

**City of Kelso**  
**Hearing Examiner**  
*Staff Report*  
*August 14, 2019*

<b>To:</b>	<b>Hearing Examiner</b>	<b>Zoning:</b>	<b>RSF5-Residential Single Family 5000</b>
<b>From:</b>	<b>Tammy Baraconi</b>	<b>Property Size:</b>	<b>0.2 acres, 9500 sq ft</b>
<b>Date:</b>	<b>August 14, 2019</b>	<b>Assessor Parcel:</b>	<b>23386</b>
<b>Subject:</b>	<b>Conditional Use Permit CUP 19-001</b>		
<b>Location:</b>	<b>1107 South 4th, Kelso WA</b>		

**Project Description and Permit Processing**

On July 2, 2019 applicant Michael Howard, with JH Kelly submitted an application to the City of Kelso on behalf of Youth and Family Link Services for a conditional use permit. (Exhibit A) This conditional use will allow for the conversion of a single-family home into a satellite office for Youth and Family Link. It was declared a complete application on July 23, 2019. (Exhibit B)

The house is located in an area known as both the Wallace neighborhood and South Kelso. It is currently vacant and in a general state of neglect. The lot size is approximately 9500 square feet. Minimum lot size within this zone is 5000 square feet. As such, this lot is larger than the typical lot in South Kelso.



The applicants propose using this location to serve the children, youth, and families of this neighborhood by providing various programs such as after school programs, anger management classes, peer support, teen mentoring, and other programs directed to students and their families.

The facility could facilitate up to 50 people and as such it could be used as a type of ‘urban grange’ allowing for a local meeting place for small groups such as scouting programs parent meetings, etc.

Because the facility will be located within a half of a block for Wallace Elementary School and it will be used to support the students and families served by the Kelso School District, the District has agreed to allow Youth and Family Link to use their parking when needed. (Exhibit A) One staff parking stall and one ADA compliant parking space will be provided on site at 1107 S. 4<sup>th</sup>.



Two (2) small detached structures are also located at the back of the property. The applicant proposes using the larger of the two (2) of woodworking/craft classes and workshops. The smaller one will be used for maintenance equipment storage and repair.



The applicant proposes upgrades and changes to the site and structure that will bring the entire facility up to the level necessary for occupancy approval including but not limited to securing the kitchen and not allowing it to be used by the public, upgrading bathrooms to ADA standards, and replacing the attic stairs with pull down stairs to prevent the public from accessing.

#### **Public Notification**

Notice of application and notice for public hearing was published in The Daily News on July 30, 2019. (Exhibit C) The comment period closes on August 13, 2019. Notice was mailed to all property owners within 300 feet of the site.

#### **Public Comment**

As of the writing of this staff report, no written comments have been received regarding the public hearing.

#### **Environmental Review**

No environmental review was required for this project.

#### **Adjacent Land Use**

North: Residential use; Zoned RSF5, Residential Single Family 5000  
South: Residential use; Zoned RSF5, Residential Single Family 5000  
East: Residential use; Zoned RSF5, Residential Single Family 5000  
West: Residential use; Zoned RSF5, Residential Single Family 5000

#### **Code Analysis**

The purpose of a conditional use permit is to allow uses within a particular zoning classification that may be of service to the area and with minor mitigation, fit within the zone. Topics traditionally addressed through the conditional use permit process are compatibility with the comprehensive plan, impact to the usability of neighboring properties, noise, light, activity, and traffic.

Because this is an existing structure that is being converted site plan is not required. However, staff

is using the criteria of site plan approval (KMC 17.10.030) to ensure that basic compatibility is established between this proposal and all other existing development within the City.

The purpose of a site plan review is to help ensure that new development activities do not adversely affect the public health, safety and welfare of residents of Kelso, and that new development activities are compatible with existing patterns of development and the provisions of the Kelso comprehensive plan.

KMC 17.10.030 (C)(1) The project is consistent with the Kelso comprehensive plan and meets the requirements and intent of the Kelso Municipal Code, including the type of land use and the intensity/density of the proposed development.

*Staff analysis: Staff finds no conflicts with the comprehensive plan and finds that this proposal with all the recommended conditions listed below will meet the requirements of the Kelso Municipal code.*

1. KMC Table 17.18.040, Table of Permitted Uses

Community centers are permitted with a Conditional Use permit in the RSF5, Residential single family 5000 zoning classification.

*Staff analysis: Staff interprets the use proposed to be consistent with a small community center.*

2. KMC 17.22.110 Parking

RSF5 requires parking through analysis.

