



**PRE-APPLICATION CONFERENCE NOTES**  
**Clark Public Utilities PUF Flow Station (File # 2022-002-PAC)**

**PROJECT INFORMATION**

Site Address	Not Applicable
Parcel Numbers:	Not applicable – public right-of-way
Applicant	Barry Lovingood Clark Public Utilities 8600 NE 117 <sup>th</sup> Avenue Vancouver, WA 98662 Ph: (360)992-8020
Applicant's Representative	Bob Carpenter, P.E. Carpenter Engineering Inc. 4114 NW 122 <sup>nd</sup> Street Vancouver, WA 98685 Ph: (360)-907-8629
Property Owner	City of La Center 305 NW Pacific Highway La Center, WA 98629 Ph: 360-263-7665
Proposal	The applicant proposes to modify and upgrade an existing CPU flow station with new pressure reducing valves and flow valves inside a new above ground 10-foot by 16-foot shed structure with new associated gravel parking. The total new hard surfacing will include 160 square feet of roof area and approximately 900 square feet of gravel surface for a total of 1,060 square feet of new impervious surfacing. Total earthwork is estimated at approximately 25 cubic yards.
Meeting Date	Tuesday, January 25, 2022 at 3:00 p.m.
Date of Issue	Friday, February 4, 2022

**SUMMARY**

The applicant proposes to modify and upgrade an existing CPU flow station with new pressure reducing valves and flow valves inside a new above ground 12-foot by 16-foot shed structure with new associated gravel parking. The total new hard surfacing will include 192 square feet of roof area and approximately 900 square feet of gravel surface. Total earthwork is estimated at approximately 25 cubic yards.

The location of the proposed flow station improvements is within the La Center Road right-of-way. According to the City's adopted zoning map, the site is zoned Mixed Use (MX). Utilities and communication facilities are a

permitted use in this zone. Staff have determined that the design standards in the MX zone do not apply to a utility use.

According to Clark County Maps Online, the site contains critical areas (geologic hazards) in the form of seismic hazards (Site Class D for ground shaking amplification) and landslide and erosion hazards are mapped immediately north of the site. The applicant will be required to submit a letter from a geotechnical engineer stating that the mapped hazards are not present on the site based on field conditions or, if one or more of the hazards are present, a geotechnical report in compliance with 18.300.090(4) is required. If only seismic hazards are present, documentation of compliance with the 2018 International Building Code is required.

The proposed development will require review and approval of a Type I Site Plan Review application as required by LCMC 18.215.040 for construction of 4,000 square feet of floor area or less. A likely result of the site plan review will be a requirement to landscape the perimeter of the use to screen it from adjacent uses.

### **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 (18.165 Mixed-Use; 18.215 Site Plan Review; 18.245 Supplementary Development Standards; 18.300 Critical Areas; 18.320 Stormwater and Erosion Control).

## Public Works Engineering Analysis

### **Comments**

#### **Grading**

**Since the building and flow station will not be over 500 SF, the City Erosion Control Standards will not apply. However, the applicant will need to show how the parking area will drain stormwater as to not impact adjacent property.**

#### **Chapter 12.10 -- Public and Private Road Standards**

*Since no development will be done, there are no public improvement requirements per LCMC 12.10.040. However, the City's CFP shows a roundabout may be warranted in the future at the intersection of Timmen Road and La Center Road. A schematic drawing of the roundabout was provided to the applicant. The flow station building will need accommodate this roundabout, and access to the flow station may have to be relocated, based on the configuration of the roundabout.*

#### **Chapter 13.10 -- Sewer System Rules and Regulations**

*Since a structure is proposed that will result no added impact, no sewer improvements are necessary.*

#### **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.

The added impervious area is not over 500 SF and will not require compliance with the City's Erosion Control Ordinance, or the stormwater standards. The applicant will however need to direct stormwater outfall from the roof downspouts away from the structure and from the adjacent property.

