



## Staff Report & Recommendations

### City of La Center Garage to Office Conversion

Type I Site Plan Review  
(2025-009-SPR) March 4, 2025

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<b>PROPOSAL:</b>	<p>The City of La Center is remodeling and converting an existing 1,600 square foot garage to new office space to be leased out. The site is located in the C-1 zone district and is located on 1.56 acres.</p> <p>The structure is located on the north side of City Hall, sharing the same parking lot with City Hall.</p>
<b>LOCATION:</b>	<ul style="list-style-type: none"><li>▪ 210 East 4<sup>th</sup> Street</li><li>▪ Lot 2 SP 4-134 1.56A</li><li>▪ Property Identification Number: 62648000</li></ul>
<b>APPLICABLE STANDARDS</b>	<p>La Center Municipal Code (LCMC) 3.35, Impact Fees; 13.10 Public Utilities; 18.10.030 Standards Designated; 18.10.080 Timing of Regulations; 18.30 Procedures; 18.150 Commercial District; 18.215 Site Plan Review; 18.245 Supplementary Development Standards; 18.360 Archaeological Protection; and La Center Engineering Standards.</p>
<b>RECOMMENDATION:</b>	<p><b>APPROVAL</b>, subject to conditions</p>

## CONTACT LIST

### OWNER/APPLICANT

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## I. OVERVIEW AND PROCEDURAL BACKGROUND

### Proposal:

The applicant is proposing the conversion of a 1,600 square foot garage building to office space. The existing six (6) bay garage building and the proposed office space is owned by the City of La Center. The conversion will be interior space only and will connect to public water and sewer.

The proposal is not subject to review under SEPA per LCMC 18.310.090(3) and WAC 197-11 (1.c.iv) as the improvements are interior only and no critical area impacts are proposed.

### Application Timeline:

- The applicant filed the application materials on February 27, 2025
- The City made a completeness determination on February 27, 2025
- Notice of application was not provided as the application is a Type I site plan review, which does not require notice to surrounding property owners.
- The City provided this staff report and notice of determination within 21 days after the application was deemed complete.

### Applicable Standards and Approval Criteria

La Center Municipal Code (LCMC) 3.35, Impact Fees; 13.10 Public Utilities; 18.10.030 Standards Designated; 18.10.080 Timing of Regulations; 18.30 Procedures; 18.150 Commercial District; 18.215 Site Plan Review; 18.245 Supplementary Development Standards; 18.360 Archaeological Protection; and La Center Engineering Standards.

## II. ENGINEERING REVIEW

### Water & Sewer and Traffic:

The applicant is proposing to connect the building to water or sewer, therefore SDC fees and a Utility Review Letter will be required. A Traffic Impact Fee (TIF) will need to be paid due to the change in occupancy to office use.

A water system impact will be charged, but permitting is regulated by Clark Public Utilities.

### Traffic Review:

LCMC ,3.35.070 and 3.35.090 requires an impact fee will need to be applied for traffic. The code references the Trip Generation Manual, 5<sup>th</sup> Edition. The trips are calculated by either referencing a traffic study or using the Trip Generation Manual with appropriate use. For the garage conversion, the "General Office Use" was used to determine the peak PM hour trips based on the area in thousand square feet.

The area of the building is 1,716 SF or 1.716 KSF. According to the City of La Center's "Trip Generation Manual" the total PM peak hour trips generated is 3. The cost will be (3) PM Peak Hour trips multiplied by the TIF rate. See the attachments.

**Sewer Review:**

A sewer connection will be added to the building to serve the new bathrooms. Because this is a new service, an SDC impact fee is required per LCMC 13.10.050. The connection is assigned per equivalent residential units (ERU) as shown on the ERU Assignment schedule in the code. Per the commercial use designation, one ERU shall be charged per 1,600 SF of interior floor space. Since the proposed commercial building area is 1,716 SF, the ERU charge will be 1.06 ERUs, or 1 ERU. See attached. 1 ERU shall be multiplied by the SDC charge for impact to the city sewer system. In addition, a fee will be charged for connection to the city sewer system.

The applicant will be required to obtain a plumbing permit to connect the building to the existing sewer manhole west of the building.

**LAND USE REVIEW**

**Chapter 18.30 - Procedures**

The Type I Site Plan application requires administrative review and approval with no public notice necessary. The application was deemed Technically Complete on February 27, 2025 having provided all applicable submittal requirements as outlined in LCMC 18.30.050. This staff report and notice of decision is issued in accordance with the procedures of LCMC 18.30.080 within 21 days after the application was deemed complete.

