



305 NW Pacific Highway1
La Center, Washington 98629
T/360.263.7665

PRE-APPLICATION CONFERENCE REPORT

Aspen Heights Subdivision (2016-010-PAC)

Meeting conducted on May 25, 2016 - 10:00 AM

PROJECT INFORMATION

Proposal: The applicant proposes to rezone the 4.3 acre property from low density residential (LDR-7.5) to medium density residential (MDR – 16), remove the Urban Holding Overlay and subdivide the property to develop 26 attached single family dwellings.

Location: The site is located west of NE North Fork Avenue and south of NE 348th Street. The parcel is identified as 34700 NE North Fork Avenue or alternatively as Assessor Parcel No. 258901-000, number 27 SW ¼ of Sec 34, T5N, R1E, WM.

Representative: Scott Taylor, SGA Engineering 2005 Broadway, Vancouver, WA 98663, (tel.) 360-993-0911, (fax) 360-993-0912, staylor@sgaengineering.com

Owners/Addresses: Win Muffett, P.O. Box 301 La Center, WA 98629, (tel.) 503-807-2139.

REVIEW

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.

Public Works and Engineering

Chapter 12.10 -- Public and Private Road Standards

City of La Center Engineering Standards for Construction shall apply to all public road improvements unless modified by the director. LCMC 12.10.040.

In lieu of the completion of any required public improvements prior to approval of a final plat, short plat or the issuance of building permits, the director may accept a bond, in an amount and with surety and conditions satisfactory to him, or other secure method as the director may require, providing for and securing to the city of La Center the actual construction and installation of such improvements within a period specified by the director and specified in the bond or other agreement, and to be enforced by the director by appropriate legal and equitable remedies. In no case shall a bond be less than 110 percent of the cost to complete construction.

The developer shall be responsible for submitting a reproducible set of plans for all improvements showing all construction changes, locations of culverts, alignment and grade changes, added and deleted items, location of utilities, water valves, sewer connections, etc. The as-built plans shall be submitted prior to acceptance of any improvements for maintenance by the city. The as-built plans will be signed and stamped by a professional engineer registered in the state of Washington and meet the criteria set

forth in the city of La Center engineering standards. [Ord. 2009-10 § 1 (Exh. 1), 2009; Ord. VI-9-1 § 12, 1989.]

12.10.130 Public roads – Acceptance by city.

The city will accept roads for provisional maintenance upon the director's recommendation. Final acceptance will not be made for one year from the date of provisional acceptance and the owner and/or his contractor and the utilities must repair any failure within the one-year period at the expense of the owner, contractor or the utilities responsible; provided, prior to such acceptance, a bond in an amount and with surety acceptable to the director, or other secure method, may be required providing for and securing to the city of La Center the satisfactory performance and maintenance of the road improvements for a two-year period when, in the director's opinion, all specifications have not been fully met.

General roadway and right-of-way standards, including roadways, sidewalks, street lights, street trees and stormwater improvements apply. The project shall provide for the continuation or appropriate projection of W. 19th Street in the surrounding area and on adjacent parcels. LCMC 12.10.090.

The applicant shall provide full street improvements on interior streets according to the City of La Center Local Access standard ST-15. Aspen Avenue street improvements will be required per Rural Major Collector Standard Detail (Attached). The existing Right Way on Aspen Avenue appears to be 60-feet, according to the applicants plan. Sidewalk and curb and gutter need to be completed per the Neighborhood Access Standard on the west side of Aspen Avenue as part of the development.

Driveways must comply with maximum driveway width as shown on the city's standard detail.

A two-year maintenance bond is required.

Comments

The pedestrian trail from the subdivision to the existing trail adjacent to Bolen Creek shall have a 20-foot wide easement per section 2-06 of the City Engineering Standards.

The minimum Cul-de-Sac radius is 60-feet to Right of Way line and 44.5-feet to gutter flowline with a 5.5-foot wide sidewalk. The Cul-de-Sac radius on the plans is shown at 45-feet. A temporary Cul-de-Sac may be used, in lieu of the Cul-de-Sac; a hammer-head at the end of W. 19th Street may be a superior solution.

The applicant's plans show a 32-foot wide asphalt road for interior streets. The city Local Access standards require 32-foot wide to gutter flowline dimension and 30-foot pavement width for a 1-foot wide curb.

As part of the traffic study required for the development, the applicant will need to verify that the line of site of the proposed intersection on Aspen Avenue will meet line of site requirements for 85% speed, 25 mph minimum, of Aspen Avenue. The applicant shall verify that the intersection spacing between the proposed intersection and E. 18th Street will meet LCMC.

