



210 East 4th Street  
La Center, Washington 98629  
T/360.263.7661 F/360.263.7666

**REVISED ATTACHMENTS - PRE-APPLICATION CONFERENCE**

**Advanced Builders Four-Plexes (2024-009-PAC)**

Meeting conducted on Wednesday, April 10, 2024, – 2 p.m.

**PROJECT INFORMATION**

Site Address	None; Northwest corner of West D Avenue and West 4th Street
Legal Description	LACENTER Lots 1, 2, 3, & 4, Blk 25 PIN: 63610000 (Lot 2), 63620000 (Lot 1)
Applicant / Owner	Brittany Cordova Advanced Pro Builders 303 NE Tomahawk Island Dr, Suite 3 Portland, OR 97217 Contact: 360-953-2025; <a href="mailto:advancedprobuilders1@icloud.com">advancedprobuilders1@icloud.com</a>
Applicant's Representative	Molly Boggioni Jolma Design LLC 10 S Parkway Ave, Suite 102 Battle Ground, WA 98604 (PO Box 1281)
Proposal	Applicant proposes to develop two 4-plex buildings of multifamily homes on each property along West 4 <sup>th</sup> Street between West D Avenue and West E Avenue.
Date of Issue	April 16, 2024

**SUMMARY**

The applicant proposes to construct two 4-plex buildings of multifamily homes on two adjacent 0.23-acre parcels located along the north side of West 4th Street between West E Avenue and West D Avenue. As part of the project, the applicant would construct half-street frontage improvements along West E and D Avenues including curb, gutter, sidewalk, and street trees. The applicant requests not being required to complete half-street improvements along West 4<sup>th</sup> Street. The project will extend utility services to the new units from West E and West D Avenues.

The subject properties have a comprehensive plan designation of "Commercial Mixed Use" (C/MX) and zoning of "Residential Professional" (RP). The C/MX comprehensive plan designation combined with the RP zone are intended to allow for small-scale commercial and residential uses allowing for the expansion of La Center's downtown core. The RP zone references to the Medium Density Residential (MDR-16) zone standards for the development of multifamily residences. The site topography slopes from northwest to the southeast; slopes are 15-25 percent in the southern portion of the project and 10-15 percent to the north. There is a mapped landslide hazard area and riparian area. A tree located along the boundary of the two parcels will be retained and a tree located near the southwest corner of Lot 1 adjacent to West E Avenue is proposed to be removed.

Although West D Avenue and West 4th Street are City rights-of-way, they have never been improved for public travel with travel lanes, sidewalks or planters. A portion of the Palace Casino's parking lot was constructed in the West D Avenue and West 4th Street rights-of-way near the southeast corner of the site. Staff are researching any existing agreements between the Casino and the City and what right-of-way improvements may be required to serve the four-plexes. Please see LCMC Chapter 12.10 of these notes for further discussion.

### **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.

## Public Works and Engineering Analysis

### **Chapter 12.10 -- Public and Private Road Standards**

#### **Access and Grading comments**

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

West E Street is classified as a Local Access Road. General roadway and right-of-way standards shall apply and provide half street improvements per LCMC 12.10.090.

The applicant proposes to extend half street improvements along the east side of W. D Avenue adjacent to Unit B fourplex along the property boundary. The applicant proposes to use the existing right of way in W. D Avenue south of Unit B for access to the site. Although there is 60-feet of existing right of way along W. D Avenue, between W. 4<sup>th</sup> Street and W. 3<sup>rd</sup> Street, it extends through the parking lot of the Fortune Casino.

In order to grade this new half street, the elevation of the parking lot will need to be raised to allow the street frontage to meet a minimum longitudinal street grade of 15% and 2% cross slope. Because the access to the site is more than 290 LF from 3<sup>rd</sup> Street, at a minimum a hammerhead turn around will need to be installed on 4<sup>th</sup> Street to allow a fire truck to turnround. See attached schematic plan with contours.

A grading and erosion control plan will need to be submitted to show how this turnaround will be graded in W. D Avenue and W. 4<sup>th</sup> Street, without affecting the casino private parking lot. Coordination with the casino owner will be necessary for this proposed access.

Half street improvements will need to be constructed on the east side of W. E Avenue to local street standard, adjacent to Unit A. North of Unit A, the width of W. E. Avenue is only 17-feet wide. An asphalt taper will be needed along the north edge of the half street improvements, to taper to the existing street. W. E Avenue may need to be widened south of 5<sup>th</sup> to the site, to meet a minimum 20-foot wide road width. See the schematic drawing.

In addition to the street improvements shall include, street lights, street trees and per LCMC 12.10.190.

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 applicant is requesting not to construct half street improvements on 4<sup>th</sup> Street. Since 4<sup>th</sup> Street cannot be extended west in the future, because of the existing roundabout, it is a reasonable request to not place half street improvements. The applicant will have to submit a road modification requesting not to install street improvements in 4<sup>th</sup> Street permit as part of the subdivision plans showing the proposed contours on the plans.

A grading and erosion control permit is required as part of the site plan approval.

The City Erosion Control Standards require that any activity disturbance over 500 SF must comply with the city standards.

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, site building construction, grading, retaining wall design, as applicable, and subsurface drainage. LCMC 18.212.050.

