



305 NW Pacific Highway,
La Center, Washington 98629
T/360.263.7661 F/360.263.7666

PRE-APPLICATION CONFERENCE
Pacific Hwy Duplex (2024-029-PAC)

Meeting conducted on Wednesday September 25, 2024, at 2:00 p.m.

PROJECT INFORMATION

Site Address	725 NE Pacific Hwy (Parcel 062642015)
Legal Description	NW ¼, S03, T4N, R1E
Applicant/ Owner	Devin Barboza Platinum Holdings, LLC (360) 852-4567 devinjb@platinumind.com PO Box 1540, Woodland, WA 98674
Applicant's Representative	Scott Taylor SGA Engineering (360) 993-0911 staylor@sgaengineering.com 2005 Broadway Vancouver, WA 98663
Proposal	The applicant is requesting to divide 1.56 acres into two (2) single-family residential lots with one (1) duplex located on each lot and a .99-acre open space Tract "A". Proposed Lot 1 will be 11,497 square feet and will include the existing duplex. The proposed lot will be Lot 2, at 11,053 square feet and have a one (1) duplex. The site is located within the RP (Residential/Professional) zone district.
Date of Conference	September 25, 2024

SUMMARY

The applicant is proposing a two 2-lot short plat to accommodate the existing duplex and one (1) proposed duplex. Each duplex is proposed to be located on an 11,000 + square foot lot and exceeds the size requirements found in LCMC 18.130.080 (density and dimensional requirements). The lot is currently 1.56 acres in size. One lot will be 11,497 square feet and the other lot will be 11,053 square feet and the remainder lot will be a .99-acre open space Tract "A".

The project site contains environmental constraints that include a seasonal creek with an approximate 75-foot buffer, slopes greater than 15% with the potential of landslide areas and archaeological probability that is noted as high.

The site is located within the RP (Residential/Professional) zone district. The RP zone district allows for uses located in the LDR-7.5 zone district.

The property is located on the east side of NE Pacific Highway. The site is surrounded by RP zoning on the north, east and west sides and include single-family and duplex lots. The south side of the site abuts the C-1 (Downtown Commercial District) and includes multifamily units.

The property boundaries are not clearly shown on the proposed site plan. Please call out the property dimensions for lots 1, 2 & the open space tract when submitting the preliminary application.

All lots are required to meet the minimum 60-foot lot width and the minimum lot depth requirement of 90 feet.

The standard setback requirements are the following:

Front yard: 20-foot setback

Rear yard: 20 feet for the living area and 15 feet for the garage

Side yard: 7.5-foot setback

Street side yard: 10-foot setback

The setbacks may be greater due to environmental constraints outlined in the Critical Areas Report.

One tract, labeled Tract "A", is designated as open space. According to LCMC 18.130.110 Active open space – Family parks, if a low density residential (LDR-7.5) development is required to meet the applicable criteria of LCMC 18.147.020.

The proposed open space tract doesn't appear to be an active open space or family park. Tract "A" is designated as critical areas open space.

The proposed development will have one access point through a proposed shared easement off NE Pacific Highway.

Clark County GIS shows the project site is located within a Category 2 Recharge Area. As previously noted, the site contains slopes greater than 15% and environmental constraints. A Type II Critical Areas permit and a Type II SEPA Determination will be required applications in addition to the short plat application.

PRELIMINARY 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. 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 Chapters: 18.30 Procedures; 18.130 Low Density Residential District; 18.145 Residential Professional District; 18.200 General Provisions; 18.205 Short Plats; 18.225 Legal Lot Determinations; 18.240 Mitigation of Adverse Impact; 18.280 Off-Street Parking Requirements; 18.300 Critical Areas; 18.310 Environmental Policy; 18.320 Stormwater and Erosion Control; 18.340 Native Plant List; 18.350 Tree Protection; 18.360 Archaeological Resource Protection.

