



PRE-APPLICATION CONFERENCE NOTES
Parmentier Short Plat (File # 2021-029-PAC)

PROJECT INFORMATION

Site Address	1440 Aspen Ave, La Center WA 98629
Parcel Numbers:	258895000
Applicant	Edward/Julie Parmentier 1440 Aspen Ave, La Center WA 98629 Email: eiparm@tds.net Contact number 360-263-2236
Applicant's Representative	Same as applicant
Property Owner	Same as applicant
Proposal	The applicant proposes to divide the existing lot into two lots. The applicant's proposal would create a 7,500 square foot lot in the northeast corner of the existing lot. Division into two lots is reviewed under the short plat process, a Type II review process under LCMC 18.205.020. A short plat requires a pre-application review but does not require a public hearing.
Meeting Date	Wednesday, August 18, 2021 at 3:00 p.m.
Date of Issue	August 27, 2021

SUMMARY

The applicant is proposing to subdivide an existing lot using the short place process to create an additional lot (two total lots). The new lot would be 7,500 square feet and located in the northeast corner of the existing lot. The applicant's proposal is that the lot would have access from 15th Street. However 15th street is a private street and Aspen Avenue has an existing driveway. If 15th Street is used for access, the owner will need to provide documentation to the city to verify that the new lot will have legal access along the existing access easement. The short plat process is a Type II review that requires a pre-application conference, but not a public hearing. The final decision will be made by City staff.

The existing lot is developed with a residence, shop/garage, and a shed adjacent to 15th Street.

PRELIMINARY REVIEW

Subsequent application(s) shall address the following development standards. Failure of the City to cite specific requirements of the La Center Municipal Code (LCMC) in this report does not relieve the applicant of the responsibility to meet all applicable criteria. If the proposal changes from what was presented in the pre-application conference, it may trigger other review standards and processes than what is identified in this report.

Applicable Criteria: The application will be reviewed for compliance with the La Center Municipal Code (LCMC): 3.35 Impact Fees; Title 12, Streets, Sidewalks & Public Ways; Title 13, Public Utilities; Title 18, Development Code (18.30 Procedures; 18.130 Low Density Residential District; 18.200 General Provisions, 18.205 Short Plat Provisions, 18.230 Monumentation, Survey, and Drafting Standards; 18.245 Supplementary Development Standards; 18.260 Variances; 18.280 Off-Street Parking and Loading Requirements; 18.282 Outdoor Lighting; 18.310 Environmental Policy; 18.360 Archaeological Resource Protection).

Public Works Engineering Analysis

Chapter 3.35 – Impact Fees

Finding(s): The applicant will be assessed a traffic impact fee Per the LCMC for one peak hour trip for a single-family residence. The traffic impact fee is \$7,561 per PM Peak hour trip. The applicant will also be assessed a park impact fee of \$2,842 and a school impact fee of \$3,501.

Chapter 12.10 – Public and Private Street Standards

Finding(s): Street improvements have already been completed previously along Aspen Avenue to Rural Major Collector Standards, and no widening needs to be done with this project to comply with the standards.

Chapter 13.10 -- Sewer System Rules and Regulations

Finding(s): Connection to public sewer is required. LCMC 13.10. All work is to be performed by a duly licensed contractor in the City of La Center. LCMC 13.10.230. Work will be performed using an open trench method unless otherwise approved. LCMC 13.10.200. All costs associated with installing the side sewer shall be borne by the applicant. LCMC 13.10.110.

The sewer mapping shows there is an existing sewer lateral stub to 1440 Aspen. Likely this is a 4” diameter service lateral. The LCMC 13.10.110 (2) requires that “A separate and independent side sewer shall be provided for every building, if one building is at the rear of another under the same ownership, and no private sewer is available”. There are two options: (1) Replace the existing 4-inch sewer lateral with a new 6-inch diameter lateral from the 8-inch public sewer in Aspen Avenue to the property line, and then extend separate 4-inch diameter laterals to the existing house at 1440 Aspen Avenue and the new lot or (2) Install a new 4-inch lateral to the new lot from the 8-inch sewer main in Aspen Avenue.

