PUBLIC NOTICE
Special Use Permit

NOTICE IS HEREBY GIVEN that on behalf of Autumn Hamilton (owner), Heather Hamilton (applicant) is requesting a Special Use Permit, application No. P2400562, submitted August 26th, 2024 and determined to be technically complete September 3rd, 2024. The applicant is proposing to operate a short-term vacation rental within the Rural Lands (R-L) Zoning District of Pacific County.

The property is located at 463 South Fork Rd. in Raymond, Washington. The County Assessor's Parcel number is 13080883063; located within Section 08, Township 13 North, Range 08 West, W.M., Pacific County, Washington.

The Hearings Examiner will hear the following application: P2400519 & P2400562 on September 18th, 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, P.O. Box 68, South Bend, WA 98586 in writing or via email by the end of the day on September 17th, 2024 or by testifying at the public hearing. To view the complete 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: September 18th, 2024

TO: Eric Weston, Hearings Examiner

FROM: Zane Johnson, Sr. Planner

RE: SPECIAL USE PERMIT No. P2400562 submitted by Heather Hamilton (applicant) (Tax Parcel ID No. 13080883063).

BACKGROUND INFORMATION:

Owner / Applicant: Autumn Hamilton (owner) & Heather Hamilton (applicant)

Tax Parcel ID No.: 13080883063

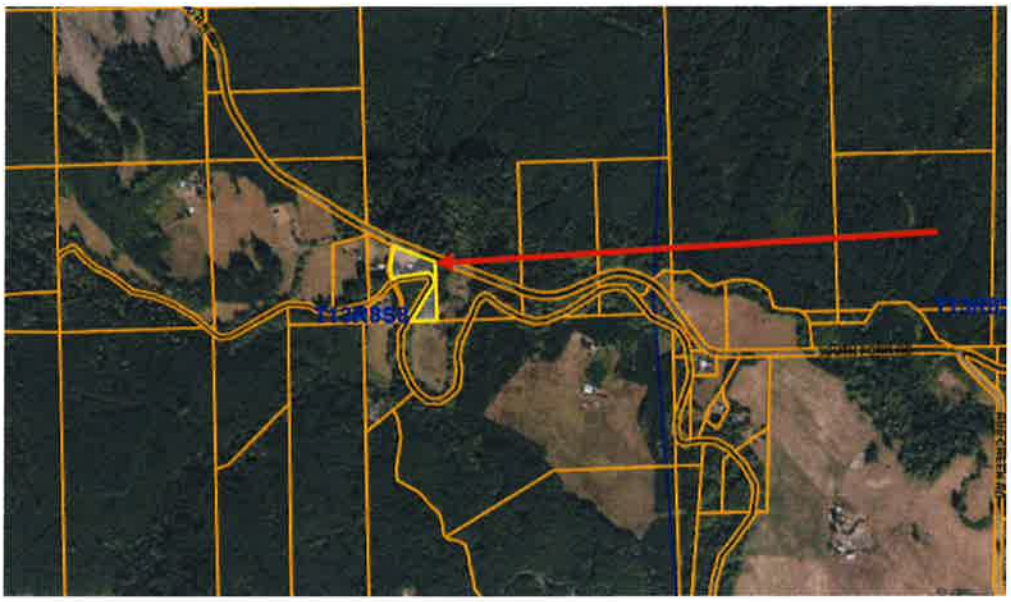
Permit Application No.: P2400562

Request: Heather Hamilton is requesting a Special Use Permit in order to authorize the use of an existing one (1) bedroom residence as a short term/vacation rental within the Rural Lands (R-L) Zoning District. Section 10 of Pacific County Ordinance No. 194, 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 463 South Fork Rd. in Raymond, Washington. The County Assessor's Parcel number is 13080883063; located within Section 08, Township 13 North, Range 08 West, W.M., Pacific County, Washington.

Property Location:



Subject Location:

Site Characteristics: The site is located off of South Fork Rd. The house sits on a 4.10-acre parcel. The residence is an existing single-story 976 square foot home. There is a small carport next to the house. The driveway provides ample parking for two (2) cars. The South Fork River is located out behind the house. The area near and around the river is vegetated, providing a screen from the surrounding neighbors.

Adjacent Land Uses: The surrounding land uses are primarily single-family residences with varying lot sizes, along with nearby forest land. As described in the Comprehensive Plan, the residences are dispersed and are surrounded by open space or forestry uses. The Rural Lands (RL) zoning designation does not require a 300-foot density requirement between licensed vacation rentals.

Comprehensive Plan: The property is located in a General Rural Comprehensive Plan designation. The primary purpose is described in the Pacific County Comprehensive Plan (2020) as:

"The purpose of this designation is to maintain the rural aspects of the county and to provide buffering or transitions between existing rural developments and areas of higher or lower densities. The General Rural areas are characterized by activities including, but not limited to, small-scale farms and forestry activities, dispersed single-family homes, and open space. The allowable density is one dwelling unit per five acres. Lands are typically too far from the urban area to enable cost-effective provision of public services nor do typical uses require provision of urban services."

Land Use (Zoning) Designation: The project site is located in a Rural Lands Land Use District (R-L). Vacation Rentals (Transient Lodging/Short-Term/Vacation Rentals) are permitted in the R-L 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 in order to establish a short-term/vacation rental within an existing one (1) bedroom single family residence. The max occupancy allowed by the county for a 1-bedroom home is 4 people, however the applicant may hold the occupancy to less than 4 if they would like. If the application is approved, the license will belong solely to the applicant 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 RR 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 194 defines the criteria for granting a Special Use Permit. The specific criteria are discussed below:

H. 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 and forest land. The proposed use will occur within an existing residence and no changes to the interior or exterior of the home are proposed at this time. The property will retain its residential appearance, which is similar to the surrounding properties.

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 is consistent with this standard. The exterior of the building is that of a single-family residence. The property is an existing one-story home built in 1940, located along the South Fork River. There is also a carport and shed structure located next to the home. The owner has no plans to change the outside appearance of the home or the property. The home is located on just over 4 acres. It does not appear that this proposal would hinder uses on the surrounding properties.

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 home is existing and located on over 4 acres of land. The home has a private driveway and sits roughly 90 feet off of South Fork Rd. All of the infrastructure needed for a vacation rental appears to be present. The use appears to be compatible with the physical characteristics of 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 access to South Fork Road, which meets county road standards. There will be off street parking available for 2 cars and the max occupancy allowed by the county for a 1-

bedroom home is 4 people, however the applicant may hold the occupancy to less than 4 if they would like. There should not be a major increase in pedestrian or vehicular traffic for the area.

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, and

The proposed activity appears to be supported by adequate public facilities and services at this time. The residence has an existing on-site septic system that recently had a passing operation and maintenance inspection. The residence is served by a private well and the garbage will be self-hauled by the property manager. There is no evidence to support that granting this special use permit would adversely affect public services.

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. 194 Zoning Regulations as a special use within the Rural Lands (R-L) zoning district does not appear to be in 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. P2400562, the Planning Division recommends the Hearings Examiner **approve** the proposal to operate a short-term vacation rental within the Rural Lands (R-L) 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: Hamilton, proposed Vacation Rental located at 463 South Fork Rd. in Raymond, Washington

Conditions of Approval:

1. The proposed project shall adhere to all regulations described in Ordinance No. 194 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.
5. The max occupancy allowed by the county for a 1-bedroom home is 4 people, however the applicant may hold the occupancy to less than 4 if they would like.

