



210 East 4<sup>th</sup> Street,  
La Center, Washington 98629  
T/360.263.3654

## **SIPS & SCOOPS PRE-APPLICATION CONFERENCE REPORT**

**City of La Center Public Works Operation Center Improvements (2025-052-PAC)**

**Date Issued – November 20, 2025**

### **PROJECT INFORMATION**

<b>Site Address</b>	305 NW Pacific Highway La Center, WA 98629
<b>Legal Description</b>	La Center Lots 4 & 5, #2 Lots 7 & 8 Blk 14 .34 AC
<b>Applicant/Owner</b>	Sam Glackler G5 Assets LLC 34202 NE Finalburg Road La Center, WA 98629 503.333.5546 <a href="mailto:Pwa98629@gmail.com">Pwa98629@gmail.com</a>
<b>Property Owner</b>	City of La Center 210 E 4 <sup>th</sup> Street La Center WA, 98629
<b>Proposal</b>	The applicant is requesting a change of use from an office building to a restaurant that will serve food and alcohol. The building and parking lot are existing and the site is located on .34 acres in the Downtown Commercial C-1 zone district.
<b>Conference Date</b>	November 12, 2025

## **SUMMARY**

Exit 16 Brewing Sips & Scoops will be a restaurant that serves food and alcohol (beer/wine/cider/seltzer). Exit 16 Brewing is a licensed production microbrewery. No alcohol production will occur on-site. The food options will be varied. The hours of operations are intended to be 11:00am-10pm daily.

The building is existing and the applicant is not requesting to expand the footprint of the building.

## **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): Title 12, Streets, Sidewalks & Public Ways; Title 13, Public Utilities; Title 18, Development Code Chapters: 18.30 Procedures; 18.150 C-1 & DGO; 18.120 Plan Amendment & Zone Change; 18.215 Site Plan Review; 18.225 Let Lot Determination; 18.250 Conditional Uses; 18.245 Supplementary Development Standards; 18.250 Conditional Use; 18.282 Outdoor Lighting;

## Public Works and Engineering

Engineering staff found similar uses to a band and a drinking establishment in the 9<sup>th</sup> Edition of the Trip Generation Manual. The manual is recognized by the LCMC to determine the number of trips.

The closest use found was a “walk in bank” and a “drinking place”.

The result is that the “walk in bank” will have 33 PM peak hour trips and the “drinking place” will have 31 PM peak hour trips. It has been determined that the “drinking place” will generate less trips, therefore no traffic impact fees will be assessed for the pub.

## Land Use Analysis

### **Chapter 8.60 Sign Requirements**

Separate sign permits will be required and shall comply with general standards found in LCMC 8.60. Please review this code prior to placing signage. You may contact staff to review the code requirements.

- (1) This section governs signs in the city's C-1/C-3 (downtown commercial/cardroom overlay) zones. All signs in the C-1 and C-3 zones shall:
  - (a) Comply with the requirements of LCMC § 8.60.050, General requirements applicable to all signs, unless otherwise allowed in this section.
  - (b) Use materials compatible with the facade materials.
  - (c) Avoid highly reflective materials and surfacing, limit the use of plastic, and employ painted wood or metal where reasonably feasible.
  - (d) Apply letter or painted signs to the building face where reasonably feasible.
  - (e) Use fonts which complement the period of the building's architecture.
  - (f) Avoid corporate design standards which cannot be used as a justification for granting a variance to this chapter.
  - (g) If illuminated, the sign shall be externally illuminated by downward-facing light sources.
  - (h) Mounted so that the sign does not obscure significant architectural details.
  - (i) Comply with the La Center Downtown Design Plan and Guidelines.
- (2) Sign Permits. Signs excluded in LCMC § 8.60.020(1)(a) through (i), Exemptions, are not regulated under this chapter and therefore do not require a permit. All other signs are either prohibited or require a permit.
- (3) Signs in the downtown commercial (C-1) and cardroom overlay (C-3) zones shall comply with the following additional requirements:
  - (a) Individual Business Signs. The following are the signs allowed for an individual business. A total sign area is allocated to each business and this maximum sign area can be distributed between allowed wall signs, freestanding signs, and projecting signs not to exceed the maximum individual sign area specified below. The total sign area allocated to each business shall not exceed one square foot per linear foot of a primary frontage plus one-half square foot per linear foot of secondary frontage and frontage abutting a parking lot, with an allowed minimum of 24 square feet allocated to each business. See Figure 8.60.070(1) for an illustration of this calculation.
    - (i) Wall Sign. Maximum sign face area for an individual wall sign shall not exceed 24 feet. One wall sign may be placed on each business frontage. Two wall signs may be installed on the same frontage if they are separated by more than 200 feet. Wall signs shall not extend above a roof line.
    - (ii) Freestanding Sign. One freestanding sign is allowed for each business and may not exceed 32 square feet in sign area and five feet in height. One such sign is allowed per business license.
    - (iii) Projecting Sign. One projecting sign is allowed for each customer entrance. The sign area of a projecting sign shall not be larger than three square feet. The lowest portion of a projecting sign shall be no less than eight feet from ground level, project no more than six feet from the building face, and shall not extend above the roof line. The eight-foot height restriction does not apply to signs extending over private property.
    - (iv) Portable Signs. One portable sign is allowed per business license, and it may be displayed only during business hours.
    - (v) Directional Signs. Directional signs shall not exceed six square feet in area and three and one-half feet in height. One freestanding directional sign may be installed on each abutting street entrance to a parking lot or drive-through lane.
    - (vi) Electronic Reader Board and Digital Video Display. One electronic reader board or one digital video display is allowed per business consistent with the requirements of LCMC § 8.60.050, General requirements applicable to all signs.
    - (vii) Window Displays. The total sign area of all window displays shall not exceed 40 percent of the window area.
  - (b) Street Banners. Street banners may be erected in or over the public right-of-way subject to first obtaining a city sign permit and compliance with all conditions attached to that permit.
  - (c) Business Complex Sign. A business complex sign shall not exceed 80 square feet in sign area and eight feet in height above finished grade. One business complex freestanding sign may be installed on each of a maximum of two different street frontages.