Public Works and Engineering Analysis

3.35 - Impact Fees

Per LCMC 3.35, impact fees will be collected for traffic, sewer, park and school impacts. These fees will be imposed at the time when building permits are issued.

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.

Grading

A grading and erosion control permit is required as part of the improvement plans. As part of the grading plans, show finished floor elevations for the buildings. In addition to grading quantities the plan shall show retaining walls necessary.

The City Erosion Control Standards require that any activity disturbance over 500 SF must comply with the city standards. As part of these standards a construction stormwater permit is required from the Department of Ecology and an SWPPP will be necessary as part of the plan submittal to the city.

13.10 - Sewer System Rules and Regulations

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. The sewer system closest to the site is an 8-inch sewer in Pacific Highway. Per LCMC 13.10.190, side sewers shall be at least 6-inches in diameter from the public sewer to the property line. Per 13.10.110a separate independent side sewer shall be provided for every building. If the administrative authority finds it may be beneficial to allow two adjacent buildings to connect to a public sewer, such side sewer shall be at least 6-inches. A cleanout will be required at the property line and the building official shall require cleanouts to every residence.

When the previous duplexes were installed, it is our understanding that a connection to the 8-inch sewer main in Pacific Highway was done by directional drilling to install a 6-inch sewer lateral to the duplexes. A minimum of a 6-inch diameter lateral is required to the site. One separate lateral is required for each parcel. Before connection to the 8-inch diameter sewer main, the applicant shall submit a plan showing how service to each building will be accomplished per the city ordinance.

18.320 Stormwater and Erosion Control

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 states that the creation of more than 2,000 square feet of impervious surface is subject to stormwater regulation.

The applicant did not provide a grading and erosion control site plan as part of the application. Since the site is abutting a Conservation Buffer and it appears that there may be more than 1-foot of fill on the site, a grading plan will need to be submitted for review. An erosion control plan is also required to be submitted by the applicant as required by the City Erosion Control Ordinance. The grading plan will also need to show how stormwater will connect to the above ground or underground detention system as described below. The grading will need to show how the paved parking will drain to the detention system.

(Chapter 18.320 of LCMC Stormwater and Erosion Control) Per LCMC 18.320.340 Single-family home construction

The construction of single-family homes, duplexes, and their accessory structures that fall into one of the categories below and meet the conditions stated for that category are exempt from the provisions of Article II (Standard Requirements) and Article IV (Other Provisions) of this chapter.

The construction of single-family homes, duplexes, and their accessory structures that fall into one of the categories below and meet the conditions stated for that category are exempt from the provisions of Article II (Standard Requirements) and Article IV (Other Provisions) of this chapter.

(1) Previously Reviewed and Approved Site. The development site or parcel is included in an approved final stormwater plan that meets the requirements of this chapter or a stormwater plan was approved that provided for detention or retention of runoff from residential lots.

(5) Lots Larger than One and One-Half Acres. Lots Larger than one and one-half acres where the following minimum amounts of storage are provided for stormwater runoff:

The parcel is over 1.5 acres in size.

(b) One thousand five hundred cubic feet per acre, if the majority of the site is young second growth or third growth forest at the time of occupancy.

From USDA soils manual the site has Hillsboro loam, which has very poor infiltration rate. Infiltration of stormwater can be used, but it is unlikely that this option will work based on the USDA soil map. LCMC 18.320.220 3(d) says, for surface runoff leaving a development site, the following criteria shall be met:

(i) The peak release rate for the two-, 10-, 25- and 100-year design storms after development shall not exceed the respective predevelopment rates.

Per the application and plans the applicant is proposing to add approximately 2,332 square feet of impervious building surface and approximately 600 square feet of impervious driveway surface. This is a total of almost 2,932 square feet of new impervious surface. Per LCMC, the applicant will need to comply with the stormwater ordinance for stormwater water quality and quantity.