Grading & Erosion Control

A grading and erosion control permit is required as part of the subdivision plans. As part of the grading plans finished floor elevations need to be shown for the lots in addition to grading quantities, the plan shall show retaining walls necessary to grade the lots.

The City Erosion Control Standards require that any activity disturbance over 500 SF must comply with the City standards. A construction stormwater permit is required from the Department of Ecology and an SWPPP is required as part of the plan submittal to the City.

Chapter 13.10 -- Sewer System Rules and Regulations

Connection to public sewer is required. LCMC 13.10. All work is to be performed by a duly licensed contractor in the City of La Center. LCMC 13.10.230. Work will be performed using an open trench method unless otherwise approved. LCMC 13.10.200. All costs associated with installing the side sewer shall be borne by the applicant. LCMC 13.10.110. Connections shall be made at a manhole at the intersection of 18th Street and Aspen Avenue. Connection to the manhole, sewer main trench installation in Aspen Avenue shall be done per city details. LCMC 13.10.180. A minimum 8 inch diameter public main pipe will be installed between in Aspen Avenue to the point of connection at the city manhole. LCMC 13.10.190. A back water valve is required, if the lots are lower than the street, on each sewer connection from the lots and will be located at the property line within the applicants property. A cleanout is required at the property line. LCMC 13.10.110. *La Center Engineering Standards for Construction* are also applicable.

Calculations shall be submitted to determine design compliance of the sewer system within the development, the future upstream incoming influent and the adequacy of the downstream facilities shall be submitted for approval.

The existing conditions plan shows an existing septic system serving the house. The system needs to be abandoned or removed as necessary per Clark County Environmental Health permitting. Sanitary sewer shall be placed in the Right-of-Way.

Chapter 18.320 (Stormwater and Erosion Control)

Ground-disturbing activities of more than 500 square feet are subject to the requirements of *City of La Center Erosion Control Guidelines*. 18.320.120(1) LCMC. The creation of more than 2,000 square feet of impervious surface is subject to stormwater regulation. 18.320.120(2)(a) LCMC

The applicant proposes to create new impervious interior streets in the subdivision. Treatment BMPs shall be sized to the treat the water quality design storm, defined as the six-month, 24-hour storm runoff volume. 18.320.210 LCMC.

Stormwater from pollution generating surfaces (impervious) shall be treated with rain gardens, bioswales, or other approved BMP's. The treatment must meet City of La Center standards and the 1992 Puget Sound Manual which requires compliance with the Water Pollution Control Act and the Water Resources Act. Use of on-site infiltration will require a Geotechnical Investigation and report by a licensed Geotechnical Engineer, showing site infiltration rates and high seasonal groundwater elevation to support infiltration. If underground infiltration is used, an Underground Injection Control permit will be required by the Department of Ecology and may be subject to the 2012 Western Washington Manual for treatment and disposal of stormwater.

Per LCMC 18.320.220, if infiltration is used for disposal of stormwater, the project must infiltrate the 100-year storm where local soil types and ground water conditions are suitable. Per the Puget Sound Manual, an emergency overflow above the 100-year storm event needs to be shown.

If infiltration of stormwater is not feasible for quality treatment and quantity disposal, stormwater runoff must be detained meeting the requirements of Chapter 18.320 LCMC and then discharged into the existing low point on the site. Clark County Soil Groups or USDA may be used to determine the hydrology of the site. Isopluvials shall be used to determine the design storm frequency (attached). Per the City Ordinance, a forested condition must be used for the pre-developed surface condition. The HEC-1 flood hydrograph package or HEC HMS may be used for hydrologic computation of site quantity control.

The collection system shall be designed by the rational method using HEC-12 1984 edition standards for gutter and storm pipe capacity. As an alternate, WSDOT Hydraulics Manual can be used for inlet capacity design. The 100-year rainfall intensity must be used for pipe capacity design using the rational method. Attached is the city rainfall intensity chart.

Per LCMC 14.10.140, a preliminary stormwater plan and preliminary stormwater report shall be submitted for review as part of the land use application. The stormwater report must also address stormwater how energy dissipation will be accomplished so that the downstream property is not impacted by stormwater.

Downspouts connections from dwellings and buildings must connect directly into the site stormwater system. Laterals from the storm main in the street must be shown to serve each lot. A Technical Information Report (TIR) is required along with the development plans for approval of the stormwater system.