EXHIBIT LIST

1. Staff Report
2. Application and related documents
3. Section 10, Ord. No. 194, 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
7. Declaration of Mailing
8. Correspondence

Name: Hamilton Parcel No.: 13080883063

Description: Special Use - Short Term Rental

License Application No.: LIC24000030-App

Department Review	Date Routed	Action	Action Date	Signature	Comments/Notes
Planning P24005 42	8/27/24				RL
Roads					
LADO/ Floodplain					
Building B24003 47	8/27/24				Electronic Plan Log Complete? Yes ☐ Workflow Complete? Yes ☐ Scanned: Yes ☐ No ☐
Health	8/27/24				

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
8/27/24	$2175.00

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
AUG 26 2024
DEPT. OF COMMUNITY DEVELOPMENT
SOUTH BEND, 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.

☑ 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.

Revised 01/11/2023

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.:	13080883063
Site Address:	463 S Fork Rd, Raymond WA, 98577

Vacation Rental Owner	☐ Contact Person
Name:	Autumn Hamilton (Starry Night Cabin)
Mailing Address:	471 S Fork Rd, Raymond WA, 98577
City/State/Zip:	" "
Phone:	360 515 [redacted] 6545 Phone:
Email:	~~heatherdanhamilton@yahoo.com~~ autumnahamilton@gmail.com

Property Manager	☐ Contact Person
Business Name:	Pacific Coast Vacation Rentals
Contact Name:	Heather Hamilton
Mailing Address:	471 S Fork Rd
City/State/Zip:	Raymond WA 98577
Phone:	360 515 6303 Phone:
Email:	heatherdanhamilton@yahoo.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:	Heather Hamilton
Residing Site Address:	471 S Fork Rd, Raymond
Mailing Address:	" "
City/State/Zip:	
Phone:	3605156303 Phone:
Email:	heatherdanhamilton@yahoo.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: 2 Number of Bedrooms: 1

Number of Beds: Kings: — Queens: 1 Doubles: —

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

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.: _____

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: 2 Number of Bedrooms: 1

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 ☑

Name of Garbage Service Provider: _____ Self-Haul : ☑

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 ☑

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 ☑

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.

N/A

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 ☑

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 ☑

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 ☑

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 ☑

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.

Located on a river the house hase a nice cabin feel. Clean cut grass and long driveway.

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

Road with adequate drainage is very functional.

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 only other property in eye site is my brothers house. He is happy to be the neighbor.

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?

light smoke from the grill.

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?

Onsite parking.

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 property was ~~real~~ highly distressed before we purchased and improved the property to make it a vacation rental. ~~The~~

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

NA

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:

- [x] Vacation Rental licenses are issued annually and are non-transferable if ownership is transferred.
- [x] 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.
- [x] 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.
- [x] 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.
- [x] 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.: 604366998
- [x] Proof of general liability insurance for use of the residential structure as a vacation rental (must provide written documentation from insurance company).
- [x] 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.
- [x] 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.
- [x] 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: Autumn A Hamilton

Print Name: Autumn A. Hamilton Date: 1-31-24

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.

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:	13080883063
Property Owner:	Autumn Hamilton
Applicant:	Heather Hamilton
Phone: 360-515-6303	Fax:
Email:	heatherdanhamilton@yahoo.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:

Print Name:	Date:
Heather S. Hamilton	8/26/24

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 04 21 2016

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
Name:	Autumn Hamilton
Mailing Address:	471 S. Fork Rd.
City/State/Zip:	Raymond WA 98577
Phone: 360-515-6302	Phone:
Email:	heatherdanhamilton@yahoo

APPLICANT INFORMATION	☐ Contact Person
Name:	Heather Hamilton
Mailing Address:	Same as above
City/State/Zip:	
Phone:	Phone:
Email:	

DESCRIPTION OF WORK
Special use vacation rental permit

JOB SITE INFORMATION AND LOCATION	
Job Site Address: 463 S. Fork Rd. Raymond	Tax Parcel ID No.: 130808830 63
Legal Description:	Township/Range/Section / /
Directions to Site:	

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:

Authorized Signature:	Date: 8/26/24

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

Revised 02.27.2014

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

Pacific County

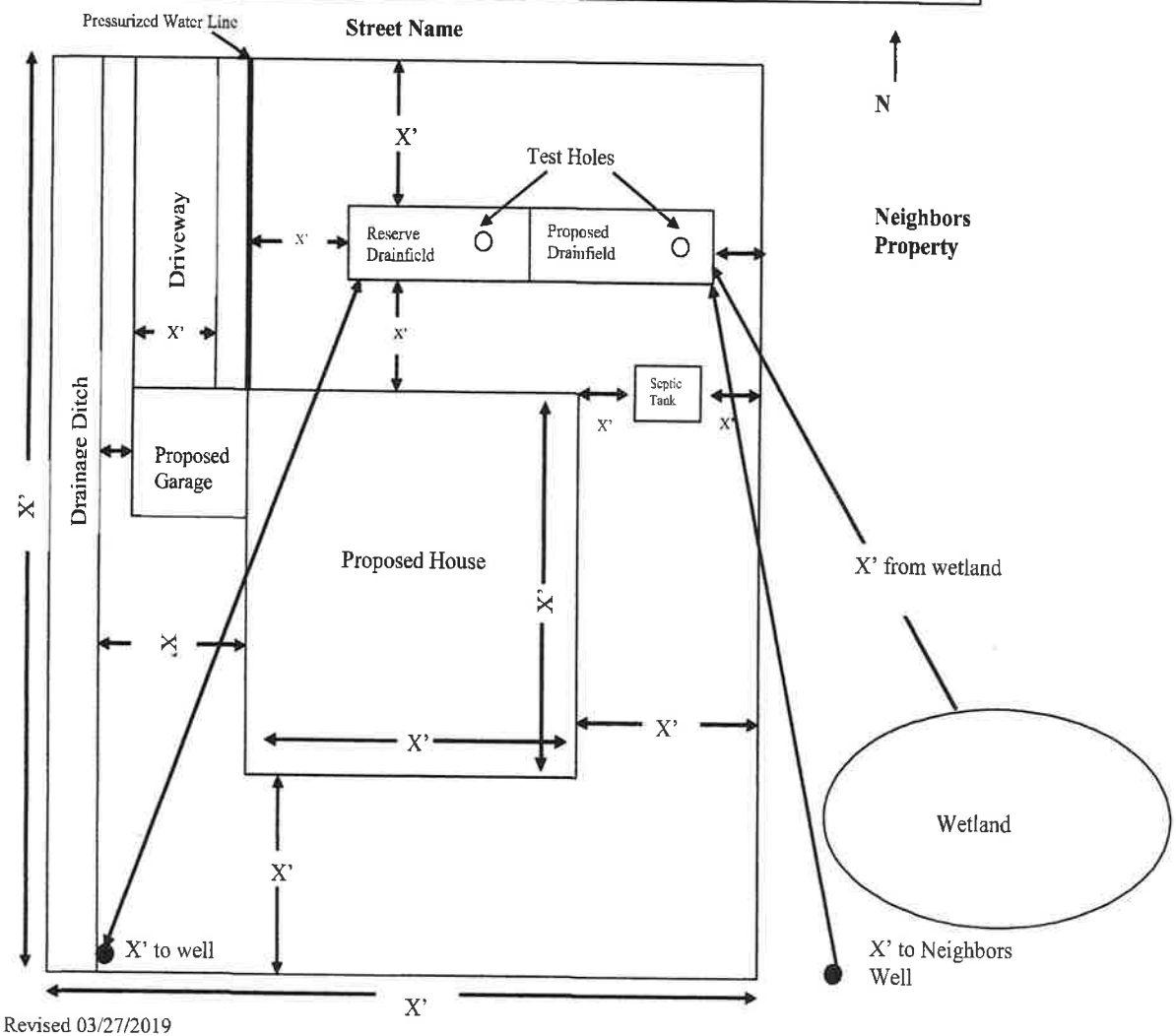
DEPARTMENT OF COMMUNITY DEVELOPMENT

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.

Parcel No.:_____

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.

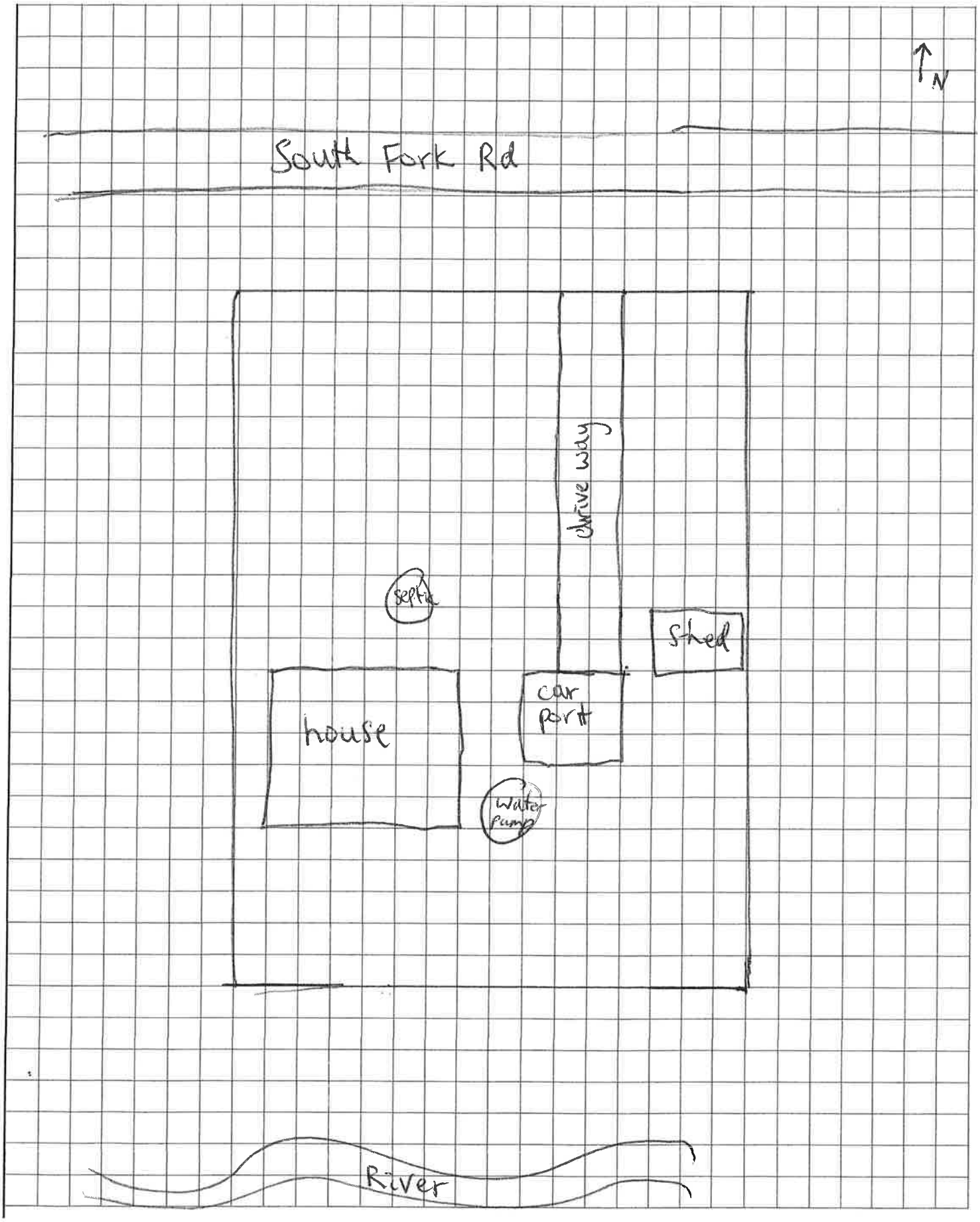
C. Proposed Property Improvements:

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: _____ Date: _____

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

Tax Parcel ID No.: _____
Applicant's Signature: _____
Scale 1" = _____



NOTE: Any revisions to the approved site plan will require re-submittal and approval prior to construction.

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

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DEPARTMENT OF COMMUNITY DEVELOPMENT

