



DOUGLAS COUNTY

TRANSPORTATION & LAND SERVICES

140 19TH STREET NW, SUITE A • EAST WENATCHEE, WA 98802
PHONE: 509/884-7173 • FAX: 509/886-3954
WWW.DOUGLASCOUNTYWA.NET

DOUGLAS COUNTY PLANNING COMMISSION AGENDA WEDNESDAY – OCTOBER 1, 2025 – 5:30 PM DOUGLAS COUNTY PUBLIC SERVICES BUILDING – 140 19TH ST NW, EAST WENATCHEE, WA 98802

Remote access accommodation can be made upon request.

I. CALL MEETING TO ORDER.

II. PLEDGE OF ALLEGIANCE.

III. ADMINISTRATIVE PROCEDURES:

- a) Review minutes from August 06, 2025, Planning Commission meeting.

IV. CITIZEN COMMENT:

The Planning Commission will allocate 15 minutes for citizen comments regarding items not related to the current agenda.

V. OLD BUSINESS – NONE.

VI. NEW BUSINESS:

- a) Planning Commission Hearing on File TEXT-2025-01:

Proposed amendments to DCC 17.04.020 – Subdivision Applicability, Section (B) (3). The purpose of this code amendment is to increase the minimum lot size requirement for land divisions exempt from the subdivision process within the Urban Growth Areas (UGAs) of Douglas County permitted under the provisions of Douglas County Code Section 17.04.020(B)(3).

Specifically, the amendment raises the minimum lot size requirement for the resultant lots from 5 acres (or 1/128th part of a section) to 20 acres (or 1/32nd part of a section).

- b) Discussion regarding the 2026 Periodic Comprehensive Plan update.
- c) Park Model as Single-Family Dwelling Units Workshop.

VII. ADJOURN.



DOUGLAS COUNTY

Transportation & Land Services

DOUGLAS COUNTY PLANNING COMMISSION SUMMARY MINUTES WEDNESDAY, August 06, 2025

MEMBERS PRESENT:

Tanya Davis, Dan Beardslee, Thomas Tupling, Tami Jo Nerby, Michelle Taylor, Betsy Irmer, Brandon Littrell

MEMBERS ABSENT:

None.

STAFF PRESENT:

Kazi Haque (Land Services Director), Swati Rastogi (Principal Planner), Tanner Ackley (Principal Planner), Tiffany Prazer (Associate Planner), Pedro Murillo-Vera (Associate Planner)

I. CALL MEETING TO ORDER:

Brandon Littrell, called meeting to order at 5:30pm, quorum established.

II. PLEDGE OF ALLEGIANCE

III. ADMINISTRATIVE PROCEDURES:

Review minutes from the July 9, 2025, meeting. Member Michelle Taylor motion to approved minutes, unanimously carried.

IV. CITIZEN COMMENT: None.

V. OLD BUSINESS: None.

VI. NEW BUSINESS:

a) Bylaw review: Tanner Ackley presented a brief overview of the past discussions of the bylaws and its content. Discussion follows on moving the date of the regular Planning Commission meetings to the 1st Wednesday of each month to accommodate all Planning Commission members. Further discussion follows about holidays falling at the beginning of the month, therefore 1st Wednesday may not be the best option for Planning Commission meetings. After more discussion, Planning Commission decides, by general consensus, to hold regular Planning Commission meetings on 1st Wednesday of the month. Other topics of discussion included:

- Pg 2, ex section 3A, Defined 3E, Pg 3, roll call, general consensus to include in bylaws.
- Pg 4, continuation of business, no longer than 8pm, general consensus to include in bylaws.
- Roll call callout will be formalized, general consensus to include in bylaws.

- Article 5, Sect B, Remove the word “affirmative”, general consensus to remove from bylaws. Swati Rastogi notes a concern about the word “affirmative”, Kazi Haque briefly explains the word and discussion follows. Land Services Department offers to present the changes to the BOCC.
- b) 2026 Comp Plan overview- Kazi Haque provided an update on Comprehensive Plan outreach and participation as well as funding from Dept. of Commerce for the second phase of the plan update. Land Services to make presentation to BOCC. Explain new timeline for 2nd half Comp Plan Update. Further updates followed on the following topics:
- Climate Planning Grant available for Hazard Mitigation Plan planning process.
 - Ag-Land RFQ is open and the Board will be interviewing consultants for the position.
 - Ag-Land RFQ-status unknown currently.
- c) Tanner Ackley provided an update on a potential upcoming text amendment to allow Park Model RVs as single-family homes in the Douglas County Code. The text amendment is driven by the Building Department. Further discussion emphasized that Douglas County Code should be consistent with State Code and ICC. Further discussion followed.

VII. ADJOURN: 6:15 pm.



**DOUGLAS COUNTY
TRANSPORTATION & LAND SERVICES**

140 19TH STREET NW, SUITE A • EAST WENATCHEE, WA 98802
PHONE: 509/884-7173 • FAX: 509/886-3954
WWW.DOUGLASCOUNTYWA.NET

DOUGLAS COUNTY APPLICATION TEXT-2025-01

**PROPOSED AMENDMENT TO DOUGLAS COUNTY CODE SECTION 17.04.020
INCREASE IN MINIMUM LOT SIZE REQUIREMENT FOR EXEMPT SEGREGATIONS IN
URBAN GROWTH AREAS**

STAFF REPORT

TO: Douglas County Planning Commission

FROM: Douglas County Land Services Staff

RE: Public Hearing – Amendment to DCC 17.04.020 – Subdivision Applicability, Subsection (B)(3). This text amendment seeks to increase the minimum required lot size to 20 acres for exempt land divisions (segregations) in Douglas County Urban Growth Areas (UGAs).

DATE: September 16, 2025

A. PROPOSED ACTION:

This is a request to amend Douglas County Code (DCC), DCC 17.04.020 – *Subdivision Applicability*, Section (B) (3). This section of the code sets the criteria for land divisions exempt from the subdivision standards. The current regulations set the minimum required lot size for the resultant lots as 5 acres. This text amendment proposes to increase the minimum required lot size to 20 acres for exempt land divisions (segregations) in Douglas County Urban Growth Areas (UGAs). No changes are proposed to the minimum lot size requirement for exempt segregations pursued in the rural Douglas County (all of the unincorporated county excluding the UGAs).

This text amendment is needed to mitigate the unintended consequences of these exempt land divisions in the Urban Growth Areas. Some of these consequences are as follows:

- (1) Circumvention of the Subdivision Process:** Within UGAs, a combination of exempt segregations and boundary line adjustments has been used to circumvent the formal subdivision process. By repeatedly using the combination of the exempt segregations process and boundary line adjustment provisions, lots are reduced to very small sizes (e.g., 5,000 sq. ft.), allowing developers to effectively create “subdivisions” without undergoing subdivision review.
- (2) Resulting Issues:** The interplay between the 5-acre exempt segregation code and the current boundary line adjustment provisions has created the following problems within UGAs:
 - (a) Infrastructure Deficiencies** – New lots are created without ensuring that adequate urban infrastructure is in place.

