YC Zoning Ordinance, the Administrator enters the following:

### **FINDINGS AND ANALYSIS**

#### **Location**

1. Located at 320 Irene Lane, west of Longmire Lane, and approximately 2/3 of a mile southwest from the intersection of Longmire Lane and Wenas Road in Selah, WA.

#### **Project Description**

2. The applicant is proposing to convert an existing 30' x 30' (900 square feet) shop into an accessory dwelling unit that is detached from the main residence. The main residence and the proposed ADU access from a private road off of County roads, Wenas View Drive and/or Longmire Lane. The ADU will be served domestic water via a shared well with the main residence and sanitary disposal via a community septic system.

#### **Zoning and Land Use**

3. The subject property is located within the Remote/Extremely Limited Development Potential (R/ELDP) zoning district of YC. The R/ELDP zoning district is intended to "recognize areas and allow development consistent with service availability and environmental constraints in remote areas and other places with extremely limited development potential" (YCC 19.11.030(1)(a)). In accordance with the YC Comprehensive Plan (*Horizon 2040*), the property is designated Rural R/ELDP. *Horizon 2040* also addresses housing needs and states that Yakima County can encourage affordable housing through zoning and development regulations. The following housing policies of *Horizon 2040* apply:

- H 3.4 Accommodate changing demographic trends and housing preferences by allowing accessory units, co-housing, and other nontraditional housing types in appropriate locations.
- H 3.10 Allow accessory living units as a means to increase the supply of affordable housing units and to help existing home owners remain in their homes.

All surrounding parcels are within the R/ELDP zoning district, range in size from 20 acres to 5 acres. Several are vacant, and several have house sites.

#### **Jurisdiction and Process**

4. This proposal is being reviewed as an ADU. A "dwelling unit, Accessory (ADU)" is defined in the YCC as "...a structure meeting the purpose and requirements of Section 19.18.020 that is attached to a single-family home, or detached garage with living facilities for one individual or family separate from the primary single-family. In areas specified, accessory dwellings may be detached from other structures" (YCC 19.01.070(4)). According to YCC Table 19.14,

'accessory dwelling units – detached' are considered a Type 2 use in the R/ELDP zoning district. Type 2 uses are generally allowed uses that must be reviewed by the Administrative Official and may be conditioned to ensure compatibility and compliance with the zoning district and the comprehensive plan, *Horizon 2040* (YCC 19.30.030(2)).

### **Environmental Review**

5. The property contains a Type 5 stream in the southern portion of the parcel. Type 5 streams are not regulated. The proposal is exempt from SEPA review per WAC 197-11-800(1)(b).

*Staff Finding: The project is exempt from SEPA review.*

### **Notice of Application**

6. A combined Notice of Application, Notice of Completeness and Notice of Environmental Review was mailed to property owners within 300 feet of the property and to agencies having jurisdiction or interest in the proposal on November 17, 2017 with the comment period ending December 1, 2017. No comments were received from outside agencies. The Transportation Division provided comment addressed in Finding 8(a) and Water Resources provided comment below.

**Water Resources Division:** "The owners shown hereon, their grantees and assignees in interest hereby covenant and agree to retain all surface water generated within the plat on-site. Any natural drainageways must not be altered or impeded.

Natural Resources Conservation Service soils data, as depicted by the Yakima County GIS Department, indicate the parcel has shallow depth to groundwater, shallow depth to hardpan, and/or poorly draining soils that may make compliance with requirements to retain runoff on site difficult or limiting, depending on the amount and type of current and future site development and available engineering solutions.

Natural drainage shall not be altered or impeded."

*Staff Finding: This decision conditions that stormwater on the subject parcel be retained on site as per YCC 12.10.130. If you have any questions or would like to respond to these comments, please contact the Yakima County Water Resources Division at (509) 574-2300.*

### **Review Criteria for Conditional Use Permits**

6. "Type 2 Administrative Uses shown on the Allowable Land Use Table 19.14-1 in Chapter 19.14 are generally allowed in the zoning district. The compatibility between a Type 2 Administrative Use and the surrounding environment cannot always be determined in advance. Therefore, a Type 2 Administrative Use may be conditioned to ensure compatibility and compliance with the provisions of the zoning district and the goals, objectives and policies of the Comprehensive Plan" (YCC 19.30.030(2)(b)(iv)).

*Staff Finding: The proposed ADU is compatible with the character of the surrounding area and is in accordance with housing policies of Horizon 2040. Policy H 3.4 allows the County to accommodate changing demographic trends and housing preferences by allowing*

*accessory units in appropriate locations. Policy H 3.10 allows accessory units as a means to increase affordable housing and help existing homeowners remain in their homes. Provided the placement and use of the ADU meets all standards set forth in YCC Title 19, the community as a whole will be benefited rather than injured.*

**Review Criteria for ADUs**

7. Yakima County Code 19.18.020(1)(b) & (c) states that ADUs shall be subject to the following requirements:

- a. Off-street parking shall be provided as required in Chapter 19.22 for both the ADU and primary residence on the lot they are intended to serve. Parking facilities within rural zones shall be surfaced with a minimum of screened gravel or crushed rock, or better, except that the Reviewing Official may require paving and/or landscaping of the parking facility when necessary to protect the public health or safety.