Maintenance of Stormwater Facility

The stormwater facility shall be owned and maintained by a Home Owners Association (HOA). The city will not accept the maintenance responsibility. The HOA CC&Rs shall provide for ownership, funding, and maintenance of the stormwater facilities. Prior to Final Plat approval, the developer shall provide the city with an operations manual for city review and approval of the maintenance of the facility in all cases. Adequate bonding is required to guarantee maintenance of the facility for a period of two years following final plat. Stormwater facilities must be located in a separate tract. The final plat shall contain a note stating that has a right but not a duty to maintain the stormwater facilities in case of an emergency or public need and that the city has the right of third party enforcement to ensure adequate maintenance of stormwater facilities.

Prior to submittal of engineering plans, please work with the City Engineer regarding management of stormwater along Aspen Avenue surfaces and sidewalks.

Potable Water

Water system connections are regulated by Clark Public Utility (CPU) and a permit and plan approval will be required for city plan approval. Meters must be on the lots they serve. Water lines must be in the street. Please connect with Russel Knutson, CPU, rknutson@clarkpud.com. Provide proof that the on-site well was properly abandoned.

Street Lighting

Street light design and installation is reviewed and approved by CPU. LED street lighting is preferred and should be pursued by the applicant prior to development approval.

Building Comments

1. Identify the proposed setback for each lot.
2. Submit a geotechnical report analyzing the development design and for lot infill. The report should propose plat development conditions for the builders
3. The plat notes should stipulate amount of impervious/saturation development allowed (Maximum building lot coverage is 35% and maximum impervious surface area is 50%).
4. Plat conditions for individual lot build out should include provision of adequate foundation drainage, in particular on the high side of the each lot.
5. An investigation for anticipated retaining walls (either cast or key block or boulder) for individual lot protection from high side neighbor would be helpful in avoiding problems. If retaining walls are to

be constructed there needs to be design details in the plat conditions for the builder(s). Any required walls shall be installed and approved before final occupancy approval.

6. Provide detail for fencing along Aspen Avenue.
7. An adequate absorption/dissipater design should be included in the plat conditions for storm water that can't flow by gravity to the storm lateral.
8. Provide a plat note and detail for a concrete truck washout area which builders and contractors shall be required to use and maintain until final build out.

Fire Comments

Coordinate with Tim Dawdy, CCF&R regarding hydrant spacing and related fire flow and fire protections issues he might have. The new fire code goes into effect in June 2016. The fire and rescue service strongly encourages the installation of sprinklers in each unit; preferably an NFP-R system. The turnaround at the end of W. 19th W. must comply with IFC standards, a 45-foot radius from curb to curb. A hammer head combined with the utility tract at the end of W. 19th Street may be a better solution than the half cul-de-sac. Either turnaround must be identified as "Fire lane – No parking" signs.

Land Use

Legal Lot Determination:

If the property has been conveyed or encumbered since the 2005 annexation, please submit an application for legal lot determination.

Zone Change:

The subject property has an Urban Residential Comprehensive Plan designation and is zoned low density residential (LDR-7.5). The applicant proposes to change the zone from low density to medium density residential. The city will process the zone change as a Type IV legislative application. The city will require at least one public hearing at the Planning Commission and at least one public hearing before the City Council.

The city may not act upon the subdivision application until the zone change process concludes. The burden of proof for the zone change rests entirely on the applicant. A successful zone change depends upon a finding that the proposed zone change fully satisfies all of the approval criteria listed below and that the proposal is in the public interest.

The technically application for a zone change shall include the following materials consistent with LCMC 18.120.040(2):

- a) A map of the proposed amendment area;
- b) Proposed text amendment, if applicable;
- c) A narrative describing the potential effects the proposal will have on public services, including:
 1. Streets,
 2. Schools,
 3. Parks, and
 4. Utilities;
- d) An analysis of the potential cumulative effects of the proposal;
- e) Materials required under LCMC [18.30.050](#); and
- f) Other materials the city planner deems necessary:

The application for zone change must contain:

 1. A preliminary plat of the proposed development;
 2. Elevations of the proposed buildings consistent with the design standards identified below;
 3. Details regarding the proposed trail length, location and design; and
 4. Demonstration the proposed development can meet the beveling standards in LCMC 18.140.030(2) included below.

