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PRE-APPLICATION CONFERENCE NOTES
Black Property Accessory Dwelling Unit

Meeting conducted on Wednesday, June 29, 2022– 1:30 P.M.

PROJECT INFORMATION

Site Address	401 NW 310 th Street, Ridgefield, WA Parcel no.: 986027897
Legal Description	SUMMERFIELD LOT 2 3-927
Applicant	Rodney and Stephanie Black. 401 NW 310 th Street, Ridgefield, WA 98642. Phone: 360-903-5479.
Applicant's Representative	Contact: Bruce Veltkamp. Phone: 360-772-1678
Property Owner(s)	Same as applicant
Proposal	The applicant is proposing to build an Accessory Dwelling Unit (ADU) on the south side of the existing house and barn located at 410 NW 310 th Street, Ridgefield, WA. The ADU is proposed to be 2,485 square feet including an attached 2 car garage and covered porch.
Date of Issue	July 11, 2022

SUMMARY

The property owner filed a pre-application submittal for construction of an ADU on the subject property. The property is located in the Low Density Residential (LDR-7.5) zoning district. Under LCMC 18.247, ADU's are permitted in zones which allow development of single-family detached homes in compliance with the standards of that chapter. The proposed ADU would be located approximately 50 feet south of the existing barn. The applicant's plans provide conflicting information about the size of the ADU: the floor plan dimensions show that the ADU living area would be approximately 1,400 square feet while the applicant's notes show 900 Square feet. LCMC 18.247 limits the ADU size to 900 square feet which City staff interpret as applying to the living area only excluding the garage.

The proposed ADU will face north and will have a separate septic tank. The applicant proposes that the water for the ADU be supplied from the existing house on the property. The septic tank location is not determined at the time of this application and will be addressed upon completion of design. The proposed location for the ADU is flat while the backyard slopes southeast. The applicant states that the

primary dwelling is painted white with farmhouse design and the ADU will be constructed with the same design and materials.

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 18, Development Code Chapters: 18.30 Procedures; 18.130 Low Density Residential District (LDR-7.5); 18.247 Accessory Dwelling Units; 18.260 Variances; 18.280 Off-Street Parking Requirements; 18.300 Critical Areas; 18.310 Environmental Policy; 18.320 Stormwater and Erosion Control; and 18.360 Archaeological Resource Protection.

Public Works and Engineering Analysis

LCMC: 3.35 Impact Fees;

Per LCMC 3.35, impact fees will be collected for traffic, sewer, park and schools. In addition, the latecomer's fee will be charged for connection to the public sewer system in La Center Road. These fees will be imposed at the time when building permits are issued.

Grading

The applicant shall submit an erosion control plan as part of the site plan approval and building permit.

The City Erosion Control Standards require that any activity disturbance over 500 SF must comply with the City standards.

Chapter 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. All costs associated with installing the side sewer shall be borne by the applicant. LCMC 13.10.110.

Since the public sewer is more than 200-lineal feet away from a public sewer, the ADU does not have to connect to the sewer. However since the existing house is connected to a septic system, the applicant will need to obtain Clark County Public Health approval for modification of the existing septic, system or installing a new septic system for the ADU.

Chapter 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.

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.

- (1) Previously reviewed and approved site. The development site or parcel 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.

- (2) The area of the ADU including, the garage, is just under 2,000 SF of added impervious area. Technically the ADU does not have to comply with the provisions in this chapter. However, the downspouts of the new ADU, need to be directed so that so that scouring of the slope is prevented. A residential downspout dissipater will be required to disperse the stormwater flow from the downspouts.

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 Chief Mike Jackson, Clark Fire & Rescue regarding hydrant spacing and related fire flow and fire protections issues.

Land Use Analysis

18.30 – Procedures

The city will process ADU applications through a Type II procedure. The Type II procedure would require the following steps:

- A pre-application review meeting
- A 14-day application completeness review during which staff will review the application to make sure all necessary information is provided.
- A 56-day application review period during which staff will review the application against all applicable code standards.
 - Included in the review period is a 14-day notice of application to adjacent property owners within 150 feet and applicable agencies.