*Finding: Staff finds that the applicant has met the burden of proving they meet the applicable regulations or can be conditioned to do so and that the applicant has made adequate provisions for public services in accordance with the City's adopted level-of-service standards.*

**Chapter 18.150 - Commercial Districts**

Downtown Commercial (C-1) District. These less intensive commercial areas are intended to provide for the convenience shopping needs for a limited trade area. Typical allowed uses include convenience food markets, beauty and barber shops, bakeries and limited service industries. They should occur as small centers, ideally at the junction of two public streets (collectors or arterials). These areas are held to a high standard of site plan review due to the close proximity of the residential zones. Development activity shall meet, to the maximum extent feasible and prudent, the design guidelines contained in this chapter.

*Finding: The location of the proposed office conversion is located on the north side of the parking lot shared with City Hall. The site is zoned (C-1) Commercial District. The proposed use is permitted according to table 18.150.020 and can be processed as a Type I Site Plan due to the use and the size of the building and use.*

*Staff finds, that the proposed 1,600 square foot structure is existing and the use is allowed in the C-1 zone district per table 18.150.020. Therefore, the office space meets the applicable approval criteria.*

In the C-1 district, where zero lot line development is proposed, not less than 10 percent of the site shall be landscaped. Hardscape surfaces, such as tables, plazas, and planting boxes, may be used to



satisfy the landscaping requirement. Where zero lot line development is not proposed, not less than 15 percent of total lot area shall be landscaped.

*Findings: The building and landscaping for the proposed office space is existing and exceeds the 15% landscaping requirement.*

*The existing buildings on the site meet the required minimum lot width of 25 feet and the minimum lot depth of 100 feet and meets the applicable criteria.*

The minimum setbacks are not applicable for the existing structure. The table located in LCMC 18.245 notes that landscape buffers are not applicable when the C-1 zone is abutting another C-1 zone. The site abuts the C-1 zone district on the north, east and west sides of the site. The east and west sides of the site also abut the Parks/Open Space (P/OS) zone district, and the southern portion of the property abuts Parks/Open Space.

*Finding: The proposed office space is located in an existing building that meets the current setbacks on all sides.*

*The building meets the lot coverage area contained in LCMC 18.245- and 60-foot building height requirements.*

*Staff finds that all Development Standards meets or exceeds the required approval criteria.*

## Chapter 18.215 – Site Plan Review

### 18.215.010 Purpose

The purpose of site plan approval is to ensure compatibility between new developments, existing uses and future developments in a manner consistent with the goals and objectives of the comprehensive plan in order to create healthful and safe conditions. Site plan approval is required according to the provisions of this chapter in order to promote developments that are harmonious with their surroundings and maintain a high quality of life for area residents, to ensure that new developments are planned and designed to protect privacy, to determine appropriate lighting and noise mitigation measures, and to ensure adequate and safe access. Site plan approval is required for all developments as specified in this title

### 18.215.020 Applicability

The provisions of this chapter shall apply to all changes of use, new construction, expansion or alteration of the use of land unless expressly exempted by this title. No use shall be established, no structure erected or enlarged, and no other improvement or construction undertaken except as shown upon an approved plan which is in conformance with the requirements set out in this title.

*Finding: This application meets the requirements to be processed as a Type I Site Plan Review. A Pre-application Conference is not required for a Type I Site Plan Review.*

*The change of use, from garage space to office space is an allowed use per Table LCMC 18.150.020 - Uses*

### 18.215.040 Site Plan Review Procedures:

(1) Site plan reviews shall be classified and processed as follows:

(a) Building Permit Reviews. These types of reviews shall be processed as a Type I land use action. These site plan reviews are typically relatively minor in nature, consistent with the zoning of surrounding land uses and do not have a substantial impact on the natural and built environment. The following are classified as Type I site plan reviews:

- (i) Changes in use of an existing structure or site;
- (ii) New construction or expansions of existing construction which do not exceed:
  - (A) Four thousand square feet of additional floor area;
  - (B) Twenty new parking spaces;
  - (C) Four new multifamily residential units.

