# PUBLIC NOTICE
## Special Use Permit

NOTICE IS HEREBY GIVEN that William Barrett & Deborah Dolman (owners) are requesting a Special Use Permit, application No. P2400040, submitted January 18th, 2024, and determined to be technically complete by February 14th, 2024. The applicants are proposing to operate an existing single-family residence as a short-term vacation rental within the Rural Residential (R-R) Zoning District of Pacific County.

The property is located at 13101 N Alley in Long Beach, Washington. The County Assessor's Parcel number is 11113323155; located within Section 33, Township 11 North, Range 11 West, W.M., Pacific County, Washington.

The Hearings Examiner will hear the following applications: P2300915, P2400040 & P2400099 on March 13th, 2024 via zoom at the following link: https://zoom.us/j/3066189481. You can join the meeting by going to this link or you can call in using the number +12532158782, US (Tacoma) and entering the Meeting ID: 3066189481#. You may also attend the hearing in person in Conference Room A located at the Long Beach County Building located at 7013 Sandridge Rd. in Long Beach, WA. Hearings will begin at 2:00 p.m. or shortly thereafter and will be held consecutively. Any person desiring to express his or her views on this matter or wanting to be notified of the action taken on this application should notify Zane Johnson, Planner, with the Pacific County Department of Community Development, 7013 Sandridge Rd., Long Beach WA 9863, in writing by March 12th, 2024 or by testifying at the public hearing. To view the application packet please visit our website at;
http://www.co.pacific.wa.us/dcd/public_notices.htm.

Interpreters for people with hearing impairments or taped information for people with visual impairments can be provided at this public hearing if necessary. The Pacific County Department of General Administration must receive a request for this type of service ten (10) days before the meeting. Contact the Pacific County Department of General Administration, P.O. Box 6, South Bend, Washington 98586, (360) 875-9334.

Pacific County
DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING • ENVIRONMENTAL HEALTH • PLANNING

DATE: March 13th, 2024

TO: Eric Weston, Hearings Examiner

FROM: Zane Johnson, Sr. Planner

RE: SPECIAL USE PERMIT No. P2400040 submitted by William Barrett & Deborah Dolman (owners) (Tax Parcel ID No. 11113323155).

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**BACKGROUND INFORMATION:**

Owner / Applicant: William Barrett & Deborah Dolman (owners)

Tax Parcel ID No.: 11113323155

Permit Application No.: P2400040

Request: The applicant is requesting a Special Use Permit to authorize the use of an existing three (3) bedroom residence as a short term/vacation rental within the Rural Residential (R-R) Zoning District. Section 11 of Pacific County Ordinance No. 184, Zoning, requires this to be processed as a Type II review as a Special Use Permit.

**Findings of Fact:**

Location: The property is located at 13101 N Alley in Long Beach, Washington. The County Assessor's Parcel number is 11113323155; located within Section 33, Township 11 North, Range 11 West, W.M., Pacific County, Washington.

Site Characteristics: The residence is located on an existing beach front lot with access from N Alley in Long Beach. The applicants also own the lot directly to the east along N Alley. The driveway extends through this lot onto the subject parcel. The property is currently fenced and there are mature trees located on the south side of the home that provide privacy from the neighboring properties. The residence is an existing 3-bedroom residence built in 1994 with available off-street parking for three (3) vehicles.

**Property Location:**

**Subject Location:**

Adjacent Land Uses: The property is adjacent to single-family residences to the northeast, south and to the east along N Alley. Directly north is mostly privately owned undeveloped dunes and to the west is the beach and Pacific Ocean. There are currently no licensed vacation rentals within 300 feet of the subject property.

Comprehensive Plan: The residence is located in a shoreline development comprehensive plan designation. The primary purpose is described in the Pacific County Comprehensive Plan (2020) as:

"The purpose of this designation is to recognize existing residential development related to marine shorelines, or other recreational amenities in rural areas. This designation provides for residential development on parcels that are surrounded by smaller lots and which can physically support it without requiring urban service levels. The shoreline development areas are characterized by activities including, but not limited to, a predominance of existing one-acre lots with single family residences (seasonal and year-round use), and open space. These areas may have some existing commercial or resort-related land uses. The maximum density is one dwelling unit per acre. Lands are typically too far from the urban area to enable cost-effective provision of public services nor do typical uses require the provision of urban services. The Comprehensive Plan designates the Pacific Ocean shoreline west of SR 103, north of the City of Long Beach, and South of Surfside Estates as Rural Shoreline Development."

Land Use (Zoning) Designation: The project site is located in a Rural Residential Land Use District (R-R). Vacation Rentals (Transient Lodging/Short-Term/Vacation Rentals) are permitted in the R-R land use district as a Special Use.

Critical Areas and Resource Lands: The proposed vacation rental does not impact any Critical Areas or Resource Lands as there are no modifications to the existing residence requested with this application. The current proposal is consistent with the intent of the Pacific County Critical Areas and Resource Lands Ordinance.

Analysis:

The applicant is requesting a Special Use Permit to establish a short-term/vacation rental within an existing three (3) bedroom single family residence. If the application is approved, the license will belong solely to the owners/applicants and is not transferable to any other party.

**SHORT TERM VACATION RENTALS**. Vacation Rentals are permitted as specified for each of the different Land Use Districts, subject to the following regulations:

1. Density. Within the R-2 and R-R zoning districts, vacation rentals must have a radius of greater than or equal to three hundred feet (300'), as measured from all property lines. Special conditions or circumstances cannot be applied for to allow relief from this standard.

2. License Requirement. In addition to the underlying Land Use District permitting and process requirements, an owner shall obtain a revocable vacation rental annual license from Pacific County whenever a dwelling unit is to be used for vacation rental purposes and shall comply with the following:

    a. A vacation rental license shall be obtained from Pacific County prior to using the dwelling unit as a short-term vacation rental;

b. The vacation rental license shall be renewed annually;

c. The vacation rental license is non-transferable. If the property is sold, the new owner will need to re-apply for both the vacation rental license and the underlying vacation rental permit;

d. At the time of initial vacation rental license application, the owner of record shall demonstrate that the vacation rental is registered as a business with the State of Washington and that a State Business License and Unified Business Identifier (UBI) number have been issued for the vacation rental. The owner shall also certify that all applicable lodging taxes will be paid and shall provide proof of general liability insurance for use of the residential structure as a vacation rental;

e. Satisfactory completion of a life/safety inspection performed by the Pacific County Building Division prior to the issuance of the initial license and/or permit;

f. Satisfactory completion of an Operations & Maintenance (O&M) inspection of any existing on-site sewage disposal system (septic) prior to the initial vacation rental license issuance and every three years thereafter, or more frequently as determined by the Pacific County Health Officer;

g. The Pacific County vacation rental license shall be prominently and permanently displayed inside the unit near the front entrance of the vacation rental and shall list the following:

1. The name, address and phone numbers of the property owner and/or the designated property manager.

2. The name and phone number of the local point of contact who must reside within one (1) hour (travel time) from the site address of the vacation rental.

3. The maximum occupancy for the vacation rental;

4. Identification and location of parking spaces available;

5. A statement regarding how the parking standards are to be met;

6. A statement that occupants are to respect adjoining property owners by adhering to quiet hours from 10 p.m. to 8 a.m., and refrain from trespassing, littering or parking on adjoining properties;

7. A statement regarding how garbage removal is to be conducted;

8. A statement identifying emergency procedures the occupants are to follow in case of an emergency;

9. A statement that occupants, owners and managers of this vacation rental are subject to civil penalties for violating this Ordinance; and

10. A statement that the license to operate this vacation rental may be revoked for violations of these rules.

h. If the terms of the vacation rental license are not met, the license may be revoked and the property owner may be subject to penalties per Pacific County Ordinance No. 165, or any amendments thereto.

3. Occupancy Limits. No more than two (2) overnight occupants per bedroom, plus two (2) additional overnight occupants, shall be accommodated at any one time, e.g., a one-bedroom cabin would be allowed four overnight occupants while a two-bedroom cabin would be allowed six total overnight occupants. The total number of occupants temporarily residing in a vacation rental shall not exceed 10 at any one time and includes all occupants over the age of two (2). The maximum number of occupants cannot be advertised to exceed permitted occupancy. Occupancy limits cannot be increased by mitigation through a Special Use or Conditional Use process.

4. Appearance. The exterior of the building(s) shall retain a residential appearance with house numbers maintained on the front of the building and visible from the street or road. No junk or garbage shall be allowed to accumulate in any yards and all vehicles shall park in designated parking areas.

5. The vacation rental shall be operated in a way that will prevent disturbances to neighboring properties not typical of a residential neighborhood, including, but not limited to, loud music, loud noises, excessive traffic, loud and uncontrolled parties, junk/debris/garbage accumulation in the yards, trespassing, barking dogs, or excess vehicles, boats or recreational vehicles parked in the streets in front of the unit.

6. Garbage. Provisions shall be made for garbage removal during rental periods and said provisions shall be documented in the property management plan. Proof of said service shall be provided on request by Pacific County. Any complaints regarding littering or garbage shall be resolved immediately.

7. Pets. Pets shall be secured at all times while on the property. Nuisance barking by pets is prohibited. Horses are allowed to be kept on Rural Residential (RR) zoned properties.

8. Phone Service. The vacation rental shall have a "land line" with local phone service. The phone number servicing the vacation rental shall be included in the property management plan.

9. Parking. The vacation rental shall have one (1) off-street parking space per each bedroom unit with a minimum of two (2) off-street parking spaces required.

10. Signage. One (1) sign either attached to the dwelling or placed in front of the dwelling and containing no more than four (4) square feet, is permitted. No off-premise signage or advertising is permitted.

11. On properties containing both a residential dwelling and an accessory residential dwelling, only one residential structure may be rented out as a vacation rental, but not both.

12. Access. The road access to the vacation rental shall be constructed to meet minimum Pacific County Road Standards. Vacation rentals on private lanes and driveways shall meet the minimum twenty-foot (20') side to side clearance (horizontal) between obstructions as referenced in the Uniform Fire Code Standards. The access shall be adequately maintained and remain clear of obstructions, including illegally parked cars, recreational vehicles, boats, trailers, junk, etc., to ensure the unimpeded passage of emergency vehicles and other vehicular traffic.

13. Floor Plans. Accurate to scale floor plans are required for all new and existing vacation rentals to ensure fire and life safety requirements are maintained;

    a. Floor plans will be required to be submitted at time of initial application submittal and approved prior to the initial permit issuance.

    b. The approved floor plan must be posted in a visible location within the vacation rental.

    c. Changes to the approved floor plan will require resubmittal and approval and may require a Fire & Life Safety inspection, at the discretion of the building department.

    d. Existing vacation rentals (prior to 01/01/2020) will be required to submit an accurate to scale floor plan for review and approval, prior to receiving a 2021 vacation rental license.

14. Property Management Plan. A property management plan demonstrating how the vacation rental will be managed and how impacts to neighboring properties will be minimized shall be submitted for review and approval as part of the permitting & licensing process. The property management plan shall include: property manager's name and phone number; local point of contact who is

responsible for responding immediately to complaints, i.e., clean up garbage, manage unruly tenants, etc.; statement regarding how garbage removal is to be conducted; The "land line" phone number to the rental; statement identifying emergency procedures the occupants are to follow; and identification and location of parking spaces available, and how parking standards are to be met.

The approved property management plan shall be mailed to all adjoining property owners within three hundred feet (300') as a condition of license approval and shall be prominently and permanently displayed inside the unit near the front entrance of the vacation rental, along with the vacation rental license. Revisions to the approved plan or local point of contact will require review and approval by the county. The approved revised plan will then have to be mailed to all property owners within 300 feet of the vacation rental. The revised license will be issued after receipt of the completed affidavit of mailing.

15. The vacation rental shall meet all applicable State and local health, safety and building codes.

16. Complaints. All complaints shall proceed as follows:

    a. The complaining party shall first attempt to communicate with the local contact person designated on the permit and property management plan, describe the problem and leave a contact phone number for call back information;

    b. The contact person shall respond promptly to the complaint, regardless of time of day, and make reasonable efforts to remedy any situation that is out of compliance with the Section; and

    c. If the response is not satisfactory to the complaining party, then the complaining party may next provide a written complaint to the Pacific County Community Development Director, which complaint shall identify and be signed by the complaining party. The complaint shall include a description of the informal attempts to resolve the complaint. A copy of the written complaint shall be provided to the owner and contact person by the County. The Director of Community Development shall attempt to resolve the complaint. If so required, the owner or local contact person shall provide a written response to the complaint with the anticipated corrective action within 10 days. A copy of the complaint will be filed with the vacation rental license file.

17. Compliance and Revocation.

    a. Owners of vacation rentals shall obey all applicable Laws and Ordinances of the County and shall be subject to permit revocation procedures and appeals processes outlined in this Section and in Pacific County Ordinance 177, or any amendments thereto;

b. If there has been three (3) or more authenticated violations of this Ordinance related to the same vacation rental within one (1) calendar year, or if there have been three (3) or more violations of other County Ordinances related to the same vacation rental within one (1) calendar year, the Administrator shall revoke the vacation rental license and underlying vacation rental permit, and the property owner shall be prohibited from obtaining a new vacation rental permit & license for at least one year;

c. The property owner may appeal the revocation of the vacation rental license & permit pursuant to the appeals procedures outlined in Pacific County Ordinance 177, or any amendment thereto; and

d. Nothing in this subsection precludes Pacific County from proceeding with formal enforcement action against a property owner and/or occupants for violations of this Ordinance as authorized under Pacific County Ordinance 165, or any amendments thereto, or for violations to Board of Health Ordinance No. 2 (Solid Waste/Littering), or any amendments thereto, or Board of Health Ordinance No. 4 (Nuisance), or any amendments thereto.

18. The Administrator may impose other conditions, such as additional parking, improved access, fencing, landscaping, or minimum screening to ensure the proposed use is compatible with the surrounding residential character.

19. Public Notice. In addition to the public notice requirements set forth in Ordinance No. 177, Section 5.5.b.i, or any amendments to, a notice of application will be distributed as follows: (a) The director or his/her designee will post a 2' x 2' (4 sq. ft.) notice of public hearing sign on three (3) locations on the perimeter of the subject property and nearest public road, (b) The director or his/her designee shall provide written notice to all property owners within a radius of three hundred (300') feet of all property lines.

20. All existing and permitted vacation rentals shall meet the modified licensing/permitting standards contained in Section 21.N or future amendments no later than December 31st, 2020.

