



KITTTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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Office (509) 962-7506

“Building Partnerships – Building Communities”

February 19, 2020

David and Rhonda Brown
PO Box 220
Ronald, WA 98940-0220

RE: VA-19-00001 Berlin – Deem Incomplete and Request for Additional Information

Dear and Mr. and Mrs. Brown,

Kittitas County Community Development Services (CDS) received your Zoning Variance Application on January 23, 2020 to reduce the front setback from Fern Drive down to five (5) feet for a new garage. The definition for a Yard Front in Kittitas County Code (KCC) 17.08.590 states: “Front yard” means any yard abutting a public or private street. The subject property is zoned Rural Recreation. Fern Drive, a private road, has a Front Yard setback of 25’ pursuant to KCC 17.30. This parcel is located at 30 Fern Drive, in a portion of Section 34, T21N, R14E, WM in Kittitas County, bearing Assessor’s map number 21-14-34053-0217. Your application has been determined incomplete and additional information is required.

The following code sections necessitate more information:

KCC Chapter 15A.03.030(2) stipulates that:

“The written application shall be accompanied by a site plan showing the dimensions and arrangement of the proposed development or changes including all proposed land uses and structures; points of access, roads and parking areas; septic tank and drainfield and replacement areas; areas to be cut or filled; and natural features such as contours, streams, wetlands, hazardous slopes, etc. The administrator may require other drawings, topographic surveys, photographs, or other material essential to an understanding of the proposed use and its relationship to the surrounding properties.”

KCC Chapter 17.84.010 further provides that a variance “*shall be made only when all of the following conditions and facts exist:*

- 1) *Unusual circumstances or conditions applying to the property and/or the intended use that do not apply generally to other property in the same vicinity or district, such as topography;*
- 2) *Such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant possessed by the owners of other properties in the same vicinity or district;*
- 3) *The authorization of such variance will not be materially detrimental to the public welfare or injurious to property in the vicinity or district in which the property is located;*
- 4) *That the granting of such variance will not adversely affect the realization of the comprehensive development pattern. A variance so authorized shall become void after the expiration of one year if no substantial construction has taken place;”*

After review of the submitted site plan and application, we have determined that in order to be considered a

complete application submittal consistent with the above, the following items are needed:

1. In relation to KCC 15A.03.030, please provide an updated site map that shows all setbacks from existing and proposed structures along with all other site map requirements.

The project narrative submitted with the application touched base on sections 1 – 4 of KCC Chapter 17.84.010 but require additional information. Additional information is required on the following items:

1. Sections 1 and 2 KCC Chapter 17.84.01: The provided narrative states that the property is pie shaped and has private road right of ways located on two of the three sides, but additional information is needed in order to substantiate the unusual circumstances or conditions applying to the property that do not apply to other properties in the same vicinity or district; such as topography, setback distances in relation to other improvements on the property (such as the existing fire pit and septic system, as mentioned in the narrative), etc. and also, to establish that a variance is necessary for the preservation and enjoyment of a substantial property right of the applicant possessed by the owners of other properties in the same vicinity or district.
2. Section 3 and 4: Please provide detailed information on how the proposed variance will not be materially detrimental to the public welfare or injurious to property in the vicinity or district and that the variance will not adversely affect the realization of the comprehensive development pattern.

The requested material will need to be submitted to KCCDS on or before **August 17, 2020 at 5:00 pm** (180 days), in order to keep this application active, pursuant to [KCC 15A.03.040 \(1\)\(b\)](#) which states:

“an incomplete application shall expire after 180 calendar days unless the requested supplemental information is submitted in complete form.”

CDS’s review will commence when all additional information is received. The application will be processed under all codes in effect at the time a complete application is received by CDS.

We would be happy to schedule a meeting to discuss the above requirements, prior to resubmittal, should you see the need. Please contact me directly to set up a meeting or with any questions you may have at Kelly.bacon.cd@co.kittitas.wa.us or via phone at (509) 962-7539.

Sincerely,



Kelly Bacon
Planner I
Kittitas County Community Development Services

Cc: Lindsey Ozbolt, Planning Official

via email