A technically complete application for a zone change shall demonstrate consistency with all approval criteria in LCMC 18.120.050, including:

- (1) All relevant statutory requirements under federal and state law;
- (2) All applicable goals and policies of the comprehensive plan or that a significant change in circumstances requires an amendment to the plan, text or map (*At a minimum consider policies 1.1.1, 1.1.3, 1.1.5, 1.2.7, 1.1.13, 3.1.1, 3.1.2, and 3.1.12.*);
- (3) Shall not result in a decrease in the level-of-service for capital facilities and services identified in the La Center Urban Area Capital Facilities Plan;
- (4) Shall be consistent with the population projections provided by the Washington State Office of Financial Management as allocated by Clark County;
- (5) Shall be in the public interest;
- (6) Shall meet any locational criteria for the proposed district as set forth in the comprehensive plan and municipal code;
- (7) Shall demonstrate that conditions have substantially changed since the current zoning was applied to the property, if appropriate; and
- (8) The proposed zoning district is allowed by the plan to zone matrix adopted by the City Council.

Chapter 18.140 Medium Density Residential Development

The applicant proposes to subdivide the property, after changing the zone from LDR-7.5 to MDR-16 and preliminarily plat the property into 26 single family attached units. All developments within the MDR-16 zoning district shall comply with the density and dimensional requirements of Table 18.140.030.

Standard	Single Family Attached	Proposed
Net Density ¹	8-14	
Minimum Project Area ⁵	2.5 ac.	4.43
Minimum Lot Width	20 feet	27 feet
Minimum Lot Depth	60 feet	100 feet
Minimum Area	1,400 SF	2,700 SF
Maximum Area	N/A	
Maximum Lot Coverage	60%	
Maximum Height ⁶	35 feet	
Setbacks²		
Minimum Front Setback ³	10 feet	
Minimum Garage Setback from Public Street	18 feet	
Minimum Garage Setback from Alley	3 feet	
Minimum Side Setback	0 feet attached/4 feet nonattached	
Minimum Street Side Setback	10 feet	
Minimum Rear Setback	10 feet	

¹In a phased project, each phase of the project shall meet the density requirements.

²Setbacks and building envelopes shall be identified for each lot on the face of the plat or binding site plan.

³Minimum front yard setback shall be 25 feet from arterial and collector streets.

⁴In a manufactured home subdivision the lot area and setback standards represent an average within the subdivision.

⁵The minimum project area requirements do not apply when legal lots in the RP zone develop multifamily housing.

⁶The maximum height of a dwelling is depicted in this table; the maximum height of a garage or accessory building is 20 feet.

(2) **Beveling.** New lots used for medium density residential purposes created adjacent to low density residential (LDR) districts shall employ a “beveling” technique at the perimeter of the project. New perimeter MDR-16 lots abutting LDR districts, not including public rights-of-way or dedicated public open space, shall be no less than 80 percent of the lot area of the minimum lot size of the abutting LDR district. Setbacks from the property lines of abutting LDR land shall be no less than 80 percent of the setback requirement of the abutting LDR district. For example, if the abutting property is zoned LDR-7.5, a 7,500-square-foot minimum lot size, the MDR-16 lots abutting the LDR district may not be less than 6,750 square feet. *(Low density zoning is north and south of the proposed project.)*

(3) Density Transfer. A project subject to the beveling requirement described in subsection (2) of this section may transfer density to interior lots, on an acre-per-acre basis, to achieve a density of no greater than 16 units per net acre. For example, if the cumulative area of all beveled perimeter lots is two acres, a maximum of two acres of interior lots may reach a density of 16 units per net acre. The balance of the non-beveled areas may not exceed the maximum density allowed for project type described in Table 18.140.030.

(4) Product Types. The city desires to foster an opportunity for the creation of a variety of MDR-16 housing products so as to promote housing affordability, architectural variety and unique neighborhood character. An MDR-16 project, proposed after December 31, 2015, which consists of five gross acres or more, including abutting lands under common ownership, may not include more than 75 percent of one housing type, i.e., multifamily, single-family attached or single-family detached. *(This standard does not apply to this project because it is less than 5 acres.)*

Design Requirements. *(These standards apply.)*

Single family attached projects shall satisfy the minimum design requirements in LCMC 18.140.040. .