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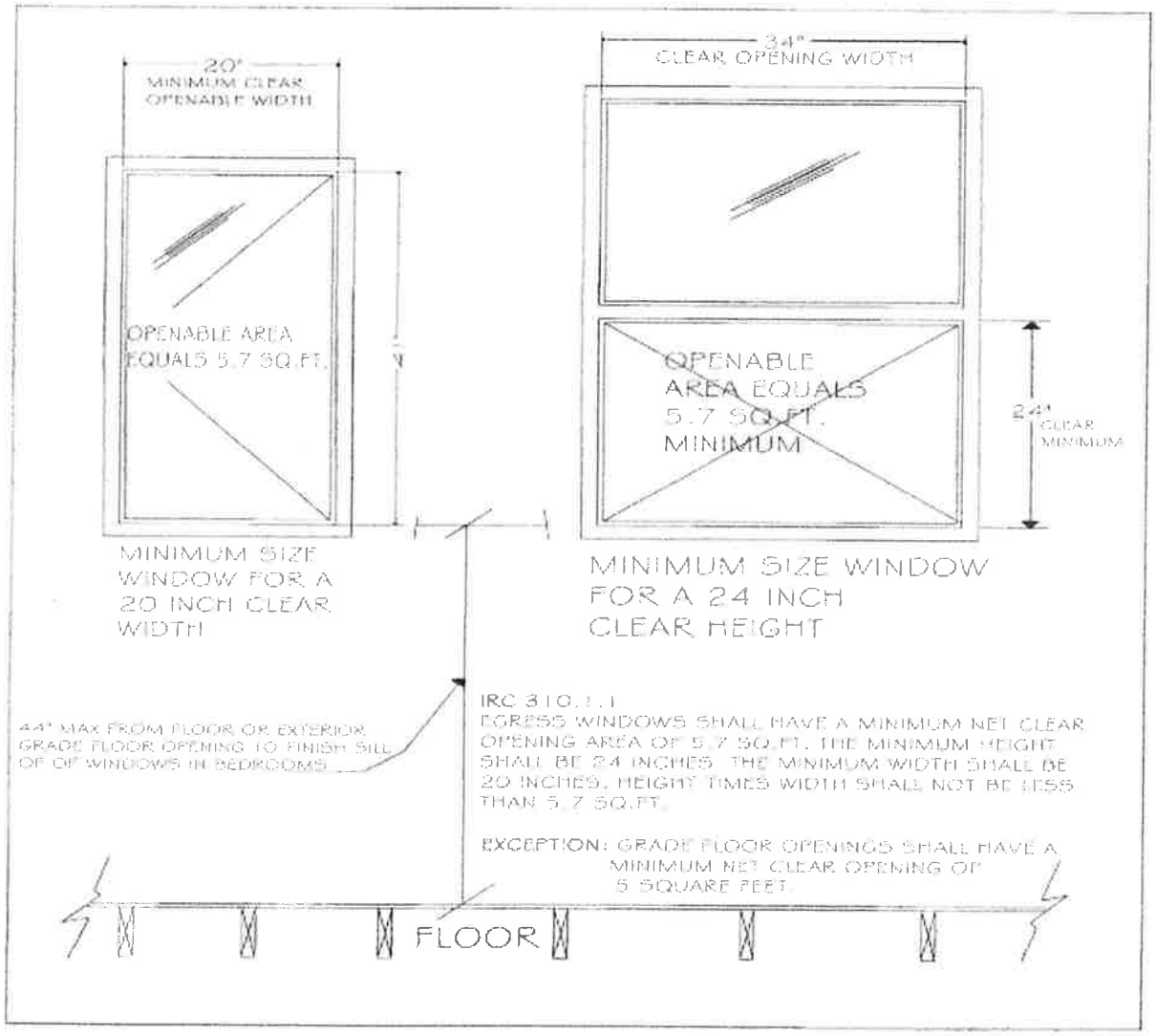
Emergency Escape and Rescue Openings



Residential egress window sizes as required by IRC 310.0

Created 3/19/2013

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7013 Sandridge Rd., Long Beach, WA 98631 ph 360.642.9382, fax 360.642.9387

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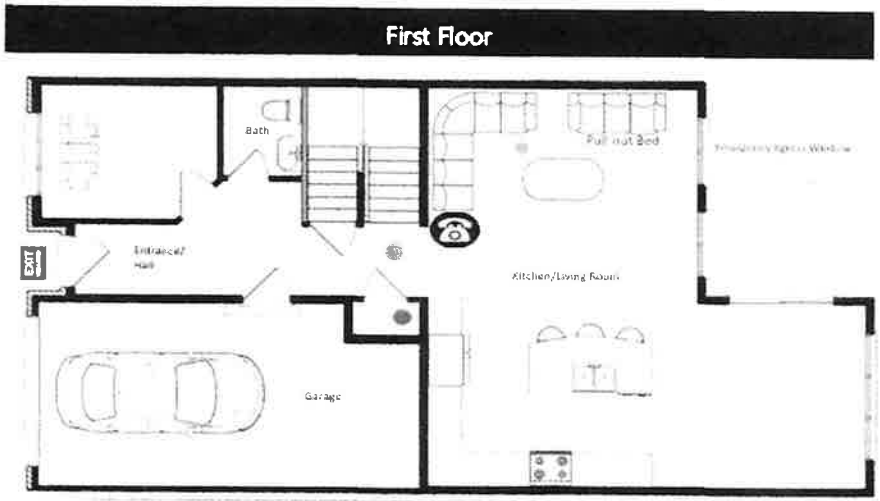
DEPARTMENT OF COMMUNITY DEVELOPMENT

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.: 13080883063

Signature: _____ Date: 8/24/24

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

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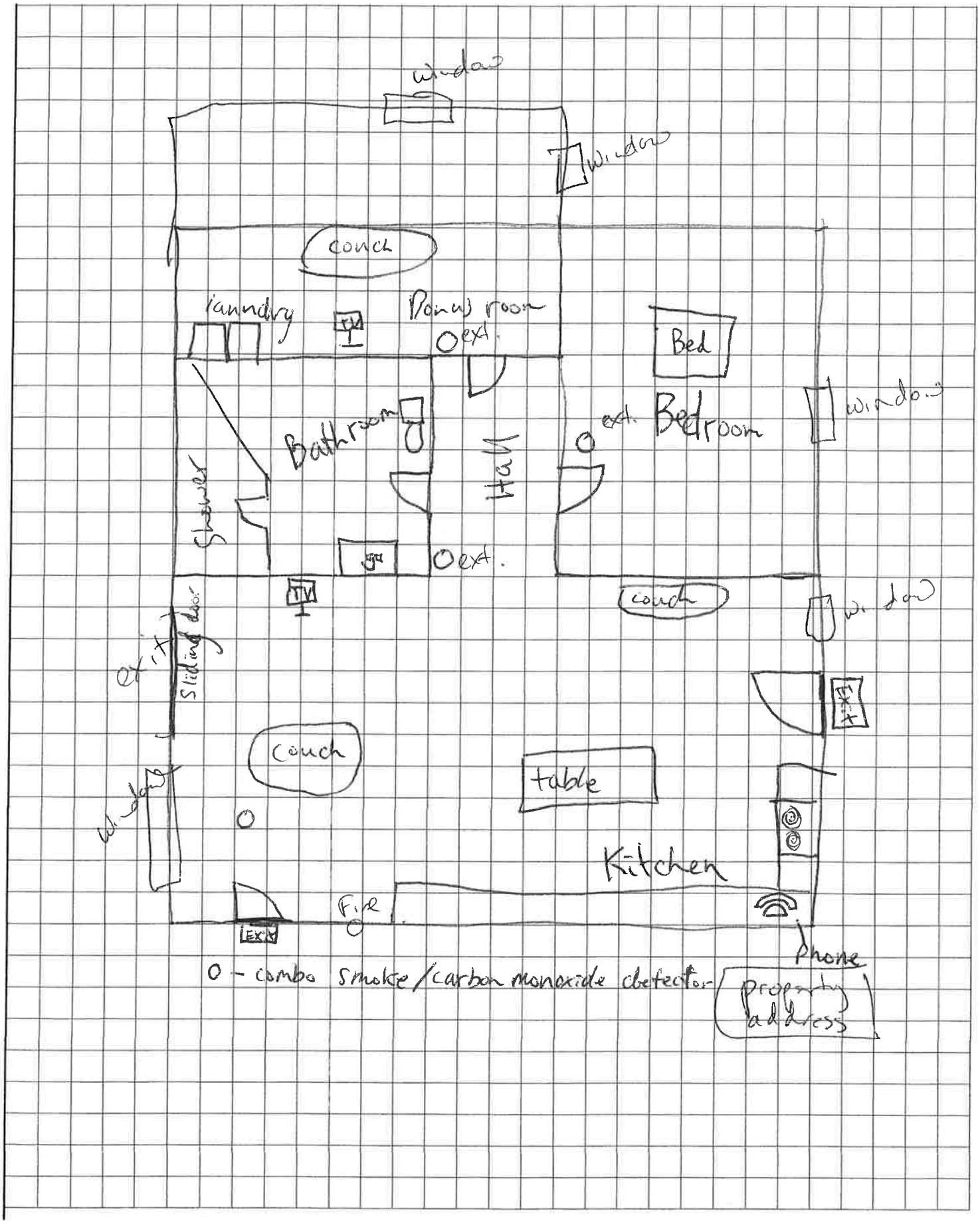
Development Permit Application
Pacific County Department of Community Development
Internet Address: www.co.pacific.wa.us

Tax Parcel ID No.: _____
Applicant's Signature: _____
Scale 1" = _____



NOTE: Any revisions to the approved site plan will require re-submittal and approval prior to construction.