*Findings: The proposed office space is a change of use and is allowed according to table 18.150.020 - Uses. The building is less than 4,000 square feet, it will require five (5) new parking spaces and it's not a multifamily residential unit. Staff has determined that the proposed project meets the Site Plan Review Procedures criteria.*

**18.215.060 Criteria for Site Plan Approval:**

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:

1. The proposed use is permitted within the district in which it is located.
2. The proposal meets the lot, yard, building, height and other dimensional requirements of the district within which it is located.
3. The proposal meets the screening, buffering and landscape strip requirements, as set forth in Section 18.245.060 LCMC.
4. Minimum parking and loading space requirements are met, as required by Chapter 18.280 LCMC.
5. All applicable conditions and criteria contained in other titles of the La Center Municipal Code are met.
6. All conditions of any applicable previous approvals (i.e., CUP) have been met.
7. Development subject to site plan review has provided underground public and private utility lines including but not limited to those for electricity and communication.
8. 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

*Findings: Please see the findings below outlining the above criteria as follows:*

1. *The proposed use is a permitted use in the C-1 zone District. Therefore, this criterion is met.*
2. *The building is existing, all changes are internal and the application is a change of use. Therefore, this criterion is met.*
3. *Landscape requirements are not applicable for the proposed use. Therefore, this criterion is met.*
4. *The minimum parking requirements for office use are 2.56 spaces per 1,000 square feet of building space. The proposed office space is 1,600 square feet and will require a total of six (6) parking spaces. The proposed site plan shows six (6) parking spaces for the new office use along the front of City Hall. The City Hall building currently has a total of 38 parking spaces for 8,800 square feet of usable office space, which exceeds the required 28 spaces for the existing use. The new office use and the existing City Hall will have a total of 10,400 square feet of office use and 38 parking stalls. The current parking lot at City Hall exceeds the required 34 spaces. Therefore, the parking criteria is met.*
5. *This staff report addresses the applicable criteria of the LCMC, and conditions of approval are provided at the end of this report.*
6. *No previous approvals are applicable to the proposed change of use.*
7. *The proposed use is in an existing building and will not impact the underground public and private utility lines.*
8. *A Clark Public Utilities Review Letter was submitted for water. Prior to occupancy water and sewer shall be approved by Clark Public Utilities and The City of La Center Sanitary Sewer.*

#### Chapter 18.245 – Supplementary Development Standards

*Findings: The proposed office use is required to meet the development standards outlined as in LCMC 18.245.*

- *The application for the Type I Site Plan is a change of use. The applicant is not adding fencing or hedges, The solid waste and storage containers and lighting exist and meet the code requirements. The new use will not have any additional noise impacts. The landscaping exists and meets or exceeds all landscape requirements. Staff finds that the proposed project meets the approval criteria for LCMC 18.245.*

### III. CONCLUSIONS & RECOMMENDATION

The review authority finds the applicant has sustained the burden of proving the application complies with the applicable provisions of the La Center Municipal Code. Therefore, **the subject application is recommended for approval, subject to the following conditions:**

#### A. Engineering and Public Works

##### Sanitary Sewer

1. The applicant is required to connect



**B. Land Use**

General

2. If building or site lighting is proposed in the future, it shall comply with the requirements of LCMC 18.245.040 and LCMC 18.282 and the applicant shall submit lighting cut sheets demonstrating that these standards are met.
  
3. The proposed use shall comply the noise requirements for a Class B EDNA adjacent to a Class A EDNA contained in LCMC 18.245.050 and WAC 173-60.

**IV. APPEALS**

A final decision regarding an application subject to a Type I process may be appealed by the applicant or applicant’s representative or by any person, agency or firm. An appeal together with the requisite fee and information must be received by the City Clerk within 14 calendar days of the date of the decision being appealed. For an appeal regarding a decision subject to a Type I process, the City Clerk shall send the hearings examiner a copy of the appeal and the case file together with any new evidence submitted with the appeal within 7 days after receiving a complete appeal. The hearings examiner shall conduct a de novo review. Within 21 calendar days after a timely, complete appeal is filed, the hearings officer shall send to the city clerk a final decision for distribution to the applicant and applicant’s representative.