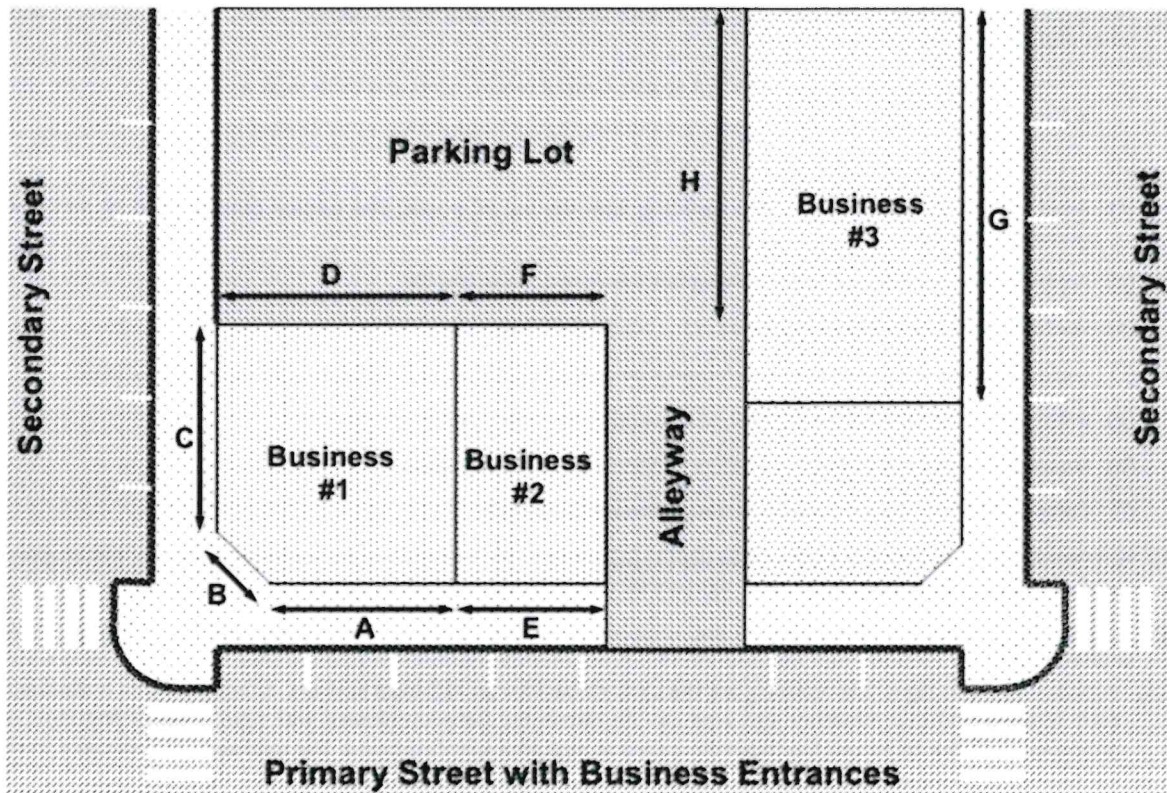


Figure 8.60.070(1). Illustration of Maximum Sign Area Allocation Per Business

$$\text{Maximum Sign Area Business \#1} = 1.0 \cdot (A + B) + 0.5 \cdot (C + D)$$

$$\text{Maximum Sign Area Business \#2} = 1.0 \cdot E + 0.5 \cdot F$$

$$\text{Maximum Sign Area Business \#3} = 1.0 \cdot G + 0.5 \cdot H$$

#### **Chapter 18.30.100 Type III Procedures**

A Preliminary Conditional Use Permit is subject to a Type III review process.

(1) Hearing. An application subject to a Type III process will be considered at a public hearing before a city hearings examiner. The city clerk shall schedule a public hearing for an application within 78 calendar days after the date the City found the application was technically complete.

(2) Notice of Hearing. At least 14 calendar days before the date of the hearing, the city clerk shall mail public notice of the hearing as provided in LCMC [18.30.120](#). At least 10 days before the date of the hearing, the city clerk shall cause notice of the hearing to be published and posted as provided in LCMC [18.30.120](#).

(3) Staff Report. At least seven calendar days before the date of the hearing, the director shall issue a written staff report regarding the application(s). The staff report shall set out 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. The city clerk shall mail a copy of the staff report to the hearings examiner, the applicant, and the applicant's representative(s).



and other parties who request it. Copies of the staff report also shall be available at City Hall seven days prior to the hearing and at the public hearing.

(5) Decision. Within 14 calendar days after the date the record closes regarding a given application(s), the hearings examiner shall submit to the city clerk a written decision regarding that application(s). The decision shall set out the relevant facts and applicable standards for the application(s) and a summary of how the application(s) complies with those standards based on the facts and evidence, including any conditions of approval.

(6) Notice of Decision. Within seven calendar days of the date of the decision, the city clerk shall mail a notice of decision as provided in LCMC [18.30.120](#).

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

### **18.150 Commercial Districts & Overlays**

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 and to preserve the historic downtown aesthetic. Development activity shall meet, to the maximum extent feasible and prudent, the design guidelines contained in this chapter. The C-1 district shall primarily occur along East Fourth Street and secondarily along Northwest Pacific Highway, between West Fourth Street and West Sixth Street.

Downtown Gateway Overlay (DGO). This overlay district is intended to enhance the vibrancy and economic vitality of the city's central district by fostering a dynamic environment that prioritizes hotels, motels, other hospitality uses, and commercial recreational businesses to attract visitors with its proximity to the historic cardrooms and downtown, the newly expanded downtown, and the East Fork Lewis River. This overlay district shall also recognize the existing residential uses in this area and balance compatibility with the hospitality and commercial recreational uses with existing residents. The DGO shall be designated as shown on the adopted Downtown Subarea map, located south of West Third Street and along West D Avenue.

According to LCMC 18.150.020.4.b Uses, restaurants, with associated drinking places, alcoholic beverages are allowed with a Conditional Use Permit.

#### **18.150.030 - Development standards:**

New lots and structures and additions to structures subject to this section shall comply with the applicable standards for lots and building height, and setbacks in Tables 18.150.030(1) and 18.150.030(2). Site plan review is required for all new development and modifications to existing permitted development unless expressly exempted by this title. Sites within the C-1 zoning district shall comply with the additional standards outlined in subsection (4) of this section.

Where zero lot line development is proposed, not less than 10% of the site shall be landscaped. Hardscape surfaces, such as tables, plazas, and planning boxes may be used to satisfy the landscaping requirement.

**Site Plan Review Standards:** In addition to the site plan approval criteria contained in Chapter 18.215, the following shall apply to all development within the commercial districts unless expressly exempted. The review authority may modify these standards for the expansion of existing uses for the site-specific issues:

Primary pedestrian circulation routes connecting the street(s) to the primary building entry or entries shall be a minimum of 11 feet (eight feet of sidewalk/walkway with a minimum of three feet of landscaping on one side of the pedestrian route). The minimum three-foot landscaped area shall contain street trees planted at 30-foot intervals to provide for a continuous tree canopy. The required landscape area should function as a buffer between auto drives and pedestrian routes. Where the pedestrian circulation route crosses vehicular accessways, the landscape area is not required. Pedestrian awnings, with a minimum of eight feet of head clearance, shall be provided along the front building façade when abutting public rights-of-way. Awnings may not project over the parking area or street.

