

## BOARD OF MASON COUNTY COMMISSIONERS' PROCEEDINGS

June 18, 2013

1. Call to Order – The Chairperson called the regular meeting to order at 9:06 a.m.
2. Pledge of Allegiance – Rob Wilson Hoss led the flag salute.
3. Roll Call – Present: Commissioner District 1 - Randy Neatherlin; Commissioner District 2 – Tim Sheldon; Commissioner District 3 – Terri Jeffreys.
4. Correspondence and Organizational Business
  - 4.1 Correspondence
    - 4.1.1 The Washington State Liquor Control Board sent notice of establishments in Mason County with liquor licenses due to expire on September 30, 2013.
    - 4.1.2 Gayle Weston submitted her resignation from the Mason County Housing Authority Board of Commissioners.
  - 4.2 Staff Recognition - Bill Kenny, Human Resources, recognized Dawn Twiddy for earning her Certified Public Official designation.
  - 4.3 Melissa McFadden, Public Works, read a news release announcing the beginning of the annual County road chip seal and restriping project.
  - 4.4 Brian Matthews announced that Mason County Public Works is seeking qualified vendors for inclusion in the 2013 Vendor Roster for the purchase of equipment, materials and supplies costing \$25,000 or less.
  - 4.5 Heidi Iyall, Public Health, read a proclamation declaring June 18<sup>th</sup> as United Way Day of Caring in Mason County.
  - 4.6 Kim Klint, Mason Matters, read a new release announcing a \$40,000 grant award to Mason Matters for the Bridge to Prosperity project.
5. Open Forum for Citizen Input –
  - 5.1 Connelly Watson wanted to know where septic pumpers were dumping their waste. He was concerned that Webb Hill was being over used.
  - 5.2 Patricia Vandehey discussed a recent report from Ecology on dioxins in Oakland Bay. She suggested that the Commissioners look at the report. She also had concerns about Webb Hill.
  - 5.3 Bonnie Nance was concerned about flooding from the North Shore Road that was affecting her property. She hoped that the project to fix the issue could be prioritized to take place this year.
  - 5.4 Tom Davis wanted more information on a proposed economic summit with Kitsap County. He didn't think Kitsap County should benefit from Mason County's economic development.
6. Adoption of Agenda - **Cmmr. Jeffreys/Sheldon moved and seconded to adopt the agenda as published. Motion carried unanimously. N-aye; S-aye; J-aye.**
7. Approval of Minutes – May 20, 2013 and May 27, 2013 briefing meeting minutes and June 11, 2013 regular meeting minutes.

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**Cmmr. Sheldon/Jeffreys moved and seconded to approve the May 20, 2013 and May 27, 2013 briefing meeting minutes and June 11, 2013 regular meeting minutes. Motion carried unanimously. N-aye; S-aye; J-aye.**

8. Approval of Action Agenda:

- 8.1 Approval for Chairperson to sign a Memorandum of Understanding between Mason County Facilities, Parks and Trails Department and June Hove to install a gate on Cove Drive, remove signage and share maintenance responsibilities of Cove Drive. This was tabled from May 28.
- 8.2 Approval to award a contract to Richard Beckman Realty Group for professional services to assist Mason County staff with marketing and selling Mason County Surplus Real Estate. Cost to County for real estate services is based on a percentage of gross sales price as follows: Commercial 7%, Residential 6%, Vacant Land 8%.
- 8.3 Approval to appoint Kelly Bergh, Bonnie Knight, Duane Wilson and Stephanie Rowland to the Lodging Tax Advisory Committee for a one-year term.
- 8.4 Approval of the Veterans Assistance Fund applications for: Utilities \$462.06 and Housing \$600.00 for a total of \$1,062.06 as recommended by the Veterans Assistance Fund Screening Committee.
- 8.5 Approval of Warrants

Claims Clearing Fund	Warrant #s 220383-221548	\$1,941,041.02
Salary Clearing Fund	Warrant #s 6648-6715	\$ 503,358.28
Direct Deposit Fund	Deposit #s 46263-46996	\$1,119,011.31
- 8.6 Approval to cancel the June 25 Board of Health meeting.

Items 8.1 and 8.2 were removed for separate vote.

**Cmmr. Jeffreys/Sheldon moved and seconded to approve action items 8.3 through 8.6. Motion carried unanimously. N-aye; S-aye; J-aye.**

Item 8.1

Melissa McFadden, Public Works, stated that the authority to gate a County road can only be granted by the County Engineer. She noted that the County road provides public access to the water.

Robert Wilson Hoss represented June Hove. He stated that the road goes between two properties owned by Ms. Hove and she was concerned about privacy and safety. He wanted to honor the correct process to take care of the issue. The gate can be removed if the County ever finds it necessary.

The Board discussed the potential water access from the road.

Cmmr. Sheldon thought that Public Works should be a party to the agreement.

**Cmmr. Sheldon/Jeffreys moved and seconded to table item 8.1 until July 2, 2013. Motion carried unanimously. N-aye; S-aye; J-aye.**

Item 8.2

Tom Davis was in support of the item but he wanted to see a copy of the contract. He didn't think it should be an exclusive listing unless there was a reduction in the fee.

Cmmr. Neatherlin stated that an exclusive listing for these types of properties was necessary. He noted that it went through a bid process and this was the best bid received.

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**Cmmr. Jeffreys/Sheldon moved and seconded to approve item 8.2. Motion carried unanimously. N-aye; S-aye; J-aye.**

9. 9:30 a.m. Public Hearings and Items Set for a Certain Time –

9.1 Public hearing to consider a Private Line Occupancy Permit between Mason County and Roger and Bonnie Nance; septic transportation line at 371 NE Landon Road Belfair, Washington.

Brain Matthews, Public Works, explained that this was a routine process to track the lines and keep accurate records. Pubic Works has no objections to the permit.

Jeremy Graham, Public Works, explained that the permit was for a septic line to be pushed under Landon Road and North Shore Road to the drainfield. It was an emergency permit because the septic system was failing, which creates a public health issue.

Public Testimony

Bonnie Nance explained that the original drainfield was on County property. Part of the hill fell and crushed the piping. Water then came down the hill and flooded the system. They had to move the drainfield because it was on County property and also to make sure there would be no pollutants to Hood Canal. It was necessary to have this done because of the flooding.

**Cmmr. Jeffreys/Sheldon moved and seconded to approve and execute the Private Line Occupancy Permit between Mason County and Roger and Bonnie Nance for a septic transportation line for parcel number 22210-51-00021. Motion carried unanimously. N-aye; S-aye; J-aye.**

9.2 Public hearing to consider revisions to Title 14, Building Code, of the Mason County Code.

Debbra Coker, Department of Community Development, explained that every three years the State updates the building codes. The department is proposing to adopt the codes as recommended by the State with no modifications. The code keeps the county consistent with the rest of the state and provides a minimum standard for quality while keeping pace with new technology. It also provides guidance to the building community. She went over the proposed changes to the code and noted that there were some relaxations.

Cmmr. Neatherlin clarified that the State recommendations weren't being adopted, just the requirements.

Ms. Coker answered questions from the audience regarding carbon monoxide monitoring, self-supporting decks, kitchen hoods and D-2 seismic requirements.

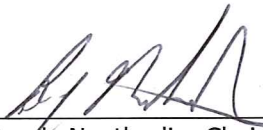
There was no public testimony.

**Cmmr. Sheldon/Jeffreys moved and seconded to approve the proposed amendments to Title 14 as presented, including a correction to the amendments to Title 14 adopting 2012 International Residential Code, Appendix R in accordance with WAC 51-51 and modifying the exemption provided for in IRC Section R105.2 #10 to change the text concerning exempt decks. A permit would not be required for a residential deck when not more than 30-inches above grade at any point, is self-supporting and does not serve the exit door. Motion carried unanimously. N-aye; S-aye; J-aye. Ordinance 32-13 (Exhibit A)**

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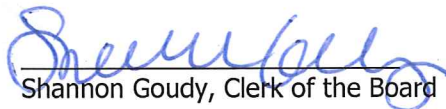
- 10. Other Business (Department Heads and Elected Officials) –
  - 10.1 Bob Simmons, WSU Extension, reported on upcoming events and educational opportunities.
  - 10.2 Sheriff Salisbury reported that the deputies are limiting their radio talk due to new cell phone apps that broadcast dispatch activities. He also stated that his office is working on an annual report as well as a performance assessment for accountability.
- 11. Board's Reports and Calendar - The Commissioners reported on meetings attended the past week and announced their upcoming weekly meetings.
- 12. Adjournment – The meeting adjourned at 10:56 a.m.


BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

  
\_\_\_\_\_  
Randy Neatherlin, Chair

  
\_\_\_\_\_  
Tim Sheldon, Commissioner

ATTEST:

  
\_\_\_\_\_  
Shannon Goudy, Clerk of the Board

  
\_\_\_\_\_  
Terri Jeffreys, Commissioner

ORDINANCE NO. 32-13

AMENDMENTS TO TITLE 14  
BUILDING AND CONSTRUCTION  
MASON COUNTY CODE

**WHEREAS**, the BOARD OF COUNTY COMMISSIONERS did, on January 6, 1975, adopt a Uniform Building Code for Mason County, with amendments (Ordinance No. 451), as required by Chapter 96, laws of 1974 1st Extraordinary Session; and

**WHEREAS**, the BOARD OF COUNTY COMMISSIONERS did, on January 20, 1975, amend said Building Code Ordinance No. 474; and

**WHEREAS**, the BOARD OF COUNTY COMMISSIONERS did, on February 24, 1975, amend said Building Code Ordinance by Ordinance No. 483; and

**WHEREAS**, the BOARD OF COUNTY COMMISSIONERS did, on April 19, 1976, amend said Building Code Ordinance by Ordinance No. 602; and

**WHEREAS**, the BOARD OF COUNTY COMMISSIONERS did, on February 28, 1977, amend said Building Code Ordinance by Ordinance No. 735; and

**WHEREAS**, the BOARD OF COUNTY COMMISSIONERS did, on January 8, 1979, amend said Building Code Ordinance by Ordinance No. 963; and

**WHEREAS**, the BOARD OF COUNTY COMMISSIONERS did, on February 5, 1979, amend said Building Code Ordinance by Ordinance No. 972; and

**WHEREAS**, the BOARD OF COUNTY COMMISSIONERS did, on March 24, 1980, amend said Building Code Ordinance by Ordinance No. 1135; and

**WHEREAS**, the BOARD OF COUNTY COMMISSIONERS did, on September 17, 1984, amend said Building Code Ordinance by Ordinance No. 91-84; and

**WHEREAS**, the BOARD OF COUNTY COMMISSIONERS did, on December 22, 1992, amend said Building Code Ordinance by Ordinance No. 138-92; and

**WHEREAS**, the BOARD OF COUNTY COMMISSIONERS did, on March 12, 1996, amend said Building Code Ordinance by Ordinance No. 37-96; and

**WHEREAS**, the BOARD OF COUNTY COMMISSIONERS did, on May 4, 1999, amend said Building Code Ordinance by Ordinance No. 45-99; and

**WHEREAS**, the BOARD OF COUNTY COMMISSIONERS did, on July 6, 2004 amend said Building Code Ordinance by Ordinance No. 59-04; and

**WHEREAS**, the BOARD OF COUNTY COMMISSIONERS did, on June 12, 2007 amend said Building Code Ordinance by Ordinance no. 64-07; and

**WHEREAS**, the BOARD OF COUNTY COMMISSIONERS did on May 25, 2010 amend said Building Code Ordinance no. 44-10; and

**WHEREAS**, it has now become apparent that some revisions in the Code as adopted are required and are necessary for the preservation of the public health, safety and general welfare; and

**NOW, THEREFORE, IT IS HEREBY ORDAINED** that effective July 1, 2013 Chapters

14.04, 14.08, 14.12, 14.14, 14.15, 14.17, 14.20, 14.25, 14.28, 14.30, 14.40 and 14.44 of the Mason County Code be amended as follows:

**Section 14.04.010 of Title 14 of the Mason County Code is amended to read as follows:**

- (a) 2012 International Building Code (IBC) in accordance with WAC Chapter 51-50. Including Sections 101 through 107 and Section 110, and other International Building Code requirements for barrier-free access, including ICC A117.1-2009 and Appendix E (Supplementary Accessibility Requirements). Appendix Chapters C, E, and H; excluding section H106, published by the International Code Council, and Excluding Appendix Chapters A, B, D, F, G, I, J, K, L, and M, and; adopting the Washington State Building Code WAC 51-50, and the 2012 International Existing Building Code included in the adoption of this code in Section 3401.5 as amended in WAC 51-50-480000.
- (b) 2012 International Residential Code for One- and Two-Family Dwellings (IRC) in accordance with WAC Chapter 51-51, excluding Chapter 11 and chapters 25 through 43. The energy code is regulated by WAC 51-11R, plumbing code regulated by WAC Chapter 51-56. Including Appendix F (Radon Control), G (Swimming pools, spas and hot tubs, Appendix R (Dwelling Unit Fire Sprinkler Systems) as published by the International Code Council, Excluding Part IV Energy, Part VII Plumbing, Part VIII Electrical and Appendix Chapters A, B, C, D, E, F, H, I, J, K, L, M, N, O, P, Q, and S and; adopting the Washington State Building Code WAC 51-51.
- (c) 2012 International Fire Code, published by the International Code Council, excluding Appendix A, B, D, J, and K and adopting Appendices C, E, F, G, H, and I and adopting the Washington State Building Code WAC 51-54.
- (d) 2012 International Mechanical Code, published by the International Code Council and adopting the 2012 International Fuel Gas Code, the 2012 Edition of the National Fuel Gas Code (NFPA 54) and the 2011 Edition of the Liquefied Petroleum Gas Code (NFPA 58) and adopting the Washington State Building Code WAC 51-52.
- (e) 2012 Uniform Plumbing Code, published by the International Association of Plumbing and Mechanical Officials (IAPMO), including Appendices A, B, and I excluding section 102.3 (Board of Appeals) and chapters 12 and 15 Provided further, that those requirements of the Uniform Plumbing Code relating to venting and combustion air of fuel fired appliances as found in Chapter 5 and those portions of the code addressing building sewers are not adopted, and adopting the Washington State Building Code WAC 51-56.
- (f) Uniform Code for the Abatement of Dangerous Buildings, 1997 Edition, published by the International Conference of Building Officials.
- (g) The 2012 Edition of the International Energy Conservation Code as amended in WAC 51-11R (Residential) and 51-11C (Commercial).

In the case of conflict among the codes enumerated in the above subsections of this ordinance, the first shall govern over those following, save and except such portions as are hereinafter by this ordinance deleted, modified, or amended, and from the effective date of this ordinance the provisions thereof shall be controlling within the unincorporated areas of Mason County.

**14.08.000 Building Code Amendments.**

**14.08.010 General.** 2012 International Building Code (IBC) and 2012 International Residential Code (IRC) are hereby amended. The amended sections shall supersede that section or table as numbered in said Building Code of Mason County. The amended sections are as follows:

**14.08.030 IBC/IRC Section 105.1 Permits Required.** Section 105.1 is adopted, and supplemented with the following:

(1) Permits shall be required for all docks, piers, and floats, excluding floats which are less than 120 square feet, are detached and chain anchored. Permits shall also be required for seawalls, bulkheads, or other similar structures, regardless of type of construction, including, but not limited to, rock, rip rap, pilings, wood and concrete block.

(2) Permits shall be required for park trailers, recreational park trailers, manufactured housing, commercial structures, commercial coaches, factory built housing.

(3) Permits shall be required for the construction of vehicular and/or pedestrian bridges. Submittal documents such as plans, calculations and specifications must be stamped and approved by an engineer licensed in the State of Washington is required.

The Building Official may review and approve small private foot bridges not for vehicular use.

(4) Tenant Review Applications, Commercial (COM) Permits shall be required for commercial use buildings when there is a change in tenant prior to occupancy whether or not construction or alterations are performed or proposed and regardless of the use or occupancy classification. When a building is constructed with future tenant spaces intended to be finished or occupied at a later date, a separate permit is required for each tenant space prior to any tenant occupancy. The permit fee shall be as adopted under the current building permit fee schedule.

**14.08.035 Preliminary Inspection.** Before issuing a permit, the building official is authorized to examine or cause to be examined buildings, structures and sites for which an application has been filed.

**14.08.040 IBC Section 105.5 and IRC Section R105.5 Expiration** Adopted and supplemented as follows: If the permit expires without extensions granted or progress inspections performed, before such work can be recommenced, a permit shall be first obtained to do so, and the fee therefor shall be one half the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work, and provided further that such suspension or abandonment has not exceeded one year. In order to renew action on an expired permit exceeding one year, the building official has authority to require a new permit be submitted for the completion of the structure with fees assessed for a new permit or charge a rate equivalent to the total hourly cost to the jurisdiction which shall include supervision, overhead, equipment, hourly wages and fringe benefits of the staff involved to renew or reinstate the permit.

**14.08.050 Moved Buildings.** No person shall move any building into or within Mason County for the purpose of locating such building in Mason County, unless prior to moving, said building has been inspected for compliance with this code by the Building Official. The cost of said inspection for moving a building shall be payable in advance and not refundable. The inspection fee shall be based upon the current fee schedule as adopted by the jurisdiction at the time of application. A Building permit shall be obtained prior to locating or relocating the structure and for all work necessary to comply with the building code on the new location.

**14.08.100 IBC 109.6/IRC R108.5 Refunds.** The Building Official may authorize refunding of any fee paid hereunder, which was erroneously paid or collected. The building official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. The building official may authorize refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done. The building official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee paid.

**14.08.135 IBC Section 113 and IRC Section R112 Board of Appeal.** Appeals of orders, decisions or determinations made by the building official/fire marshal shall be as set forth in the Mason County Code, Title 15 Mason County Development Code, Section 15.11.010 Appeals of Administrative Interpretations and Decisions.

## **TITLE 14 CHAPTER 12 VIOLATION AND PENALTIES**

**Sections:**

<b>14.12.30</b>	<b>Violations and Penalties</b>
<b>14.12.35</b>	<b>Civil Infractions</b>
<b>14.12.40</b>	<b>Stop Work Order</b>
<b>14.12.45</b>	<b>Site Investigation Fee</b>
<b>14.12.48</b>	<b>Violation Permit Fee</b>
<b>14.12.50</b>	<b>Occupancy Violations</b>

**Section 14.12.030 Violation and penalties.** Shall be as prescribed in Title 15, Mason County Code.

**Section 14.12.35 Civil Infractions** Shall be as prescribed in Title 15, Mason County Code

**Section 14.12.040 IBC Section 115 and IRC Section R114 Stop Work Order** The posting of a stop work order shall be effective when posted at the location of the violation and shall constitute notice to the owner, owners agent or person doing the work when posted. The removal, mutilation, destruction or concealment of a Stop Work Order shall be subject to penalties as prescribed by the Mason County Code

**Section 14.12.045 Site Investigation Fee: Work Without a Permit..** Whenever any work for which a permit is required by this code has been commenced without first obtaining said permit and a site investigation has been performed, a site inspection fee shall be assessed in accordance with the fee schedule adopted by the jurisdiction.

**Section 14.12.048 Violation Permit Fee: Work Without a Permit .** Whenever any work for which a permit is required by this code has been commenced without first obtaining said permit and a Stop Work Order has been placed, a Violation Fee, equal to the amount of the permit fee shall be assessed in accordance with the fee schedule as adopted by the jurisdiction whether or not a permit is then or subsequently issued. The unlawful continuance of work without a permit after having been posted with a Stop Work Order shall be subject to double violation fees upon the second posting of a stop work order and other penalties as prescribed for by Title 15, Mason County Code.

**Section 14.12.050 Occupancy Violations.** Whenever any building or structure or equipment therein regulated by this code is being used contrary to the provisions of this code, the building official may order such use discontinued and the structure, or portion thereof, vacated by notice served on any person causing such use to be continued. Such person shall discontinue the use within the time prescribed by the building official after receipt of such notice to make the structure, or portion thereof, comply with the requirements of the code. It shall be a misdemeanor to occupy the posted building or structure, or to remove or deface the notice and shall be subject to penalties as prescribed for by Title 15, Mason County Code



**TITLE 14 CHAPTER 14**  
**MINIMUM QUALIFICATION REQUIREMENTS FOR FIRE CODE INSPECTION**

**Section 14.14.010 Minimum qualification requirements for International Fire Code (IFC) inspection is amended and adopted as follows:**

- (a) Fire districts in Mason County who choose to do fire safety inspections using the adopted fire code shall have qualified inspectors to do the inspections. Qualified inspectors shall have a current certification in either the 2012 International Fire Code -IFCI Company Officer Fire Code Inspector Certification, or the International Fire Code - Fire Inspector I Certification, and evaluation/approval by the Mason County fire marshal.
- (b) For the purpose of this chapter, a fire safety inspection is defined as any on-site visit to a commercial occupancy for the purpose or effect of identifying compliance or non-compliance of the fire code not directly related, or as a result, of a fire incident.
- (c) Fire safety inspections done by fire districts that are forwarded to the fire marshals office for compliance shall be done so in writing in a format provided and or approved by the county.

**TITLE 14 CHAPTER 15**  
**UNIFORM CODE FOR THE ABATEMENT OF DANGEROUS BUILDINGS**

**Section 14.15.010 General.**

**Section 14.15.015 Definitions**

**Section 14.15.020 UCADB Section 801.1 Procedure**

**Section 14.15.030 UCADB Section 907 Authority for Installment Payment of Assessments with Interest**

**Section 14.15.040 UCADB Section 908.2 Interest**

**Section 14.15.050 UCADB Section 910 Filing Copy of Report with County Auditor**

**Section 14.15.000 Amendments to the 1997 Uniform Code For The Abatement of Dangerous Buildings**

**Section 14.15.010 General.** The Uniform Code for The Abatement of Dangerous Buildings is hereby amended. The amended sections shall supersede that section or table as numbered in said Abatement Code of Mason County. The amended sections are as follows:

**Section 14.15.015 Definitions.**

(A) Building Official shall be the director of the Department of Community Development for the purpose of compliance and all other activities within the Uniform Code for the Abatement of Dangerous Buildings.

(B) Tax Collector shall be the Mason County Treasurer

**Section 14.15.020 UCADB Section 801.1 Procedure.** When any work of repair or demolition is to be done pursuant to Section 701.3, Item 3, of this code, the work shall be done by private contract under the direction of the building official pursuant to Mason County Code, Chapter 3.48 Competitive Bidding.

**Section 14.15.030 UCADB Section 907 Authority for Installment Payment of Assessments with Interest** The authorization for installment payments of assessments with interest shall be as determined by the legislative body of this jurisdiction. The legislative body's determination to allow payment of such assessments in installments, the number of installments, whether they shall bear interest, and the rate thereof shall be by a resolution adopted prior to the confirmation of the assessment.

**Section 14.15.040 UCADB Section 908.2 Interest.** All such assessments remaining unpaid after 30 days from the date of recording on the assessment roll shall become delinquent and shall bear interest at such rates and in such manner as provided for in RCW 84.56.020, as now or hereafter amended, for delinquent taxes.

**Section 14.15.050 UCADB Section 910 Filing Copy of Report with County Auditor:** If the county assessor and the county tax collector assess property and collect taxes for this jurisdiction, a certified copy of the assessment shall be filed with the county auditor. The descriptions of the parcels reported shall be those used for the same parcels on the county assessor's map books for the current year.

## TITLE 14 CHAPTER 17 STANDARDS FOR FIRE APPARATUS ACCESS ROADS

- 14.17.010 Application
- 14.17.020 Plans
- 14.17.025 Preliminary Inspection
- 14.17.030 Notice
- 14.17.040 Construction
- 14.17.050 Extensions
- 14.17.060 Width
- 14.17.070 Clearance
- 14.17.080 Pullouts
- 14.17.090 Dead end roads
- 14.17.110 Automatic fire sprinkler system
- 14.17.120 Large residential developments
- 14.17.130 Modification of standards
- 14.17.140 Bridges
- 14.17.150 Additional fire protection
- 14.17.160 Address numbering
- 14.17.170 Traffic calming measures

**14.17.010 Application is amended and adopted as follows:**

This chapter shall apply to roads, driveways, or other means of access serving structures, facilities, buildings or portions of buildings hereafter constructed, altered or moved into or within the jurisdiction and developed under permit from Mason County.