*Staff Finding: Table 19.22-2 Off-Street Parking Standards requires the applicant to provide 1 parking space for the ADU and 2 parking spaces for the SFR. Therefore, as a condition of approval the applicant shall provide a total of 3 parking spaces which shall be surfaced with a minimum of screened gravel or crushed rock, or better.*

- b. The ADU shall meet current standards of the residential, building, mechanical, electrical and energy codes as required for SFRs. Park models may be considered as accessory housing provided they meet the balance of the standards in Section 19.18.020.

*Staff Finding: This decision conditions that the accessory dwelling unit meet the current standards of the residential, building, mechanical, electrical, and energy codes as required for a SFR.*

- c. The ADU shall have the same building setbacks as the primary structure.

*Staff Finding: The setbacks for structures within the R/ELDP zoning district are specified in Table 19.11.030-2. The subject parcel does not front a public right-of-way, but a private road that appears to be approximately 30 feet wide. Therefore, the required front setback is 50 feet from the planned centerline. Side and rear setbacks for primary structures within the R/ELDP zoning district are 10 feet.*

- d. A lot shall contain only one ADU.

*Staff Finding: The applicant proposes to convert an existing shop into an ADU, detached from the primary residence. No other dwellings exist on the parcel.*

- e. In all zones the primary residence and ADU shall both be connected to a public water system as defined in Section 19.01.070, and where within an Urban Growth Area, to a regional sewer system.

*Staff Finding: The applicant is proposing to connect the ADU to the existing well (as a two-party well) and to a septic system (as a community on-site septic system) on the subject parcel. The parcel is outside of the Urban Growth Area and the well and septic systems are to be shared between the SFR and ADU. Before issuance of a building permit, the applicants shall submit verification from the Yakima Health District showing that the ADU is approved to use the well as a two-party shared well and the septic system is approved as a community on-site septic system.*

*The applicant provided a verification letter from the Yakima Health District dated November 14, 2017 stating that the existing well on parcel no. 171524-34401 can be converted into a two-party shared well with the ADU. (See attached comment letter)*

- f. A lot containing an ADU shall not be subdivided, or otherwise segregated in ownership, in a way that separates the ADU and the primary residence on different lots unless otherwise allowed by Title 19 and the conditions of the project permit decision. If the ADU cannot be subdivided, a covenant to which the County is a party shall be recorded with the County Auditor to preclude the separate sale or division of the ADU as a separate dwelling lot.

*Staff Finding: The applicant shall provide a signed covenant stating that it precludes the separate sale or division of the ADU to the Yakima County Planning Division prior to the issuance of building permits.*

- g. The ADU and the primary residence shall share a common driveway unless the two units are allowed to access different roads.

*Staff Finding: According to the site plan, the applicant currently accesses their property via an existing, shared common driveway onto a private road (Irene Lane) that leads onto a County road, Wenas View Drive and/or Longmire Lane. The ADU will be conditioned to share the existing approach via the existing access as proposed on their submitted site plan.*

- h. The ADU's floor area shall be comprised of not more than 1000 square feet and shall not exceed the size of the primary structure.

*Staff Finding: The applicant has proposed a 900-square foot ADU, as shown in the provided floor plan. Therefore, this requirement will be met.*

- i. Either the primary home or the ADU must be occupied by one or more owner(s) of the property as a permanent and principal residence. The owner may live in either the primary or accessory unit and must have a 50% or greater interest in the property. The owner-occupant must live in the structure for over six months of each calendar year, but may be absent up to three years due to job relocation, sabbatical leave, education or illness. The owner may receive rent for the owner-occupied unit.

Staff Finding: According to the applicant's narrative, the applicant (who is the listed property owner on the Assessor's database) lives in the primary residence, therefore meets this requirement.

- j. Owners of the ADU must sign and record with Yakima County an owner-occupancy covenant prior to issuance of a building permit.

Staff Finding: The applicant shall be required to sign and record with Yakima County an owner-occupancy covenant prior to issuance of a building permit. A covenant is included with this Decision.

- k. The attached or detached ADU shall be located within 100 feet from the primary residence.

Staff Finding: According aerial photos, the existing shop which will be converted is approximately 5 feet from the primary residence.

- l. The front entrance to the ADU shall be designed to be clearly secondary to the primary residence main entrance from a right-of-way or access easement (utilizing elements such as landscaping, lattice work, architectural design, etc.)

Staff Finding: This decision conditions that the applicant shall comply with this standard.

- m. The ADU's exterior walls shall be designed to be similar in color and building materials to the primary detached dwelling.

Staff Finding: This decision conditions that the ADU and the primary residence be similar in color and building materials.

- n. If the ADU is attached to the primary dwelling unit, the two dwelling units will share a single sewer and water connection, unless the local sewer and/or water purveyor requires separate connections. Outside of Urban Growth Areas, the two dwellings may use separate on-site sewage disposal systems.

Staff Finding: The ADU is not attached to the primary residence, however the applicant is proposing to share the water system (well) and septic system with the primary residence.

- o. If the ADU is detached from the primary dwelling unit, it shall have its own sewer and water connection and meter.

Staff Finding: The applicant proposes to use the existing well on the subject parcel for the primary residence and ADU as a two-party shared well. The applicant also proposes to use the septic system community septic system, shared with the primary residence and the ADU.