Landscaping required between commercial developments may be altered where parking lots are adjoining as follows: a single, shared five-foot buffer instead of five feet for each development; provided, that joint access is provided between parcels for auto and pedestrian access and trees are planted every 20 feet on center along the length of the buffer.

<b>Table 18.150.030(1) – Lot Requirements</b>			
<b>Zoning District</b>	<b>Minimum Lot Area (square feet)</b>	<b>Minimum Lot Width (feet)</b>	<b>Minimum Lot Depth (feet)</b>
C-1	2,500	25	80
C-3	10,000	None	None
DGO, TLNC	None	None	None

<b>Table 18.150.030(2) – Setbacks, Lot Coverage and Building Height</b>	
<b>Minimum setbacks</b>	<b>Pursuant to buffering and screening standards contained in Chapter 18.245 LCMC.</b>
<b>Minimum setbacks adjacent to residential district</b>	Pursuant to the screening and buffering standards contained in Chapter 18.245 LCMC, plus an additional 1/2 foot for each foot the building exceeds 20 feet in height to a maximum setback requirement of 40 feet.
<b>Maximum lot coverage</b>	Maximum determined by compliance with screening and buffering standards contained in Chapters 18.245 and 18.320 LCMC, and all other applicable standards.
<b>Maximum building height</b>	60 feet, except for the TLNC where the maximum building height shall be 45 feet.

**Additional C-1 Standards.** In addition to the required standards per subsections (1) through (3) of this section, all new lots, structures, and additions to structures located within the C-1 zoning district shall be subject to the following standards. The intent of the C-1 zoning district is to preserve the historic downtown character of La Center by implementing the adopted La Center Design Plan and Guidelines

(2005) (see La Center City Council Resolution No. 05-253) and balance new developments and business establishments to meet a growing economic and job market in La Center.

(a) The following standards do not apply to:

- (i) Exterior remodel of existing single-family residences;
- (ii) Construction of a new bed and breakfast uses or conversion of single-family homes to bed and breakfast uses;
- (iii) Interior remodel of buildings;
- (iv) Exterior building improvements less than 80 percent of the building and land-assess value; and
- (v) Replacement of windows, awnings, roofing materials, or other exterior building elements for maintenance reasons only to match existing materials and design.

***The proposed project is an interior remodel of an existing building and replacement of windows and other exterior building elements for maintenance reasons only and shall match the existing materials and design.***

§ 18.245.040 and Chapter 18.282 LCMC.

(f) Parking.

- (i) Existing on-street parking shall be maintained.
- (ii) New parking areas shall be located behind buildings. Parking lots are not allowed between the front of a building and the street.
- (iii) Parking shall be encouraged in the internal portion of blocks along public alleys or private drives. These small parking areas may also serve as a second frontage for the adjacent businesses.
- (iv) Access to internal block parking areas shall be encouraged along east/west alleys or drives accessing the north/south streets.
- (v) Parking requirements of the development code for individual uses are encouraged to be met through combined parking areas rather than through individual lots.
- (vi) A joint parking facility for downtown employees is encouraged to be located on the periphery of the downtown area.
- (vii) Landscaping shall be provided for parking lots as required by LCMC

§ 18.245.060(9).

- (viii) Continuity and connection must be provided between adjacent parking areas for both autos and pedestrians.
- (ix) Driveway access to arterial streets shall be minimized. Access to local streets shall be encouraged.
- (x) Access to off-street parking or parking lots within 60 feet of street corners is discouraged. Corner sight-distance triangles must be maintained.
- (xi) Where new drive-through facilities are permitted, access shall be prohibited from East and West 4th Street.
- (g) Building Materials.
  - (i) Metal is prohibited as the primary exterior building material, but it may be used for accents, including awnings. Materials such as masonry, stone, stucco, and wood are encouraged.
  - (ii) Decorative patterns must be incorporated where masonry is used for exterior finish. Examples of these decorative patterns include quoins, multicolored masonry units such as brick, stone, or cast stone, in layered or geometric patterns, or split-faced concrete block to simulate a rusticated stone-type construction.
  - (iii) Wood siding must be bevel, shingle siding, or channel siding and must not be applied in a diagonal or herringbone pattern. T1-11 style siding is not permitted.
  - (iv) Accessory structures, such as attached and detached canopies, utility buildings, storage sheds, sales kiosks, shall conform to the design and color guidelines and be built in the same style as the main building.
- (h) Roof Materials, Parapets, and Roof Pitch.
  - (i) Pitched roof structures shall have a minimum roof pitch of 6:12. Large buildings, meaning those with a footprint of at least 3,000 square feet, may have portions of the roof at a lesser pitch, as long as the roofline is varied with areas of lesser pitch, dormers, or other significant architectural features.
  - (ii) Rooflines shall establish a distinctive "top" to a building. All new roofs shall be of a peak roof style, unless documented to be architecturally infeasible by the applicant. No flat, mansard, or shed roof styles are allowed. On larger buildings where peak roofs cannot be used, architectural features shall be used that exhibit a peak roof style with facades, partial roofs, and other techniques that meet the intent of these provisions. In building areas without a peak roof, a flat or shed roof shall be used. When flat roof areas are proposed, a cornice or frieze molding a minimum 12 inches high projecting a minimum six inches from the wall at the top of the wall or parapet shall be provided.
- (A) Parapet corners must be stepped or the parapet must be designed to emphasize the center or primary entrance(s), unless the primary entrance is at the corner of the building.
- (B) Visible sloped roofs must be dark gray, black, or dark brown.



(C) Visible roof materials must be wood or architectural grade composition shingle or sheet metal with standing or batten seam.

(D) All roof- and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes and vent pipes, must be screened from public view by parapets, walls, or by other approved means.

(i) Windows.

(i) First floor walls fronting streets shall have a minimum of 50 percent openings in the form of glazed storefronts, glazed doorways, or glazed entries. Windows, which allow views to the interior activity or display areas, are required.

(ii) Ground floor windows are also required on facades facing any parking lot. The minimum requirement is 10 percent of the facade.

(iii) Window frames and shutters in proportion to the window will count against the required openings percentage of subsection (4)(i)(i) of this section. All storefront glazing will be clear glass so as to be used for displays. Blank walls are prohibited.

(iv) Windows shall include sills at the bottom and pediments at the top. Required windows must have a sill no more than four feet above grade. Where interior floor levels prohibit such placement, the sill must be raised to allow it to be no more than two feet above the finished floor level, up to a maximum sill height of six feet above grade.

(v) Glass curtain walls, reflective glass, and painted or darkly tinted glass shall not be used.

(vi) Operable casement or sash windows are required unless otherwise approved by the Public Works Director.

