



HEM 1.1

**STAFF REPORT TO THE
BENTON COUNTY HEARINGS EXAMINER
Marjon Holdings/Maslonka ADU
Detached Accessory Dwelling Unit**

FILE NO: CUP 2025-016
MEMO DATE: November 3, 2025
HEARING DATE: November 21, 2025
APPLICANT: Marco Valdez, 10906 S Cottonwood Dr. Kennewick, WA 99338
OWNER: Jon Maslonka, 10906 S Cottonwood Dr. Kennewick, WA 99338

LOCATION: General Location: The property is located in the Kennewick area of unincorporated Benton County, approximately 0.81 miles northwest of the intersection of Badger Rd and Wiser Parkway.

Address: 10906 S Cottonwood Dr. Kennewick, WA 99338.

Legal: Lot 1 of Short Plat #3032.

Parcel Number: 110881013032001

PROPERTY SIZE: Approximately 2.37 Acres
AREA TO BE USED: 778 square feet
LAND USE: Residential
ZONING: Rural Lands Five Acre (RL-5)
**COMPREHENSIVE
PLAN DESIGNATION:** Rural Remote

RECOMMENDATION:

The Planning Division recommends approval of the application request, subject to the suggested twenty-three (23) Findings of Fact and five (5) Conditions of Approval as outlined in this staff report.

APPLICATION DESCRIPTION:

The applicant is seeking a Conditional Use Permit (CUP) under BCC 11.42.020(c)(1) to construct a 778 square foot detached Accessory Dwelling Unit (ADU) within a proposed 2,222 sq. ft. accessory structure (shop) located in the Rural Lands Five Acre District.

The first floor ADU is proposed to be constructed south of the existing 2,066 square foot single-family residence. The proposed structure will be located on a 2.37-acre parcel in the Kennewick area of unincorporated Benton County. (HEM 1.4)

The application for CUP 2025-016 (HEM 1.3) was submitted to the Benton County Planning Division on October 2, 2025.

The application was declared complete for processing on October 3, 2025. (HEM 1.5)

The application documents were distributed to reviewing agencies on October 3, 2025. (HEM 1.6)

The Benton County Hearings Examiner Notice of Open Record Hearing for application CUP 2025-016 was published on November 5, 2025 in the Prosser Record Bulletin. (HEM 1.11)

The Notice was mailed to property owners of record within 300 feet of the outer boundaries of the parcel on October 30, 2025.

The Open Record Hearing is scheduled for November 21, 2025.

APPLICABLE STANDARDS/ORDINANCES:

1. *Revised Code of Washington*
Chapter 36.70A.400 Growth Management—Planning by Selected Counties and Cities
Any local government, as defined in RCW 43.63A.215, that is planning under this chapter shall comply with RCW 43.63A.215(3).

RCW 43.63A.215(3) Accessory apartments—Development and placement—Local governments

Unless provided otherwise by the legislature, by December 31, 1994, local governments shall incorporate in their development regulations, zoning regulations, or official controls the recommendations contained in subsection (1) of this section. The accessory apartment provisions shall be part of the local government's development regulation, zoning regulation, or official control. To allow local flexibility, the recommendations shall be subject to such regulations, conditions, procedures, and limitations as determined by the local legislative authority.

2. *Benton County Comprehensive Plan*
3.3.2.3 Rural Land Use Designations

Rural Remote is the predominant rural land use in the County. This land is located mostly between the agricultural lands (GMA Agriculture), Rural Transition, and the UGAs. Rural Remote land use is intended to enhance and preserve the County's rural character, which includes rural open space, low densities, wildlife habitat, public open space for outdoor recreational activities, and rural home sites on which a limited range of agricultural activities may be conducted. Allowable density in Rural Remote land use is 1DU/5acres.

Section 2.7 Housing

HE Goal 1: Provide for a variety of residential uses and densities consistent with the rural character and lifestyles and a choice of housing types for people of all income levels.

Policy 7: Consider accessory dwelling units as an affordable housing option and look for flexible and innovative ways of integrating accessory dwelling units into single family residential zones.

Section 6.4.2 Housing Types

Accessory Dwelling Units. The zoning code permits the establishment of additional living quarters within single family residences to permit persons who, due to a disability or an infirmity, require the assistance of friends, relatives, or a professional nurse to remain in their home and for persons related to the occupant. These units help meet the needs of the disabled, infirm, or elderly in need of assisted care and are currently allowed by ordinance in all residential zones and the agricultural zoning district of Benton County.

3. Benton County Code (BCC)

Title 11 Zoning

Chapter 11.03 Definitions

(2) "Accessory Dwelling Unit" an additional room or set of rooms located within a single-family structure and designed, arranged, occupied, or intended to be occupied by not more than one (1) household as living accommodations independent from any other household and not exceeding 800 square feet in area.

Chapter 11.42 General Use Regulations

11.42.020 Accessory Dwelling Unit (ADU).

An accessory dwelling unit shall be allowed on any real property located within unincorporated Benton County that is zoned for single family residences, except for those properties with an Industrial or Commercial zoning designation, thereby meeting the requirements of the Washington State Housing Policy Act of 1993 to incorporate provisions for accessory apartments in the County's zoning ordinance (Title 11 BCC).

(a) All accessory dwelling units authorized herein shall meet the following minimum criteria:

- (1) One (1) accessory dwelling unit is allowed per parcel/lot.
- (2) A single-family dwelling must be located on the parcel/lot where the accessory dwelling unit is to be located.
- (3) The accessory dwelling unit shall not exceed 40% of the total square footage of the single-family home or 800 square feet in size, whichever is smallest.
- (4) The accessory dwelling unit shall consist of no more than one (1) bedroom.
- (5) The accessory dwelling unit shall provide two (2) off-street parking spots.
- (6) An accessory dwelling unit shall be constructed on the site and permanently affixed to the ground by footings and foundation. A recreational vehicle (RV), mobile home, manufactured home, or factory assembled structure is not to be permitted as an accessory dwelling unit.
- (7) The accessory dwelling unit is not allowed on a lot/parcel that has a duplex, multi-family dwelling, a temporary dwelling permit (see BCC 11.42.110), a multiple detached dwelling permit (see BCC 11.42.080) or two (2) or more single-family dwellings.
- (8) The accessory dwelling unit is not allowed to be used in the operation of a home occupation.
- (9) The accessory dwelling unit shall both meet and comply with Benton Franklin Health District standards.
- (10) The accessory dwelling unit shall meet and comply with Benton County Fire Marshal requirements for access.
- (11) The accessory dwelling unit may be permitted as either a ground floor or 2nd floor unit.
- (12) Either the accessory dwelling unit or the single-family dwelling shall be occupied by a landowner(s) as his/her primary residence. The landowner

- shall maintain residency at least six (6) months out of the year and at no time receive rent for or otherwise allow to occupy the landowner(s) unit when absent the rest of the year.
- (13) If the accessory dwelling unit is connected to the single-family dwelling through a breezeway or similar means, the accessory dwelling unit shall be considered detached and compliance with subsection (c) below is required.
 - (14) The accessory dwelling unit shall comply with the applicable building, fire, critical area, shoreline, and zoning requirements of Title 3, 11, and 15 of Benton County Code.
 - (15) The accessory unit shall not be considered as a dwelling unit when calculating density.
 - (16) The accessory dwelling unit shall comply with requirements in subsection (b) and (c) respectively.
- (c) An accessory dwelling unit detached from the single-family dwelling shall comply with the following:
- (1) All detached accessory dwelling units require approval of a conditional use permit (see Chapter 11.50 BCC).
 - (2) A detached accessory dwelling unit shall comply with the following minimum design standards.
 - (i) The detached accessory dwelling unit may be constructed within an existing outbuilding or be a stand along structure, where the dwelling unit does not share a common wall with the primary single-family dwelling. If the accessory dwelling unit is connected to the single-family dwelling through a breezeway or similar means, the accessory dwelling unit shall be considered detached.
 - (ii) An outside entrance to the accessory dwelling unit is required and be placed at the side or rear of the building, when possible, to maintain the appearance and character of an accessory use.
- (d) The applicant shall record the permit issued for the accessory dwelling unit with the Benton County Auditor's Office. The recording fee shall be paid by the applicant for the accessory dwelling unit. The permit shall include a statement that the accessory dwelling may not be sold as a separate residence until such time as the accessory dwelling is located as the sole residence on a legally subdivided parcel.

