



305 NW Pacific Highway,
 La Center, Washington 98629
 T/360.263.7661 F/360.263.7666

PRE-APPLICATION CONFERENCE NOTES
New Tradition Homes – Holley Park Subdivision Variances
(2020-010-PAC)

Meeting conducted on Wednesday, February 27, 2020– 3:00 PM

PROJECT INFORMATION

Site Address	31010 NW Spencer Road, Ridgefield, WA 98642
Parcel Numbers:	Lot 1, 125 E Minihan Court, 986053955 Lot 5, 1249 E 2nd Street, 986053959 Lot 8, 1137 E 2nd Way, 986053962 Lot 9, 1123 E 2nd Way, 986053963 Lot 10, 1051 E 2nd Way, 986053964 Lot 11, 1037 E 2nd Way, 986053965 Lot 12, 1023 E 2nd Way, 986053966 Lot 16, 923 East 2nd Way, 986053970
Applicant	Chris Helmes, New Tradition Homes, 11815 NE 113th Street, Suite 110, Vancouver, WA 98662
Applicant’s Representative	Jarret Helmes, New Tradition Homes, 11815 NE 113th Street, Suite 110, Vancouver, WA 98662
Property Owner	New Traditions Homes
Proposal	The applicant seeks variances for maximum building coverage and impervious surface area for eight lots within the previously-approved Holley Park subdivision. The LDR-7.5 zone sets a maximum building coverage of 35 percent and maximum impervious surface area of 50 percent and the applicant seeks increases to 45 percent and 55 percent, respectively, of these standards. The increase to building coverage is more than 10 percent and Type II variance is required.
Date of Issue	March 3, 2020

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.

Public Works Engineering Analysis

Stormwater

The applicant submitted an email from AKS demonstrating that the Holley Park stormwater system is sufficient to accommodate additional runoff from increased impervious surfaces proposed as a result of the variances. During the meeting, the applicant discussed the potential for variances to additional lots for setbacks and impervious surface. If variances are requested for additional or different lots, please update the email from AKS accordingly.

Public Works Land Use Analysis

LCMC 18.30 Procedures

LCMC 18.30.090 Type II Procedure

The request for variances to maximum building coverage and impervious surface area will be processed as a Type II application. Type II applications are an administrative process requiring public notice and issuance of a decision within 56 days.

LCMC Chapter 18.30.050 Review for Technically Complete Status

Upon receipt of the variance application, staff will conduct a completeness review. Applications that have undergone pre-application review are subject to a 14-day completeness review under LCMC 18.30.050. Following a determination of completeness, a notice of application is sent to property owners within 150 feet.

LCMC 18.30.050 provides a list of general submittal requirements applicable to all applications. **Bold** items are required for this application.

General submittal requirements

- ***An application form with original signatures by the applicant and property owners. If there is more than one property owner, separate application forms and signatures are required.***
- ***A completed SEPA checklist (not applicable in this case)***
- ***Preliminary plans at a scale of no more than one inch equals 200 feet with north arrow, date, graphic scale, existing and proposed lots, tracts, easements, rights-of-way and structures on the site, and existing lots, tracts, easements, rights-of-way and structures abutting the site; provided, information about off-site structures and other features may be approximate if such information is not in the public record. The applicant shall provide one copy of the plan reduced to fit on an eight-and-one-half-inch by 11-inch page. Principal features of the plan shall be dimensioned; While it is not necessary to provide a full set of subdivision plans, it would be helpful to have a site plan with the building footprint and proposed impervious surface area for each of the lots for which a variance is proposed.***
- ***Proof of ownership document such as deeds***
- ***Legal description of the site***
- ***A copy of this pre-application conference summary***
- ***A narrative discussing how the application complies with each applicable approval criterion and basic facts and other substantial evidence that supports the description; in particular the narrative should address the variance criteria in 18.260.040.***
- ***Names and addresses of owners of land within a radius of 150 feet:***