(vii) Windows on a second story and above should be vertical in proportion with dimensions not to exceed seven feet tall and five feet wide.

(viii) At least half of all the window area in upper floors must be made up of glass panes with dimensions no greater than two feet by three feet. Windows that have mullions on an approximate one-foot by one-foot grid inside double-pane glass are appropriate and are encouraged.

(j) Building Lighting.

(i) The minimum lighting level for building entries is four foot-candles. Lighting must be a pedestrian scale and the source light must be shielded to reduce glare.

(ii) Exterior lighting must be an integral part of the architectural design and be consistent with the overall architectural character of the downtown. Building accent lighting, sconces, detail lighting, and other lighting techniques that enhance the building design and that do not create glare or detract from other properties or the street and sidewalk are encouraged.

- (iii) All exterior building lighting shall be shielded and directed downwards.
- (iv) Exterior building lighting shall comply with subsection (4)(e) of this section.
- (k) Environmental Design.
- (i) Roof systems that retain and treat rainwater are encouraged.
- (ii) The City encourages new buildings that are designed and built to achieve LEEDS (Leadership in Energy and Environmental Design) certification.(Ord. 2006-17 § 1, 2006; Ord. 2017-09 § 4 (Exh. B), 2017; Ord. 2025-03, 6/25/2025)

### **18.215 Site Plan Review**

LCMC 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 specified in this title.

*Many of the Site Plan application requirements are the same as the Conditional Use application requirements. The applications will run concurrently. There is no need to submit duplicate items. The process will also run with the CUP application.*

LCMC 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.

**If a site plan review is part of an overall application (i.e., CUP) that is subject to a higher review process, the site plan review shall be considered in conjunction with the overall application.**

### **Submittal requirements.**

For Type II site plan review applications, the applicant shall submit the information required for a Type II application as set forth in LCMC § 18.30.090, as well as the following:

- (a) Written narrative description of uses, types of structures proposed, hours of operation, abutting properties, proposed access, frequency of deliveries and construction schedule including project phasing, if known;
- (b) 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;

(c) Developer's GIS packet (can be obtained from the Clark County planning department);

(d) One paper copy of 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 and including one reduced 11-inch by 17-inch copy. The existing conditions plan shall at a minimum indicate the following:

(i) Vicinity map showing location of subject site within the city of La Center and the surrounding existing street system;

(ii) Property boundaries, dimensions and size of the subject site;

(iii) Graphic scale of the drawing and the direction of true north;

(iv) Zoning and uses of subject site and of properties within 100 feet of the subject site;

(v) Current structural or landscaped setbacks;

(vi) Location of on-site driveways and access points within 100 feet of the subject site;

(vii) Location of existing on-site structures and the approximate location of existing structures within 100 feet of the site;

(viii) Location of existing aboveground electrical, telephone or utility poles and traffic control poles;

(ix) Location of existing fire hydrants;

(x) Location of existing structures within 100 feet of the site;

(xi) Location, centerline and dimensions of existing public rights-of-way and easements on-site and within 100 feet of the site;

(xii) Location, centerline and dimensions of existing private streets on-site and within 100 feet of the site;

(xiii) Approximate on-site slopes and grades within 100 feet of the site;

(xiv) Approximate location of significant natural conditions such as rock outcroppings, floodplain, drainage patterns and courses, slopes in excess of 25 percent, unstable ground, high seasonal water table or impermeable soils, areas of severe erosion potential, areas of weak foundation soils, areas of significant wildlife habitat, areas of known or suspected historic, cultural or archaeological resources and the

location of trees or clusters of trees having a diameter of six or more inches measured four feet above grade;

- (e) One paper copy of a site plan drawn to a minimum scale of one inch equals 200 feet on a sheet no larger than 24 inches by 36 inches and including one reduced 11-inch by 17-inch copy. The site plan shall at a minimum indicate the following:
- (i) Property boundaries, dimensions and size of the subject site;
  - (ii) Location, dimensions and height of proposed buildings;
  - (iii) Location of building accesses;
  - (iv) Proposed building and landscape setbacks;
  - (v) Proposed project-phasing boundaries, if applicable;
  - (vi) Legend indicating total site area, the total square footage of proposed building or structures including percentage of total site area, the total square footage amount of impervious area square footage including percentage of total site area, the total square footage amount of on-site landscaping including percentage of total site area, the total amount of dedicated parking area including percentage of total site area, the proposed number of parking spaces including the number of standard parking spaces, the number of compact parking spaces and the number of handicapped-accessible parking spaces. The required number of parking spaces should also be indicated;
  - (vii) Location of proposed access points including vehicular driveways and designated pedestrian access points including the proposed depth of the vehicular driveway throats;
  - (viii) Location and dimensions of proposed on-site parking areas including required parking landscaping islands and indicating whether proposed parking is standard, compact or handicapped-accessible. Demonstrate compliance with applicable state and federal guidelines including, but not limited to, adequate sizing, the provision of handicapped access ramps and appropriate labeling and signing. On-site cross-aisles and circulation areas shall be indicated including their dimensions;
  - (ix) Location and dimensions of proposed on-site pedestrian connections between the public street and buildings, between on-site buildings, between on-site buildings and on-site or off-site parking areas;
  - (x) Location and size of off-site parking areas, if applicable, including details on the number and type of off-site parking spaces and existing or proposed cross-aisles and circulation areas including dimensions;
  - (xi) Location, centerline and dimensions of proposed on-site public or private streets and public and private easements;



- (xii) Location, centerline and dimensions of proposed dedications, and identification of proposed frontage improvements including roadway improvements, curb and gutter installation, landscaped planter strip installation and public sidewalk installation;
- (xiii) The location and dimensions of loading and service areas, recreational or open space features, aboveground utilities, existing structures to be retained on the site and their distance from the property line, proposed structures (including signs, fences, etc.) and their distance from property lines and the size and location of solid waste and recyclable storage areas;
- (xiv) Specialized site treatments including but not limited to pedestrian plazas, heavy duty paving, concrete score patterns, bicycle parking and outdoor seating areas;
- (f) Preliminary utilities plan indicating the proposed location, size, connection points to existing public systems, and terminus points for sanitary sewer, water and stormwater drainage and control. Stormwater information shall be provided in conformance with Chapter 18.320 LCMC and shall indicate compliance with all applicable standards of LCMC Titles 13 and 15. Public and private easements for sanitary sewer, water and stormwater shall also be indicated;
- (g) Preliminary grading and erosion control plan indicating proposed on-site excavation and fill activities, and within public rights-of-way, if applicable, including demonstration of conformance with city of La Center erosion control measures;
- (h) Landscape plan indicating the location of proposed vegetation, the common and botanical name of the proposed vegetation, the initial planting size (height or gallon) and the mature planting size, and proposed methods of irrigation, if any. Landscaping proposed in and around buildings, on the perimeter of the site and within proposed parking areas shall be indicated. In addition, street trees or other forms of landscaping within the public rights-of-way shall be indicated;
- (i) Architectural elevations, showing north, south, west and east elevations and specifying a measurable scale, structural dimensions and structural heights;
- (j) Lighting plan indicating the location, height and type of proposed exterior lighting fixtures (pole-mounted or wall-mounted);
- (k) Legal description for the parcel(s) in question;
- (l) Most recent conveyance document (deed) showing current ownership;
- (m) State Environmental Policy Act (SEPA) checklist, completely filled out in ink or type and signed, if applicable;
- (n) Traffic study, if applicable;
- (o) Sign plan(s) (if applicable);

- (p) Copy of pre-application conference report and any other items requested in the pre-application conference report, if completed.

