



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

FINAL PRE-APPLICATION CONFERENCE REPORT - WAIVER

City of La Center Public Works Operation Center Improvements (2025-010-PAC-WAIVER)

PROJECT INFORMATION

Site Address	291 E Ivy Ave, La Center WA 98629
Legal Description	SEC 2 T4N R1E Parcel 62965235 1.30 Acres & Parcel 986053994 1.92 Acres
Applicant	Hillary Harris, AICP Harper Houf Peterson Righellis, Inc. 205 SE Spokane Street, Suite 200 Portland, OR 97202 hillaryh@hhpr.com 503.221.1131
Property Owner	City of La Center Tracy Coleman 210 E 4 th Street La Center WA, 98629
Proposal	The applicant is requesting zone change and Conditional Use (CUP) approval to remove the P/OS (Parks & Open Space) mapping designation and correct the zoning designation to UP (Urban Public). The Conditional Use Permit request includes a new 3,400 square foot maintenance building with a 1,200-square-foot-covered parking area. The existing building to the north will remain, and a new 800 square foot covered parking area will be extended on the east side of the building. New impervious surfacing will be provided in site, as well as a new retaining wall along the southwestern corner of the site.

SUMMARY

The City of La Center (the property owner) proposes to perform a Zone Change prior and construct a new Public Works maintenance building with associated site improvements. Details on each of the requested reviews is provided below.

ZONE CHANGE

The proposed zone change is needed because the current zoning of Parks and Open Space (P/OS) is not a zoning district in the City, but a way for new residential subdivisions to dedicate property to neighborhood parks. The site is designated Public Facilities/Open Space (PF/OS) in the Comprehensive Plan, and should be zoned Urban Public (UP) zoning district instead of P/OS. Therefore, with this application the property owner is proposing to rectify the mistake on the City's current Zoning Map and rezone the property to UP.

CONDITIONAL USE PERMIT

The existing City Public Works maintenance site includes two buildings. With this proposal, the southern shed will be demolished and a new building with covered parking will be constructed in its general location. The new building is a five bay maintenance shop that will be approximately 3,400 square feet with a 1,200 square foot covered parking area on either side of the building. The existing building to the north will remain, and a new 800 square foot covered parking area will be extended on the east side of the building. New impervious surfacing will be provided on site, as well as a new retaining wall for erosion control along the southwest corner. Upgrades to site stormwater facilities and utility connections will also be provided with the site improvements. Government buildings are a conditional use in the UP District and will therefore require a Conditional Use Permit (CUP) for the site and improvements.

CRITICAL AREAS

A mapped Fish and Wildlife Habitat Conservation Area is located on the project site. With the proposed development, a reduction to the standard Critical Areas Buffer is proposed to ensure all development is located outside of the buffer. Mitigation and buffer enhancement are provided to comply with Chapter 18.300 and to ensure no net loss in function or value to the Fish and Wildlife Habitat Conservation Area and associated buffer.

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; 18.110 Establishment of Zoning Districts and Maps; 18.120 Plan Amendment & Zone Change; 18.147 Parks and Open Space; 18.170 Urban Public District; 18.245 Supplementary Development Standards; 18.250 Conditional Use; 18.282 Outdoor Lighting; 18.300 Critical Areas; 18.310 Environmental Policy; 18.320 Stormwater and Erosion Control; 18.340 Native Plant List; 18.350 Tree Protection; 18.360 Archaeological Resource Protection.

Public Works and Engineering

The preliminary application packet is being prepared by a consultant for the city of La Center. All standard Engineering requirements required by code are applicable. This report doesn't waive anything required by code.

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

All pedestrian path of travel in public right of way including sidewalks, curb ramps and street pedestrian crossings shall comply with the American Disabilities Act.

The City Erosion Control Standards require that any activity disturbance over 500 SF must comply with the city standards. As part of these standards, a construction stormwater permit is required from the Department of Ecology, and an SWPPP will be necessary as part of the plan submittal to the city. All erosion control measures shall be designed, approved, installed and maintained consistent with Chapter 18.320 LCMC and the applicant's Construction Stormwater Permit. Per the City Erosion Control Manual, from October 1 through April 30th, no soils shall remain exposed for more than two (2) days.

From May 1st through September 30th, no soils shall remain exposed more than seven (7) days Geotechnical Study. A complete application will include a geotechnical study and report, prepared by a geotechnical engineer or geologist, licensed in the state of Washington. The report shall include at a minimum, testing to support the structural section of the roadway, if the structural sections are not used per the standard cross sections, site building construction, grading, retaining wall design, as applicable, and subsurface drainage. LCMC 18.212.050.

Chapter 18.320 (Stormwater and Erosion Control): Section 18.320.120 (1) LCMC states that ground-disturbing activities of more than 500 square feet are subject to the requirements of City of La Center Erosion Control Guidelines. Section 18.320.120 (2)(a) LCMC states that the creation of more than 2,000 square feet of impervious surface is subject to stormwater regulation.

Land Use Analysis

Chapter 8.60 Sign Requirements

If proposed, all signs shall comply with this chapter including the general requirements (8.60)

Chapter 18.30.100 Type III procedures

A Preliminary Conditional Use Permit & Rezone application are 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](#).

