



La Center, Washington 98629
T/360.263.7665

**Final PRE-APPLICATION CONFERENCE
Wolverton ADU
Detached Accessory Dwelling Unit
2024-035-PAC**

PROJECT INFORMATION

Site Address	2103 NE North Fork Avenue La Center, WA 98629
Legal Description	Parcel 258898000 #19 SEC 34 T5NR1EWM .92A
Applicant's Representative	Jerret Helmes 1007 NW 4 th Avenue Battle Ground, WA 98604 360.907.0042 Jarret.helmes@gmail.com
Property Owner	Lincoln Wolverton 2103 NE North Fork Avenue La Center, WA 98629 lincolnwolverton@hotmail.com
Proposal	The applicant would like to construct a 360 square foot detached accessory dwelling unit on an existing 40,075 square foot lot with an existing home. The lot is zoned LDR-7.5.
Date Issues	January 7, 2025

SUMMARY

The applicant is proposing to construct a 360 square foot detached Accessory Dwelling Unit (ADU). The project site is 40,075 square feet in size with an existing 1963 square foot home. The detached ADU will be attached to the existing 460 square foot garage and will replace the existing carport. The ADU will include an open living area consisting of a kitchen, living & sleeping area, a bathroom and washer and dryer hookups.

LCMC 18.247.010 – Purpose: The purpose is to increase the range of housing choices for residents in La Center, to increase the supply of affordable housing options within the community, allow for housing units that are appropriate for people at a variety of life stages, allow for added income, help to meet housing demand and ensure that the ADU units will not cause negative impacts to the character, appearance and functionality of single-family neighborhoods.

LCMC 18.247.020 – Applicability: ADU's shall be allowed outright in all zones where detached single-family dwellings are permitted, ADU's shall not be allowed on properties that do not contain single-family dwellings. *[The proposed ADU will be a detached structure in the northeast corner of the lot, approximately 12 feet from the existing home].*

The site is zoned LDR-7.5, and allows for low density residential, single-family detached dwelling units. Accessory Dwelling Units are a permitted use within the zoning district.

LCMC 18.247.040 – Establishment - an ADU may be an internal unit within an existing single-dwelling unit of an attic or basement, an addition of new square footage to an existing single-family dwelling creating an attached unit, an addition of new square footage above an attached or detached structure, or a manufactured home in accordance with LCMC 18.180.070. *[The proposed ADU will be detached]*

LCMC 18.247.050 – Development standards:

- a. A detached ADU shall not be established on any parcel smaller than 5,000 square feet. *[The proposed ADU will be located on a 40,075 square foot lot]*
- b. No more than one ADU shall be associated with each primary single-family dwelling. *[The applicant is proposing one ADU and the lot has one single-family residence]*
- c. The gross floor area shall not be less than 300 square feet. *[The proposed gross floor area is 360 square feet]*
- d. 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 proposed ADU will not exceed 900 sf or 40% of the primary single-family residence]*
- e. ADU's shall adhere to the front setbacks of the underlying zone and shall not be closer to the front lot line than the single-family dwelling. *[The drawings provided for the proposed ADU show the ADU will adhere to the 20-foot front yard setback]*
- f. Consistent with Table 18.130.080, Footnote 3, ADU's require a setback of 10 feet from street side lot lines, five feet from interior side and rear yard lot lines, and six feet from the single-family dwellings. *[The proposed ADU will meet the ADU setback requirements]*
- g. Maximum building height, including any mechanical equipment notwithstanding LCMC 18.40.010, for detached ADU's shall not be taller than the primary single-family dwelling or 25 feet, whichever is less. *[The proposed ADU shall not exceed the height of the primary residence]*
- h. The exterior appearance of an addition or detached ADU shall match the single-family dwelling's siding, color, and roof form and pitch. *[The plans submitted show the proposed ADU's to match the proposed single-family residence. The proposed ADU shall match the appearance of the single-family residence]*
- i. One off-street parking space is required for ADU's in addition to the parking required for the single-family dwelling. *[The existing single-family residence and the existing detached garage has existing parking that exceeds the off-street parking requirements]*
- j. An ADU may be accessed by the same driveway serving the single-family dwelling. *[The proposed ADU as shown on the proposed plan meet the driveway standards]*
- k. Additional access may be provided to an ADU if it meets city driveway standards. *[The proposed plan shows access for the ADU located in the front yard of the existing residence off North Fork Avenue]*

I. Utilities.

- 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.
- 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.
- 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).
- An ADU may have a shared or separate water system than the single-family dwelling.