### **Development Standards**

8. The development standards that generally apply for the type of project being proposed are as follows:

- a. **Access:** (YCC 19.10.040(3)) Verification of legal access and a valid road approach permit (RAP) may be required prior to issuance of any permit granted pursuant to this title.

*Staff Finding:* "Access to parcel is via a named private road. No RAP required. No issues."

- b. **Lot Coverage and Building Height:** (YCC 19.11.030-2) The maximum lot coverage is considered to be the maximum area of a lot that can be occupied or covered by buildings, structures, or impervious surfaces. Building height is defined as "the vertical distance from grade plane to the average height of the highest roof" (YCC 19.01.070(2)).

*Staff Finding:* According to Table 19.11.030-2, maximum lot coverage is not specified in the R/ELDP zoning district. Table 19.11.030-2 also states that the maximum building height in the R/ELDP zoning district is not specified, though height limitations may be imposed by building code.

- c. **Setbacks from Roads and Property Lines:** (YCC 19.11.030-2) ADUs require the same setback requirements as the primary residence which was addressed in Finding 8(c) above.

*Staff Finding:* Based on the submitted site plan, the proposed ADU will meet the setback requirements of 19.11.030-2 as outlined above in Finding 8c.

- d. **Exterior Lighting:** (YCC 19.10.040(10)) Exterior lighting is regulated to minimize light pollution to neighboring properties and encourage true-color, full-spectrum light rendition in projects. Exterior lighting for all uses and signs shall be directed downward and otherwise arranged, fully shaded, screened, shielded, and of a design that results in the light being directed onto the site and of an intensity or brightness that does not reflect or cause glare or light intrusion into any adjacent or nearby residential use or interfere with the safe operation of motor vehicles.

*Staff Finding:* Exterior lighting for the proposed ADU was not specified in the application. All exterior lighting shall meet the requirements as outlined above and in YCC 19.10.040(10).


### **DECISION**

Based upon the above findings, the Yakima County Administrative Official hereby Conditionally Approves the application of Kip and Tracy Poggemeyer, for an accessory dwelling unit, subject to the conditions listed above.

**Administrative Official:** LYNN DEITRICK, AICP



**Designee:**

  
Jason Earles  
Planning Section Manager, Subdivision/Zoning

**Date:**

12/12/17

**NOTICE OF APPEAL**

In accordance with Section 16B.09 of the Yakima County Code, any person of standing may appeal the Administrative Official's decision to the Yakima County Hearing Examiner. A notice of such appeal shall be filed in writing and delivered to the Planning Division on the 4th Floor of the Yakima County Courthouse, Yakima, Washington on or before 4:00 p.m., 12/26/17. The appeal shall be in writing, shall be accompanied by the filing fee, and shall include:

- A. The appellant's name, address, and telephone number.
- B. Appellant's statement establishing standing to initiate the appeal under Section 16B.09.020 of this Chapter;
- C. An identification of the specific proposal and specific actions, omissions, conditions or determinations for which appeal is sought;
- D. Appellant's statement of the particular grounds for the appeal, setting forth the principal points of appeal and addressing why the appellant believes the decision to be wrong; and
- E. The desired outcome or relief sought by the appellant.

If you have any questions regarding this decision or the appeal process, please contact Dinah Reed, Senior Project Planner, of our staff at (509) 574-2300.

**Attachments:**

- A. YCC 16B.07.050 – Compliance, Extension, Expiration and Reinstatement
- B. Yakima Health District verification of two-party shared well dated November 14, 2017
- C. Accessory Dwelling Unit Application Form
- D. Narrative
- E. Site Plan
- F. Accessory Dwelling Unit Floor Plans
- G. Accessory Dwelling Unit Restrictive Covenant

CUP17-0109 ADU RELDP Poggemeyer dsrl jweFINAL.docx

*Yakima County ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, nation origin, or sex in the provision of benefits and services resulting from its federally assisted programs and activities. For questions regarding Yakima County's Title VI Program, you may contact the Title VI Coordinator at 509-574-2300.*

*If this letter pertains to a meeting and you need special accommodations, please call us at 509-574-2300 by 10:00 a.m. three days prior to the meeting. For TDD users, please use the State's toll free relay service 1-800-833-6388 and ask the operator to dial 509-574-2300.*



# **Compliance, Extension, Expiration and Reinstatement (YCC 16B.07.050)**

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- (1) Compliance with Conditions and Safeguards of Project Permit. It is the affirmative duty of a project permit holder and the land owner (as applicant) to comply with any conditions made a part of the terms under which the approval of a project permit was granted as authorized by Yakima County Code. The applicant shall complete all required conditions, submit documentation that all conditions were met and request County inspection or review to determine that the requirements have been fulfilled within the timeframe specified in the decision and any authorized extensions. When the conditions of the project permit have been met within the timeframe specified by the decision and any subsequent extension authorized by the applicable code, the applicant shall provide a letter certifying that the conditions were met to the Administrative Official to document compliance.
  