- (1) (a) MDR-16 projects shall create a unifying design theme for each cluster of units or less (a housing complex). The design theme can be created by the use of stone, wooden lap siding, or other natural material.
 - (b) MDR-16 projects shall avoid repetitive building massing and facade designs. Variety of scale and articulation is encouraged and can be accomplished by the use of design elements such as porches, balconies, bay windows, covered entries, and garages set back from the primary facade.
 - (c) MDR-16 projects shall avoid monotonous rooflines and shall employ devices such as various elevations, gables, dormers, and chimneys, etc.
 - (d) Where single-family attached units are paired, the review authority may require the paired units to share a common driveway.
- (2) Active Open Space – Family Parks. *(These standards do not apply if the project is less than 35 units.)*
 - (b) Threshold and Minimum Size. Each MDR-16 project of 35 dwelling units or more shall provide one or more family parks, developed to city standards at a ratio of one-quarter acre per 35 dwelling units (0.25 ac: 35 du).
- (3) Landscaping and Open Storage. *(These standards apply.)*
 - (a) Landscaping. On-site plantings, with individual character, are encouraged to provide multiple layers of plantings, including canopy trees, understory trees, shrubs and groundcover. Seasonal interest is encouraged to be enhanced through the use of blooming sequence, fragrance, fall color, and specimen plant materials. Introduction of other landscape architectural hardscape elements such as: use of natural stone, sculpture, water features, enhanced paving, accent lighting, site furnishings, recreational facilities, and the like are strongly encouraged. Preservation of environmentally constrained areas as natural areas and the restoration of buffer areas with native plant materials and recreational opportunities are priorities.

- (b) All landscape plantings shall be irrigated with an automatic, underground irrigation system designed with water conservation in mind. Use of techniques, such as separate water zones based on soil type, sun exposure, and plant water requirements is encouraged. All required plant materials shall meet or exceed specifications established by the American Association of Nurserymen for nursery stock.
- (c) At least 15 percent of the gross square footage of the project site must be landscaped.
- (d) All setback areas shall be landscaped and maintained with live vegetation.
- (e) Street trees, if required by the director of public works, shall be planted on all street frontages and within all median planting strips. In addition, street trees shall be placed a minimum of two feet from the curb as measured from the center of the tree to the planter side of the curb, unless otherwise specified by the city's public works director. Street trees shall be a minimum of two-inch caliper, fully branched, and staked at the time of planting. Minimum spacing shall be 30 feet on center of planter length. Trees selected for use as street trees shall be long-lived species possessing qualities suitable for an urban streetscape including branching characteristics, rooting characteristics, disease resistance, drought resistance and nonfruiting. Planter strips abutting a public street shall be planted with live vegetation and irrigated, unless if otherwise specified by the city's public works director.
- (f) Only under the following conditions may freestanding walls, fences and hedges be permitted along public or private streets or sidewalks:
 - (i) The maximum height of any wall, fence, or hedge shall be six feet so long as the fence height does not interfere with safe line of sight as determined by the city engineer.
 - (ii) Barbed wire, razor wire, electric and other dangerous fences are prohibited.
- (g) Open Storage. Open storage is prohibited. Trash and recycling containers located outside of a building shall be screened by a six-foot solid (100 percent opaque) fence or a combination of fence and vegetation.

(4) Parking. *(These standards apply.)*

Required parking shall be provided either on the same lot as the dwelling, or in shared parking areas located primarily to the rear of or beneath the units.

- (a) Parking is encouraged to locate behind the dwelling unit with access from an alley. When an alley is provided, pedestrian access from the alley to the dwelling shall be provided for each lot.
- (b) Each MDR-16 dwelling unit shall provide 1.75 off-street parking spaces per individual dwelling unit.

(LCMC 18.270.070(1) requires two (2) parking spaces per MDR unit. As a rule of code construction where there are conflicting standards the more restrictive shall apply. LCMC 18.10.100. Therefore, the city will require two parking spaces per unit.)

(5) Garages. *(These standards apply.)*

- (a) Where the primary garage entrance faces a right-of-way, the garage must be set back a minimum of 18 feet from the right-of-way.
- (b) No more than 40 percent of the total wall area of a housing complex facing a public right-of-way shall be dedicated to garage door space.
- (c) Twenty-five percent of the garage wall area facing a public right-of-way shall contain windows or doors placed to create the impression of habitable residential space.
- (d) In each cluster of single-family attached units, no more than 50 percent of the garages within the cluster may extend beyond the front plane of the primary facade of the dwelling unit.
- (e) Garages that take vehicle access from an alley shall be set back a minimum of three feet from the alley right-of-way.
- (f) Detached garages are allowed, provided they are accessed from an alley or driveway and do not exceed 18 feet in height.