[The applicant will be required to connect to sewer prior to occupancy unless sewer is not available (the applicant must submit proof that sewer is not within 200 ft) and the applicant receives approval from the health department verifying that the existing septic has adequate capacity to serve the ADU]

LCMC 18.247.060 – Review Process: The city will process the application as a Type II procedure, pursuant to LCMC 18.30.090.

Chapter 18.30.090 Type II procedure:

The project will require a Type II Site Plan Review approval for the ADU. Both applications shall be grouped under one review process as permitted under LCMC 18.30.090 and reviewed under the highest order review process.

Details regarding the Type II review process 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. [Ord. 2006-17 § 1, 2006.]

LCMC 18.247.070 – Submission Requirements: Please see the attached Type II ADU submittal checklist.

LCMC 18.247.080 – Fees:

- a. Traffic impact fees shall be assessed at 33 percent of the current rate for single-family detached residences
- b. Park impact fees shall be assessed at 25 percent of the current rate for single-family detached residences
- c. Sewer capital facilities charges shall be 50 percent of the current rate for single-family detached residences
- d. Water system connection charges are established by Clark Public Utilities; and
- e. School impact fees are established by the La Center School District.

This application shall meet all Accessory Dwelling Unit approval criteria according to LCMC 18.247.

Applicable Criteria:

The application will be reviewed for compliance with the La Center Municipal Code (LCMC) 3.35 Impact Fees; Title 13 Public Utilities; Title 18 Development Code; Chapters 18.30.090 Type II Procedure; 18.40.010 Building Height; 18.130 LDR-7.5; 18.247.040 Establishments; 18.247.050 Development Standards; 18.320 Stormwater and Erosion Control.

Public Works and Engineering Analysis

Chapter 12.10 -- Public and Private Road Standards

Streets and Circulation

The circulation is existing. There are no comments.

Grading

Chapter 13.10 -- Sewer System Rules and Regulations

The sewer connection will be made through the existing building, which is regulated under the plumbing code.

Sewer Connection Chapter 18.320 (Stormwater and Erosion Control)

The downspouts for the ADA should connect into the home downspouts, which is regulated by the

Building and Plumbing code.

Questions

The applicant noted that they will be constructing the ADU and then remodeling the existing home. They wondered about the like materials and colors of the ADU and the existing house. The ADU will not match the existing house at the time of construction. The applicant will need to demonstrate a timeline for the remodel of the existing house. Staff will not be able to issue occupancy unless the existing home and ADU match like materials and colors.

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 ADU Type II Review (\$700 + 85/lot);
- See LCMC 18.247.080 for Utility and Impact Fees

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.

January 2, 2025, Pre-application Conference Attendees

Name	Organization Name	Email Address	Phone Number
Angie Merrill	City of LaCenter	amerrill@ci.lacenter.wa.us	360.263.3654
Anthony Cooper	City of LaCenter	acooper@ci.lacenter.wa.us	360.263.2886
Tracy Coleman	City of LaCenter	tc Coleman@ci.lacenter.wa.us	360.263.5189
Lincoln Wolverton	Homeowner	lincolnwolverton@hotmail.com	
Jarret Helmes	Applicant Representative	jarret.helmes@gmail.com	360.907.0042