- *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;*
- *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 150-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;*
- *Applications necessarily associated with the proposal, 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 proposal; (not necessary in this case)*
- *A wetlands delineation and assessment as required by LCMC 18.300. (not required in this case)*
- *A geotechnical study prepared by a geotechnical engineer or geologist (see further discussion below regarding critical areas). (not required in this case)*
- *An archaeological predetermination based on the site's moderate-high or high risk level for encountering resources. (not required in this case).*
- *Preliminary grading and erosion control plans (not required this case)*

LCMC 18.30.150 Post Decision Review

LCMC 18.260.020 requires that variances proposed as post-decision actions (after the subdivision) be subject to the post-decision review procedures of LCMC 18.30.150. This code section requires the City Planner to notify the applicant in writing of the classification of the post decision review. Since the original Holley Park subdivision application was processed as a Type III application, staff have determined that the request to increase the maximum building lot coverage and maximum impervious surface area will be processed as a Type II application. Post decision review applications require the applicant submit all standard application materials as listed in LCMC 18.30.050 and listed above in these pre-application notes.

LCMC Chapter 18.130 (Low Density Residential)

LCMC 18.130.090 Lot Coverage and Dimensions

The LDR-7.5 zone sets a maximum building lot coverage of 35 percent and maximum impervious surface area of 50 percent. The applicant requests variances to 45 percent for maximum building lot coverage and to 55 percent for the maximum impervious surface area.

LCMC 18.260 Variances

LCMC 18.260 establishes two types of variances: Type I are variances for 10 percent or less of the numerical standard while Type II variances are for more than 10 percent of the numerical standard. The applicant is requesting variances for maximum building lot coverage and maximum impervious surface area for eight lots within the subdivision for 10 percent or greater of the code standard, therefore a Type II variance is necessary. Variances are normally grouped with the underlying land use application –in this case the original subdivision. Since this variance is requested after the Holley Park subdivision was recorded, a post decision review process is required under LCMC 18.30.150.

LCMC 18.260.040 Approval Criteria

Variances are reviewed against two criteria, as follows:

(1) Unusual circumstances or conditions, such as size, shape, topography and location of an existing legal development on the site, apply to the property and/or the intended use such that the strict application of this title would deprive the owner of the subject property of rights and privileges enjoyed by owners of other properties in the vicinity in the same zone; and

(2) 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.

In order for City staff to review the variance, it will be important for the applicant to provide a narrative responding to these review criteria. In particular, there needs to be an unusual circumstance documented that would deprive the owner/applicant of rights normally enjoyed by owners of properties in the same zone. Staff are unaware of any unusual circumstances that apply to the property at this time. The applicant should give careful consideration to this criteria and what unusual circumstances apply to the intended use and document them in the project narrative. It would also be helpful to provide site plans showing the building footprint for each of the lots for which a variance is requested.

The applicant submitted pre-application materials indicating that the medium-sized, single-story homes may be as large as 2,700 square feet of living space *exclusive of garages, covered porch, or covered patio*. The definition of “building” in LCMC 18.40 includes structures with roofs supported by columns or walls. This definition requires the City to include the garage, covered porch or patio as part of the building. The applicant should verify that their requested variance for building coverage is sufficient to include garages, as well as covered porches, and patios. If garages, porches, and patios are included, will the requested 45 percent building coverage variance request be sufficient?

Given that demonstrating that an unusual circumstance applies to the property or intended use, the applicant should strongly consider moving the proposed medium-size, single-story homes to some of the larger lots within the development such as lots 7, 22-23, 27, and 37-39, which may eliminate the need to request a variance.

APPLICATION FEES

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

- Type II variance (\$850);

The City requires an applicant pay actual costs of outside professional services including engineering, legal, and planning. A copy of the agreement is attached to the master land use application on the City’s website.