Chapter 11.50 Variance and Conditional Use

11.50.040 Conditional Use

(a) Conditional Use Permit – General Standards. The conditional use permit application process allows the Hearings Examiner to review the location and design of certain proposed uses, the configuration of improvements, and the potential impacts on the surrounding area. The application process also allows the Hearings Examiner to ensure that development in each zoning district protects the integrity of that district. The notice, hearing, decision, and enforcement procedures are as set forth herein and in BCC 11.50.050.

Certain uses are classified as conditional uses because of their unusual nature, infrequent occurrence, special requirements, or potentially significant impacts to the environment, public infrastructure, or adjacent properties, and/or possible safety hazards and other similar reasons.

Once granted, a conditional use permit may be transferred by a holder thereof after written notice to the Hearings Examiner; provided the use and location must remain

the same and the transferee must continue to comply with the conditions of the permit and, if applicable, the requirements set forth in Chapter 11.51 BCC.

(d) Conditional Use Permit- Permit Granted or Denied. A conditional use permit shall be granted only if the Hearings Examiner can make findings of fact based on the evidence presented sufficient to allow the Hearings Examiner to conclude that, as conditioned, the proposed use:

- (1) Is compatible with other uses in the surrounding area or is no more incompatible than are any other outright permitted uses in the applicable zoning district.
- (2) Will not materially endanger the health, safety, and welfare of the surrounding community to an extent greater than that associated with any other permitted uses in the applicable zoning district.
- (3) Would not cause the pedestrian and vehicular traffic associated with the use to conflict with existing and anticipated traffic in the neighborhood to an extent greater than that associated with any other permitted uses in the applicable zoning district.
- (4) Will be supported by adequate service facilities and would not adversely affect public services to the surrounding area; and
- (5) Would not hinder or discourage the development of permitted uses on neighboring properties in the applicable zoning district as a result of the location, size or height of the buildings, structures, walls, or required fences or screening vegetation to a greater extent than other permitted uses in the applicable zoning district.

It is the applicant's burden to present sufficient evidence to allow the above conclusions to be made. If such evidence is not presented or all necessary reasonable conditions are not identified by the applicant so as to allow the Hearings Examiner to make the conclusions required above, the conditional use application shall be denied.

PUBLIC NOTICE:

The Public Notice Requirements for this application as per BCC 11.50.050(b) are as follows:

1. The Planning Division shall provide written notification for an open record hearing, subject to the rules and regulations set forth in RCW 36.70. Written notice shall be mailed at least twelve (12) days in advance of the open record hearing to the applicant and the owner of the parcel(s) to which the proposed variance or conditional use permit would apply, and to all owners of real property, as shown in the records of the Benton County Assessor, located within a distance of three hundred (300) feet of any portion of the applicable parcel, provided that if the owner of the parcel for which the proposed variance or conditional use permit is requested owns another parcel or parcels adjacent the parcel at issue, notification shall be mailed to owners of real property located within three hundred (300) feet of any portion of such adjacent parcels as well. Failure to receive the notice shall not invalidate any proceedings or decision in connection with the proposed variance or conditional use permit. Notices addressed to the last known owner of record as shown on the County Assessor's records shall be deemed proper notice to the owner of such property; and,
2. By publication of a legal notice in a newspaper of general circulation in the County at least

ten (10) days prior to the open record hearing date.

AGENCY COMMENTS:

1. The application documents were distributed to the following reviewing agencies on October 2, 2025.
 - a. Benton County Public Works Department
 - b. Benton County Code Enforcement
 - c. Benton-Franklin Health District
 - d. Benton County Fire District # 1
 - e. Benton County Building Division
 - f. Benton County Fire Marshal
 - g. Benton PUD
 - h. Cascade Natural Gas
 - i. City of Richland
 - j. Kennewick Irrigation District

2. The following comments were received from the Benton County Building Division (HEM 1.8):
 - a. The Accessory Dwelling Unit must comply with all Benton County building and fire codes.
 - b. If you have any questions about these comments, please contact the Benton County Building Division at (509) 735-3500.

3. The following comments were received from the Benton Franklin Health Department (HEM 1.7):
 - a. The septic permit # 27813 has been issued for the Marco Valdez/Marjon Holdings ADU.
 - b. If you have questions about these comments, please contact the Benton Franklin Health District at (509) 460-4318.

4. The following comments were received from the Kennewick Irrigation District (HEM 1.10):
 - a. This parcel is within the Kennewick Irrigation District (KID) boundaries, but is not considered irrigable lands; therefore, the Kennewick Irrigation District does not assess them.
 - i. A water allotment is not assigned to this property. Water for a new allotment is unavailable at this location.
 - b. Please note that permanent structures are not allowed within irrigation easements.
 - c. Please protect all existing irrigation facilities.
 - d. If you have questions about these comments, please contact the Kennewick Irrigation District at (509) 586-9111.

FINDINGS OF FACT AND CONDITIONS OF APPROVAL:

The following Findings of Fact and Conditions of Approval are based on comments received up to the date of this staff memo. Any comments received after the completion of this staff memo or

submitted during the advertised public hearing for CUP 2025-016 will need to be considered by the Hearings Examiner and may be added to the suggested Findings of Fact and Conditions of Approval as set forth below. The Hearings Examiner may decide to adopt these as their own or amend/add to these Findings of Fact and Conditions of Approval after holding the open public hearing.

Based on the information received to date, Planning staff recommends approval of the applicant's request with the following suggested findings of fact and conditions of approval:

SUGGESTED FINDINGS OF FACT:

1. The applicant is proposing to construct a 778 square-foot accessory dwelling unit located at 10906 S Cottonwood Dr, Kennewick, WA 99338.
2. The applicant is Marco Valdez, 10906 S Cottonwood Dr, Kennewick, WA 99338.
3. The property owner is Jon Maslonka, 10906 S Cottonwood Dr, Kennewick, WA 99338.
4. The property is approximately 2.37 acres in size and is zoned Rural Lands Five Acre District (RL-5).
5. The property is located in the Kennewick area of unincorporated Benton County, approximately 0.81 miles northwest of the intersection of Badger Rd and Wisser Parkway. (Parcel 110881013032001).
6. The first floor ADU is proposed to be constructed south of the existing 2,066 square foot single-family residence within a proposed 2,222 square foot accessory structure (shop).
7. The ADU will be used as a one-bedroom apartment for guests and family.
8. The Conditional Use Permit (CUP 2025-016) shall comply with the Benton County Critical Area Ordinance, Title 15 BCC.
9. Public notice and application requirements have been met per BCC 11.50 Variance and Conditional Use.
10. The proposed detached ADU is allowable by Conditional Use Permit if approved by the Benton County Hearings Examiner.
11. The detached ADU complies with Benton County Building Division standards and requirements.
12. The application for CUP 2025-016 is consistent with the Growth Management Act, RCW 36.70A, including RCW 36.70A.390.
13. The application for CUP 2025-016 is consistent with RCW 43.63A.215 (3) *Accessory apartments*.
14. The application for CUP 2025-016 is consistent with the goals and policies of the Benton

County Comprehensive Plan.