- (2) Extension of Any Approved Project Permit. A valid project permit, other than a preliminary plat, may be extended one time only for up to one additional year by action of the Administrative Official.
  - (a) Requests for extensions shall be made in writing, shall be submitted to the Planning Division prior to the expiration date and shall be accompanied by the final approved site plan showing the location and size of any development or work already completed on the project. Such extension request shall present a timeline that identifies when each of the conditions of the decision has or will be completed and shall detail unique and special circumstances that prohibited the commencement or completion, or both, of the use authorized.
  - (b) The Administrative Official shall review the request without public notice or hearing and issue the decision within fourteen days from the receipt of the completed request. The Administrative Official may:
    - (i) Approve the extension based on a work schedule provided by the applicant to assure the work will be completed according to a modified schedule, or
    - (ii) Disapprove the extension.
  - (c) The Administrative Official shall mail the decision to the applicant and shall specify the decision as final unless appealed to the Hearing Examiner under the provisions of Chapter 16B.09 of this Title. Conditions of approval listed previously in the Notice of Decision issued pursuant to 16B.07.010 through 16B.07.030 of this Chapter may be appealed only according to the procedures and time periods specified in YCC 16B.09.010 and are not subject to appeal again following any decision or determination of the Administrative Official made under this Section 16B.07.050.

Attachment:   A

- (3) Failure to Complete Approved Permit Conditions within Specified Timeframe and Failure to Comply with Permit Decisions or Conditions.
- (a) Expiration. If compliance with the terms of the project permit approval has not occurred within the timeframe specified by the decision and any subsequent extension authorized by the applicable code, the project shall be considered expired by time limitation and the land use approval shall be null and void. Expiration of a project permit granted pursuant to Yakima County Code shall not be subject to appeal.
  - (b) Violations. A project permit issued or processed pursuant to any applicable Title listed in YCC 16B.01.020 will be deemed in violation of this Code if it is ascertained that the application included any false information material to the project permit approval, or if it develops that the conditions and safeguards made a part of the terms under which the approval was granted are not being maintained. Such violations of project permit approval shall be subject to Chapter 16B.11 and other remedies available to Yakima County under any applicable law to enforce conditions of permit approvals, remedy land use and code violations or abate those violations including without limitation YCC Title 13.
  - (c) Compliance agreement. The applicant and the County may enter into a compliance agreement to complete the required conditions subject to appropriate fees to compensate the County in preparing, recording and implementing the compliance agreement. On terms acceptable to the Administrative Official, in his or her sole discretion, the County may offer an extension of time to complete the required conditions of approval subject to appropriate fees to compensate the County in preparing, recording and implementing any such compliance agreement; provided, however, that no compliance agreement may be used in lieu of the permit process to remove or negotiate conditions of approval.
- (4) Reinstatement. Where a project permit has expired, the applicant may apply to have the permit reinstated and the work authorized by the original permit can be recommenced, provided the following are met:
- (a) The applicant submits a written request not more than sixty days after the original permit or authorized extension expired.
  - (b) The applicant provides a timeline for successful achievement of all conditions upon which the Administrative Official can agree.
  - (c) The codes under which the original permit was issued and other laws which are enforced by Yakima County have not been amended in any manner which affects the work authorized by the original permit.
  - (d) No changes have been made or will be made in the original plans and specifications for such work.
  - (e) The applicant submits a reinstatement fee. The fee for a reinstated permit shall be seventy percent of the amount required for a new project permit pursuant to YCC Title 20.
  - (f) Where the request for reinstatement does not comply with all of the preceding criteria in this Subsection, a new project permit application must be submitted and processed as a new project, at full permit fees.



Yakima Health District  
1210 Ahtanum Ridge Drive  
Union Gap, Washington 98903  
Phone (509) 575-4040

CUP 17-109  
Public Services (CS)

NOV 21 2017

Vern \_\_\_\_\_ Gary \_\_\_\_\_ Dor \_\_\_\_\_ Lynn \_\_\_\_\_  
Harold \_\_\_\_\_ Lisa \_\_\_\_\_ Carmen \_\_\_\_\_

11/14/2017

Kip Poggemeyer  
320 Irene Ln  
Selah, WA 98942

RE: Approval to use the existing domestic well located at 320 Irene Ln (parcel number 171524-34401) as a 2-party well to serve the single family residence, and the Accessory Dwelling Unit (ADU)

Mr. Poggemeyer,

You have requested an approval for an existing/new well on parcel number 171524-34401 to serve one residence and an accessory dwelling unit located on parcels 171524-34401. After review of the submitted materials and making a site visit, the Yakima Health District has no objections to the use of this well as a 2-party shared well for the above referenced parcels.

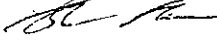
It is the responsibility of the property owners involved to maintain and protect the quality of the water in this water system. It is currently recommended that this well be tested for coliform bacteria annually and nitrates every three years.

If you wish to receive approval for this well to serve more than two lots in the future, then the water system will need to go through the community water system approval process with the Yakima Health District or the Washington State Department of Health depending on the size of the proposed system.

Our approval of your water system under WAC 246-291 does not confer or guarantee any right for you to withdraw or divert groundwater. Contact our local planning department or the Washington State Department of Ecology for more information about your legal rights to use groundwater. Our approved number of service connections is based on your representation of available water quantity and may be reduced commensurate with your actual legal right to withdraw groundwater.

If you have any questions, please call me at (509) 249-6533.