**14.17.020 Plans.**

Plans for fire apparatus access roads shall be submitted to the fire marshal for review and approval prior to construction.

**14.17.025 Preliminary Inspection: New Section adopted as follows:** Before issuing a permit, the fire marshal is authorized to, and may examine, or cause to be examined buildings, structures and sites for which an application has been filed to determine compliance requirements for the purpose of providing a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions in new and existing buildings, structures and premises and to provide safety to fire fighters and emergency responders during emergency operations. The inspection fee will be as set forth in the adopted fee schedule by Mason County for site

inspections/site investigations.

**14.17.030 Notice.**

When required by the fire marshal, approved signs or other approved notices shall be provided and maintained for fire apparatus access roads to identify such roads and prohibit the obstruction thereof.

**14.17.040 Construction.**

Roadways shall be constructed/designed with an all weather driving surface (gravel, crushed rock, concrete or asphalt) and the ability to support the imposed load requirements of fire apparatus.

**14.17.050 Extensions.**

Fire apparatus access roads shall extend to within one hundred fifty feet of all portions of the exterior wall of any residential or commercial structure, and within fifty feet of at least twenty-five percent of the exterior wall of any commercial structure.

**14.17.060 Width.**

A fire apparatus access road shall be a minimum unobstructed width of twenty feet for commercial structures, or four or more parcels or building sites. The access road may be reduced to twelve feet of unobstructed width with a minimum ten foot wide driving surface for one to three parcels or building sites on approval of the fire marshal.

**14.17.070 Clearance.**

A fire apparatus access road shall have an unobstructed vertical clearance of not less than thirteen feet and six inches (13'6") for the full width of the road.

**14.17.080 Pullouts.**

A ten foot wide fire apparatus access road exceeding three hundred feet in length will be required to make provisions for the passing of fire apparatus by providing approved pullouts. Pullouts shall be reasonably located, based on sight distance, road curvature, and grade; and shall be a minimum size of eight feet wide and thirty feet long with tapered ends.

**14.17.090 Dead end roads.**

A dead end fire apparatus access road longer than three hundred feet is required to provide provisions for the turning around of fire apparatus within one hundred fifty feet of any facility or structure. See exhibits of the ordinance codified in this chapter: Exhibit A -- Hammer Head Turn Around, B -- Modified Hammer Head, C -- Cul De Sac Turn Around, D and E -- Pullouts, for examples of accepted turnarounds and pullouts.

**14.17.100 Turning radius.**

The turning radius of a fire apparatus access road shall be a minimum of twenty-five feet interior, forty-five feet exterior centerline radius

**14.17.110 Automatic fire sprinkler system is amended and adopted as follows:**

A fire apparatus access road, which is newly constructed or existing, and which is in excess of fourteen percent (14%) grade, and which is greater than one hundred fifty feet (150') from a primary access point intersecting with a County or State road Right of Way, to new residential or new commercial construction will require an automatic fire sprinkler system to be installed.

**14.17.120 Large residential developments.**

Where more than fifty units are designed in a residential development, either single family, multifamily, retirement or similar, there shall be a minimum of two access points to the county road system. Such access points shall be located so as to provide for general circulation, alternate emergency vehicle access routes, through access, and general transportation design

considerations. One of these access points may be for emergency vehicle use only where the number of units does not exceed one hundred. Design of an "emergency vehicle use only" access must be approved by the local fire district and fire marshal.

**14.17.130 Modification of standards.**

When buildings are completely protected with an automatic fire sprinkler system, the provisions of these standards may be modified by the fire marshal.

**14.17.140 Bridges.**

Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with AASHTO HB-17. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed load of fire apparatus. An evaluation by a professional engineer will be required to determine the imposed load rating for responding fire district fire apparatus and shall be approved by the fire district and fire marshal. Weight load limit signs shall be posted at both entrances to bridges when required by the fire marshal in accordance with Section 503.2.6 of the 2012 International Fire Code.

Bridges or elevated surfaces legally in existence prior to this code shall suffice as access if such bridge was built in accordance with the building standards in effect at the time the bridge was constructed. When the fire marshal determines a bridge to be unsafe to support fire district apparatus the structure and all supporting members shall be evaluated by a professional engineer to verify that the bridge is able to support apparatus loads. After the engineer evaluation weight load limit signs shall be posted at both entrances to the existing bridge in accordance with Section 503.2.6 of the 2012 International Fire Code.

**14.17.150 Additional fire protection.**

When access roads cannot be installed to these standards due to topography, waterways, nonnegotiable grades or other similar conditions, the fire marshal is authorized to require additional fire protection or mitigation as specified in Section 901.4.4 of the 2012 IFC. The fire marshal may also approve access roads which do not meet these requirements if the road provides reasonable access under the individual facts of the case

**14.17.160 Address numbering is amended and adopted as follows:**

Approved numbers or addresses pertaining to any and all new commercial or residential buildings shall be placed consistent with Chapter 14.28 Addressing Ordinance.

**14.17.170 Traffic calming measures.**

Traffic calming measures on fire apparatus roads (speed bumps, etc) shall be approved by the fire marshal before installation.

**TITLE 14 CHAPTER 20  
MANUFACTURED HOUSING INSTALLATIONS**

**SECTIONS:**

<b>14.20.005</b>	<b>Authority, Purpose &amp; Scope</b>
<b>14.20.010</b>	<b>Definitions</b>
<b>14.20.020</b>	<b>General Installation Requirements</b>
<b>14.20.030</b>	<b>County Standards For Installation</b>
<b>14.20.040</b>	<b>Movement of Manufactured Homes</b>
<b>14.20.050</b>	<b>Application For Installation Permit</b>
<b>14.20.060</b>	<b>Permit Fees For Manufactured Homes</b>
<b>14.20.070</b>	<b>Installation Permit Issuance and Duration</b>
<b>14.20.080</b>	<b>Inspection</b>

- 14.20.090 Penalties
- 14.20.100 Enforcement
- 14.20.110 Severability

**14.20.005 Authority, Purpose & Scope.**

This chapter is to provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, installation, quality of materials, use and occupancy, location and maintenance of all manufactured homes within Mason County.

**14.20.010 Definitions.**

- (A) HUD is the United States Department of Housing and Urban Development with headquarters in Washington, D.C..
- (B) Insignia - A label attached to each section of a manufactured home built on or after June 15, 1976. This insignia is attached by the Department of Housing and Urban Development and if damaged or lost, shall be replaced by the Department of Labor and Industries. No unit shall be permitted for installation in Mason County without insignias complying with Chapter 296-150M WAC.
- (C) Installation is the activity needed to prepare a building site and to set a manufactured home within that site.
- (D) Installation Permit - Authorization from the Mason County Permit Assistance Center, the Mason County Environmental Health Department, the Mason County Department of Community Development, Mason County Fire Marshal and the Mason County Department of Public Works to locate a manufactured home in Mason County. Commonly referred to as a Building Permit for the set-up of a manufactured home.
- (E) Labor and Industries (L&I) - The State of Washington Department of Labor and Industries
- (F) Manufactured Home is a single family dwelling built according to the Department of Housing and Urban Development Manufactured Home Construction and Safety Standards Act, which is a national, preemptive building code. Manufactured homes include plumbing, heating, air conditioning, and electrical systems; is built on a permanent chassis; and can be transported in one or more sections. Sections are a minimum of eight (8) feet wide and forty (40) feet long when transported; or when installed on site is three hundred twenty seven square feet or greater. Refer to RCW 46.04.302 and WAC 296-150M; 0020 for notes and exceptions.
- (G) Mobile Home is a factory built dwelling constructed prior to June 15, 1976 to standards other than the HUD Code, and acceptable with State Codes in effect at the time of construction or introduction of the home into the State. Mobile homes have not been built since the introduction of the HUD Manufactured Home Construction and Safety Standards Act. Mobile home placement within Mason County is regulated under Title 14, Chapter 25.
- (H) Site means a tract, parcel or subdivision of land, including a mobile home park.
- (I) WAC-Washington Administrative Code

Additional terms are defined in WAC 296-150M, ANSI A225.1 and by this reference are included as part of this chapter.

**14.20.020 General Installation Requirements For Manufactured Homes**

- (A) Installation of all manufactured homes shall be as provided for pursuant to WAC, Chapter 296-150M.
- (B) Installation shall meet all Mason County departmental approvals and conditions required for installation permits.

**14.20.030 County Standards For Installation of Manufactured Homes**

The establishment and use of manufactured homes constructed and labeled after June 15, 1976 being brought into Mason County or being moved within Mason County for human

habitation shall be permitted once the following conditions have met departmental approval:

All manufactured homes shall bear a label certifying compliance with Federal Manufactured Home Construction and Safety Standards (Federal Department of Housing and Urban Development- HUD labeling effective June 15, 1976)

**14.20.040 Movement of Manufactured Homes.**

Any person, firm, company, or corporation wishing to transport a manufactured home on Mason County roadways must first obtain an Over the Road Permit from the Mason County Department of Public Works. Transportation on State Highways must secure approval from WSDOT.

**14.20.050 Application For Installation Permit:**

(A) No manufactured home may be transported, erected, installed, located, or stored in Mason County until an installation permit, has been obtained from the Mason County Department of Community Development

(B) No permit will be issued by the Mason County Department of Community Development until all requirements, in effect at the time of application, have been satisfactorily addressed.

**14.20.060 Permit Fees For Manufactured Homes**

The permit fee shall be in accordance with the adopted Permit Fee Schedule by the jurisdiction.

**14.20.070 Installation Permit Issuance and Duration is amended and adopted as follows:**

When all County, State, and Federal laws, ordinances, codes, and regulations are satisfied, an installation (building) permit will be issued to the owner or authorized agent for the owner of the manufactured home. The permit will indicate the owners name, the contractor registration information, the location for which the installation was approved, the installation (building) permit number, and the date the installation (building) permit was issued. Permit validity, expiration, suspension or revocation and time limitation of application shall be as established and adopted in the applicable sections of the 2012 IRC/IBC, Part I Administration and Section 14.08.040 shall apply

**Section 14.20.080 Inspection of Manufactured Homes**

(A) All manufactured homes for which an installation (building) permit has been issued, shall be subject to inspection by authorized Mason County employees in accordance with this chapter, and all county, state and federal laws, ordinances, adopted codes and regulations.

(B) The installation permit shall be displayed in clear view of the site access road. The approved site plan and other applicable instructions as referenced in Chapter 296-150M WAC shall also be available at this location. These shall be maintained in legible condition for compliance review by the inspector. If there are multiple installation options for support configurations, the applicant or applicants agent shall clearly indicate which options were used for the manufactured home installation.

(C) Inspections shall be required, performed and approved by Mason County Building Department personnel in accordance with WAC 296-150M and manufacturer installation instructions. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official.

**14.20.090 Penalties**

Any violation of this chapter shall be subject to Chapter 14.12 of the Mason County Code; Violation and Penalties and Chapter 15.13 of the Mason County Code; Enforcement.

**14.20.100 Enforcement.**

Mason County Building Department shall administer and enforce the provisions of this chapter.

**14.20.110 Severability.**

If any provision of this chapter, or its application to any person or circumstance is held invalid, the remainder of the chapter or the application of the provision to other persons or circumstances shall not be affected.

**TITLE 14 CHAPTER 25  
MOBILE HOMES**

**SECTIONS:**

<b>14.25.005</b>	<b>Authority, Purpose &amp; Scope</b>
<b>14.25.010</b>	<b>Definitions</b>
<b>14.25.020</b>	<b>General Installation and Inspection Requirements</b>
<b>14.25.030</b>	<b>County installation Standards</b>
<b>14.25.040</b>	<b>Movement of Mobile Homes</b>
<b>14.25.050</b>	<b>Application for Installation Permit</b>
<b>14.25.060</b>	<b>Permit Fees</b>
<b>14.25.070</b>	<b>Installation Permit Issuance and Duration</b>
<b>14.25.090</b>	<b>Penalties</b>
<b>14.25.100</b>	<b>Enforcement</b>
<b>14.25.110</b>	<b>Severability</b>

**14.25.005 Authority, Purpose and Scope.**

This chapter is to provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, installation, quality of materials, use and occupancy, location and maintenance of all mobile homes within Mason County.