- (b) **Transportation Impacts** – The agencies reviewing projects for transportation infrastructure in the county could not ensure that the transportation system and frontage improvements are provided to serve the new lots or the surrounding community.
 - (c) **Shifted Public Burden** – In some cases, construction of essential infrastructure, such as public roadways, fell to Douglas County, thereby shifting costs to taxpayers not directly involved in the development.
 - (d) **Commercial Land Impacts** – Critical commercial areas within the UGA, such as Wenatchi Landing, could be adversely affected with this provision. Un-reviewed and un-analyzed land divisions exempt from the subdivision process limits opportunities for coordinated large-scale commercial development. Given the limited supply of commercial land, protecting these areas for future commercial uses is a high priority.
 - (e) **Lack of Public Notification and Coordination** – Because these divisions occur outside the subdivision process, there is no mechanism to notify the public, agencies, school districts, or utilities. As a result, water, sewer, and dry utility infrastructure needs are not adequately considered.
 - (f) **Reduced Capacity for Multifamily Housing** – Exempt segregations followed by boundary line adjustments create small unbuildable lots without infrastructure that are unsuitable for multifamily housing. This significantly diminishes the inventory of vacant land available to accommodate required multifamily housing within UGAs.
- (3) Public Health, Safety, and Welfare Concerns:** These practices present a direct threat to the health, safety, and general welfare of the public. Accordingly, the county must reconsider and refine its regulations governing exempt land segregations within UGAs.

The concerns raised above led the Board of County Commissioners to impose a year-long moratorium in December 2024, on the exempt land segregations in the UGAs of the county. Over the course of next several months, the Board of County Commissioners engaged with the public, county staff and other interested parties such as developers in various workshops to review alternatives to mitigate these issues. A few of the alternatives considered are noted below. Several other alternatives were considered in the course of the discussion that are not included in this list.

- (1) Creation of a new land division process that borrows some components of review of subdivisions yet remains largely exempt from the subdivision process.
- (2) Review of the short plat process to reduce review time of the reviewing agencies.
- (3) Enforcing a time-gap between the exempt segregations and the subsequent boundary line adjustments.
- (4) Enforcing a time-gap between the first exempt segregation with boundary line adjustment and the subsequent exempt segregations.
- (5) Limiting the number of lots created through exempt segregations.
- (6) Limiting the minimum lot size that could be created through exempt segregations.
- (7) Eliminating the ability to pursue Boundary Line Adjustments if the lots have been created through a subdivision exempt land division process.
- (8) Exemption from improvements for certain sized lots created through short plats.

After carefully considering the merits and de-merits of these and several other alternatives, the Board of County Commissioners finds that increasing the minimum lot size requirements for the resultant lots from 5 acres to 20 acres for the exempt segregations in the Urban Growth Areas is likely the best possible solution to mitigate the issues identified above. This text amendment thus proposes to increase the minimum required lot size to 20 acres for exempt land divisions (segregations) in Douglas County Urban Growth Areas (UGAs). It is important to note that this increase in minimum lot size provision, if approved, shall only apply to exempt segregations in the Douglas County Urban Growth Areas where the zoning districts permit small urban area-like lot sizes. The minimum lot size requirements for resultant lots of exempt segregations in the rural Douglas County remain unaffected.

The Planning Commission is requested to review, consider, and make a recommendation to the Board of County Commissioners to approve, approve in part, or deny the adoption of the proposed amendment.

B. ENVIRONMENTAL REVIEW:

An environmental review was completed. On July 10, 2025, Douglas County issued a Determination of Non-Significance (DNS) pursuant to WAC 197-11-340, for the proposed amendment.

C. NOTIFICATION PROCESS/ PUBLIC PROCESS:

- (1) July 24, 2025: Washington State Department of Commerce was issued a 60-day notice of intent to adopt the amendment.
- (2) September 18, 2025: Public Notice of the Planning Commission Hearing provided through Wenatchee World and Empire Press Newspapers.
- (3) October 1, 2025: Planning Commission Hearing

D. AGENCY AND PUBLIC COMMENTS:

Douglas County initiated a 60-day review period on July 24, 2025, while public notice of the Planning Commission Hearing was posted in the newspapers on September 18, 2025. As of the date of this staff report, no agency or public comments have been received.

E. PROJECT ANALYSIS:

The text amendment only impacts the Urban Growth Areas of the County. The following goals and policies of the following Urban Growth Area Comprehensive Plans support the amendment:

- Greater East Wenatchee Comprehensive Plan
- Rock Island Urban Growth Area Comprehensive Plan
- Bridgeport Urban Area Comprehensive Plan
- Mansfield Urban Area Comprehensive Plan
- Waterville Urban Area Comprehensive Plan

GREATER EAST WENATCHEE COMPREHENSIVE PLAN

CHAPTER 2: URBAN GROWTH:

- GOAL 2: Reduce the inappropriate conversion of undeveloped land into sprawling, low density development and provide for the orderly and progressive change from rural to urban density land uses within the Urban Growth Area with the provision of a full-range of urban services.
 - UG-7 Ensure that the location of proposed easements and road dedications, structures, stormwater drainage facilities, and the extension of a full range of urban utilities (water, sewer, power, etc.) are consistent with the orderly future development of the property to achieve urban densities.
 - UG-8 The development of residential and commercial property within the urban growth area shall only occur when all necessary urban public facilities and services are provided prior to or concurrent with development.
- GOAL 4: The County and the City will collaborate on and adopt consistent regulations and development standards for areas located within the urban growth areas.
 - UG -15: Capital Facility Plans should provide for an urban level of public facilities and services to facilitate an orderly and efficient build out of lands within the urban growth areas.

CHAPTER 4: RESIDENTIAL/ HOUSING

- GOALS:
 - 5. To ensure that public facilities and infrastructure are available to support development at urban densities in advance of or concurrent with development.
- POLICIES:
 - H-1 Require residential development at urban densities to locate within urban growth areas consistent with the comprehensive plan. If the property is located outside of the service district boundary of a utility, annexation into the service district must occur prior to development of the property.
 - H-8 Provide for multi-family densities near major activity centers, parks, commercial, and business centers, that are adequately serviced by transportation systems and utilities.
 - H-13 New residential development in the urban growth area must be concurrently served by a full range of urban governmental services. The City and County should designate phasing of development areas not currently served by sanitary sewer. On-site sewage disposal systems are a temporary option that should only be available to properties located within these phasing areas in the UGA when the developer:

- a) Executes a formal development agreement, recorded and binding upon the property, providing a financial guarantee to pay for the extension of sanitary sewer with the creation of a utility local improvement district or other funding mechanisms;
 - b) Installs “Dry lines” for centralized public collection at the time of development to facilitate eventual connection to sanitary sewer;
 - c) Guarantees connection to the sanitary sewer at the time a main line is extended to service the property by recording a binding agreement on the title of each lot or dwelling unit created requiring sewer connection, at the property owner’s sole expense, when the main line is installed to service the property; and
 - d) Designs and builds the project in a manner that locates the homes and other uses on the property to facilitate infill development when the land area needed for the on-site septic system is no longer necessary;
 - e) Includes a plan to ensure that sewer service is provided within a reasonable period of time.
- H-24 Ensure that new developments provide adequate street illumination.