Sincerely,

Shawn Magee   
Environmental Health Specialist  
Cc: Yakima County Planning

Attachment:   B



# ACCESSORY DWELLING UNIT (ADU) FORM

FINAL  
Revised: 02/19/16

Yakima County Public Services  
128 North Second Street · Fourth Floor Courthouse · Yakima, Washington 98901  
(509) 574-2300 · 1-800 572-7354 · FAX (509) 574-2301 · www.co.yakima.wa.us

## PLEASE ANSWER THE FOLLOWING QUESTIONS (Attach additional sheets if necessary)

1. Will the property owner live in the:  Main Residence or  Accessory Dwelling Unit (ADU)  
*NOTE: If there are currently more than one residence on the property then ADU is not permitted on-site.*
2. What is the total gross square footage (area) of the ADU? 900 sqft
3. What is the total gross square footage (area) of the main residence? 1404 sqft
4. Will the ADU be attached to:  House,  Garage, or  Free Standing  
*NOTE: If the ADU is freestanding (not attached) shall be located within 100 feet of the main residence.*
5. On which side of the ADU will the front entrance be located? NORTH
6. Are you proposing to use a park model for the ADU?  Yes  No
7. Will the ADU be constructed of material and paint color similar to the primary residence?  
 Yes  No, explain: \_\_\_\_\_
8. A minimum of three (3) parking spaces are required (2 for the primary residence and 1 for the ADU).  
Are you able to provide a minimum of 3 parking spaces?  Yes  No
9. The ADU must share the same access as the primary residence. Will the ADU meet this requirement?  
 Yes  No
10. What type of road serves the property?  Private Road  Public Road (County, City or State Highway)  
a. What is the road surface:  Gravel  Paved
11. What is the source of domestic water for the existing residence and the ADU?  
 Public Water Supply (operated by a public entity such as Nob Hill Water, a city, etc.)  
Name of the water provider: \_\_\_\_\_  
 Expand use of an existing community well/shared well (3+ connections including the ADU)  
Name, or State ID# of existing community water system \_\_\_\_\_  
Well is located on Parcel Number: \_\_\_\_\_ Number of existing connections: \_\_\_\_\_  
 Shared well with main residence, this well is:  Existing  Proposed
12. Which of the following methods of sewage disposal do you propose for the ADU?  
 Public sewer, Name of the System: \_\_\_\_\_  
 Community on-site sewage system with main residence.  
 Individual, on-site sewage system separate from the main residence.
13. Explain how the proposal and associated site improvements are compatible with neighboring land uses.  
(examples: location of building to property line, type of constriction, etc.) \_\_\_\_\_

### 14. Required Attachments:

- Attach a complete copy of the subject properties legal description from the recorded deed.
- Attach a floor plan drawn of the accessory dwelling unit showing: living areas, storage areas, mechanical rooms, and other interior residential spaces.

Attachment: C



# NARRATIVE FORM

FINAL  
Revised 10/01/15

Yakima County Public Services  
128 North Second Street · Fourth Floor Courthouse · Yakima, Washington 98901  
(509) 574-2300 · 1-800 572-7354 · FAX (509) 574-2301 · [www.co.yakima.wa.us](http://www.co.yakima.wa.us)

The Narrative Form is designed to help you, the application review, interested agencies, and adjacent property owners to the proposal understand the scope of your project and how your project meets the legal requirements in the Yakima County Codes. You should refer to the appropriate sections of the ordinance when describing your proposal if applicable. You can obtain a copy of the ordinance in our office or access it on the internet at:

<http://codepublishing.com/wa/yakimacounty/>

**Narrative Content:** Please tell us the “who”, “what”, “where”, and “why” of your proposal. A list of typical content is provided below. **Please do not limit your project’s description to just these items.** In order for us to conduct a timely review of your project please **be as detailed as possible.** Any missing/confusing information could result in the delay of our review.

Note: Not all content listed below will be pertinent to your proposal. These items are suggestions in order to help you draft your narrative.

**Suggested Content:**

- Describe the current use of the site including all existing structures with their dimensions, square footage and usage.
- Describe the proposed use in detail (including but not limited to the type of business and/or use, hours and days of operation, number of employees, number of people living on-site, maximum number of customers and/or guests, changes or additions to the driveways or other access points, the type of mitigation or adjustment requested).
- Describe which standards are proposed to be adjusted and justify why the standard needs to be adjusted.
- Describe any new or existing structures to be used as part of this proposal.
- Describe how the proposed use will be pertinent to the proposed/existing structures.
- Describe any parking facilities (number of spaces and surface type), landscaping, signage, and lighting that will be associated with your proposal.
- Describe your access to the property and the route of travel to the site.
- For commercial operations describe the travel ways that will be located onsite.
- Describe the timelines for completion of your proposal.

**Please remember that your narrative must explain in detail the specifics of your proposal and any missing information may result in the need for future reviews.** Your narrative can be typed and printed on a separate sheet of paper with “See Attached” written below, or you may print out legibly your narrative on the lines provided.