The applicant will need to provide stormwater detention storage of at least 1,500 cubic feet per acre of site per the exception listed above or submit a stormwater report and design meeting the ordinance completed by a licensed Engineer for review by the city.

When the duplexes were constructed in 2018, a stormwater detention/water quality pond was built on the south side of the southerly duplex.

The new duplex will need to have a separate stormwater detention or infiltration facility detain and treat stormwater per the city ordinance. A stormwater detention pond or infiltration pond are options the applicant can use to meet the ordinance for stormwater disposal. The applicant will need to submit a Geotechnical Report showing testing of infiltration if this is an option to detention. The roof drains and paved parking area will need to be connected to the stormwater detention system. A Registered Professional Engineer will need to design the stormwater system.

Potable Water

Water system connections are regulated by Clark Public Utility (CPU) and a permit and plan approval will be required for City plan approval.

Clark Public Utilities must approve the water pipe system and service to all lots. CPU needs to be contacted about the existing water system pressure and the applicant must meet CPU approval for the new water system.

Coordinate with Clark Cowlitz Fire & Rescue regarding hydrant spacing and related fire flow and fire protections issues.

Approval of the plat will need to be completed prior to issuing building permits.

Land Use Analysis

18.30.090 - Type II procedure

Preliminary short plats are subject to a Type II review process. Critical areas permits for the critical areas, slopes, and habitat areas require a Type II review. The archaeological probability is shown as high, therefore a Type II SEPA determination will be required.

Details regarding the Type II review process from 18.30.090 are below.

(1) Notice of Application. Within 14 calendar days after the date an application subject to Type II review is accepted as technically complete, the city clerk shall mail a written notice of the application as provided in LCMC 18.30.120.

(2) Comments. The city clerk shall mail to the applicant a copy of comments timely received in response to the notice together with a statement that the applicant may respond to the comments within 14 calendar days from the date the comments are mailed.

(3) Decision.

(a) Within 56 calendar days after the date an application subject to a Type II process is accepted as technically complete, the review authority shall issue a decision that approves, approves with conditions, or denies the application; provided, an applicant may agree in writing to extend that time and may provide additional information within that time at the request of the city.

(b) The decision shall include a brief summary of the relevant facts and applicable standards for the application and a summary of how the application complies with those standards based on the facts and evidence, including any conditions of approval.

(4) Notice of Decision. Within seven calendar days after issuing a decision, the city clerk shall mail notice of the decision as provided in LCMC 18.30.120.

(5) Appeal and Post-Decision Review. A final decision regarding an application subject to Type II process can be appealed pursuant to LCMC 18.30.130 and can be amended by post-decision changes pursuant to LCMC 18.30.150.

18.130 - Zoning (Low Density Residential) & 18.145 (Residential/Professional District) The site is zoned RP and is utilizing the LDR-7.5 zoning. According to LCMC 18.145.010, permitted uses in the RP district shall be inclusive of all permitted uses in the LDR-7.5, MDR-16 and C-1 zoning districts.

Duplex units are an allowed use in the LDR -7.5 zone district. LCMC 18.130.080(b) notes duplexes (structures containing two separate dwelling units) require a minimum lot area of 10,000 square feet. The proposal meets this standard.

18.205 - Short Plat Review Process

(1) Technically complete review of a short plat application is subject to LCMC [18.30.050](#).

(2) A technically complete application for a preliminary short plat shall be subject to a Type II process. See LCMC [18.30.090](#).

(3) A technically complete application for a final short plat map shall be subject to a Type I process. See LCMC [18.30.080](#).

(4) Appeal and post-decision review of decisions regarding short plats are permitted as provided in LCMC [18.30.130](#) and [18.30.150](#), respectively

18.205.020 - Submittal Requirements

A completed application form with a reimbursable agreement and the information listed below are required prior to a determination of technical completeness:

CHECKLIST: Provide one (1) copy of this completed submittal checklist.

