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PRE-APPLICATION CONFERENCE
COUNTRY HILLS ESTATES SUBDIVISION (2019-015-PAC)
 Meeting conducted on Tuesday, May 14, 2019 at 3:30 PM

PROJECT INFORMATION

Site Address	1209 West C Street, La Center, WA 98629
Legal Description	Country Hills Est. Mobile Home Park Condo Sub. 93
Applicant	Mona Bean, HOA President Country Hills Estates HOA 1209 West C Street, La Center, WA 98629 Contact: 360-831-4316 thebeans@tds.net
Applicant's Representative	Mona Bean, HOA President Country Hills Estates HOA 1209 West C Street, La Center, WA 98629 Contact: 360-831-4316 thebeans@tds.net
Property Owner	Mona Bean, HOA President Country Hills Estates HOA 1209 West C Street, La Center, WA 98629 Contact: 360-831-4316 thebeans@tds.net
Proposal	The applicant proposes to subdivide an existing 58-unit manufactured home condominium created under Clark County jurisdiction in 1992. The intent is to establish fee simple lots. The property is zoned MDR-16. The smallest lot is 3,297 SF and the largest lot is 7,604 SF.

REVIEW

Development Standards

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.

Public Works and Engineering

Chapter 12.10 -- Public and Private Road Standards

City of La Center Engineering Standards for Construction shall apply to all public road improvements unless modified by the director. LCMC 12.10.040.

There are no public improvements proposed for this project. However, the roads on the property are private and need to be maintained by Country Hills Estate. An HOA will need be established for maintenance of the private roads and this needs to be shown on the plat.

Streets and Circulation

There are no proposed changes to the streets or circulation. The streets and infrastructure were approved as private facilities by Clark County. The Home Owners Association is responsible for the maintenance of all private facilities, including streets, stormwater etc.

Chapter 13.10 -- Sewer System Rules and Regulations

There are no proposed changes to the sewer system.

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.

There are two sewer mains in Country Hills Estates that connect to the public sewer system in public right of way. Both of these sewer mains connect to laterals from each lot and these are extended to a public sewer manhole southwest of Country Hills property boundary, County Hills will need to supply a private easement along the length of the private sewer mains in Country Hills Estates boundary allowing the HOA to maintain the private sewer collection system. This private sewer easement will need to be shown on the final plat.

Any sewer system that is not in public right of way shall provide an easement of not less than 20-foot width for city access.

Chapter 18.10 Development Code General Provisions

There are no changes proposed to the existing conditions, staff recommends waiving the geotechnical report.

Chapter 18.320 (Stormwater and Erosion Control)

There is existing stormwater and catch basin drainage system in private roads in Country Hills Estates. The outfall to this storm system flows into a private stormwater detention pond in Tract A. The plat will need to show that this private storm system and will need to be maintained by an HOA association in Country Hills Estates.

Any other drainage points flowing from Country Hills Estates offsite to public right of way will need to be maintained and managed by the HOA. On the southwest corner of Country Hills Estates boundary, lot 26, surface water drains from the rear of the lot toward the private property just south of this lot. During construction of a duplex home on private property, south lot 26, the builder was required to construct pipe culverts from this drainage point under the duplex driveways to convey stormwater south to the city storm system. In addition there appears to be water draining from the property at lot 28 over the sidewalk south into public right of way. It appears that this pumping nuisance water on the lot that drains onto the city sidewalk and street. This nuisance drainage onto city sidewalk and does not meet the Engineering Standards for connection of roof drains and foundation drains to public right of way. In addition it can be a hazard for pedestrians walking on the sidewalk when it is slippery due to constant water flowing over the surface and moss forming on the sidewalk. The homeowner will either need to connect this site drainage to the underground storm system in the street or install a curb drain to convey the nuisance water under the sidewalk and through a curb to the street.

These drainage items will need to be addressed prior to the City signing the final plat.

There are no changes proposed to the existing conditions, staff recommends waiving the stormwater and erosion control requirements. The home owners association will need to submit stormwater maintenance reports to the City Engineer annually during the month of October?

Maintenance of Stormwater Facility

An operations manual must be submitted for City review approval for the maintenance of the facility in all cases. The private stormwater facility needs to be maintained at a minimum annually and submit a maintenance report to the City Engineer during the month of October.

Erosion Control

Potable Water

There are no changes proposed to the existing conditions. Clark Public Utilities will continue to serve this neighborhood.

Street Lighting

There are no changes proposed to the existing lighting.

Street lights shall be LED is not required per section 2.27 of the Engineering Standards for private streets but is encouraged. Street light design and installation is reviewed and approved by CPU. If street lighting is installed, they need to be full cutoff LED Acorn street lights per the Engineering Standards.

Building

No new structures are proposed as part of this application.

The plat is reviewed and approved by Community Development Building Services. Proposed setbacks for each lot will be required on the plat.

Coordinate with Chief Michael J. Jackson, Clark County Fire & Rescue regarding hydrant spacing and related fire flow and fire protections issues.