Per LCMC 13.10.350 a sewer impact fee shall be charged for a single-family residence. The ERU is calculated for one residential unit on the site will be multiplied by the impact fee of \$7,800 per ERU to determine the total sewer impact fee.

Chapter 18.320 -Stormwater

Section 18.320.120 (1) LCMC states that ground-disturbing activities of more than 500 square feet are subject to the requirements of *City of La Center Erosion Control Guidelines*. Section 18.320.120 (2)(a) LCMC limits the creation of more than, 2,000 square feet of impervious surface for residential structures is subject to stormwater regulation.

LCMC 18.320.340 Allows an exemption of the stormwater regulations for a single-family residence. For lots of 15,000 SF or less, as long as there is a roof downspout system that connects directly to an underground storm system or to the concrete gutter in the street by a curb drain.

Street Lighting. Streetlights have already been installed as part of the street widening that has previously been completed.

Land Use Analysis

LCMC 18.30 Procedures

LCMC 18.30.090 Type II Procedures

The request to divide the property into two lots under the short plat process will be reviewed as a Type II application. Type II applications are subject to a 28-day completeness review by staff once your application is submitted to ensure that all items required for the review have been submitted and contain enough information to complete the review. The City shortens the completeness period to 14 days if a pre-application meeting has been completed. Following the determination of completeness, the City is required to provide a 14-day comment period to surrounding property owners within 300 feet. The City is required to issue a decision within 56 days following completeness. The 56-day period does include time during which the applicant has been requested to provide additional information or answer questions. Type II processes do not require a public hearing before the City's hearings examiner.

LCMC 18.30.050 Review for Technically complete status

LCMC 18.30.050 provides a list of general submittal requirements applicable to all applications. **Bold** items are required for this application. Additional submittal items for short plat applications are contained in 18.205.030 and are also included below.

Submittal requirements

- ***An application form with original signatures by the applicant and property owners. If there is more than one property owner, separate application forms and signatures are required.***
- ***SEPA (State Environmental Policy Act (SEPA) Checklist***
- ***A preliminary short plat at a scale of no more than one inch equals 200 feet, with north arrow, date, graphic scale, existing and proposed lots, tracts, easements, rights-of-way and structures on the site, and existing lots, tracts, easements, rights-of-way and structures abutting the site; provided, information about off-site structures and other features may be approximate if such information is not in the public record. The applicant shall provide one copy of the plan reduced to fit on an eight-and-one-half-inch by 11-inch page. The short plat shall show the dimensions and areas of all proposed lots, tracts and dedications. The short plat shall show the distance from proposed lot lines to the nearest existing structures on the site unless those structures will be removed;***
- ***Proof of dedications of title, easements, or other interests to the city,***
- ***Proof of ownership document such as deeds***
- ***Legal description of the site***
- ***If a short plat contains large lots which at some future time could be resubdivided, the application shall include a master plan of all land under common ownership in order to provide for extension and opening of streets at intervals which will permit a subsequent division of each divisible parcel into lots of smaller size;***
- ***A copy of this pre-application conference summary***
- ***A written description of how the proposed preliminary short plat does or can comply with each applicable approval criteria for the preliminary short plat, and basic facts and other, substantial evidence that supports the description.***
- ***Names and addresses of owners of land within a radius of 300 feet:***

- ***The applicant shall submit a statement by the assessor’s office or a title company certifying that the list is complete and accurate, based on the records of the Clark County assessor within 30 days of when the list is submitted;***
- ***If the applicant owns property adjoining or across a right-of-way or easement from the property that is the subject of the application, then notice shall be mailed to owners of property within a 300-foot radius, as provided above, of the edge of the property owned by the applicant adjoining or across a right-of-way or easement from the property that is the subject of the application;***
- ***Applications necessarily associated with the proposal, such as applications for exceptions, adjustments or variances to dimensional requirements of the base or overlay zones or for modifications to the road standards in Chapter 12.10 LCMC that are required to approve the proposal;***
- ***A wetlands delineation and assessment as required by LCMC 18.300. (not applicable in this case)***
- ***A geotechnical study prepared by a geotechnical engineer or geologist, if the site contains substantial fill or the applicant proposes to place substantial fill on the site.***
- ***An archaeological predetermination based on the site’s moderate-high risk level for encountering resources.***
- ***Preliminary erosion control plans***
- ***Information about proposed utilities, including water and sanitary waste.***