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: Autumn Hamilton	
Address: 463 S. Fork Rd.	
City/State/Zip: Raymond WA 98577	
Phone: 360-515-6303	Phone:
Email: heathandhamilton@yahoo.com	

BUSINESS INFORMATION	
Business Name:	
Mailing Address:	
City/State/Zip:	
Phone:	Phone:
Email:	

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.: 1308688306 3
Job Site Address:
Type/Name of Water:

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:	Date: 8/26/24

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

Vacation Rental Property Management Plan

- The address here is 463 S Fork Rd., Raymond, WA 98577. The phone number for the vacation rental is 360.

- The name, address and phone numbers of the designated contact is Heather Hamilton 471 S Fork Rd Raymond, WA 98577 360-515-6303.

- the property owner or the designated local contact: Heather Hamilton 471

- South Fork Road, Raymond WA 98577.

- If you have a medical emergency, please call 911. In the event of a fire, please make sure everyone is out of the house and at a safe distance away.

- This vacation Rental is managed by Heather Hamilton. Please call us at

- 360-515-6303 if you have any questions during your stay.

- The maximum number of people allowed to stay at this home is 6 people total, including all children over 2 yrs of age. update prior to issuance -25

- Parking is allowed on the driveway.

- We ask that you respect the neighbors in the adjacent properties and comply with quiet hours from 10:00 pm to 8:00 am. Please refrain from trespassing, littering or parking on adjoining properties.

- Garbage is to be put in bags and placed in the garage.

- We appreciate your cooperation with these rules. This home is licensed under

- Pacific County Special Use/Conditional and the rules listed above can result in civil penalties for occupants, owners and managers of this vacation rental under Pacific County Ordinance No. 141 or any addendums thereto. Your failure to comply could also result in the home losing its vacation rental license.

OPERATION & MAINTENANCE INSPECTION REPORT

date okay per SH.

Parcel ID #: 13080883063
Evaluator Name: Richard Anderson
Job Location: 463 South Fork Rd
Realtor/Listing Agent: _____
Single Family Residence: Yes ☒ No ☐
Number of Bedrooms 2
Is the system currently serving a building or residence? Yes ☒ No ☐
Currently Occupied: Yes ☒ No ☐

Inspection Date: 8-24-2023
Legal Owner: Hamiltons
Operational Permit Requirement: Yes ☒ No ☐
Business Name: _____
Vacation Rental: Yes ☒ No ☐
Table VI Repair: Yes ☐ No ☒
O&M #: OM230385

SEPTIC TANK:

Type: concrete
Tank Size: 1000 (gal.) # of Compartments: 2
Depth of cover over tank: _____
Risers Yes ☐ No ☐ Condition _____
Filter Yes ☐ No ☐
Condition of Tank: Good ☐ Fair ☐ Poor ☐
Septic Tank Level: Normal ☐ High ☐ Low ☐
Sludge/Scum Levels (in): 1st comp: ____/____ 2nd comp: ____/____
Does the septic tank need pumping (based on sludge and scum levels)? Yes ☐ No ☐
Was tank pumped before covering? Yes ☐ No ☐
Graywater hooked into system: Yes ☐ No ☐

RECEIVED
AUG 28 20
DEPT. OF COMMUNITY
PACIFIC COUNTY, SOU

PUMP CHAMBER: Yes ☐ No ☒
Pump System Type: _____
Tank Size: _____(gal) Tank gal/inch: _____ Drawdown: _____ (in/min)
Low and High level alarms function: Yes ☐ No ☐
Sludge/Scum Level: _____ / _____
Does the pump tank need pumping (based on sludge level)? Yes ☐ No ☐

Timed Dose:
Timer Settings: ON time _____ (min/sec) OFF time _____ (hrs)
Elapse Time Meter Cnt:_____ Event Counter Cnt:_____ High Level Alarm Cnt:_____
Signs/evidence of past high effluent levels: Yes ☐ No ☐
Drawdown: _____ (in/min)

Demand Dose:
Float Travel: _____ (inches) Elapse Time Meter Cnt:_____ Event Counter Cnt:_____
Signs/evidence of past high effluent levels: Yes ☐ No ☐

AEROBIC TREATMENT UNIT: Yes ☐ No ☒ Type: _____

DRAINFIELD: Evidence of drainfield abuse: Yes ☐ No ☐ Gravity System
Drainfield material: Pipe + Rock
Depth of cover over drainfield: _____ in
Surface water within 100 feet: Yes ☐ No ☒
Liquid flow back while pumping: Yes ☐ No ☐
Reserve area maintained: Yes ☒ No ☐
Drainrock appears clean/dry: Yes ☒ No ☐
Evidence of ponding: Yes ☐ No ☒
Signs of possible high effluent levels in past: Yes ☐ No ☐
If trench drainfield: # of laterals: 3 Lat. length: 40 feet Lat. width: 3 feet
If bed drainfield: Size: _____x_____ feet

Pressure Drainfield:

Lateral squirt height: _____ inches

Do the laterals need cleaning? Yes ☐ No ☐ Clean out sweeps: Yes ☐ No ☐

Does the squirt heights match (+/- 15%) across all laterals? Yes ☐ No ☐

WATER:

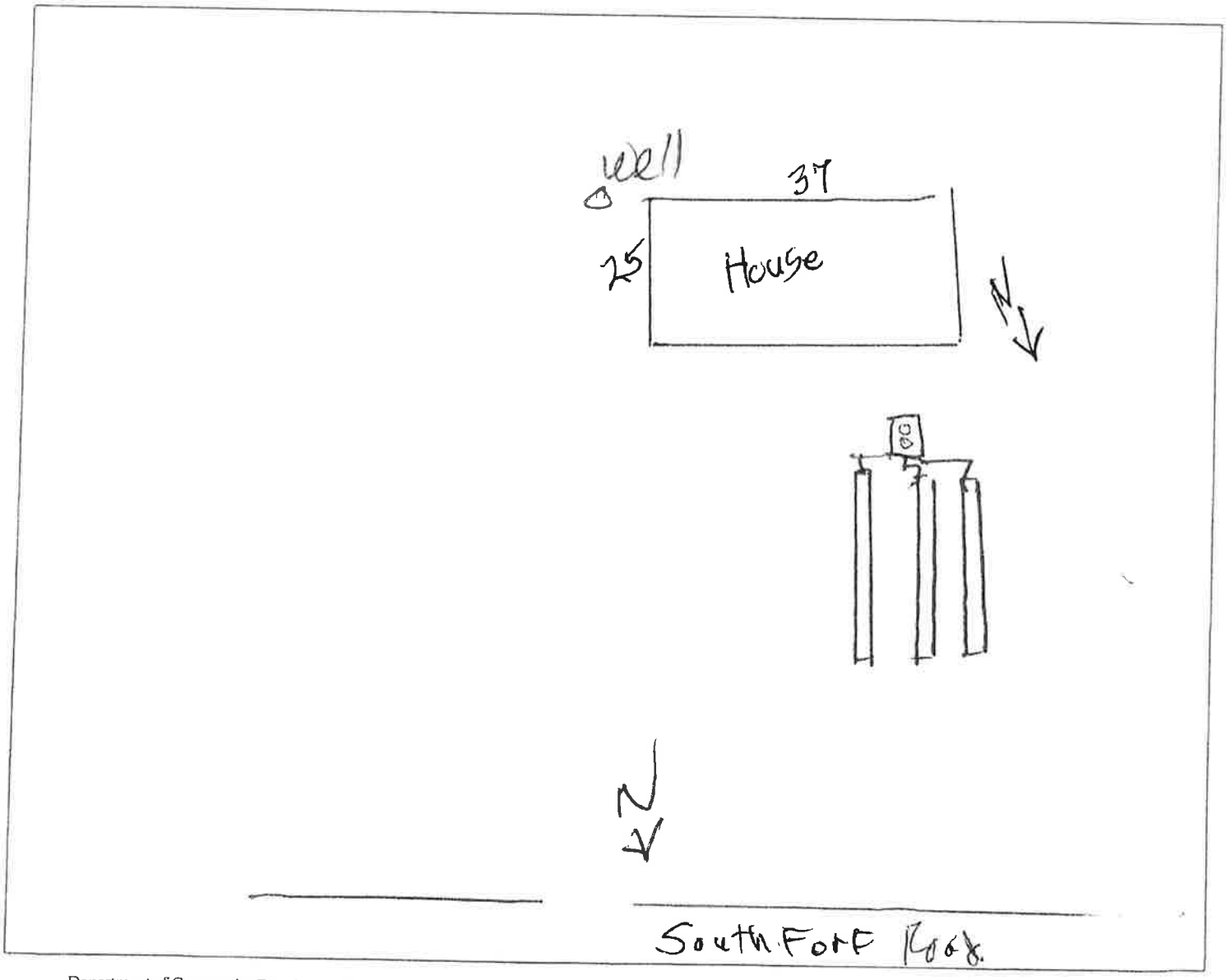
Public water: Yes ☐ No ☒ If no, distance from well to drainfield: 88 feet

Closest neighbors well: _____ feet away

SITE DRAWING:

Site Drawing should include:

- Distance from septic tank and drainfield to:
  - ☐ All wells
  - ☐ Surface water
  - ☐ Property lines
  - ☐ Structures
- Locations of areas of concern, (i.e. broken pipes, discharges to surface water, etc).
- North arrow



PICTURES:

Please attach 3 or more pictures including:

- Total Site
- Tank
- Exposed Section of Drainfield
- Any Areas of Concern

FAILURE INDICATORS:

Sewage and/or sewage effluent present on ground surface: Yes ☐ No ☒

Sewage and/or sewage effluent discharging to surface water directly or by means of ditch or depression: Yes ☐ No ☒

Sewage is backing up into residence or business: Yes ☐ No ☒

Sewage is leaking from septic tank, pump chamber, holding tank, or collection system: Yes ☐ No ☒

Untreated effluent is directly or indirectly reaching groundwater: Yes ☐ No ☒

Construction or use of an outhouse or cesspool: Yes ☐ No ☒

Use of a metal septic tank that leaks or is in disrepair: Yes ☐ No ☒

Use of a wooden septic tank: Yes ☐ No ☒

Suspected condition of system: Good ☒ Suboptimal ☐ Failure ☐

Inspectors general comments, findings, or recommendations:

System looks ok

I personally conducted this sewage disposal system site assessment in accordance with the Pacific County Health Department protocol.

Signature: Richard Ordb **Date:** 8-28-23

Disclaimer of Assessment: Neither the Inspector nor the County warranty operation of the sewage disposal system described in this assessment. This report is a disclosure of the septic system conditions found at the time of the inspection only (this is not a septic system certification). *No guarantee of future performance is implied or should be inferred*.

Pacific County has not inspected this septic system and does not certify its condition or performance. However, if the county becomes aware of a septic system that meets the definition of "failure" as defined by Pacific County Board of Health Ordinance 3E, the system must be repaired. Based upon this septic system inspection report provided to the county by the private Operation and Maintenance Specialist, this septic system appears **TO** (**NOT TO**) meet the definition of a failure at this time. If this system meets the Pacific County definition of failure, the legal owner (or authorized agent) must contact the Dept of Community Development and secure a repair permit. If you have any questions regarding the condition of this system, the inspection, or the inspector's general comments or recommendations, please contact the above private Operation and Maintenance Specialist.

Pacific County acknowledges receipt of this Operation and Maintenance Report. BB 8/29/23

Initials Date

Pacific County comments, concerns or recommendations:

System deemed good.

SECTION 10 – RURAL LANDS DISTRICT (RL)

A. INTENT

The Rural Lands District is established to promote and protect the County's existing rural areas consisting of low-density residential neighborhoods, active farming practices, active forestry practices, and home based commercial activities that exist in harmony with each other and the natural environment. It is the intent of the District to continue promoting a flexible land use system in the rural areas which fosters a diverse, rural economy, while recognizing a rural lifestyle dependent upon the protection of both property rights and environmental values. The Rural Lands District encompasses lands labeled as General Rural on the Pacific County Comprehensive Plan Maps.

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, daycare centers, pre-school centers, public parks, church affiliated campgrounds, campgrounds operated by a non-profit organization, and youth camps.

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

5. All agricultural uses, including animal husbandry, horticulture, viticulture, floriculture, beekeeping, crop cultivation, commercial greenhouses, botanical nurseries and horticultural uses.

6. 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.

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

8. All aquacultural farming activities including storage of commercial fishing gear, processing of seafood/shellfish products and retail/wholesale sales of seafood/shellfish products.

9. The management and propagation of fish and wildlife.

10. 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.

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

12. 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.

13. Any use which is similar in nature, usage, and impact 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. Uses incidental to the primary permitted forestry uses including, but not limited to, garages, storage buildings, equipment storage areas, log storage and sorting areas, etc.

3. Uses incidental to the primary permitted agricultural use including, but not limited to, barns, storage buildings, loafing sheds, animal confinement lots, ponds, corrals, temporary worker housing, etc.

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

5. 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.

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

7. 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.

8. In-home family or child day care.

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

10. 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. Commercial horse arenas, riding farms and stables.

2. Veterinary clinics and/or kennels provided that all outdoor dog runs are located at least two hundred (200) feet from any adjoining property lines.

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

4. Vacation Rentals subject to the standards contained in Subsection 21.N, Vacation Rentals.

5. Seasonal retail fireworks stands.

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

7. Cluster developments that meet the standards contained in Subsection 21.Q, Cluster Development.

8. All Washington State facilities relating to park services including, but not limited to, campgrounds, restrooms, historical/cultural centers, interpretive centers, administrative buildings, living quarters, trails, and those uses typically incidental to a State Park facility.