SUBMITTAL PACKET: Submit one (1) paper copy of the application packet and one electronic copy (CD or Thumb drive). Create a separate PDF for each application file, i.e. Master Application Form, Reimbursement Agreement, Checklist and so on.....

PRE-APPLICATION CONFERENCE REPORT: A copy of the pre-application conference summary, if the application was subject to pre-application review, and all information required to address issues, comments and concerns in the summary

PRELIMINARY PLAN: Submit one (1) copy, of the preliminary plan 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, development, access, parking, maneuvering, structures and landscaping on the site; existing and proposed natural features on the site, including vegetation, topography and grades; existing and proposed utilities (water, sewer, drainage, fire hydrants); 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. Principal features of the plan shall be dimensioned. The

applicant is encouraged to submit drawings showing the elevation(s) of a proposed primary structure;

AUTHORIZATION TO SIGN APPLICATION: Written authorization to file the application signed by the owner of the property that is the subject of the application, if the applicant is not the same as the owner as listed by the Clark County assessor.

PROOF OF OWNERSHIP: Proof of ownership document, such as copies of deeds and/or a policy or satisfactory commitment for title insurance.

DEDICATIONS: Proposed dedications shall be submitted to the city or other agency, if applicable;

LEGAL DESCRIPTION: Submit a legal description of the site; and

MASTER PLAN: If the short plat 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.

PHASING PLAN: If phases are proposed, then the subdivision also complies with the following:

- (a) The preliminary plat identifies the boundaries of each phase and sequence of phases;
- (b) Each phase includes open space and other required public and/or private infrastructure at least in proportion to the number of lots in the phase;
- (c) The sequence and timing of phases maintains compliance with applicable standards throughout the development of the subdivision; and
- (d) The applicant completes or assures completion of public improvements consistent with LCMC 18.210.090.

NARRATIVE: A written description of the proposed use or development. The description shall identify any variances, adjustments or exceptions needed for approval of the plan and 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.

SEPA CHECKLIST: Provided an environmental checklist or EIS is required for a technically complete application unless categorically exempt.

PROPERTY OWNERS: 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.

ADDITIONAL INFORMATION: Applications necessarily associated with the preliminary plat, 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 preliminary plat application as proposed.

GEOTECHNICAL STUDY: An appropriate geotechnical study if:

- (a) The site contains substantial fill, or the applicant proposes to place substantial fill on the site; or
- (b) The site contains land identified by the U.S. Soil Conservation Service, Clark County or the state of Washington as having slopes in excess of 25 percent or as being subject to instability, unless the applicant will not develop or otherwise significantly affect such lands or shows that the site does not contain unstable soils or steep slopes.

CLARK-COWLITZ FIRE RESCUE: Clark-Cowlitz Fire Rescue (CCFR) collects a separate pre-application fee to cover their participation in the City's pre-application conference. Proof that the CCFR fee has been paid shall be submitted with this application. The conference will not be scheduled until this has been completed. CCFR application website - [Clark Cowlitz Fire & Rescue \(geocivix.com\)](http://ClarkCowlitzFire.com)

GRADING: Preliminary grading, erosion control and drainage plans, which may be a single plan, consistent with applicable provisions of Chapter 18.320 LCMC.

WATER & SEWER: Evidence that potable water will be provided to each lot from a public water system, and that each lot will be connected to public sewer.

ARCHAEOLOGICAL: An archaeological predetermination and proof that the pre-determination has been sent to DAHP if the area proposed for development contains lands classified as having moderate or higher probability of containing archaeological resources as determined by the city.

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

18.205.040 - Short Plat Approval Criteria The applicant carries the burden of proof to demonstrate that the proposal complies with the following City regulations and standards:

- (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.
- (b) That the application can comply with those regulations by complying with certain conditions of approval, and those conditions are adopted; or that necessary adjustments, exceptions, modifications or variations have been approved or are required to be approved before the final short plat is approved.
- (c) The application makes appropriate provision for potable water supplies and for disposal of sanitary wastes; and
- (d) The application complies with RCW 58.17.010.
- (2) If the application includes the creation of one or more flag lots, those lots shall comply with LCMC 18.210.040(3).