#### **Chapter 13.10 -- Sewer System Rules and Regulations**

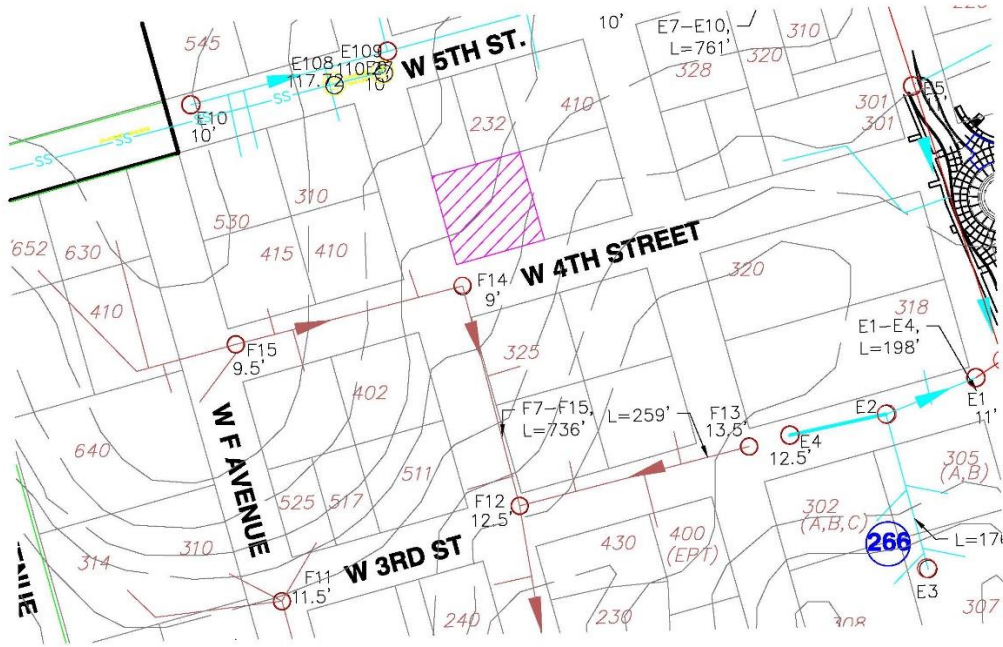
Connection to public sewer is required. LCMC 13.10. All work is to be performed by a duly licensed contractor in the City of La Center. LCMC 13.10.230. Work will be performed using an open trench method unless otherwise approved. LCMC 13.10.200. All costs associated with installing the side sewer shall be borne by the applicant. LCMC 13.10.110.

Per the City Engineering Standards, sanitary sewers should be designed to care for future loads that may reasonably be expected from full development upstream, consistent with the La Center Comprehensive Plan, Capital Facilities Plan, LCMC Title 13, and the Sewer Master Plan (General Sewer Plan).

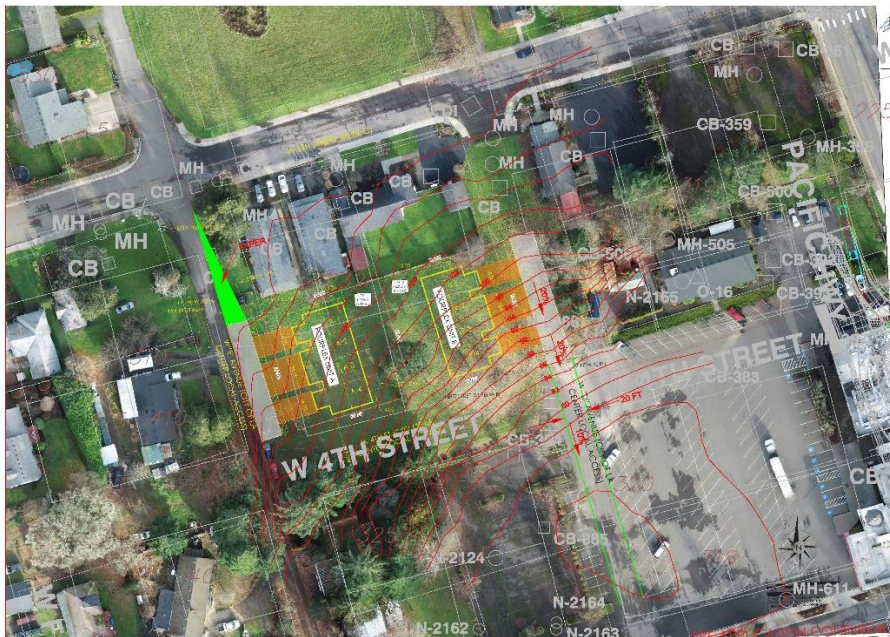
The applicant can connect to the sanitary sewer lateral from each unit to the existing manhole at the intersection of W. E Street and 4<sup>th</sup> Street via grinder pumps and force main. One grinder pump will be needed for each unit connecting to a force main in the east edge of W. E Street right of way. The city does not maintain grinder pumps or the force main in public right of way that serves a lot. This force main is considered a sewer lateral, and the installation and maintenance of this pipe shall be borne by the property owner.

The second option to connect to the public gravity sewer is in 3<sup>rd</sup> Street just south of W. D Avenue. A gravity public sewer main would need to be extended from the site along W. D Avenue to connect the existing manhole in 3<sup>rd</sup> Street to connect by gravity. See the attached schematic sewer map.

Per LCMC 13.10.350 a sewer impact fee shall be charged for development based on the use of the proposed structures. The exact impact charge will be assessed at the time of building permit application or before occupancy is issued. Each equivalent ERU calculated for each structure or residential unit on the site will be multiplied by the impact fee of \$7,800 per ERU to determine the total sewer impact.