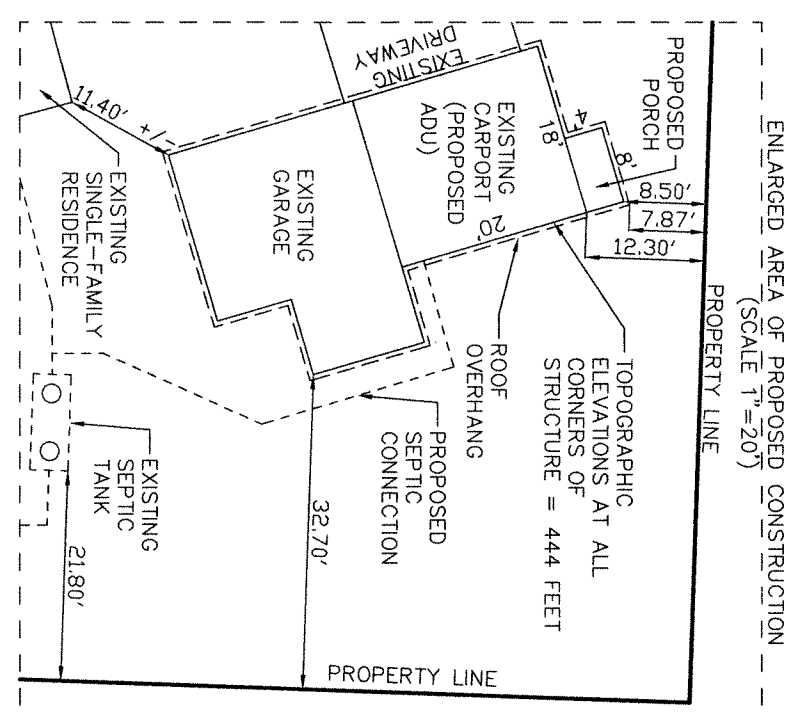
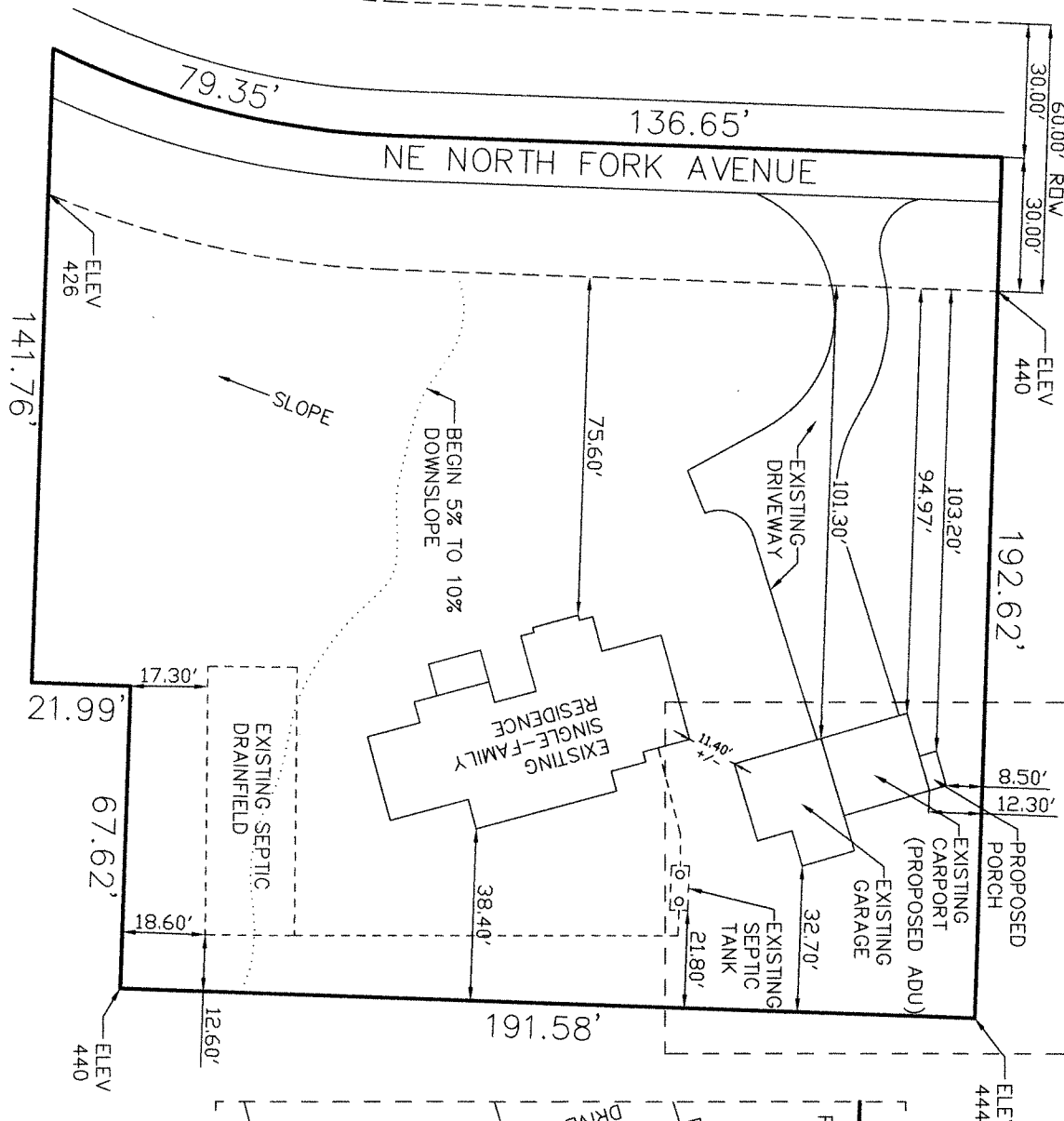
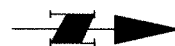
Attachments