Section 27G of Ordinance 184 defines the criteria for granting a Special Use Permit. The specific criteria are discussed below:

G. CRITERIA FOR GRANTING A SPECIAL USE PERMIT. A special use permit shall be denied by the Hearings Examiner unless the applicant demonstrates with clear and convincing evidence that the proposed special use conforms to all of the criteria set forth below:

1. **A special use is designed in a manner which is compatible with the character and appearance of an existing, or proposed development in the vicinity of the subject property;**

The proposed use should not affect the character or appearance of the existing development. The surrounding land uses include several single-family residences similar in size. The proposed use will occur within an existing home. No changes to the interior or exterior of the home are proposed at this time.

2. **The location, size and height of buildings, structures, walls and fences, and screening vegetation for the special use shall not hinder or discourage the permitted development or use of properties in the immediate vicinity of the special use;**

The project proposal is consistent with this standard. The exterior of the building is that of a single-family residence. The residence is an existing 2,225 square foot 3-bedroom home built in 1994. The home already exists on the lot and there are no changes proposed that would impact development on the surrounding lots. The lot has an existing fence along the property line.

3. **The special use is designed in a manner that is compatible with the physical characteristics of the subject property;**

Given the characteristics of the site, the site does not appear out of the ordinary from surrounding properties. The area includes single-family residences similar to this one, undeveloped dunes to the north and the Pacific Ocean to the West. The use appears compatible with the existing infrastructure on the property.

4. **Requested modifications to standards are limited to those which will mitigate impacts in a manner equal to or greater than the standards of this title;**

No modification to standards has been requested.

5. **The special use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the adjacent area;**

The residence has adequate parking for up to three (3) cars. The house has an existing private driveway from N Alley, which will provide sufficient access to the property. There should not be a significant increase in pedestrian traffic that would have a major impact on this site.

6. **The special use will be supported by adequate public facilities or services and will not adversely affect public services to the surrounding area or conditions can be established to mitigate adverse impacts on such facilities;**

The proposed activity appears to be supported by adequate public facilities and services overall. The residence has an existing septic system that passed an Operation & Maintenance Inspection on January 11th, 2024. The residence will be served by an approved private well. The property will be managed by Pacific Rentals who will also be the local point of contact.

7. **The special use is not in conflict with the health and safety of the community, nor detrimental to the public interest.**

The use being consistent with Pacific County Ordinance No. 184 Zoning Regulations as a special use within the Rural Residential (R-R) zoning district does not appear to conflict with the health and safety of the community, nor detrimental to the public interest.

## Recommendation

Based on the Findings of Fact and Conclusions of Law for a Special Use Permit for Permit Application No. P2400040, the Planning Division recommends the Hearings Examiner **approve** the proposal to operate a short-term vacation rental within the Rural Residential (R-R) zoning district.

Questions regarding this project and/or staff report can be addressed to Zane Johnson, Sr. Planner, (360) 642-9382, or by email at zjohnson@co.pacific.wa.us.

Photograph:

**PHOTO: Barrett & Dolman proposed Vacation Rental located** at 13101 N Alley in Long Beach, Washington

## Conditions of Approval:

1. The proposed project shall adhere to all regulations described in Ordinance No. 184 B regarding Short Term Vacation Rentals.

2. The permit, along with the license is non-transferable and does not guarantee future approval. If the property is sold, the new owner will need to re-apply for both the vacation rental license and permit.

3. Any and all future development on subject property requires permit approval from Pacific County.

4. Pacific County may revoke this permit if permittee fails to comply with the conditions listed.

**EXHIBIT LIST**

1. Staff Report
2. Application and related documents
3. Section 11, Ord. No. 184, Zoning
4. Maps showing the Zoning and Comprehensive Plan designations
5. Section 5, Ord. No. 177, Procedures for Processing Land Use Development Applications
6. Declaration of Posting & Mailing
7. Correspondence

Name: Barrett & Dolman Parcel No.: 11113323155

Description: Special use - Short term Rental

License Application No.: LIC24000008 - App

| Department Review | Date Routed | Action | Action Date | Signature | Comments/Notes |
|---|---|---|---|---|---|
| Planning<br>PZ400040 | 1/22 | | | | RR - no rentals within 300ft |
| Roads | | | | | Tech complete 3/14 |
| LADO/ Floodplain | | | | | |
| Building<br>B24000022 | 1/22 | | | | Electronic Plan Log Complete? Yes ☐<br>Workflow Complete? Yes ☐<br>Scanned: Yes ☐ No ☐ |
| Health | 1/22 | | | | W/f LIC24000008-App<br>OM240036 |
| | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| App/Tech | 95 | Septic Site Rvw | | Zoning | | Special Use | 1280 |
| State B/C | | Septic Eval | | CARL | | Variance | |
| Building | | Septic Install | | Road Appr | | Reasonable Use | |
| Plan Check | | Septic Repair | | Shoreline | | Short Plat | |
| Manu Home | | Design Review | | Floodplain | | BLA | |
| MHT | | Winter Hold | | LADO | | Public Notice | |
| Fire/Life Safety | | Well | | Wetland Delin | | Revision Fee | |
| Fireworks | | Plan Review | | Cond Use | | | |
| Penalty Fee | | License | 800 | SEPA | | | |

Rolled set of building plans? Yes ☐ No ☒ Added to Electronic Bldg. Plan Log? Yes ☐ No ☒

**Fees Received**

| Date Receipted | Amount |
|---|---|
| 1/22/24 | $2175 |
| | |
| | |

**Balance Due:** _____ **Date Issued:** _____ **Issued to:** _____

Notes:

# Vacation Rental License/Permit Checklist Ord. No. 184B/C

**Pacific County Department of Community Development**

Email Address: www.co.pacific.wa.us Website: www.co.pacific.wa.us

**New vacation rentals are specifically prohibited in the Restricted Residential (R-1) Land Use District. Within the R-2 & R-R zoning districts, vacation rentals must have a radius of, greater than or equal to 300 feet, as measured from all property lines.**

Below is a checklist of items needed to complete your application and apply.
Check the box to indicate you have completed these items.

| **Special Use** (R-R, R-2, RL, & MU) | **Permitted Use** (R-3, C-C, & MU-T) |
|---|---|
| ☒ **Fee: $2,175.00** | ☐ **Fee: $975.00** |
| $80.00 Application Fee | $80.00 Application Fee |
| $15.00 Technology Fee | $15.00 Technology Fee |
| $1,280.00 Special Use Fee | $80.00 Zoning Fee |
| $800.00 License Fee | $800.00 License Fee |
| *TBD Hearings Examiner Fee** | |

RECEIVED
JAN 18 2024
DEPT. OF COMMUNITY DEVELOPMENT
PACIFIC COUNTY, LONG BEACH, WA

☒ **Pre-Application Waiver or a copy of your Pre-Application Summary Letter**—this only applies to vacation rentals that require a special use application review/public hearing.

☒ **Short-Term Vacation Rental Permit/License Application**

☒ **Operation and Maintenance Inspection (if applicable)**—An O&M inspection of the on-site septic system (OSS) will be required **prior to the submittal of the initial vacation rental application** and every three years thereafter, or more frequently as determined by the Pacific County Health Officer. O&M inspections are performed by a third party inspector licensed by Pacific County and are completed to ensure the system is functioning properly and is not a public health hazard. OSS systems deemed sub-optimal/failed will require the submittal of a complete septic repair application prior to submitting the initial vacation rental application. The approved vacation rental permit/license will be issued after the final inspection of the septic repair.

Refer to record # 3M240035 revised report → Note prior report # OM230229

☒ **Property Management Plan**—Any changes to your County approved property management plan and/or local point of contact will require County approval, a revision fee, and the remailing of the approved revised property management plan to all adjoining property owners within 300'.

☒ **Floor Plan Checklist & Plan**—A floor plan is required to document the location of all beds for fire and life safety purposes. The number of beds shall not exceed the maximum occupancy. If the number of beds increases or the location of the approved bed location changes, a new floor plan will be required to be submitted for review/approval. Depending upon the information submitted, an additional inspection and fee may be required.

☒ **Development Application**

☒ **Site Plan Checklist & Site Plan**—In addition to the requirements on the checklist, you must also show all required parking spaces and any proposed signage.


**SOUTH BEND OFFICE**
P.O. Box 68
South Bend, WA 98586
(360) 875-9356 FAX (360) 875-9304

**LONG BEACH OFFICE**
7013 Sandridge Rd.
Long Beach, WA 98631
(360) 642-9382 FAX (360) 642-9387


*All documents and information submitted in conjunction with this application is subject to Public Disclosure in accordance with RCW 42.56*

*The owner/applicant will be invoiced by DCD to compensate the Hearings Examiner for all services rendered, including, but not limited to, time spent in public hearing, travel, review of documents, research, and decision writing.

# Vacation Rental License/Permit Application

**Pacific County Department of Community Development**
Internet Address: www.co.pacific.wa.us

*Special Use Permit (R-R, R-2, RL, and MU) complete Sections 1, 2 & 3 below*

*Permitted Use/Planning Permit (R-3, C-C and MU-T) complete Sections 1 & 3 below*

**SECTION 1: VACATION RENTAL REQUIREMENTS AND CRITERIA (Permitted & Special Use)**

Please read and provide a brief written statement as to how the proposed vacation rental meets or complies with the following vacation rental criteria and/or indicate by checking the box that the vacation rental will comply with the requirement:

| **Property Details** | |
|---|---|
| Parcel No.: | 11113323155 (House), 74075001014, 11113323084 |
| Site Address: | 13101 N Alley Road Long Beach, WA 98631 |

| **Vacation Rental Owner** | ☒ Contact Person Deborah Dolman |
|---|---|
| Name: | William F. Barrett + Deborah G. Dolman, husband & wife |
| Mailing Address: | 3112 NW TALL Fir Lane |
| City/State/Zip: | Poulsbo, WA 98370 |
| Phone: 360-900-6165 | Phone: |
| Email: | ddolman3112@gmail.com |

| **Property Manager** | ☒ Contact Person |
|---|---|
| Business Name: | Pacific Rentals |
| Contact Name: | Pacific Rentals |
| Mailing Address: | 4316 Pacific Hwy |
| City/State/Zip: | Seaview, WA 98644 |
| Phone: 360-642-4549 | Phone: 360-214-0936 |
| Email: | propman@pacreal.com |

| **Local Point of Contact** | ☒ Contact Person |
|---|---|

The local point of contact is responsible for responding to complaints, regardless of the time of day, and must make reasonable efforts to remedy any situation that is out of compliance. The local contact must reside within one (1) hour (travel time) from the site address of the rental. Revisions to your local point of contact, after your license has been issued, will require the submittal of a revised property management plan for review and approval by Pacific County, a revision fee, and a new affidavit of mailing for all adjoining property owners within 300'.

| | |
|---|---|
| Name: | Pacific Rentals |
| Residing Site Address: | 4316 Pacific Hwy |
| Mailing Address: | 4316 Pacific Hwy => P.O. Box 677 |
| City/State/Zip: | Seaview, WA 98644 |
| Phone: 360-642-4549 | Phone: 360-214-0936 |
| Email: | propman@pacreal.com |

**Occupancy Limits.** No more than two (2) overnight occupants per bedroom, plus two (2) additional overnight occupants, shall be accommodated at any one time, e.g., a one (1) bedroom cabin would be allowed four (4) overnight occupants while a two (2) bedroom cabin would be allowed six (6) total overnight occupants. The total number of occupants temporarily residing in a vacation rental shall not exceed ten (10) at any one time and includes all occupants over the age of two (2). The maximum number of occupants cannot be advertised to exceed the permitted occupancy.

Occupancy Total: 8 Number of Bedrooms: 3

Number of Beds: Kings: 3 Queens: _____ Doubles: _____

Twins: _____ Bunk Beds: _____ Hide-a-Bed/Pull-Out: 2 Other: _____

convertible (single) chairs or double Hide-a-bed sofa

**Phone Service.** The vacation rental shall have a "land line" with local phone service. The phone number servicing the vacation rental shall be listed below and also included in the property management plan.

Phone Number.: 360-642-0071

**Parking.** The vacation rental shall have one off-street parking space per each bedroom in the unit with a minimum of two off-street parking spaces required. Please indicate the number of parking spaces below and be sure to identify the size and location of parking areas on the site plan.

Number of Parking Spaces: 3 Number of Bedrooms: 3

**Garbage.** Provisions shall be made for garbage removal during rental periods and said provisions shall be documented in the property management plan. Proof of said service shall be provided on request by Pacific County. Any complaints regarding littering or garbage shall be resolved immediately.

*Will comply with this requirement* [X]

Name of Garbage Service Provider: Pacific Rentals Self-Haul : [X]

**Appearance.** The exterior of the building(s) shall retain a residential appearance with house numbers maintained on the front of the building and visible from the street or road. No junk or garbage shall be allowed to accumulate in any yard and all vehicles shall park in designated parking areas (show parking areas on site plan).

*Will comply with this requirement* [X]

The vacation rental shall be operated in a way that will prevent disturbances to neighboring properties not typical of a residential neighborhood, including, but not limited to, loud music, loud noises, excessive traffic, loud and uncontrolled parties, junk/debris/garbage accumulation in the yards, trespassing, barking dogs, or excess vehicles, boats, or recreational vehicles parked in the streets in front of the unit.

*Will comply with this requirement* [X]

**Signage.** One sign either attached to the dwelling or placed in front of the dwelling and no larger than (4) four square feet in size is allowed. No off premise signage or advertising is permitted. Please indicate the type of signage proposed or submit a scaled drawing of the proposed sign and be sure to identify the location of any proposed signage on the site plan.

No additional signage will be necessary since the property address number are located on a post located on N Alley Road.

On properties containing both a residential dwelling and an accessory residential dwelling, only one (1) residential structure may be licensed as a vacation rental, but not both.

*Will comply with this requirement* [X]

**Access.** The road access to the vacation rental shall be constructed to meet minimum Pacific County Road Standards. Vacation rentals on private lanes and driveways shall meet the minimum twenty-foot (20') side to side clearance (horizontal) between obstructions as referenced in the Uniform Fire Code Standards. The access shall be adequately maintained and remain clear of obstructions, including illegally parked cars, recreational vehicles, boats, trailers, junk, etc., to ensure the unimpeded passage of emergency vehicles and other vehicular traffic.

*Will comply with this requirement* [X]

**Property Management Plan.** A property management plan shall demonstrate how the vacation rental will be managed and how impacts to neighboring properties will be minimized. The plan will be submitted for review and approval as part of the permitting and licensing process. The property management plan shall also include:

a. Property manager's name and phone number;
b. Local point of contact who is responsible for responding immediately to complaints, i.e., clean up garbage, manage unruly tenants, etc.;
c. Statement regarding how garbage removal is to be conducted;
d. The "land line" phone number to the vacation rental;
e. Statement identifying emergency procedures the occupants are to follow in case of an emergency; and;
f. Identification and location of parking spaces available; and how the parking standards are to be met.