15. The application for CUP 2025-016 is consistent with the requirements of the Benton County Zoning Code.
16. The application for CUP 2025-016 is consistent with the requirements of BCC 11.42.020(a) Accessory Dwelling Units (ADU):
 - a. One (1) detached ADU is proposed for the subject property.
 - b. There is an existing single-family dwelling on the parcel/lot where the detached ADU is to be located.
 - c. The primary single-family dwelling is 2,066 square feet. Forty percent (40%) of 2,066 square feet is 826.4 square feet. The applicant is proposing a maximum of 778 square feet in the application.
 - d. The detached ADU will have one (1) bedroom.
 - e. The applicant is proposing two (2) parking spots to serve the detached ADU.
 - f. The proposal is to construct a 778 square-foot ADU on site that shall be permanently affixed to the ground by footings and foundation.
 - g. No additional dwelling or housing units exist on site or are proposed.
 - h. A home occupation is not planned nor proposed to be operated in the detached ADU.
 - i. The detached ADU must comply with BFHD standards as per the Conditions of Approval.
 - j. The detached ADU and proposed single family dwelling comply with Fire Marshal standards.
 - k. The detached ADU will be a first floor unit.
 - l. The landowners will reside in the existing single-family dwelling and maintain residency for at least six (6) months out of the year.
 - m. The detached ADU complies with applicable building, fire, critical area, shoreline, and zoning requirements.
 - n. The detached ADU complies with the Benton County critical area ordinance, Shoreline Master Program, and zoning regulations.
17. The application for CUP 2025-016 is consistent with requirements in BCC 11.42.020 (c)(2)(i) as the ADU will be located within a standalone structure.
18. The application for CUP 2025-016 is consistent with requirements in BCC 11.42.020(c)(2)(ii):
 - a. The proposed ADU is located south of the primary single-family dwelling.
 - b. The door layout of the structure is adequate for its location and situation, subject to compliance with the Findings of Fact and Conditions of Approval.
19. The proposed detached ADU is compatible with other uses in the surrounding area and is no more incompatible than any other outright permitted uses in the applicable zoning district.
20. The proposed detached ADU will not materially endanger the health, safety, and welfare of the surrounding community to an extent greater than that associated with any other permitted uses in the applicable zoning district.

21. The pedestrian and vehicular traffic caused by the proposed detached ADU will not conflict with existing and anticipated traffic in the neighborhood to an extent greater than that associated with any other permitted uses in the applicable zoning district.
22. The proposed detached ADU will be supported by adequate service facilities and would not adversely affect public services to the surrounding area.
23. The proposed detached ADU will not hinder or discourage the development of permitted uses on neighboring properties in the applicable zoning district as a result of the location, size or height of the buildings, structures, walls, or required fences or screening vegetation to a greater extent than other permitted uses in the applicable zoning district.

SUGGESTED CONDITIONS OF APPROVAL:

1. The activities on the site shall comply with the submitted site plan and materials submitted for this application.
2. The applicant shall provide written consent to the Planning Division from the legal landowner (if different from applicant) granting permission for the operation of the conditional use prior to issuance of the CUP permit.
3. Either the detached ADU or the single-family dwelling shall be occupied by a landowner(s) as their primary residence. The landowner shall maintain residency at least six (6) months out of the year and at no time receive rent for or otherwise allow others to occupy the landowner(s) unit when absent the rest of the year.
4. The County will provide an ADU agreement to the applicant. The applicant shall sign the agreement before a Notary Public and record the document with the Benton County Auditor's Office prior to the Conditional Use Permit being issued. The recording fee shall be paid by the applicant. The document will include a statement that the accessory dwelling unit may not be sold as a separate residence until such time as the accessory dwelling is located as the sole residence on a legally subdivided parcel.
5. All required development permits shall be obtained prior to occupying the Accessory Dwelling Unit. This includes approval of permits required by the following, as applicable:
 - a. Benton County Building Division
 - b. Benton County Fire Marshal; for fire and safety regulations.
 - c. Benton Franklin Health District
 - d. Benton County Public Works Department; for road approach permits.
 - e. Benton County Planning Division
 - f. Benton PUD

TIME TO COMPLETE CONDITIONS OF APPROVAL:

The applicant shall have one year to meet all of the Conditions of Approval.

If all conditions of approval have not been met and the Planning Division does not issue the Conditional Use Permit within one (1) year from the time the Hearings Examiner has conditionally

approved the Conditional Use Permit, the Hearings Examiner may declare its approval null and void at a regular Hearings Examiner meeting. Prior to doing so, the applicant shall be notified in writing at the applicant's last known address at least twelve (12) days in advance of the upcoming Hearings Examiner meeting.

TRANSFERABILITY:

This Conditional Use Permit is transferable by the holder.

Should the legal landowner of the parcel change at any time during the life of this Conditional Use Permit the new property owner must provide their written request to the Planning Division for the continuation or termination of the CUP.

Should a new applicant wish to continue operating the CUP, the new applicant must update the Conditional Use Permit application, accept the Conditions of Approval in writing, submit written consent from the legal landowner (if different from applicant) and be approved by the Planning Manager prior to transfer of the permit being allowed.

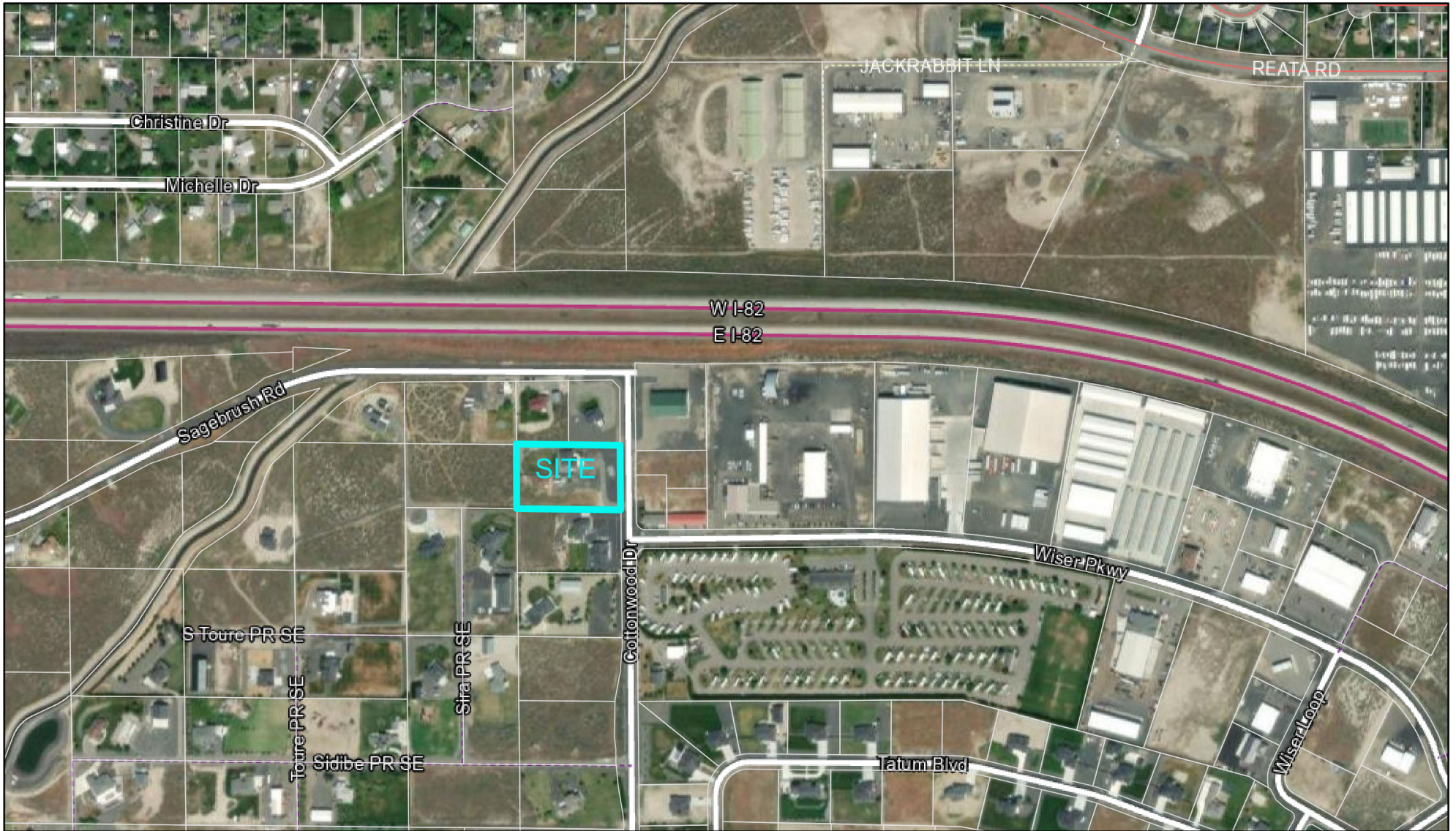
VIOLATIONS OF CONDITIONS OF APPROVAL:

The Applicant shall continue to meet all conditions of this Conditional Use Permit while CUP 2025-016 is in effect.

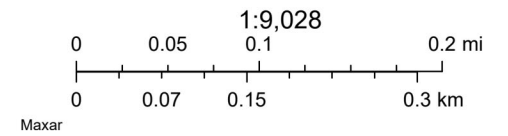
Any violation of the conditions of approval will be processed in accordance with BCC Title 11, Chapter 11.43 Administration and Disposition of Infractions. If the Conditional Use Permit has been issued and violations exist, the Hearings Examiner may revoke the permit after an open record hearing with notice as set forth in BCC 11.50.050(b), as amended. This condition does not foreclose the County's use of other enforcement mechanisms.

CUP 2025-016 - MARJON HOLDINGS LLC - VICINITY MAP

HEM 1.2



10/2/2025, 4:29:42 PM



Community Development Department
 Prosser Office: 620 Market Street, 1st Floor
 Kennewick Office: 102206 East Wisner Parkway
www.bentoncountywa.gov



Planning Division
 (509) 786-5612
 Planning.department@co.benton.wa.us
 102206 East Wisner Parkway, Kennewick, WA 99338

RECEIVED

CONDITIONAL USE PERMIT APPLICATION

OCT 02 2025

File No. CWP 2025-010

Benton County
Planning Division

APPLICANT INFORMATION

Please check the box indicating primary contact person for this application

Name of Applicant/Agent: Marco Valdez

Mailing Address (with City, State & zip): 10906 Cottonwood Dr. Kennewick, WA

Phone #1: (480) 703-9037 Phone #2: _____

Email Address(es): mark_valdez35@hotmail.com

Signature: Marco Valdez Date: 7/20/25

Name of Property Owner(s) (if different): Jon Maslonka

Mailing Address (with City, State & zip): 10906 Cottonwood Dr

Phone #1: 775-901-3687 Phone #2: _____

Email Address(es): j.maslonka@hotmail.com

Signature: Jon Maslonka Date: 7-28-25

Signature: _____ Date: _____

**If there are additional owners please copy this section, sign, and attach to the application*

If the property is owned by a corporation, trust, partnership or LLC please complete the entity signature block below showing that the person signing has the authority to sign on behalf of the company.

ENTITY SIGNATURE BLOCK

Applicant/Legal Owner name: Jon Maslonka

Applicant/Legal Owner Contact Information: 775-901-3687

Officer name: Jon Maslonka Title: Owner

Signature: Jon Maslonka Date: 7-28-25

THE ABOVE SIGNED OFFICER OF (name of entity) Jon Maslonka WARRANTS AND REPRESENTS THAT ALL NECESSARY LEGAL AND CORPORATE ACTIONS HAVE BEEN DULY UNDERTAKEN TO PERMIT (name of applicant) Jon Maslonka TO SUBMIT THIS APPLICATION AND THAT THE ABOVE SIGNED OFFICER HAS BEEN DULY AUTHORIZED AND INSTRUCTED TO EXECUTE THIS APPLICATION.

Any information submitted to the Benton County Planning Division is subject to public records disclosure law for the State of Washington (RCW Chapter 42.17) and all other applicable law that may require the release of the documents to the public.

PARCEL INFORMATION

1. Subject property address (including city): 10906 S. Cottonwood Dr. Kennewick, WA 99338

2. Parcel number(s): 1-1088-1-01-3032-001

3. Total Acreage: 2.37

4. Access: County Road State Road/Highway Private Road

5. Utilities:

Power: Benton PUD Benton REA Other: _____

Sewer: Septic Tank City Sewer Other: _____

Water: Individual well(s) One well serving 2-4 lots One well serving 5+ lots

City System Provider: _____

Private System Provider name and address: _____

Gas: No **PRIVATE SYSTEM: ATTACH APPROVAL DOCUMENTATION**
 Yes Provider name: _____

Irrigation: No Provider name: _____
 Yes

6. Current use(s) on property: Living

7. What are you proposing to do that requires a Conditional Use Permit? Addition of ADU
to Shop

For the following proposed uses, please attach the appropriate addendum form:
Business Use, Detached Accessory Dwelling Unit, Child Care Facility (Type B), Bed & Breakfast, Mineral Extraction (Commercial Sand & Gravel), Commercial Kennel, Winery.

8. Additional comments or information: _____

If further explanation is needed for any of the questions above, please attach additional pages.

(FOR STAFF USE ONLY) Access: Y N Application Complete: Y N

Critical Areas: N Y: _____ Zoning: _____

Reviewed by: _____ Date: _____

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CONDITIONAL USE PERMIT APPLICATION ADDENDUM DETACHED ACCESSORY DWELLING UNIT

File No. _____

Applicant Name: Marco Valdez / Jon Mastonka

1. Number of Accessory Dwelling Units currently on the property: 1
2. Is there a single family dwelling currently on the property? Yes No
3. What is the square footage of the main home? 2066 sq ft
4. What is the square footage of the proposed Accessory Dwelling Unit? 778 sq'
5. How many bedrooms will be in the Accessory Dwelling Unit? 1
6. Does the landowner currently have any other land use permits? NO
7. Will the ADU be using an Existing well (Well Tag ID BA486) or New well (Well Tag _____)
8. Is the well part of a public water system Yes No
If yes, name of public water system _____
- 9.. Will the well be a shared well Yes No
If yes, Parcel # where the well is located _____ Well Tag ID _____

Please describe the purpose and reason for the Accessory Dwelling Unit:

To be able to have extra space for visiting family from out of town as needed, main home is limited to spacing.