CHAPTER 7: UTILITIES:

- GOAL 1: Facilitate the development of all utilities at the appropriate levels of service to accommodate growth that is anticipated to occur in the Area, in a fair and timely manner.
- UT 4: Insure that development provides timely, adequate, and efficient utility systems.
- UT 5: The cost of on-site utility improvements or site preparation for new and redevelopments, such as surface drainage, utilities, and water and sewer systems shall be the responsibility of private enterprise.

CHAPTER 8: TRANSPORTATION:

- GOALS:
 - 4. Ensure that adequate transportation systems are provided to support growth.
- POLICIES:
 - T-1 Allow major land use changes only when those proposals are consistent with the transportation system plan.
 - T-5 Transportation facility connectivity may necessitate the continuation of road systems to foster the long-range transportation objectives of the county and city. As development occurs, require the extension of dead-end streets which improve access and circulation.
 - T-7 Ensure that current and future developments provide proper, adequate and safe access to the transportation system and facilities.

Provision for adequate parking must be included for all development.

Natural and artificial landscaping should be considered in the design of system facilities.

Traffic calming techniques should be required when there are conflicts between transportation modes.

ROCK ISLAND URBAN GROWTH AREA COMPREHENSIVE PLAN

GENERAL LAND USE GOALS AND POLICIES:

- **GOALS:** Land Use Goal: Establish a pattern of development that maintains and enhances quality of life within the community.
- **POLICIES:**
 - General Land Use Policy 1: Develop improvement standards for new developments occurring within the Rock Island UGA that conform to the adopted level of service standards established for each public utility or facility that will be affected by the development.
 - General Land Use Policy 3: Provide for adequate and timely installation of utilities and services necessary to support development.

LAND USE ELEMENT – URBAN GROWTH SUB-ELEMENT

- Urban Growth Goal 2: Ensure efficient provision of adequate urban services.
- Urban Growth Goal 3: Encourage and plan for orderly growth and development.
- Urban Growth Goal 4: Coordinate effectively with Douglas County and urban service providers.
- **POLICIES:**
 - Urban Growth Policy 8: The City may use development phasing, pursuant to RCW 36.70A.110(3) and WAC 365-196-330, to ensure public facilities and services will be adequate to serve new development within the UGA. Any such phasing that is applicable to the unincorporated UGA should be coordinated with Douglas County, pursuant to Policy C-1 of the Douglas County Regional Policy Plan.

LAND USE ELEMENT – RESIDENTIAL SUB-ELEMENT

- **GOAL:** Residential Land Use Goal: Encourage a sufficient number and variety of safe, attractive residences in a variety of neighborhoods with adequate public utilities and services for people of all incomes.

- POLICIES:
 - Residential Land Use Policy 3: Future residential development should be guided by criteria promoting high quality neighborhoods that include such amenities as sidewalks, lighting, stormwater containment, and other public health and safety facilities.

HOUSING ELEMENT:

- GOALS:
 - Housing Goal 2: Provide public infrastructure that will encourage development of housing that meets the needs described in Goal 1.
- POLICIES:
 - Implement the Policies on Affordable Housing of the Douglas County Regional Policy Plan. - Policy F-3: Comprehensive plans should stress that housing developments that require urban levels of governmental services should be located within urban growth areas.

BRIDGEPORT URBAN AREA COMPREHENSIVE PLAN

LAND USE:

- GOAL LU 2: Maintain a sufficient number and variety of safe, aesthetically pleasing, housing units by encouraging new and enhancing/refurbishing existing housing in a variety of neighborhoods that are served by adequate public facilities and utilities for people of all income levels
- POLICIES:
 - POLICY C: Encourage residential growth to occur in areas where public utilities exist or may be provided at reasonable costs.

UTILITIES:

- GOAL U 1: Development should occur concurrent with availability of utilities, including sewer, water and storm water systems, power, telecommunications, cable and/or television service, and individual garbage pick-up; incentives should be developed to expedite the appropriate extension of required utilities.
- POLICIES:
 - POLICY A: Ensure that new development and significant redevelopment take into account the timely provision and/or upgrade of adequate and efficient utility systems.
 - POLICY F: Encourage the coordinated development, review, update and implementation of city, county and public utility capital facilities programs, consistent with the comprehensive plan.

- POLICY J: The cost of on-site utility improvements or site preparation for developments should be the responsibility of private enterprise.

TRANSPORTATION:

- GOAL T 1: Provide a multi-modal transportation network which adequately links US, State, County and City systems in a safe, efficient and economical manner. The systems should provide a year-round network for the transit of agricultural commodities, people, and goods and services.
- POLICIES:
 - POLICY F: During the review of land use proposals, provisions for adequate non-vehicular access and rights-of-way, as well as a full range of improvements to serve the area, should be considered and appropriate improvements required.
 - POLICY G: Ensure that any transportation improvements or strategies required to mitigate impacts are constructed or financed concurrent with development.
 - POLICY H: The cost of on-site transportation improvements or site preparation for developments, such as road access and improvements, sidewalks, curbs and gutters, should be the responsibility of private enterprise whenever possible.

MANSFIELD URBAN AREA COMPREHENSIVE PLAN

LAND USE:

- GOALS: Maintain a sufficient number and variety of safe, aesthetically pleasing/attractive, housing units by providing new and enhancing/refurbishing existing housing in a variety of neighborhoods that are served by adequate public facilities and utilities for people of all income levels.
- POLICIES:
 - POLICY F: Encourage residential growth to occur in areas where public utilities exist or may be provided at reasonable costs.
 - POLICY O: Establish criteria for housing and home sites that enhance the compatibility of standard residential developments.

UTILITIES:

- GOAL: Development should occur in conjunction with availability of utilities, including power, telephone, cable and/or television service, and fiber optics; incentives should be developed to expedite the appropriate extension of said, utilities.

- **POLICIES:**
 - **POLICY A:** Ensure that development take into account the timely provision of adequate and efficient utility systems.
 - **POLICY E:** Encourage the coordinated development, review, update and implementation of utility purveyors' capital facilities programs, consistent with the Town's comprehensive plan.
 - **POLICY I:** The cost of on-site utility improvements or site preparation for developments should be the responsibility of private enterprise whenever possible.