Criteria for site plan approval.

- (1) In approving site plans, it shall be the responsibility of the planning director or his designee to review each plan for compliance with all provisions of this chapter and any other applicable regulations that may affect the final plan as submitted or revised.

- (2) In reviewing a site plan for approval, the director shall find that all of the following have been met:

- (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**

18.245.010. Generally - The standards in this chapter apply to development generally within the city of La Center. They can be used in any review process where applicable to evaluate or condition approval of an application.

##### **LCMC 18.245.020. Height of fences and hedges.**

- (1) Heights. Fences not more than six feet in height may be maintained along the side yard, street-side yard, or rear lot lines; provided, that such fence does not extend into the front yard area. The front yard area is the distance between the front property line and the nearest point of the building specified in the zoning districts under this title. Fences shall not exceed four feet (48 inches) in height in the front yard. Height shall be measured from grade level on which the fence is installed to the highest point on the fence structure.
- (2) Sight Distance. Fencing shall not conflict with the sight distance requirements of the La Center Engineering Standards for Construction.
- (3) Security Fencing. Security fencing may be permitted within commercial or industrial land uses, provided the fencing consists of not more than four strands of barbed wire located on the top of a six-foot high fence.
- (4) Temporary Fences. Vacant property and property under construction may be fenced with a maximum six-foot high, non-sight-obscuring fence.
- (5) Prohibited Materials. Fiberglass or plastic sheeting, barbed wire, razor ribbon or other similar temporary material shall not be permitted as a fencing material.
- (6) Modifications. Modifications to the standards in this chapter shall be made pursuant to LCMC § 18.30.080. To modify the requirements of the chapter, the planning director shall find, by substantial evidence, that public safety will be substantially impaired unless this height restriction is exceeded or relaxed.

##### **LCMC 18.245.030. Solid waste:**

If refuse containers are used by more than one unit for temporary storage of solid wastes, the container(s) shall be screened from view from off-site by a sight-obscuring fence and/or evergreen landscaping and the area kept clean of all litter.

##### **LCMC 18.245.040. Lighting:**

- (1) Lighting, including permitted illuminated signs, shall be designed and arranged so as not to do the following:
  - (a) Reflect or cast glare into any residential zone;
  - (b) Rotate, glitter, or flash; or
  - (c) Conflict with the readability of traffic signs and control signals.
- (2) Lighting on any site shall not cause more than one foot-candle measured at any property line. (Ord. 2006-17 § 1, 2006; Ord. 2025-03, 6/25/2025)

LCMC 18.245.050 Noise - All development shall comply with the noise standards in Chapter 173-60 WAC. (Ord. 2006-17 § 1, 2006; Ord. 2025-03, 6/25/2025)

#### **LCMC 18.250 Conditional Uses**

- (1) Applications for conditional use permit or modification of a conditional use permit are subject to pre-application review consistent with LCMC § 18.30.020. Pre-application review is not required for an exempt or minor modification to or extension of a conditional use permit.
- (2) An applicant for pre-application review of a conditional use permit shall submit the requisite fee and four copies of the following information unless otherwise provided by the city clerk/treasurer:
  - (a) A completed form provided by the city clerk/treasurer for that purpose;
  - (b) 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;
  - (c) 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, development, access, parking, maneuvering and structures 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 proposed structure(s);
  - (d) Proposed dedications to the city or other agency, if applicable;
  - (e) A written description of the proposed use or development. The description shall identify applications that are proposed to be filed concurrently with the conditional use application (e.g., land divisions, variances, adjustments or exceptions) or are needed for approval of the plan; and
  - (f) Other relevant information that would assist the city to review the proposed application and to advise the applicant.

LCMC 18.250.020 - Review processes.

- (1) Review of a technically complete application for conditional use permit is subject to a Type III process. See LCMC § 18.30.100.
- (2) Review of a technically complete application for a minor modification, alteration or expansion of a previously approved conditional use permit is subject to:
  - (a) The review process set out in the decision approving the existing conditional use, if any; or
  - (b) A Type II process. See LCMC § 18.30.090.
- (3) Revocation of an approved conditional use permit is subject to a Type III process. Revocation shall be initiated by the city clerk/treasurer by scheduling a hearing and issuing the required notice. Revocation shall not be the exclusive remedy for violation.

LCMC 18.250.030 - Application contents.

An applicant for a conditional use permit shall submit the requisite fee and the information required by LCMC § 18.30.050, except as otherwise provided therein.

LCMC 18.250.040 - Criteria for approval, minor modifications and revocation.

- (1) The hearings examiner shall approve or approve with conditions an application for conditional use permit if he or she finds the applicant has sustained the burden of proving that:



- (a) The characteristics of the site are suitable to accommodate the proposed use and necessary mitigation of potential adverse impacts considering size, shape, location, topography and natural features;
  - (b) All required public facilities (i.e., water, sanitary waste, drainage and roads) have adequate capacity to serve the proposed use;
  - (c) The proposed use complies with the applicable requirements of the zone except as otherwise approved by variance or other means consistent with the La Center Municipal Code;
  - (d) The establishment, maintenance or operation of the proposed use will not, under the circumstances of the particular case, be significantly detrimental to the health, safety or general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to the property and improvements in the neighborhood or to the general welfare of the city.
- (2) The hearings examiner may impose, in addition to regulations and standards expressly specified in this title, other conditions of approval necessary to ensure the use complies with applicable approval standards. These conditions may include, but are not limited to, the following:
- (a) Increased setbacks, lot size or yard dimensions;
  - (b) Additional design features necessary to minimize environmental impacts such as noise, vibration, air pollution, glare, odor and dust;
  - (c) Restrictions on the location, number and design of vehicular access points to the property;
  - (d) Additional off-street parking or loading spaces;
  - (e) Limits on the number, size, location, height and lighting of signs;
  - (f) Limits on building height, coverage or location;
  - (g) Restrictions on the hours, days, place and manner of operations;
  - (h) Additional requirements for drainage and surfacing of maneuvering, parking and loading areas;
  - (i) Limits on the location and intensity of outdoor lighting;
  - (j) Requiring certain berming, screening, landscaping and/or fencing;
  - (k) Requirements under which any future enlargement or alteration of the use shall be reviewed by the city and new conditions imposed;
  - (l) Requirements for periodic review of the permit.
- (3) The review authority may approve a minor modification, alteration or expansion of an approved conditional use pursuant to a Type II process if:
- (a) The modification, alteration or expansion will result in less than a 20 percent cumulative enlargement or relocation of the structure, floor area, parking area or exterior improvement area, up to a total maximum of 5,000 square feet;
  - (b) The existing use is in compliance with all conditions of approval of the original permit;
  - (c) Such modification, alteration or expansion is not expressly prohibited by the zone or the conditional use permit issued for the existing use.
- (4) The hearings examiner may revoke or amend a conditional use permit pursuant to a Type III process if he or she finds:
- (a) The conditional use is not being conducted consistent with the decision or conditions of approval authorizing the conditional use permit or other applicable standards of the La Center Municipal Code; and
  - (b) The applicant has failed to remedy the alleged violation within a reasonable time required by the city clerk/treasurer or within 60 calendar days after the city clerk/ treasurer mails notice of such alleged violations to the operator of the conditional use or owner of the property, whichever is first.

**LCMC 18.280 Off-Street Parking & Loading Requirements**

18.280.010 Purpose - It is the purpose of this chapter to require the provision of adequate parking areas within close proximity to each use so that convenient access is provided to businesses and residences. A further purpose of this chapter is to provide flexibility to businesses and property owners to vary from the minimum standards to fit the parking needs of individual uses, reduce the cost of providing parking that is infrequently used, and promote greater intensity of land use.

**LCMC 18.280.020. Applicability.**

- (1) Off-street parking shall be provided consistent with this chapter in the following situations:
  - (a) For all new development;
  - (b) Expansions of the square footage of an existing structure by 20 percent; provided, that parking requirements shall be determined based on the use expansion area only;
  - (c) When construction valuation exceeds 80 percent of the existing site and building valuation;
  - (d) Concurrent with construction of any parking lot, whether required or not; or
  - (e) When there is a change in use, which increases the required number of parking spaces by more than 10 percent.
- (2) Every use for which a building is erected, structurally altered, or there is a change in use that will require the receipt or distribution of materials or merchandise by truck or similar vehicle shall provide off-street loading spaces as required by LCMC § 18.280.080.  
(Ord. 2022-10 § 9 (Exh. I), 2022; Ord. 2025-03, 6/25/2025)

**LCMC General requirements:**

- (1) Development of parking lots is subject to site plan review approval under Chapter 18.215 LCMC or is reviewed as part of the site plan review application for a primary use.
- (2) Deviations from the standards of this chapter require variance review under Chapter 18.260 LCMC. When the number of parking spaces is proposed to be reduced more than 15 percent or exceeds the maximum standard, a parking analysis from a traffic engineer that justifies the deviation is also required.
  - (a) The maximum number of parking spaces permitted shall be 150 percent of the minimum number of spaces in the Downtown Commercial, Downtown Gateway Overlay, and Downtown Mixed-Use zoning districts and 200 percent in all other commercial, residential, and public districts.
- (3) In the event several uses share off-street parking, the total requirements for off-street parking shall be the sum of the requirements of the several uses computed separately unless the uses are approved for joint parking as specified in subsection (4) of this section.
- (4) Joint parking and/or loading facilities serving two or more uses, structures, or parcels of land may be approved to satisfy the requirements of both facilities, provided the owners or operators of the uses, structures, or parcels show that their operations and parking needs do not overlap in point of time. Joint parking facilities may have less off-street parking than the sum of the individual minimum requirements for each use. The review authority may reduce the total parking requirement to a number representative of the greatest demand likely to occur at any one time. If the uses, structures, or parcels are under separate ownership, the right to joint use of the parking space must be evidenced by a deed,

lease, contract, or other appropriate written document to establish the joint use. Joint parking facilities must meet the location requirements of LCMC § 18.280.050.

(5) Parking lots shall be landscaped in accordance with LCMC § 18.245.060.

(6) Use of Parking Facilities. Required parking spaces shall be available for the parking of operable passenger automobiles of residents, customers, patrons and employees only, and shall not be used for the storage of more than one vehicle or light truck used in conducting the business or use or for storage of materials. Parking lots and outdoor storage of vehicles or recreational vehicles shall not be a primary use for any property located within the LDR-7.5, MDR-16, or HDR base zoning district.

(7) Restrictions. Any vehicle that is the subject of this section that is parked off street shall be parked on code-approved areas or within garages. Failure to comply with this section shall constitute a nuisance.

(a) Passenger vehicles and light trucks may park in any approved parking area, including the street, or garage so long as they do not pose an impediment to pedestrians or other vehicular traffic. Vehicles that pose an impediment to pedestrian or vehicular traffic shall be deemed a nuisance.

(b) Motor homes, recreational vehicles, boats and utility trailers shall not be parked on the street for more than two weeks during any calendar year in any zoning district.

(c) Motor homes, recreational vehicles, boats and utility trailers shall not be parked in residential driveways for more than two weeks per year. If parked on residential lots for more than two weeks per year, they are not to be parked between the front lot line and the primary facade of the dwelling. Car-top boats and canoes are exempt from this requirement.

(Ord. 2022-10 § 9 (Exh. I), 2022; Ord. 2025-03, 6/25/2025)

§ 18.280.040. Required amount of off-street parking.

(1) Off-street parking shall be provided in compliance with Table 18.280.040 or as reduced subject to subsection (4) of this section. The calculation of the minimum parking space requirements shall be rounded up to the nearest whole number.

Table 18.280.040: Required Amount of Off-Street Parking	
Land Use	Minimum Number of Parking Spaces Required <sup>1</sup>
<b>Services</b>	
Bank	3.72
Copy, Print, and Express Ship Store	3.01
Sit Down Restaurant/Drinking Establishments	10.52
Carry-Out Restaurant Without Seating (i.e., Bakery, Coffee Shop, Donut Shop, Pizza Pickup)	10.00

Notes:

<sup>1</sup> Unless otherwise specified, the units are parking spaces per 1,000 square feet of gross floor area.