#### **Stormwater Plan**

**The downspout connection to the existing grade will need to be shown in the plans, and how it will drain away from the site.**

## Land Use Analysis

### LCMC 18.30 Procedures

The project will be reviewed as a Type I permit. If a critical areas permit is required, it will be a Type II review.

#### **LCMC 18.30.080 and 18.30.090 Type I and Type II Procedures (Site Plan Review and Critical Areas Permit)**

Site plan reviews are classified in two ways. This project is classified as the first and simplest level of review called Building Permit review (18.215.040 1.a) and will be processed as a Type I review. If a critical areas permit is required, that will be reviewed concurrently under a Type II process. The Type I and Type II process includes the following:

- 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 to conduct formal review.
- A 21-day application review period (for Type I applications) or a 56-day review (for Type II applications) during which staff will review the application against all applicable code standards. The review period does not include times during which staff requests additional information or updated application materials when the review clock would be stopped.
  - If a Type I review is required, no public notice is required. If a Type II review is required, then staff would notice all property owners within 150 feet of the proposal.
  - Prior to the end of the review period, staff would issue a draft staff report as a courtesy to the applicant to provide an opportunity to review the report and conditions of approval.
  - The City would issue a notice of decision on permit either approving, approving with conditions, or denying the permit.

#### **LCMC 18.30.050 Review for Technically complete status**

Upon receipt of the Type I Site plan review, staff will conduct a completeness review.

LCMC 18.30.050 provides a list of general submittal requirements applicable to all applications. **Bold** items are required for this application.

#### Submittal requirements

- ***A completed application form that features the name, mailing address, and telephone number of the owner(s), engineer, surveyor, planner, and/or attorney and the person with whom official contact should be made regarding the application***
- ***If critical areas impacts are proposed, A SEPA environmental checklist (see further discussion under LCMC 18.310) below.***
- ***An existing conditions plan drawn to a minimum scale of one inch equals 200 feet on a sheet no larger than 24 inches by 36 inches.***
- ***A 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 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. Principal features of the plan shall be dimensioned.**

- *A preliminary grading and erosion control plan containing the items in 18.215.050.*
- **Proposed easements or dedications to the city or other agency, if applicable**
- **Written authorization to file application by the owner of the property that is the subject of the application if the applicant is not the same as the owner listed by the Clark County assessor**
- **Proof of ownership document such as deed**
- **A legal description of the site**
- **A copy of the pre-application summary**
- **A written description of how the application does or can comply with each applicable approval criterion and basic facts and other substantial evidence supportive of the description**
- **For a Type II application, the names and addresses of owners of land within a 150-foot radius of the site for a type II review (can be obtained from Clark County for \$10). A statement to the assessor's office certifying the list is complete within 30 days of completion.**
- *Applications necessarily associated with the proposal such as applications for exceptions, adjustments, or variances.*
- *A wetlands delineation and assessment as required by LCMC 18.300. (not required as long as development and operations remain entirely within the previously cleared gravel area).*
- *A delineation of the stream and riparian area and critical areas report for the onsite riparian area (not required as long as development and operations remain entirely within the previously cleared gravel area).*
- **A Geotechnical report, if there are seismic and/or landslide hazards on the site and they will be impacted. If a geotechnical engineer provides a letter that no such areas are located on site and/or that mapped hazard areas will not be impacted, a complete geotechnical information report is not required.**
- **An archaeological predetermination.**
- *Information about proposed utilities, including water and sanitary waste and hydrant locations.*

#### Submittal requirements (Critical Areas Permit)

The project is not exempt from critical areas review as it constitutes the repair, alteration, replacement or expansion of an existing structure and related improvements within a seismic and/or landslide hazard area. A geotechnical report discussed under 18.300 below and listed above under submittal items is required, if the critical areas is determined to be present.

#### **LCMC Chapter 18.165 (Mixed-Use MX)**

The Mixed-use district (MX) is intended for a mix of uses in a single building or an integrated site of multiple buildings. Mixed-use developments are intended to allow for efficient use of land and public services in an urban setting with a mix of mutually supporting retail, services, office, and medium density residential uses.