Sewer Connection Map



Existing Contour and site map

**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.

The applicant proposes to create new impervious area for the street widening and the driveways along W. D. Avenue and along W. E Avenue. Per LCMC 18.320.210, treatment BMPs shall be sized to treat the water quality design storm, defined as the six-month, 24-hour storm runoff volume.

A Technical Information Report (TIR) will need to be submitted by the applicant and must comply with LCMC 18.320.

The LCMC section 18.320.220 states that if surface water leaves the site, stormwater must be detained per LCMC. Runoff calculations need to consider undisturbed forest as the pre-developed condition in determining runoff curve numbers or a downstream analysis of the existing conveyance system is required. The design must meet the LCMC 18.320 and the 1992 Puget Sound Manual for the design of the system.

Direct connection to the storm drain is required for impervious area draining from the street improvements, driveways and roof downspouts.

Infiltration of stormwater from impervious area will only be allowed unless Geotechnical Testing is done justifying infiltration, including the impact to adjacent properties from subsurface drainage.

The only storm drain system within City right of way close to W. E Street, is at the intersection of West 3<sup>rd</sup> Street. There is a storm main in W. 3<sup>rd</sup> Street directly across from W. E Street. Connection to this storm main can be done with a new manhole and extension of a new storm pipe along W. D Avenue to serve the two properties. There is also an existing catch basin at southwest corner of 4<sup>th</sup> Street and W. D Avenue. However, it is unknown if this catch basin is in city right of way or on private property. A survey will need to be done to verify the location of this catch basin. Connection to a public or private storm system will be the required option of stormwater runoff from impervious area.

**Street Lighting**

Street light design and installation is reviewed and approved by the City of La Center. Street lighting on local streets shall be Acorn full cutoff single fixture on a black decorative fiberglass pole and the frontage improvements will need to have Cobra Head LED light per the Engineering Standards. The applicant shall submit a Photometric analysis along with the street light design to verify compliance with the Engineering Standards.

**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.

Clark Public Utilities must approve the water pipe system and service to all lots. CPU needs to be contacted about the existing water system pressure and the applicant must meet CPU approval for the new water system.



## Land Use

The following comments are based on the City's initial review of the project against applicable sections of the City's development code (LCMC Title 18). Formal review after application submission may reveal additional issues that require further discussion with the applicant or submittal of additional information during formal review.

### **Chapter 18.30 Procedures**

#### *Review Process*

Section 18.30 of the municipal code establishes procedures for the review of development applications within La Center. The applicant's proposal to place two 4-plex buildings of multifamily residences on the site is subject to a Type II, site plan review, legal lot determination, tree cutting permit and may require a critical areas permit. These applications require an administrative review process with staff having the final decision (LCMC 18.30.090) – see Attachment A. The City has 14-days to conduct its completeness review once application materials are submitted (LCMC 18.30.050). Type II reviews require that the City issue a decision within 56 days after the application is deemed complete. A 14-day appeal period follows issuance of a decision. The 56-day review period does not include time when the City stops the review clock and asks the applicant for additional materials or response to questions.

#### *Submittal Requirements*

Section 18.30.050 outlines submittal requirements for all application types. For the proposed multifamily residential development, the application is technically complete if it includes the information required by the relevant development code section(s) outlined in this document. This information includes the following:

1. A complete application form with original signatures of the owner and applicant.
2. A SEPA checklist.
3. A site plan containing all of the requirements of 18.215.050(2)(d & e).
4. A landscape plan meeting the requirements of 18.245.060.
5. Proof of ownership such as deeds or property title.
6. A copy of the survey or record of lot consolidation for legal lot determination.
7. A legal description of the site.
8. A copy of this pre-application conference summary.
9. A written description of how the applicant complies with each applicable approval criterion, including LCMC 18.140, 18.215, 18.225, 18.245, 18.260 (if applicable), 18.280, 18.282, 18.300, 18.340, 18.350 and 18.360.
10. Names and addresses of landowners within a radius of 300 feet of the site. Contents of a Notice of Application subject to a Type II Review should include: (a) The file number; (b) The name(s) and address(es) of the applicant and owner; (c) The legal description of the site; (d) The street address or other easily understood geographical reference to the subject property; (e) A map depicting the subject property in relation to surrounding properties; (f) A description of the proposal; (g) A copy of the preliminary plan or plat; (h) A list of the applicable standards for the application; (i) A statement that the application can be reviewed at City Hall during working hours, and that copies can be obtained for a fee equal to the city's cost for providing the copies; (j) An invitation to comment, in writing, on the proposal and the place, date and time that comments are due; and (k) A statement outlining the appeals process.

11. Tree removal, preservation, and protection plan (see further discussion below under 18.350). This plan shall be prepared by a certified arborist or accredited landscape architect and include an inventory of all trees on-site, their health or hazard condition, and recommendations for treatment of each tree. The plan shall be drawn to scale and include the requirements as listed in LCMC 18.350.060(2)(a through j). A mitigation plan shall be required for trees that are 10-inches in diameter or greater in accordance with LCMC 18.350.050.
12. A geotechnical study, prepared by a geotechnical engineer or geologist licensed in the state of Washington addressing the mapped landslide hazard and if there will be further fill on the site (see further discussion below under chapter 18.300).
13. Archaeological predetermination (see further discussion below under 18.360).
14. Grading, erosion control and drainage plans.
15. Information about proposed utilities, including water and sanitary waste.

