



Skagit County Planning & Development Services

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Administrative Decision Criteria

Criteria for Administrative Decisions for CaRDs Pursuant to SCC 14.18.310, .320 and .330

Narrative: Please address the following in the required narrative description:

- How does the request for administrative decision relate to the Comprehensive Plan policies?
- How does the request impact the application of Best Management Practices?
- Please describe special conditions, circumstances and topography that are peculiar to the land, buildings or structures.
- Please indicate if there are special conditions and circumstances that are not a result of the actions or omissions of the applicant.
- Please discuss whether the requested modification will confer any special privileges that are denied to other lands, buildings and structures in the same designation.

Criteria for Administrative Decisions for Change in Rural Business Use Pursuant to SCC 14.16.150(b)

Narrative: Describe how the proposed use is substantially similar to the existing use by providing details of the types of business activities and operational characteristics that currently take place on the site and that are proposed to occur on the site. Provide hours of operation of the existing and proposed businesses. Describe how the existing property and buildings are currently used and how the proposed use will use existing buildings and property. Describe in detail business activities. Discuss any proposed remodeling of existing buildings or construction of new buildings that are proposed. Please provide the following information so that traffic trip generation can be reviewed. For both the existing business and the proposed business, provide the days and hours of operation, the number of employees on site, the average number of customers per day.

Site Plans: Provide two site plans as requested on #2 of the application. One should show the existing use of the property and another should depict the proposed uses of the property including parking spaces, entrances and exits to public roads in addition to the stated site plan requirements.

Criteria for Administrative Decisions for Reduction of Setbacks Pursuant to SCC 14.16.810(4)

Narrative: Describe in detail the proposed modification of setback including a numeric description of the required setback, the number in feet and inches the setback is proposed to be reduced and from what property lines. Describe the reasons that the setback modification is needed as related to topography, critical areas, lot size and configuration.

Additional Site Plan Requirements: Depict on the detailed site plan the proposed location of the structure, building or addition. Show scaled setback measurements from the property lines. Depict the location of any natural features, infrastructure or existing buildings on the property that help to demonstrate why the proposed structure or addition cannot meet the setback requirement.

Reduction of Parking Requirements. Pursuant to SCC 14.16.800

Narrative and Additional Site Plan Requirements: The minimum required number of parking spaces may be reduced 50% if the applicant's narrative can demonstrate that parking demand can be met with a reduced parking requirement. Include in the narrative the estimated number of parking spaces required by the proposal and provide the days and hours of operation, the number of employees on site, the average number of customers per day.

Modification of Landscaping Requirements. Pursuant to 14.16.830(5)(i)

Narrative and Additional Site Plan Requirements: Provide an alternative landscape plan and a narrative that depict and describe how lot size topography or location present a hardship that cannot be overcome.