LCMC Chapter 18.130 (Low Density Residential District (LDR 7.5))

The LDR-7.5 district is intended to implement the provisions of the La Center Comprehensive Plan, specifically the district is intended to 1) recognize and maintain established low-density residential areas, while encouraging appropriate infill and redevelopment; 2) Establish higher densities close to employment centers and transit corridors and lower densities in areas without urban services; 3) Create efficient residential areas which provide community services in a more economical manner, and facilitate utility-efficient design; 4) Provide for additional related uses such as schools, parks and utility uses necessary to serve immediate residential areas; 5) Maintain and enhance sensitive lands; and 6) Encourage traditional pedestrian-oriented neighborhoods.

The applicant proposes to subdivide the existing 0.88-acre lot and create a new 7,500 square foot lot. Short plats are regulated under LCMC 18.200 and 18.205.

Density and dimensional requirements for the LDR 7.5 district are shown in the table below. Minimum lot size for individual lots is 7,500 square feet. With an approved density transfer, 10 percent of the individual lots maybe as small as 6,000 square feet. Maximum lot size is 11,000 square feet.

District	Min. Lot Width	Min. Lot Depth	Min Front Yard Setback	Min. Side yard setback	Min Street side yard setback	Min. Rear yard
LDR 7.5	60	90	20	7.5	10	20

The existing lot (258895000) is approximately 38,333 square feet; if a 7,500 square feet lot is created, the remaining lot would be approximately 30,833 square feet. As the maximum lot size in the LDR 7.5 zone is 11,000 square feet the newly configured lot would exceed this maximum threshold. The applicant will be required to submit a variance application to exceed the 11,000 square-foot lot maximum for the remaining lot. In addition, LCMC 18.200.030(9) requires you submit a master plan for large lots that could be subdivided in the future (please see further discussion in LCMC 18.205 below under this item).

LCMC 18.40 defines the front lot line for corner lots as the narrowest frontage, which would be Aspen Avenue in this case. If the applicant intends that the newly created lot will take access from 15th Street as stated in the pre-application narrative, the setbacks will continue to be met based on Aspen being the front lot line.

Per LCMC 18.130.100 new residential developments are required to provide street trees in planter strips. The planter strips shall contain trees at a minimum of 30-ft intervals along each street frontage. Aspen Avenue is the only public street the proposed lot would have frontage on; street trees are required at the specified interval along this frontage. The existing fir trees along Aspen can be used to satisfy this requirement unless they are removed in which case new trees would need to be planted to meet this requirement.

LCMC 18.200 General Provisions

18.200.060

Divisions of developed land may be reviewed and approved the same as undeveloped land; provided, existing and approved development on the site shall be considered by the review authority and may be relevant to adjustments, modifications and variations of standards that otherwise apply if consistent with this title or other applicable city regulation. For the purpose of this section, “developed land” means a lot, tract, or parcel upon which substantial construction has taken place (e.g., framing inspection approval has been granted). Such construction shall be a permanent building or structure.

The existing lot is considered ‘developed land’ because of the existence of a home and accessory structures. Since the lot has existing structures those structures may play a role in how the proposed site plan is ultimately configured. A Type II variance application is required to address the remaining lot exceeding the 11,000 square-foot lot size maximum and will be greater than 10% of the permitted minimum lot size in the LDR 7.5 zone.

LCMC 18.205 Short Plat Provisions

LCMC 18.205.030

In addition to the general submittal requirements short plats require some additional information for a complete application. These items are included in the list of submittal requirements in response to LCMC 18.30.050 above for clarity.

LCMC 18.205.050

A decision approving a preliminary short plat expires five years from the effective date of approval but there are options for that to be extended per 18.30.140. The director has the ability to extend an approval for one single year if they find that the relevant facts and the law have not changed substantially since the original approval.

LCMC 18.205.040

Approval Criteria for a preliminary short plat are codified under LCMC 18.205.040 and listed below. The applicant must respond to these approval criteria in their short plat narrative.