**Chapter 18.140 Medium Density Residential District (MDR-16)**

The site is zoned RP which references to the MDR-16 code standards for development of multifamily housing. Lot dimensional and setback requirements for multifamily housing are contained in Table 18.140.030 and shown below in Table 1.

Table 1: Multifamily Density and Dimensional Requirements

Net Density	8-16 units/acre
Minimum Project Area*	2.5 acres
Minimum Lot Width	20 feet
Minimum Lot Depth	60 feet
Minimum Area	1,400 SF
Maximum Area	N/A
Maximum Lot Coverage	85%
Maximum Height	45 feet
Minimum Front Setback	10 feet
Minimum Garage Setback from Public Street	5 feet
Minimum Garage Setback From Alley	3 feet
Minimum Side Setback	0 feet attached or 10 feet abutting single-family detached
Minimum Street Side Setback	0 feet
Minimum Rear Setback	20 feet

\*LCMC Table 18.140.030, Footnote 5 – The minimum project area requirements do not apply when legal lots in the RP zone develop multifamily housing.

Applicable standards include setbacks (10 feet front, 5 feet garage, 3 feet alley, 0 feet side between units or 10 feet abutting single-family, 0 feet street side, and 20 feet rear); maximum lot coverage is limited to 85%. The density range for the MDR-16 zone is 8-16 units per net acre. Based on the assessor’s lot size of 10,011 gross square feet (0.23 gross acres), a minimum of 2 and maximum of 4 dwelling units are permitted on each lot. The applicant is proposing 4 dwelling units per lot or 8 total in compliance with density requirements. This density calculation does not include any right-of-way dedications or critical areas deductions. Critical areas which are developed or used for density transfer, cannot be deducted from the site area to calculate density. At the time of application, the applicant should provide a

calculation to determine net density of the site. See definition of “net area or net acre” in LCMC 18.40 to calculate net density of the site.

The proposed project site is a combined 20,010 square feet, and lot widths and depths are approximately 100 feet, which exceeds the minimum lot width and depth requirements.

The proposed development shows 20-foot front garage setbacks, 10-foot side setbacks, (along north property lines), 4 foot street side setbacks (abutting West 4th Street undeveloped right-of-way), and 34 feet rear setbacks. The front, side, street side, and rear setbacks meet standards. See further discussion regarding the required L1, 5-foot landscape buffer on the western property line response to LCMC 18.245.

Please see sections 18.140.040 and 18.140.060 which contains design standards and requirements for multifamily housing. Notable requirements include:

- Must be a unifying design theme across units
- Avoid repetitive building massing and facades
- Avoid monotonous rooflines
- Landscaping:
  - A minimum of 15 percent of the site area must be landscaped with permanent underground irrigation. Setbacks must also be landscaped and maintained
  - If required by the director of Public Works, street trees are required on all street frontages at a minimum of two feet from the curb and at no greater than 30-foot spacing
  - Common outdoor trash and recycling containers must be screened by a six-foot solid fence.
  - Landscaping must also meet the requirements of 18.245.060 (see below)
- Required parking shall be provided on the same lot as the building or in shared parking areas located primarily to the rear of or beneath the units. The recently revised and adopted LCMC 18.280 (Off-Street Parking) says that 2 spaces are required per unit plus 1 space for guests for every five units for multifamily development. The applicant is proposing 8 units, which requires 16 off-street parking spaces and one guest parking spaces. Each unit has a two-car garage and space for two cars side-by-side in each driveway for guest parking; the proposed development will provide 32 off-street parking spaces, exceeding the minimum requirement of 16 off-street and one guest space.
- Garages must be setback a minimum of 20 feet when the garage entrance faces a right-of-way. No more than 40 percent of the wall facing a public right-of-way may be a garage door and 25 percent of the garage wall must be windows or doors.
- Parking lots or driveways to individual dwelling units shall connect directly to a local access street that has direct access to an arterial or collector street. This requirement is met as each unit has a garage and driveway connecting to a local access street, West 4th Street, which provides access to the local roadway network and directly accessing an arterial street, Northwest Pacific Highway.
- Pedestrian access must be provided from the front door of the units to the public sidewalk. Public sidewalks are required and must be constructed according to the City’s road standards.

The applicant’s narrative indicates that site landscaping will meet the 15% minimum threshold; area calculations should be added to the preliminary site plan application. See further discussion below in 18.245 for additional landscaping requirements. The proposed site plan includes sidewalks within the public right-of-way. The plans also shown additional 8-foot “clear” space from back of sidewalk to the



property line; the applicant should clarify the purpose of this space in regard to required landscape buffering and right-of-way planter strip landscaping.

The applicant's narrative indicates that each unit will have a two-car garage and a two-car driveway to accommodate the minimum parking requirements. The site plan indicates that each unit will have a front door facing either the E or D Avenue public right-of-way. Pedestrian access is provided from the front door to the public sidewalk along E or D Avenue for each unit.

#### **Chapter 18.145 Residential/Professional District (RP)**

The site is zoned in a Residential/Professional (RP) district, which is inclusive of all permitted uses in MDR-16 and subject to the applicable provisions of this title, as discussed above.