TRANSPORTATION:

- **GOAL:** Provide a multi-modal transportation network, including air traffic, which adequately links State, County and City systems in a safe, efficient and economical manner. Focus on the systems should provide a year -round network for the transit of agricultural commodities, public transit, and movement of goods and services.
- **POLICIES:**
 - **POLICY F:** During the review of land use proposals, provisions for adequate walkways and rights-of-way as well as a full range of improvements to serve the area, should be considered and appropriate installations made.
 - **POLICY G:** Ensure that any transportation improvements or strategies required to mitigate impacts are constructed or financed concurrent with development.
 - **POLICY H:** The cost of on-site transportation improvements or site preparation for developments, such as road access and improvements, sidewalks, curbs and gutters, should be the responsibility of private enterprise whenever possible.

WATERVILLE URBAN AREA COMPREHENSIVE PLAN

LAND USE ELEMENT:

- **GOAL:** Maintain a sufficient number and variety of safe, aesthetically pleasing housing units by encouraging new and by enhancing/refurbishing existing housing in a variety of neighborhoods that are served by adequate public facilities and utilities for people of all income levels, and that does not adversely affect the surrounding agricultural area.
- **POLICIES:**
 - **POLICY #2:** Encourage residential development to locate within the urban growth area, consistent with the comprehensive plan.
 - **POLICY #3:** Encourage residential growth to occur in areas where public utilities exist or may be provided at reasonable costs.

- POLICY #8: Provide for multi-family uses near business centers that are adequately serviced by multi-modal transportation systems and utilities.

UTILITIES ELEMENT:

- GOAL: Coordinate the timing, location and extension of utilities with other improvements necessary for development in a safe, efficient and cost effective manner.
- POLICIES:
 - POLICY #1: Promote the planned development and phasing of utility and public facility construction consistent with capital improvement programs.
 - POLICY #3: Require new development to bear the cost of on-site utilities.
 - POLICY #9: Insure that development takes into account the timely provision of adequate and efficient utility systems.

TRANSPORTATION ELEMENT:

- GOAL: Provide and maintain a multimodal transportation system that safely, effectively and efficiently serves the movement of goods, services and people of the area. Emphasis should be placed on improving existing transportation networks and providing all weather transportation surfaces for farm to market movement of goods, commerce, emergency services and public transit.
- POLICIES:
 - POLICY #1: State and County roads that help transport people and goods into the communities should be improved to adequately handle circulation, either through design, load capacities and weight limits, or through total re-alignment.
 - POLICY #6: During the review of land use proposals, provisions for adequate walkways and rights-of-way, as well as a full range of improvements to serve the area, should be considered and appropriate installations made.
 - POLICY #7: Ensure that any transportation improvements or strategies required to mitigate impacts are constructed or financed concurrent with development.
 - POLICY #8: The cost of on-site transportation improvements or site preparation for developments, such as road access and improvements, sidewalks, curbs and gutters, should be the responsibility of private enterprise whenever possible.

REVISED CODE OF WASHINGTON, SECTION 36.70

This proposed text amendment is processed in accordance with the applicable requirements of the Planning Enabling Act.

F. STAFF RECOMMENDATION/ DRAFT MOTION:

Douglas County Land Services staff recommends approval of the proposed text amendment. The following is a draft motion that may be utilized by the Planning Commission if the amendment is approved: “I move to recommend approval of this amendment to Douglas County Code 17.04.020 – *Subdivision Applicability* based upon the findings of fact and conclusions of law contained in this staff report.”

G. FINDINGS AND CONCLUSIONS:

SUGGESTED FINDINGS:

1. This is a request to amend Douglas County Code (DCC), DCC 17.04.020 – *Subdivision Applicability*, Section (B) (3). This section of the code sets the criteria for land divisions exempt from the subdivision standards. The current regulations set the minimum required lot size for the resultant lots as 5 acres. This text amendment proposes to increase the minimum required lot size to 20 acres for exempt land divisions (segregations) in Douglas County Urban Growth Areas (UGAs). No changes are proposed to the minimum lot size requirement for exempt segregations pursued in the rural Douglas County (all of the unincorporated county excluding the UGAs).

This text amendment is needed to mitigate the unintended consequences of these exempt land divisions in the Urban Growth Areas. Some of these consequences are as follows:

- 1.1. **Circumvention of the Subdivision Process:** Within UGAs, a combination of exempt segregations and boundary line adjustments has been used to circumvent the formal subdivision process. By repeatedly using the combination of the exempt segregations process and boundary line adjustment provisions, lots are reduced to very small sizes (e.g., 5,000 sq. ft.), allowing developers to effectively create “subdivisions” without undergoing subdivision review
- 1.2. **Resulting Issues:** The interplay between the 5-acre exempt segregation code and the current boundary line adjustment provisions has created the following problems within UGAs:
 - 1.2.1. **Infrastructure Deficiencies** – New lots are created without ensuring that adequate urban infrastructure is in place
 - 1.2.2. **Transportation Impacts** – The agencies reviewing projects for transportation infrastructure in the county could not ensure that the transportation system and frontage improvements are provided to serve the new lots or the surrounding community.
 - 1.2.3. **Shifted Public Burden** – In some cases, construction of essential infrastructure, such as public roadways, fell to Douglas County, thereby shifting costs to taxpayers not directly involved in the development.
 - 1.2.4. **Commercial Land Impacts** – Critical commercial areas within the UGA, such as Wenatchi Landing, could be adversely affected with this provision. Un-reviewed and un-analyzed land divisions exempt from the subdivision process limits opportunities for coordinated large-scale commercial development. Given the limited supply of commercial land, protecting these areas for future commercial uses is a high priority.

1.2.5. **Lack of Public Notification and Coordination** – Because these divisions occur outside the subdivision process, there is no mechanism to notify the public, agencies, school districts, or utilities. As a result, water, sewer, and dry utility infrastructure needs are not adequately considered.

1.2.6. **Reduced Capacity for Multifamily Housing** – Exempt segregations followed by boundary line adjustments create small unbuildable lots without infrastructure that are unsuitable for multifamily housing. This significantly diminishes the inventory of vacant land available to accommodate required multifamily housing within UGAs.

1.3. **Public Health, Safety, and Welfare Concerns:** These practices present a direct threat to the health, safety, and general welfare of the public. Accordingly, the county must reconsider and refine its regulations governing exempt land segregations within UGAs.

2. The concerns raised above led the Board of County Commissioners to impose a year-long moratorium in December 2024, on the exempt land segregations in the UGAs of the county. Over the course of next several months, the Board of County Commissioners engaged with the public, county staff and other interested parties such as developers in various workshops to review alternatives to mitigate these issues. A few of the alternatives considered are noted below. Several other alternatives were considered in the course of the discussion that are not included in this list

2.1. Creation of a new land division process that borrows some components of review of subdivisions yet remains largely exempt from the subdivision process.