The applicant's proposal is not a change of use as the site is currently used for utilities. Staff have determined that the design standards in the MX zone do not apply to a utility use.

#### **LCMC 18.215 Site Plan Review**

LCMC 18.215 requires that the proposal undergo site plan review as the proposal exceeds 4,000 square feet. Section 18.215.050 specifies submittal requirements for site plan review applications and are also provided above in these notes. The City's site plan review process is divided into two parts: preliminary and final site plan review. During the Type I preliminary site plan review process, the City will review the application against all relevant code requirements and issue a decision approving, approving with conditions, or denying the application. If the application complies with all relevant criteria, the City will issue approval with conditions. During final site plan review, the City will ensure that all conditions of approval of the preliminary site plan review process are met.

### *Review Criteria*

LCMC provides review criteria for site plan applications that this project must comply with. The criteria are provided here for the applicant's reference. A written narrative is not required *provided the City can verify all criteria are met in reviewing the applicant's site plan.*

*(a) The proposed plan shall meet all applicable provisions of this title and other appropriate provisions of the La Center Municipal Code; the following are enumerated to indicate the various requirements under which a plan must be found consistent. Failure to meet any one of these, and other requirements not necessarily specified here, shall be grounds for denial of site plan approval.*

*(b) The proposed use is permitted within the district in which it is located.*

*(c) The proposal meets the lot, yard, building, height and other dimensional requirements of the district within which it is located.*

*(d) The proposal meets the screening, buffering and landscape strip requirements, as set forth in LCMC 18.245.060.*

*(e) Minimum parking and loading space requirements are met, as required by Chapter 18.280 LCMC.*

*(f) All applicable conditions and criteria contained in other titles of the La Center Municipal Code are met.*

*(g) Improvement requirements are provided in accordance with the applicable sections of the La Center development code.*

*(h) All conditions of any applicable previous approvals (i.e., CUP) have been met.*

*(i) Development subject to site plan review has provided underground public and private utility lines including but not limited to those for electricity and communication.*

*(j) Public water, sewer and stormwater lines have been installed in conformance with the standards of the city code. Public water, sewer and stormwater lines within or along the frontage of a development have been extended to the extreme property lines of that development unless it can be demonstrated to the city engineer that such extensions are impractical, infeasible or inappropriate.*

*(k) Proposed phasing plans do not exceed six years and all required public infrastructure is installed in the first phase of the development.*

### **LCMC 18.245 Supplementary Development Standards**

If fences are proposed, they must be no taller than 6 feet. Fencing shall not conflict with the sight distance requirements of the La Center Engineering Standards for Construction. 18.245.020 states that security fencing may be permitted within commercial or industrial land uses. The fencing may be six feet tall with four strands of barbed wire on top.

On-site lighting must not cause more than one foot-candle measured at the property line. All outdoor lighting must comply with LCMC 18.282 (Outdoor Lighting).

LCMC 18.270.030 also requires that public utilities subject to Type II reviews require L3 landscaping.

L3 landscaping standards are listed below:

(c) L3 – High Screen.

(i) The L3 standard provides physical and visual separation between uses or development principally using screening. It is used where such separation is warranted by a proposed development, notwithstanding loss of direct views.

(ii) The L3 standard requires enough high shrubs to form a screen six feet high and 95 percent opaque year-round. In addition, one tree is required per 30 lineal feet of landscaped area or as appropriate to provide a tree canopy over the landscaped area. Groundcover plants must fully cover the remainder of the landscaped area. A six-foot-high wall or fence that complies with an F1 or F2 standard with or without a berm may be substituted for shrubs, but the trees and groundcover plants are still required. When applied along street lot lines, the screen or wall is to be placed along the interior side of the landscaped area.

Landscaping shall meet the material requirements in LCMC 18.245.060(11-16) and must be irrigated with a permanent system unless a statement is provided from a landscape architect certifying the materials will survive without watering.