- Following the notice of application, City staff can issue a decision on the application anytime prior to the close of the 56-day review period.

LCMC 18.30.050 provides a list of general submittal requirements applicable to all applications. Items applicable to this application include:

1. A completed and signed application form;
2. A site plan drawn to scale showing the location of the primary residence, proposed ADU structure location and size, setbacks, access, and parking;
3. A floor plan drawn to scale;
4. Elevations drawn to scale showing height and design (e.g., exterior building materials, colors, roof form and pitch, and window style and placement) of the proposed addition or detached ADU.
5. Proof of ownership document, such as copies of deeds and/or a policy or satisfactory commitment for title insurance;
6. A legal description of the site;
7. A copy of the pre-application conference summary, if the application was subject to pre-application review, which shall include all information required to address issues, comments and concerns in the summary;
8. A written description of how the application does or can comply with each applicable approval criterion, and basic facts and other substantial evidence that supports the description. This includes the following code sections:
 - a. LCMC 18.247 Accessory Dwelling Units
9. The names and addresses of owners of land within a radius of 150 feet of the site for an application subject to Type II review. 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 100- or 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;
10. 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;
11. A geotechnical study, prepared by a geotechnical engineer or geologist, licensed in the state of Washington 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 city, 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;
12. Erosion control Plans will be required because the work will exceed 500 SF. A fill of less than 1-foot in depth and placed on natural terrain with a slope flatter than 1 unit vertical in 5 units horizontal or less than 3-feet in depth, not intended to support structures, that does not exceed

50 cubic yards on any one lot and does not obstruct a drainage course, is exempt from obtaining a grading permit. Type II and Type III applications shall include such a plan and it shall be consistent with applicable provisions of Division 4, Critical Lands;

13. Information about proposed water and sewer utilities connections. If an ADU is proposed to connect to an existing septic system, a letter shall be provided from Clark County public health verifying that the septic system has adequate capacity to support the unit;
14. For all ADUs proposed on a lot located within a homeowner's association (HOA), a letter from the HOA or other documentation shall be provided that verifies that ADUs are not prohibited in the HOA's covenants, conditions, and restrictions (CC&Rs).

18.130 - Low Density Residential District (LDR-7.5)

As per Table 18.130.030 (1), single-family detached dwelling units are permitted use within the LDR-7.5. ADU's are permitted outright in zones where single-family detached homes are permitted under LCMC 18.247.030. Therefore, the ADU is a permitted use in the LDR-7.5 zone.

18.247 - Accessory Dwelling Units (ADUs)

As per 18.247.030, ADUs shall be allowed outright in all zones where detached single-family dwellings are permitted if in compliance with all of the development standards contained in [LCMC 18.247.050](#) (discussed in following sections). As noted above, the subject property is located in the LDR-7.5 zone where single-family detached dwellings are allowed outright and, therefore, ADUs are also allowed outright.

18.247.040 Establishment

ADUs are permitted either as an internal unit within an existing single-family dwelling, as an addition to an existing single-family dwelling, as a new detached structure, or as a conversion of an existing attached or detached structure. The applicant is proposing a new detached structure in compliance with this requirement.

18.247.050 Development Standards

The following standards apply to ADUs:

1. *Lot Size. A detached ADU shall not be established on any parcel smaller than 5,000 square feet.* The proposed single ADU will be located in the Low-Density Residential zone on a 229,126 square-foot lot.
2. *Density. No more than one ADU shall be associated with each primary single-family dwelling.* The applicant is proposing one ADU associated with the primary dwelling.
3. *Size.*
 - a. *Minimum Size. The gross floor area shall not be less than 300 square feet.*
 - b. *Maximum Size. The gross floor area shall not exceed 900 square feet or 40 percent of the primary single-family structure, not including the garage and/or detached accessory buildings, whichever is less. Internal ADUs may exceed 900 square feet provided they are not larger than the size of the remainder of the single-family dwelling.*

The applicant's plans provide conflicting information about the size of the ADU: the floor plan dimensions show that the ADU living area would be approximately 1,400 square feet while the applicant's notes show 900 Square feet. LCMC 18.247 limits the ADU size to 900 square feet which City

staff interpret as applying to the living area only excluding the garage. The applicant's plans provided for ADU permit review need to show an ADU maximum size of 900 square.