2.2. Review of the short plat process to reduce review time of the reviewing agencies.

2.3. Enforcing a time-gap between the exempt segregations and the subsequent boundary line adjustments.

2.4. Enforcing a time-gap between the first exempt segregation with boundary line adjustment and the subsequent exempt segregations.

2.5. Limiting the number of lots created through exempt segregations.

2.6. Limiting the minimum lot size that could be created through exempt segregations.

2.7. Eliminating the ability to pursue Boundary Line Adjustments if the lots have been created through a subdivision exempt land division process.

2.8. Exemption from improvements for certain sized lots created through short plats.

3. After carefully considering the merits and de-merits of these and several other alternatives, the Board of County Commissioners finds that increasing the minimum lot size requirements for the resultant lots from 5 acres to 20 acres for the exempt segregations in the Urban Growth Areas is likely the best possible solution to mitigate the issues identified above. This text amendment thus proposes to increase the minimum required lot size to 20 acres for exempt land divisions (segregations) in Douglas County Urban Growth Areas (UGAs). It is important to note that this increase in minimum lot size provision, if approved, shall only apply to exempt segregations in the Douglas County Urban Growth Areas where the zoning districts permit small urban area-like lot sizes. The minimum lot size requirements for resultant lots of exempt segregations in the rural Douglas County remain unaffected.

4. Environmental Review: An environmental review was completed. On July 10, 2025, Douglas County issued a Determination of Non-Significance (DNS) pursuant to WAC 197-11-340, for the proposed amendment.
5. This text amendment was notified/ processed as follows:
 - 5.1. July 24, 2025: Washington State Department of Commerce was issued a 60-day notice of intent to adopt the amendment.
 - 5.2. September 18, 2025: Public Notice of the Planning Commission Hearing provided through Wenatchee World and Empire Press Newspapers.
 - 5.3. October 1, 2025: Planning Commission Hearing
6. No public or agency comments were received on this proposal.
7. The amendment has been reviewed in accordance with the applicable procedures of the RCW 36.70, RCW 36.70A and the Douglas County Code, Section 14.32.
8. The amendment has been reviewed for compliance with the Greater East Wenatchee Comprehensive Plan, Rock Island Urban Growth Area Comprehensive Plan, Bridgeport Urban Area Comprehensive Plan, Mansfield Urban Area Comprehensive Plan, Waterville Urban Area Comprehensive Plan. The text amendment is supported by the several goals and policies noted within these plans.
9. Staff recommended approval of the text amendment as proposed.
10. Reviewing agencies and the public were given an opportunity to comment on the proposed amendments.

SUGGESTED CONCLUSIONS:

1. The procedural and substantive requirements of the State Environmental Policy Act have been complied with.
2. The procedural requirements of RCW 36.70 and RCW 36.70A have been complied with.
3. The proposed amendments are consistent with all of the Urban Growth Area Comprehensive Plans.
4. The proposed amendments are consistent with the requirements of the Revised Code of Washington, and the Washington Administrative Code.

Submitted by:

Swati Rastogi,
Principal Planner,
Douglas County Land Services Department

Attached: A copy of the Proposed Amendment



**DOUGLAS COUNTY
TRANSPORTATION & LAND SERVICES**

140 19TH STREET NW, SUITE A • EAST WENATCHEE, WA 98802
PHONE: 509/884-7173 • FAX: 509/886-3954
WWW.DOUGLASCOUNTYWA.NET

DOUGLAS COUNTY APPLICATION TEXT-2025-01

**PROPOSED AMENDMENT TO DOUGLAS COUNTY CODE SECTION 17.04.020
INCREASE IN MINIMUM LOT SIZE REQUIREMENT FOR EXEMPT SEGREGATIONS IN
URBAN GROWTH AREAS**

PROPOSED AMENDMENT

Note: The text in black ink is the current regulation. **The text in red ink is the proposed addition to the existing regulations.** The text in blank and struck out is proposed to be removed. See below.

Douglas County Code, Title 17 Subdivisions

17.04.020 Applicability.

B. The provisions of this title shall not apply to:

3. Any division of land **in the county, excluding the Urban Growth Areas of the county**, that does not dedicate land to public use and for which the smallest lot, parcel or tract created by such division is at five acres or one-one hundred twenty-eighth of a section in size;

or

Any division of land in the Urban Growth Areas of the county, that does not dedicate land to public use and for which the smallest lot, parcel or tract created by such division is at least twenty acres or one-thirty-second of a section in size;

provided, that:

A. A certificate of exemption shall be obtained from the Planning Department. Any person considering themselves exempt from the requirements of this chapter shall apply for a certificate of exemption, which requires a review for conformance with subsections ~~a, b, c, d~~ **and through e** that follows. If the following conditions are not met a certificate will not be issued and a short or long subdivision application will be required.

- a. Conveyance instruments for lots, parcels or tracts shall contain notes that disclose that the lots created have not been reviewed by the county for water availability, presence of critical areas, or other requirements that must be met before a building permit is issued.
- b. For purposes of computing the size of any lot under this subsection which borders on a public street or road, the lot size shall be expanded to include that area which would be

bounded by the centerline of the public street or road and the side lot lines of the lot running perpendicular to such centerline; and

- c. Persons proposing such divisions shall submit to the county assessor an affidavit declaring that documents have been recorded with the county auditor that establish easements for access and utilities to each lot, tract or parcel proposed to be created and reference all such easements attesting to;
- d. All lots created must comply with Title 18 Zoning.
- e. The party who divides or develops the parcels shall disclose to the potential buyer of the divided land, that the divided parcels have not gone through the Douglas County review process for permitting or entitlement and the parcels may be subject to improvement requirements not disclosed with this sale of the property.

Douglas County Code – Park Model RV’s

- **Add Definition to 14.98.268 Dwelling, Park Model Home.** “Park model home” is a park model recreational vehicle (PMRV) intended for permanent installation and habitation, as defined in the American National Standards Institute A119.5 standard.
- **Revised; Chapter 15.32 Manufactured Home, Park Model, and Commercial Coach Installation**
- **Add 18.16.175 Park Model Recreational Vehicles as dwelling units.**
 - Certified Park Model RVs (PMRVs) per WA State Labor and Industries or American National Standards Institute (ANSI) A119.5 are permitted to be used as permanent dwelling units provided the following requirements are met:
 - A. Park model recreational vehicles (PMRV’s) are in allowable zoning districts if permanently connected to a foundation system and utilities. For the purposes of this code shall be treated as a ***manufactured home*** provided it is in compliance with all development standards.
 - B. A PMRV shall have an approval insignia from a state licensing authority. For the purposes of this code section, an insignia is defined as an official emblem of proof of construction to the state standards in the state it was constructed and does not include a license plate.
 - C. All PMRV’s shall meet area specific snow load requirements. Snow load requirements shall be determined in the same method utilized for stick framed homes. If the park model trailer does not meet the site-specific snow load, a snow roof shelter designed to meet the snow load may be constructed over it. A permit for the snow roof must be issued prior to or concurrent with the permit for the placement of the park model trailer.
 - D. All PMRV’s are State inspected dwellings and shall be placed on foundation systems that meet the requirements per the manufacturer's installation instructions or if the manufacturer is not specific, then to the standards listed in DCC Chapter 15.32. All footings, foundations, skirting, landings, additions and other external appendages shall be inspected and approved by Douglas County prior to occupancy.
 - E. Additions or alterations to a park model are prohibited.
 - F. Except as provided in [DCC](#), unless an RV is being used as a primary residence, an RV shall be fully licensed and ready for highway at all times. An RV must be disconnected from utilities during the weeks that it is not in use.