- (2) Where parking space requirements result in fractional calculation, they shall be rounded up to the nearest whole number.
- (3) For uses not listed in Table 18.280.040, the review authority shall determine the required number of parking spaces by selecting the use with the most similar parking demand requirements.
- (4) Parking Reductions and Credits.
  - (a) General Requirements.
    - (i) To promote greater flexibility in meeting the parking requirements of land uses, the city may reduce the parking requirements of individual uses under the provisions of this section.
    - (ii) Parking reductions and credits in this section apply cumulatively and may count for up to 15 percent of a proposed use's off-street parking requirements.
    - (iii) The provisions of this section apply to nonresidential uses only. Residential uses are not eligible to reduce the required amount of off-street parking.
  - (b) Downtown Special Credit Area. On-street parking or off-street public parking lots within 500 feet of a proposed use within La Center's C-1 and DMX zoning districts and DGO district may reduce up to 10 percent of the minimum off-street parking requirements specified in Table 18.280.040.
  - (c) Bicycle Parking Incentive. Bicycle parking meeting the requirements of this section may count for up to five percent of off-street parking requirements.
    - (i) For each three bicycle parking spaces provided or for each bicycle locker provided, a proposed use may reduce its vehicular parking requirement by one stall.
    - (ii) Bicycle parking provided for credit must be made of durable materials and shall be securely anchored to the ground or building structure or must be a lockable enclosure.

LCMC 18.280.050. Parking design standards:

- (1) Size of Parking Spaces.
  - (a) Each standard off-street parking space shall have an area of not less than 180 square feet, exclusive of drives and aisles, and a width of not less than nine feet.
  - (b) Compact parking spaces are permitted and may count for up to 20 percent of the required number of spaces. Compact stalls shall have a minimum area of not less than 120 square feet and a width of not less than eight feet wide and shall be clearly identified with a sign and/or painted marking as required by city standards. Where feasible, all compact parking spaces shall be located in one or more contiguous areas and/or adjacent to ingress/egress points within parking facilities. Location of compact car parking spaces shall not create traffic congestion or impede traffic flows.
  - (c) Parking Dimensions for Residential Uses. Off-street parking spaces for residential uses in driveways serving single-family, duplex, or attached single-family uses must be at least 20 feet long.
- (2) Driveway aisles within off-street parking lots shall comply with the following widths:



**Table 18.280.050: Parking Lot Aisle Width**

<b>Parking Space Angle</b>	<b>1-Way Aisle (feet)</b>	<b>2-Way Aisle (feet)</b>
0 Degrees (parallel)	20	22
30 Degrees	20	22
45 Degrees	20	22
60 Degrees	20	22
75 Degrees	20	24
90 Degrees	24	24

- (3) Uses subject to this chapter shall provide designated disabled parking spaces as required by applicable state and federal requirements.
- (4) Location.
- (a) Off-street parking facilities for commercial and industrial uses shall be located on site to the extent feasible or no further than 500 feet from the site, measured from the nearest point of the parking facility to the nearest point of the site that the facility is required to serve. Off-street parking required for single-family residential uses and uses in the C-3 district shall be provided on site.
- (b) Driveway access to arterials and collectors shall comply with the engineering standards.
- (5) Materials, Design, and Lighting.
- (a) Off-street parking facilities shall be surfaced with a durable and dustless surface, shall be graded and drained so as to dispose of surface water in accordance with Chapter 18.320 LCMC and the city's engineering standards, and shall be maintained in good condition, free of weeds, dust, trash, and debris.
- (b) Lighting used to illuminate off-street parking facilities shall be arranged so as to reflect light away from any adjoining residential area(s) and shall comply with the requirements of Chapter 18.282 LCMC, Outdoor Lighting.
- (6) Parking spaces along the outer boundaries of a parking area shall be contained by a curb or wheel stop. Curbs or wheel stops may extend as far as two feet into the required stall dimensions or be otherwise placed to prevent a motor vehicle from extending into required landscaping or over an adjacent property line or a street.
- (7) Driveways to off-street parking areas shall be designed and constructed to facilitate the flow of traffic, to provide maximum safety of traffic access and egress, and to provide maximum safety of pedestrians and vehicular traffic on the site. The number of driveways shall be limited to the minimum that will allow the property to accommodate and service the traffic to be anticipated. Driveways shall provide minimum sight distances required by the engineering standards.

#### **18.282.050 Nonresidential and multifamily residential lighting**

All non-residential uses including commercial, industrial, institutional and public uses, and multifamily residential uses with a common outdoor area shall comply with the lighting standards of this subsection.

- (1) The total maximum allowed installed initial lumens of all outdoor lighting shall be specified by either the parking space method or the hardscape area method. Only one method shall be used per permit application. Any existing lighting shall be included in the calculation of total installed initial

lumens. The total installed initial lumens is the sum of the initial lumens for all luminaires installed at a given site.

- (a) **Parking Space Method.** The parking space method may be used for properties with up to 10 parking spaces, including handicap spaces. The total site initial lumens per parking space for each lighting zone are specified in Table 18.282-1.

**Table 18.282-1. Parking Space Method**

LZ-0	LZ-1	LZ-2
350 lumens per space	490 lumens per space	630 lumens per space

- (b) **Hardscape Area Method.** The hardscape area method may be used for uses defined in this section. The hardscape area is the area measured in square feet of all site hardscape. The site allowance consists of a base allowance plus an additional allowance for specific situations. The base and additional allowances are specified in Table 18.282-2. The additional allowances provide increased illumination for specific situations and are added to the base allowance as appropriate. No more than two additional allowances may be applied to a site.

**Table 18.282-2. Hardscape Area Method**

	LZ-0	LZ-1	LZ-2
<b>Base Allowance of lumens per square foot of hardscape</b>	0.5	1	2
<b>Additional Illumination Allowances</b>			
<b>Pedestrian-Oriented Streets</b> as defined in this title. <sup>1</sup> This additional allowance shall apply to each side of a street individually.	0	50.0 lumens per linear foot of pedestrian-oriented street	75.0 lumens per linear foot of pedestrian-oriented street
<b>Pedestrian-Oriented Space</b> as defined in this title. <sup>1</sup>	0	2 lumens per square foot of pedestrian-oriented space	3 lumens per square foot of pedestrian-oriented space

**Notes:**

<sup>1</sup> The additional illumination allowance for pedestrian-oriented streets and spaces shall only be used for streets or spaces specifically designated as pedestrian-oriented by the review authority.

18.282.080 - Submittal of plans and evidence of compliance.