4. *Setbacks and Lot Coverage.*

- a. *ADUs shall adhere to the front setback of the underlying zone and shall not be closer to the front lot line than the single-family dwelling.*
- b. *Consistent with Table 18.130.090, Footnote 3, ADUs require a setback of 10 feet from street side lot lines, five feet from interior side and rear lot lines, and six feet from the single-family dwelling.*
- c. *A detached ADU may be located at the lot line of the rear yard if adjacent to an alley.*

The proposed ADU would be located approximately 230 feet from the front (northern) property line and further away from the front property line than the primary dwelling. There are no applicable street side lot lines. The proposed ADU would be located more than 200 feet from the side (east), 67 feet from the rear property, and approximately 160 feet from the primary dwelling.

5. *Height.*

- a. *Maximum building height, including any mechanical equipment notwithstanding LCMC 18.40.010, for detached ADUs shall not be taller than the primary single-family dwelling or 25 feet, whichever is less.*

6. *Architectural Design.*

- a. *The exterior appearance of an addition or detached ADU shall match the single-family dwelling's siding, color, and roof form and pitch.*

7. *Parking. One off-street parking space is required for ADUs in addition to the parking required for the single-family dwelling. The parking requirement can be met by existing parking on site. If insufficient off-street parking exists on site to meet the single-family requirement plus the one additional space for the ADU, then additional off-street parking shall be provided.*

8. *Access.*

- a. *An ADU may be accessed by the same driveway serving the single-family dwelling.*
- b. *An additional access may be provided to an ADU if it meets city driveway standards.*

9. *Utilities.*

- a. *ADUs constructed on sites that are already connected to public sewer and water, or such systems are adjacent to the site in the public street, shall connect to these systems.*
- b. *ADUs may connect to an existing septic system if a public sewer connection is not available and the homeowner provides verification from Clark County public health that the septic system has adequate capacity to support the unit.*
- c. *For internal and addition ADUs connecting to the public sewer system, the ADU may share a sewer connection with the single-family dwelling or have a separate connection.*
- d. *For detached ADUs connecting to the public sewer system, a separate side sewer may be made to the public sewer system or the existing side sewer connection from the single-family dwelling may be extended to the ADU. Shared side sewers shall have a diameter of six inches or greater, consistent with LCMC 13.10.110(2).*
- e. *An ADU may have a shared or separate water system than the single-family dwelling.*

The applicant did not provide information on the height of the ADU, but indicated that the design and exterior appearance of the proposed ADU will match the house design, siding, color, and roof form and pitch. **The applicant shall provide information regarding the height for the proposed ADU. As per LCMC 18.247.050.**

Access to the ADU will be through the same driveway serving the existing house. The applicant is proposing a two-car garage which would meet the ADU parking requirements which require at least one additional space.

A separate septic system will serve the ADU while the water for the ADU will be supplied from the house and power will either be supplied by the PUD or a subpanel to the main house. Prior to building permit approval, the City will require evidence that septic and water are adequate to accommodate the ADU.

18.247.060 Review Process

(1) The city will process ADU applications through a Type II procedure, pursuant to [LCMC 18.30.090](#) and subject to conformance with the development standards contained in [LCMC 18.247.050](#).

(2) Type II procedures are subject to pre-application review, pursuant to [LCMC 18.30.020](#), unless the director waives the requirement in writing on a form provided by the city.

(4) The applicant shall apply for a building permit for an ADU. An ADU cannot be occupied until a certificate of occupancy is issued by the building department. Addressing of the ADU shall be assigned by the city.

(5) Type II applications and building permits for ADUs may be applied for concurrently; however, Type II approval is required prior to building permit approval and certificate of occupancy.

The application for an ADU will be subject to a Type II procedure as noted above in response to LCMC 18.30. The applicant held a pre-application meeting with the City on June 29, 2022. The applicant will be required to apply for a building permit prior to construction and as early as concurrent with the Type II ADU permit.