**14.25.010 Definitions**

(A) Alteration is the replacement, addition, modification, or removal of any equipment or installation that affects the construction, planning considerations, fire safety, or the plumbing, mechanical, and electrical systems of a mobile home. The installation of whole house water treatment that requires cutting into the existing plumbing is considered an alteration and requires a permit, an inspection and an alteration insignia from the Washington State Department of Labor and Industries, Factory Assembled Structures Division. The following are not considered alterations: Repairs to equipment with approved parts, modification of a fuel burning appliance according to the listing agencies specifications, adjustments and maintenance of equipment.

(B) Alteration Insignia is an insignia issued by The Department of Labor and Industries to verify that an alteration to a mobile home meets the requirements of Federal Law 24CFR3280 and Chapter 296-150M WAC.

(C) Forced Relocation is when an existing Mobile Home Park facility is either closed or converted resulting in the existing mobile homes located within the facility to be relocated. Reference RCW Chapter 59-21 for additional terms and information.

(D) HUD is the United States Department of Housing and Urban Development with headquarters located in Washington, D.C.

(E) Installation Permit is an authorization from the Mason County Department of Community Development and applicable review agencies or departments to locate a mobile home in Mason County. Commonly referred to as a building permit for the set up of a mobile home.

(F) Labor and Industries (L & I ) is the State of Washington, Department of Labor and Industries.

(G) Mobile Home is a factory dwelling built prior to June 15, 1976 to standards other than the HUD Code and acceptable under applicable state codes in effect at the time of construction or introduction of the home into the State. Mobile homes have not been built since the introduction of the HUD Manufactured Home Construction and Safety Standards Act.

(H) Additional terms are defined in Chapter 296-150M WAC.

**Section 14.25.020 General Installation Requirements.**

(A) Installation of all mobile homes shall be as provided for pursuant to WAC, Chapter 296-150M.

(B) Installation shall meet all Mason County Department approvals and conditions required for installation permits. Inspections shall be in accordance with WAC 296-150M and manufacturer installation instructions. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official.

**Section 14.25.030 County Standards for Installation of Mobile Homes**

The establishment and use of a mobile home for human habitation may be permitted when all the following conditions have been met:

(A) The mobile home has had no alterations to its original construction or systems.

(B) The mobile home bears an insignia of approval issued by the State of Washington Department of Labor and Industries for fire, life safety.

(C) The mobile home meets the requirements contained in Chapter 296-150M WAC and all other county, state and federal laws, ordinances, codes and regulations.

**Section 14.25.040 Movement of Mobile Homes**

Any person, firm, company or corporation wanting to transport a mobile home on Mason County roadways must first obtain an over the road permit form the Mason County Department of Public Works. Transportation on State Highways must first obtain approval from WSDOT.

**Section 14.25.050 Application for Installation Permit**

No mobile may be transported, erected, installed, located or stored in Mason County until an installation permit has been obtained from the Mason County Department of Community Development

**Section 14.25.060 Permit Fees** The permit fee for Mobile Homes shall be in accordance with the adopted County Permit Fee Schedule for manufactured homes.

**Section 14.25.070 Installation Permit Issuance and Duration is amended and adopted as follows:** Permit validity, expiration, suspension or revocation and time limitation of application shall be as established and adopted in the applicable sections of the 2009 2012 IRC/IBC , Part I Administration and Section 14.08.040 shall apply

**Section 14.25.090 Penalties** Any violation of this chapter shall be subject to Chapter 14.12 of the Mason County Code; Violation and Penalties and Chapter 15.13 of the Mason County Code; Enforcement.

**14.25.100 Enforcement.:**

The Mason County Building Department shall administer and enforce the provisions of this chapter.

**14.25.110 Severability**

If any provision of this chapter, or its application to any person or circumstance is held invalid, the remainder of the chapter or the application of the provision to other persons or circumstances shall not be affected.

**Chapter 14.28  
ADDRESSING ORDINANCE**

**14.28.010 Title**

**14.28.020 Purpose**



- 14.28.030 Scope
- 14.28.040 Address Posting Requirements
- 14.28.050 Administration
- 14.28.060 Definitions
- 14.28.070 Procedure
- 14.28.080 Official addressing map
- 14.28.090 Districts
- 14.28.100 Addressing
- 14.28.110 Road signs
- 14.28.120 Private Road Naming Procedure
- 14.28.130 Enforcement

**14.28.010 Title**

This chapter shall be known as and shall be cited as the Mason County addressing ordinance.

**14.28.020 Purpose is amended and adopted as follows:**

The purpose of this ordinance is to establish a uniform system for private roadways and numbering parcels as a component of the 911 emergency response system and to assist 911, other municipal services, businesses and private parties in locating parcels within unincorporated Mason County.

**14.28.030 Scope is amended and adopted as follows:**

The ordinance affects the unincorporated area of Mason County. At such time as it becomes necessary to include other geographical areas of Mason County, those areas shall be included upon resolution of the Board of County Commissioners. The uniform road and numbering system shall apply to all private, County, State and U.S. roadways and all parcels requiring identification for emergency and municipal services, etc. within unincorporated Mason County.

**14.28.040 Address Posting requirements is amended and adopted as follows:**

(a) At such time that the Department of Community Development assigns an address, the property owner shall place, within thirty (30) days the assigned mile point number, in contrasting reflective material, at the driveway entrance so that it is clearly visible from the roadway in both directions.

(b) When there is a long shared driveway, easement or any situation where there could be confusion in finding an entrance, mile point numbers shall be posted together at the main access point, and at each turn and/or driveway entrance, in contrasting reflective material, to provide direction to the parcel.

(c) Recreational properties, parcels without structures and any other parcels with an assigned address shall affix said address with 30 days of assignment as described herein.

(d) Posting is required to the front of any structure within 30 days of its erection.

(e) Mile point number and or alphabetic unit designation posting shall contrast with any background, should be clearly visible on the front of the structure and shall meet the setback requirements as described in 14.28.040 subsection (j)

(f) Residential address numbers shall be Arabic numerals. Alphabetic designations will be of the English Alphabet.

(g) Single Family residence mile point numbers shall be a minimum of 4 inches high with a minimum stroke width of 1/2 inch.

(h) Water front properties with fire boat access shall post mile point numbers in a minimum of 6 inches with a ¾ inch stroke, the mile point number, in contrasting reflective material, on the front of a dock or post visible from the water.

(i) New and existing commercial buildings shall have approved numbers and or letters, building numbers and or letters or approved building identification posted in conformance with 14.28.040 subsection (j)

(j) Multi family residential, and commercial structure mile point number or unit designation posting requirements:

50 feet or less setback shall post a 6 inch minimum with a ¾ inch stroke.

50 feet or more setback shall post a 12 inch minimum with a 1 ½ inch stroke.

Designating unit on a building will be no less than 6 inches in height with minimum ¾ inch stroke.

Designating unit on a door will be no less than 4 inches in height with minimum ½ inch stroke 100 foot setback or less shall post 18 inch minimum with 2 inch stroke.

100 foot setback or greater shall post 24 inch minimum with 3 inch stroke.

**14.28.050 Administration is amended and adopted as follows:**

(a) The Mason County Community Development Director, or his designee, shall be the administrator of this ordinance. The Department of Community Development or designee of the department shall be responsible for designating the development and maintenance of maps indicating road names, a catalogue of road names, assigning names to roads, and be responsible for insuring that proposed road names are in conformance with the road designations and to avoid duplication of existing road names.

(b) It will be the responsibility of the Department of Community Development to set forth the addressing fee in accordance with the departments fee schedule.

(c) Whenever, in the course of administration and enforcement of this ordinance, it is found desirable to make any administrative decision, unless other standards are provided in this ordinance, a decision shall be made so that the result will not be in conflict with the intent and purpose of this ordinance.

(d) If any section, subsection or other portion of this ordinance is for any reason held invalid or unconstitutional by any court of the competent jurisdiction, such section, subsection or portion shall be deemed a separate portion of this ordinance.

**14.28.060 Definitions is amended and adopted as follows:**

"Address" means the assigned mile point number, district indicator, road name and road designation.

"Named Road" means any road in the U.S., State and County road system in Mason County and any private road recognized by the Mason County Department of Community Development.

"Addressable Parcel" means any parcel having access to any road, private road, private easement or shared driveway within unincorporated Mason County, including the State and U.S. road system.

"Road" "Street" "Drive" "Avenue" "Boulevard" means a straight or irregular connecting road that does not dead-end, or a deadened road that is likely to be extended to another road in the future.

"Court" "Place" "Lane" "Way" means a road terminating in a non-extendable cul-de-sac. Or a road that dead-ends that will not likely be extended in the future.

"Private Road" means any road, access, easement, or shared driveway named by procedure as described in 14.28.120 of this ordinance, which is not part of the State, U.S. or County road maintenance system.

State Route and U.S. Highway - A road belonging to the Washington State Route system. or U.S. highway system.

"Loop" "Circle" means a road which connects back to itself or returns back to the same road (at any point) from which it originated.

"Point of Origin" means the point at which a road begins as accessed from another road (from major to minor roads). These road origins shall be established by the Mason County Department of Community Development. Any road that originates inside and incorporated municipality and extend into the county shall have address numbers that coordinate with that municipality.

"Mile point number" means the numeric portion of an assigned address.

"Parcel development" means any land use permit or action, including but not limited to construction permits, that require permitting from Mason County Departments or Agencies.

**14.28.070 Procedure is amended and adopted as follows:**

These procedures establish an addressing system for the purpose of assigning addresses to parcels in Mason County. These procedures provide a system incorporating the use of an official map in which is established geographic districts, road origins, a parcel numbering system, private road naming and enforcement of address posting. These procedures are intended for the following purposes:

- (1) The assigning of addresses to parcels within Mason County.
- (2) The establishing of road origins.
- (3) The installation of a uniform numbering system throughout Mason County.
- (4) The establishment of a procedure for naming private roadways in unincorporated Mason County.
- (5) The establishment of enforcement standards for addressing to assist the 911 emergency response system.

**14.28.080 Official addressing map is amended and adopted as follows:**

The official addressing map establishes five geographic districts of Mason County and sets forth a directional system for roadways in Mason County. The assignment of the address directional shall be determined by the official addressing map. The map will be maintained by the Department of Public Works GIS division at the direction of The Department of Community Development.

**14.28.090 Districts is amended and adopted as follows:**

Mason County shall be divided into five districts as determined by the official map.

- (1) N – North District (the area north of the Skokomish River and on the Westside of the Hood Canal)
  - (a) North Side – starts at the where the Hood Canal meets the northern county boundary and follows the northern county boundary west to the northwestern corner of the county.

- (b) South Side – starts at the mouth of the Skokomish River (where it meets the Hood Canal) and follows the Skokomish River west (upstream). At the north/south split in the Skokomish River the boundary follows the South Fork of the Skokomish River upstream to the Township 22/21 North line. The boundary then follows the Township 22/21 North line west to the western county boundary.
- (c) East Side – starts at the where the Hood Canal meets the northern county boundary and follows the west side of the Hood Canal south to the mouth of the Skokomish River.
- (d) West Side – starts at the northwestern corner of the county and follows the western county boundary south to Township 22/21 North line, EXCEPT THAT All addresses on Highway 101 North of the State Route 3 interchange are in the North addressing district.