The **approved** property management plan shall be mailed to all adjoining property owners within three hundred feet (300') as a condition of license approval and shall be prominently and permanently displayed inside the unit near the front entrance of the vacation rental, along with the vacation rental license. Revisions to the approved property management plan and/or local point of contact will require review and approval by Pacific County and remailing to all adjoining property owners within 300'.

*Please check to indicate you have completed the property management plan* [X]

**Pets.** Pets shall be secured at all times while on the property. Nuisance barking by pets is prohibited. Horses are only allowed to be kept in the following zoning districts: Rural Lands (RL), Rural Residential (RR), Mixed Use (MU) and Tokeland Mixed Use (MU-T).

*Will comply with this requirement* [X]

**SECTION 2: SPECIAL USE PERMIT (Special Use Applications Only)**
**Please read and provide a brief written statement as to how the proposed vacation rental meets or complies with the following special use criteria.**

**Describe how the proposed vacation rental is compatible with the character and appearance of existing or proposed developments in the vicinity and with the physical characteristics of the subject property.**

NO changes will be made to the current character and appearance of the property which already aligns with the neighborhood.

**Describe the infrastructure which will serve the proposed special use, including but not limited to roads, fire protections, water, wastewater disposal, and stormwater control.**

The septic system has passed inspection; water is supplied by a private well; property access is provided by maintained private road beginning at N Alley Rd; N Alley Road is a county road maintained by Pacific Cty.; Property is serviced by Pacific Cty. Fire District #1.

**Describe the location, size, and height of all existing and proposed buildings, structures, signage, walls, fences, and screening vegetation of the projects. Will the location, size and height of buildings, structures, walls and fences, and screening vegetation for the vacation rental hinder or discourage the permitted development or use of other properties in the immediate vicinity of the special use?**

The home is approximately 2225 sq. ft. It has a small detached tool storage shed located away from the home; mature trees are located on the south side of the home providing privacy and quietness for the residents; property is fenced from N Alley up to the property's western upland boundary which does not limit or restrict the interests of the surrounding property owners.

**Describe any noise, smoke, dust, fumes, vibrations, odors, outdoor lights or other impacts that will be generated by the proposed vacation rental. How will these factors be mitigated?**

There are "Rules of the House" that will be enforced by the property management that include, but are not limited to, restrictions on parties, quiet hours, excessive outdoor lighting, etc.

**Describe the pedestrian and vehicular traffic, and the parking areas, associated with the vacation rental. Will the proposed vacation rental impact any existing or anticipated traffic in the immediate vicinity?**

The property is accessed by a gated - private drive and private property parking; there is no street parking available.

**Describe how granting the special use permit for the vacation rental will not be materially detrimental to the public health, safety, welfare, use or interest, or injurious to property or improvements in the vicinity.**

The vacation property will be rented and maintained to the highest standards and will not be materially detrimental relative to the interests outlined above.

**Is there anything else you would add which supports your application?**

Property has been owned by the applicants for over 20 years, kept and maintained to the highest standards. The property is approx. 1.8 acres, with Washington State property bordering on the north and south areas; the property extends from N Alley to the Mean High Tide of the Pacific Ocean; renters have access to the ocean beach via a private walkway. Renters will comply with at minimum, "The House Rules" that are designed with the interests of our neighbors paramount.

## SECTION 3: VACATION RENTAL LICENSING (Permitted & Special Use Applications)

**Please read and check each box indicating that you understand each of the items below and that you will comply with the item(s) listed:**

☒ Vacation Rental licenses are issued annually and are non-transferable if ownership is transferred.

☒ Satisfactory completion of an O&M inspection of the on-site septic system (OSS) will be required prior to the submittal of the initial vacation rental application and every three years thereafter, or more frequently as determined by the Pacific County Health Officer. O&M inspections are performed by a third party inspector licensed by Pacific County and are completed to ensure the system is functioning properly and is not a public health hazard. OSS systems deemed sub-optimal/failed will require the submittal of a complete septic repair application prior to submitting the initial vacation rental application. The approved vacation rental permit/ license will be issued after the final inspection of the septic repair.

☒ Fire & Life Safety Inspection—A satisfactory fire and life safety inspection is required prior to the issuance of the initial vacation rental permit; and shall be required every two (2) years after to ensure fire and life safety requirements are maintained. This inspection will ensure the minimum life safety matters are considered such as adequate emergency access, working smoke detectors, stair handrails, accessible gas shut-off valves, etc. Our office will call you to arrange a day for the inspection. See the fire & life safety requirements handout included in this packet. If the inspection is not approved, you will need to make the necessary corrections and call our office to re-schedule the inspection.

☒ A floor plan is required to document the location of all beds for fire and life safety purposes. The number of beds shall not exceed the maximum occupancy. If the number of beds increases or the location of the approved bed location changes a new floor plan will be required to submitted for review/approval. Depending upon the information submitted, an addition inspection and fee may be required.

☒ Prior to the issuance of the initial vacation rental permit, the owner of record shall demonstrate that the vacation rental is registered as a business with the State of Washington and that a State Business License and Unified Business Identifier (UBI) number have been issued for the vacation rental. UBI No.: 605 378 214

☒ Proof of general liability insurance for use of the residential structure as a vacation rental (must provide written documentation from insurance company).

☒ Affidavit of Mailing—After issuance of the permit, the approved property management plan must be mailed to all property owners within 300' of the subject parcel. The affidavit must be signed and returned to our Department prior to the license issuance. You may request a list of property owners from Department of Public Works at (360) 642-9368 or (360) 875-9368.

☒ Changes to local contact/pmp will need approval and remailing Any changes to your County approved property management plan and/or local contact, will require County approval.

☒ Hearings Examiner Invoice/Fee — *The owner/applicant will be invoiced by DCD to compensate the Hearings Examiner for all services rendered, including, but not limited to, time spent in public hearing, travel, review of documents, research, and decision writing.

*I hereby declare and certify under penalty of perjury under the laws of the State of Washington that all applicable local, state and federal taxes, including lodging taxes, will be paid and the applicant/owner attests that the information provided herein is true and correct to the best of their knowledge. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application packet, may result in this permit/ license being null and void.*

**Authorized Signature:** [signature] [signature]

**Print Name:** William Barrett + Deborah Dolman (husband + wife) **Date:** 1/18/24

**Pacific County Department of Community Development**
**PLANNING • ENVIRONMENTAL HEALTH • BUILDING**
Long Beach Office 360-642-9382
South Bend Office 360-875-9356

# PRE-APPLICATION CONFERENCE WAIVER GUIDELINES

A. Pre-application review is not intended to provide an exhaustive review of all the potential issues that a given application could raise. Pre-application review does not prevent the County from applying all relevant laws to the applicant. The purposes of pre-application review are:

- To acquaint County agency staff with a sufficient level of detail about the proposed development to enable staff to advise the applicant accordingly;
- To determine general consistency with any relevant comprehensive plan and development regulations;
- To identify applicable regulations and permit needs, including permit fees;
- To identify permits/requirements from other agencies, to the extent known;
- To provide early identification of study requirements, issues, and potential mitigation requirements;
- To acquaint the applicant with the applicable requirements of local ordinances and other law; and
- To provide an opportunity for other agency staff and the public to be acquainted with the proposed application and applicable law. Although members of the public can attend a pre-application conference, it is not a public hearing, and there is no obligation to receive public testimony or evidence.

B. Pre-Application review is required for Type II or III applications unless:

- Ordinance 177 or the review authority expressly exempts the application(s) in question from pre-application review; or
- The applicant submits a completed form provided by the review authority requesting waiver of pre-application review and the waiver is granted. The form shall state that waiver of pre-application review increases the maximum time for review for technically complete status and increases the risk the application will be rejected or processing will be delayed. Pre-application review generally should be waived by the review authority only if an application is relatively simple.

C. To initiate pre-application review, an applicant shall submit a completed form provided by the review authority for that purpose, the required fee, and all information required by the relevant section(s) of County ordinances and other applicable regulations. The applicant shall provide one (1) copy of information that does not pertain to subdivisions, nine (9) copies of information pertaining to short subdivisions, and fifteen (15) copies of information pertaining to subdivisions.

D. Information not provided on the form shall be provided on the face of the preliminary plat, in an environmental checklist, or on other attachments. The review authority may modify requirements for pre-application materials and may conduct a pre-application review with less than all of the required information. However, failure to provide all of the required information may prevent the review authority from identifying all applicable issues or providing the most effective pre-application review.

E. Within twenty-one (21) calendar days after acceptance of an application for pre-application review, the review authority shall schedule a pre-application conference or exempt the application from pre-application review.

F. The review authority shall coordinate the involvement of agency staff responsible for planning, development review, roads, utilities and other subjects, as appropriate, in the pre-application review process. Relevant staff shall attend the pre-application conference or shall take other steps to fulfill the purposes of pre-application review.

G. The pre-application conference should be held as soon as practicable after the review authority accepts the application for pre-application review.

H. Within fourteen (14) calendar days after the date of the pre-application conference, the review authority shall mail to the applicant, and to other parties who submit a request in writing, a written summary of the pre-application review. The written summary generally shall do the following to the extent practicable given the information provided by the applicant:

- Summarize the proposed application(s):
- Identify the relevant approval criteria and development standards in County ordinances or other applicable law, and delineate exceptions, adjustments or other variations from applicable criteria or standards that may be relevant;
- Evaluate information the applicant offered to comply with the relevant criteria and standards, and identify specific additional information that is needed to respond to the relevant criteria and standards or that is recommended to respond to other issues;
- Identify applicable application fees in effect at the time, with a disclaimer that fees may change;
- Identify information relevant to the application that may be in the possession of the County or other agencies of which the County is aware, such as:

    1. Comprehensive plan map designation and zoning of the property subject to the application and of the surrounding vicinity;
    2. Physical development limitations, such as steep or unstable slopes, critical areas and natural resources on site, wetlands, well-head protection areas, water bodies, and water availability that exist on the property subject to the application and on the surrounding vicinity;
    3. Those public facilities that will serve the property subject to the application, including fire services, roads, and if residential, parks and schools, and relevant service considerations, such as minimum access and fire flow requirements or other minimum service levels; and
    4. Other applications that have been approved or are being considered for land in the vicinity of the property subject to the proposed application that may affect or be affected by the proposed application.

I. An applicant may submit a written request for a second pre-application conference within one (1) calendar year after an initial pre-application conference. There is no additional fee for a second conference if the proposed development is substantially similar to the one reviewed in the first pre-application conference or if it reflects changes based on information received at the first pre-application conference. A request for a second pre-application conference shall be subject to the same procedure as the request for the initial pre-application conference.

J. A new request for, or waiver of, pre-application review for a given development shall be filed unless the applicant submits a counter complete application that the review authority determines to be substantially similar to the subject of a pre-application review within one (1) calendar year after the last pre-application conference or after approval of waiver of pre-application review.

For additional information about the Pre-Application Conference Waiver, Pacific County Ordinance 177, please contact a Planner at our Long Beach office (360) 642-9382 or South Bend office (360) 875-9356.

# Development Permit Application

**Pacific County Department of Community Development**
**Internet Address:** www.co.pacific.wa.us

| OFFICE USE ONLY |
|---|
| **PERMIT FEES:** |
| Issued Date: |
| Issued By: |

| PROPERTY OWNER INFORMATION | ☒ Contact Person: Deborah Dolman |
|---|---|
| Name: William Barrett and Deborah Dolman | |
| Mailing Address: 3112 NW TALL Fir Lane | |
| City/State/Zip: Poulsbo, WA 98370 | |
| Phone: 360-900-6165 | Phone: |
| Email: ddolman3112@gmail.com | |

| APPLICANT INFORMATION | ☒ Contact Person |
|---|---|
| Name: Deborah Dolman | |
| Mailing Address: 3112 NW TALL Fir Lane | |
| City/State/Zip: Poulsbo, WA 98370 | |
| Phone: 360-900-6165 | Phone: |
| Email: | |

**DESCRIPTION OF WORK**

Short term vacation rental permit

**JOB SITE INFORMATION AND LOCATION**

| | |
|---|---|
| Job Site Address: 13101 N Alley Road Long Beach, WA 98631 | Tax Parcel ID No.: 1113323155, 1113323084, 74075001014 |
| Legal Description: | Township/Range/Section / / |
| Directions to Site: At the intersection of Hwy 103 and cranberry road turn left (towards ocean), turn right onto N Alley Road. Should be about 7 houses on left to 13101 N Alley. | |

Legal Description and Tax Parcel Number can be found on your tax statement, the Pacific County web site address listed above or by calling the Assessor's office at 360-642-9301 or 360-875-9301. **Applications cannot be processed without this information.**

**Note:** If your property is in a current use program (timber, farm, agricultural, or open space), contact the Assessor before applying, as taxes may be due.

**All permits shall be picked up within 30 days of notification by the Department of Community Development that the permit is ready for issuance. Failure to pick up the outstanding permit(s) and pay all outstanding fees within the specified timeframe shall result in the forfeiture of all permit documentation and all application fees paid to date on that project. Any subsequent permitting on the same parcel by the same property owner requires the submittal of new permit application materials and the payment of all new fees at the time of application.**

**I authorize employees and officials of Pacific County and/or the Flood Control Zone District No. 1 of Pacific County the right to enter and remain on the property in question to determine whether a permit should be issued and whether special conditions should be placed on any issued permit. I have the legal authority to grant such access to the property in question.**

**I also acknowledge that if a permit is issued for land development activities, no terms of the permit can be violated without further approval by the permitting entity. I understand that the granting of a permit does not authorize anyone to violate in any way any federal, state, or local law/regulation pertaining to development activities associated with a permit.**

**I hereby certify under penalty of perjury under the laws of the State of Washington that the following is true and correct:**

1. **I have read and examined this development application, as well as the County site-plan checklist and have documented all applicable requirements on the site plan.**
2. **The information provided in this application contains no misstatement of fact.**
3. **I am the owner(s), the authorized agent(s) of the owner(s) of the above referenced property, or I am currently a licensed contractor or specialty contractor under Chapter 18.27 RCW or I am exempt from the requirements of the Chapter 18.27 RCW.**
4. **I understand this permit is subject to all other local, state, and federal regulations.**

***Note: This application will not be processed unless the above certification is endorsed by an authorized agent of the owner(s) of the property in question and/or the owner(s) themselves. If Pacific County and/or the Flood Control Zone District No.1 of Pacific County has reason to believe that erroneous information has been supplied by an authorized agent of the owner(s) of the property in question and/or by the owner(s) themselves, processing of the application may be suspended.***

Printed Name: William Barrett + Deborah Dolman

| Authorized Signature: | Date: 1/8/24 |
|---|---|


**SOUTH BEND OFFICE**
P.O. Box 68
South Bend, WA 98586
(360) 875-9356 FAX (360) 875-9304

**LONG BEACH OFFICE**
7013 Sandridge Rd.
Long Beach, WA 98631
(360) 642-9382 FAX (360) 642-9387




*All documents and information submitted in conjunction with this application is subject to Public Disclosure in accordance with RCW 42.56*

# Pre-Application Conference Waiver

**Pacific County Department of Community Development**
Internet Address: www.co.pacific.wa.us

| OFFICE USE ONLY |
|---|
| |

| REQUIRED INFORMATION | |
|---|---|
| Tax Parcel ID Number: | 11113323155, 11113323084, 74075001014 |
| Property Owner: | William Barrett + Deborah Dolman, husband + wife |
| Applicant: | Barrett + Dolman |
| Phone: 360-900-6165 | Fax: none |
| Email: | ddolman3112@gmail.com |

Please check the box type(s) of application you are requesting a pre-application conference waiver from.