Angie Merrill  
City of La Center  
Associate Planner

Anthony Cooper  
City of La Center  
City Engineer

Tracy Coleman  
City of La Center  
Community Development & Public Works Director

**V. EXHIBITS**

**Exhibit A – Proposed Site Plan**



# GARAGE TO OFFICE CONVERSION

## LA CENTER, WASHINGTON

FEBRUARY 2025

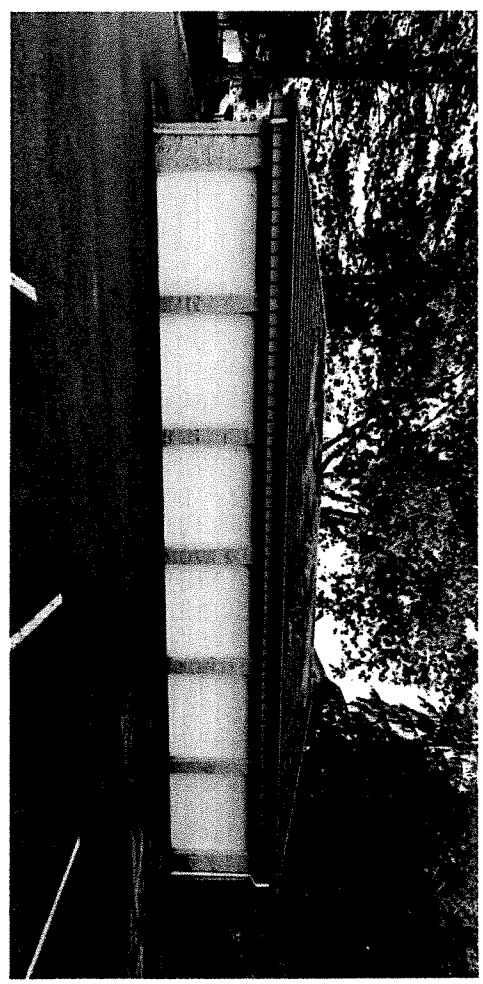
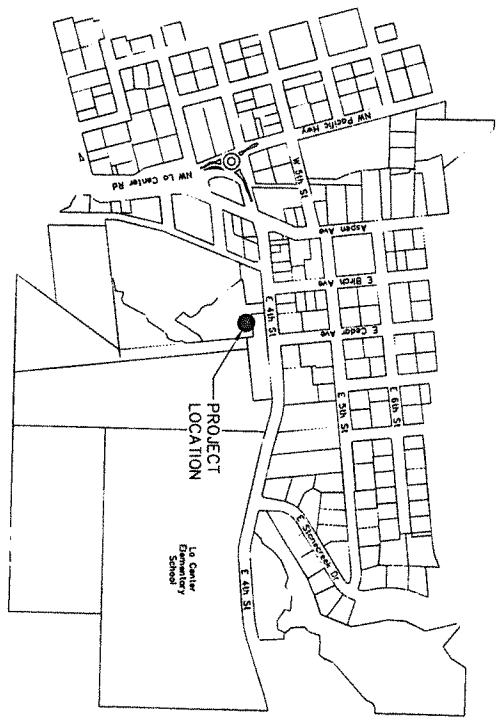
**SHEET INDEX**

- G1.01 COVER SHEET
- C1.01 EROSION CONTROL PLAN
- C2.01 UTILITY PLAN
- C3.01 SITE PLAN
- C4.01 EROSION CONTROL DETAILS
- C4.02 SITE DETAILS
- C4.03 SANITARY DETAILS
- D1.01 DEMOLITION PLAN
- D1.02 DEMOLITION ELEVATIONS
- D1.03 DEMOLITION SECTIONS
- B1.01 FLOOR PLAN
- B1.02 ELEVATIONS
- B1.03 SECTIONS
- S1.01 STRUCTURAL PLAN
- S2.01 STRUCTURAL ELEVATIONS
- S2.02 STRUCTURAL SECTIONS

**PROJECT OWNER**  
 GARAGE TO OFFICE CONVERSION  
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 LA CENTER, WA 98026  
 TEL: 360-231-4444  
 EMAIL: MCGOFFR@LA-CENTER.WA.GOV

**CIVIL ENGINEER**  
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 PORTLAND, OR 97207  
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 EMAIL: CULLEN@HHPRI.COM

**STRUCTURAL ENGINEER**  
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 1120 MAIN STREET, SUITE 150  
 PORTLAND, OR 97207  
 TEL: 503-250-1111  
 EMAIL: SEITZ@HHPRI.COM



**GENERAL NOTES:**

ALL CONSTRUCTION MATERIALS, AND WORKMANSHIP SHALL CONFORM TO THE CITY OF LA CENTER ENGINEERING STANDARDS AND THE LATEST EDITION OF STANDARD SPECIFICATIONS FOR ROAD, BRIDGE, AND MUNICIPAL CONSTRUCTION AS PREPARED BY WSDOT AND LOCAL AGENCIES.