- A: Site Plan
- B. ADU Submittal Checklist

Attachment A

2103 NE NORTH FORK AVE.
 PARCEL #258898000
 40,075 SQ. FT.

OWNER: CHINOOKAN LLC
 SCALE 1"=40'



LOT AREA	40,075 SF
TOTAL PROPOSED BUILDING COVERAGE	2,900 SF

ZONING DISTRICT: LDR-7.5	
REQUIRED	PROPOSED
MINIMUM FRONT COVERED PORCH SETBACK*	10'
MINIMUM FRONT-LOADING GARAGE SETBACK*	20'
MINIMUM REAR YARD SETBACK*	20'
MINIMUM SIDE YARD SETBACK*	7.5'
MINIMUM STREET SIDE YARD SETBACK*	10'
MINIMUM BUILDING COVERAGE FOR LOT**	35%
MAXIMUM IMPERVIOUS SURFACE FOR LOT**	50%
MAXIMUM BUILDING HEIGHT	35'
OTHER***	N/A

*If there are multiple setbacks, use the minimum being proposed.
 **Development Agreement allows lot coverage to exceed standard 55% coverage on up to 50% of lots within this development. Maximum building coverage shall not exceed 55% on an average for all lots within the development.
 ***Development Agreement allows maximum impervious surface area to be increased to 55% on up to 20 lots within this development.
 ****Special conditions i.e., setbacks abutting critical area, street, etc.

DEVELOPERS AGREEMENT:	YES	NO <input checked="" type="checkbox"/>
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**ACCESSORY DWELLING UNIT -
CHECKLIST**

210 E 4th Street, LaCenter, WA
98629

Tel: 360.263.3654

www.ci.lacenter.wa.us

OFFICE USE ONLY

PERMIT NUMBER

SUBMITTAL CHECKLIST

A. PURPOSE (18.247.010)

The purpose of the ADU chapter is to:

- (1) Increase the range of housing choices for residents in La Center.
- (2) Increase the supply of affordable housing options within the community.
- (3) Allow for the development of housing units that are appropriate for people at a variety of life stages.
- (4) Allow for added income and an increased sense of financial security for homeowners.
- (5) Help meet housing demand while utilizing existing infrastructure at minimal cost and disruption to single-family neighborhoods.
- (6) Ensure that the development of accessory dwelling units do not cause negative impacts to the character, appearance, and functionality of single-family neighborhoods as demonstrated by complying with the accessory dwelling unit code

Applicability (18.247.030)

- (1) ADU's 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
- (2) ADU's shall not be allowed on properties not containing an existing or permitted single-family dwelling.

- (3) Previously permitted ADUs that do not meet one or more of the development standards of LCMC [18.247.050](#) shall be considered a legal nonconforming use

Established ADU:

- 1) An ADU may be:
- (a) An internal unit within an existing single-family dwelling, such as the conversion of an attic or basement.
 - (b) An addition of new square footage to an existing single-family dwelling, creating an attached unit.
 - (c) A new detached structure.
 - (d) Conversion of an existing attached or detached structure, such as a garage.
 - (e) An addition of new square footage above an attached or detached structure.
 - (f) A manufactured home in accordance with LCMC [18.180.070](#).

Development Standards:

- (1) Lot Size. A detached ADU shall not be established on any parcel smaller than 5,000 square feet.
- (2) Density. No more than one ADU shall be associated with each primary single-family 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.
- (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 18.130.080, 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.