18.225 - Legal Lot Determination

Staff will complete a legal lot determination concurrent with the review of the subdivision application. Please provide information required by this Chapter (LCMC 18.225.010[4]).

18.240 - Mitigation of Adverse Impacts

The applicant will need to respond to this code section in their narrative as part of the consolidated Type II Land Use Application documenting impact and mitigations for public facilities. (If applicable)

18.260 - Variances

No variances have been requested. If any variances are requested, please fully address the variance approval criteria in LCMC 18.260.

18.280 Table 18.280.040 - Off-Street Parking and Loading Requirements

Each dwelling unit shall provide two off-street parking spaces. Parking spaces within garages, carports and driveways serve to meet this requirement.

18.300 - Critical Areas

The Clark County GIS mapping identifies critical areas onsite: areas to the north and eastern portion of site are being mapped as having Riparian Habitat, the Site is mapped as having greater than 15% sloping and a High Archaeological probability.

A geotechnical report and a Type II Critical areas permit will be submitted as part of the preliminary application submittal packet.

18.310 - Environmental Policy

The project exceeds the exemption thresholds in LCMC 18.310.090 and WAC 197-11-800. The project application must include a completed 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. Mitigations stemming from the SEPA review will be included in the Type III Subdivision staff report.

18.340 Native Plant List

Any mitigation required for critical areas impacts shall use native plants in accordance with LCMC 18.340 and landscaped areas are encouraged not to use nuisance or prohibited plants.

18.350 - Tree Protection

If any tree greater than 5" DHA is proposed to be removed, a tree cutting permit is required and trees larger than 10 inches in diameter must be mitigated. 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. A tree cutting permit is a type II process with review and approval occurring concurrently with the type III consolidated preliminary plat and critical areas permit.

18.360 - Archeological Resource Protection

Clark County Maps Online identifies portions of the site as having high risk of encountering archaeological resources. Any high impact development (greater than 12-inches below the ground and more than 10,000 square feet) proposed in moderate, moderate-high-, or high-risk areas requires filing an archaeological predetermination report as per Table 18.360.020-1. Predetermination reports must contain the information in 18.360.080(4). Based on the findings of the predetermination report, further archaeological work or a full archaeological survey may be required.

Application Fees

An estimated fee schedule was provided during the meeting. Based upon the information provided to date, we estimate that the land use application fees will include:

- Preliminary Short Plat Review (\$1,040 +\$125/lot)
- SEPA (\$340 Checklist & Review; \$170 Publication)
- Legal Lot Determination (\$425)
- Critical Area Review (\$340 per critical area)
- Stormwater Review (\$150)
- Tree Permit Review (\$60)

The City requires an applicant pay actual costs of outside professional services including engineering, legal, and planning. Impact fees shall be assessed against each lot at time of building permit. (La Center Resolution No. 13-372). A copy of the agreement was provided at pre-application conference. Please include a signed agreement with the application.

Impact Fees per Single Family Residence

- Park Impact Fee
- School Impact Fee
- Traffic Impact Fee
- Sewer Development Charge Fee

Answers to Questions

The applicant has not submitted additional questions for the pre-application conference.

September 25, 2024 Pre-application Conference Attendees

Name	Organization Name	Email Address	Phone Number
Tony Cooper	City of La Center	acooper@ci.lacenter.wa.us	360-263-7665
Angie Merrill	City of La Center	amerrill@ci.lacenter.wa.us	360-263-3654
Josh Taylor	Clark County Fire Rescue	josh.taylor@clarkfr.org	503-409-9453
Scott Taylor	SGA Engineering	staylor@sgaengineering.com	(360) 993-0911
DevIn Barboza	Property Owner	devinjb@platinumind.com	(360) 852-4567