Please provide a site plan that includes the following:

- Outer boundaries and dimensions of the property including access points
- All existing and planned improvements (including accessory buildings, septics, wells, drainfields, etc)
- Location of roads, easements, etc.
- Distance (in feet) from the ADU to the edges of the parcel and to the main house
- Where parking will be for the main home and the ADU
- All entries/exits for the ADU
- Dimensions and use of each room in the ADU

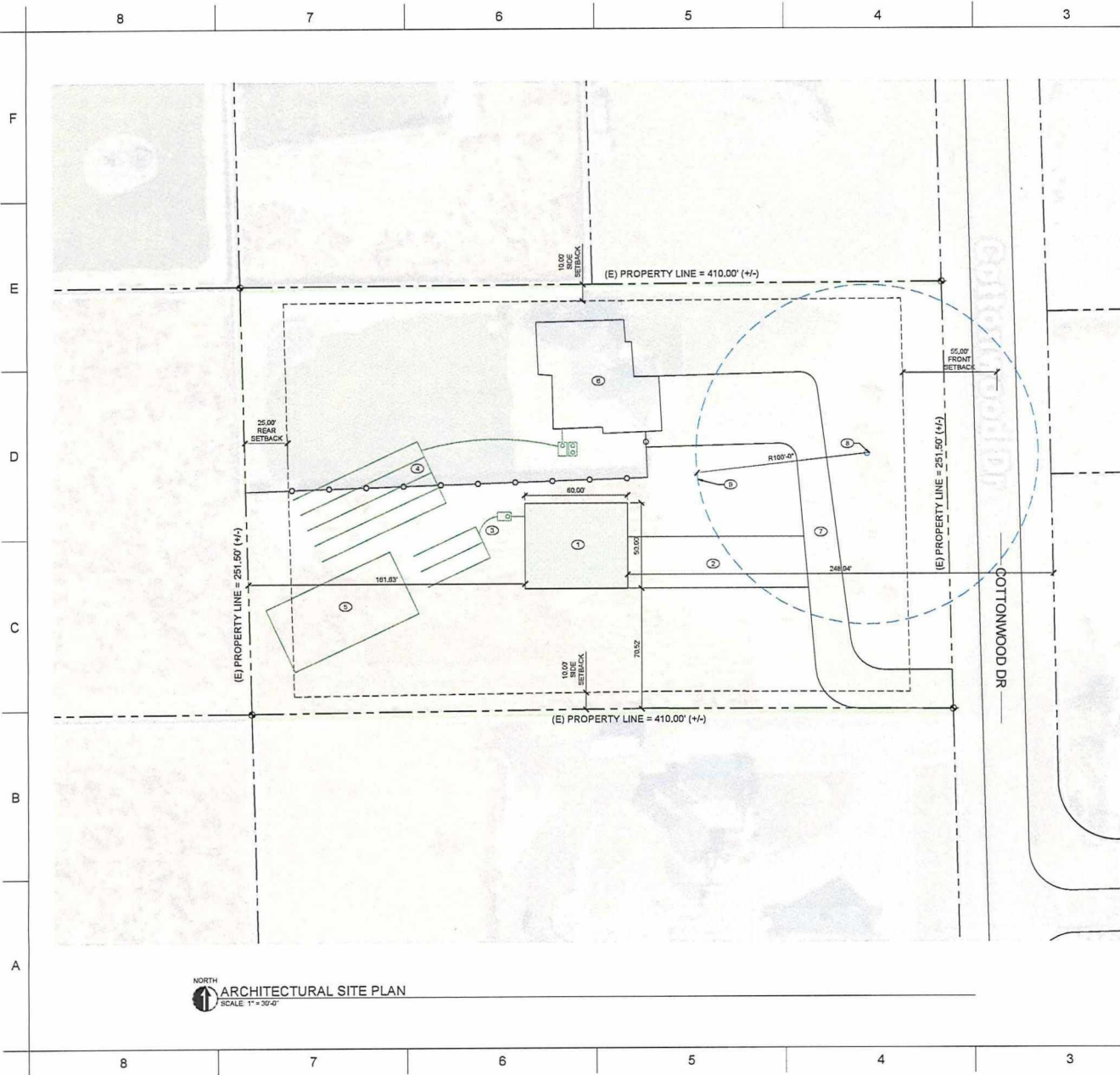
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RECEIVED

OCT 09 2025

HEM 1.4

Benton County
Planning Division



SITE PLAN NOTES:
 1. SEE GENERAL NOTES ON SHEET C1.1.

KEYED NOTES

MARK	DESCRIPTION
①	NEW ACCESSORY STRUCTURE
②	NEW DRIVEWAY
③	NEW SEPTIC SYSTEM
④	EXISTING DRAIN FIELD
⑤	EXISTING RESERVE DRAIN FIELD AREA
⑥	EXISTING HOME
⑦	EXISTING DRIVEWAY
⑧	EXISTING WELL
⑨	100' WELL RADIUS

PARCEL INFORMATION

PARCEL NUMBER	110881013032001
LEGAL DESCRIPTION	SECTION 10 TOWNSHIP 8 RANGE 28 QUARTER NE, SHORT PLAT #3032, LOT 1, RECORDED BK#2007, UNDER AUDITOR'S FILE NO. 2007-406330, RECORDED IN VOLUME 1 OF SHORT PLATS, PAGE 3032, RECORDS OF BENTON COUNTY, WASHINGTON.
SITE ADDRESS	10906 COTTONWOOD DR KENNEWICK, WA 99338
LEGAL ACRES	2.37 ACRES
ZONING	RURAL LANDS 5 (RL5)

NAME:	MASLONKA
Structure Type:	ADU
Application #:	20252
Parcel #:	1-1008-101-3032-001
Notes:	
Required Setbacks:	
Front:	
Rear:	
Side:	
Other:	
Critical Area:	Forest
Other:	

* PLEASE CALL 735-3500 IF QUESTIONS*



PROJECT: 1965
 SHEET: A0.1

PROJECT TEAM

PROJECT LEAD	A GOIZALEZ	06/03/2025	REV #	0
DRAFTER	D GARZA	05/09/2025	SHEET SIZE	22" X 34"
DRAW CHK	K EMORY	06/24/2025		
ENGINEER	K EMORY	06/24/2025		
ENG CHK	K EMORY			

DESIGNER:

TRI-CITY ENGINEERS
 3801 WYVAH GIESEN ST
 WEST RICHLAND, WA 99363
 509-210-1010

OWNER/PROJECT LOCATION:

MARCO VALDEZ
 10906 COTTONWOOD DR
 KENNEWICK, WA 99338

SHEET TITLE:

ARCHITECTURAL SITE PLAN



October 3, 2025

HEM 1.5

Marco Valdez
10906 S Cottonwood Drive
Kennewick, WA 99338

Email: Mark_valdez35@hotmail.com

RE: Written Determination of Completeness
File Number: CUP 2025-016

Dear Mr. Valdez,

This office is in receipt of your project permit application for a Conditional Use Permit for a detached Accessory Dwelling Unit. We have determined that the required materials have been submitted and the application is complete. A file number has been assigned (CUP 2025-016) and the review process will now begin.

Although this office has determined that your application is complete, more clarification or information may be needed from you as we go through the review process. Additional information and/or permits may be required from other agencies including, but not limited to, the Benton County Building Division, the Benton-Franklin Health District, and the Washington State Department of Health.

If you have any questions regarding this matter, do not hesitate to contact this office.

Sincerely,

A handwritten signature in cursive script that reads "Andrea Watts".

Andrea Watts - Senior Planner
Benton County Planning Division



HEM 1.6

October 3, 2025

Benton County Building Division
Benton County Code Enforcement
Benton County Fire District #1
Benton County Fire Marshal
Benton County Public Works Department
Benton-Franklin Health District
Benton PUD
Cascade Natural Gas
City of Richland
Kennewick Irrigation District

RE: Agency review of a Conditional Use Permit application
File #: CUP 2025-016
Parcel #: 1-1088-101-3032-001
Applicant: Marco Valdez for Marjon Holdings LLC

Attached is a Conditional Use Permit application for your agency's review.

The applicant is proposing to construct a 778 sq. ft. detached accessory dwelling unit on a parcel with an existing 2,066 sq. ft. single family residence. The project is located in the Kennewick area of unincorporated Benton County within the Rural Lands 5 Acre District. Parcel number 1-1088-101-3032-001

PLEASE SUBMIT YOUR COMMENTS to Planning.department@co.benton.wa.us by **October 17, 2025**. Please reference file number **CUP 2025-016** in all correspondence.