18.170 Urban Public District

18.170.010 Establishment of district designation.

The urban public (UP) district shall apply to areas so designated at the time of the adoption of the ordinance codified in this chapter. This designation may be applied to additional areas pursuant to a zone change.

18.170.020 Permitted Uses

The permitted uses in the UP district include public parks, playgrounds, open spaces, natural resource preservation or enhancement, and similar uses subject to the applicable provisions of this and other applicable La Center Municipal Code titles.

18.170.030 Conditional Uses

The following are conditional uses in the UP district, subject to the applicable provisions of this and other applicable La Center Municipal Code titles:

- (1) Public schools;
- (2) Community centers;
- (3) Public and private utility uses such as electrical substations and telecommunication facilities;
- (4) Other governmental buildings or structures. [Ord. 2006-17 § 1, 2006.]

18.170.040 Development standards.

- (1) All conditional use requests shall participate in the pre-application process.

(2) In general the dimensional and development standards of the base zone shall apply. At the time of pre-application conference the director shall determine which base zone standards shall be required or whether additional standards are necessary.

18.147 Parks & Open Space

(1) The purpose of this chapter is to ensure implementation of the La Center parks, recreation, and open space master plan ("parks plan") in new residential development by requiring developers to dedicate, develop, and maintain family parks, trails, and open space based on the size of their development. These parks benefit all residents by:

- (a) Providing opportunities for both active and passive outdoor activities;
- (b) Providing a variety of activities;
- (c) Ensuring outdoor activities are available to all elements of the community; and
- (d) Enhancing the sense of community.

(2) The La Center parks, recreation, and open space master plan, as amended, is incorporated by reference.

18.300 Critical Areas

The applicant is required by code to follow all critical area code requirements, including submitting a SEPA checklist, an archaeological predetermination report and a critical areas report.

18.310 Environmental Policy

The project exceeds the exemption thresholds in LCMC 18.310.090 and WAC 197-11-800. The project application must include a complete SEPA checklist and appropriate processing fees.

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. Mitigations stemming from the SEPA review will be included in the Type III Subdivision staff report.

18.350 Tree Protection

If any tree greater than 5" DBH is proposed to be removed, a tree cutting permit is required and trees larger than 10 inches in diameter must be mitigated. A tree protection plan will also be required in accordance with LCMC 18.350.060. Mitigation may consist of replanting on or off-site or payment in lieu of planting. LCMC 18.350.050. A tree cutting permit is a type II process with review and approval occurring concurrently with the type III consolidated preliminary plat and critical areas permit.

18.360 Archeological Resource Protection

Clark County Maps Online identifies portions of the site as having a moderate to high risk of encountering archaeological resources. Any high impact development (greater than 12-inches below the ground and more than 10,000 square feet) proposed in moderate, moderate-high, or high risk areas requires filing an archaeological predetermination report as per Table 18.360.020-1. Predetermination reports must contain the information in 18.360.080(4). Based on the findings of the predetermination report, further archaeological work or a full archaeological survey may be required.

The Archaeological Pre-determination report, should not be submitted with the application packet. This information is confidential. The application packet must include proof that the Arc-Predetermination has been submitted to DAHP.

18.360.050 DAHP Coordination and Permitting

Any archaeological site identified pursuant to the provisions of this chapter shall be recorded with the Washington State Department of Archaeology and Historic Preservation (DAHP). A copy of the State of Washington Archaeological Site Inventory form and cover letter to DAHP shall be submitted to the city planner with the required survey report pursuant to LCMC 18.360.090(3). If an archaeological predetermination or archaeological survey was submitted to DAHP for review, proof of submittal must also be submitted prior to, or concurrent with, the application.

Permit Required. A permit from DAHP shall be secured prior to digging, altering, excavating, and/or removing archaeological objects and sites or historic archaeological resources, or removing engraved, carved or painted records of tribes or peoples, or archaeological resources from Native American Indian cairns or graves.

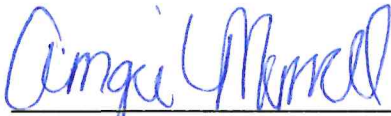
Submittal Requirements (LCMC 18.210.030): A completed application form and the following materials will be required, prior to a determination of technical completeness:

1. The information listed in LCMC 18.210.010
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. 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.
6. A copy of the pre-application conference waiver report
7. 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
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 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.
9. Applications associated with the preliminary application, such as 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 completed SEPA Checklist.

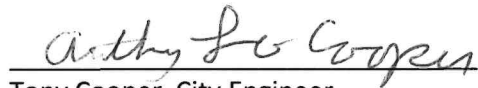
11. A Geotechnical study is required if the site will contain substantial fill or there are steep or unstable slopes or seismic hazards on the site. Most of the site contains slopes less than 5-10% and less than 10-15%.
12. Preliminary Grading, erosion control and drainage plans, which may be a single plan, consistent with applicable provisions of Chapter 18.320 LCMC.
15. A Stormwater TIR & Plan
18. Proof that the Arc Pre-determination has been submitted to DAHP
19. A zone change application and submittals per code section 18.120.040
20. A Conditional Use Permit application and submittals per code section 18.250
21. A Master Land Use Application

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

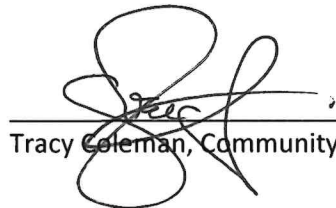
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