(1) Submittal Content. A development proposal subject to this title that includes outdoor lighting subject to LCMC § 18.282.020, Applicability, shall submit, as part of the application for land use and building permit, evidence that the proposed outdoor lighting complies with the applicable provisions of this chapter. The installation or modification of any outdoor lighting subject to LCMC § 18.282.020, Applicability, (except for routine servicing and same-type lamp replacement) shall provide the information required under this section. The evidence provided shall contain, at a minimum, the following information:

- (a) Plans demonstrating compliance with the requirements of this chapter including the total number and location on the premises of all outdoor luminaires, both proposed and any already existing on the site;
  - (b) Analysis demonstrating nonresidential compliance with any applicable photometric standards in this chapter; and
  - (c) Description of all outdoor luminaires, both proposed and existing. The description may include, but is not limited to, catalog cuts and illustrations by manufacturers (including sections where required); lamp types, BUG rating, wattages, and initial lumen outputs;
- (2) The above required plans, descriptions and data shall be sufficiently complete to enable the review authority to readily determine whether compliance with the requirements of this chapter will be secured. If the review authority finds that the required plans, descriptions

and data are not sufficient, the review authority may request additional evidence including but not limited to reports of tests performed by a certified testing laboratory.

(Ord. 2019-20 § 2 (Exh. A), 2019; Ord. 2025-03, 6/25/2025)

**Submittal Requirements (LCMC 18.210.030):** A completed application form and the following materials will be required, prior to a determination of technical completeness:

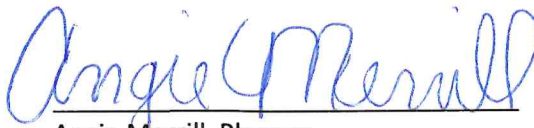
1. The information listed in LCMC 18.215 & 18.250
2. Written authorization to file the application signed by the owner of the property that is the subject of the application, if the applicant is not the same as the owner as listed by the Clark County assessor, shown in GIS mapping.
3. A copy of the pre-application conference report
4. A written description of how the proposed preliminary application can comply with each applicable approval criterion for the Conditional Use Permit and Re-Zone applications
5. 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 two sets of mailing labels. The applicant shall include a map of the 300' mailing list, clearly showing all parcels that will receive "Notice of Application" and "Notice of Public Hearing"
  - 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.
6. Applications associated with the preliminary application, such the Site Plan Review/ applications will run concurrently
8. A Conditional Use Permit application and submittals per code section 18.250

9. A Master Land Use Application

10. Health Department – Development Review Letter

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

**Issuance date: November 2025**

 11/20/2025  
Angie Merrill, Planner





911 N 65th Avenue  
Ridgefield, WA 98642

**phone:** 360.887.4609    **fax:** 360.887.0862    **web:** [www.clarkfr.org](http://www.clarkfr.org)

Dear Applicant,

This communication is in reference to Sips and Scoops 305 NW Pacific Hwy La Center Wa., Project #1777746. The following information is pertinent to fire safety for the proposed project.

**D106.1 Access During Construction:** Access roadways must be completed and unobstructed prior to combustible construction.

### **Fire Apparatus Access**

The minimum width of a fire apparatus access is 20 feet.

- Dead-end fire apparatus access roads in excess of 500 feet in length shall have a driving surface width of not less than 26 feet.
- Fire access roads where a fire hydrant is located shall have a driving surface width of 26 feet for a length of 20 feet.
- If a center median is included, the required width shall be provided on both sides of the median.
- No parking is permitted on streets narrower than 26 feet in width.
- Parking on one side is permitted on fire access roads that are at least 26 feet but less than 32 feet in width.
- Parking on two sides is permitted on fire access roads 32 feet or more in width.

Access roadway to the south of the building shall have painted curbs and posted parking signs on one of the roadway.



911 N 65th Avenue  
Ridgefield, WA 98642

phone: 360.887.4609 fax: 360.887.0862 web: www.clarkfr.org

The review of the submitted documents does not relieve the owner, designer and contractor, nor their representatives from their individual or collective responsibility to comply with the provisions of the applicable fire code or standards. The review is not to be construed as a check of every item in the plans and does not prevent the Fire Code Official hereafter requiring corrections of errors, in the plans and/or the construction.

### **3307.2 Water Supply for Fire Protection**

An approved water supply for fire protection, either temporary or permanent, shall be made available as soon as combustible building materials arrive on the site, on commencement of vertical combustible construction and on installation of a standpipe system in buildings under construction, in accordance with Sections 3307.2.1 through 3307.4.

**102.9 Matters Not Provided for** Requirements that are essential for the public safety of an existing or proposed activity, building or structure, or for the safety of the occupants thereof, that are not specifically provided for by this code, shall be determined by the fire code official.

- *A Knox Box shall be required for access to the structure, you can order one from KNOX.com and select Clark-Cowlitz.*
- *The Number of exits or exit access doorways required within the means of egress system shall comply with the provisions of section 1006.2 for spaces, including mezzanines, and section 1006.3 for stories or occupied roofs.*
- *All ventless cooking systems shall be submitted to the building department and the fire department for review.*
- *Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel.*
- *Portable fire extinguishers shall not be obstructed or obscured from view. In rooms or areas in which visual obstructions cannot be completely avoided, means shall be provided to indicate the locations of the extinguishers.*
- *Portable fire extinguishers shall be selected, installed and maintained.*
  - *ABC within 75-foot walking distance.*



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- *For up to four fryers having a maximum cooking medium capacity of 80 pounds each: one class K portable fire extinguisher of a minimum 1.5-gallon capacity.*
- *Portable fire extinguishers having a gross weight not exceeding 40 pounds shall be installed so that their tops are not more than 5 feet above the floor.*

Sincerely,

Mike Lackey  
Deputy Fire Marshal  
Clark-Cowlitz Fire Rescue



Description/ITE Code	Units	ITE Vehicle Trip Generation Rates								Expected Units	Total Generated Trips		Total Distribution of Generated Trips							
		(peak hours are for peak hour of adjacent street traffic unless highlighted)									Daily	AM Hour	PM Hour	AM In	AM Out	Pass-By	PM In	PM Out	Pass-By	
		Weekday	AM	PM	Pass-By	AM In	AM Out	PM In	PM Out											
Walk-in Bank 911	KSF <sup>2</sup>	NA	NA	12.13		NA	NA	44%	56%	2.7	0	NA	33	NA	NA	0	14	18	0	
Drinking Place 925	KSF <sup>2</sup>	NA	NA	11.34		NA	NA	66%	34%	2.7	0	NA	31	NA	NA	0	20	10	0	

RED Rates = CAUTION - Use Carefully - Small Sample Size  
Green Rates = Peak Hour of Generator - (no peak rate for the rush hour of adjacent street traffic)  
Blue Rates = Saturday Daily Total - (no weekday daily rate)

\*Pass-By % are Rates from Weekday PM Peak Period  
\*The Total Pass-By Trips will be Distributed: 50% IN / 50 % OUT

NA = Not Available  
DU = Dwelling Unit  
Occ.Room = Occupied Room  
KSF<sup>2</sup> = Units of 1,000 square feet  
Fuel Position = the number of vehicles that could be fueled simultaneously