Chapter 15.32

MANUFACTURED HOME, PARK MODEL HOME AND COMMERCIAL COACH INSTALLATION

Sections:

[15.32.010 Purpose.](#)

[15.32.020 Occupancy restrictions and compliance.](#)

[15.32.025 Prerequisites to Utilities.](#)

[15.32.030 Installation requirements—General.](#)

[15.32.040 Building site preparation.](#)

[15.32.050 Foundation system footings.](#)

[15.32.060 Crawl space height.](#)

[15.32.070 Foundation system piers.](#)

[15.32.080 Anchoring systems.](#)

[15.32.090 Foundation fascia/skirting.](#)

[15.32.100 Plumbing and mechanical.](#)

[15.32.110 Placement on site—Address.](#)

[15.32.120 Landings and steps.](#)

[15.32.130 Auxiliary structures and alterations.](#)

[15.32.140 Certified installer tag, inspections, final inspection and occupancy.](#)

[15.32.150 Manufactured home transport permit.](#)

15.32.010 Purpose.

The purpose of this chapter is to establish minimum standards for the placement and installation of manufactured homes, park model homes and commercial coaches. For the purposes of this chapter, the term “manufactured home” shall apply to manufactured homes, park model homes and commercial coaches. (Res. TLS 04-41 Exh. A (part); Ord. TLS 01-02-06B Exh. A (part))

15.32.020 Occupancy restrictions and compliance.

Every manufactured and park model home shall be placed, installed, stored, and occupied in pursuant to a manufactured home installation permit issued under this chapter and all applicable provisions of Chapter 296-150M WAC, Chapter 43.63B RCW, “Mobile and Manufactured Home Installation,” the Housing and Urban Development Code (HUD), Part 3280, of the federal regulations, Manufactured Home Construction and Safety Standards (MHCSS), DCC 18.16.175 and ANSI standard A225.1. The manufactured or park model home shall not be occupied until all setup procedures are completed and approved in accordance with this

chapter and the manufactured home is approved for occupancy. A dealer may not deliver a manufactured or park model home to a site for installation until the dealer has verified that the owner or installer has obtained an installation permit for the manufactured or park model home. (Statutory Authority: RCW 43.22.350 and 43.22.440. 83-01-018 (Order 82-37), 296-150B-205, filed 12/6/82. Statutory Authority: RCW 43.22.440. 82-09-059 (Order 82-12), 296-150B-205, filed 4/19/82.) (Res. TLS 04-41 Exh. A (part); Ord. TLS 01-02-06B Exh. A (part))

15.32.025 Prerequisites to Utilities.

- A. No approved domestic water purveyor shall provide water to any manufactured or park model home until installation of such manufactured home has been approved and occupancy approved in accordance with this chapter. (Res. TLS 04-41 Exh. A (part); Ord. TLS 01-02-06B Exh. A (part))
- B. All manufactured and park model homes shall be permanently connected to an approved septic or sewage system prior to occupancy.
- C. All manufactured and park model homes shall be permanently connected to electrical systems and approved by Labor and Industries.

15.32.030 Installation requirements—General.

- A. All manufactured homes shall be installed in compliance with the National Manufactured Housing Procedural and Enforcement Regulations in subparts F and I of [24 CFR Part 3282](#), which are incorporated into this chapter by this reference.
- B. A HUD-labeled manufactured home shall also be installed in compliance with the manufactured home manufacturer's installation instructions. The instructions must be approved by HUD. The manufacturer shall send two copies of its approved installation instructions to the purchaser of the manufactured home. The copies shall be in the home and available at the time of inspection. A manufactured home not labeled by HUD may also be installed in accordance with installation instructions provided by a professional engineer or architect licensed in Washington.
- C. To the extent that the installation of a manufactured or park model home is not covered by a manufacturer's, engineer's or architect's instructions, the home shall comply with the installation requirements set out in WAC 296-150M-0600 through 296-150M-0670 or ANSI standard A225.1.
- E. ANSI Standard A225.1 shall apply for relocated homes and park homes when the manufacturer's set-up manual is not available.
- F. Pre-HUD-Code homes built prior to the MHCSS, [24 CFR 3280](#), or other manufactured homes that have been altered or are in disrepair, are subject to a fire and life safety inspection

conducted by the Washington State Department of Labor and Industries, prior to installation permit issuance.

G. No person, firm, partnership, corporation or other entity may install a manufactured or park model home unless he, she or it owns the manufactured or park model home, is a licensed mobile home dealer, a certified manufactured home installer registered under Chapter 43.63B RCW, or is a contractor registered under Chapter 18.27 RCW. (Res. TLS 04-41 Exh. A (part): Ord. TLS 01-02-06B Exh. A (part))

15.32.040 Building site preparation.

A manufactured or park model home may be installed at a building site only upon the following conditions for site preparation:

A. The ground at the site has been properly graded to allow water to drain away from the home. The minimum slope shall be one-half inch per foot for at least five feet in all directions away from the home.

B. The ground has adequate compaction and load-bearing capacity to meet the requirements listed in the manufacturer's installation manual. If all or part of the ground at the site intended to support the manufactured home or other structures appears to contain nonengineered fill material, expansive soils, ground water, and detrimental amounts of organic or deleterious material, the building official may require a soils engineering report to verify adequate compaction and load bearing ability to meet the support requirements specified by the home manufacturer. The soils engineering report, including recommendations, shall be prepared, stamped and signed by a professional engineer, licensed by the State of Washington to prepare such a report.

C. Vegetation and organic matter, including all stumps and roots, shall be removed from the soil to a depth of least of twelve inches below the final surface grade of the ground in the area to be occupied by the manufactured home.

D. The site's foundation base shall be free of frost and frozen ground at the time the foundation system footings are installed. (Res. TLS 04-41 Exh. A (part): Ord. TLS 01-02-06B Exh. A (part))

15.32.050 Foundation system footings.

A. Foundations, including concrete runners and pads, shall be designed and/or installed according to the manufacturer's installation manual. In the event that the manufacturer has not provided a foundation design in the installation manual, the foundation design shall be designed by an engineer or architect. Relocated homes and park model homes may use ANSI Standard A225.1, if there are no manufacturer's instructions.