9. 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 unless approved by the Administrator;

   d. Burning of brush, limbs and other organic debris originating off-site is permitted provided a burning permit is secured; and,

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

10. Any use or activity similar in nature, usage, and impacts to a listed accessory 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. Operation of recreational facilities including campgrounds, game reserves, developed trailheads, off-road vehicle parks, marinas, camping clubs, golf courses, shooting ranges, and recreational vehicle parks.

2. Major utility and communication facilities including, but not limited to, overhead transmission lines, power generation plants and underground pipelines which are designed to serve regional needs.

3. Quarrying and mining of minerals or materials, including, but not limited to, surface mining of sand, gravel, and rock and the primary reduction, treatment, and processing of minerals or materials together with the necessary buildings, structures, apparatus, and appurtenances including rock crushing, washing, sorting and asphalt mixing, subject to the following conditions:

   a. Dust, dirt or other airborne solids from any source shall not be emitted in quantities as to adversely affect adjacent property.

   b. Mining and quarrying operations shall be constructed in a manner which will prevent pooling of water on excavated areas.

   c. Drainage facilities and construction methods shall be used which will minimize erosion of excavated areas and water-suspended silts and soil shall not be permitted to enter streams.

   d. The Department of Community Development shall be notified of planned mining operations prior to beginning development. Such notifications must include starting dates, expected duration of operation, the amount of material to be removed, pit reclamation procedures, etc.

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

5. Inert waste/wood waste landfills, solid waste transfer stations, recycling centers.

6. Recreational Vehicle Parks that meet the standards contained in Subsection 21.P, Recreational Vehicle Parks.

7. Mobile Home Parks that meet the standards contained in Subsection 21.O, Mobile Home Parks.

8. Mini-Storage Facilities used for the storage of household goods, recreational equipment, Recreational Vehicles, and commercial fishing vessels, provided that the facility and its outdoor storage areas are adequately screened with either fencing or landscaping.

9. Retirement, boarding 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.

10. Cottage industries employing no more than five (5) people and conducted in a structure(s) other than the dwelling unit engaged in the limited manufacturing of products, services and/or goods for sale at another location, provided that all of the following requirements are met:

    a. The Hearing Examiner may place limitations on the square footage of an existing or new structure used for a cottage industry, while construction of new buildings to house said activity shall not, in any case, exceed ten thousand (10,000) square feet of total floor area;

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. Traffic generation shall not exceed that normally expected in a rural neighborhood;

d. All buildings housing the proposed activity must be setback at least one hundred fifty (150) feet from all adjoining residential dwellings on adjoining lots, unless the Hearing Examiner finds extraordinary reasons for a modification to reduce this setback;

e. Signage consistent with Subsection 21.R, Signage;

f. On-site retail sales are prohibited unless the Hearing Examiner determines the potential impacts from such retail sales are minimal and can be mitigated; and

g. The operation of the business must comply with all local and/or state noise, air quality, sewage, water, and solid waste management requirements.

11. Light industrial activities, including fabrication and assembly, subject to the following requirements:

a. Individual buildings shall be limited to a total square footage of four thousand (4,000) square feet of floor area;

b. All work shall be conducted within a building; however, limited activities may occur outside provided they are consistent with the adjacent land uses on adjoining parcels;

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

d. The proposed activity shall be located at least two hundred (200) feet from all adjoining residential dwellings on adjoining lots, unless the Hearing Examiner determines that the level of noise, odor, dust, fumes, or any other potentially objectionable aspects of the activity dictates a different standard of separation from adjoining residential dwellings. The minimum separation from adjoining residential dwellings does not apply to any dwelling located on the same parcel as the proposed light industrial activity; and,

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

12. Any use which is similar in nature, usage, and impacts to a listed conditional or special 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 size for residential development within Urban Growth Areas is 11,000 square feet, unless the relevant City has delineated an alternative minimum lot size.

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

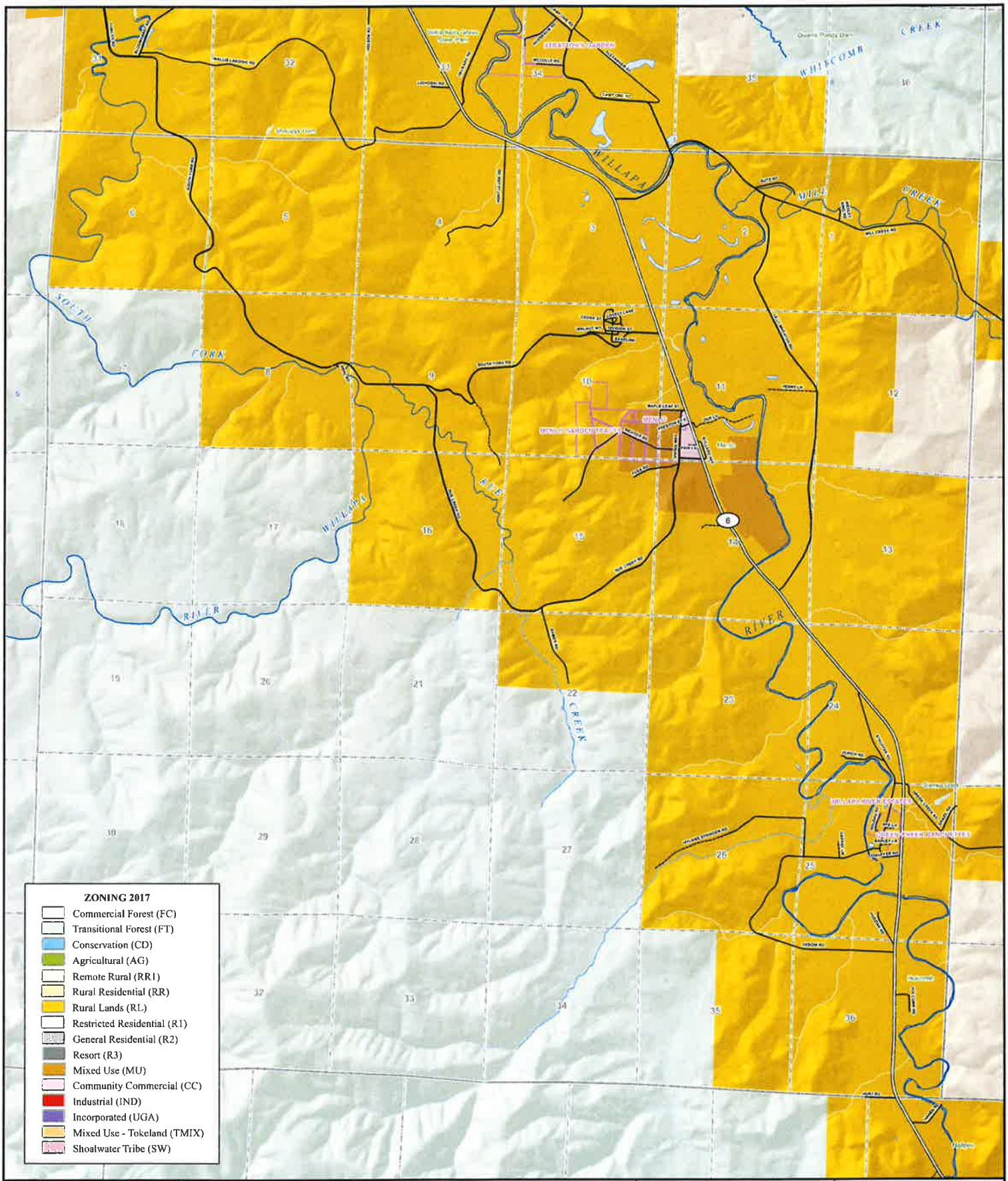
   c. Agricultural Buildings, barns, structures – twenty (20) feet from the front, side and rear property lines. Dairies, milking parlors or animal feed lots shall be setback fifty (50) feet from all property lines.

   d. New manure lagoons shall observe a minimum setback of one hundred fifty (150) feet from all adjoining residential dwellings. New residential construction shall observe a minimum setback of one hundred fifty (150) feet from all existing manure lagoons.