(1) The review authority shall approve a preliminary short plat if he or she finds:

a. The applicant has sustained the burden of proving that the application complies with the following regulations of the La Center Municipal Code to the extent relevant:

- i. Chapter [12.05](#) LCMC, Sidewalks, and Chapter [12.10](#) LCMC, Public and Private Road Standards;*
- ii. Chapter [18.300](#) LCMC, Critical Areas;*
- iii. Chapter [18.310](#) LCMC, Environmental Policy;*

- iv. Chapter [18.320](#) LCMC, Stormwater and Erosion Control;
- v. Chapter [15.05](#) LCMC, Building Code and Specialty Codes;
- vi. Chapter [15.35](#) LCMC, School Impact Fees; and
- vii. LCMC Title [18](#), Development Code;

Specific provisions that would impact this property are how the proposed property would be accessed. Aspen Avenue is designated as an Arterial/Collector and new access points to Aspen are not permitted from the newly created lot. However, the applicant could propose a shared access to Aspen for the two lots using the existing driveway from Aspen. Alternatively, the applicant could access the new lot from 15th Street provided permission is obtained from the private easement owners and a newly recorded easement is put in place which specifies that the new lot has access to 15th Street.

LCMC 18.230 Monumentation, Survey, and Drafting Standards

The City's monumentation, survey, and drafting standards are contained in LCMC 18.230. Please make sure your surveyor or engineer have consulted this section and all submitted materials meet these standards.

18.245 Supplementary Development Standards

18.245.020 Height of fences and hedges

(1) Heights. Fences not more than six feet in height may be maintained along the side yard, street-side yard, or rear lot lines; provided, that such fence does not extend into the front yard area. The front yard area is the distance between the front property line and the nearest point of the building specified in the zoning districts under this title. Fences shall not exceed four feet (48 inches) in height in the front yard. Height shall be measured from grade level on which the fence is installed to the highest point on the fence structure.

Fences are height limited to 6 feet along the side, street-side and rear lot lines.

LCMC 18.260 Variances

The proposed short plat of the lot to create a new 7,500 square foot lot would result in the creation of a new lot that would 30,833 square feet which exceeds the maximum lot size in the LDR 7.5 zone. The maximum lot size in the LDR 7.5 zone is 11,000 square feet. A variance application may allow for the creation of a new lot that would exceed this standards. The variance would be reviewed concurrently with the short plat application. Per LCMC 18.260.020 (2) the review of a technically complete application for all variances greater than 10 percent are subject to a Type II process. The short plat would result in a lot which exceeds the maximum lot size by nearly three times and would therefore exceed the 10 percent threshold and be reviewed under a Type II process. Schedule and key milestones in the Type II review process are covered in response to LCMC 18.30 above.

In order to receive an approved variance, the application would need to provide evidence that the following standards are met. Approval criteria are found in LCMC 18.260.040 and are:

(1) Unusual circumstances or conditions, such as size, shape or topography of a site, or the location of an existing legal development apply to the property and/or the intended use that do not generally apply to other properties in the vicinity or zone. An unusual circumstance could also include another obligation under a different municipal code section or a state or federal requirement;

(2) The unusual circumstance cannot be a result of actions taken by the applicant;

(3) The variance request is necessary for the preservation of a substantial property right of the applicant which is possessed by the owners of other properties in the vicinity or zone;

(4) The variance request is the least necessary to relieve the unusual circumstances or conditions identified in subsection (1) of this section;

(5) Any impacts resulting from the variance are mitigated to the extent practical; and

(6) The granting of the variance will not be materially detrimental to the public welfare, or injurious to the property or improvements in the vicinity and zone in which the property is situated.

The variance criteria must be addressed in the application narrative and the narrative must show how each of these criteria are met. The development on the existing lot including its location and size and construction dating back to the 1930s are relevant factors that should be discussed when responding to the unusual circumstances leading to the need for a lot that is larger than 11,000 square feet.

LCMC 18.280 Off-Street Parking and Loading Requirements

Off-street parking requirements for residential uses require 2 spaces per dwelling unit for lots with one to three dwelling units. Off-street parking must provide a minimum of 18 feet of lineal parking between the street and the dwelling setback. Additionally, parking lots or outdoor storage of vehicles or recreational vehicles shall not be a primary use for any property located within a single-family residential zone per LCMC18.280.060.