**(2) W – West District (the area west of US Hwy 101 and south of the Skokomish River)**

- (a) North Side – starts at where US Hwy 101 crosses the Skokomish River. The boundary then follows the Skokomish River west (upstream). At the north/south split in the Skokomish River the boundary follows the South Fork of the Skokomish River upstream to the Township 22/21 North line. The boundary then follows the Township 22/21 North line west to the western county boundary.
- (b) South Side – starts at the southwestern corner of the county and follows the southern county boundary east to where it meets US Hwy 101.
- (c) East Side – starts at where US Hwy 101 crosses the Skokomish River. The boundary then follows the west side of US Hwy 101 south to the intersection with West C St (at the Shelton City limits). The boundary then follows the Shelton City limits south to the end South 2<sup>nd</sup> St (Where the City limits make a 90 degree turn, near W Tree Frog Ln). The boundary then goes straight south to Mill Creek following parcel boundaries that roughly parallel South 2<sup>nd</sup> St (South 2<sup>nd</sup> St does not extend south of W Wilson St). The boundary then follows Mill Creek upstream to its intersection with US Hwy 101. The boundary then follows the west side of US Hwy 101 south to the southern county boundary.
- (d) West Side – starts at the southwestern corner of the county and follows the western county boundary north to the Township 22/21 North line. EXCEPT THAT Any parcel addressed off of State Route 3 between US Hwy 101 and the southern Shelton City Limits will be in the Southeast Addressing District. All Addresses on US Hwy 101 south of the State Route 3 interchange are in the West Addressing District. The west side of lake Cushman is addressed in the West addressing district although the lake itself is located in the North addressing district due to access issues.

**(3) E – East District (The area between Belfair and Shelton, including Allyn, Grapeview and Union)**

- (a) North Side – starts at where US Hwy 101 crosses the Skokomish River. The boundary then follows the Skokomish River downstream to the Hood Canal. The boundary then follows the center of the Hood Canal east to the Township 23/22 North line. Then go east along the T23N/T22N line to the eastern county boundary.
- (b) South Side – starts at the mid-point (over the water) of where Oakland Bay meets the City of Shelton boundary. The boundary then follows Hammersley Inlet east to Pickering Passage. The boundary turns north along Pickering Passage and runs between Harstine and Squauxin Island (through Peale Passage) to the south county boundary.

- (c) East Side – starts where the T23N/T22N line intersects the eastern county boundary and follows the eastern county boundary south to where the "South Side" boundary turns north (leaving the county boundary) to go between Harstine and Squaxin Island (through Peale Passage).
- (d) West Side – start at where US Hwy 101 crosses the Skokomish River. The boundary then follows the east side of US Hwy 101 south to the intersection with the Shelton City Limits. The boundary then follows the Shelton city limits east to the mid-point over Oakland Bay where the "South Side" boundary picks up, EXCEPT THAT Harstine Island is part of the East addressing district.

**(4) NE – Northeast District (Belfair and the Tahuya Peninsula Area)**

- (a) North Side –starts where the Hood Canal meets the Township 23/24 North / County Boundary line and follows the Township /County Boundary line east to the northeast corner of the county.
- (b) South Side – starts in the middle of the Hood Canal near Union and follows the Canal east to the Township 23/22 North line. From there the boundary follows the Township 23/22 North line east to the eastern county boundary.
- (c) East Side – the boundary starts at the northeast corner of the county and follows the county boundary south to the Township 23/22 North line.
- (d) West Side – starts where the Hood Canal meets the Township 23/24 North / County Boundary line and follows the east side of the Hood Canal down to near Union where it meets the south side boundary in the middle of Hood Canal.

**(5) SE – Southeast District (the Arcadia / Lynch Road area including the Kamilche Peninsula)**

- (a) North Side – starts where south end of South 2<sup>nd</sup> St touches Shelton City limits. From there the boundary follows the Shelton City limits east to Hammersley Inlet. Then the boundary follows Hammersley Inlet east to Pickering Passage.
- (b) South Side – starts where Totten Inlet meets Pickering Passage near Arcadia Point. From there the boundary follows the southern county boundary (through the middle of Totten Inlet) to where US Hwy 101 meets the southern county boundary.
- (c) East Side – starts in the middle of Pickering Passage near Arcadia Point and goes north along Pickering Passage to Peale Passage. Then the boundary goes south along Peale Passage (between Squaxin and Harstine Island) to the southern county boundary
- (d) West Side – starts at where US Hwy 101 meets the southern county boundary. From there the boundary follows the east side of US Hwy 101 north to Mill Creek. The boundary then follows Mill Creek east (downstream). The boundary goes straight north following parcel boundaries to the Shelton city limits at the end of South 2<sup>nd</sup> St. EXCEPT THAT Hope and Squaxin Island are in the Southeast addressing district.

**14.28.100 Addressing is amended and adopted as follows:**

Addresses shall consist of four items in this order: Mile point number, district indicator, road name and road designation. Large complexes shall also be assigned a alphabetic unit designation as described below:

**Example: 3410 SE Outback Road**

(a) The mile point number for a parcel shall be determined by the distance measured to the nearest 1/10<sup>th</sup> of a mile from the point of origin of the named road to the driveway access of that parcel. Mile point numbers shall be determined by the side of the road that the driveway access is located. Right side access shall be even numbered ending in zero (0); Left side access shall be odd numbered ending in one (1). With the exception of a shared driveway or easement which may use up to a 5 number sequence of Right 0,2,4,6 and 8 or Left, 1,3,5,7 and 9. Shared driveway or easement numbers shall be issued at the discretion of the Department of Community Development and may be subject to 14.28.120.

(b) Residential multi unit structures, condos, town homes and duplexes (except those with individual driveways) etc shall be numbered with a single address for the complex, then an individual building alphabetical designation and a single unit numeral.

For example:

91 E Sterling Rd Unit A-1, indicating the complex address of 91, building designation of A and unit number 1.

(c) Multi story apartment complexes with a common entranceway shall be addressed as individual building numbers and unit addresses.

For example:

On the right side of Sterling Rd building one is 90 E Sterling Rd building two is 92 E Sterling road building three is 94 E Sterling Rd etc. Floor one of building one is number from left to right starting 100,102,104,106 etc. Floor two is numbered left to right 200, 202, 204, 206 etc. On the left side of Sterling road building one is 91 E Sterling Rd, building two is 93 E Sterling Rd, building three is 95 E Sterling Rd etc. Floor one of building one is numbered left to right 101, 103,105,107 etc. Floor two is number left to right 201, 203, 205, 207 etc.

(d) Commercial multi unit buildings will have one numeric address per building with alphabetic unit designations.

For example:

24230 NE State Route 3 units from left to right A,B,C,D,E and F.

(e) For large industrial complexes each building with have an individual address with alphabetic unit designations for individual tenants of the building.

**14.28.110 Road signs is amended and adopted as follows:**

- (a) All roads maintained by Mason County shall display the proper signing, including road name and district indicator.
- (b) Mason County shall be responsible for the placement and maintenance of all road signs required for implementing this ordinance for county maintained roadways.
- (c) Roadways within Mason County, maintained and signed by the Washington State Department of Transportation, will be the responsibility of that department.
- (d) Private roads not maintained by Mason County shall be signed in conformance with this ordinance within Thirty (30) days of naming the private roadway.
- (e) Parcel owners using the private roadway shall be responsible for the cost and maintenance of private road signs.
- (f) Streets and roads shall be identified with approved signs.

- (g) Temporary signs shall be installed at each street intersection when development of new roadways allows passage by vehicles. Signs shall be a minimum of 24 inches in length or a maximum of 60 inches to accommodate varying name lengths. Height shall be a minimum of 8 inches with 5-inch letters describing the geographical indicator first then the road name ending in the road type indicator as described in the State Sign Fabrication Manual M55.05.

For example:

E Island Lake Dr  
SE Brewer Rd  
W Countryside Ct

- (h) Signs shall be of green permanent waterproof materials with white reflective lettering. All sign supports shall be of a breakaway design, having the ability to break away if struck by a vehicle.
- (i) The sign shall be a minimum height of seven feet from the bottom of the sign to surface of the ground, for visibility.
- (j) The sign shall be located as to not interfere with site distance or road maintenance operations.
- (k) Private road signing, placement and maintenance shall be the responsibility of the property owner(s).

**14.28.120 Private Road Naming Procedure new section is adopted as follows:**

- (a) The Department of Community Development shall require names for private driveways or easements that serve 4 or more parcels, or any private driveway or easement that exhibits a need to be named under the intent of this ordinance.
- (b) The Mason County Department of Community Development (DCD) and or its designee shall be responsible for the naming, mapping, cataloging and addressing of private roadways in Mason County. When a private driveway or easement serves more than 4 parcels or at the discretion of the Department of Community Development, the department or designee shall proceed to name the private driveway or easement making it into a private roadway. All parcel owners utilizing the easement for driveway access shall be notified in writing the determination of the department. The parcel owners will then be given the opportunity to suggest road names by answering in writing, email or calling the designee of the department within 15 days of receipt of the letter.
- (c) All suggestions not duplication, having similarity or conflicting with previously named roadways in Mason County will then be mailed out in a second letter to be voted on. All votes must be returned in writing with the signature of the parcel owner and received to the DCD designee no later than 15 days after receipt of the voting letter. Should a single party own more than one parcel on the private driveway or easement they may vote one time for each parcel owned.
- (d) At that time votes will be counted and the highest voted suggestion shall be the private road name thereafter. In the event of a tie the DCD designee shall break the tie in the best interest of Mason County. The new private roadway will then be established. Parcels previously addressed will then be readdressed to the new private roadway. Parcels not previously addressed will be addressed to the roadway at the request of the parcel owner. Fees may apply for this procedure.

**14.28.130 Enforcement new section is adopted as follows:**

- (a) It shall be the duty of the owner of any parcel located in unincorporated Mason County to procure the correct address from the Department of Community Development and to fasten the said mile point number so assigned as provided in 14.28.040 and 14.28.100 of this ordinance. Temporary signs may be posted during development but mile point number must be permanently affixed as described in 14.28.040 and 14.28.100 prior to finalization of development permits. Driveway posting shall be within 30 days of assignment regardless of structural development.

- (b) No building permit shall be issued until the parcel owner has procured from the Department of Community Development the official address for the parcel and posted said address as provided in 14.28.040 and 14.28.100 of this ordinance. Any structure erected, repaired, altered, or modified after the effective date of this ordinance is subject to 14.28.040 and 14.28.100.
- (c) Department of Community Development or its designee is hereby charged with the enforcement of this ordinance. Department of Community Development shall upon application or request of the owner to any parcel, ascertain the correct address thereof in accordance with the addressing system as set forth in this ordinance. Mason County may charge for addressing as set forth by the Board of County Commissioners.
- (d) Whenever the irregularity of plats, the changing of direction of the public or private rights of way, the interruption of continuity of public rights of way or any other condition causes doubt of difference of opinion as to the correct address of any parcel or any building thereon, the address shall be determined by the Department of Community Development or its designee.
- (e) The specific provisions of this ordinance as set shall guide the Department of Community Development forth by the Mason County Board of Commissioners.
- (f) Should Mason County be notified by the appropriate Fire Protection District or other concerned citizen in writing that any building, structure or premises does not have an address as herein required, or is not correctly addressed, or said address is not displayed as required herein, the owner, agent or lessee of said building, structure or premises shall be notified and required to place address of said property in accordance with this ordinance within a reasonable period of time as outlined below.
- (g) In the event that the owner or occupant or person in charge of any parcel, house, building, recreational property, commercial facility etc. refuses to comply with the terms of this ordinance by failing to affix the number assigned within 30 days after notification, or by failing within said period of 30 days to remove any old numbers affixed to such building, entrance, driveway or elsewhere, which may be confused with the current number assigned thereto or refuse to make the necessary changes after readdressing or address change notification the occupant or owner shall be in violation of this ordinance.
- (h) It shall be unlawful for any person to alter, deface or take down any addresses placed on any property in accordance with this ordinance, except for repair or replacement of such addresses.

Any violation of this chapter shall be subject to Chapter 15.13 of Mason County: Enforcement:

**TITLE 14 CHAPTER 30  
PARK TRAILER/RECREATIONAL PARK TRAILER INSTALLATIONS  
FOR  
PARK TRAILERS/RECREATIONAL PARK TRAILERS**

**SECTIONS:**

- 14.30.005 Authority, Purpose & Scope**
- 14.30.010 Definitions**
- 14.30.020 General Installation Requirements**
- 14.30.030 County Standards For Installation**
- 14.30.040 Movement of Park Trailers/Park Models**
- 14.30.050 Application For Installation Permit**
- 14.30.060 Permit Fees For Park Trailers/Park Models**
- 14.30.070 Installation permit Issuance and Duration**
- 14.30.080 Inspection**
- 14.30.090 Penalties**
- 14.30.100 Enforcement**
- 14.30.110 Severability**



**14.30.005 Authority, Purpose and Scope.**

This chapter is to provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction installation, quality of materials, use and occupancy, and location on the parcel for all recreational park trailers and park trailers.