Land Use

The city would like to work with the applicant towards an accommodation relating to application fees and dedication of additional right-of-way along the projected 16th St. alignment.

Municipal Code: <http://www.codepublishing.com/WA/LaCenter/#!/LaCenter18/LaCenter18.html>

Chapter 18.140 (Medium Density Residential, Manufactured Home Subdivision)

The site is zoned MDR-16, medium density residential, with a minimum lot size of 3,000 SF⁴ and a maximum of 5,000 SF⁴. Single-family detached residential dwelling units are a permitted use within the zoning district. The development must meet a minimum of 4 – 12 units per gross acre, minus right-of-way. A technical complete application must calculate and demonstrate compliance with the city’ lot size and density standards. Densities shall be calculated based on the gross area of the site minus any public rights-of-way.

Generally, each lot should meet the dimensional standards within Table 18.140.030. However, the city will review the proposed plat based on surveyed existing conditions.

Standard	Manufactured Home Park Subdivision
Net Density¹	4 – 12
Minimum Project Area ⁵	10 ac.
Minimum Lot Width	20 feet ⁴
Minimum Lot Depth	60 feet ⁴
Minimum Area	3,000 SF ⁴
Maximum Area	5,000 SF ⁴
Maximum Lot Coverage	85% ⁴
Maximum Height ⁶	20 feet
Setbacks²	
Minimum Front Setback ³	5 feet ⁴
Minimum Garage Setback from Public Street	5 feet ⁴
Minimum Garage Setback from Alley	5 feet
Minimum Side Setback	5 feet ⁴
Minimum Street Side Setback	5 feet ⁴
Minimum Rear Setback	3 feet ⁴

¹In a phased project, each phase of the project shall meet the density requirements.

²Setbacks and building envelopes shall be identified for each lot on the face of the plat or binding site plan.

³Minimum front yard setback shall be 25 feet from arterial and collector streets.

⁴In a manufactured home subdivision the lot area and setback standards represent an average within the subdivision.

⁵The minimum project area requirements do not apply when legal lots in the RP zone develop multifamily housing.

⁶The maximum height of a dwelling is depicted in this table; the maximum height of a garage or accessory building is 20 feet.

Maximum impervious surface area shall not exceed 85 percent. A technically complete application must calculate building lot coverage per lot and total amount of impervious surface area to be created.

Chapter 18.147 Parks and Open Space

No new structures or increase in density are proposed. Additional parks and open space is not required for this application.

18.210 Subdivisions

Submittal Requirements (LCMC 18.210.030): A completed application form and the following materials will be required, if applicable, prior to a determination of technical completeness (ten copies and an electronic version of all materials), please):

1. The information listed in LCMC 18.210.010(2), provided an environmental checklist is required for a technically complete application unless categorically exempt.
 2. Written authorization to file the application signed by the owner of the property (the members of the units that is the subject of the application, if the applicant is not the same as the owner as listed by the Clark County assessor.
 3. Proof of ownership document, such as copies of deeds and/or a policy or satisfactory commitment for title insurance. *
 4. A legal description of the property proposed to be divided.
 5. If a subdivision contains large lots or tracts which at some future time are likely to be re-subdivided, 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.
 6. A copy of the pre-application conference summary and all information required to address issues, comments and concerns in the summary.
 7. A written description of how the proposed preliminary plat does or can comply with each applicable approval criterion for the preliminary plat, and basic facts and other substantial evidence that support the description.
 8. The names and addresses of owners of land within a radius of 300 feet of the site. Owner names and addresses shall be printed on mailing labels.
 - a. 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.
 - b. 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.
 9. Applications associated with the preliminary plat, such as 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 preliminary plat application as proposed.
 11. If infiltration is proposed for the site stormwater disposal, the report will need to analyze existing infiltration rates. The report may also need to address building code design requirements per the building code.
 16. Additional information:
 - b. A signed *Agreement to Pay Outside Professional Review Expenses Related to Land Use Application*. (Provided during the meeting.)
- * The City requires the applicant document the process by which the condo association has approved the sale and development of this tax lot.

Vesting: Applications are vested on the date the City deems the application to be technically complete.

Subdivision Review Process: All correspondence must be submitted to the La Center City Clerk. Subdivision applications are processed as a Type III land use review requiring a public hearing before the La Center Hearing Examiner. Within 14 days after the City finds the application technically complete, the

Clerk shall mail a Notice of Application to you and adjacent property owners. The comment period shall remain open for a minimum of 14 days. The City will schedule a hearing within 78 days after the City finds the application to be technically complete. The City shall issue a staff report a minimum of seven calendar days prior to the hearing date. An appeal of the Hearing Examiner's decision must be made to the City Council within 14 days after the date of issuance of the decision.