February 27, 2020 – Attendees

Name	Organization Name	Email Address	Phone Number
Jarret Helmes	New Tradition Homes	Jarret.helmes@newtraditionhomes.com	360-448-4718
Drew Helmes	New Tradition Homes	Drew.helmes@newtraditionhomes.com	360-213-4215

Jim Perry	City of La Center	jperry@ci.lacenter.wa.us	360-263-2701
Ethan Spoo	WSP	ethan.spoo@wsp.com	360-823-6138

ATTACHMENTS

- A: Master Land Use Application and Reimbursement Agreement
- B: Residential Grinder Pump Tank Standard Drawing # 56 (Clark Regional Wastewater District), minimum 250 gallons.

Master Land Use Application



City of La Center, Planning Services
305 NW Pacific Highway
La Center, WA 98629

www.ci.lacenter.wa.us

Ph. 360.263.7665 Fax: 360.263.7666

www.ci.lacenter.wa.us

Property Information

Site Address

Legal Description

Assessor's Serial Number

Lot Size (square feet)

Zoning/Comprehensive Plan Designation

Existing Use of Site

Contact Information

APPLICANT:

Contact Name

Company

Phone

Email

Complete Address

Signature

(Original Signature Required)

APPLICANT'S REPRESENTATIVE:

Contact Name

Company

Phone

Email

Complete Address

Signature

(Original Signature Required)

PROPERTY OWNER:

Contact Name

Company

Phone

Email

Complete Address

Signature

(Original Signature Required)

Development Proposal

Project Name

Type(s) of Application

Previous Project Name and File Number(s), if known

Pre-Application Conference Date and File Number

Description of Proposal

Office Use Only

File # _____

Planner _____

Received By _____

Fees: \$ _____

Date Received: _____

Date Paid: _____

Procedure: Type I
 Type II
 Type III
 Type IV

Receipt # _____

Notes _____



AGREEMENT TO PAY PROFESSIONAL, PROJECT REVIEW, INSPECTION AND RELATED EXPENSES

THIS AGREEMENT is entered into by and between the City of La Center, a Washington municipal corporation, and Applicant _____ concerning the following Project:

Project address: Parcel #: _____

Project/permit review: _____

Applicant recognizes that the City is obligated by state law and the La Center Municipal Code to provide a complete review of land use and development applications, including all technical support documents, to determine compliance with all applicable approval standards. The City is also authorized to recover from applicants the actual cost of performing land use and technical plan and project reviews, including engineering, project inspections, planning and legal peer review. The costs of internal and outsourced review will be charged on an actual time and materials basis plus administrative fees as approved by City Council Resolution No. 13-372. To recover actual costs, the City will invoice the Applicant monthly for the costs of all internal and all outsourced review for this project. Payment is due by the Applicant within 30 days.

Applicant hereby agrees to pay the City's actual (time and materials) pertaining to reviews associated with the above named for land use review, engineering review, plan review, peer review, inspection and associated fees associated with or for the above-mentioned project. The Applicant further agrees to any delay in the issuance of a final decision on the Project until the Applicant has paid or kept current all of the City's review costs as provided and billed.

Any dispute that arises over the interpretation or application of this Agreement shall be resolved by the City Council through a public hearing process. The City Council's decision in such a matter shall be final.

IT IS SO AGREED:

Applicant

By: _____

Title: _____

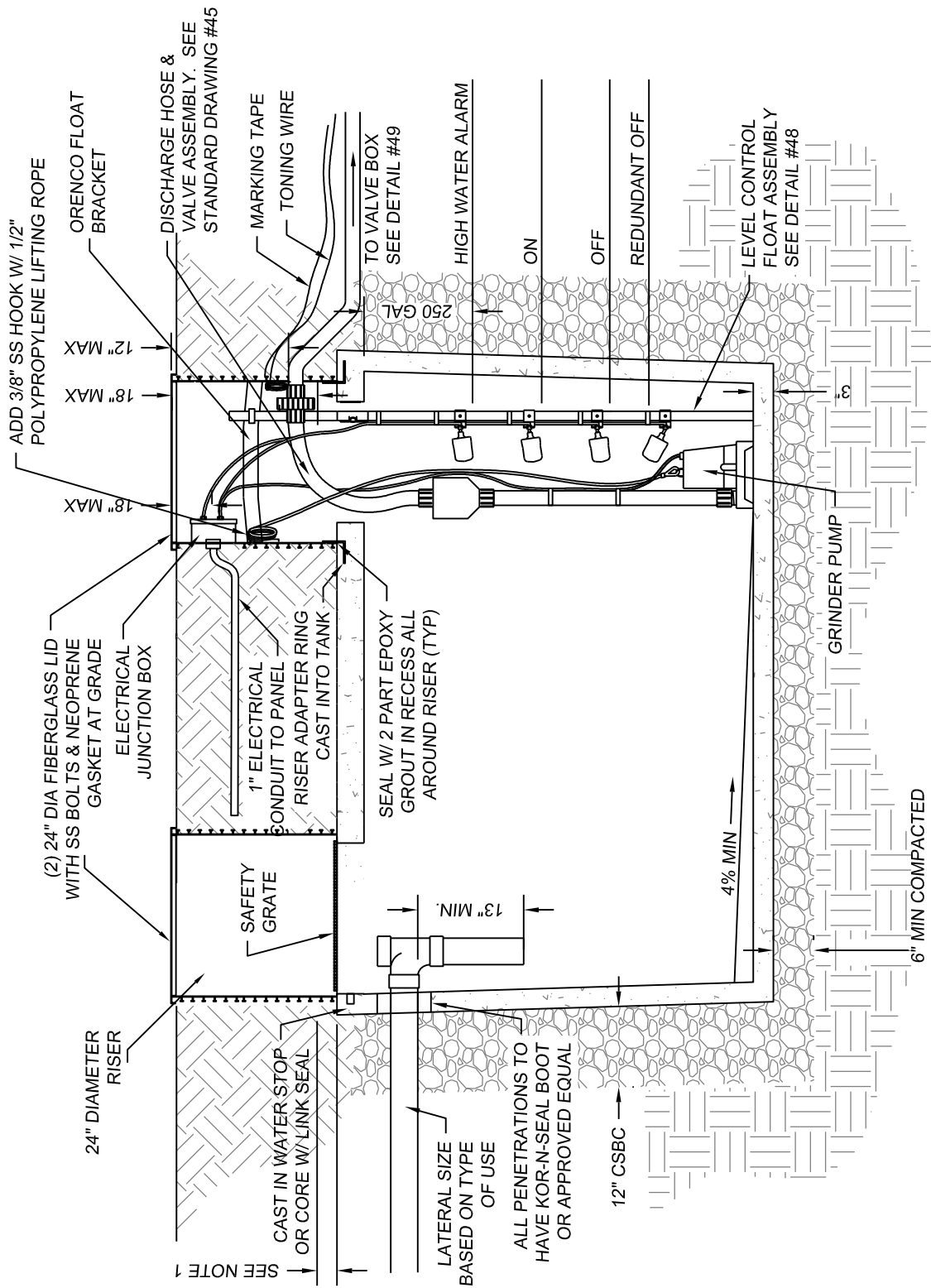
Date: _____

City of La Center

By: _____

Title: _____

Date: _____



NOTES:

1. FIELD LOCATE EXISTING BUILDING SEWER & SET INTERCEPTOR TANK ELEVATION TO DRAIN BUILDING SEWER AT MIN 1/4" PER FOOT.
2. SEE TYPICAL GRINDER / S.T.E.P. SITE PLAN DRAWING FOR APPROXIMATE TANK & PANEL LOCATIONS.
3. DIMENSIONS SHALL BE SUBJECT TO THE REQUIREMENTS OF THE DISTRICT SPECIFICATIONS.
4. MIN SIZE SHALL BE 500 GAL. PLACED ON STANDARD SPECIFICATION SECTION 9-03.9(3) CRUSHED SURFACE BASE COURSE.



RESIDENTIAL GRINDER PUMP TANK

STANDARD DRAWING