**14.30.010 Definitions.**

(A) Insignia - Is a label attached to each recreational park trailer/park trailer, indicating the unit meets Washington State Department of Labor and Industries rules and regulations and conforms to the American National Standards Institute Standard A119.2 for recreational vehicles and A119.5 for park trailers and Chapter 296-150P WAC for recreational park trailers.

(B) Installation Permit - Authorization from the Mason County Department of Community Development to locate a Recreational Park Trailer/Park Trailer in Mason County. Commonly referred to as a Building Permit.

(C) Park Trailer: See Recreational Park Trailer

(D) Recreational Park Trailer is a trailer type unit that is primarily designed to provide temporary living quarters for recreational, camping, or seasonal use. It is built on a single chassis, mounted on wheels, having a gross trailer area not exceeding 400 square feet in the set up mode measured to the outside of trim boards and is certified by the manufacturer as complying with ANSI A119.5.

(E) Additional definitions are defined in Chapter 296-150P WAC.

**14.30.020 General Installation Requirements,**

(A) Installation of Recreational Park Trailers/Park Trailers in Mason County shall be in a permanent manner, following the guidelines established in Washington Administrative Code (WAC) 296-150M. for manufactured homes.

**14.30.030 County Standards For Installation of Recreational Park Trailers/Park Trailers.**

The establishment and use of a Recreational Park Trailer/Park Trailer brought into Mason County or moved within Mason County for human habitation shall be permitted once the following conditions have met departmental approval:

(A) All Recreational Park Trailers/Park Trailers shall be installed following the printed manufacturers installation instructions. A copy of these instructions shall be on site for review by the Mason County Building Inspector performing the inspections.

(B) If the manufacturer installation instructions are not available the owner may install the unit in accordance with installation instructions provided for in WAC 296-150M Manufactured homes. These installation instructions must be on site for review by the building inspector.

(C) All Recreational Park Trailers/Park Trailers shall be anchored to the ground. Reference ANSI A119.5 Chapter 3, Section 3-5.4.

**14.30.040 Movement of Recreational Park Trailers/Park Trailers.**

Any person, firm, company, or corporation, wanting to transport a Recreational Park Trailer/Park Trailer measuring over eight and one half feet (8.5') in width must first obtain an Over the Road Permit from the Mason County Department of Public Works.

**14.30.050 Application For Installation Permit.**

(A) No Recreational Park Trailer/Park Trailer may be transported, erected, installed, located, or stored in Mason County until an installation permit has been obtained from the Mason County Department of Community Development

(B) No permit will be issued by the Department of Community Development until all requirements, in effect at the time of application, of Mason County Departments have been addressed.

**14.30.060 Permit Fees for Recreational Park Trailers/Park Trailer.**

The permit fee for Recreational Park Trailers/Park Trailers shall be in accordance with the adopted County Building Permit Schedule for Manufactured Homes.

**14.30.070 Installation Permit Issuance and Duration is amended and adopted as follows:**

(A) When all County, State, and Federal laws, ordinances, codes, and regulations are satisfied, an installation (building) permit will be issued to the owner of the Recreational Park Trailer/Park Trailer. The permit will indicate the owners name, the location for which the installation was approved, the contractor registration information, the installation (building) permit number, and the date the installation (building) permit was issued.

(B) Permit validity, expiration, suspension or revocation and time limitation of application shall be as established and adopted in the applicable sections in the 2006 2009 IRC/IBC , Part I Administration and Section 14.08.040 shall apply

(C) Each installation (building) permit shall be valid only for the location indicated on the permit.

(D) The owner or authorized agent of the Recreational Park Trailer/Park Trailer shall be the only entity to whom an installation (building) permit will be issued.

**14.30.80 Inspections of Recreational Park Trailers/Park Trailers.**

All Recreational Park Trailers/Park Trailers shall be subject to inspection by authorized Mason County employees in accordance with this chapter, and all other codes, ordinance and regulations in effect at the time of permitting. Required inspections shall include items as referenced in Section 14.20.080 for manufactured homes

**14.30.090 Penalties.**

Any violation of this chapter shall be subject to Chapter 14.12 of the Mason County Code; Violation and Penalties and Chapter 15.13 of the Mason County Code; Enforcement.

**14.30.100 Enforcement.**

The Mason County Building Department shall administer and enforce the provisions of this chapter.

**14.30.110 Severability.**

If any provision of this chapter, or its application to any person or circumstance is held invalid, the remainder of the chapter or the application of the provision to other persons or circumstances shall not be affected.

**Title 14 Chapter 40  
FACTORY BUILT HOUSING, COMMERCIAL COACHES  
AND COMMERCIAL STRUCTURES**

**Sections:**

**14.40.005 Authority, Purpose & Scope**

**14.40.010 Definitions**

**14.40.020 General Installation Requirements**

**14.40.030 Movement of Factory Built Housing and Commercial Structures**

**14.40.040 Application for Installation Permit**

**14.40.050 Permit Fees**

**14.40.060 Installation Permit Issuance and Duration**

**14.40.070 Inspection**

**14.40.080 Penalties**

#### **14.40.090 Enforcement**

#### **14.40.100 Severability**

#### **14.40.005 Authority, Purpose & Scope**

This chapter is to provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, installation, quality of materials, use and occupancy, location and maintenance of all factory built housing, commercial structures and commercial coaches.

#### **14.40.010 Definitions:**

(A) Commercial Coach is a structure (referred to as a unit) that:  
Can be transported in one or more sections; is used for temporary commercial purposes; is built on a permanent chassis; conforms to the construction standards of Chapter 296-150C WAC; may include plumbing, mechanical, electrical and other systems.

(B) Commercial Structure is a structure designed or used for human habitation (such as a dormitory) or human occupancy for industrial, educational, assembly, professional, or commercial purpose. WAC296-150F-0030.

(C) Factory built housing is housing designed for human occupancy such as a single family dwelling. The structure of any room is entirely or substantially prefabricated or assembled at a place other than a building site. It may also include a component. A factory built house is also referred as a "modular" structure. Factory built housing does not include manufactured and mobile housing.

(D) Insignia is a label attached to the structure by the Department of Labor and Industries to verify the requirements of Chapter 296-150F WAC for Factory Built Housing and Commercial Structures. It could also be a stamp or label attached to a component to verify that it meets the requirements of Chapter 296-150F WAC. Proof of Department of Labor and Industries insignia shall be required for all new and used factory built housing and commercial structures. Commercial coach insignia information can be obtain in WAC 296-150C.

(E) Installation Permit - Authorization from the Mason County Department of Community Development, the Mason County Department of Public Works and Mason County Fire Marshal to locate a factory built house, commercial coach or commercial structure in Mason County. Commonly referred to as a Building Permit.

Additional terms are defined in Chapter 296-150F WAC and Chapter 296-150C WAC and by reference these chapters shall be included as part of this chapter.

#### **14.40.020 Installation Requirements.**

Factory built housing units, commercial coaches and commercial structures shall be installed in accordance with all applicable Building Codes, and Mason County Construction Codes in effect at the time of permit issuance.

#### **14.40.030 Movement of Factory Built Housing, Commercial Coaches and Commercial Structures.**

Any person, firm, company, or corporation wanting to transport a factory built housing unit, commercial coach or commercial structure on Mason County roadways must first obtain an Over the Road permit from the Mason County Department of Public Works.

#### **14.40.040 Application For Installation Permit.**

(A) No factory built housing, commercial coach or commercial structure may be transported, erected, installed, located, or stored in Mason County until an installation permit, has been obtained from the Mason County Department of Community Development

(B) No permit will be issued by the Mason County Department of Community Development until all requirements, in effect at the time of application, have been met.

(C) Construction drawings shall be prepared and sealed by an architect or engineer licensed in the State of Washington. Photo copies of plans approved by The Washington State

Department of Labor and Industries are acceptable for submittal purposes.

**14.40.050 Permit Fees for Factory Built Housing, Commercial Coach and Commercial Structure**

The permit fee for factory built housing, commercial coach and commercial structure shall be in accordance with the current adopted fee schedule.

**14.40.060 Installation Permit issuance and Duration is amended and adopted as follows:**

(A) When all County, State, and Federal laws, ordinances, codes, and regulations are satisfied, an installation (building) permit will be issued to the owner or authorized agent of the factory built housing, commercial structure or commercial coach. The permit will indicate the owners name, the location of for which the installation was approved, the installation (building) permit number, the contractor registration number and the date the installation (building) permit was issued.

(B) Permit validity, expiration, suspension or revocation and time limitation of application shall be as established and adopted in the applicable sections in the ~~2009~~ 2012 IRC/IBC , Part I Administration and Section 14.08.040 shall apply.

(C) Each installation (building) permit shall be valid only for the location indicated on the permit.

(D) The owner or authorized agent of the owner of the factory built housing, commercial coach or commercial structure will be the only entity to whom an installation (building) permit will be issued.

**14.40.070 Inspection.**

All factory built housing, commercial coach units and commercial structures for which an installation (building) permit has been issued, shall be subject to inspection by authorized Mason County employees in accordance with this chapter, all applicable adopted codes and ordinance regulations at the time of permit issuance.

**14.40.080 Penalties.**

Any violation of this chapter shall be subject to Chapter 14.12 of the Mason County Code; Violation and Penalties and Chapter 15.13 of the Mason County Code; Enforcement.

**14.40.090 Enforcement.**

The Mason County Building Department shall administer and enforce the provision of this chapter.

**14.40.100 Severability**

If any provisions of this chapter, or its application to any person or circumstance is held invalid, the remainder of the chapter or the application of the provision to other persons or circumstances shall not be affected.

**TITLE 14 CHAPTER 44  
EXCAVATION AND GRADING**

**SECTIONS**

**14.44.010 Purpose.**

**14.44.020 Scope.**

**14.44.030 Definitions.**

**14.44.040 Hazards to be eliminated.**

**14.44.050 Permits--Required when.**

**14.44.060 Grading permit--Requirements generally.**

**14.44.070 Grading permit--Application and review process.**

- 14.44.080 Grading designation.
- 14.44.090 Engineered grading requirements.
- 14.44.100 Soils engineering report.
- 14.44.110 Engineering geology report.
- 14.44.120 Regular grading requirements.
- 14.44.140 Permit issuance.
- 14.44.150 Grading permit fees.
- 14.44.160 Bonds.
- 14.44.170 Cuts.
- 14.44.180 Fills.
- 14.44.190 Setbacks.
- 14.44.200 Drainage and terracing.
- 14.44.210 Erosion control.
- 14.44.220 Grading inspection.
- 14.44.230 Completion of work.

**14.44.010 Purpose**

The purpose of this chapter is to safeguard life, limb, property and the public welfare by regulating grading on private property within Mason County.

**14.44.020 Scope**

This code sets forth rules and regulations to control excavation, grading and earthwork construction, including fills and embankments; establishes the administrative procedure for issuance of permits; provides for approval of plans and inspection of grading construction; and provides coordination of the efforts of the department of community development, building department and department of public works in permitting development in the county.

**14.44.030 Definitions is amended and adopted as follows:**

For the purposes of this chapter the definitions listed hereunder shall be construed as specified in this section.

"Approval" means the proposed work or completed work conforms to this chapter in the opinion of the official.

"As-graded" is the extent of surface conditions on completion of grading.

"Bedrock" is in-place solid rock.

"Bench" is relatively level step excavated into earth or rock material as part of the placement of stable fill.

"Borrow" is earth material acquired from another location for use in grading on a site.

"Civil engineer" is a professional engineer registered in the state of Washington to practice in the field of civil engineering.

"Civil engineering" is the application of knowledge of the forces of nature, principles of mechanics and the properties of materials to the evaluation, design and construction of civil works.

"Compaction" is the densification of a fill by mechanical means.

"Critical areas" are areas where unstable soils, steep slopes, streams, wetlands, ponds, freshwater and saltwater shorelines, and floodplains are present.

"Earth material" is any rock, natural soil or fill or any combination thereof.

"Engineering geologist" is a geologist experienced in engineering geology in the state of Washington.

