

**CITY OF ISSAQUAH
DEVELOPMENT SERVICES DEPARTMENT
ADMINISTRATIVE REVIEW**

NOTICE OF DECISION

TO: Anthony and Sophia Yap
24514 SE 46th Street
Issaquah, WA 98029

Michael O'Brien
O'Brien Architects
606 East Sunset Way
Issaquah, WA 98827

SUBJECT: 450 Front Street South -- Change of Use from Single Family Residential to Office Use

APPLICATIONS: ASDP14-00002 (Administrative Site Development Permit)
Reference: Building Permit: BLD14-00026

DECISION DATE: June 4, 2014

REQUEST: The project proposal is for the conversion of a 933 square foot single family dwelling to office/professional use. No expansion to the building is proposed. The zoning of the property is SF-SL" (Single Family Small Lot) which allows office/professional use. The project also includes providing a small parking lot at the southwest corner of the property for 4 vehicles including accessible parking. The existing gravel in that area will be paved over for the parking lot. A sloping walkway will lead from the parking area to a new concrete entry porch to achieve accessibility. A new concrete walk will also lead from the front porch of the building to the existing sidewalk along Front Street. Additional ornamental landscaping will be added to the site to supplement what is already in place.

The interior work of the building is limited to removing 3 doors and associated walls to achieve accessibility for 3 offices.

LOCATION: The site is located at 450 Front Street South. See Vicinity Map, Exhibit No. 5

KING COUNTY PARCEL No. 342406-9170

SITE AREA: 10,301 square feet (0.24 acre)

DECISION MADE: On June 4, 2014, the Development Services Department conditionally approved the Administrative Site Development Permit (ASDP) for the above proposal. Approval of the application is based on the submittal of February 26, 2014, and

additional information received on April 23, 2014, Exhibits 1-10, and is subject to the following conditions:

1. Prior to occupancy as an office, the applicant shall obtain approval of a Building Permit and other related permits to change the use of the building. A Building Permit application was applied for under application BLD14-00026.
2. The proposed fence located within the front yard setback along the south property line (front yard defined as the first 10 feet from the western property line) shall be limited to a height of 4 feet as required by the Land Use Code (IMC18.07.120-B-4). After that the fence may be erected to a height of 6 feet.
3. Add one street tree to the front lawn in the street right of way. A thornless honeylocust variety would be preferred (Moraine, Skyline, Shademaster, Imperial are all good varieties). Place the tree 6-8' off of the sidewalk and 15' north of the existing power pole.
4. Consider adding a tree in the lawn south of the parking area and in the lawn east of the parking area.
5. Plant 3 additional privet shrubs in the south planter in a triangular fashion.
6. Tree ties with the tree stakes shall not be hose and wire, but interlocking plastic tree ties as plastic ties are less damaging to trees.
7. Prior to landscaping the site, the soils in the landscaped areas shall be amended as required by the soils amendment section of the Landscape Code, IMC 18.12.140(Q).
8. Any substitutions of landscaping materials shall be approved by the Development Services Department.
9. Prior to issuance of the Certificate of Occupancy/Final, a landscape maintenance cash deposit or other acceptable security worth 50% of the value of the landscaped material, cost of labor, irrigation and materials shall be posted with the City for a period of three (3) years as required by the landscaping code, IMC chapter 18.12.160(A)(2). In addition, all landscaping shall be maintained in a safe, healthy and attractive manner, and kept free of weeds and litter, and the plant materials shall be maintained in a good growing condition in perpetuity.
10. The landscaping around the dwelling shall be maintained in a safe, healthy and attractive manner, kept free of weeds and litter, and maintained in a healthy growing condition in accordance with the requirements of the Landscape Code, IMC 18.12.050 "Maintenance". The landscaping shall be maintained on a regular basis including weeding, mowing, and litter pickup with a special focus on maintaining attractive landscaping adjacent to neighboring properties.
11. Tree Preservation: No trees are to be damaged or removed unless specified and approved on the plans.
12. Prior to issuance of a building permit, the applicant shall pay impact fees. The City impact fees for the project include a transportation impact fee, receiving credit for the existing single family house. The Fire Impact fee is higher for the existing single family house vs. a 933

square foot office and therefore no fire impact fee is assessed.

13. If any business sign is installed for this office, a Sign Permit is required prior to installation as required by the Issaquah Municipal Code, Chapter 18.11.

REASONS FOR DECISION:

1. The change of use from a residential use to an office use is authorized to be reviewed as a Level 2 Review, Administrative Site Development Permit (ASDP), according to the Table of Permitted Land Uses, Chapter 18.06.130. Table 18.04.100-3 (Changes of Use – Levels of Review) provides an administrative process through the Level 2 Review process when the existing use (house) is a Level 0 Review and the proposed use (office) is a Level 3 review according to the Table of Permitted Land Uses.
2. The Administrative Site Development Permit application was made on February 26, 2014 and the City determined the application to be complete on March 7, 2014.
3. The site is zoned Single Family Small Lot (SF-SL); the office use is permitted in this zone in accordance with the Table of Permitted Land Uses, Chapter 18.06.130. The Comprehensive Plan designation of the site is “Low Density Residential”, according to the Comprehensive Plan map revision dated January 20, 2014.
4. The site is comprised of an existing one-story, single-family house containing 933 square feet of area as photos of site show (Exhibit 4). The site also contains a detached storage building just east of the dwelling. The site contains landscaping typical of single family houses which will be retained where practical and supplemented with new landscaping. There is designated steep sloped on the eastern part of the property (40% and greater) and that area will not be developed.
5. The development standards associated with the “SF-SL” zone are:

	REQUIRED/ALLOWED	PROPOSED
Front Setback (west)	10 feet	11-12 feet to new covered porch.
Rear setback (east)	20 feet	No change
Side setback (north)	6 feet	No change
Side Setback (south)	6 feet	6 feet to new parking lot.
Building Height	30 feet	No change
Impervious Surface	50% maximum	38.89% (4,006 sq. ft.)
Pervious Surface	50% minimum	61.11% (6,295 sq. ft.)
Parking:	3 stalls required	4 stalls provided

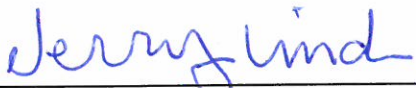
6. The project requires 3 parking stalls to meet the requirements for office use (1 per 300 square feet) and 4 stalls have been provided. The 4 stalls are located at the southwest corner of the site and include 1 van accessible stall (16 feet wide) with an accessible route of travel to the front of the building which includes an ADA ramp to the front door as shown on the site plan. Two of the parking stalls are compact stalls and 1 stall is a standard size stall. The 4 stalls all meet the minimum dimensional requirements and all provide the required 24 feet of back up maneuvering space.
7. Sites requiring 8 or fewer auto parking stalls are exempt from bicycles parking (IMC 18.09.030-I-3). Bicycle parking though is encouraged.
8. An updated landscaping plan was provided (Exhibit 10) that retains existing landscaping on the property and supplements it with new ornamental landscaping, specifically within the front area facing Front Street. He applicant may also add a Eddies White Wonder Dogwood to the site (City's Centennial Tree). Some supplemental landscaping is conditioned including filling in the south planter with additional shrubs planted in a triangular fashion to better fill in the planter and a street tree in the front right-of-way area. The landscaping will be manually watered but may be changed to an automatic irrigation system in the future. A plumbing permit would be required for an underground irrigation system.
9. A 6 foot height wood fence is proposed along a portion of the south property line to provide additional screening of the parking area to the neighboring property to the south. Fences within the front yard (defined as the first 10 feet in the SF-SL zone) are limited to a maximum height of 4 feet so that segment will need to be lower than as shown. After the first 10 feet they may be 6 feet in height.
10. A 3-year landscaping maintenance bond will be required by IMC 18.12.160-A-2 upon acceptance of the landscaping. The landscaping code, Chapter 18.12.050-A-1, also requires that the property owner maintain the landscaping in a healthy and attractive manner in perpetuity.
11. Storm water drainage from the parking lot will be directed and collected to a new catch basin located just east of the building and connected to the existing storm drain piping on the site. The new concrete parking area will be sloped in the direction to the new catch basin.
12. The project obtained a Certificate of Transportation Concurrency, File No. CON14-00003 on March 14, 2014 to office use. The change of use from single family to office use was determined to generate 0.60 *new* PM peak hour traffic trips from the existing single family use of the house. The office use generates 1.61 PM traffic trips and the existing house generates 1.01 PM trips, the difference being an increase of 0.60 PM trips. The certificate confirms that the project meets the requirements of the traffic concurrency requirements.
13. The change of use from single family to office must be evaluated for impacts on City services. At issuance of the Building Permit, the applicant shall pay impact fees including a traffic impact fee. Credit for the existing single family house already on the site will be provided. A Fire Impact Fee is higher for the existing single family house than the office use so no fire impact fee is required. Calculation sheets for these fees are available from the Development Services Department.
14. The City's Environmental Planner conducted the environmental review for the project and

SEPA is required for construction of commercial buildings 4,000 SF or greater in size. The building is not proposed to be enlarged. An environmental checklist was not required.

15. The application was routed to City departments for review and comment. Those comments are incorporated in this Notice of Decision.
16. The Level 2 process requires notice to be mailed to all adjoining property owners within 300 feet of the site. Notice of application for the ASDP was mailed on March 7, 2014, with the 14-day comment period ending on March 21, 2014. Public comments were received from one citizen regarding storm water drainage with a concern that paving of the graveled parking area could further impact neighboring properties. A revised site plan was provided that provides a new catch basin on the eastern side of the building that will collect the water from the sloped paved parking lot. The storm water then will be collected to existing storm drain piping. A copy of the Notice of Decision will be mailed to the same property owners with an opportunity to appeal the decision.

TIME LIMIT OF DECISION:

The final decision approving the Administrative Site Development Permit is valid for three years as specified by IMC 18.04.220-D, or as amended by the Issaquah Land Use Code.



Jerry Lind, Senior Planner



Date

EXHIBIT LIST:

1. Administrative Site Development Permit application, File No. ASDP14-00002, received 2-16-2014
2. Affidavit of Ownership, received 2-16-2014
3. Project narrative update, received 2-26-2014
4. Photographs of dwelling (3), received 2-26-2014
5. Vicinity Map
6. Certification of Transportation Concurrency, Application No. CON14-00003, issued on 3-14-2014
7. Site Plan & Landscaping Plan, sheet A1, received 2-26-2014
8. Floor Plan & notes, sheet A2, received 2-26-2014
9. Revised Site Plan, sheet A1, received 4-23-2014
10. Revised Landscaping Plan, sheet L1, received 4-23-2014

VICINITY MAP

450 Front Street South