LCMC 18.300 Critical Areas

Based on staff's review of Clark County MapsOnline and the City's critical areas maps, there are no critical areas on the site. Therefore, no critical areas permits are required.

LCMC 18.310 Environmental Policy

18.310.235 Critical Areas

- (1) Within the city of La Center, the categorical exemptions enumerated in WAC 197-11-800 and LCMC 18.310.080 will not apply in one or more critical areas identified in city plans, regulations and maps adopted pursuant to RCW 36.70A.060. The critical areas identified on the city's adopted comprehensive plan map or independent critical areas map(s) include: wetlands, floodways and floodpaths, riparian areas, habitat for threatened or endangered species, local habitat conservation areas, wellhead protection areas, critical aquifer recharge areas, geologically hazardous areas, steep slopes, historic and archaeological resources, and any adopted buffer area adjacent to the critical area.*

Clark County MapsOnline shows the existing and proposed lot as located within a moderate-high probability designation for encountering archeological resources. Since the proposal is located within an archaeologically sensitive area, the applicant must fill out and submit a SEPA checklist available on the City's planning services website. The City will conduct a SEPA review which includes a 14-day notice of application period, issuance of a determination, and another 14-day comment period following the determination. The archaeological predetermination report requirement discussed below can be included as an attachment to the SEPA checklist. The SEPA checklist should be submitted along with the other short plat and variance application items and will be reviewed concurrently.

LCMC 18.360 Archaeological Resource Protection

The proposed site is located within the predictive class 4 (moderate-high) per the archeological predictive model per Clark County MapsOnline. Predeterminations are required when areas within certain predictive classes require ground disturbance or have not already been surveyed for cultural resources. Since the proposed residential use of the property would result in ground disturbing activities including the placement of a house

foundation more than one-foot below grade and trenching for utilities, an archaeological predetermination report will be triggered. Any activity that has a greater than 'low potential impact' requires a predetermination in areas mapped as predictive class 4. Low potential impact activities are defined as those activities involving no ground disturbance, normal maintenance and repair of existing structures, lands that have been substantially disturbed to a depth of more than 8 inches, and areas that have been adequately surveyed in the past with no discovery of resources.

A predetermination meeting the standards in LCMC 18.360.080 (below) is required: A licensed archaeologist must prepare the report.

(4) Predetermination Standards. Predeterminations shall include at a minimum the following elements and be carried out according to the following minimum standards:

(a) Predeterminations shall be performed by a professional archaeologist. Documentation shall be sufficient to allow another archaeologist to repeat the investigation and reach a similar conclusion. Adequacy shall be determined by the city planner.

(b) Predeterminations shall be performed in accordance with the best available technology and techniques commonly accepted as standards in the profession of archaeology.

(c) No artifacts shall be collected during a predetermination.

(d) A thorough review of records, documentation, maps, and other pertinent literature shall be performed.

(e) A visual inspection of the ground surface shall be completed when conditions yield at least 50 percent visibility of the soil. When conditions yield less than 50 percent visibility of the soil, subsurface investigation shall be required in accordance with subsection (4)(f) of this section.

(f) Subsurface investigation shall be conducted as follows:

(i) Subsurface investigation shall be performed:

(A) When conditions yield less than 50 percent visibility of the soil; or

(B) When otherwise considered necessary by the archaeologist.

(ii) When performed, the following standards shall apply:

(A) Subsurface probes shall be no less than eight inches in diameter (12 inches or more preferred) at the ground surface, no less than eight inches in diameter at the base, and shall delve no less than 20 inches deep into natural soil deposits whenever possible.

(B) The most appropriate number of and locations for subsurface probes shall be determined by the archaeologist.

(C) All material excavated by subsurface probes shall be screened using both one-quarter-inch and one-eighth-inch hardware mesh cloths or equivalent.

FEES

Based upon the information provided to date, we estimate that the land use application fees will include:

- Preliminary Short Plat (4 lots or less)-\$850 +\$125/lot
- Final Plat - \$425+\$85/lot
- Variance, Type II- \$850
- Reimbursement for staff time (time and materials): The City's fee schedule requires that staff time for engineering review and some types of planning review be reimbursed. Please complete a reimbursement agreement.