"Engineering geology" is the application of geologic knowledge and principles in the investigation and evaluation of naturally occurring rock and soil for use in the design of civil works.

"Erosion" is the wearing away of the ground surface as a result of the movement of wind, water or ice.

"Excavation" is the mechanical removal of earth material.

"Fill" is a deposit of earth material placed by artificial means.

Geotechnical Engineer. See "Soils engineer."

"Grade" is the vertical location of the ground surface.

"Existing grade" is the grade prior to grading.

"Rough grade" is the stage at which the grade approximately conforms to the approved plan.

"Finish grade" is the final grade of the site which conforms to the approved plan.

"Grading" is any excavating or filling or combination thereof.

"Key" is a designed compacted fill placed in a trench excavated in earth material beneath the toe of a proposed fill slope.

"Official" is the Director of the Mason County Department of Community Development or his qualified representative, or agent.

"Professional inspection" is the inspection required by this code to be performed by the civil engineer, soils engineer or engineering geologist. Such inspections include that performed by persons supervised by such engineers or geologists and shall be sufficient to form an opinion relating to the conduct of the work.

"Site" is any lot or parcel of land or contiguous combination thereof, under the same ownership, where grading is performed or permitted.

"Slope" is an inclined ground surface the inclination of which is expressed as a ratio of horizontal distance to vertical distance.

"Soil" is naturally occurring superficial deposits overlying bedrock.

"Soils engineer (geotechnical engineer)" is a civil engineer experienced in the practice of soils engineering (geotechnical engineering) in the state of Washington.

"Soils engineering (geotechnical engineering)" is the application of the principles of soils mechanics in the investigation, evaluation and design of civil works involving the use of earth materials and the inspection or testing of the construction thereof.

"Terrace" is a relatively level step constructed in the face of a graded slope surface for drainage and maintenance purposes.

#### **14.44.040 Hazards to be eliminated**

Whenever the official determines that any existing excavation or embankment or fill on private property has become a hazard to life and limb, or endangers property, or adversely affects the safety, use or stability of a public way or drainage channel, the owner of the property upon which the excavation or fill is located, or other person or agent in control of the property, upon receipt of notice in writing from the official, shall within the period specified therein repair or eliminate such excavation or embankment so as to eliminate the hazard and be in conformance with the requirements of this chapter.

#### **14.44.050 Permits--Required when**

(a) Permits Required. Except as specified in subsection (b) of this section, no person shall do any grading without first having obtained a grading permit from the official. A grading permit shall be required for a project involving excavation or fill that totals two hundred or more cubic yards of graded material and is not exempted below. Grading activities not requiring a grading permit shall comply with the standards listed in Sections 14.44.170 through 14.44.210.

(b) Exempted Work. A grading permit is not required for the following:

(1) When approved by the official, grading in an isolated, self-contained area if there is no danger or hazard to adjacent private/public property or other improvements; (2) An excavation below finished grade for basements and footings of a building, retaining wall or other structure authorized by a valid building permit. This shall not exempt any fill made with the material from such excavation or exempt any excavation having an unsupported height greater than five feet after the completion of such structure;

(3) An excavation which: (a) is less than two feet in depth, or (b) which does not create a cut slope greater than five feet in height and steeper than one and one-half horizontal to one vertical;

(4) A fill less than one foot in depth and placed on natural terrain with a slope flatter than five horizontal to one vertical, or less than three feet in depth, not intended to support structures, which does not exceed two hundred cubic yards on any one lot and does not obstruct a drainage course;

(5) Cemetery graves;

(6) Refuse disposal sites controlled by other regulations;

(7) Excavations for wells or tunnels or utilities;

- (8) Mining, quarrying, excavating, processing, stockpiling of rock, sand, gravel, aggregate or clay where established and provided for by law, provided such operations do not affect the lateral support or increase the stresses in or pressure upon any adjacent or contiguous property;
- (9) Exploratory excavations under the direction of a soil engineer or engineering geologist;
- (10) Grading on public rights-of-way done by or under the supervision or construction control of a public agency that assumes full responsibility for the work;
- (11) Grading necessary for agricultural operations, unless it causes hazards to property or public road, or obstructs a watercourse or drainage;
- (12) Maintenance of existing fire breaks and roads;
- (13) Performance of emergency work necessary to protect life and property when urgent necessity arises. The official shall be notified promptly and the person performing the work shall apply for a permit within ten calendar days.
- (14) Grading associated with a logging operation under a current forest practice permit.

Exemption from the permit requirements of this chapter shall not be deemed to grant authorization for any other work to be done in any manner in violation of the provisions of this chapter or any other laws or ordinances of Mason County.

**14.44.060 Grading permit--Requirements generally**

- (a) Except as exempted in Section 14.44.050, no person shall do any grading without first obtaining a grading permit from the official. A separate permit shall be obtained for each site, and may cover both excavations and fills.
- (b) Application. The Mason County grading permit shall be used as part of the information submitted on a proposed grading project and included on this form shall be the estimated quantities of work involved and other required information.

**14.44.070 Grading permit--Application and review process**

The following forms must be submitted to the official at the time of application:

- (A) Grading permit application completed and signed by the property owner or agent;
- (B) Grading plan, if applicable to the project, showing the required information as stated in Sections 14.44.090, 14.44.100 and 14.44.110 or 14.44.120. If a proposed site involves five thousand cubic yards or more of grading or is located in or adjacent to a landslide hazard critical area in Mason County, a grading plan must be prepared and stamped by a civil engineer; other geotechnical investigations, soil engineering report or engineering geotechnical report, and erosion control plan may be required based upon the evaluation of the proposal by the official;
- (C) Environmental checklist shall be submitted when: (a) more than five hundred cubic yards of excavation and/or fill is involved, or (b) there is a portion of shoreline or critical area on the property to be graded.
  - (1) If an environmental checklist is not required, the official shall forward the application and materials to Public Works who shall review the submitted application and plans
  - (2) If an environmental checklist is required, the applicant shall also submit this form to the official, and the Department of Community Development shall complete the State Environmental Policy Act (SEPA) review, including referral to other agencies
- (D) After the grading permit application review and site inspection, the official will determine the permit conditions (including those from Public Works and the amount of plan review and grading permit fees. The grading permit can then be issued.
- (E) Other Permit Responsibilities of the Applicant.
  - (1) Permission of Other Agencies and Owners. The applicant shall be responsible for written verification of easement or grading authorization on property not owned by permittee.
  - (2) Location of Property Lines. Applicant shall be responsible for having property lines located or resolving disputes with property lines, easement or title.

(F) Permit Review

- (1) A project involving excavation and fill must comply with the locational and operational standards set forth in the Mason County Comprehensive Plan, Subdivision Ordinance, Shoreline Master Program, Building Code, and other applicable Mason County plans and ordinance in effect.
- (2) When a proposal requires SEPA environmental review or is part of a shoreline substantial development permit, conditional permit or variance, no grading permit shall be issued until the review process and/or other permit approval has been completed.
- (3) The elements of the permit shall be limited to the work on an approved grading plan.
- (4) Conditions may be added to the permit which are necessary for public safety and welfare, avoidance of hazards and nuisances, and protection of critical areas. These conditions shall be within the scope of the project proposed.

**14.44.080 Grading designation**

Grading in excess of five thousand cubic yards shall be performed in accordance with the approved grading plan prepared by a civil engineer, and shall be designated as "engineered grading." Grading involving less than five thousand cubic yards shall be designated "regular grading" unless the official requires the grading to be performed as engineered grading.

**14.44.090 Engineered grading requirements is amended and adopted as follows:**

Application for a permit for engineered grading shall be accompanied by four sets of plans and specifications, which contain information covering construction and material requirements and are prepared and signed by a civil engineer when required by the official. Supporting data for the proposal, as required by the official, may consist of a soils engineering report and engineering geology report.

Plans shall be drawn to scale upon substantial paper or material and shall be of sufficient clarity to indicate nature and extent of the work proposed and show in detail that they will conform to the provisions of this code and all relevant laws, ordinances, rules and regulations. The first sheet of each set of plans shall give location of the work, the names and address of the owner and the person of whom they were prepared.

The plans shall include the following information:

- (1) General vicinity of the proposed site;
- (2) Property limits and accurate contours of existing ground and details of terrain and area drainage;
- (3) Limiting dimensions, elevations or finish contours to be achieved by the grading, and proposed drainage channels and related construction;
- (4) Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed with, or as a part of, the proposed work together with a map showing the drainage area and the estimated runoff of the area served by any drains;
- (5) Erosion control measures to adequately prevent impacts to adjoining properties or bodies of water;
- (6) Location of any buildings or structures on the property where the work is to be performed and the location of any buildings or structures on land of adjacent owners which are within fifteen feet of the property or which may be affected by the proposed grading operations;
- (7) Construction time schedule;
- (8) Type of site vegetation;
- (9) Known/suspected soil or geologic hazards;
- (10) Cross-sections of existing and graded areas, showing contour intervals at five-foot vertical elevations, especially at the maximum cut and fill.

**14.44.100 Soils engineering report**

The soils engineering report required by Section 14.44.090 shall include data regarding the nature, distribution and strength of existing soils, conclusions and recommendations for grading procedures and design criteria for corrective measures, including buttress fills, when necessary, and opinion on adequacy for the intended use of sites to be developed by the proposed grading as affected by soils engineering factors, including the stability of slopes. Recommendations



included in the report and approved by the official shall be incorporated in the grading plans or specifications.

**14.44.110 Engineering geology report**

The engineering geology report required by Section 14.44.090 shall include an adequate description of the geology of the site, conclusions and recommendations regarding the effect of geologic conditions and hazards (such as, earthquake, subsidence, or liquefaction) on the proposed development, and opinion on the adequacy for the intended use of sites to be developed by the proposed grading, as affected by geologic factors. Recommendations included in the report and approved by the official shall be incorporated in the grading plans or specifications.

**14.44.120 Regular grading requirements is amended and adopted as follows:**

Each application for a permit for regular grading shall be accompanied by a plan in sufficient clarity to indicate the nature and extent of the work. The plans shall give location of the work, the name of the owner and the name of the person who prepared the plan. The plan shall include the following information:

- (1) General vicinity of the proposed activity;
- (2) Limiting dimensions and depth of cut and fill;
- (3) Location of any buildings or structures on the property where the work is to be performed and the location of any buildings or structures of adjacent land owners which are within fifteen feet of the property or which may be affected by the proposed grading operation;
- (4) The amount of materials involved and the location of the borrow sites for fill and the stockpile sites for excavation;
  
- (5) Erosion control measures to adequately prevent impacts to adjoining properties or bodies of water;
- (6) Critical areas present on the property and distances of these features from the grading activities. Such activities in critical areas shall comply with the requirements established in the Mason County resource ordinance; the proposal may require a geologic assessment or geologic report.

**14.44.140 Permit issuance is amended and adopted as follows:**

- (a) The official may approve or approve with modifications a grading permit application submitted under this chapter. A permit issued will include applicable conditions established during the review of the permit application.
- (b) The official may require that grading operations and project designs be modified if delays occur which incur weather-generated problems not considered at the time the permit was issued.
- (c) Permit validity, expiration, suspension or revocation and time limitation of application shall be as established and adopted in the applicable sections of the 2009 2012 IRC/IBC , Part I Administration and Section 14.08.040 shall apply
- (d) Following the adoption of this chapter, Mason County departments shall not accept, process or approve any application for subdivision or any other development permit for property on which a documented violation of this chapter has occurred, until the violation is resolved by restoration or erosion control and/or payment of penalties imposed for the violation

**14.44.150 Grading permit fees is amended and adopted as follows:**

- (a) General. Fees shall be assessed in accordance with the provisions of this section or shall be as set forth in the fee schedule adopted by the Mason County board of commissioners.
- (b) Plan Review Fees. When a plan or other data are required to be submitted, a plan review fee shall be paid at the time of submitting plans and specifications for review. Said plan review fee shall be as set forth in the adopted fee schedule. For excavation and fill on the same site, the fee shall be based on the volume of excavation and fill material combined as defined as "grading" by this chapter.
- (c) Grading Permit Fees. A fee for each grading permit shall be paid to the official as set forth in

the adopted fee schedule. Separate permits and fees shall apply to retaining walls or major drainage structures. There shall be no separate charge for standard terrace drains and similar facilities.