**TYPE II APPLICATIONS**

- ☐ Flood Plain Variance
- ☐ Critical Areas & Resources Lands Variance /Viable Use Exception
- ☒ Special Use Permit
- ☐ Short Plat Variance
- ☐ Large Lot Subdivision
- ☐ Residential Shoreline Substantial Development Permit
- ☐ Wetland Mitigation Bank
- ☐ Administrative Variance (11-25%)

**TYPE III APPLICATIONS**

- ☐ Oysterville Design Review Board
- ☐ Non-residential Shoreline Substantial Development Permit
- ☐ Zoning Variance
- ☐ Conditional Use Permit
- ☐ Binding Site Plan
- ☐ Subdivision
- ☐ Rezone (Site Specific)
- ☐ Vacation/Alteration of a Subdivision

I understand the waiver of a pre-application conference increases the maximum time for review for technically complete status and increases the risk the application will be rejected or processing will be delayed.

Authorized Signature: [signature] [signature]

| Print Name: | Date: |
|---|---|
| William Barrett + Deborah Dolman | 1/18/24 |


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Pacific County

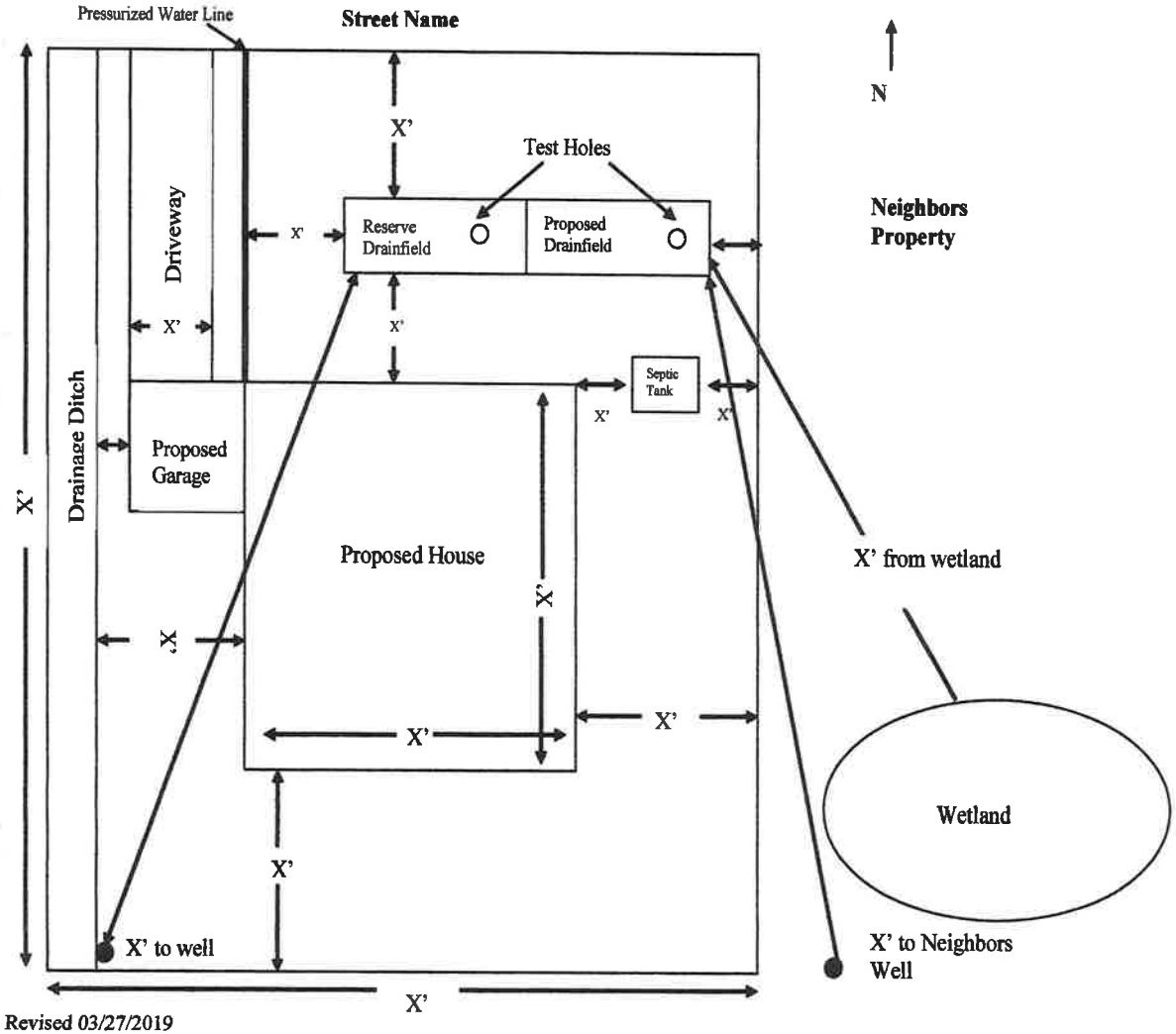
DEPARTMENT OF COMMUNITY DEVELOPMENT

BUILDING • ENVIRONMENTAL HEALTH • PLANNING

## Example Site Plan

Follow Checklist when drawing site plan
Drawn to Scale 1" = 20ft
"X" = Distance

Note: Any changes to your site plan will require re-submittal and a re-submittal fee may be charged.




Revised 03/27/2019

## Site Plan Requirements Checklist

All site plans shall be clearly and accurately drawn to scale on paper no larger than 11"x 17" and must indicate all of the information listed below. For ease of drawing the site plan, use the graph paper provided with your application packet. For each item, mark either "shown" or "N/A" as appropriate for your project.

This checklist must be completed and included with all site plans. Any site plan without this checklist may be rejected and returned to the applicant for correction. 1111 3323155, 1111 3323084,

**Parcel No.:** 74075001014

### A. General Property Information:

| Shown | N/A | |
|---|---|---|
| ☒ | ☐ | Property Lines, including dimensions. |
| ☒ | ☐ | North arrow and site plan scale. |
| ☒ | ☐ | Marine waters, lakes, ponds, streams, creeks and wetlands. |

### B. Existing Property Improvements:

| Shown | N/A | |
|---|---|---|
| ☒ | ☐ | Locations and dimensions of all existing structures on the property in relation to property lines. |
| ☒ | ☐ | Location of any existing wells and their 100' well radius. |
| ☐ | ☐ | Location of all existing drainfields on the site including; the locations of existing drainfields on adjacent properties within 100' of any well. |
| ☐ | ☐ | Location of existing drainage systems. |
| ☒ | ☐ | Location of all existing roads, driveways, utilities, easements, and bridges. |

### C. Proposed Property Improvements:

| Shown | N/A | |
|---|---|---|
| ☐ | ☐ | Location and dimensions of all proposed structures with setbacks shown to property lines, other structures, wetlands, etc. |
| ☐ | ☐ | Location of all proposed wells and their 100' well radius. |
| ☐ | ☐ | Location and dimensions of all proposed septic systems including; tanks, drain-fields, reserve areas, and pre-treatment units. |
| ☐ | ☐ | Location and dimensions of all proposed drainage systems. |
| ☐ | ☐ | Location and dimensions of all proposed roads, driveways, parking areas, and utilities. |
| ☐ | ☐ | Location/extent of all clearing, grading and filling. |

Signature: [signature] Date: 1-18-24

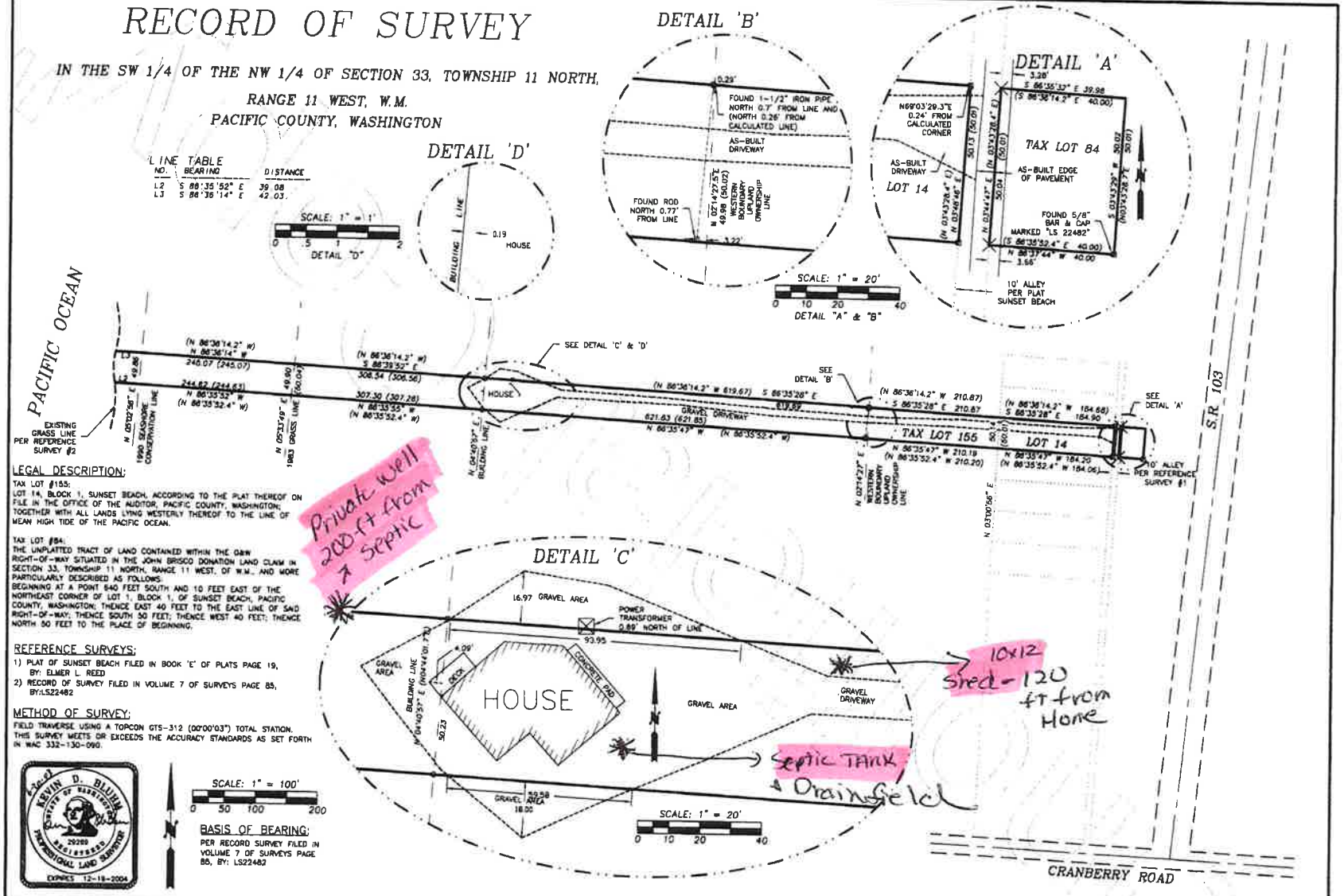
3063475 30

# RECORD OF SURVEY

IN THE SW 1/4 OF THE NW 1/4 OF SECTION 33, TOWNSHIP 11 NORTH, RANGE 11 WEST, W.M.
PACIFIC COUNTY, WASHINGTON

LINE TABLE

| NO. | BEARING | DISTANCE |
|---|---|---|
| L2 | S 88°35'52" E | 39.08 |
| L3 | S 88°36'14" E | 42.03 |




## LEGAL DESCRIPTION:

TAX LOT #155:
LOT 14, BLOCK 1, SUNSET BEACH, ACCORDING TO THE PLAT THEREOF ON FILE IN THE OFFICE OF THE AUDITOR, PACIFIC COUNTY, WASHINGTON; TOGETHER WITH ALL LANDS LYING WESTERLY THEREOF TO THE LINE OF MEAN HIGH TIDE OF THE PACIFIC OCEAN.

TAX LOT #84:
THE UNPLATTED TRACT OF LAND CONTAINED WITHIN THE 66w RIGHT-OF-WAY SITUATED IN THE JOHN BRISCO DONATION LAND CLAIM IN SECTION 33, TOWNSHIP 11 NORTH, RANGE 11 WEST, OF W.M., AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT A POINT 640 FEET SOUTH AND 10 FEET EAST OF THE NORTHEAST CORNER OF LOT 1, BLOCK 1, OF SUNSET BEACH, PACIFIC COUNTY, WASHINGTON; THENCE EAST 40 FEET TO THE EAST LINE OF SAID RIGHT-OF-WAY; THENCE SOUTH 50 FEET; THENCE WEST 40 FEET; THENCE NORTH 50 FEET TO THE PLACE OF BEGINNING.

## REFERENCE SURVEYS:

1) PLAT OF SUNSET BEACH FILED IN BOOK 'E' OF PLATS PAGE 19, BY: ELMER L. REED
2) RECORD OF SURVEY FILED IN VOLUME 7 OF SURVEYS PAGE 85, BY: LS22482

## METHOD OF SURVEY:

FIELD TRAVERSE USING A TOPCON GTS-312 (00°00'03") TOTAL STATION. THIS SURVEY MEETS OR EXCEEDS THE ACCURACY STANDARDS AS SET FORTH IN WAC 332-130-090.

