



**Type I - Boundary Line Adjustment  
Technical Completeness Review**  
Community Development & Public Works  
Department  
210 E. 4<sup>th</sup> St.  
La Center, WA 98629

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**File No.** 2023-015-BLA

**Site Address:** 2025 NE North Fork Avenue, La Center WA 98629 (Parcel 258898000)  
2103 NE North Fork Avenue, La Center WA 98629 (Parcel 258903000)  
No Situs Address (Parcel 258914000)

**Applicant:** Mason Wolfe  
Wolfe Project Management, LLC  
2401 W Main Street, Suite 210  
Battle Ground, WA 98604

**Project Description:** A proposed Boundary Line Adjustment for three parcels.

The proposed project adjusts existing boundary lines on three parcels: 258898000, 258903000, and 258914000). These parcels are located in the City's LDR-7.5 zoning district with a UH-10 zoning overlay. The parcels are currently provided access by NE North Fork Avenue on their western boundary and NE 24<sup>th</sup> Court on their southern boundary.

During completeness review of the previously submitted BLA application, staff reviewed survey information available on Clark County Maps Online. In 2020, Brown Surveying completed a survey that indicates there is one legal lot of record for two of the referenced tax lots (258898000 and 258903000). BLAs adjust legal lots of record, not tax lots. In order for the City to adjust lot boundaries, there must be two legal lots of record. With the BLA application, the applicant has submitted documentation for a legal lot determination for staff review.

The applicant also provided a BLA that was recorded with Clark County on November 14, 2023. In addition, Clark County Official Records show that another BLA was recorded on December 5, 2023. Boundary line adjustments recorded through the County do not ensure such adjustments meet current zoning requirements. Any changes to the recorded BLA should be reflected on the resubmittal documents to the City.

The application submittal requirements for boundary line adjustments are contained in LCMC 18.220.010(3). The application submittal requirements for legal lot determinations are contained in LCMC 18.225.010(4).

The City has reviewed the application materials submitted on October 30, 2023 and November 15, 2023. This letter is to notify you that the boundary line adjustment application 2023-015-BLA is deemed technically **incomplete**.

Below is the information required for submittal in order for the application to be deemed complete. Once the below items have been received, the City will do a second completeness review within seven days of receipt. Please submit all items at one time; piecemeal submissions will not be reviewed until all items have been provided.

**LCMC 18.220.010 Boundary Line Adjustments**

*(3) Application submittal requirements for BLAs include:*

*(a) A completed application form;*

**Response: Complete.** The applicant has submitted a completed Master Land Use Application form. The application includes an Owner/Applicant Authorization signed by Lincoln Wolverton, Governor/Manager of Chinookan LLC (property owner of parcels 258898000 and 258903000). The application includes an Owner/Application Authorization signed by John Van Vesse, Governing Member of JVV Investments, LLC (property owner of parcel 258914000).

*(b) The appropriate fee;*

**Response: Complete.** The applicant has paid a total fee of \$650.00. Per LCMC 3.40.030 Fee Schedule, the application fee for a boundary line adjustment is \$425.00 + \$75.00 per lot, plus cost recovery. The applicant has submitted a signed reimbursement agreement.

*(c) Sales history since 1969 for each parcel to include:*

- (i) Copies of all deeds or real estate contracts showing previous owners or division of the original parcel;*
- (ii) Prior segregation requests;*
- (iii) Prior recorded surveys; and*
- (iv) Other information demonstrating compliance with the approval criteria of subsection (4) of this section;*

**Response: Complete.** The applicant has provided the deed history for parcel 258898000 since 1947. The applicant has provided the deed history for parcel 258903000 since 1947. The applicant has provided the deed history for parcel 258914000 since 1951.