In addition to the above application fees the following system development charges and impact fees are required to be paid prior to issuance of a building permit for a new single-family residence on the proposed lot:

- Traffic Impact Fee for 1 PM peak hour trip: \$7,561
- Park Impact Fee: \$2,842
- School Impact Fee: \$3,501

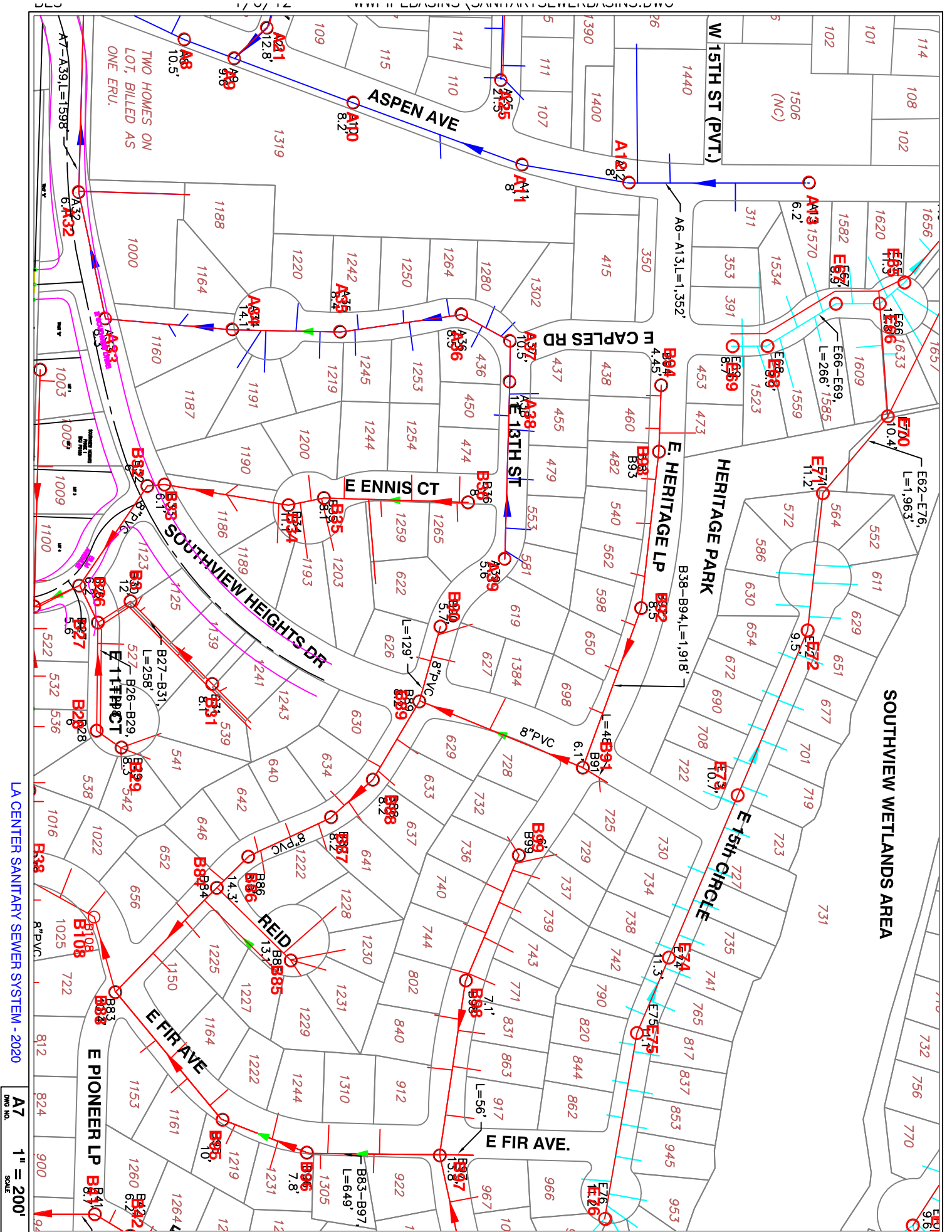
- Sewer system development charge: \$7,800