KEVIN D. BLUHM — STATE OF WASHINGTON — 29269 — REGISTERED PROFESSIONAL LAND SURVEYOR — EXPIRES 12-18-2004

SCALE: 1" = 100'

## BASIS OF BEARING:

PER RECORD SURVEY FILED IN VOLUME 7 OF SURVEYS PAGE 85, BY: LS22482

**AUDITOR'S CERTIFICATE** 3063475

FILED FOR RECORD THIS 23rd DAY OF JUNE, 2003 AT 4:04 p.m. IN BOOK 16 OF SURVEYS AT PAGE 30

AT THE REQUEST OF BLUHM & ASSOCIATES LAND SURVEYORS, INC.

Pat M. Gardner

COUNTY AUDITOR Suzanne Hemmicke Dep.

**SURVEYOR'S CERTIFICATE**

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT AT THE REQUEST OF RICK PRICE IN JUNE 2003

KEVIN BLUHM - LICENSE NO. 29269

LEGEND:

- O FOUND 3/4" GALVANIZED IRON PIPE
- □ FOUND 3/4" IRON PIPE OR AS NOTED
- X FOUND PK NAIL
- (XXX) RECORDED BEARING AND DISTANCE PER REFERENCE SURVEY #2


**BLUHM & ASSOCIATES LAND SURVEYORS, INC.**
1068 S. MARKET BLVD. CHEHALIS, WA 98532
PHONE (360) 748-1551 FAX (360) 748-6282


| | | |
|---|---|---|
| DRAWN BY: MALINDA WILHELMI | DATE: JUNE 10, 2003 | JOB # 03-281 COMP 4 |
| CHECKED BY: KEVIN BLUHM | SCALE: 1" = 100' | SHEET 1 OF 1 |

Pacific County

DEPARTMENT OF COMMUNITY DEVELOPMENT

BUILDING • ENVIRONMENTAL HEALTH • PLANNING

# FIRE AND LIFE SAFETY REQUIREMENTS

## BED AND BREAKFAST-VACATION RENTALS

1. **SMOKE DETECTORS/CARBON MONOXIDE DETECTORS**
   A. ALL DETECTORS MUST BE HARD WIRED WITH BATTERY BACK UP UNLESS PRACTICAL DIFFICULTIES PREVENT THIS. IN THESE CASES, BATTERY OPERATED DETECTORS MAY BE ALLOWED.
   B. ONE COMBINATION SMOKE/CARBON MONOXIDE DETECTOR IS REQUIRED OUTSIDE OF EACH SEPARATE SLEEPING AREA IN THE IMMEDIATE VICINITY OF ALL BEDROOMS.
   C. ONE SMOKE DETECTOR IS REQUIRED IN EACH BEDROOM.
   D. ONE SMOKE DETECTOR/CARBONMONOXIDE DETECTOR IS REQUIRED ON EACH FLOOR LEVEL.

2. **EACH BEDROOM MUST HAVE AN ACCEPTABLE MEANS OF EMERGENCY EGRESS.**
   A. WINDOW THAT OPENS DIRECTLY TO THE EXTERIOR (MINIMUM 5.7 SQUARE FEET OF OPENABLE AREA OR LARGE ENOUGH, IN THE JUDGEMENT OF THE INSPECTOR, TO ALLOW A REASONABLE MEANS OF ESCAPE.)
   B. OR A DOOR THAT OPENS DIRECTLY TO THE EXTERIOR.

3. **EXIT SIGNS (HARD WIRED W/BATTERY BACKUP) AND EMERGENCY EXIT LIGHTING MAY BE REQUIRED IN COMPLICATED OR UNUSUAL EXITING SITUATIONS.**
   A. AT TOP OF STAIRS AND AT CORRIDORS/HALLWAYS.
   B. NEAR MAIN EXIT.

4. **POST EXIT DIAGRAM IN EACH SLEEPING AREA AND AT CORRIDOR/HALLWAYS.**

5. **PORTABLE FIRE EXTINGUISHERS SHALL BE INSTALLED PER NFPA 10. A MINIMUM OF ONE PORTABLE FIRE EXTINGUISHER, WITH A MINIMUM RATING OF 2-A:10-B:C SHALL BE PROVIDED PER FLOOR LEVEL OF A LIVING UNIT, WITH A MAXIMUM OF 40 FEET OF TRAVEL DISTANCE TO THE EXTINGUISHER. THEY MUST BE VISIBLE AND READILY ACESSIBLE, AND INSTALLED ON AN APPROVED BRACKET OR SHELF NO MORE THAN 5 FEET ABOVE THE FLOOR.**

6. **THE ANNUAL LICENSE IS REQUIRED TO BE POSTED IN A VISIBLE LOCATION WITHIN THE PREMISE.**

7. **A HARDWIRED PHONE IS REQUIRED TO BE INSTALLED WITH A NOTICE POSTED TO CALL 911 IN THE EVENT OF AN EMERGENCY. THE NOTICE SHALL ALSO CONTAIN THE ADDRESS TO THE PREMISE.**

8. **THE PREMISE ADDRESS MUST BE PLACED IN A POSITION THAT IS PLAINLY LEGIBLE AND VISIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY.**

Revised 9/2/2020

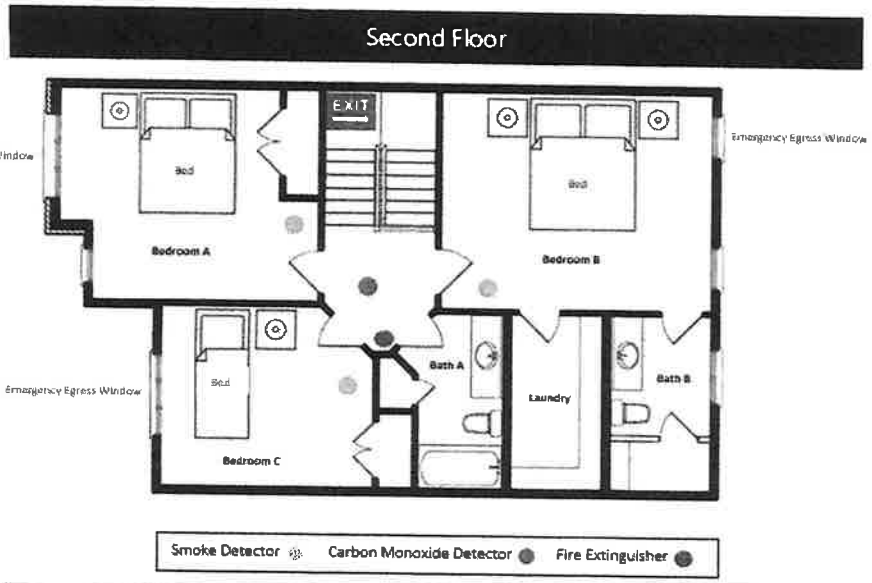
1216 W. Robert Bush Dr., PO Box 68, South Bend, WA 98586 ph 360.875.9356, fax 360.875.9304
7013 Sandridge Rd., Long Beach, WA 98631 ph 360.642.9382, fax 360.642.9387

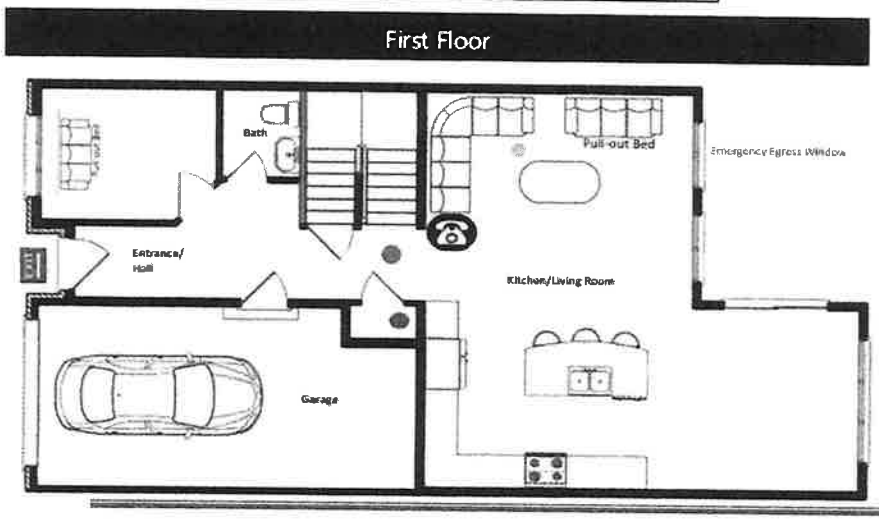
*Pacific "County is an Equal Opportunity Employer & Provider"*

# Pacific County
## DEPARTMENT OF COMMUNITY DEVELOPMENT

BUILDING • ENVIRONMENTAL HEALTH • PLANNING

### Floor Plan Example:




### Floor Plan Checklist:

Floor plans shall be clearly and accurately drawn to scale on paper no larger than 11" x 17" and must indicate all of the information listed below. This checklist must be completed and included with all floor plans. Any floor plan without this checklist may be rejected and returned to the applicant for correction.

- [x] Floor Designation *(i.e. 1st floor, 2nd floor, basement, etc.)*
- [x] Description of Room Type
- [x] Bed Locations
- [x] Emergency Egress Windows/Exits *(see Pacific County Egress Handout)*
- [x] Hard Wired Smoke Alarms
- [x] Hard Wired Carbon Monoxide Alarms
- [x] Fire Extinguisher *(ABC type Extinguisher)*
- [x] Hard Wired Phone/Land-line
- [x] Property Address posted near Hard Wire Phone
- [ ] Emergency Egress Path Map *(if applicable)*
- [ ] Exit Signs *(if applicable)*

By signing below, you are acknowledging that the above items are included on your floor plan and that all emergency egress exits meet the required codes.

Parcel No.: 11113323155 (House)

Signature: [illegible] Date: 1/18/24

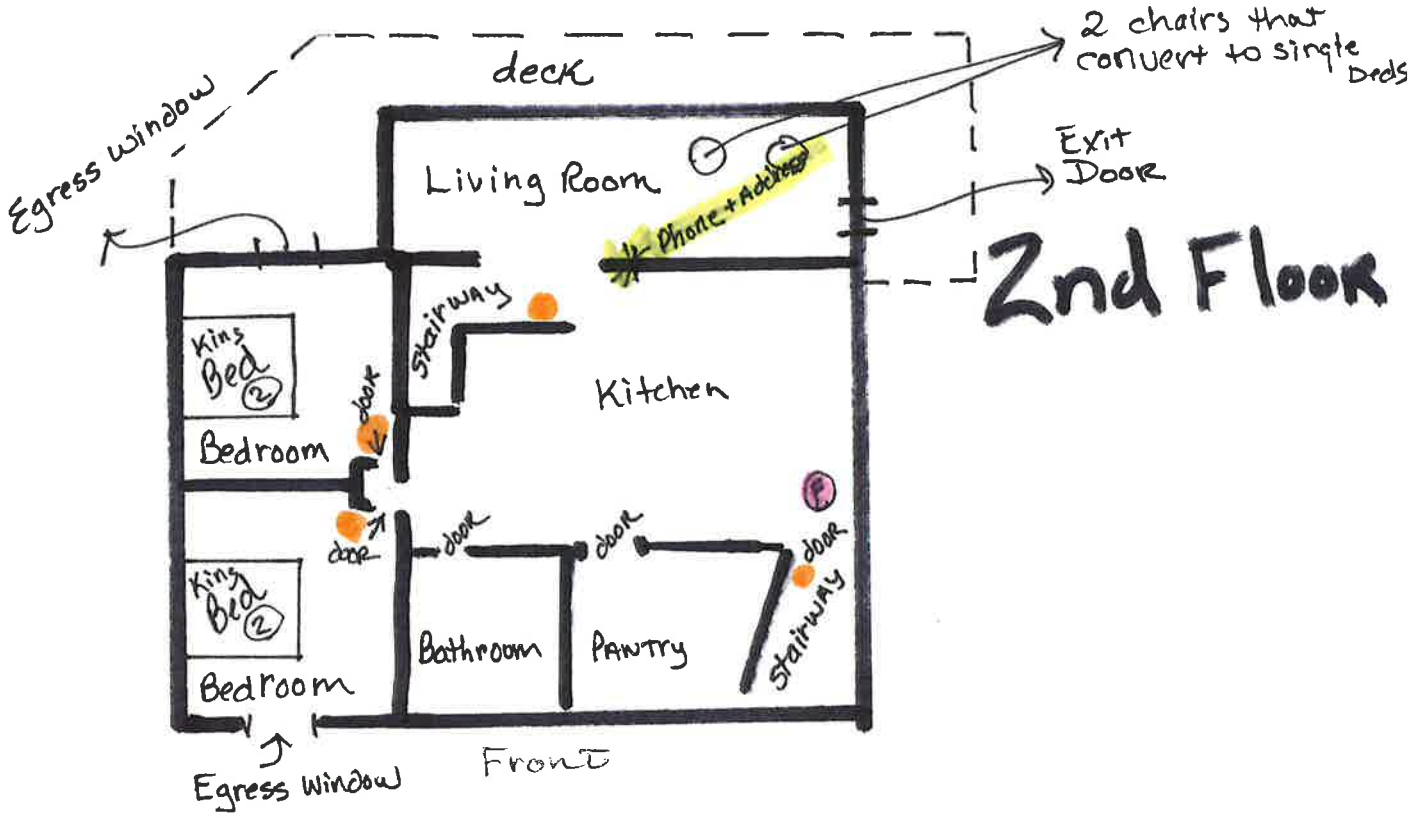
Note: Any changes to your approved floor plan will require resubmittal.