During the pre-application meeting, the applicant inquired about omitting trees. The above standard indicates that trees cannot be omitted. However, spacing can be varied as long as there is a canopy over the landscaped area. In addition, the standard does not specify type of trees that must be used; a low maintenance variety such as evergreen or arbor vitae could be used. Finally, 18.245.060(3) allows for existing vegetation to be used if it provides an equivalent screen. Given that there is vegetation to the north and west that would screen the use from those angles, staff find that it is appropriate for the applicant to provide landscaping only on the south and east sides of the use.

### **LCMC 18.280 Off Street Parking (**

LCMC 18.280 does not list the proposed use and therefore no parking is required. The city is recommended that the proposal provide 1-2 spaces for maintenance workers onsite.

A durable and dustless surface is required for parking. Parking spaces must be 180 square feet and aisles must be adequately dimensioned to allow vehicles to enter the public right-of-way moving forward. Aisles must be 20 feet (2-way) or 12 feet (one way). Parking spaces and drive aisles must be dimensioned on the site plan.

### **LCMC 18.300 Critical Areas**

Clark County MapsOnline indicates the proposed improvements are within the vicinity of erosion and landslide hazard areas.. Additionally, the site is located within a seismic hazard (Site Class D for ground shaking amplification) These critical areas are regulated under LCMC 18.300. A geologist or geotechnical engineer should visit the site to determine whether or not these areas are present. If present, a geotechnical engineering report must be filed and a Type II critical areas permit must be approved for impacts to these areas or buffers in compliance with LCMC 18.300.090(4).

### **LCMC 18.310 Environmental Policy**

The application is exempt from SEPA per WAC 197-11-800 (23b) as the improvements constitute water facilities, lines, equipment, hookups, and appurtenances related to lines twelve inches or less provided that no critical areas impacts are proposed. LCMC 18.310.235 indicates that a SEPA determination is required for utility-related actions if occurring in critical areas. If critical areas are determined to be present on the site, please submit a SEPA checklist along with all other submittal items.

### **LCMC 18.360 Archaeological Resource Protection**

The project requires a predetermination report, meeting the standards of 18.360.080 (4), per LCMC 18.360.030 (2c) which states that a project, regardless of predictive model probability class, is not exempt if ground disturbing actions or activities are within one-quarter mile of a known, recorded archaeological site as measured on a horizontal plan extending in all directions. A known, recorded archaeological site is within one-quarter mile of the proposed project site. The predetermination process is codified under LCMC 18.360.080. The submitted predetermination will determine whether or not the applicant will need to complete a full archaeological survey. Because CPU is undertaking a project to replace the waterline in La Center Road, it may be beneficial from a cost perspective to include both the flow station and the waterline in a single predetermination report.

### **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:

- Type 1 Site Plan Review (\$425+\$84/1000sf)
- Critical Area review (\$340):
- SEPA (if required)(\$510)

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 is attached to the City's Master Application form.

Please note that the City is due to update its land use fees. Timeline for that is uncertain, but the fees listed above could change.

January 25, 2022 – Attendees

<b>Name</b>	<b>Organization Name</b>	<b>Email Address</b>	<b>Phone Number</b>
Tony Cooper	City of La Center	<a href="mailto:acooper@ci.lacenter.wa.us">acooper@ci.lacenter.wa.us</a>	360-263-7665
Jessica Nash	City of La Center	<a href="mailto:jnash@ci.lacenter.wa.us">jnash@ci.lacenter.wa.us</a>	360-263-7665
Jeff Swanson	Exigy Consulting	<a href="mailto:jswanson@ci.lacenter.wa.us">jswanson@ci.lacenter.wa.us</a>	360-975-9466
Ethan Spoo	WSP	<a href="mailto:ethan.spoo@wsp.com">ethan.spoo@wsp.com</a>	971-219-5169
Barry Lovingood	Clark Public Utilities	<a href="mailto:blovingood@clarkpud.com">blovingood@clarkpud.com</a>	360-600-4834
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