



City of Leavenworth
Department of Development Services

**Combined Notice of Complete Application
and Notice of Application**

Date of Notice: July 31, 2018
Physical Address of Property: 325 Meadow Drive
Leavenworth, WA 98826
Applicant/Owner: The Salon / Erica Denega
Applicant/Contact: 325 Meadow Drive
Leavenworth, WA 98826
Docket/Permit #(s): Group B Home Occupation Permit No. 2018-14B
Date of Application Submittal: July 18, 2018
Date of Notice of Complete: July 31, 2018
Comment Due Date: August 14, 2018
Notice of Final Decision Due Date¹: November 28, 2018

Project Location: The project site is located at 325 Meadow Drive, Leavenworth, Washington. The legal description is Lot 7, Marson's Addition to Leavenworth. The Chelan County Assessor's Parcel Number is 241711693070. The subject site is located within the Residential Low Density 6,000 zone district.

Project Description: The Group B Home Occupation Permit and a City Business License will be necessary for conducting a home based business as described within "Project Details" below.

SEPA Review: This project is exempt from the State Environmental Policy Act (SEPA) process in conformance with WAC 197-11-800 (13), categorical exemptions.

Project Details and Compliance Review: This is a proposal to use a portion of an existing single family residence for a one-station hair salon business as allowed under the provisions of Leavenworth Municipal Code 18.20.020 (H) - Residential Low Density 6,000 Zone District Standards, Permitted Uses - Group B Home Occupations. Specifically, the proposed project includes, but is not limited to:

1. The use of approximately 220 square feet of one floor of the existing approximately 2,492 square foot area of one floor of the residence (or 9%) to operate a hair salon business within a designated area in the house.
2. The applicant proposes to have not more than one (1) client at any given time, and no more than five clients within any 12-hour period visit the business. Business hours are to be limited between the hours of 9:00 AM and 5:00 PM, Monday through Saturday.
3. The applicant, who is the owner and resident of the home, will be the only employee of the business, and

¹ As provided by LMC 21.09.070, a Notice of Final Decision shall be issued within 120 days after the date of the Determination of Completeness excluding periods during which the applicant has been requested by the City to correct plans, perform required studies, or provide additional information or materials. The date noted does not account for periods of time which are excluded from the 120 days for issuance of the Notice of Final Decision and the date is subject to change.

may not employ additional workers. The City will place conditions upon any approval of this proposal to ensure compliance with the Group B Home Occupation standards.

4. Two owner parking spaces are provided on the subject property within the existing garage as required by LMC 14.12.150 (A)(1) (residence size in excess of 1,500 SF). One additional parking space is available for clients. It is not anticipated that the parking of client vehicle(s) will be in a manner or frequency as to cause disturbance or inconvenience to nearby residents, or so as to necessitate on-street parking. The City may place conditions upon any approval of this proposal to ensure compliance with the Group B Home Occupation standards.
5. No deliveries by commercial vehicle or a trailer are proposed. No equipment or employees are to be dispatched from the residence.
6. No sign(s) will advertise the business, no window display, and no sample commodities, stock in trade, or related materials will be displayed or stored outside the building.
7. No materials or mechanical equipment will be used which will be detrimental to the residential use of the property or adjoining residences because of vibration, noise, dust, smoke, odor, interference with radio or television, or other factors.
8. No structural alterations of the existing residence are proposed. The structure was constructed in 2017 / 2018 and has received a Certification of Occupancy from the City. Inspections included anticipation of converting the permitted "bonus" space into a salon. It does not appear that the home occupation will exceed the occupancy allowed by the adopted International Building, Residential and/or Fire Codes.
9. The use appears consistent with, and does not appear to include any prohibited activities as delineated by LMC 18.20.020 (H)(20).

Determination of Completeness: The application for the project as described above has been reviewed by the City of Leavenworth and has been determined to be **complete**, as it meets the procedural submission requirements of the City and is sufficient for continued processing. This Determination of Completeness shall not preclude the City of Leavenworth from requesting additional information, corrections, studies, mitigation and/or requirements, either at the time of the Notice of Completeness or subsequently, if new information is necessary, corrections are needed, and/or substantial changes in the proposed action occur. As provided by LMC 21.09.070, a Notice of Final Decision shall be issued within 120 days after the date of the Determination of Completeness excluding periods during which the Applicant has been requested by the City to correct plans, perform required studies, or provide additional information or materials. This Notice does not constitute final approval (Notice of Final Decision) for the application and compliance with conditions of approval may be required of the project.

Required Permits: This Notice of Application is for Group B Home Occupation Permit Application 2018-14B. A City of Leavenworth Business License, and Washington State Business License will also be required. Licensing or permitting with the Department of Health may also be required. Additional permits may be required which are not identified at this time.

Public Notice: This Notice of Application shall be posted at the project site and in three (3) places at City Hall for the duration of the comment period, per Leavenworth Municipal Code Section 21.07.080(B). This Notice of Application shall also be mailed to other agencies with jurisdiction, including but not limited to Chelan County Fire District #3.

Public Comment / Review / Appeals: The public and other agencies with jurisdiction are encouraged to review and comment on the proposed project and its probable impacts. **This will be your only opportunity to comment on the proposed project.**

It is the right of any person to comment on the above noted application, to receive notice of and participate in any hearings, and request a copy of the decision once it is made, or to appeal such decision subject to the requirements

outlined in Title 21 of the Leavenworth Municipal Code. Interested persons must submit written comments and/or requests within fourteen days following the date of publication of this notice. **The comment period ends August 14, 2018 at 5:00 pm.**

A complete project file is available for review at Leavenworth City Hall at 700 Highway 2, Leavenworth, Washington, or by contacting Development Services Department staff at 509-548-5275.

Staff Contact:

Cary Siess, Planner

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