*(d) A site plan showing current conditions, including:*

- (i) The applicant's and contact person's name, mailing address and phone number;*
- (ii) Owner's name and address;*
- (iii) Layout and dimensions of parcels drawn to scale (minimum eight and one-half by 11 inches);*
- (iv) North arrow (oriented to the top, left or right of page), scale and date;*
- (v) Area of existing sites in acres or square feet;*
- (vi) Location of all existing buildings/structures, septic tanks and drainfields, wells and on-site utilities, and their distance in feet from all property lines;*
- (vii) Public and private roads and their dimensions and location; and*
- (viii) Private road and utility easements and their dimensions and location;*

**Response: Incomplete.** On the site plan showing current conditions, the following information has not been provided: the owner's addresses; location of all existing buildings/structures, septic tanks and drainfields, wells and on-site utilities, and their distance in feet from all property lines; and dimensions of

public roads. There are no existing utility easements on the parcels. The remainder of required information has been provided on the current conditions site plan.

*(e) A site plan, drawn to scale, showing proposed conditions, including:*

- (i) Layout and dimensions of adjusted parcels drawn to scale (minimum eight and one-half by 11 inches);*
- (ii) North arrow (oriented to the top, left or right of page), scale and date;*
- (iii) Area of adjusted sites in acres or square feet;*
- (iv) Location of all existing buildings/structures, septic tanks and drainfields, wells and on-site utilities, and their distance in feet from all property lines;*
- (v) Public and private roads and their dimensions and location; and*
- (vi) Private road and utility easements and their dimensions and location.*

**Response: Incomplete.** On the proposed site plan, the following information has not been provided: distance in feet of septic tank and well to all property lines; and dimensions of public roads. The public sewer easement that requires City Council approval and must be recorded with the County shall be shown on the proposed site plan. The remainder of required information has been provided on the proposed site plan.

**18.225.010 Legal lot determinations.**

*(4) Application and Submittal Requirements. The following shall be submitted with all applications for lot determination, or applications for other development review in which a lot determination is involved.*

*Applicants are encouraged to submit material as necessary to demonstrate compliance with this section:*

- (a) Prior city/county short plat, subdivision, lot determination or other written approvals, if any, in which the parcel was formally created or determined to be a lot of record;*
- (b) Sales or transfer deed history dating back to 1969;*
- (c) Prior segregation request, if any;*
- (d) Prior recorded survey, if any;*
- (e) At the discretion of the applicant, any other information demonstrating compliance with criteria of this section.*

**Response: Complete.** The applicant has provided the deed history for parcel 258898000 since 1947. The applicant has provided the deed history for parcel 258903000 since 1947. The applicant has provided the deed history for parcel 258914000 since 1951.

In addition to the items required for completeness review, the following preliminary review comments are to be addressed:

**13.10.100 Use of Public Sewers Required**

*(2) The owner of all houses, buildings, or properties used for human occupancy, employment, recreation, or other purposes, situated within the city and abutting on any street, alley, easement, or right-of-way in which there is now located or may in the future be located a public sanitary sewer of the city, is required at their expense to install suitable sanitary plumbing fixtures therein, and to connect such facilities correctly to the sanitary sewer in accordance with the provisions of this title within 90 days after the date of receipt of a notice in writing issued by the administrative authority for connection to be made, providing that the public sewer is within 200 feet of the building, and the connection is approved by the administrative authority. Such notice will also be given when the owner is required to repair or completely replace the side sewer, such as during, but not limited to, a sewer rehabilitation project.*

**Response: Incomplete.** The applicant shall show how the lots will connect to the public sewer as described above. If the owner of a building (residential structure) on a lot is more than 200-feet away, connection to the public sewer may not be required. An 8-inch sewer has been extended from Gaither Avenue, west along the southern boundary of parcels 258903000 and 258914000. **An easement and sale of this sewer to the city is in the process of being approved by City Council on the December 13<sup>th</sup> City Council meeting. Once it is approved, and the applicant records the easement document to allow public connection to this sewer, this will be a completed response.**

Signed: Jamie Viveiros Date: 12/13/23  
Jamie Viveiros, AICP, CFM, Associate Planner

Signed: Anthony Cooper Date: 12/13/23  
Anthony Cooper, PE, City Engineer