**14.44.160 Bonds.**

The official shall require bonds in such form and amounts as may be deemed necessary to assure that the work, if not completed in accordance with the approved plans and specifications, will be corrected to eliminate hazardous conditions.

In lieu of a surety bond, the applicant may file a cash bond or instrument of credit acceptable to the official in an amount equal to that which would be required in the surety bond.

**14.44.170 Cuts.**

(a) General. Unless otherwise recommended in the approved soils engineering or engineering geology report, cuts shall conform to the provisions of this section.

In the absence of an approved soils engineering report, these provisions may be waived for minor cuts not intended to support structures.

(b) Slope. The slope of cut surfaces shall be no steeper than is safe for the intended use and shall be no steeper than two horizontal to one vertical unless the permittee furnishes a soils engineering or an engineering geology report, or both, stating that the site has been investigated and giving an opinion that a cut at a steeper slope will be stable and not create a hazard to public or private property.

**14.44.180 Fills.**

(a) General. Unless otherwise recommended in the approved soils engineering report, fills shall conform to the provisions of this section. In the absence of an approved soils engineering report, these provisions may be waived for minor fills not intended to support structures.

(b) Preparation of Ground. Fill slopes shall not be constructed on natural slopes steeper than 2:1. The ground surface shall be prepared to receive fill by removing vegetation, noncomplying fill, topsoil and other unsuitable materials; by scarifying to provide a bond with the new fill; and, where slopes are steeper than 5:1 and the height is greater than five feet, by benching into sound bedrock or other competent material as determined by the soils engineer. The bench under the toe of a fill on a slope steeper than 5:1 shall be at least ten feet wide. The area beyond the toe of fill shall be sloped for sheet overflow or provided with a sub-drain. When fill is to be placed over a cut, the bench under the toe of fill shall be at least ten feet wide, but the cut shall be made before placing the fill and accepted by the soils engineer or engineering geologist, or both, as a suitable foundation for fill.

(c) Fill Material. Organic material shall not be permitted in fills. Except as permitted by the official, no rock or similar irreducible material with a maximum dimension greater than twelve inches shall be buried or placed in fills.

Exception: The official may permit placement of larger rock when the soils engineer properly devises a method of placement and approves the fill stability. The following conditions shall also apply:

(1) Prior to issuance of the grading permit, potential rock disposal areas shall be delineated on the grading plan.

(2) Rock sizes greater than twelve inches in maximum dimension shall be ten feet or more below grade, measured vertically.

(3) Rocks shall be placed so as to assure filling of all voids with well-graded soil.

(d) Compaction. All fills shall be compacted minimum density as determined by 2012 IBC and subject to all requirements held in chapters 17 and 18.

(e) The slope of fill surfaces shall be no steeper than is safe for the intended use. Fill slopes shall be no steeper than two horizontal to one vertical.

**14.44.190 Setbacks.**

(a) General. Cut and fill slopes shall be set back from site boundaries in accordance with this section. Setback dimensions shall be horizontal distances measured perpendicular to the site boundary. Setback dimensions shall be as shown in Figure No. - J108.1, Appendix J in the 2012 International Building Code.

(b) Top of Cut Slope. The top of cut slopes shall not be made nearer to a site boundary line than one fifth of the vertical height of cut with a minimum of two feet and a maximum of ten feet. The setback may need to be increased for any required interceptor drains. The top of the cut slope shall be finished as a rounded or bald head slope.

(c) Toe of Fill Slope. The toe of fill slope shall be made not nearer to the site boundary line than one half the height of the slope with a minimum of two feet and a maximum of twenty feet. Where a fill slope is to be located near the site boundary and the adjacent off-site property is developed, special precautions shall be incorporated in the work as the official deems necessary to protect the adjoining property from damage as a result of such grading. These precautions may include but are not limited to:

- (1) Additional setbacks;
- (2) Provision for retaining or slough walls;
- (3) Mechanical or chemical treatment of the fill slope surface to minimize erosion;
- (4) Provisions for the control of surface waters.

(d) Modification of Slope Location. The official may approve alternate setbacks. The official may require an investigation and recommendation by a qualified engineer or engineering geologist to demonstrate that the intent of this section has been satisfied.

**14.44.200 Drainage and terracing.**

(a) General. Unless otherwise indicated on the approved grading plan, drainage facilities and terracing shall conform to the provisions of this section for cut or fill slopes steeper than three horizontal to one vertical.

(b) Terrace. Terraces at least six feet in width shall be established at not more than thirty-foot vertical intervals on all cut or fill slopes to control surface drainage and debris; except when only one terrace is required, it shall be at midheight. For cut or fill slopes greater than sixty feet and up to one hundred twenty feet in vertical height, one terrace at approximately midheight shall be twelve feet in width. Terrace widths and spacing for cut and fill slopes greater than one hundred twenty feet in height shall be designed by the civil engineer and approved by the official. Suitable access shall be provided to permit proper cleaning and maintenance.

Swales or ditches on terraces shall have a (minimum) gradient of five percent and must be paved with reinforced concrete not less than three inches in thickness or with an approved equal surface material. They shall have a minimum depth at the deepest point of one foot and a minimum surface width of five feet.

A single run of swale or ditch shall not collect runoff from a tributary area exceeding thirteen thousand five hundred square feet (projected) without discharging into a down drain. An analysis by a licensed engineer may be required to determine pipe or swale size, as determined by the official.

(c) Subsurface Drainage. Cut and fill slopes shall be provided with subsurface drainage as necessary for stability.

(d) Disposal. In compliance with the Mason County practices regarding stormwater management, all drainage facilities shall be designed to carry waters to the nearest practicable drainage way approved by the official or other appropriate jurisdiction as a safe place to deposit such waters. Erosion of ground in the area of discharge shall be prevented by installation of nonerosive

downdrains or other devices.

Building pads shall have a drainage gradient of two percent toward approved drainage facilities, unless waived by the official.

Exception: The gradient from the building pad may be one percent if all of the following conditions exist throughout the permit area:

- (1) No proposed fills are greater than ten feet in maximum depth.
- (2) No proposed finish cut or fill slope faces have a vertical height in excess of ten feet.
- (3) No existing slope faces, which have a slope face steeper than ten horizontal to one vertical, have a vertical height in excess of ten feet.

(e) Interceptor Drains. Interceptor drains with grass or rock riprap may be installed along the top of all cut slopes where the tributary drainage area above slopes toward the cut and has a drainage path greater than forty feet measured horizontally. They shall have a minimum depth of twelve inches and a minimum width of thirty inches measured horizontally across the drain. The design of the drain shall be approved by the official.

#### **14.44.210 Erosion control.**

(a) Slopes. The faces of cut and fill slopes shall be prepared and maintained to control against erosion. This control may consist of effective planting. The protection for the slopes shall be installed as soon as practicable and prior to calling for final approval. Where cut slopes are not subject to erosion due to the erosion resistant character of the materials, such protection may be omitted.

(b) Other Devices. Where necessary, check dams, cribbing, riprap or other devices or methods shall be employed to control erosion and provide safety.

#### **14.44.220 Grading inspection.**

(a) General. Grading operations for which a permit is required shall be subject to inspection by the official. Professional inspection of grading operations shall be provided by the civil engineer, soils engineer, engineering geologist or testing laboratory retained to provide such services in accordance with subsection (e) of this section for engineered grading and as required by the official for regular grading.

(b) Civil Engineer. The civil engineer shall provide professional inspection within such engineer's area of technical specialty, which shall consist of observation and review as to the establishment of line, grade and surface drainage of the development area. If revised plans are required during the course of the work they shall be prepared by the civil engineer and submitted for review to the jurisdiction prior to performing the work.

(c) Soils Engineer. The soils engineer shall provide professional inspection within such engineer's area of technical specialty, which shall include observation during grading and testing for required compaction. The soils engineer shall provide sufficient observation during the preparation of the natural ground and provide sufficient observation during the preparation of the natural ground and placement and compaction of the fill to verify that such work is being performed in accordance with the conditions of the approved plan and the appropriate requirements of this chapter. Revised recommendations relating to conditions differing from the approved soils engineering and engineering geology reports shall be submitted to the permittee, the official and the civil engineer.

(d) Engineering Geologist. The engineering geologist shall provide professional inspection within such engineering geologist's area of technical specialty, which shall include professional inspection of the bedrock excavation to determine if conditions encountered are in conformance with the approved report. Revised recommendations relating to conditions differing from the approved engineering geology report shall be submitted to the soils engineer.

(e) Permittee. The permittee shall be responsible for the work to be performed in accordance with the approved plans and specifications and in conformance with the provisions of this code. The permittee shall engage consultants, if required, to provide professional inspections on a timely basis and shall act as a coordinator between the consultants, the contractor and the official. In the event of changed conditions, the permittee shall be responsible for informing the official of such change and shall provide revised plans for approval.

- (f) Official. The official shall inspect the project at the various stages of work requiring approval to determine that adequate control is being exercised by the professional consultants.
- (g) Notification of Noncompliance. If, in the course of fulfilling their respective duties under this chapter, the civil engineer, the soils engineer, or the engineering geologist finds that the work is not being done in conformance with this chapter or the approved grading plans, the discrepancies shall be reported immediately in writing to the permittee and to the official.
- (i) Transfer of Responsibility. If the civil engineer, the soils engineer, or the engineering geologist of record is changed during grading, the work shall be stopped until the replacement has agreed in writing to accept their responsibility within the area of technical competence for approval upon completion of the work. It shall be the duty of the permittee to notify the official in writing of such change prior to the recommencement of such grading.

**14.44.230 Completion of work.**

- (a) Final Reports. Upon completion of the rough grading work and at the final completion of the work, the following reports and drawings and supplements thereto are required for engineered grading or when professional inspection is performed for regular grading, as applicable:
- (1) An as-built grading plan prepared by the civil engineer retained to provide such services in accordance with Section 14.44.220(b) showing original ground surface elevations, as-graded ground surface elevations, lot drainage patterns, and the locations and elevations of surface drainage facilities and of the outlets of subsurface drains. As-constructed locations, elevations and details of subsurface drains shall be shown as reported by the soils engineer. The civil engineer shall state that to the best of their knowledge the work within their area of responsibility was done in accordance with the final approved grading plan and their recommendations;
- (2) A report prepared by the soils engineer retained to provide such services in accordance with Section 14.44.220(c), including locations and elevations of field density tests, summaries of field and laboratory tests, other substantiating data, and comments on any changes made during grading and their effect on the recommendations made in the approved soils engineering investigation report. Soils engineers shall submit a statement that, to the best of their knowledge, the work within their area of responsibilities is in accordance with the approved soils engineering report and applicable provisions of this chapter;
- (3) A report prepared by the engineering geologist retained to provide such services in accordance with Section 14.44.220(d), including a final description of the geology of the site and any new information disclosed during the grading and the effect of same on recommendations incorporated in the approved grading plan. Engineering geologists shall submit a statement that, to the best of their knowledge, the work within their area of responsibility is in accordance with the approved engineering geologist report and applicable provisions of this chapter.
- (b) Notification of Completion. The permittee shall notify the official when the grading operation is ready for final inspection. Final approval shall not be given until all work, including installation of all drainage facilities and their protective devices, and all erosion-control measures have been completed in accordance with the final approved grading plan, and the required reports have been submitted.

**14.44.240 Enforcement and penalties.**


- (a) Enforcement. The official is charged with enforcement of the provisions of this chapter. It is unlawful for any person to grade, fill, excavate or cause the same to be done in violation of any of the provisions of this chapter.
- (b) General Penalties. Any violation of this chapter shall be subject to Chapter 14.12 of the Mason County Code; Violation and Penalties and Chapter 15.13 of the Mason County Code; Enforcement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2013

BOARD OF COMMISSIONERS  
MASON COUNTY WASHINGTON

  
\_\_\_\_\_  
Randy Neatherlin, Chair

  
\_\_\_\_\_  
Terri Jeffreys, Commissioner

  
\_\_\_\_\_  
Tim Sheldon, Commissioner

ATTEST:

  
Clerk of the Board

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Deputy Prosecuting Attorney  
Tim Whitehead