#### **Chapter 18.215 Site Plan Review**

LCMC 18.215 requires that all new construction undergo site plan review. As a new development that will exceed 4,000 square feet of additional floor area and require SEPA review (see LCMC 18.310) this development is subject to a Type II site plan review. Section 18.215.050 specifies submittal requirements for site plan review applications and are also provided above in these notes. The City's site plan review process is divided into two parts: preliminary and final site plan review. During the Type II preliminary site plan review process, the City will review the application against all relevant code requirements and issue a decision approving, approving with conditions, or denying the application. If the application complies with all relevant criteria, the City will issue approval with conditions. During final site plan review, the City will ensure that all conditions of approval of the preliminary site plan review process are met.

For Type II site plan reviews, the applicant must submit all information required in 18.30.090, as well as the submittal requirements of 18.215.050 (see Attachment B):

#### **Chapter 18.245 Supplementary Development Standards**

##### *Landscaping*

Section 18.245.060 contains landscaping standards that apply to all development projects. Table 18.245.060 specifies that sites located in the RP zone (MDR-16 by reference) are required to provide an L1 buffer, 5 feet wide abutting other MDR-16 zones or LDR-7.5 zones. The L1 buffer standards require groundcover, trees, and shrubs be placed in the 5-foot area bordering all property lines. The site plan does not indicate whether the shared property line between Lot 1 and Lot 2 is proposed to remain common open space between the two developments or if an L1 buffer will separate the two lots, however the L1 buffer will not be required along this shared property line. The L1 landscaping standard requires trees placed every 30 feet, shrubs, and groundcover. Shrubs and trees may be grouped. Lot 1 is abutting LDR zoning to the west and south separated by a street (applicant requests relief from improving West 4<sup>th</sup> Street), which requires an L1 low screen buffer. Landscaping and screening within public rights-of-way are to comply with the applicable provision in Chapter 12.10 LCMC. The proposed site plan shows the buildings setback four feet from the southern property line along West 4<sup>th</sup> Street; while that setback meets the MDR-16 development requirement of zero feet, an L1 landscape buffer is required to separate the development from abutting zones along West 4<sup>th</sup> Street. City staff recommend moving the proposed location of the buildings to accommodate the 5-foot L1 landscape buffer from the southern property line; the northern portion of the project should still meet the minimum 5-foot landscape setback requirement. At the time of the pre-application meeting, the applicant indicated that they will redesign the site plan to accommodate the required 5-foot, L1 landscape buffer along the southern boundary of the project, while also maintaining this buffer around the whole perimeter of the site. Alternatively, the applicant can keep

the substandard 4-foot L1 landscape buffer from the southern property line but must apply for a variance and comply with the standards as outlined in LCMC 18.260.

The applicant should review all landscaping standards in 18.245.060. Other standards in this section pertain to installing landscaping before occupancy, size of landscaping materials, including trees and shrubs and requirement for irrigation.

- Existing vegetation can serve landscaping requirements. The applicant should consider preserving the existing trees, if possible.
- Rooftop and ground-level exterior equipment shall be screened from adjoining property used or zoned for residential purposes or public right-of-way to at least an F2 or L3 standard. The F2 standard is a six-foot tall fence and the L3 standard is shrubs six feet and 95 percent opaque and 1 tree per 30 lineal feet and groundcover plants.
- All required groundcover plants and shrubs must be of sufficient size and number to meet the required standards within three years of planting. Mulch (as groundcover) must be confined to areas underneath plants and is not a substitute for living groundcover plants, lawn, or approved flowers. Groundcover plants shall be placed not more than 30 inches on center and 30 inches between rows and be supplied in a minimum four-inch size container or a two-and-one-quarter-inch container or equivalent if planted 18 inches on center. Rows of plants shall be staggered for a more effective covering.
- Trees may be deciduous or evergreen unless otherwise provided. At the time of planting, deciduous trees shall be fully branched and have a minimum one and one-half caliper inches and 8-feet in height. Evergreen trees shall be fully branched and have a minimum of 6-feet in height at the time of planting.
- Landscape materials shall be selected and sited to produce a hardy and drought-resistant landscape area.
- Applicant shall comply with current nursery industry standards for plant installation, plant materials will be properly supported to ensure survival, and existing trees and plant materials be retained and protected during construction.
- Required landscaping must be continuously maintained in a healthy manner by the property owner.
- All required landscape areas must comply with City irrigation requirements.

#### **Chapter 18.260 Variance**

There is no apparent need for a variance with this application. However, if a variance from the applicable requirements of LCMC, a variance application is required and must be approved. A variance application shall include the required fees and a narrative demonstrating conformance with the following variance approval criteria (LCMC 18.260.040):

- Unusual circumstances or conditions, such as size, shape or topography of a site, or the location of an existing legal development apply to the property and/or the intended use that do not generally apply to other properties in the vicinity or zone. An unusual circumstance could also include another obligation under a different municipal code section or a state or federal requirement;
- The unusual circumstance cannot be a result of actions taken by the applicant;
- The variance request is necessary for the preservation of a substantial property right of the applicant which is possessed by the owners of other properties in the vicinity or zone;

- The variance request is the least necessary to relieve the unusual circumstance3s or conditions identified in subsection (1) of this section;
- Any impacts result from the variance are mitigated to the extent practical; and
- The granting of the variance will not be materially detrimental to the public welfare, or injurious to the property or improvements in the vicinity and zone in which the property is situated.