18.247.070 Submission Requirements

See discussion above in response to LCMC 18.30 regarding submittal requirements.

18.300 – Critical Areas

A wetland is mapped on the parent parcel by Clark County located immediately east of the proposed site of the ADU. City staff reviewed additional information including the National Wetland Inventory, Clark County hydric soil mapping, and an applicant supplied wetland delineation from 1994. The National Wetland Inventory and hydric soil mapping do not indicate a wetland is present on the project site. The applicant supplied wetland delineation from 1994 notes a wetland located adjacent to Spencer Road located approximately 400 feet from the site of the ADU. Staff also visited the site on July 6, 2022 and did not find any evidence of wetland plants at the location of the ADU. Therefore, based on available information, there is no wetland or buffer at the ADU site and a critical areas report and permitting are not necessary.

No other critical areas are mapped where the proposed ADU would be located.

18.310 - Environmental Policy

Development of an ADU is exempt from the requirement to complete a State Environmental Policy Act (SEPA) checklist under LCMC 18.310.090 and WAC 197-11-800.

18.360 - Archaeological Resource Protection

The site is identified as having high risk of containing archaeological resources. The applicant provided an archaeological predetermination report from 2005 for the Summerfield Short Plat issued by Clark County. The report did not document any archaeological or cultural resources at the location of the ADU and no further archaeological work is recommended. Therefore, staff find that an additional archaeological predetermination report is not required. The applicant should be aware that the ADU permit will likely have a condition of approval requiring that construction stop if archaeological resources are discovered onsite.

Questions

Staff are providing the following answers to questions asked by the applicant in their pre-application submittal.

1. Does the land and the proposed location fit within the city's guidelines?

Application review will occur following submittal of the formal application. Based on what is known at the time of the pre-application meeting, the submittal items required in this pre-application notes will provide the information needed to review the application in conformance with the City's ADU requirements in LCMC 18.247.

2. Is the ADU required to have its own water and power meter?

No, this ADU is not required to have a separate water and power meter.

3. How long would the process be to apply for a variance to make the ADU 915 sq. ft.?

Exceeding the maximum permitted size of the ADU of 900 square feet by an additional 15 square feet would require a Type I variance application. The Type I variance could be filed and reviewed concurrently with the Type II ADU permit. Please be aware that the variance criteria would have to be met including that there is an unusual circumstance that does not generally apply to other properties in the vicinity or zone that the applicant did not create. A desire to exceed the code maximum size of the ADU is not sufficient justification to grant a variance. Please give careful consideration to the variance criteria in LCMC 18.260.040.

4. Will the ADU be required to meet the 2019 energy code?

Yes, the ADU will be required to meet the 2018 energy code.

5. The downspouts from the ADU will need to be connected to a Residential Downspout Energy Dissipater Trench.

Application Fees

The following fees will apply to the proposal:

- An Erosion control permit fee will need to be paid. A grading permit will need to be paid if the fill or cut volumes are exceeded. The cost of the grading permit is subject to these quantities.

Development applications within the City are also subject to reimbursement agreements to cover staff and consulting time spent reviewing the project that goes above and beyond the application fees listed above.

Attachments

- Residential Downspout Energy Dissipater Detail

June 29, 2022 – Attendees

Name	Organization Name	Email Address	Phone Number
Tony Cooper	City of La Center	acooper@ci.lacenter.wa.us	360-263-7665
Jessica Nash	City of La Center	jnash@ci.lacenter.wa.us	360-263-7665
Ethan Spoo	WSP	ethan.spoo@wsp.com	971-219-5169
Josh Taylor	Clark Cowlitz Fire & Rescue	Josh.Taylor@clarkfr.org	360-887-4609
Stephanie Black	Applicant	5black995@yahoo.com	360-903-5479
Cheryl Tipton	Applicant	olebuzz44@yahoo.com	360-600-9680
Bruce Veltkamp	Ambry Inc.	Ambryinc98@gmail.com	360-772-1678