7. Building Height:

   a. The maximum building height for all residential and accessory structures is thirty-five (35) feet.

   b. The maximum height for all other structures is fifty (50) 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
- Minor Collectors
- Local Access Roads
- City Streets
- Plat Boundaries

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

Pacific County

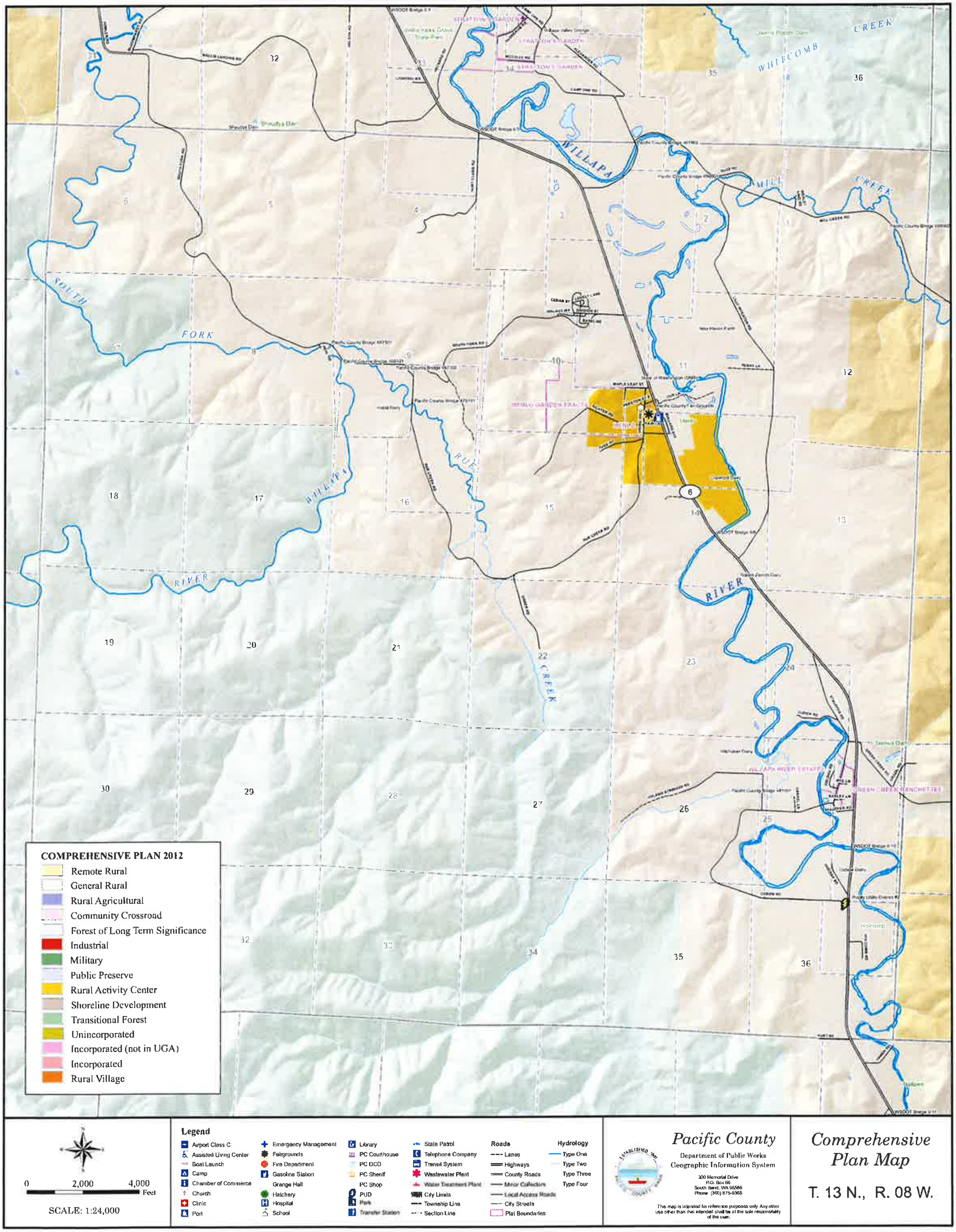
Department of Public Works
Geographic Information System

300 Memorial Drive
P.O. Box 68
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. 13 N., R. 08 W.



32
35
36
WHITCOMB
CREEK
Owens Ponds Dam
WILLAPA
MILL
CREEK
SOUTH
FORK
RIVER
WILLAPA
RUE
CREEK
RIVER
Shoudys Dam
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CEDAR ST
MAPLE LEAF ST
MENLO GARDEN TRACTS
Pacific County Fairgrounds
WILLAPA RIVER ESTATES
GREEN CREEK RANCHETTES
Holcomb
COMPREHENSIVE PLAN 2012
Remote Rural
General Rural
Rural Agricultural
Community Crossroad
Forest of Long Term Significance
Industrial
Military
Public Preserve
Rural Activity Center
Shoreline Development
Transitional Forest
Unincorporated
Incorporated (not in UGA)
Incorporated
Rural Village
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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
Minor 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.
Comprehensive
Plan Map
T. 13 N., R. 08 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

September 3rd, 2024

RE: **HEARING DATE** - Special Use Permit Application No. P2400562 submitted by Heather Hamilton (applicant) on behalf of Autumn Hamilton (owner).

Dear Property Owners:

Included you will find a copy of the Public Notice which will be posted on the property on or before September 3rd, 2024. The notice briefly describes a Special Use Permit application applied for by Heather Hamilton. 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, P.O. Box 68, South Bend, Washington 98586 in writing by the end of the day on September 17th, 2024.

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"

Hamilton Mailing List

State of Washington

P.O. Box 42650

Olympia, WA 98504

Michael & Anna Matysik

20404 88th Ave. W

Edmonds, WA 98020

Betty Pehl

481 South Fork Rd.

Raymond, WA 98577

David & Carolyn Allee

449 South Fork Rd.

Raymond, WA 98577-9596

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 Sept. 3rd, 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.: 13080683063

Dated this 3rd day of Sept., 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 Sept. 3rd, 2024 according to Ordinace No. 177. A picture of this posting is attached to this affidavit.

Property Parcel No.: 13080883063

Dated this 3rd day of Sept., 2024

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

PUBLIC NOTICE
SPECIAL USE PERMIT
See notice below