### **Chapter 12.280 Off-Street Parking and Loading Requirements**

The code contains general requirements for off-street parking that applies to the project as outlined in LCMC 18.280.030. The required amount of off-street parking for multifamily developments pursuant to LCMC Table 18.280.040 is 2 spaces per unit plus 1 space for every 5 units for guest parking. LCMC 18.280.040(2) states that where parking space requirements result in a fractional calculation, the number shall be rounded up to the nearest whole number. There are a total of 8 residential units between the two four-plex structures, therefore a total of 16 parking spaces with 2 guest parking spaces are required. The applicant narrative indicates each unit will have a two-car garage with a driveway that can also park two vehicles, therefore, meeting this requirement. Please note the garage requirements when the primary garage entrances faces a right-of-way as outlined in LCMC 18.140.040(5), including that no more than 40 percent for the total wall area of a housing complex facing a public right-of-way shall be dedicated to garage door space.

### **Chapter 18.282 Outdoor Lighting (Site lighting)**

The code contains specifications for lighting spectrum and luminance limits. These standards apply to exterior residential lights such as front and rear porch lighting. Please review these requirements before selecting lighting fixtures.

### **Chapter 18.300 Critical Areas *Geologically Hazardous Areas***

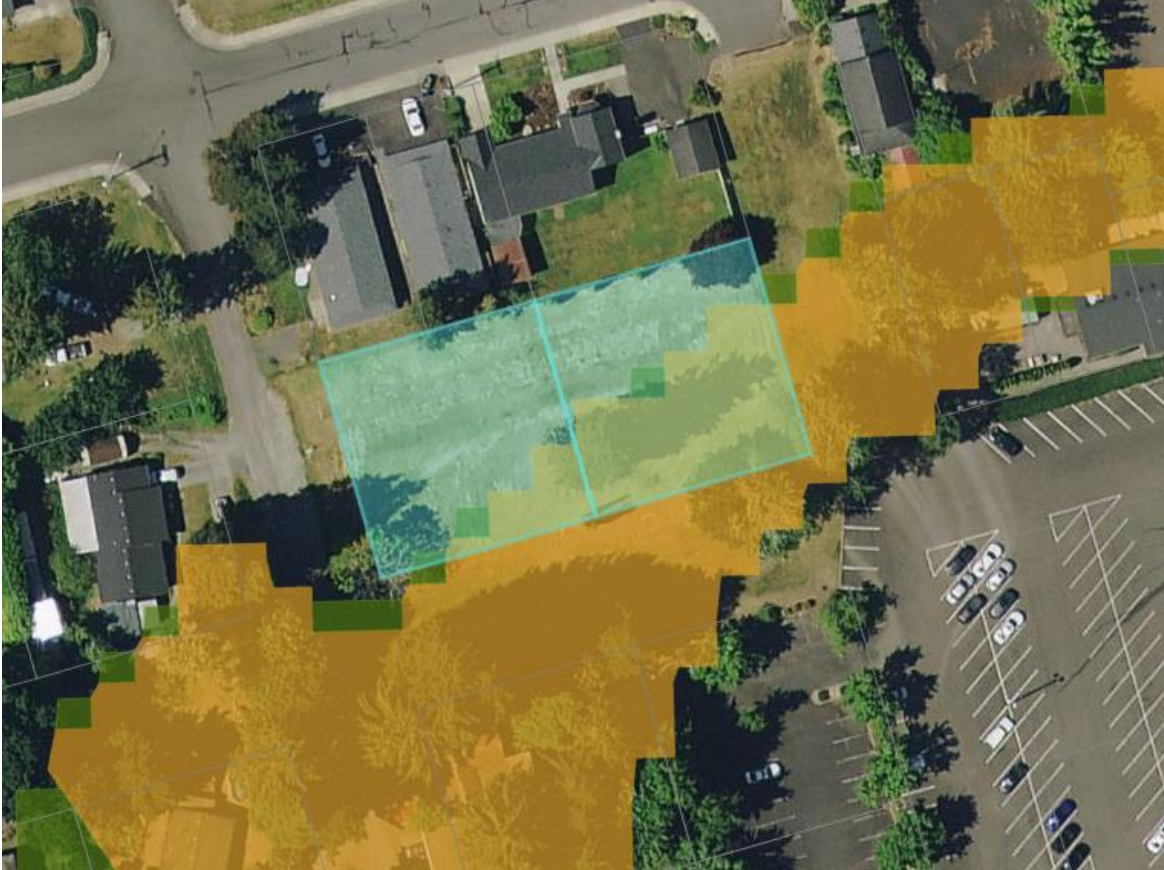
The southern portion of the site is mapped as a landslide hazard area (Figure 1) and is therefore must apply for a critical areas permit and file a critical area report (18.300.040) in the form of a geotechnical report. Alternatively, if the applicant submits a stamped letter from a geologist or geotechnical engineer stating that the landslide hazard is not present, then a critical areas permit is not required. Please refer to the definition of “landslide hazard area” in LCMC 18.300.030 and note that a geotechnical report may, nevertheless, still be required by the building official.

Alterations in landslide hazards and buffers may only occur subject to the following standards:

- If it will not increase the threat of landslide to adjacent properties beyond predevelopment conditions.
- The project must be designed so the hazard is eliminated or mitigated.
- Alterations are recommended in a geotechnical report.
- Development within the hazard area must meet the design requirements of 18.300.090(4)(c) unless it can be demonstrated by a geotechnical professional that an alternative design provides equal or greater protection to the critical area.
  - A buffer must be established from at a minimum of 50 feet from the edge of the landslide hazard area.
    - This buffer may be reduced to a minimum of 25 feet

- Development encroachment within the buffer area may be allowed if a qualified professional demonstrates the site alterations will not impact the potential landslide area
- The buffer may be increased where the City or qualified professional determines a larger buffer is necessary to prevent the risk of damage.
- All portions of the critical area and buffers must be designated as “landslide protection areas” and recorded as such on the approved site plan.