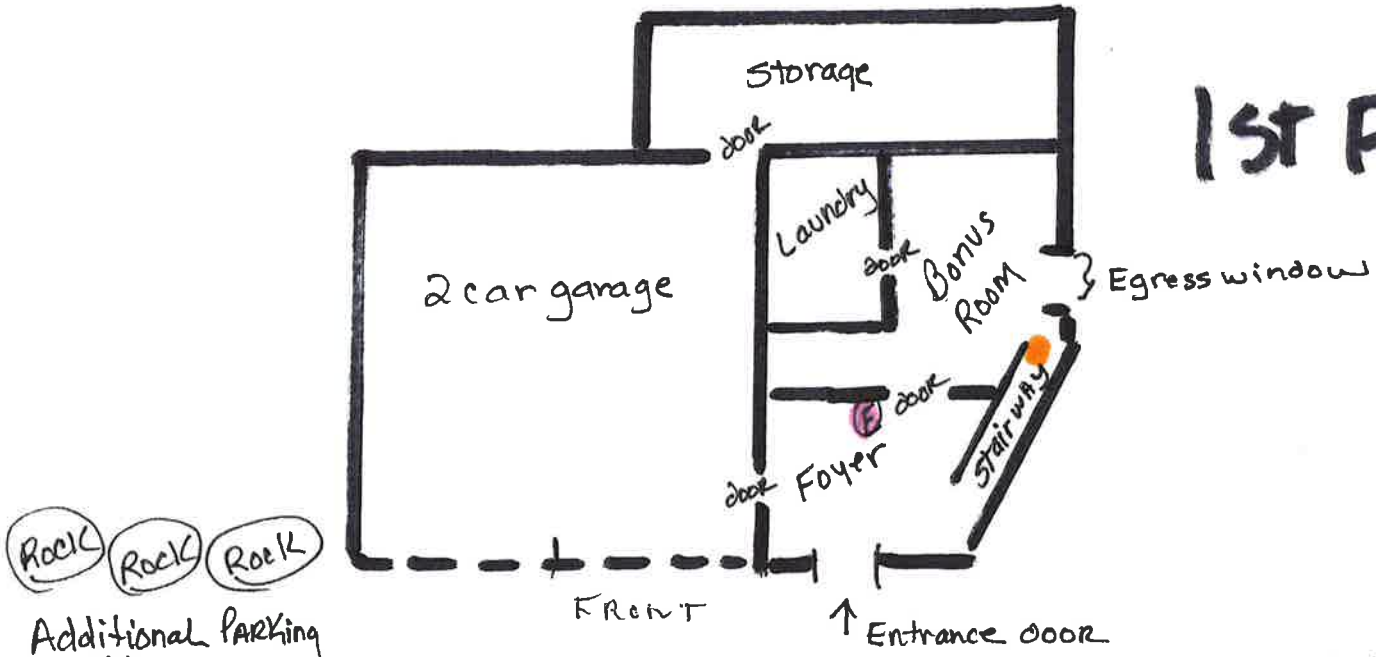
1216 W. Robert Bush Dr., PO Box 68, South Bend, WA 98586 ph 360.875.9356, fax 360.875.9304
7013 Sandridge Rd., Long Beach, WA 98631 ph 360.642.9382, fax 360.642.9387

*"Pacific County is an Equal Opportunity Employer & Provider"*

Property is Approx. 1.8 acres
Partially fenced to
Western upland Boundary

3rd Floor




F = fire extinguisher  #- = Phone + Address  S/C = smoke/carbon monoxide Alarm

# Operational Permit Application

**Pacific County Department of Community Development**
Internet Address: www.co.pacific.wa.us

**OFFICE USE ONLY**

Issued Date: _____

Issued By: _____

| PROPERTY OWNER INFORMATION | |
|---|---|
| Name: William Barrett and Deborah Dolman | |
| Address: 3112 NW TALL Fir Lane | |
| City/State/Zip: Poulsbo, WA 98370 | |
| Phone: 360-900-6165 | Phone: |
| Email: ddolman3112@gmail.com | |

| BUSINESS INFORMATION | |
|---|---|
| Business Name: Pacific Paradise Property Management | |
| Mailing Address: 3112 NW TALL FIR Lane | |
| City/State/Zip: Poulsbo, WA 98370 | |
| Phone: 360-900-6165 | Phone: |
| Email: ddolman3112@gmail.com | |

| BUSINESS OWNER INFORMATION (If on leased Land) | |
|---|---|
| Business Owner Name: | |
| Mailing Address: | |
| City/State/Zip: | |
| Phone: | Phone: |
| Email: | |

| TYPE OF PROJECT / O&M SCHEDULE | |
|---|---|
| Food Establishment - Every 3 years | ☐ |
| Short Term Vacation Rental - Every 3 years | ☒ |
| Table VI /Waiver - Annually or as determined by waiver | ☐ |
| School - Every 3 years | ☐ |
| RV Park/Campground - Every 3 years | ☐ |
| Food Est w/ a Table VI Repair - Annually | ☐ |

| JOB SITE INFORMATION AND LOCATION |
|---|
| Tax Parcel ID No.: 11113323155 (House), 74075001014, 11113323084 |
| Job Site Address: 13101 N Alley Road Long Beach, WA 98631 |
| Type/Name of Water: Private well |

The Tax Parcel ID Number can be found on your tax statement, the Pacific County web site address listed above or by calling the Assessor's office at 360-642-9301 or 360-875-9301. **Applications cannot be processed without this information.**

**In accordance with the Pacific County Board of Health Ordinance 3E, as the owner of the on-site septic system which is the subject of this application, you are required to obtain an Operational Permit from Pacific County. This permit requires an Operation and Maintenance (O&M) inspection by a third party inspector licensed by Pacific County and is done to ensure your system is functioning properly and is not a public health hazard. In order to meet the minimum Operational Permit requirements please provide the following:**

- **Current Operation & Maintenance Inspection (O&M)**
- **This application with signature below**

**Note: This O&M inspection must be submitted and reviewed by Pacific County prior to permitting/licensing the proposed project.**

***By signing this application, as owner, or the authorized agent(s) of the owner(s) of the property which is the subject of this application, I acknowledge that I will be required to submit an O&M inspection of the on-site septic system as performed by a licensed Operation & Maintenance Specialist determined by the type of project listed above. The next year the O&M Inspection needs to be submitted will be reflected on your license/permit.***

Authorized Signature: [signature]

Print Name: William Barrett and Deborah Dolman | Date: 1/18/24


**SOUTH BEND OFFICE**
P.O. Box 68
South Bend, WA 98586
(360) 875-9356 FAX (360) 875-9304

**LONG BEACH OFFICE**
7013 Sandridge Road
Long Beach, WA 98631
(360) 642-9382 FAX (360) 642-9387




*All documents and information submitted in conjunction with this application is subject to Public Disclosure in accordance with RCW 42.56*

PACIFIC RENTALS
VACATION LONG TERM EXECUTIVE

# Property Management Plan

The address here is 13101 N Alley Rd Long Beach WA, 98631

The landline number is 360-642-0071

This home is managed by Pacific Rentals. Please call us at 360-624-4549 if you have any questions during your sta y. After hours, please call 360-214-0936 if you need urgent maintenance. **If you have a medical emergency or need to report a fire please call 911.**

The maximum number of people allowed to stay at this home is 8 in total, including all children over the age of 2 years old. No smoking, fireworks nor outdoor fires are allowed since the dune grass if very flammable. You may have a beach fire as long as it is over 100ft from the dune grass.

Please park in the garage or/and in front of the garage. Do not block the lane to the house at any time because the lane is also for emergency vehicles. Street parking is not allowed.

We ask that you respect neighbors in adjacent properties and comply with quiet hours from 10pm – 8am. Please refrain from trespassing, littering or parking on adjoining properties. If you have a pet please keep them on a leash at all times in an unfenced area. Please remember to pick up after your pet.

A garbage receptacle is provided in the garage. Trash will be collected and disposed of by Pacific Rentals. Placement each week will be executed by Pacific Rentals.

We appreciate your cooperation with the rules. Failure to comply can result in civil penalties for occupants.

**Emergency procedure; In case of an emergency, dial 911. You are in Long Beach Washington. Fire extinguishers are located on each floor, one in the entry way, kitchen and master bedroom. In case of a fire, dial 911 and follow the exit signs that are posted.**

## SECTION 11 – RURAL RESIDENTIAL DISTRICT (R-R)

A. INTENT

The Rural Residential District is established to promote and protect low-density residential neighborhoods that exist in harmony with the natural environment. It is the intent of the District to promote a rural residential lifestyle by protecting environmental values, limiting population density to one dwelling unit per acre, permitting a variety of housing choices including both mobile/manufactured housing and stick built/site built housing, and permitting a variety of accessory activities, including limited recreational vehicle use and personal agricultural usage. These areas are typically served by on-site sewage disposal systems and individual domestic wells. Generally, many of the uses, activities and densities found on the Long Beach Peninsula are indicative of the Rural Residential Land Use District.

B. PERMITTED USES

1. One single-family residential dwelling per lot of record that meets the applicable standards in either Subsection 21.D, Residential Housing Standards, or Subsection 21.E, Mobile/Manufactured Housing Standards.

2. One two-family dwelling (Duplex), or two single-family residential dwellings per lot of record.

3. Churches, community centers, schools, day care centers, pre-school centers, public parks, church affiliated campgrounds, campgrounds operated by a non-profit organization, and youth camps.

4. Normal public services, facilities and utilities, including but not limited to, communication and electrical power substations, water reservoirs, transmission lines, pumping service facilities, fire stations, sheriff substations, communication relay stations, and wireless communication facilities.

5. Normal uses, services, facilities and utilities typically provided by a Homeowners Association for use by its members, including but not limited to, utility and communication facilities, office buildings, restrooms, meeting rooms, maintenance buildings and yards, Recreational Vehicle storage areas, playgrounds, recreational areas, trails, roads, and other uses indicative of a Homeowners or Landowners Association.

6. Temporary Recreational Vehicle use that meet the standards in Subsection 21.I, Recreational Vehicle Usage, Occupancy and Storage.

7. The cultivation, harvest, and production of forest products or any forest crop, in accordance with Chapter 76.09 RCW and any relevant provisions of the Washington Administrative Code.

8. The cultivation, harvest, and production of ferns, moss, boughs, bark, berries, nuts, tree fruits, tree seeds, nursery stock, and Christmas trees.

9. Watershed management practices, including erosion control measures, drainage control structures, vegetation management to improve run-off characteristics, weather stations, stream gauging stations, and watershed research facilities.

10. Any use which is similar in nature, usage, and impacts to a listed permitted use.

C. ACCESSORY USES.

1. Uses incidental to a primary permitted residential use including, but not limited to, garages, storage buildings, ponds, accessory residential dwellings, small horse barns, animal pens, etc.

2. The growing, harvesting, and seasonal sales of garden and agricultural crops grown on premise.

3. The keeping and raising of domestic livestock and fowl for personal use provided that they are fenced, the animals and their feed do not create objectionable odors, unsanitary conditions or inhumane treatment as determined by the administrator or the Pacific County Health Officer, and all stalls, feeding areas, confinement areas, poultry houses, horse barns, etc., are located at least 25 feet from all adjoining property lines.

4. Home occupation uses that meet the standards contained in Subsection 21.K, Home Occupations.

5. In-home family or child day care.

6. A detached accessory living quarter for the sole use by the owner, his or her temporary guest(s) or employee(s) that meets the standards contained in Subsection 21.F, Accessory Structures/Uses.

7. The storage of commercial fishing gear, provided such storage is in an upland location above the Ordinary High Water Mark and is adequately screened from neighboring properties with either fencing or vegetation.

8. Level 1, 2 and 3 electric vehicle charging stations.

9. Any accessory use or activity similar in nature, usage, and impacts to a listed accessory use.

D. SPECIAL USES

Any use listed below requires a Special Use Permit from the Hearings Examiner and is subject to a Type II Administrative Process according to Pacific County Ordinance 177, or any amendments thereto.

1. All commercial agricultural uses, including animal husbandry, horticulture, viticulture, floriculture beekeeping and crop cultivation.

2. Signage consistent with Subsection 21.R, Signs.

3. Short Term Vacation Rentals that meet the standards contained in Subsection 21.N, Short Term Vacation Rentals.

4. Bed & Breakfast establishments, subject to the standards contained in Subsection 21.M, Bed and Breakfast Facilities.

5. Cluster developments that meet the standards contained in Subsection 21.Q, Cluster Developments.

6. Any use or activity similar in nature, usage, and impacts to a listed special use.

E. CONDITIONAL USES

Any use listed below requires a Conditional Use Permit from the Hearing Examiner and is subject to a Type III Administrative Process according to Pacific County Ordinance 177, or any amendments thereto.

1. Cottage industries that meet the standards contained in Subsection 21.L, Cottage Industries.

2. Private and public airports, landing strips, hanger facilities.

3. Retirement, boarding homes and convalescent homes; social and health rehabilitation centers; adult care centers in a building not used as a residence; and other health related services consistent with the purpose of the district.

4. Contractor storage yards, including the storage of equipment, sand, rock, gravel, logs and other materials incidental to the performance of normal or typical construction activities conducted off-site, shall be subject to the following requirements:

   a. All buildings used for the repair of machinery and equipment shall be located at least thirty (30) feet from all property lines;

   b. Outdoor storage areas shall be within a fenced area and screened from the view of surrounding properties and the adjoining public right-of-ways;

   c. No on premise sales of materials are allowed;

   d. Burning of brush, limbs and other organic debris originating off-site is prohibited; and,

   e. The use shall adhere to all other minimum standards, including signage, parking, lighting, access, etc.

5. Any use or activity similar in nature, usage, and impacts to a listed conditional use.

F. PROHIBITED USES

All other uses not listed as permitted, accessory, special, or conditional uses, or those uses not similar in nature, scale, and scope to the varying categories of uses listed above, are prohibited.

G. MINIMUM DEVELOPMENT STANDARDS.

1. The minimum allowable density for all new short subdivisions and subdivisions is subject to the requirements of Pacific County Ordinance No. 163, or any amendments thereto.

2. The minimum lot size shall be sufficient to ensure the proposed development meets minimum development standards contained within this Ordinance and other applicable regulations, including minimum parking requirements, minimum building setbacks, minimum standards for water provision, and the minimum land area required for the use of on-site sewage disposal systems. See Section 21.Y.

3. New lots created after the enactment of this Ordinance shall be consistent with the minimum lot sizes prescribed in Pacific County Ordinance 163, or any amendments thereto. Existing lots, legally created prior to the enactment of this Ordinance, are considered to be legal lots of record and are exempt from having to meet the minimum lot size requirements prescribed in Pacific County Ordinance 163, or any amendments thereto.

4. Cluster Development. Projects utilizing clustering may reduce the minimum lot size down provided the overall density of the underlying Land Use District, as established on the Pacific County Comprehensive Plan Map, remains the same, and provided the standards contained in Subsection 21.Q, Cluster Development, are met.

5. The minimum lot sizes for residential development within the Urban Growth Areas is 11,000 square feet, unless the relevant City has delineated an alternative minimum lot size.