B. The top of the foundation (concrete runner or pad) shall be at least eighteen inches below finish grade. For nonrecessed (nonpit-set) manufactured homes, the bottom of all required perimeter blocking/foundation must be placed greater than eighteen inches below finish grade. (Res. TLS 04-41 Exh. A (part); Ord. TLS 01-02-06B Exh. A (part))

15.32.060 Crawl space height.

The crawl space height shall be at least eighteen inches between the I-beams and the ground or I-beams and the top of the foundation (concrete runner or pad); whichever is less, over at least seventy-five percent of the crawl space area. At no point under the home may clearance be less than twelve inches. (Res. TLS 04-41 Exh. A (part); Ord. TLS 01-02-06B Exh. A (part))

15.32.070 Foundation system piers.

Pier supports, including hollow-core concrete blocks or metal engineered adjustable stands, shall be installed according to the manufacturer's installation manual. In the event that the manufacturer's instructions do not cover an aspect of installation, specific instructions from the manufacturer or from an engineer or architect shall be provided. Relocated homes may use ANSI Standard A225.1 if there are no manufacturer's instructions. Metal stands used as piers must have the manufacturer's name, model number, testing lab, and rated capacity stamped on them. (Res. TLS 04-41 Exh. A (part); Ord. TLS 01-02-06B Exh. A (part))

15.32.080 Anchoring systems.

All manufactured and park model homes must be anchored according to the manufacturer's installation instructions. In the event there are no manufacturer's instructions for anchoring into concrete runners, anchors shall be installed according to the design of an engineer or architect. Anchoring equipment designed and certified by an engineer that is provided with instructions, and the appropriate documentation is acceptable. Engineered anchoring equipment must be installed in accordance with the home manufacturer's overall anchoring instructions. (Res. TLS 04-41 Exh. A (part); Ord. TLS 01-02-06B Exh. A (part))

15.32.090 Foundation fascia/skirting.

A. Every manufactured and park model home shall have an approved foundation fascia around its entire perimeter.

B. Wooden foundation skirting systems recessed or within six inches of finish grade shall use only preservative-treated lumber and plywood. The preservative-treated wood system shall be marked by an approved inspection agency certified to inspect preservative-treated lumber. The plywood shall be APA rated sheathing and note: FOUNDATION TREATING GRADE. The wooden stud framing system supporting the sheathing shall be framed in a conventional method and have a minimum two-inch-by-four-inch top and bottom pressure-treated plate and minimum two-inch-by-four-inch pressure-treated studs placed a maximum of two feet on center.

- C. Skirting set more than six inches above finish grade shall be of durable materials suitable for exterior exposures.
- D. All metal fasteners shall be galvanized, stainless steel, or other corrosion-resistant material. Holes or gaps may not exceed one-quarter inch.
- E. Concrete and concrete masonry unit (CMU) exterior footings and foundations, when required, shall be reinforced. Footings shall have at least two continuous number four, one-half-inch horizontally placed reinforcement bars evenly spaced and supported. Foundations shall have at least one continuous number four reinforcement bar suspended horizontally six inches from the top of the foundation and vertical number four reinforcement bars embedded three inches into the footing and spaced four feet on center and tied to the continuous horizontal reinforcement bar. The horizontal bars shall overlap a minimum fifteen inches.
- F. A six-mil thick, black polyethylene plastic ground cover/vapor barrier is required. The ground cover/vapor barrier shall be placed over footings and under support piers. Pieces shall overlap a minimum of twelve inches and be secured. If the ground cover/vapor barrier is left temporarily exposed to the wind prior to skirting, it shall be satisfactorily fastened to the ground.
- G. Foundation ventilation shall be provided according to the manufacturer's installation manual. If there is no installation manual, ventilation shall be provided in the crawl space at a minimum of one square foot of net free venting area for every one hundred fifty square feet (one to one hundred fifty) of the home's floor area. Net free venting area is calculated by deducting the area of the louvered vent cover from the actual vent opening. Ventilation openings shall be placed evenly, within three feet of each corner of the home, and as high as possible. Openings shall be located to provide cross-ventilation on at least two opposite sides. Vents shall be covered with corrosion-resistant wire mesh with mesh openings of one-quarter inch in dimension. The net free venting area may be reduced to one to one thousand five hundred when moisture is nominal; the required ground cover is installed; adequate cross-ventilation has been provided; and vent openings are placed within three feet of each corner.
- H. A minimum of one crawl space access door measuring at least eighteen inches by twenty-four inches. Access doors shall not be placed where blocking piers, metal or wood framing supports, mechanical and plumbing equipment, are within any portion of the access opening. All areas under the home must be available for inspection. Valves or control devices, such as water shutoff valves or waste line cleanouts, must be accessible within twenty feet of the crawl space entrance. When homes/coaches exceed two sections, more than one access door may be required. (Res. TLS 04-41 Exh. A (part); Ord. TLS 01-02-06B Exh. A (part))

15.32.100 Plumbing and mechanical.

- A. Water heater relief valve drains shall extend past the exterior of the skirting and be directed downward. The drainpipe shall elbow down, and terminate between six and twenty-

four inches aboveground. Any water from the drainpipe shall be prevented from re-entering the crawl space. The drain line may not be trapped and must slope down continuously to the exterior of the skirting. Terminal fittings are not permitted.

B. Condensate drains shall be piped past the outside of the skirting or exterior wall, and drain away from the home.

C. Clothes dryer exhaust vents must extend to the outside of the skirting with no dips or sags, and shall be equipped with a back-draft damper at the terminal end. Ducts shall not be connected or installed with sheet metal screws or other fasteners that will obstruct the flow. The minimum duct diameter is four inches. The duct shall be metal and shall have a smooth interior surface.

D. Horizontal drainage waste lines are to be installed according to the Uniform Plumbing Code. Waste lines shall be sloped at least one-quarter inch per foot. Waste lines shall be properly supported not more than four feet on center. A cleanout is required on the upper terminal end of the visible main trunk line or an approved two-way cleanout may be installed inside the skirting wall at the lower end of the drain line or installed outside the skirting near the connection between the building drain line and the building sewer line. Additional cleanouts are required for each change of direction if the total aggregate change exceeds one hundred thirty-five degrees. Branch lines greater than five feet in length require cleanouts above the floor or in the crawl space. Branch lines servicing sinks require cleanouts regardless of the length. Cleanouts shall have sufficient clearance space for access and use. Cleanouts on piping two inches or less in diameter require not less than twelve inches of clearance. Cleanouts on piping larger than two inches in diameter require at least eighteen inches of clearance. Plastic drain line pipe located in the crawl space area shall be DWV rated and UPC approved, Schedule 40 ABS DWV, or Schedule 40 PVC DWV. The building waste line and the sewer line connection shall be a minimum of two feet from the exterior side of the skirting. Sewer (UPC Schedule 40, "green plastic pipe") pipe is not permitted inside the crawl space.