*Staff analysis: The lot is approximately 9500 square feet in size. It is currently paved to accommodate at least two (2) off street parking spaces.*

*The application has a written agreement with the Kelso School District to use their off-street parking area for larger events. Staff finds that the applicant meets the intent of this section of the code.*

3. KMC 17.22.100 Landscaping

(A)(2) Providing vegetated screening between single-family residential areas and adjoining land uses.

(A)(4) Encouraging the retention of existing vegetation, tree stands and significant trees by incorporating them into the site design.

(G) Perimeter Landscaping Buffer Requirements.

*Staff analysis: Preliminary landscaping plans are not traditionally required at this step in the land use process. However, the applicant is not proposing new construction and the site is currently well vegetated.*

*Staff finds general compliance with this requirement with conditions as listed below.*

(2) The physical location, size, and placement of the development on the site and the location of the proposed uses within the project minimize impacts to any critical resource or floodplain area to the greatest extent possible or are compatible with the character and intended development pattern of the surrounding properties.

*Staff analysis: Staff has reviewed this project for critical areas and the floodplain and does not find any to be present.*

(3) The project makes adequate provisions for water supply, storm drainage, sanitary sewage

disposal, emergency services, and environmental protection to ensure that the proposed project would not be detrimental to public health and safety.

*Staff analysis: Staff finds that as an existing structure all utilities and emergency services are present.*

(4) Public access and circulation including non-motorized access, as appropriate, are adequate to and on the site.

*Staff analysis: Staff finds compliance with the findings of fact number 4 as long as the project is conditioned as recommended.*

(5) Adequate setbacks and buffering have been provided. Any reduction to setbacks or buffer widths is the minimum necessary to allow for reasonable economic use of the lot and does not adversely impact the functional value of the critical resource area or adjoining land uses.

*Staff analysis: Staff finds compliance with this finding of fact as long as the project is conditioned as recommended.*

(6) The physical location, size, and placement of proposed structures on the site and the location of proposed uses within the project are compatible with and relate harmoniously to the surrounding area.

*Staff analysis: Staff finds that this is a pre-existing structure that is being repurposed. So long as the project is condition as recommended staff finds that it will be harmonious with the surrounding neighborhood.*

(7) The project adequately mitigates impacts identified through the SEPA review process, if required.

*Staff analysis: This project did not trigger the SEPA threshold and was exempt from this process.*

(8) The project would not be detrimental to the public interest, health, safety, or general welfare.

*Staff analysis: Staff finds that this project will not be detrimental to the public interest, health, safety, or general welfare.*

#### 17.10.140 Permit Processing.

(B) The City may, in approving an application, impose such conditions as may be required to comply with this title and to protect the public health safety and welfare. These conditions and safeguards include but are not limited to the following:

- a. Measures identified during the environmental review process;
- b. Measures necessary to comply with the provisions of the Kelso comprehensive plan;
- c. Measures necessary to comply with provisions of the Kelso Municipal Code; and/or
- d. Measures necessary to ensure compatibility of the proposed development activity with neighboring land uses, and consistency with the intent and character of the zoning district.

*Staff analysis: Staff finds that, with the recommended conditions as set forth herein, the proposed application complies with the environmental review, Kelso comprehensive plan, and Kelso municipal code and further that that the proposed development activity is compatible with neighboring land uses and consistent with the intent and character of the zoning district.*

### **Staff Recommendation**

*Staff recommends approval of Conditional Use Permit CUP19-001 for the conversion of 1107 South 4<sup>th</sup> from residential use to a Satellite office for Youth and Family Link with the following conditions:*

- 1. One off-street parking space for staff and one off-street ADA parking space shall be provided. The ADA space shall be marked according to current ADA requirements.*
- 2. Because of the existing nature of the site and its location to the neighbors it will be difficult for the applicant to meet the required 20 foot buffering. Therefore, a solid fence must be installed that will block light and views to the properties north, south, and west. All efforts should be made to retain the vegetation located on the north end of the property.*
- 3. A building permit will be required for the following work:*
  - a. Installation of two (2) new ADA bathrooms.*
  - b. Removal of all stairs.*
  - c. Replacement of attic stairs.*
  - d. Corrections to the foundation and/or floor beams.*
  - e. Addressing the seepage in the basement.*
  - f. A one-hour fire rated wall on all sides of the structure that are within ten (10) feet of another structure.*
  - g. Required signage for exits and restrooms.*
  - h. Installation of fire alarms, fire extinguishers, etc. as required by the International Fire Code.*
  - i. Final occupancy permit.*
- 4. Because upgrades to the kitchen are not proposed at this time, the kitchen shall be enclosed with new walls and a lockable door to ensure that the public does not have access.*
- 5. All other permits as needed to complete the work as described within the application.*

### **Exhibits**

- Exhibit A: Application with vicinity map
- Exhibit B: Notice of Complete Application
- Exhibit C: Notice of Application and Notice of Public Hearing