*Convert existing 30 x 30 shop To A ADU.  
See Attached floor plan*

Attachment: D



# MINIMUM REQUIREMENTS SITE PLAN SUBMITTAL CHECKLIST

FINAL  
Revised 10/01/15

## Land Use Actions

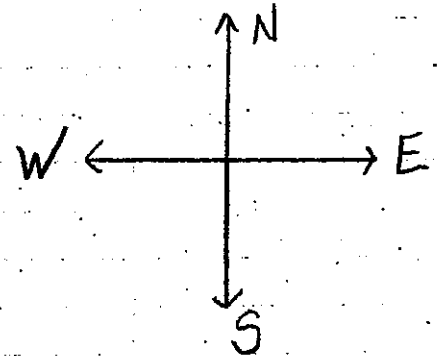
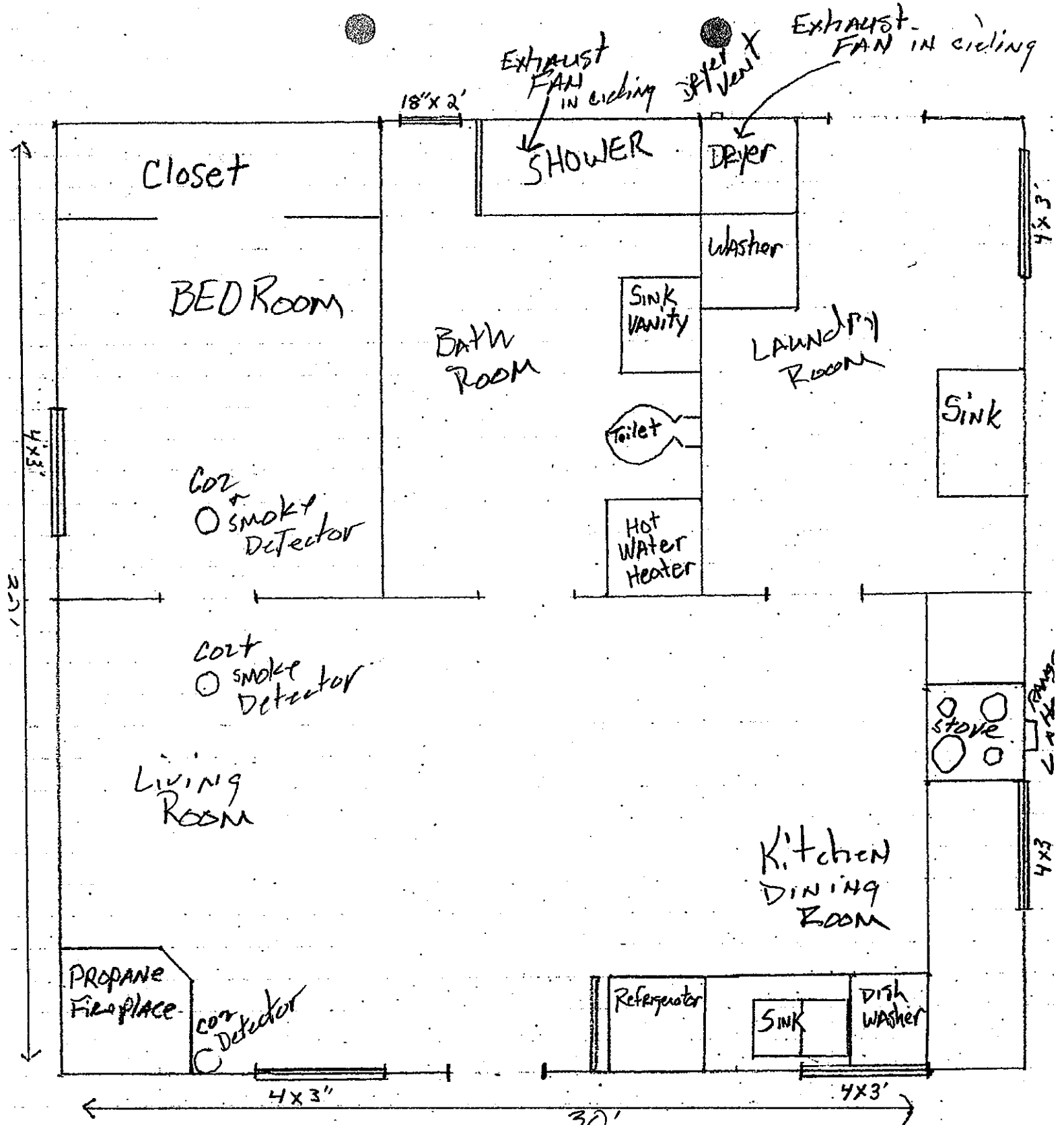
Yakima County Public Services  
128 North Second Street · Fourth Floor Courthouse · Yakima, Washington 98901  
(509) 574-2300 · 1-800 572-7354 · FAX (509) 574-2301 · [www.co.yakima.wa.us](http://www.co.yakima.wa.us)

This informational brochure will assist in the preparation of your site plan for project submittal. The minimum site plan information on this page is required. Check the box beside those items that you have included on your site plan. A sample site plan is also included for your assistance. If you need information or assistance please contact the Public Services at (509) 574-2300.