If you have any questions or need more time to review the application, please contact the Planning Division at (509) 786-5612 or to the email above.

Thank you,

Benton County Planning Division

Nikki Relyea

From: Bridget Kelsay <Bridget.Kelsay@bfhd.wa.gov>
Sent: Monday, October 6, 2025 8:48 AM
To: Planning Department
Subject: [EXTERNAL] Re: Agency Review - CUP 2025-016 - Marjon Holdings LLC (ADU)
Attachments: 27813 Permit.pdf

HEM 1.7

Our department conducted a review of the above address for an ADU and issued a septic system permit. See attached for the permit issued. The site plan is slightly different than the one you sent over.

Bridget Kelsay, EHS I

Land Use, Sewage and Water Section

Benton-Franklin Health District

7102 W. Okanogan Place
Kennewick, WA 99336
p: 509.460.4316
c: 509.537.5731

www.bfhd.wa.gov Bridget.kelsay@bfhd.wa.gov



Follow us on   

From: Planning Department <Planning.Department@co.benton.wa.us>

Sent: Friday, October 3, 2025 3:41 PM

To: Brad O'Brien <Brad.Obrien@co.benton.wa.us>; Troy Taylor <Troy.Taylor@co.benton.wa.us>; scott@bentonone.org <scott@bentonone.org>; Code Enforcement <code.enforcement@co.benton.wa.us>; Gary Tiplady <Gary.Tiplady@co.benton.wa.us>; Cristina Woods <Cristina.Woods@co.benton.wa.us>; Dylan Krantz <Dylan.Krantz@co.benton.wa.us>; Shane Elledge <Richard.Elledge@co.benton.wa.us>; JoDee Peyton <Jodeer@bfhd.wa.gov>; Bridget Kelsay <Bridget.Kelsay@bfhd.wa.gov>; Deana Chiodo <deana.chiodo@bfhd.wa.gov>; Erin Hockaday <erin.hockaday@bfhd.wa.gov>; Benton PUD - Tina Glines (glinest@bentonpud.org) <glinest@bentonpud.org>; Walter Nelson - Cascade Natural Gas Corp. <Walter.Nelson@cngc.com>; planning@ci.richland.wa.us <planning@ci.richland.wa.us>; Kennewick Irrigation District - Application and SEPA Review (development@kid.org) <development@kid.org>

Subject: Agency Review - CUP 2025-016 - Marjon Holdings LLC (ADU)

Good afternoon,

Attached you will find the necessary application materials for Marco Valdez, on behalf of Marjon Holdings, who is requesting a Conditional Use Permit for a detached 778 sq. ft. accessory dwelling unit at 10906 W Cottonwood drive in Kennewick.

Please review and provide any comments by **October 17, 2025.**



**BENTON-FRANKLIN HEALTH DISTRICT
7102 W OKANOGAN PLACE
KENNEWICK, WA 99336**

Sewage Disposal System Construction
Permit

Owner: Maslonka, Jon
10906 S Cottonwood Dr
Kennewick, WA
99338

Permit Number: 27813
Date Permit Issued: August 25, 2025
Date Permit Expires: August 25, 2026
County: Benton

Location Information

Property Address	10906 Cottonwood Dr	Subdivision/Legal:	Short Plat 3032
City:	Kennewick	Block:	
Parcel Number:	1-1088-101-3032-001	Lot:	1

This system shall be installed by a licensed installer and be inspected and approved by the Benton-Franklin Health District before being covered. This permit shall expire one year from the date of issuance.

This permit has been issued based upon presently known site conditions and the information contained on the permit application. Any construction taking place on said property must be as indicated on the permit or revocation of this permit may result. This permit is subject to all applicable zoning laws and it is the permittee's responsibility to comply with said laws prior to system installation. All construction taking place shall be in compliance with Benton-Franklin Health District Rules and Regulations No. 2.

General Information

Type of Structure:	Single Family	Number of Bedrooms:	2
Designed by:	Homeowner	Average Daily Flow:	180
Type of System:	Conventional Gravity	Maximum Daily Flow:	240
Treatment Level:	E		

Pretreatment Information

Septic Tank Size: 1000 gal.
Depth of Burial: Lids to surface
Outlet Baffle Filter: Recommended
Pump Chamber Size:
Dose Volume:
Reserve Volume:

Drainfield Information

Drainfield size: 600 sf
Drainlines length: 50 feet
Drainlines number: 4
Maximum trench depth: 36 inches
Aggregate depth: 12 inches
Distribution: Distribution Box

Conditions

- Follow approved plot plan, maintain all setbacks.
- All tank lids and distribution boxes must have access from surface grade.
- All septic system components must maintain a minimum ten foot (10') setback from any pressurized water supply line.
- There must be at least one capped cleanout between outlet of the sewer line from the structure and the the septic tank as well as every fifty feet (50') and prior to turns.
- Maintain 100' minimum from subsurface sewage disposal system to all wells.
- Maintain 50' minimum from septic tank to all wells.
- Maintain positive drainage away from the drainfield.
- Divert roof drains and surface water from drainfield area.
- Drainfield lines may be shifted slightly to follow the contours of the slope.
- Approval of the system plans, requirements for site modification, and permit issuance is not to be construed as permission by this department to trespass or alter neighboring properties.
- The sewage disposal system must be installed by a septic installer licensed within the Benton-Franklin Health District.
- The system must be pressure tested with potable water.

This permit to install an on-site sewage system is granted in accordance with Benton-Franklin District Board of Health Rules and Regulations No. 2.