E. The water supply connection shall be installed according to the manufacturer's set-up manual. Water supply piping shall be UPC approved. If water supply pressure exceeds eighty pounds per square inch, an approved pressure-reducing valve must be installed in the supply pipe. A main shutoff valve must be installed in the supply piping prior to the connection to the home. The valve must be of the full-flow type such as a gate valve or ball valve. It must be at least three-quarters-inch nominal diameter or the same size as the supply pipe, whichever is greater. The water supply pipe entering the crawl space must be fully covered with pipe insulation to a value of R-3. (Res. TLS 04-41 Exh. A (part); Ord. TLS 01-02-06B Exh. A (part))

15.32.110 Placement on site—Address.

A. Each manufactured or park model home shall be placed on the parcel according to the plot plan described on the permit.

B. For the purpose of emergency response, a street address shall be assigned and conspicuously posted so as to be visible from the public road or right-of-way serving the parcel. (Res. TLS 04-41 Exh. A (part); Ord. TLS 01-02-06B Exh. A (part))

15.32.120 Landings and steps.

Manufactured and park model homes shall have a landing on the exterior side of each exit door. Landings shall be a minimum of thirty-six inches by thirty-six inches in size, or at least the width of the exit door served if the door is greater than thirty-six inches in width. Landings exceeding thirty inches in height require a guardrail. Riser height for stair steps is a maximum seven and three-quarter inches. Stair treads must be a minimum ten-inch run. Steps shall be a minimum of thirty-six inches in width and steps with four or more risers require a handrail, as required by the International Building Code. (Res. TLS 04-41 Exh. A (part); Ord. TLS 01-02-06B Exh. A (part))

15.32.130 Auxiliary structures and alterations.

A. Attached or detached auxiliary structures such as site-built residential additions, garages, uncovered decks over thirty inches in height, covered decks regardless of height, porch covers, covered patios, basements, and carports, require a separate building permit in addition to the manufactured home installation permit.

B. Site-built additions that affect the structure or mechanical equipment of the manufactured home, such as heating or cooling systems, elimination or installation of windows, sliding glass doors, air conditioners, and gas or solid fuel heating appliances, are considered alterations. Alterations must be reviewed, permitted, inspected and approved by the Washington State Department of Labor and Industries.

C. Self-supporting, site-built auxiliary structures attached to the home require a separate permit and must be reviewed, approved and inspected by the building official. Structures partially supported by the manufactured home require a separate alteration permit from the Washington State Department of Labor and Industries as well as a permit from Douglas County. To be considered self-supported, auxiliary structures must have an independent foundation system around the entire perimeter, in addition to other applicable requirements of this title.

D. Placement of a manufactured or park model home over a basement must be planned and designed by an engineer or architect and reviewed, approved and inspected by the building official. Special design consideration must be given to: attachment of the home to the foundation; interior structural support; stairwell access to the lower level, and height of basement walls to allow for proper headroom height in stairwell. Basement excavation and installation requires separate permits from the building official. Field alterations to the home must be approved by the Washington State Department of Labor and Industries.

E. Garage attachments to manufactured and park model homes require a fire protection separation wall per the International Codes. The separation may be attained by the installation of materials approved for one-hour fire-resistive construction [one layer of five-eighths-inch, fire-rated gypsum board] on the garage side and a self-closing, tight-fitting solid wood door one and three-eighths inches in thickness, or a self-closing, tight-fitting metal door having a labeled fire-protection rating of not less than twenty minutes. Garage attachments require a separate permit from the building official. (Res. TLS 06-13 § 1 (part); Res. TLS 04-41 Exh. A (part); Ord. TLS 01-02-06B Exh. A (part))

15.32.140 Certified installer tag, inspections, final inspection and occupancy.

A. The combined inspection record card/installer tag issued, together with the installation permit, must be posted at the site prior to any site work, foundation work, and inspections performed by the building official. Care must be taken to protect and secure the inspection record card/installer tag at the site. If the inspection card/tag is not posted, is lost, or is damaged beyond use, a new card must be issued, and a fee for reissuing the card may be required. If a property owner does the work listed on the tag, the property owner must write "owner" on the appropriate line and sign the tag. The building official shall not approve installation inspections until the certified installer performing the installation work, or the property owner, has put their current certification number and signature on the installer tag indicating the work performed. (RCW 43.63B.060(8))

B. The manufactured or park model home must not be skirted or framed for skirting until after the blocking, tie downs and plumbing have been approved. The manufactured home must be unlocked and accessible in order to verify data plate information located inside the home. The manufacturer's set-up manual shall be located between the I-beam and the bottom board within five feet of the main electrical feeder. When a concrete foundation has been installed, the set-up manual shall be located between the I-beam and the bottom board within five feet of the access opening or adjacent to the data plate inside the home. Each manufactured home approved for placement shall be subject to the following inspections prior to occupancy:

1. Siting to verify zoning and land conditions.
2. Footings and foundation.
3. Data plate verification, piers/blocking, tie-downs/anchorage, and plumbing, prior to skirting.
4. Skirting, landings, steps, ventilation, and crawl space access.
5. Grading and final occupancy.

C. The owner shall be responsible for arranging for inspections. The owner, or the owner's representative, shall notify the building official when the work is ready for inspection and request that an inspection be conducted. A request for inspection shall be made at least one business day prior to the date inspection is desired. Inspections shall be scheduled by the building official based upon workload and the location of inspection sites. It shall be the duty of the owner to provide access to the work and a means for inspection. Work scheduled for inspection shall be complete and ready for inspection when the building official arrives at the site. In the event that the work is not ready for inspection, or the installer tag has not been signed, or the set-up manual is not provided, or the home is not accessible, then a re-inspection fee shall be assessed. Follow-up inspections shall not be performed until the re-inspection fee is paid.

D. The manufactured or park model home shall not be approved for occupancy until all necessary inspections, including the final inspection, have been completed, signed-off and approved by the certified installer and the building official. Other necessary approvals required prior to occupancy may include: alterations to the home, approved by Washington State Department of Labor and Industries, and required auxiliary structures, approved by the Douglas County Land Services Division. If the permit is conditioned upon construction of a garage, the garage must be constructed, complete and have passed all necessary inspections prior to occupancy. Occupying the home prior to approval of final occupancy shall subject the permit holder and/or owner to penalties and enforcement action, including cessation of water service. (Res. TLS 04-41 Exh. A (part); Ord. TLS 01-02-06B Exh. A (part))

15.32.150 Manufactured home transport permit.

Manufactured home transport permits shall be subject to the county's adopted Washington Model Traffic Ordinance. The permit shall be clearly displayed in the lower right-hand corner of the lead vehicle's windshield while moving the manufactured home on any county roadway. (Res. TLS 04-41 Exh. A (part); Ord. TLS 01-02-06B Exh. A (part))