Figure 1: Mapped Landslide Hazard Area



City approval of a mitigation plan is required for approval of any development activities in a critical area. The mitigation plan in compliance with 18.300.120 must be included with the application along with including a written request describing the extent and nature of the proposed development on critical areas and buffers. The mitigation plan should include:

- Methods and techniques to mitigate impacts to critical areas and explanation of methods and techniques
- Methods and techniques for monitoring mitigation

***Fish and Wildlife Habitat Conservation Areas***

Washington Department of Natural Resources (DNR) maps an unidentified non-fish bearing stream beginning just east of the site. This mapped stream travels generally south through the southeastern corner of the site and to the East Fork Lewis River, approximately 850 feet from the site. Clark County MapsOnline also indicates a riparian habitat area along this mapped stream (Figure 2). These are subject to critical areas regulation for fish and wildlife habitat conservation areas. However, mapping is

oftentimes incorrect. Upon informal site review, Staff have determined that there are no supporting indicators on or off site of a stream and riparian habitat. Therefore, the Applicant is not subject to critical areas permit for fish and wildlife habitat conservation areas.

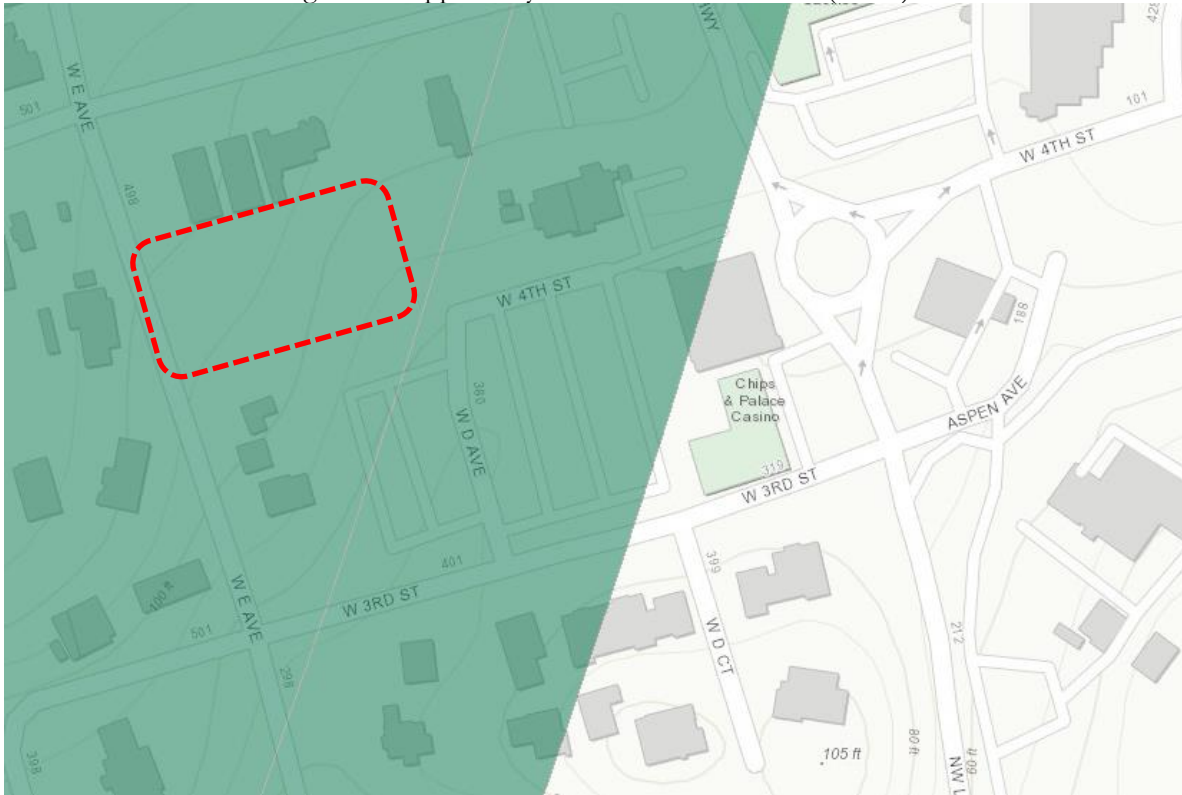
Figure 2: Mapped Riparian Area



### **Critical Aquifer Recharge Areas (CARAs)**

The project is mapped by the Washington State Department of Health within a 10-year time of travel zone for a Group A well (see Figure 3), which are regulated as Type I CARAs. However, as this project is a residential land use, these are typically exempt from CARA regulation in most jurisdictions. Staff will prepare a code interpretation letter that exempts residential uses from the requirement to provide a hydrogeological assessment since residential uses do not impact CARAs. The interpretation will omit the requirement for this project to apply for a critical areas permit for the CARA.

Figure 3: Mapped 10-year Time of Travel Zone (in teal)



### **Chapter 18.310 Environmental Policy**

The proposed project is not exempt from SEPA review. 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.