6. The minimum lot sizes for residential development within the Seaview Urban Growth Area is 7,200 square feet.

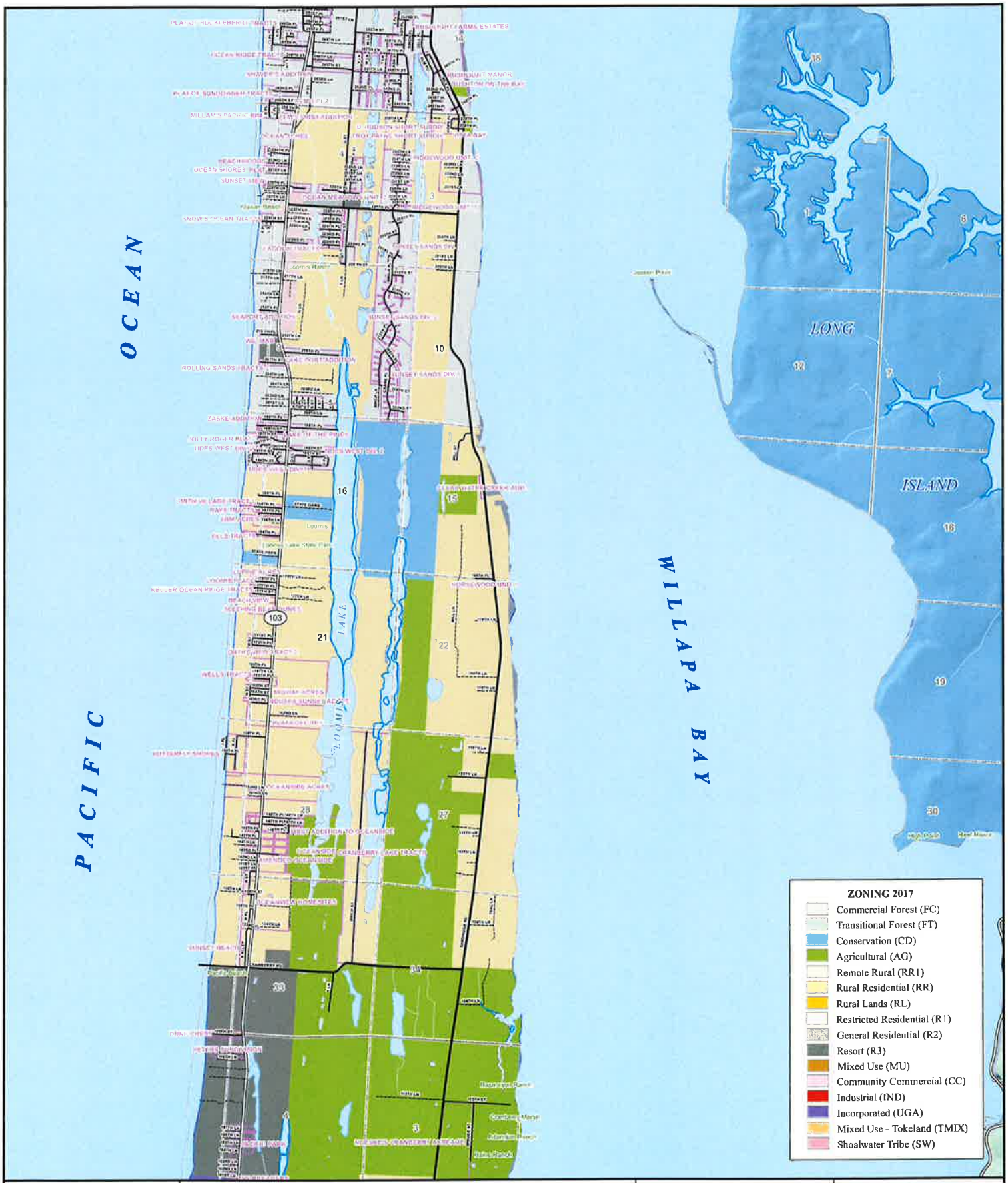
7. Building Setbacks:

   a. Single-family dwellings and residential accessory buildings – twenty (20) feet from the front property line, ten (10) feet from the rear property line, and five (5) feet from the side property line. The side-yard on a corner lot shall be increased to ten (10) feet along the side street

   b. Multi-family dwellings – twenty (20) feet from all property lines.

   c. Other uses and buildings – twenty (20) feet from all property lines.

8. Building Height. The maximum building height for all structures is thirty-five (35) feet, unless Section 19, Wind Energy Systems, or Section 22, Wireless Communication Facilities, applies.




0 2,000 4,000 Feet

SCALE: 1:24,000

**Legend**

- Airport Class C
- Assisted Living Center
- Boat Launch
- Camp
- Chamber of Commerce
- Church
- Clinic
- Port
- Emergency Management
- Fairgrounds
- Fire Department
- Gasoline Station
- Grange Hall
- Hatchery
- Hospital
- School
- Library
- PC Courthouse
- PC DCD
- PC Sheriff
- PC Shop
- PUD
- Park
- Transfer Station
- State Patrol
- Telephone Company
- Transit System
- Wastewater Plant
- Water Treatment Plant
- City Limits
- Township Line
- Section Line

**Roads**
- Lanes
- Highways
- County Roads
- Major Collectors
- Local Access Roads
- City Streets
- Plat Boundaries

**Hydrology**
- Type One
- Type Two
- Type Three
- Type Four

*Pacific County*

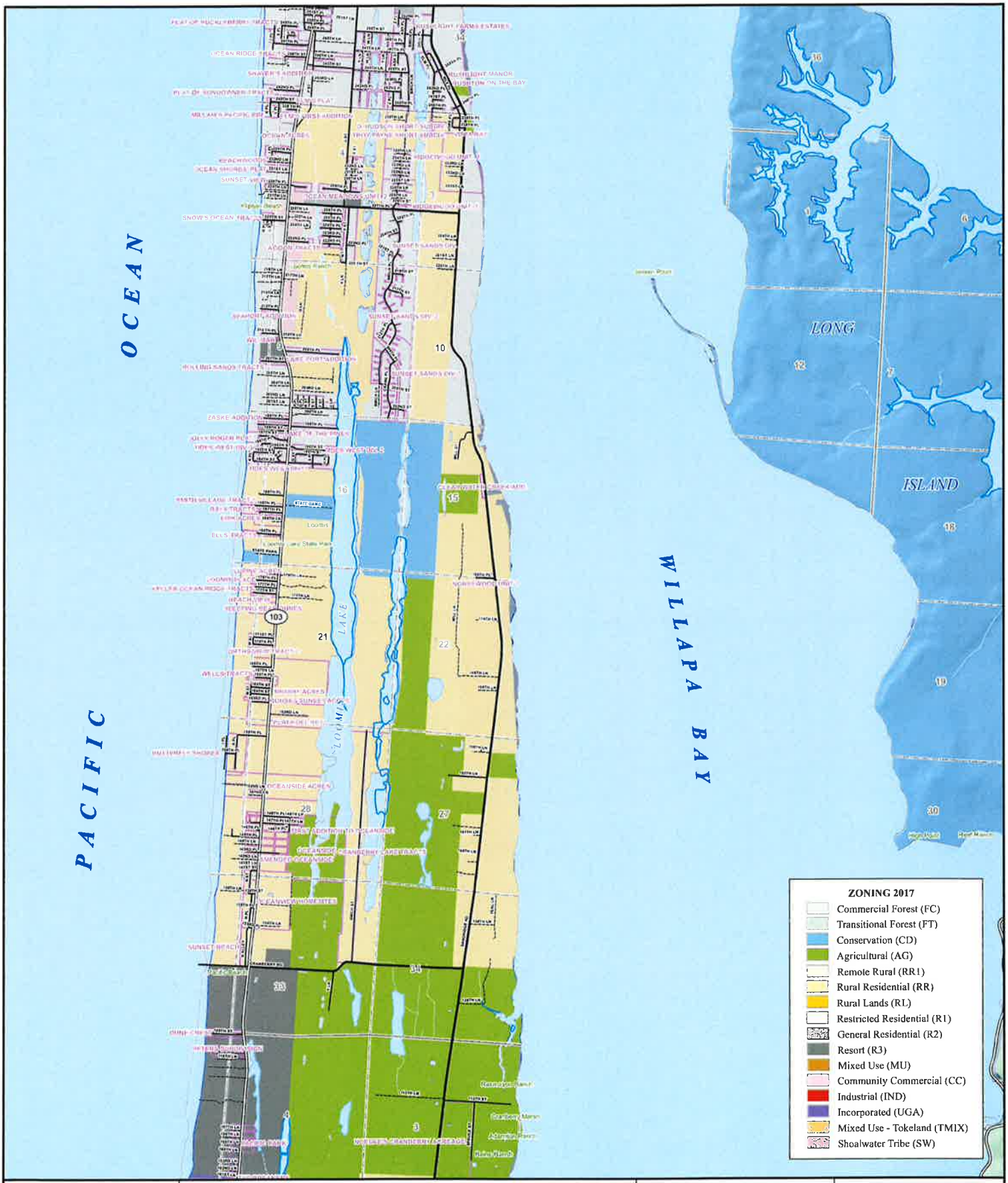
Department of Public Works
Geographic Information System

300 Memorial Drive
P.O. Box 66
South Bend, WA 98586
Phone: (360) 875-9368

This map is intended for reference purposes only. Any other use other than that intended shall be at the sole responsibility of the user.

# *Zoning Map 2017*

T. 11 N., R. 11 W.




0 2,000 4,000 Feet

SCALE: 1:24,000

**Legend**

- Airport Class C
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- Hatchery
- Hospital
- School
- Library
- PC Courthouse
- PC DCD
- PC Sheriff
- PC Shop
- PUD
- Park
- Transfer Station
- State Patrol
- Telephone Company
- Transit System
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- Type Four

*Pacific County*

Department of Public Works
Geographic Information System

300 Memorial Drive
P.O. Box 66
South Bend, WA 98586
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# *Zoning Map 2017*

T. 11 N., R. 11 W.

**5) Appeals**

a) Applicability. A final decision may be appealed by any interested party. Final decisions may be appealed only if, within fourteen (14) calendar days after written notice of the decision is issued, a written appeal is filed with the Director. Final site plan and final construction plan decisions are not subject to administrative appeals under this section.

b) Submittal Requirements. The appeal shall include the following:

i) The permit number designated by the county and the name of the applicant;

ii) The name and signature of each petitioner and a statement showing that each petitioner is entitled to file the appeal. If multiple parties file a single petition for review, the petition shall designate one (1) party as the contact representative for all contact with the Director. All contact with the Director regarding the petition, including notice, shall be with this contact representative.

iii) The specific aspect(s) of the decision being appealed, the reasons why each aspect is in error as a matter of fact or law, and the evidence relied on to prove the error.

iv) The applicable fee(s) for the applications in question, as adopted by the Board of County Commissioners;

c) Appeal Decision.

i) The hearing examiner shall hear appeals, other than appeals of final site plan/final construction plan decisions, in a de novo hearing. A staff report shall be prepared, a hearing shall be conducted, and a decision shall be made and noticed and can be appealed as a Type III process.

ii) The applicant shall have the burden of proving by substantial evidence compliance with applicable approval standards. Where evidence is conflicting, the examiner shall decide an issue based upon the preponderance of the evidence.

## Section 5 Type II Process – Administrative Decisions

**1) Pre-Application Review**

a) Pre-application review is not intended to provide an exhaustive review of all the potential issues that a given application could arise. Pre-application review does not prevent the County from applying all relevant laws to the applicant. The purposes of pre-application review are:

i) To acquaint County agency staff with a sufficient level of detail about the proposed development to enable staff to advise the applicant accordingly;

ii) To determine general consistency with any relevant comprehensive plan and development regulations;

iii) To identify applicable regulations and permit needs, including permit fees;

iv) To identify permits/requirements from other agencies, to the extent known;

v) To provide early identification of study requirements, issues, and potential mitigation requirements;

vi) To acquaint the applicant with the applicable requirements of local ordinances and other law; and

vii) To provide an opportunity for other agency staff and the public to be acquainted with the proposed application and applicable law. Although members of the public can attend a pre-application conference, it is not a public hearing, and there is no obligation to receive public testimony or evidence.

b) Pre-application review is required unless:

i) The review authority expressly exempts the application(s) in question from pre-application review; or

ii) The applicant submits a completed form provided by the review authority requesting waiver of pre-application review and the waiver is granted. The form shall state that waiver of pre-application review increases the maximum time for review for technically complete status and increases the risk the application will be rejected or processing will be delayed. Pre-application review generally should be waived by the review authority only if an application is relatively simple.

c) To initiate pre-application review, an applicant shall submit:

i) Completed form(s) provided by the review authority for that purpose,

ii) Required fee(s),

iii) All information required by the relevant section(s) of County ordinances and other applicable regulations.

iv) Information not provided on the form shall be provided in an environmental checklist or on other attachments. The review authority may modify requirements for pre-application materials and may conduct a pre-application review with less than all of the required information. However, failure to provide all of the required information may prevent the review authority from identifying all applicable issues or providing the most effective pre-application review.

d) Within twenty-one (21) calendar days after acceptance of an application for pre-application review, the review authority shall schedule a pre-application conference or exempt the application from pre-application review.

e) The review authority shall coordinate the involvement of agency staff responsible for planning, development review, roads, utilities and other subjects, as appropriate, in the pre-application review process. Relevant staff shall attend the pre-application conference or shall take other steps to fulfill the purposes of pre-application review.

f) The pre-application conference should be held as soon as practicable after the review authority accepts the application for pre-application review.

g) Within fourteen (14) calendar days after the date of the pre-application conference, the review authority shall mail to the applicant, and to other parties who submit a request in writing, a written summary of the pre-application review. The written summary generally shall do the following to the extent practicable given the information provided by the applicant:

i) Summarize the proposed application(s);

ii) Identify the relevant approval criteria and development standards in County ordinances or other applicable law, and delineate exceptions, adjustments or other variations from applicable criteria or standards that may be relevant;

iii) Evaluate information the applicant offered to comply with the relevant criteria and standards, and identify specific additional information that is needed to respond to the relevant criteria and standards or that is recommended to respond to other issues;

iv) Identify applicable application fees in effect at the time, with a disclaimer that fees may change;

v) Identify information relevant to the application that may be in the possession of the County or other agencies of which the County is aware, such as:

(1) Comprehensive plan map designation and zoning of the property subject to the application and of the surrounding vicinity;

(2) Physical development limitations, such as steep or unstable slopes, critical areas and natural resources on site, wetlands, well-head protection areas, water bodies, and water availability that exist on the property subject to the application and on the surrounding vicinity;

(3) Those public facilities that will serve the property subject to the application, including fire services, roads, and if residential, parks and schools, and relevant service considerations, such as minimum access and fire flow requirements or other minimum service levels;

h) An applicant may submit a written request for a second pre-application conference within one (1) calendar year of the initial pre-application conference. There is no additional fee for a second conference if the proposed development is substantially similar to the one reviewed in the first pre-application conference, as determined by the Director, or if it reflects changes based on information received at the first pre-application conference. A request for a second pre-application conference shall be subject to the same procedure as the request for the initial pre-application conference.

i) A new request for, or waiver of, a pre-application review for a given development shall be filed unless the applicant submits a counter complete application that the review authority determines to be substantially similar to the subject of a pre-application review within one (1) calendar year after the last pre-application conference or after approval of waiver of pre-application review.