Subdivision Approval Criteria (LCMC 18.210.040): The applicant carries the burden of proof to demonstrate that the proposal complies with the following City regulations and standards:

- Chapter 12.05 LCMC, Sidewalks;
- Chapter 12.10 LCMC, Public and Private Road Standards;
- Chapter 15.05 LCMC, Building Code and Specialty Codes;
- Chapter 15.35 LCMC, Impact Fees;
- Chapter 18.245 LCMC, Supplemental Development Standards;
- Chapter 18.300 LCMC, Critical Areas;
- Chapter 18.310 LCMC, Environmental Policy;
- Chapter 18.320 LCMC, Stormwater and Erosion Control;
- Title 18, Development Code;
- The subdivision must make appropriate provision for parks, trails, potable water supplies and disposal of sanitary wastes; and
- The subdivision complies with Chapter 58.17.110 RCW.

Subdivision General Issues:

1. To approve the preliminary plat, the Hearing Examiner must make an affirmative finding that “appropriate provision for potable water supplies and for the disposal of sanitary wastes”.
2. Flag lots are discouraged.
3. The preliminary plat shall expire five years from the date of the Final Order. RCW 17.58.140(3)(a).
4. Phasing is permitted. All phases must be identified on the preliminary plat.

Chapter 18.245 Supplementary Development Standards

No new site improvements are proposed at this time.

Chapter 18.260 Variances

No variances have been requested.

Chapter 18.275 Sign Requirements

If proposed, monument signs must comply with this chapter.

No new monument signs are proposed

Chapter 18.280 Off-Street Parking and Loading Requirements

Each dwelling unit shall be provided with two (2) off-street parking spaces per Table 18.280.010. This may be accommodated with a note on the plat requiring each lot to provide two off-street parking spaces. Parking spaces within garages, carports and driveways serve to meet this requirement. The front plane of the garage must be setback a minimum of 18 feet from the interior edge of the sidewalk.

No alterations to parking are proposed.

Chapter 18.300 Critical Areas

Any new building or structure affecting critical areas or buffers shall be subject to site plan review, unless otherwise exempted in this chapter. LCMC 18.300.050(5)(b).

No new structures are proposed with this project.

Stormwater Facilities. LCMC 18.300.050

No new stormwater facilities are proposed.

Wetlands. LCMC 18.300.090

The applicant does not propose any new structures, or development of the vacant tract to the North.

Local Habitat Areas: Oregon white oak trees are protected and regulated per LCMC 18.300.090(2) Fish and Wildlife Habitat Conservation Areas. The critical areas report must identify any Oregon white oak trees on site and avoid impacts within the dripline of such trees.

The applicant does not propose any new structures or development of habitat areas.

Chapter 18.310 Environmental Policy

The project review application must include a SEPA checklist and appropriate processing fees.

The City will run the SEPA comment and land use comment period concurrently and will not make a decision on the land use application until after the close of the SEPA comment period. An archeological predetermination is required.

Chapter 18.350 Tree Protection

Any trees with trunk greater than 10 inches in diameter will require a tree cutting permit before cutting and mitigation will be required. A tree protection plan will also be required in accordance with LCMC 18.350.060. Mitigation may consist of replanting on or off-site or payment in lieu of planting. LCMC 18.350.050.

No trees are proposed for removal.

Applications and Fees:

Forms:

- ✓ Application Form: <http://www.ci.lacenter.wa.us/forms/LandUseApplication.pdf>
- ✓ SEPA Checklist:
http://www.ci.lacenter.wa.us/city_departments/pdfs/Environmental%20Checklist.pdf
- ✓ Application Fee Schedule: <http://www.ci.lacenter.wa.us/pdfs/FeeSchedule072716.pdf>
- ✓ Agreement to Pay Outside Services:
http://www.ci.lacenter.wa.us/city_departments/pdfs/AgreementPayOutsideProfessionalReview.pdf

Fees:

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

- Preliminary subdivision plat (\$3,400 + \$135/lot);
- SEPA (\$170 x 3);
- Final Plat \$425 + \$85 / lot 2*
- The applicant is responsible for payment of fees related to development/engineering review costs as contained in La Center Resolution No. 13-372.

May 14, 2019 – Attendees

Name	Address	Phone	Email
Tony Cooper, P.E., City Engineer	305 NW Pacific Highway La Center, WA 98629	360.263.2889	acooper@ci.lacenter.wa.us
Naomi Hansen, Associate Planner	305 NW Pacific Highway La Center, WA 98629	360.263.7665	nhansen@ci.lacenter.wa.us
Jeff Swanson, Consulting Community Development Director	305 NW Pacific Highway La Center, WA 98629		jswanson@ci.lacenter.wa.us
Eric Eisemann, E ² Land Use Planning	215 W 4 th St., #201 Vancouver, WA 98662	360.750.0038	e.eisemann@e2landuse.com
Paul Warren	1312 W B Avenue La Center, WA 98629	360-665-3530	
Marty Haintz	1301 W B Avenue La Center, WA 98629	560-513-8592	
Mona L. Bean	1518 W C Avenue La Center, WA 98629	360-831-4316	thebeans@tds.net
Paul R. Cole	1512 W B Avenue La Center, WA 98629	360-760-4113	
Rick Davis			