(6) Pedestrian Access. *(These standards apply.)*

- (a) An on-site pedestrian circulation system that links public and private streets and the primary entrance(s) of all the structure(s) on the site shall be provided. Sidewalks or pedestrian ways must connect the required pedestrian system to existing pedestrian systems on adjoining developments if adequate safety and security can be maintained. Convenient delineated pedestrian access to transit stops shall be provided.
- (b) Public sidewalks shall be required and constructed according to the city's road standards.
- (c) Where the pedestrian system crosses driveways, parking areas and loading areas, it must be clearly identifiable, through the use of elevation changes, speed bumps, a different paving material, or other similar method approved by the reviewing authority. Striping may be permitted only in conjunction with at least one of the preceding methods.
- (d) Lighting for parking lots and pedestrian ways shall be provided to ensure personal safety and shall be shielded downward to prevent upward and off-site glare.
- (e) Lighting shall be integrated into the architectural character both in terms of illumination and fixtures. Lighting shall not produce glare or negatively impact off-site uses or traffic on adjacent streets. On-site lighting shall utilize cutoff fixtures designed to orient light downward and contribute toward a dark sky.

(7) Impact Fees. *(These standards apply.)*

School and park impact fees for attached housing shall be assessed at the multifamily rate while impact fees for detached housing shall be assessed at single-family rates.

Requirements of single-family attached housing. LCMC 18.140.050. *(These standards apply.)*

In addition to the requirements of LCMC [18.140.040](#), a single-family attached proposal shall meet the requirements of this section. Where a conflict exists between general and specific standards the director shall apply the more specific standard.

- (1) Land divisions shall be reviewed according to Chapter [18.205](#) or [18.210](#) LCMC and Chapter [58.17](#) RCW. Building permits for attached developments may only be approved where fully consistent with the approved land division.
- (2) Notations on the plat and/or covenants running with the land, approved by the city attorney, shall guarantee that required side setbacks shall be kept perpetually free of obstructions.
- (3) Single-family attached housing shall not be permitted in housing clusters of greater than six units.
- (4) Only one dwelling unit may occupy an individual lot. Each attached dwelling may occupy no more than one lot.
- (5) No portion of a unit may occupy space above or below any other unit, except underground shared parking.
- (6) Landscaping. Single-family attached development projects may satisfy the minimum landscaping requirement by:
 - (a) Providing 200 square feet of enclosed private outdoor living area per bedroom for each individual dwelling unit, to be located in the rear or side yard of each individual lot; or
 - (b) Providing 200 square feet of common indoor or outdoor recreation area per bedroom for each individual dwelling unit.

Chapter 18.190 Urban Holding District

The City may remove the Urban Holding 10 (UH-10) overlay concurrently with the approval of the Final Plat for development or as a separate Type II application and land use review not associated with subdivision approval. LCMC 18.190.060.

18.210 Subdivisions *(These standards apply.)*

Submittal Requirements (§§18.210.030): A completed application form and the following materials will be required, if applicable, prior to a determination of technical completeness (ten copies and an electronic version of all materials), please):

1. The information listed in LCMC 18.210.010(2); an environmental checklist is required for a technically complete application.
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.
3. Proof of ownership document, such as copies of deeds and/or a policy or satisfactory commitment for title insurance.
4. A legal description of the property proposed to be divided.
5. If a subdivision contains large lots or tracts which at some future time are likely to be re-subdivided, the application shall include a master plan of all land under common ownership in order to provide for extension and opening of streets at intervals which will permit a subsequent division of each divisible parcel into lots of smaller size.
6. A copy of the pre-application conference summary, if the application was subject to pre-application review, and all information required to address issues, comments and concerns in the summary.
7. A written description of how the proposed preliminary plat does or can comply with each applicable approval criterion for the preliminary plat, and basic facts and other substantial evidence that support the description.
8. 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 mailing labels.
 - (a) The applicant shall submit a statement by the assessor's office or a title company certifying that the list is complete and accurate, based on the records of the Clark County assessor within 30 days of when the list is submitted.
 - (b) If the applicant owns property adjoining or across a right-of-way or easement from the property that is the subject of the application, then notice shall be mailed to owners of property within a 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.
9. Applications necessarily associated with the preliminary plat, such as applications for exceptions, adjustments or variances to dimensional requirements of the base or overlay zones or for modifications to the road standards in Chapter 12.10 LCMC that are required to approve the preliminary plat application as proposed.
10. A wetlands delineation and assessment required by Chapter 18.300 LCMC, and an application for a wetland permit and associated preliminary plan if required by Chapter 18.300 LCMC to approve the preliminary plat application as proposed.
11. An appropriate geotechnical study if:
 - (a) The site contains substantial fill, or the applicant proposes to place substantial fill on the site; or
 - (b) The site contains land identified by the U.S. Soil Conservation Service, Clark County or the state of Washington as having slopes in excess of 25 percent or as being subject to instability, unless the applicant will not develop or otherwise significantly affect such lands or shows that the site does not contain unstable soils or steep slopes.
12. Preliminary grading, erosion control and drainage plans, which may be a single plan, consistent with applicable provisions of Chapter 18.320 LCMC.
13. Evidence that potable water will be provided to each lot from a public water system, and that each lot will be connected to public sewer.
14. A phasing plan, if proposed.
15. An archaeological predetermination.
16. Additional information:
 - (a) A traffic study (please consult with the City Engineer regarding intersections to be studied.)
 - (b) A signed *Agreement to Pay Outside Professional Review Expenses Related to Land Use Application*.