(d) For ADUs that are constructed above a garage, the ADU shall be set back a minimum of 18 inches from the garage's front facade.

(e) An ADU building footprint shall not be included in the maximum lot coverage calculation of the underlying zone.

(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.

(b) Building height requirements of the underlying zone apply to internal or addition ADUs.

(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.

(b) For ADUs that are established by conversion of an existing garage facing a street, the garage door shall remain to match the aesthetic of the neighborhood, with the primary entrance established on the side of the ADU.

Alternatively, an applicant can remove the garage door, if the alterations match the design of the single-family dwelling; front facing garages are not typical in the neighborhood; and at least one window is provided on the front facing wall.

(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.

(10) Construction and Safety Standards. The design and construction of the ADU shall conform to all applicable standards in the building, plumbing, electrical, mechanical, fire, health, and any other applicable codes

Review Process (18.247.060)

(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.

(3) Deviation from the development standards contained in LCMC 18.247.050 requires a Type II variance, subject to Chapter 18.260 LCMC.

(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.

(6) An alteration or addition to an existing, legal nonconforming ADU which was previously permitted may be approved for a building permit, subject to Chapter 18.255 LCMC.

B. APPLICATION REQUIREMENTS FOR ALL REVIEWS:

- ☐ **1. MASTER APPLICATION FORM:** Provide one (1) copy of the completed Master Land Use Application form with original signature(s) including the Reimbursement Form: 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.

- ☐ **2. REIMBURSEMENT AGREEMENT:** Submit a completed Agreement to Pay Professional, Project Review, Inspection and Related Expenses form.
- ☐ **3. CHECKLIST:** Provide one (1) copy of this completed submittal checklist.
- ☐ **4. SUBMITTAL PACKET:** Submit one (1) paper copy of the application packet and one electronic copy (CD or Thumb drive)
- ☐ **5. PLOT PLAN:** For detached and addition ADUs, a site plan drawn to scale showing the location of the primary residence, proposed ADU structure location and size, setbacks, access, and parking. Internal ADUs do not need to provide a site plan.

For all ADUs, a floor plan drawn to scale. Internal ADUs shall show the proposed ADU within the single-family home.

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.
- ☐ **6. DEDICATIONS:** Proposed dedications shall be submitted to the city or other agency, if applicable.
- ☐ **7. LEGAL DESCRIPTION:** Submit a legal description of the site; and
- ☐ **8. 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.
- ☐ **9. PRE-APPLICATION CONFERENCE REPORT:** A copy of the pre-application conference summary, if the pre-application review requirement was not waived, which will be provided to the applicant from the city after the pre-application conference is held.
- ☐ **10. HOA APPROVAL:** 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).
- ☐ **11. PUBLIC NOTICE:** Current list of names and addresses of all property owners within a 300-foot radius as shown upon the Clark County assessor's records. The list shall be no older than 90 days and shall be dated and certified as being a complete list of adjacent owners by the assessor's office, surveyor, or title company. This list shall also be provided on self-adhesive mailing labels;
- ☐ **12. UTILITY CONNECTIONS:** 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.

APPLICATION FEES:

- ☐ **Type II Site Plan Review Application** \$700.00

☐ **Impact Fees:**

The following impact fees and capital facilities charges apply to ADUs:

- (1) Traffic impact fees shall be assessed at 33 percent of the current rate for single-family detached residences;**
- (2) Park impact fees shall be assessed at 25 percent of the current rate for single-family detached residences;**
- (3) Sewer capital facilities charges shall be 50 percent of the current rate for single-family detached residences;**
- (4) Water system connection charges are established by Clark Public Utilities; and**
- (5) School impact fees are established by the La Center School District**

Cost recovery (requires a reimbursement agreement); actual cost of staff, consultants, and/or hearing examiner plus 10%. This fee is applicable as part of a land use action or development review (i.e.: traffic study, preliminary/final plat review)

By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge. I have owner(s) permission to submit this application. I agree to hold harmless the City of Ridgefield as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including myself, and filed against the City of LaCenter, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application. I understand and acknowledge that the City of LaCenter may charge me additional costs such as consulting fees, administrative costs and actual costs directly associated with processing this land use application.

Applicant's Signature

Date

Print Applicant's Name