



## Heritage Center Building B Technical Completeness Review

Public Works Department  
305 NW Pacific Highway  
La Center, WA 98629

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**Site Address:** 419 E Cedar Avenue, Building B, La Center, WA 98629. Parcel nos. 62702000, 62694000, 62715000, and 62615000

**Project Type:** Type II minor modification of an approved conditional use permit (2021-006-CUP) to allow Teresa's Little School to expand by 1,040 square feet of floor area above the approved 6,680 square feet within Building B of the Heritage Center.

**Applicant:** Roy Heikkala  
Genteel Investments LLC  
PO Box 1434  
Vancouver, WA 98668

**Project Background/Description:** On April 9, 2021 the City issued a conditional use permit (2021-006-CUP) to allow Teresa's Little School to operate out of Building B at the Heritage Center at 419 E Cedar Avenue. The applicant is requesting a minor modification to the approved permit to expand their facility by 1,040 square feet in Building B. Minor modifications to approved conditional use permits are a Type II process under LCMC 18.250.040 (3).

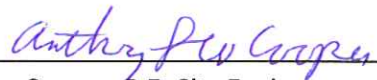
**Completeness Determination:** The City has received the following application materials for the proposed variance:

- Pre-application Waiver;
- Master land use application;
- Site Plan;
- Application Fee;
- Deeds and Legal Descriptions;
- Project Narrative;
- Building Sections and Elevations;
- Certified map and mailing labels for properties within 150 feet of the development for noticing purposes

We are writing to notify you that the application is **complete** based on our review of LCMC 18.30.050. Although your application is deemed complete, it is still required that you provide an updated traffic memo. An updated traffic memo is required in order to calculate impact fees and to verify public facilities will be adequate to serve the expanded conditional use. The minor modification permit will not be issued until this item is provided.

If you have any questions regarding this determination of completeness or the review process, please contact me at [ethan.spoo@wsp.com](mailto:ethan.spoo@wsp.com) or 360-823-6138.

Signed:  Date: August 9, 2021  
Ethan Spoo, AICP, Consulting City Planner

Signed:  Date: August 9, 2021  
Tony Cooper, P.E. City Engineer