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

Subdivision Review Process: The City Hearing Examiner will conduct a public hearing on the proposed preliminary plat as soon as the zone change is effective.

All correspondence must be submitted to the La Center City Clerk. Subdivision applications are processed as a Type III land use review requiring a public hearing before the La Center Hearing Examiner. Within 14 days after the Clerk finds the application technically complete, the Clerk shall mail a Notice of Application to you and adjacent property owners. The comment period shall remain open for a minimum of 14 days. The city will schedule a hearing within 78 days after the city finds the application to be technically complete. The city shall issue a staff report a minimum of seven calendar days prior to the hearing date. An appeal of the Hearing Examiner's decision must be made to the City Council within 14 days after the date of issuance of the decision.

Subdivision Approval criteria (LCMC 18.210.040): The applicant carries the burden of proof to demonstrate that the proposal complies with the following city regulations and standards:

- Chapter 12.05 LCMC, Sidewalks;
- Chapter 12.10 LCMC, Public and Private Road Standards;
- Chapter 15.05 LCMC, Building Code and Specialty Codes;
- Chapter 15.35 LCMC, School Impact Fees;
- Chapter 18.245 LCMC, Supplemental Development Standards;
- Chapter 18.300 LCMC, Critical Areas;
- Chapter 18.310 LCMC, Environmental Policy;
- Chapter 18.320 LCMC, Stormwater and Erosion Control;
- Title 18, Development Code;
- The subdivision must make appropriate provision for parks, trails, potable water supplies and disposal of sanitary wastes; and
- The subdivision complies with Chapter 58.17 RCW.

Subdivision General Issues:

1. To approve the preliminary plat, the Hearing Examiner must make an affirmative finding that "appropriate provision for potable water supplies and for the disposal of sanitary wastes".
2. All existing wells and septic systems must be properly decommissioned prior to final plat.
3. The city may refuse bonds in lieu of improvements at the time of final platting if such bonding has not been previously discussed and documented.
4. The preliminary plat shall expire five years from the date of the Final Order.

Chapter 18.245 Supplementary Development Standards

The applicant did not include specific information regarding the fencing, hedging, solid waste, lighting, noise, and landscaping requirements regulated by Chapter 18.245. The subsequent application must address these specific issues.

Chapter 18.260 Variances

No variances have been requested.

Chapter 18.275 Sign Requirements

If proposed, monument signs must comply with this chapter.

Chapter 18.280 Off-Street Parking and Loading Requirements

Each dwelling unit shall be provided with two off-street parking spaces per Table 18.280.010. This may be accommodated with a note on the plat requiring each lot to provide two off-street parking spaces. Parking spaces within garages, carports and driveways serve to meet this requirement.

Chapter 18.300 Critical Areas

Clark County GIS indicates the presence of a stream and priority habitat buffer along the southern boundary of the site and a potential landslide hazard area immediately south of 348th Street.

The applicant's 2005 Environmental Site Assessment discusses the Bolen Creek tributary on-site and states that Clark County requires a 150-foot buffer (p 4). The riparian buffer will be evaluated against La Center standards. The report also states that Clark County GIS does not reveal the presence of presumed or potential salmonids use of Bolen Creek. The Department of Natural Resources FPARS site identifies the Bolen Creek tributary as fish bearing.

The recommended riparian buffer for a Type F stream is 200 feet from the OHWM. *Table 18.300.090(2)(f) – Riparian Areas*. The city does not allow platting of lots in wetland and riparian critical areas or their buffers.