**2) Review for Counter Complete Status**

a) Before accepting an application for review for technically complete status, the review authority shall determine whether the application is counter complete, typically "over the counter" provided that, if the review authority establishes a given day of the week to conduct reviews for counter complete status for a given kind of application (e.g., subdivisions), then counter complete review of that kind of application shall be on the day selected by the review authority.

b) If the review authority decides than an application is counter complete, then the application shall be accepted for review for technically complete status.

c) If the review authority decides that an application is not counter complete, then the review authority shall reject and return the application and notify the applicant what is needed to make the application counter complete.

**3) Review for Technically Complete Application**

a) The review authority shall decide whether an application is technically complete within twenty-eight (28) calendar days after the review authority determines the application is counter complete.

b) An application is technically complete if it includes the following:

i) A completed application form signed by (1) the owner(s) of the property subject to the application or (2) a representative authorized to do so. Written authorization from property owners impacted by the application may be required by the review authority.

ii) A copy of the pre-application conference summary and information required by the pre-application conference summary unless:

(1) The material was not timely prepared as required under subsection (1)(g);

(2) The application is not subject to pre-application review based on this Ordinance; or

(3) The review authority has waived the pre-application conference.

iii) The applicable fee(s) adopted by the Board of County Commissioners for the applications in question;

iv) All of the information listed as application requirements in the relevant sections of County ordinances and other applicable regulations; provided that:

(4) The review authority may waive application requirements that are clearly not necessary to show an application complies with relevant criteria and standards and may modify application requirements based on the nature of the proposed application, development, site or other factors, and

(5) The decision about the technically complete status of an application, including any required engineering, traffic or other studies, shall be based on the criteria for completeness and methodology set forth in County ordinances, resolutions or in implementing measures timely adopted by the review authority.

v) Any applicable SEPA document, completed and signed.

c) If the review authority decides that an application is not technically complete (within the time provided in subsection 3 of this section), the review authority shall contact the applicant, listing what is required to make the application technically complete including:

i) A date by which the required missing information must be provided to restart the technically complete review process pursuant to subsection (3)(b) of this section. The review authority may extend the deadline at the request of the applicant.

ii) The statement also may include recommendations for additional information that, although not necessary to make the application technically complete, is recommended to address other issues that are or may be relevant to the review.

d) If the required information is submitted by the date specified, then within fourteen (14) business days the review authority shall decide whether the application is technically complete and, if not, the review authority shall:

i) Reject the application and mail the applicant a written statement which lists the remaining additional information needed to make the application technically complete; or

ii) Issue a decision denying the application, based on a lack of information.

e) If the required information is not submitted by the date specified, the review authority shall take action under subsection (d) of this section.

f) If the review authority decides that an application is technically complete, then the review authority within fourteen (14) calendar days of making this determination shall:

i) Forward the application to the County staff responsible for processing it and schedule a public hearing;

ii) Distribute a copy of the notice pursuant to subsection 5.

g) An application shall be deemed to be technically complete if a written determination has not been mailed to the applicant within twenty-eight (28) calendar days of the date the application is determined to be counter complete.

**4) Administrative Variance**

a) The review authority may grant a variance to numerical standards including but not limited to: setbacks, buffers, width, lot area, lot coverage, lot dimensions and parking standards.

b) An application for a variance(s) shall be subject to Type II review if the variance(s) is for up to and including twenty-five percent (25%) of the numerical standard(s) in question and if the property is outside of shoreline jurisdiction.

c) The review authority shall approve an administrative variance(s), if, based on substantial evidence in the record, the applicant has sustained the burden of proving the variance(s) complies with all of the following:

i) That special conditions and circumstances exist;

ii) That literal interpretation of the provisions of this Ordinance would deprive the person seeking the variance of rights commonly enjoyed by other properties conforming to the terms of this Ordinance;

iii) That the special conditions and circumstances do not result from the actions of the person seeking the variance;

iv) That the granting of the variance requested will not confer on the person seeking the variance any special privilege that is denied by this Ordinance to other lands, structures, or buildings under similar circumstances;

v) That the variance requested is the minimum necessary to afford relief; and

vi) That to afford relief the requested variance will not be materially detrimental to the public welfare or contrary to the public interest.

d) If an application for an administrative variance is associated with another application(s) subject to this ordinance, then the application for the administrative variance shall be combined with the associated application(s) for processing and shall be subject to the same procedure type as the highest number procedure type application with which it is combined.

**5) Public Notice**

a) The notice of the application shall include the following information:

i) The case file number(s), date of application, the date the application was determined to be technically complete, and the date of the notice of the application;

ii) A description of the proposed project and a list of project permits included with the application and, if applicable, a list of any further studies requested by the review authority;

iii) A list of other necessary permits not included in the application, to the extent known by County staff;

iv) A list of existing environmental documents that evaluate the proposed project;

v) A statement that delineates the public comment period and articulates the rights of the public, i.e., the right to comment on the application, including environmental impacts and mitigation measures, the right to receive notice of, and participate in, any hearings, the right to request a copy of the decision, and the right to appeal a decision once made. The closing date for the consideration of written comments also shall be indicated together with the deadline for submitting a SEPA appeal pursuant to Ordinance No. 166 or any amendments thereto;

vi) Whether a preliminary threshold determination of significance has been issued under Ordinance No. 166 or any amendments thereto;

vii) The date, time, place, and type of hearing, if applicable;

viii) A statement of the preliminary determination, if one has been made, of those development regulations that will be used for project mitigation. The public notice also shall indicate that a consolidated staff report and SEPA review will be available for inspection at no cost before the administrative decision or public hearing, if applicable, and that a copy of these documents will be provided at reasonable cost;

ix) The name of the applicant and any representative of the applicant, and the name, address and telephone number of a contact person for the applicant, if any;

x) A description of the site, including current zoning and nearest road intersections, reasonably sufficient to inform the reader of its location and zoning;

xi) The date, place, and times where information about the application may be examined and the name and telephone number of the County representative to contact about the application;

xii) The designation of the review authority and the date, time, and place of any hearing;

xiii) A statement that any hearing, if applicable, will be conducted in accordance with the rules of procedure adopted by the review authority; and

xiv) Any additional information determined to be appropriate by the County.

b) The public notice shall be distributed as follows:

i) The applicant shall post copies of the notice of application on the perimeter of the property in question at least fifteen (15) calendar days prior to the hearing date in a manner that will be legible to a passerby. The applicant also shall file a declaration of posting and affidavit of mailing (under the penalty of perjury) with the Department of Community Development at least ten (10) calendar days prior to the scheduled hearing. The applicant shall remove and properly dispose of the notices within seven (7) calendar days after the notice of the decision is mailed to the applicant.

ii) Posted on the County website.

iii) For applications being heard as an Administrative Variance process, the applicant shall post copies of the notice of application on the perimeter of the property in question. The County shall render a decision twenty-eight (28) calendar days after the affidavit of posting has been submitted to the County.

c) An administrative decision shall include:

i) A statement of the applicable criteria and standards in County ordinances and other applicable regulations;

ii) Findings of fact and conclusions of law that justify the decision rendered;

iii) The decision to deny or approve the application and, if approved, conditions of approval necessary to ensure the proposed development will comply with applicable law.

d) Within five (5) business days from the date the decision is received, the review authority shall mail a notice of decision to the parties listed in subsection 5 and to other parties of record regarding the application. The mailing shall include a notice which includes the following information:

i) A statement that the decision and SEPA determination, if applicable, are final, but may be appealed as provided in subsection 8. The statement shall describe how a party may appeal the decision or SEPA determination, or both.

ii) A statement that the complete case-file is available for review. The notice shall list the place, days, and times where the case file is available and the name and telephone number of the County representative to contact for information about the case.

**6) Application of Rules**

Within fourteen (14) calendar days after the date an application is accepted as technically complete, the review authority for the application shall issue a public notice of the application consistent with the requirements of subsection 4.

**7) Decision Timeline**

a) As a general rule, a final decision regarding any application shall be issued not more than one hundred twenty (120) calendar days after the date the application was accepted as counter complete.

b) Subsection a of this section shall not apply to any application which is substantially revised by the applicant. In this instance, the one hundred twenty (120) calendar day time period shall start from the date the revised application is determined to be counter complete.

c) If a Determination of Significance (DS) is issued, the review authority shall issue a decision no sooner than seven (7) calendar days after a final environmental impact statement is issued.

d) An applicant may agree in writing to extend the time in which the review authority shall issue a decision.

e) In calculating the number of days that have elapsed after the date of determination of technical completeness, the following periods shall be excluded:

i) Any period during which an applicant has been requested by the County to correct plans, perform required studies, or provide additional required information, starting from the date the County sends notification to the application until the date the County determines that additional information satisfies the request for additional information or fourteen (14) calendar days after the date the additional information was submitted, whichever is earlier.

ii) The period from the date the County sends notification to the applicant of the need for additional information until the date the County determines whether the additional information satisfies the request for information or fourteen (14) calendar days after the date the information submitted by an applicant under this subsection is insufficient, the county shall notify the applicant of the deficiencies, and the procedures under this subsection shall apply as if a new request for additional required information had been made.

iii) Any period of time during which an environmental impact statement is being prepared, which shall not exceed one year from the issuance of the Determination of Significance, unless the County and applicant have otherwise agreed in writing to a longer period of time. If no mutual written agreement is completed, then the application shall become null and void after the one-year period, unless the review authority determines that delay in completion is due to factors beyond the control of the applicant.

iv) Any period of time during which an administrative appeal is pending.

**8) Appeals**

i) The actions taken by the examiner shall be final and conclusive unless an appeal is filed pursuant to RCW 36.70C.

**Section 6 Type III – Quasi-Judicial Decisions**

**1) Pre-Application Review**

a) Pre-application review is not intended to provide an exhaustive review of all the potential issues that a given application could arise. Pre-application review does not prevent the County from applying all relevant laws to the applicant. The purposes of pre-application review are:

i) To acquaint County agency staff with a sufficient level of detail about the proposed development to enable staff to advise the applicant accordingly;

ii) To determine general consistency with any relevant comprehensive plan and development regulations;

iii) To identify applicable regulations and permit needs, including permit fees;

iv) To identify permits/requirements from other agencies, to the extent known;

v) To provide early identification of study requirements, issues, and potential mitigation requirements;

vi) To acquaint the applicant with the applicable requirements of local ordinances and other law; and

vii) To provide an opportunity for other agency staff and the public to be acquainted with the proposed application and applicable law. Although members of the public can attend a pre-application conference, it is not a public hearing, and there is no obligation to receive public testimony or evidence.

b) Pre-application review is required unless:

i) The review authority expressly exempts the application(s) in question from pre-application review; or

Pacific County
DEPARTMENT OF COMMUNITY DEVELOPMENT

BUILDING • ENVIRONMENTAL HEALTH • PLANNING

February 28th, 2024

RE: Special Use Permit Application No. P2400040 submitted by William Barrett & Deborah Dolman (owners)

Dear Property Owner(s):

Included you will find a copy of the Public Notice which will be posted on the property on or before February 28th, 2024. This notice briefly describes a Special Use Permit application applied for by William Barrett & Deborah Dolman. You are being notified by mail because your property is located within 300' of the applicant's proposal.

If you wish to submit comments regarding this proposal, please contact Zane Johnson, Pacific County Department of Community Development, 7013 Sandridge Road Long Beach WA, 98631 in writing by March 12th, 2024. You may also contact me via email at zjohnson@co.pacific.wa.us.

Sincerely,

Zane Johnson
Sr. Planner
Pacific County
Department of Community Development

1216 W. Robert Bush Dr., PO Box 68, South Bend, WA 98586 ph 360.875.9356, fax 360.875.9304
7013 Sandridge Rd., Long Beach, WA 98631 ph 360.642.9382, fax 360.642.9387

*"Pacific County is an Equal Opportunity Employer & Provider"*

Barrett & Dolman Mailing List

Nancy Lee

13201 Pacific Way

Long Beach, WA 98631

Conrad Brown

7280 SW 104th Ave.

Beaverton, OR 97008

Melissa Grace Roberts

3031 Lois Drive Apt 312

Anchorage, AK 99517

Jay & Sheila Bryant

P.O. Box 847

Long Beach, WA 98631

Julie Maggart & Rebecca Stewart

1401 Lynn Dr.

Lancaster, OH 43130

James Maggs & Constance McNamee

3357 Pine St.

Longview, WA 98632-4752

Tyler & Tatum Starks

13000 Pacific Way

Long Beach, WA 98631

Yves & Helene De Montaudouin

6393 E Panorama Dr.

Idaho Falls, ID 83401

Larry & Ann Reeves

12912 N Alley

Long Beach, WA 98631

Lynda Losson

P.O. Box 275

Long Beach, WA 98631

Gregory & Marissa Alger

12915 N Alley

Long Beach, WA 98631

Rosa Weber

P.O. Box 296

Long Beach, WA 98631

Steve Watrous

18113 NE Cramer Rd.

Battle Ground, WA 98604-9450

Pacific County

DEPARTMENT OF COMMUNITY DEVELOPMENT

BUILDING • ENVIRONMENTAL HEALTH • PLANNING

# Affidavit of Mailing
# Notice of Application
# Type II Review
# Vacation Rental

I, Zane Johnson, declare under penalty of perjury, under the laws of the State of Washington, that all statements contained in this "Affidavit of Mailing" and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of permit and/or license.

On Feb. 28th, 2024 (month, day, year) the Notice of Application was mailed to all property owners within 300' of the parcel listed below, in accordance with Ordinance No. 177.

A list of these property owners is attached to this affidavit.

Property Parcel No.: 11113323155

Dated this 27th day of Feb., 2024

Signature of Administrator

Pacific County

DEPARTMENT OF COMMUNITY DEVELOPMENT

BUILDING • ENVIRONMENTAL HEALTH • PLANNING

# Declaration of Posting
# Public Notice

**Type II Special Use Vacation Rental**

I, Zane Johnson declare under penalty of perjury, under the laws of the State of Washington, that all statements contained in this "Declaration of Posting" and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of permit and/or license.

The referenced property was posted on Feb. 26th, 2014 according to Ordinance No. 177. A picture of this posting is attached to this affidavit.

Property Parcel No.: 11113323155

Dated this 27th day of Feb, 2014

Signature of Administrator

PUBLIC NOTICE
SPECIAL USE PERMIT
See notice below
PUBLIC NOTICE
Special Use Permit

PUBLIC NOTICE
SPECIAL USE PERMIT
See notice below
PUBLIC NOTICE
Special Use Permit

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