### **Chapter 18.350 Tree Protection**

The applicant is proposing to retain and remove trees onsite. A tree along the parcel boundaries of the subject properties will remain. A tree near the southwest corner of the site is proposed for removal. Removal of any tree over five caliper inches requires the applicant to get a Type II tree cutting permit in compliance with LCMC 18.350. A tree removal permit application must include:

- Number, size, species and location of the trees proposed to be cut on the site plan
- Anticipated date of removal
- Statement of the reason for removal



- Information concerning any proposed landscaping or planting of any new trees to replace the trees to be removed
- Any other information reasonable required by the city

Any trees over 10-inches in diameter that will be removed are required to meet the mitigation requirements in LCMC 18.350.050. Mitigation could involve re-planting on-site meeting specifications in LCMC 18.340, re-planting off-site if the city determines there is insufficient available space, or payment in lieu of planting if the city determines no feasible alternative.

A tree protection plan prepared by an arborist or accredited landscape architect is required prior to conducting any development activities including clearing, grading, or excavation. The plan should include an inventory of all trees on-site, their health or hazard condition, and recommendations for treatment of each tree. The plan must include:

- Location, species, and diameter of each tree on-site and within 15 feet of the site
- Location of the dripline of each tree
- Location of existing and proposed roads, water, sanitary, and storm sewer, irrigation, and other utility lines/facilities and easements
- Location of dry wells and soakage trenches
- Location of proposed and existing structures
- Grade change or cut and fill during and/or after construction
- Existing and proposed impervious surfaces
- Identification of a contact person and/or arborist who will be responsible for implementing and maintaining the approved tree protection plan
- Location and type of tree protection measures to be installed

### **Chapter 18.360 Archaeological Resource Protection**

LCMC 18.360 requires that archaeological resources be identified and protected before and during development. The project site is located in an area of high risk of encountering archaeological resources according to Clark County's archaeological predictive model. The code requires that development projects requiring grading in these areas complete an archaeological predetermination report as outlined in Table 18.360.020-1. The City will rely on the predetermination report to determine whether a full archaeological survey is required.

Predetermination reports must meet the requirements of LCMC 18.360.080.

### **Building**

Building permit review will occur in compliance with the 2018 International Residential Code (IRC) and International Building Code (IBC). The applicant asked about concurrent building plan and engineering review; concurrent review is possible, but the applicant assumes all risk with regard to changes required on the building plans generated by engineering plan comments.

### **Application Fees**

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

- Site Plan Type II: \$700 + \$85/lot or per 1,000 SF;
- Legal lot determination: \$425 + \$75 per lot\*;

- Tree removal permit: \$60\*;
- Critical areas review: \$340\* per critical area;
- SEPA Checklist review: \$510\*; and
- Variance (Type I/II): \$180\*

\*The City requires an applicant pay actual costs of outside professional services including engineering, legal, and planning. Impact fees shall be assessed against each lot at time of building permit. (La Center Resolution No. 13-372). A copy of the agreement was provided at pre-application conference. Please include a signed agreement with the application.

## April 10, 2024, Pre-application Conference Attendees

<b>Name</b>	<b>Organization Name</b>	<b>Email Address</b>	<b>Phone Number</b>
Brittany Cordova	Advanced Probuilders	<a href="mailto:Advancedprobuilders1@icloud.com">Advancedprobuilders1@icloud.com</a>	360-953-2025
Byron Jolma	Jolma Design, LLC	<a href="mailto:bjolma@jolmadesign.com">bjolma@jolmadesign.com</a>	360-703-1577
David Spencer	Jolma Design, LLC	<a href="mailto:dspencer@jolmadesign.com">dspencer@jolmadesign.com</a>	360-723-0392
Alec Egurrola	WSP USA, Inc.	<a href="mailto:alec.egurrola@wsp.com">alec.egurrola@wsp.com</a>	360-823-6133
Tony Cooper	City of La Center	<a href="mailto:acooper@ci.lacenter.wa.us">acooper@ci.lacenter.wa.us</a>	360-263-7665
Bryan Kast	City of La Center	<a href="mailto:bkast@ci.lacenter.wa.us">bkast@ci.lacenter.wa.us</a>	360-263-5189
Mike Lackey	Clark County Fire & Rescue	<a href="mailto:mike.lackey@clarkfr.org">mike.lackey@clarkfr.org</a>	360-887-6227

## Attachments

- A: LCMC 18.215
- B: LCMC 18.30

LCMC Chapter 18.215.050

(2) 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) Ten copies 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) Five copies 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;
  - (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;
  - (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;
- (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. [Ord. 2006-17 § 1, 2006.]

#### Review Criteria

LCMC provides review criteria for site plan applications that this project must comply with. The criteria are provided here for the applicant's reference.

- (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.
- (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.

**18.30.090 Type II procedure.**

(1) Notice of Application. Within 14 calendar days after the date an application subject to Type II review is accepted as technically complete, the city clerk shall mail a written notice of the application as provided in LCMC [18.30.120](#).

(2) Comments. The city clerk shall mail to the applicant a copy of comments timely received in response to the notice together with a statement that the applicant may respond to the comments within 14 calendar days from the date the comments are mailed.

(3) Decision.

(a) Within 56 calendar days after the date an application subject to a Type II process is accepted as technically complete, the review authority shall issue a decision that approves, approves with conditions, or denies the application; provided, an applicant may agree in writing to extend that time and may provide additional information within that time at the request of the city.

(b) The decision shall include a brief summary of the relevant facts and applicable standards for the application and a summary of how the application complies with those standards based on the facts and evidence, including any conditions of approval.

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

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