Riparian Buffers

A minimum setback of 15 feet from the buffer shall be required for construction of any impervious surface(s) greater than 120 square feet of base coverage from the head or toe of a slope where the overall slope is greater than 35 percent. Clearing, grading, and filling within 15 feet of the buffer setback shall be allowed only when the applicant can demonstrate that native vegetation within the buffer will not be damaged. The additional impervious surface setback from the toe and head of a slope may be waived if the applicant demonstrates, by credible evidence, that the proposed impervious surface will not significantly affect the stability of the slope.

The edge of the buffer area shall be clearly staked, flagged, and fenced prior to and through completion of construction. The buffer boundary markers shall be clearly visible, durable, and permanently affixed to the ground. See, LCMC 18.300.090(2)(g)(1) and (ii).

Private improvements in critical areas are not permitted. Pervious trails and public facilities and services may be placed in critical areas and buffers. LCMC 18.300.050. The city will not recommend approval of platting lots in critical areas or critical area buffers.

Buffer Reduction.

The city may allow the reduction of Np and Ns stream buffers by no more than 50 percent of the required buffer width if the area proposed for buffer reduction. LCMC 18.300.090(2)(l). The city does not have any provisions for reducing buffers on Type F streams. The city will consider buffering reduction of a Type F stream if the request is supported by written statements from state agencies responsible for oversight of riparian areas and wetlands that the proposed buffer reduction is consistent with Best Available Science. Thereafter, the city may reduce the buffer by no more than 50% if the applicant demonstrates the buffer:

- (i) Is currently adversely impacted by development such as roads, parking areas, buildings, or public facilities; or
- (ii) Has primarily nonnative vegetation, such as grass pasture; and
- (iii) The proposed reduction will not significantly reduce the water quality and habitat functions of the buffer;

When buffer reduction is allowed, the applicant shall provide the city with a vegetative buffer enhancement plan consistent with LCMC 18.300.090(2)(m) for review and approval.

If the city allows riparian buffer reduction, stormwater facilities are not permitted in the remainder buffers reduced by operation of the buffer reduction provision. LCMC 18.300.090(2)(l)(v).

Geo-technical

The city will require a geo-technical evaluation specific to potential landslide hazard area. The city will require a critical area report, prepared by a qualified professional, relating to the stream priority species area and buffer. LCMC 18.300.050. As part of the Geotechnical Report, the city will require pavement and base roadway structural section recommendation.

Chapter 18.310 (Environmental Policy)

The project review application must include a SEPA checklist and appropriate processing fees. The city will review the SEPA checklist and application materials and will make a threshold determination. The city will run the SEPA comment and land use comment period concurrently and will not make a decision on the land use application until after the close of the SEPA comment period. An archeological predetermination is required.

Application Fees

Land Use Fees

Based upon the information provided to date, we estimate that the land use application fees will include:

- Zone Change (\$2,125),
- Critical Area review (\$340),
- Legal Lot Determination (\$425 + \$75/lot),
- Preliminary subdivision plat (\$3,400 + \$125/lot),
- Site Plan Review (\$1,275 + \$85/Sq. Ft.),
- SEPA (\$170 x 3), and
- Variances – **if requested** - (ranges from \$425-\$2,125/variance request).

The applicant is responsible for payment of fees related to development/engineering review costs as contained in La Center Resolution No. 13-372. The city requires an applicant pay actual costs of outside professional services including engineering, legal, and planning.

Impact Fees

Impact fees are assessed and collected against each lot at time of building permit.

Engineering Fees

ENGINEERING	
Engineering Final Plat, Site Plan or any other final development action	Cost recovery ²
Right of Way permit	\$40 + \$40 for pavement disturbance
Stormwater review	\$150
Traffic Study review	\$500 ²
Transportation / ROW review	\$100
Copy of <i>La Center Engineering Standards for Construction</i>	\$75 for hardcopy; \$10 for CD, free with email address
Construction Engineering Plan Review & Construction Inspection	5% of actual engineering cost estimate for construction

[1] Fees proposed are base application fees. The City may reserve the right to charge actual costs for project review including: planning, engineering, legal, peer review and administrative costs directly related to the project review.

[2] 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).

**Aspen Heights Zone Change and Preliminary MDR-plat
Pre-Application Conference - May 26, 2016 - Conference Attendees**

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Greg Thornton Mayor of La Center	305 NW Pacific Highway La Center, WA 98629		gthornton@ci.lacenter.wa.us
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Doug Boff Planning Commission			