ATTENDANCE

Name	Address	Phone	Email
Edward Parmentier	1440 Aspen Ave, La Center WA 98629	360-263-2236	eiparm@tds.net
Julie Parmentier	1440 Aspen Ave, La Center WA 98629	360-263-2236	
Sarah Dollar, Permit Technician, City of La Center	305 Northwest Pacific Highway, La Center 98629	360-263-7665	sdollar@ci.lacenter.wa.us
Tony Cooper, City Engineer, City of La Center	305 Northwest Pacific Highway, La Center 98629	360-263-2889	acooper@ci.lacenter.wa.us
Ethan Spoo, Consulting Planner for City of La Center, WSP USA Inc.	210 East 13 th Street, Suite 300 Vancouver, WA 98660	360-823-6138	ethan.spoo@wsp.com
Josh Taylor, Deputy Fire Marshal, Clark Cowlitz Fire Rescue	911 N 65th Avenue Ridgefield, WA 98642	360-887-4609	josh.taylor@clarkfr.org

ATTACHMENTS

- A: Sewer lateral schematic drawing
- B: Picture Showing Public Improvements in Aspen Avenue
- C: Clark Public Utilities Pre-application Conference Notes



LA CENTER SANITARY SEWER SYSTEM - 2020

A7
 DWG NO.
 1" = 200'
 SCALE

SPEED
LIMIT
25





Customer-owned, customer-focused

REQUEST FOR UTILITY REVIEW – WATER AVAILABILITY
 P. O. Box 8900 (8600 N.E. 117 Ave) Vancouver, WA 98668
 (360) 992-8022 Email: wateradmin@clarkpud.com

APPLICANT INFORMATION

DATE: 7/5/2021

NAME	Parmentier		
ADDRESS	1440 Aspen Avenue		
CITY	La Center	STATE	WA ZIP 98629
TELEPHONE	(360) 263-2236	EMAIL	

Notification Method: Email Type of Development: Short Plat
 Number of Units: tbd

Property Location

Serial Acct. No	258895-000		
Property Address	1440 Aspen Ave, La Center WA 98629 (or nearest cross street)		
Property Size	0.00 ACRES	Requested Fire Flow	tbd GPM

PLEASE SUBMIT PLAT MAP WITH REQUEST

GENERAL CONDITIONS FOR SERVICE (CPU Staff Only)

Clark Public Utilities (CPU) is the water purveyor for this site. CPU Water distribution maps indicate that there is an existing 8" and 12" water main within Aspen Avenue with an existing domestic service mapped along the eastern property frontage. There is a nearby fire hydrant located at the NW corner of W 13th Way and Aspen Ave. See attached CPU water distribution map for reference. Utility drawings have not been field verified and are for reference only. The project engineer should verify existing conditions in the field prior to final design.

The fire flow at FH – 6006, located near 1219 W Avocet Place was previously calculated at 4,180 gpm at 20 psi. Static water pressure was measured at 99 psi. Static pressure is expected to vary depending on site elevation, system demand and reservoir levels.

For this development plan to install proper fire protection (i.e. hydrants and building sprinkler systems) as required by the Fire Marshal. If fire protection is required, extend a minimum 8" water main within the public access through the site. The water system shall be sized depending on the anticipated fire protection and domestic demand requirements. The Engineer shall certify that the proposed water distribution design adequately provides proper domestic and fire protection services. If fire protection is not required, domestic service is available by contacting CPU Water Services.

Any existing, unused services shall be properly capped and abandoned. All water mains and services (up to the meter) located within private property, shall be included in an easement granted to Clark Public Utilities. Proper state approved backflow devices will be required for all domestic, fire and landscape water services. All hot taps shall be performed by a Utility approved contractor. The Developer is responsible for costs associated with the service and fire protection installation, right-of-way permitting, and any other needed water improvements.

If improvements to the public water system is proposed, submit a full engineering plan set for further requirements and comments.

- Licensed Civil Eng. Drawing Required for Clark Public Utilities approval prior to construction
 Easement Required
 Clark Public Utilities has the capacity to serve, if the above conditions are met
 Developer/Owner shall pay County Right-of-Way fees based on off-site improvements

Review comments are subject to modification during detailed plan check and review.

This utility review is valid for six months after the date of signature below.

REVIEWED BY N. Flagg DATE 08/25/2021
 Nick Flagg, PE