### Required Site Plan Information:

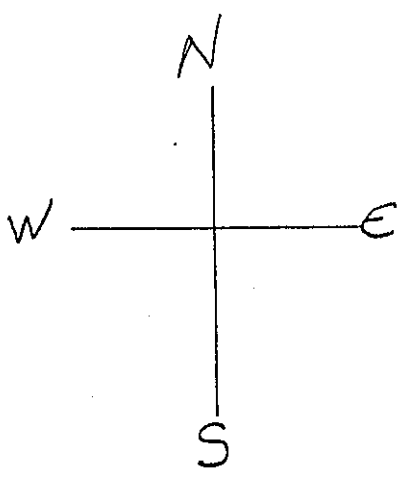
1	<input checked="" type="checkbox"/>	Paper size shall be 8.5 x 11 or 11 x 17. If multiple pages, provide an index sheet showing the entire site. <b>Grid paper or picture backgrounds are not acceptable, the map must be reproducible</b>
2	<input checked="" type="checkbox"/>	Blue or Black Ink, in order that they may be photocopied.
3	<input checked="" type="checkbox"/>	North Arrow (north should be pointing to the top of the page)
4	<input checked="" type="checkbox"/>	Legend to include:
	<input checked="" type="checkbox"/>	<i>Owner/Applicant Name</i>
	<input checked="" type="checkbox"/>	<i>Date the Site Plan was drawn.</i>
	<input checked="" type="checkbox"/>	<i>Name, address and telephone number of the person preparing the site plan</i>
	<input checked="" type="checkbox"/>	<i>Tax Parcel Number</i>
	<input checked="" type="checkbox"/>	<i>Standard engineering scale of the drawing (at least: 1" = 200 ft.)</i>
5	<input checked="" type="checkbox"/>	Property line dimensions of all lot(s) involved in the project.
6	<input type="checkbox"/>	The location, width and purpose of all easements (utility, access and/or irrigation) on the site and adjacent to the site.
7	<input type="checkbox"/>	Location of new and/or expanded public and private utility infrastructure.
8	<input checked="" type="checkbox"/>	Streets and access easements, with the name, dimensions, type (public or private) and road surface (paved, gravel or dirt).
9	<input checked="" type="checkbox"/>	Location, dimension and design of off-street parking facilities and points of ingress (to) and egress (from).
10	<input type="checkbox"/>	Location of pedestrian and vehicular circulation patterns, sidewalks, trails and bicycle paths.
11	<input checked="" type="checkbox"/>	Location, shape, size, gross floor area, height and types of all existing and proposed structures, minimum building setbacks from the property lines and other structures, and the total lot coverage.
12	<input checked="" type="checkbox"/>	Location and dimensions of all proposed exterior land uses.
13	<input checked="" type="checkbox"/>	The distance from existing and proposed structures to the centerline of state, county, or private access roads.
14	<input type="checkbox"/>	Location of structures on the adjoining lots, which may cause compatibility issues.
15	<input type="checkbox"/>	All major man-made and natural physical features such as railroads, canals, streams, creeks, drainage ditches, hills, depressions, steep slopes, lakes, shorelines, floodplains*, floodways, the 100-year base flood elevations etc. on-site or adjacent to the site. <b>(*Boundaries of the 10 and 25-year floodplain using the flood risk maps as provided by Yakima County as part of a mandatory pre-application meeting.)</b>
16	<input type="checkbox"/>	Description of the extent to which any watercourse will be altered or relocated as a result of the proposal.
17	<input type="checkbox"/>	Proposed location and dimensions of community and other open space.
18	<input type="checkbox"/>	Existing and proposed landscaping, site screening, street trees and stormwater drainage facilities.
19	<input checked="" type="checkbox"/>	Location of well or water systems within 100 feet of the subject property or within a 100 foot well control zone and the distance from any structures within the well control zone.
20	<input type="checkbox"/>	Proposed contours and grading as they affect lot layout, streets, and drainage ways.
21	<input type="checkbox"/>	Location of proposed or existing drain field area, extension area, and tank area as well as replacement areas and distances to structures and property lines
22	<input type="checkbox"/>	Location of adjacent public water, sewer main, fire protection systems and other underground facilities within or adjacent to the development.
23	<input type="checkbox"/>	Within a UGA, Master Planned Resort or Rural Settlement show the existing topographic contours at intervals of not more than 5' when the ground slopes exceed 10%. Extend 100' beyond the boundaries of the site.

Attachment:



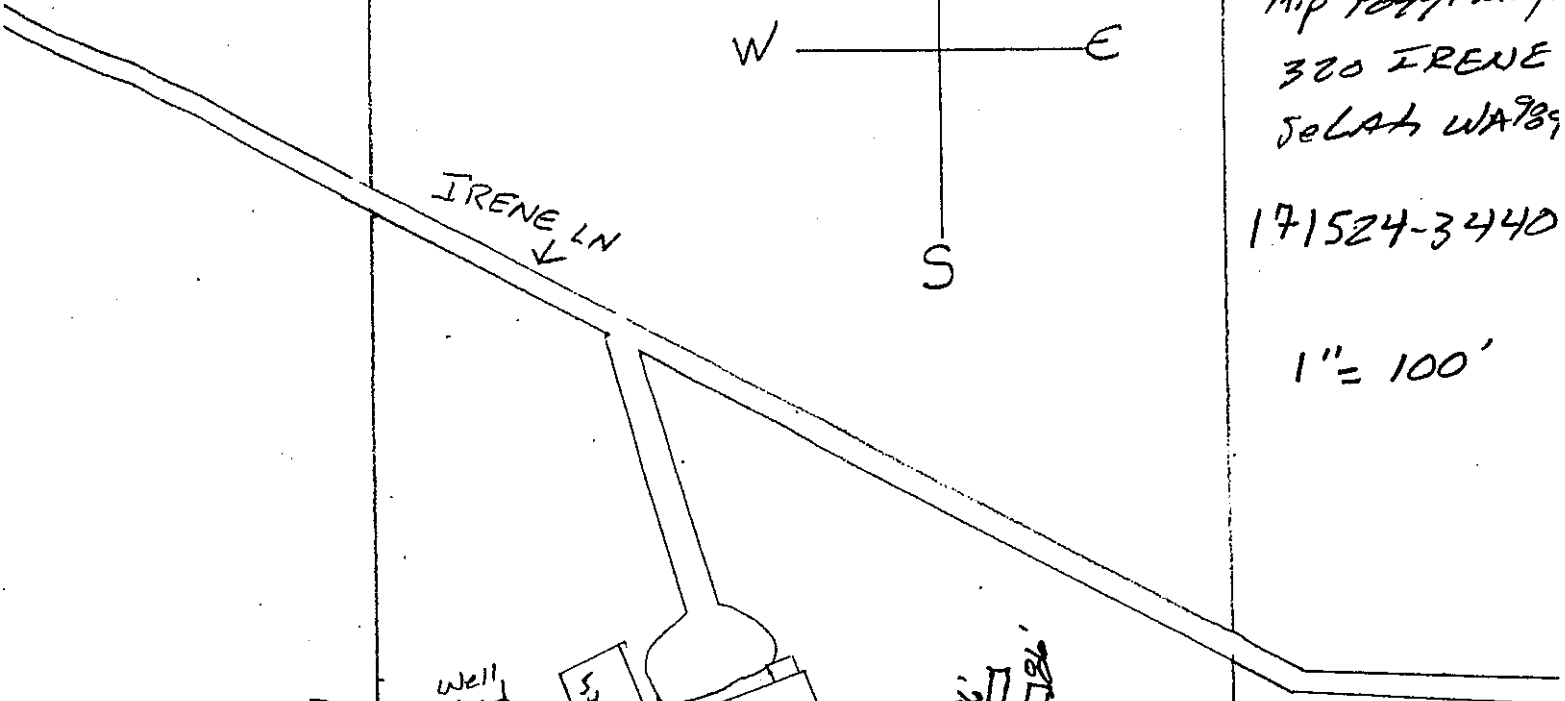


436'

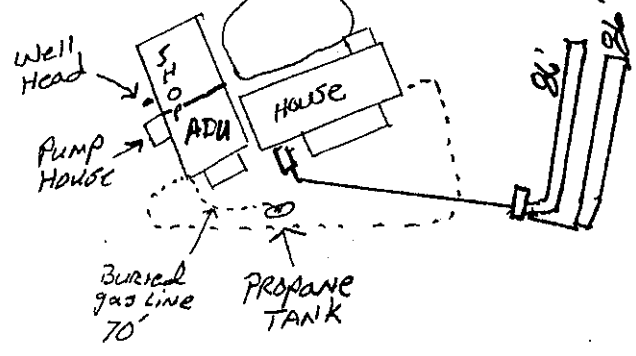


Hip Poggenmeyers  
 DATE 27 Sep 11  
 Hip Poggenmeyers  
 300 IRENE  
 SELAH WA 989  
 171524-3440

1" = 100'



1690'



1090'

458'

RETURN TO: Yakima County Public Services  
Planning Division  
County Courthouse  
Yakima, WA 98901

**RESTRICTIVE COVENANT  
ACCESSORY DWELLING UNIT**

**Project:** FILE TYPE 2017-00109  
**Parcel No.:** 171524-34401  
**Owner:** Kip and Tracy Poggemeyer  
**Grantor:** Kip and Tracy Poggemeyer                      **Grantee:** Kip and Tracy Poggemeyer

In consideration of the approval by Yakima County of Conditional Use Permit CUP 2017-00109, the undersigned owner(s) of the property legally described as follows: (See attached for complete legal(s))

*Portions of the southeast ¼ of the southwest ¼ of Section 24, Township 15 North,  
Range 17 E.W.M.*

In accordance with YCC 19.18.020(1)(b)(vi) and YCC 19.18.020(1)(c)(v)(A) purchaser(s) and lessee(s) are hereby notified that the above described property contains two dwellings, one of which is an Accessory Dwelling Unit (ADU) which cannot be separately sold or divided from the primary single-family dwelling. One or more owner(s) of the property must live in either the primary or ADU and must have a 50% or greater interest in the property. The owner-occupant must live in the structure for over six months of each calendar year, but may be absent up to three years due to job relocation, sabbatical leave, education or illness. The owner may receive rent for the owner-occupied unit.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

STATE OF WASHINGTON    )  
  ) ss.  
COUNTY OF YAKIMA        )

On this day personally appeared before me \_\_\_\_\_  
to me known as the individual(s) described in and who executed the within and foregoing instrument and acknowledged that they signed the same as their free and voluntary act and deed, for the uses and purposes therein stated.

Given under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_.