	<p><b>Staff Report &amp; Notice of Decision</b>  <b>Stephens Hillside Farm Subdivision:</b>  <b>Temporary Sales Office Permit</b>                  (File # 2023-014-TUP)</p>
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<b>PROPOSAL:</b>	The applicant is requesting to operate a temporary sales office within Lot 81 of the Stephens Hillside Farm Subdivision.
<b>LOCATION:</b>	617 NW 348 <sup>th</sup> Street, La Center, WA 98629.
<b>OWNER/APPLICANT:</b>	Chase Helmes New Tradition Homes 360-448-4709 <a href="mailto:chase.helmes@newtraditionhomes.com">chase.helmes@newtraditionhomes.com</a> 11815 NE 113 <sup>th</sup> Street, #110 Vancouver, WA 98662
<b>ZONING:</b>	Low Density Residential (LDR-7.5)
<b>APPROVAL CRITERIA:</b>	The City reviewed the application for compliance with the La Center Municipal Code (LCMC) Chapter 18.270.040, Temporary Sales Office/Model Home.
<b>Submittal Date:</b>	June 27, 2023
<b>SEPA:</b>	This project is categorically exempt per WAC 197-11-800(6)(b).
<b>DECISION:</b>	Approval subject to conditions.
<b>DECISION DATE:</b>	July 13, 2023
<b>CITY REVIEWER:</b>	Tony Cooper, PE, City Engineer; and Bryan Kast, City Public Works Director; Ethan Spoo, AICP, and Aaron Carpenter, Consulting Planners, WSP USA Inc.

## CONTACT LIST

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## Overview and Procedural Background

The applicant is proposing to operate a temporary sales office in association with a model home within Stephens Hillside Farm Subdivision. The temporary sales office is proposed to be within the footprint of the garage of the detached single-family residential unit constructed on Lot 81. Guest parking is provided off-street within the lot's driveway and as street-side parking adjacent to the lot. The applicant's plans for the temporary sales office are included in Attachment A.

## Approval Criteria

### LCMC 18.270.040 Temporary Sales Offices/Model Homes

*Subject to Type I review, the city planner may approve, approve with conditions, or deny the use of any real property within the city as a temporary real property sales office or model home in any subdivision within this city, but for no other purpose; provided, that the applicant demonstrates compliance with the following criteria:*

- (1) One such temporary use shall be located within the boundaries of a subdivision approved pursuant to Chapter [18.210](#) LCMC in which the real property is to be sold; and*
- (2) The property shall not be permanently improved for the temporary use; and*
- (3) The temporary use will not be materially detrimental to the public health, safety or welfare, nor injurious to property or improvements in the immediate vicinity; and*
- (4) The structure proposed for the temporary use complies with the setback and vision clearance area requirements of this title, and with applicable provisions of the building and fire codes; and*
- (5) Hours of operation of the temporary use are specified; and*
- (6) The temporary use shall cease and the structure's occupancy shall convert to a permitted use within one year of the temporary use approval; and*
- (7) Adequate utilities and parking are available to serve the temporary use, and if applicable, the temporary use does not occupy required off-street parking areas for adjacent or nearby uses.*

#### Finding(s):

- The applicant is proposing a temporary sales office within the footprint of the model home as depicted on the site plan (Attachment A), within Lot 81 of Stephens Hillside Farm Subdivision, for the purpose of conducting tours and initial sales of homes within this subdivision. One such temporary sales office would be located within the boundaries of Stephens Hillside Farm Subdivision.
- The proposed use as a sales office is temporary and to be sited within the future garage of the home. The site and structure will be improved to its final build after the temporary use as a sales office is completed. Once the sales office use has been converted to an attached garage for the final residential use, the City will issue a final building and occupancy permit.
- The temporary sales office use will be contained on Lot 81 with off-street guest parking in the driveway of the same lot dedicated specifically for the model home/sales office use. Additional street parking will be available directly adjacent to the lot. The sales office use is in close association with the use of the model home to showcase the amenities and layout of the homes typical of the subdivision. The temporary sales office is within the footprint of the model home garage and will ultimately be converted into a detached residential unit. The unit is constructed per current applicable residential building and fire code requirements with all required utilities installed and connected. As such the temporary use will not be materially detrimental to the public health, safety or welfare, nor injurious to property or improvements in the immediate vicinity.
- The model home and temporary sales office are designed to meet the final development designs for setbacks per the requirements of Title 18, as depicted on the approved site plan (Attachment A). This site is a corner lot and development of this lot for residential use will

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not impact vision clearance area requirements. The setback requirements for this zone were approved through a vested subdivision preliminary plat and are as follows:

<b>LDR-7.5 Zone:</b>	<b>Required</b>	<b>Proposed</b>
• Front Yard:	20'	20'
• Side Yard:	7.5'	7.5'
• Street Side Yard:	10'	13.97'
• Rear Yard:	20'	35.81'

- The applicant proposes to operate the sales office and model home daily from 10:30 A.M to 5:30 P.M. Monday through Friday, and 10 A.M to 5 P.M. Saturday as detailed in the application (Attachment A). At the end of one year the applicant will either discontinue the temporary use, convert the sales use to its final residential use, and pull final building and occupancy permits; or reapply for another one-year temporary sales office use permit as required by a condition of approval.
- The model home is sited within the Stephens Hillside Farm which received approval for final engineering and pending approval for final plat, which requires adequate utilities to serve the development and each lot. The model home is constructed, which requires there to be adequate utilities to issue building permit. Therefore, there are adequate utilities such as water, sewer, stormwater, and electricity to the temporary sales office. There is adequate parking to serve the temporary sales office with two off-street parking spaces on the lot and street parking directly adjacent to the lot. The sales office does not occupy required off-street parking areas for adjacent or nearby uses and these areas are not available within proximity to the site.

**As a condition of approval**, the temporary sales office shall adhere to the hours of operation from 10:30 A.M to 5:30 P.M. Monday through Friday, and 10 A.M to 5 P.M. Saturday, and restrict guest parking to the designated site driveway and public street parking areas.

**As a condition of approval**, this approval is limited to a 1-year term starting from the date of the notice of decision. The applicant may apply for another temporary use approval at the end of the 1-year period.

**As a condition of approval**, the subject property and structure (Lot 81 Stephens Hillside Farm Subdivision) are required to complete final building and occupancy permits at the time of termination of the temporary use.

## CONCLUSIONS & DECISION

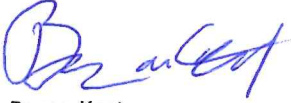
The review authority finds the applicant has sustained the burden of proving the application complies with the applicable provisions of La Center's Municipal Code. Therefore, the subject application is hereby APPROVED subject to the following conditions of approval:

1. Pursuant to 18.270.040(5) and (7), the temporary sales office shall adhere to the hours of operation from 10:30 A.M to 5:30 P.M. Monday through Friday, and 10 A.M to 5 P.M. Saturday, and restrict guest parking to the designated site driveway and public street parking areas.
2. Pursuant to 18.270.040(6), this approval is limited to a 1-year term starting from the date of the notice of decision. The applicant may apply for another temporary use approval at the end of the 1-year period.
3. Pursuant to 18.270.040(6), at the time of termination of the temporary use, the subject property and structure (Lot 81 of Stephens Hillside Farm Subdivision) are required to complete final building and occupancy permits.

## APPEALS

The applicant may appeal the Type I application decision pursuant to LCMC [18.30.130](#).

City of La Center, Washington



Bryan Kast  
Public Works Director

## Attachments

- Attachment A: Temporary Sales Office application materials