Bridget Kelsay
Environmental Health Specialist

Steve Krager, M.D.
District Health Officer

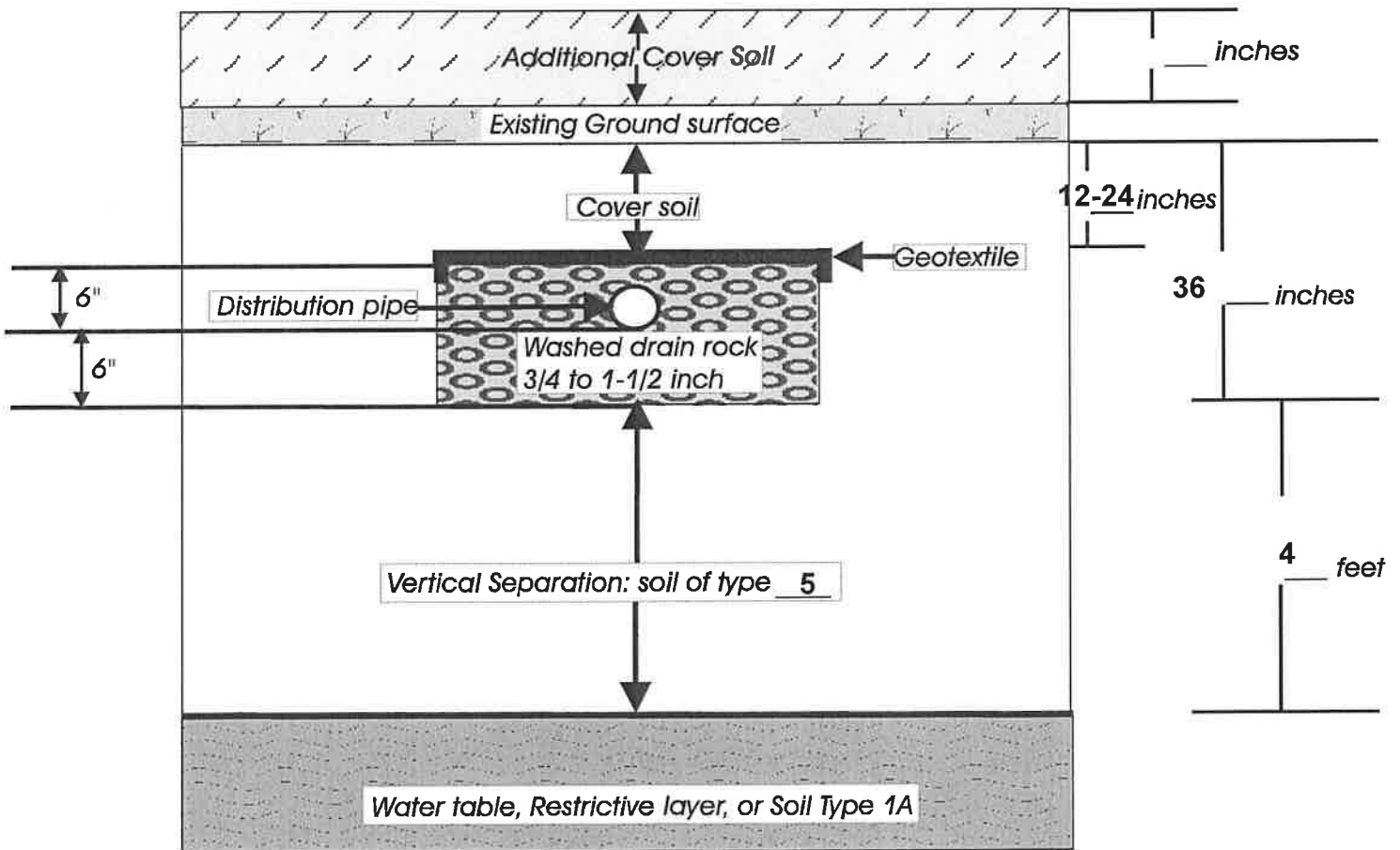


Benton Franklin Health District

7102 W. Okanogan Place
 Kennewick WA 99336
 (509)460-4205

Water Supply: Single Family Well
Parcel ID#: 1-1088-101-3032-001
Property Owner: Jon Maslonka
Permit #: 27813

DRAINFIELD CROSS-SECTION



Comments:

Environmental Health
 7102 W. Okanogan Place
 Kennewick WA 99336
 Phone: (509) 460-4205

Pasco Office
 412 W. Clark Street
 Pasco WA 99301
 Phone: (509) 547-9737

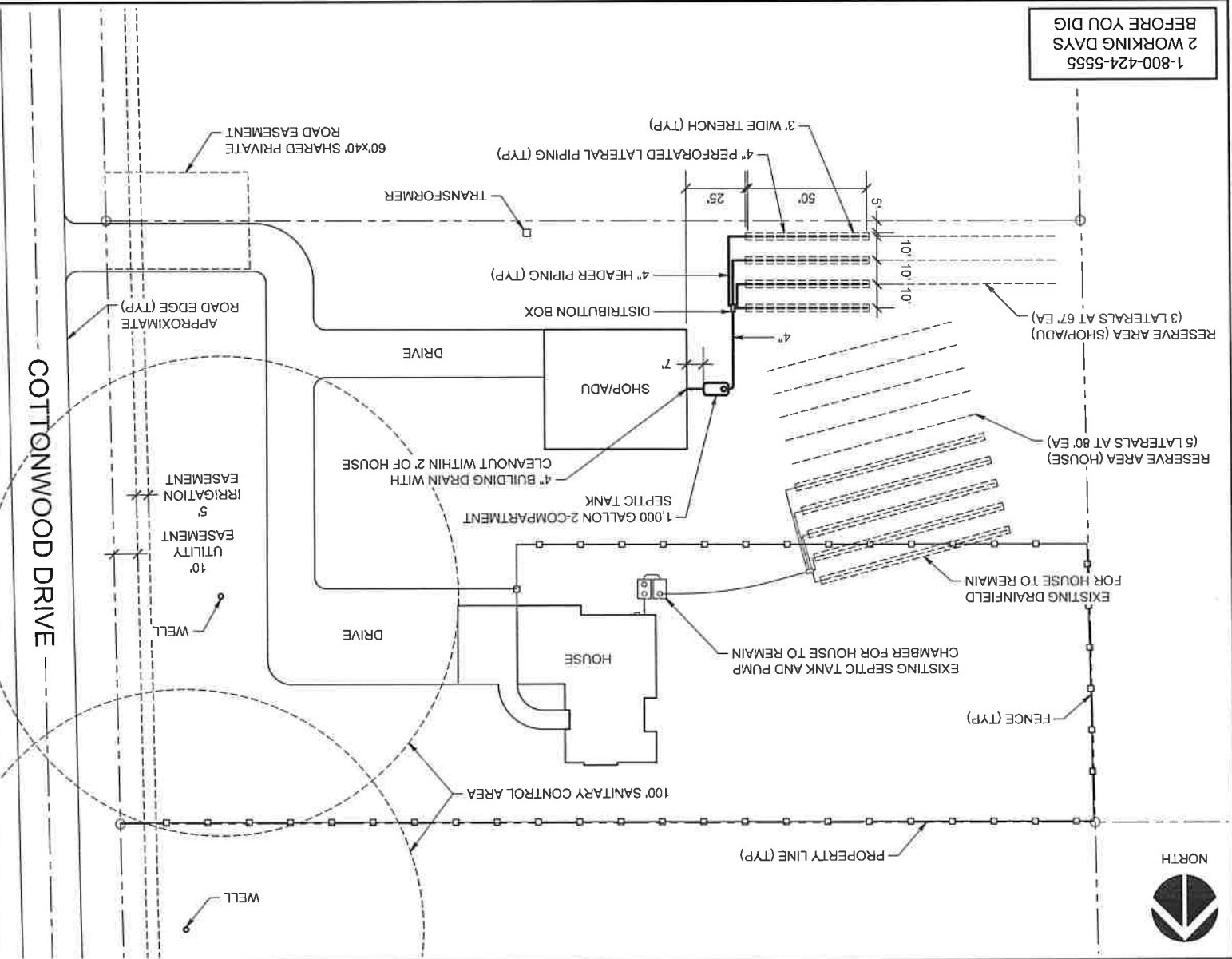
SITE PLAN

1-800-424-5555
2 WORKING DAYS
BEFORE YOU DIG

PARCEL NO. 1-1088-101-3032-001

SCALE: 1"=40'

CADFILE: 2878M01A



DATE:	8/23/2025
DRAWN:	RDR
SCALE:	SHOWN
PROJECT NO.:	2878
SHEET:	M1



Routh Consulting Engineers, Inc.
P.O. Box 3187
Pasco, WA 99602
509-547-9262
509-542-0650 FAX

RESIDENCE
Kennewick, Washington
ONSITE SEWAGE SYSTEM

NO.	REVISIONS	DATE



Nikki Relyea

HEM 1.8

From: Troy Taylor
Sent: Tuesday, October 7, 2025 8:40 AM
To: Planning Department
Subject: RE: Agency Review - CUP 2025-016 - Marjon Holdings LLC (ADU)

Building- comply with all current Benton County and fire code.