ALL WORK SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE CITY OF LA CENTER'S DEPARTMENT OF PUBLIC WORKS (DOW) 243-7465.

THE CONTRACTOR SHALL NOTIFY THE PUBLIC WORKS DEPARTMENT AT LEAST 48 HOURS PRIOR TO THE START OF CONSTRUCTION.

THE CONTRACTOR SHALL CONFORM AND ATTEND A PRE-CONSTRUCTION CONFERENCE WITH THE CITY OF LA CENTER PUBLIC WORKS DEPARTMENT PRIOR TO COMMENCING CONSTRUCTION.

ANY CHANGES FROM THE PLANS WILL REQUIRE A WRITTEN REQUEST FROM THE CONTRACTOR AND APPROVAL BY THE PUBLIC WORKS DIRECTOR.

THE CONTRACTOR SHALL OBTAIN ALL REQUIRED PERMITS AND LICENSES BEFORE STARTING CONSTRUCTION.

CONTRACTOR SHALL KEEP AN APPROVED SET OF PLANS ON THE PROJECT SITE AT ALL TIMES.

ALL PRE-EXISTING MATERIAL SHALL MEET THE APPLICABLE SPECIFICATIONS IN THE CITY OF LA CENTER STANDARDS, BEFORE ANY DEMOLITION OR CONSTRUCTION. ALL MATERIALS TO BE DEMOLISHED SHALL BE PROVED TO THE CITY INSPECTOR MEETING THAT THE MATERIAL MEETS THE SPECIFICATIONS.

ALL PRE-EXISTING MATERIAL SHALL BE PER CITY OF LA CENTER STANDARDS. DANGEROUS MATERIAL SHALL BE COMPACTED TO PER ADEQUATE RELATIVE DENSITY.

SHOULD ANY ITEM OF ARCHAEOLOGICAL INTEREST BE FOUND DURING DEVELOPMENT, YOU ARE REQUIRED TO STOP WORK AND NOTIFY THE CITY INSPECTOR AND THE WASHINGTON STATE OFFICE OF ARCHAEOLOGY AND HISTORIC PRESERVATION AT (360) 733-4011 IMMEDIATELY. FAILURE TO DO SO COULD RESULT IN A FELONY CHARGE.

AT THE END OF EACH WORK DAY THE CONTRACTOR SHALL CLEAN UP THE PROJECT AREA AND LEAVE IT IN A NEAT AND ORDERLY MANNER. UPON COMPLETION, THE CONTRACTOR SHALL LEAVE THE PROJECT AREA FREE OF DEBRIS AND UNUSED MATERIAL.

THE CONTRACTOR SHALL MAINTAIN ALL VEGETATION AS NECESSARY, AWAY AND UP FROM THE WORK AS WELL AS ANY ROOT REMAINS AS DETERMINED BY THE ENGINEER. THE CONTRACTOR SHALL PROTECT ALL EXISTING LANDSCAPING THAT IS TO REMAIN. THE CONTRACTOR SHALL REPLACE DAMAGED CURBS AND SIDEWALKS AT NO ADDITIONAL COST.

THE CONTRACTOR SHALL PROTECT EXISTING UTILITIES. ALL DISTURBED UTILITIES SHALL BE REPAIRED AS DIRECTED. ALL EXISTING UTILITIES SHALL BE REPAIRED TO ORIGINAL OR BETTER CONDITION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPAIR OF EXISTING UTILITIES THAT ARE DESTROYED THROUGH NEGLIGENCE AND/OR NEGLIGENCE.

CONTRACTOR SHALL REPORT ALL DAMAGES IMMEDIATELY TO THE PUBLIC WORKS DIRECTOR'S OFFICE OR CONTACT THE INSPECTOR ON THE JOB.

DESIGNED: DWH  
 DRAWN: DWH  
 CHECKED: BMH  
 DATE: 2/15/2025

**REVISIONS**

NO.	DATE	DESCRIPTION

SHEET NO. **G1.01**  
 JOB NO. **CIC-05**

**HHPR**  
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 Houf Peterson  
 Righellis Inc.

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**GARAGE TO OFFICE CONVERSION**  
 LA CENTER, WASHINGTON