From: Planning Department <Planning.Department@co.benton.wa.us>
Sent: Friday, October 3, 2025 3:41 PM
To: Brad O'Brien <Brad.Obrien@co.benton.wa.us>; Troy Taylor <Troy.Taylor@co.benton.wa.us>; scott@bentonone.org; Code Enforcement <code.enforcement@co.benton.wa.us>; Gary Tiplady <Gary.Tiplady@co.benton.wa.us>; Cristina Woods <Cristina.Woods@co.benton.wa.us>; Dylan Krantz <Dylan.Krantz@co.benton.wa.us>; Shane Elledge <Richard.Elledge@co.benton.wa.us>; Benton Franklin Health District - JoDee Peyton <Jodeer@bfhd.wa.gov>; Bridget Kelsay <bridget.kelsay@bfhd.wa.gov>; deana.chiodo@bfhd.wa.gov; erin.hockaday@bfhd.wa.gov; Benton PUD - Tina Glines (glinest@bentonpud.org) <glinest@bentonpud.org>; Walter Nelson - Cascade Natural Gas Corp. <Walter.Nelson@cngc.com>; planning@ci.richland.wa.us; Kennewick Irrigation District - Application and SEPA Review (development@kid.org) <development@kid.org>
Subject: Agency Review - CUP 2025-016 - Marjon Holdings LLC (ADU)

Good afternoon,

Attached you will find the necessary application materials for Marco Valdez, on behalf of Marjon Holdings, who is requesting a Conditional Use Permit for a detached 778 sq. ft. accessory dwelling unit at 10906 W Cottonwood drive in Kennewick.

Please review and provide any comments by **October 17, 2025.**

Have a wonderful week,

Nikki Relyea

Permit Technician

Benton County Community Development Department

Planning Division

Nikki.Relyea@co.benton.wa.us

Planning.Department@co.benton.wa.us

(509) 786-5612



Nikki Relyea

From: Shane Elledge
Sent: Tuesday, October 7, 2025 2:28 PM
To: Planning Department
Subject: RE: Agency Review - CUP 2025-016 - Marjon Holdings LLC (ADU)

HEM 1.9

Good afternoon,

Public Works has no comments.

Thank you.



R. Shane Elledge • *Engineering Associate*
Benton County Public Works
102206 Wisner Parkway , Kennewick WA, 99338
(509) 786-5611 Ext: 5531

From: Planning Department <Planning.Department@co.benton.wa.us>
Sent: Friday, October 3, 2025 3:41 PM
To: Brad O'Brien <Brad.Obrien@co.benton.wa.us>; Troy Taylor <Troy.Taylor@co.benton.wa.us>; scott@bentonone.org; Code Enforcement <code.enforcement@co.benton.wa.us>; Gary Tiplady <Gary.Tiplady@co.benton.wa.us>; Cristina Woods <Cristina.Woods@co.benton.wa.us>; Dylan Krantz <Dylan.Krantz@co.benton.wa.us>; Shane Elledge <Richard.Elledge@co.benton.wa.us>; Benton Franklin Health District - JoDee Peyton <Jodeer@bfhd.wa.gov>; Bridget Kelsay <bridget.kelsay@bfhd.wa.gov>; deana.chiodo@bfhd.wa.gov; erin.hockaday@bfhd.wa.gov; Benton PUD - Tina Glines (glinest@bentonpud.org) <glinest@bentonpud.org>; Walter Nelson - Cascade Natural Gas Corp. <Walter.Nelson@cngc.com>; planning@ci.richland.wa.us; Kennewick Irrigation District - Application and SEPA Review (development@kid.org) <development@kid.org>
Subject: Agency Review - CUP 2025-016 - Marjon Holdings LLC (ADU)

Good afternoon,

Attached you will find the necessary application materials for Marco Valdez, on behalf of Marjon Holdings, who is requesting a Conditional Use Permit for a detached 778 sq. ft. accessory dwelling unit at 10906 W Cottonwood drive in Kennewick.

Please review and provide any comments by **October 17, 2025.**

Have a wonderful week,



2015 South Ely Street
Kennewick, WA 99337
Customer Service 509-586-9111
Business 509-586-6012
FAX 509-586-7663
www.kid.org

October 7, 2025

HEM 1.10

Nikki Relyea, Permit Technician
Benton County Community Development Department - Planning Division
102206 E Wiser Parkway
Kennewick, WA 99338

Subject: Review Comments for CUP 2025-016 - Marjon Holdings LLC (ADU)

Dear Ms. Relyea:

The Kennewick Irrigation District has received a Conditional Use Permit to construct a 778 square foot accessory dwelling unit. This project is located at 10906 W Cottonwood Drive, Kennewick, WA 99338.

1. This parcel is within the Kennewick Irrigation District (KID) boundaries, but is not considered irrigable lands; therefore, the Kennewick Irrigation District does not assess them.
 - a. A water allotment is not assigned to this property. Water for a new allotment is unavailable at this location.
2. Please note that permanent structures are not allowed within irrigation easements.
3. Please protect all existing irrigation facilities.

If you have any questions regarding these comments, please contact me at the address/phone number listed above.

Sincerely,

Daniel Tissell, P.E.
Engineering Manager

cc: LB\correspondence\File: [10-8-28]



HEM 1.11

NOTICE OF OPEN RECORD HEARINGS

NOTICE IS HEREBY GIVEN that the following applications have been proposed to the Hearings Examiner for Benton County, Washington. An open public record hearing for the below stated applications will be held on **November 21, 2025**, at 10 a.m. via in person and virtual meeting format in the Commissioners Room on the third floor of the Courthouse, 620 Market Street, Prosser WA. To find information on attendance options, please visit www.tinyurl.com/BCPublicNotice.

CONDITIONAL USE PERMIT – CUP 2025-015 The applicants, Jonathan and Susan Los, are requesting to construct a 600 sq. ft. detached accessory dwelling unit on a parcel with an existing 1,716 sq. ft. single family residence. The project is located at 24805 S Finley Road, Kennewick, WA 99337.

CONDITIONAL USE PERMIT – CUP 2025-016 The applicant, Marco Valdez on behalf of Marjon Holdings LLC., is requesting to construct a 778 sq. ft. detached accessory dwelling unit on a parcel with an existing 2,066 sq. ft. single family residence. The project is located at 10906 S Cottonwood Drive, Kennewick, WA 99338.

CONDITIONAL USE PERMIT – CUP 2025-017 The applicant, Israel Jimenez, is requesting to operate an auto body paint and repair shop out of an existing 1,200 sq. ft. shop on a parcel with an existing 1,536 sq. ft. single family residence. The project is located at 56803 N Frazier Road, Benton City, WA 99320.

CONDITIONAL USE PERMIT – CUP 2025-018 The applicant, Knutzen Engineering on behalf of 5D Development, is requesting to construct a 52,490 sq. ft. indoor pickleball facility and a 131 space parking lot. The proposed project is located at 107855 E Detrick PR SE, Kennewick, WA 99338.

CONDITIONAL USE PERMIT – CUP 2025-019 The applicants, Donald and Christy Williams, are requesting to construct an 800 sq. ft. detached accessory dwelling unit on a parcel with an existing 2,100 sq. ft. single family residence. The project is located at 56703 N Demoss Road, Benton City, WA 99320.

CONDITIONAL USE PERMIT – CUP 2025-020 The applicant, Hanson Real Estate Group Inc., is requesting to construct an 800 sq. ft. detached accessory dwelling unit on a parcel with an existing 2,124 sq. ft. single family residence. The project is located at 1202 N Williams Street, Kennewick, WA 99336.

Questions can be directed to the Planning Division at 509-786-5612 or at planning.department@co.benton.wa.us. Written comments regarding the above applications must be received by **November 18, 2025** via email or submitted to the Planning Division office at the Public Services Building, 102206 E Wiser Parkway, Kennewick, WA 99338. Any information submitted to Benton County is subject to the public records disclosure laws for the State of Washington (RCW Chapter 42.17) and all other laws that may require the release of the documents to the public.

No individual with a disability shall be denied the benefit of participating in such meetings. If you wish to use auxiliary aids or require assistance to comment at a public meeting, please contact the Benton County Planning Division at least ten days prior to the meeting date to make arrangements for special needs.

Dated this 31st day of October, 2025.

PUBLICATION DATE: November 5, 2025

SUSAN E. DRUMMOND
Benton County Hearings Examiner

GREG WENDT, Director of Community Development
Benton County Community Development Department