



TECHNICALLY COMPLETE REVIEW:
Minit Management, LLC
 (2020-009-SPR) – March 27, 2020

Owner	Minit Management LLC, Don Rhoads; PO Box 5889, Vancouver, WA 98668; 360.901.3875
Applicant	Same as owner
Applicant’s Representative	Olson Engineering, Inc., Mike Odren; 222 E Evergreen Blvd., Vancouver, WA 98660; 360.695.1385, mikeo@olsoneagr.com
Date of Receipt of Application	March 16, 2020
Finding	Technically Complete
La Center City Engineer La Center Planning Consultant	Anthony Cooper, P.E. Ethan Spoo, WSP USA Emma Johnson, WSP USA

PROPERTY IDENTIFICATION AND PROPOSAL

The property subject to this Review for Technical Completeness is located at 2814 NW 319th St, Ridgefield, WA. The property is described as: #17 #55 SEC 4 T4N R1EWM 3.97A M/L, PIN 209738-000 and the application is vested under the prior zoning ordinance for the Commercial (C-2) zone. The property is currently zoned “Junction Plan” (JP) with a Town Center overlay.

The site is subject to a Development Agreement between the City of La Center and Minit Management, LLC effective March 28, 2016. The Development Agreement sets forth certain vesting rights to development standards that were in place at the time of the recording of the Development Agreement as well as other stipulations related to development of the La Center Junction and associated transportation and utility improvements.

The site is also subject to a Development Agreement between the Cowlitz Indian Tribe and Minit Management, LLC. The Development Agreement sets forth certain requirements related to transportation and utility improvements at the La Center Junction.

The application is subject to a Type II Site Plan Review, Type II Short Plat, and Type III Conditional Use Permit. In addition, the application is subject to critical areas review.

REVIEW FOR TECHNICALLY COMPLETE STATUS

Type II site plan reviews require a pre-application conference. Staff conducted a pre-application conference with the applicant on June 11, 2019. Before accepting an application subject to review, within 14 calendar days after the application is submitted, the City shall determine whether the application is technically complete. LCMC 18.30.050(1).

Finding

The applicant filed the application materials on March 16, 2020. The City made a completeness determination within the 14-days required by code.

LAND USE APPLICATION REQUEST

The Applicant proposes a phased commercial development that includes the following: a 101-unit 5-story hotel; a 11,600 SF, one-story, multi-tenant commercial building; a 4,510 SF one-story convenience store with a drive-through window; a 2,800 SF one-story drive-through restaurant; a 12-pump automobile fueling island; associated parking, utility, and other infrastructure improvements; and four-lot short plat.

Portions of the project site are within a wellhead protection area and 1-year and 10-year wellhead zone of travel (critical aquifer recharge area category 1 [CARA 1]). Clark County Maps Online indicates the site also has a “high” probability of archaeological resources.

The proposal is subject to review under the State Environmental Policy Act (SEPA) under WAC 197-11. The applicant submitted a completed SEPA checklist with their application materials. During application review, the City will review the SEPA checklist and application materials and will make a threshold determination. 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.

STANDARDS FOR TECHNICAL COMPLETENESS

The review for technical completeness is based upon the applicant’s materials provided at the time of this review.

Criteria	Completeness & Location
A. §18.30.050 LCMC, Review for technically complete status	
a) A completed and application form provided by the city clerk for that purpose;	Complete
b) The name, mailing address, and telephone number of the owner/s, engineer, surveyor, planner, and/or attorney and the person with whom official contact should be made regarding the application;	Complete
c) An environmental checklist or EIS, if applicable under Chapter 18.310 LCMC;	Complete. The applicant submitted a request for early notice under WAC 197-11-350.
d) A preliminary plan 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;	Complete. The preliminary site plan notes that proposed easements will be shown on engineering drawings. The applicant will be conditioned to include proposed easements on the engineering drawings and final plat.
e) Proposed easements or dedications to the city or other agency, if applicable;	Complete
f) 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;	Not applicable. The applicant is the property owner.

g) Proof of ownership document, such as copies of deeds and/or a policy or satisfactory commitment for title insurance;	Complete
h) A legal description of the site;	Complete
i) A copy of the pre-application conference summary, if the application was subject to pre-application review, and a description of information submitted in response to the issues, comments and concerns in the summary;	Complete
j) A written description of how the application does or can comply with each applicable approval criterion, and basic facts and other substantial evidence that supports the description;	Complete
k) The names and addresses of owners of land within a radius of 300 feet of the site for an application subject to Type II review. Owner names and addresses shall be printed on mailing labels. <ul style="list-style-type: none"> i. 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. ii. 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 100- or 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; 	Complete
l) 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;	Complete. The applicant will be conditioned to submit a hydrogeological report for critical areas review of development within proximity of an existing Category I CARA, and payment of the fee for critical areas review. The report will be required prior to issuance of a staff report.
m) A wetlands delineation and assessment if required by Chapter 18.300 LCMC, and an application for a wetland permit and associated preliminary plan, if required;	Not applicable; there are no wetlands mapped on the site.
n) A geotechnical study, prepared by a geotechnical engineer or geologist, licensed in the state of Washington if: <ul style="list-style-type: none"> (i) The site contains substantial fill, or the applicant proposes to place substantial fill on the site; or (ii) The site contains land identified by the city, Clark County or the state of Washington as having slopes in excess of 25 percent or as being subject to instability, unless the applicant will not develop or otherwise significantly affect such lands or shows that the site does not contain unstable soils or steep slopes; 	Complete
o) An archaeological predetermination if the area proposed for development contains lands classified as having moderate or higher probability of containing archaeological resources;	Complete

p) Preliminary grading, erosion control and drainage plans may be required for Type I applications. Type II and Type III applications shall include such a plan and it shall be consistent with applicable provisions of Division 4, Critical Lands;	Complete
q) Information about proposed utilities, including water and sanitary waste.	Complete

In addition to the items listed above, applications for Type II site plan review require the following items:

Criteria	Completeness & Location
A. §18.215.050 LCMC, Site Plan Review Submittal Requirements	
Developer's GIS Packet	Complete
<p>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:</p> <ul style="list-style-type: none"> • Property boundaries, dimensions and size of the subject site; • Graphic scale of the drawing and the direction of true north; • Vicinity map showing location of subject site within the city of La Center and the surrounding existing street system, • Property boundaries, dimensions and size of the subject site, • Graphic scale of the drawing and the direction of true north, • Zoning and uses of subject site and of properties within one hundred feet of the subject site, • Current structural or landscaped setbacks, • Location of on-site driveways and access points and within one hundred feet of the subject site, • Location of existing aboveground electrical, telephone or utility poles and traffic control poles; • Location of existing fire hydrants; • Location of existing on-site structures and the approximate location of existing structures within one hundred feet of the site, • Location, centerline and dimensions of existing public rights-of-way and easements on-site and within 100 feet of the site; • Location, centerline and dimensions of existing private streets on-site and within one hundred feet of the site, • Approximate on-site slopes and grades within one hundred feet of the site, • Approximate location of significant natural conditions, 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; 	Complete

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:

- Property boundaries, dimensions and size of the subject site;
- Location, dimensions and height of proposed buildings;
- Location of building accesses;
- Proposed building and landscape setbacks;
- Proposed project-phasing boundaries, if applicable;
- 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;
- Location of proposed access points including vehicular driveways and designated pedestrian access points including the proposed depth of the vehicular driveway throats;
- 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;
- 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;
- Location, centerline and dimensions of proposed on-site public or private streets and public and private easements;
- 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;
- 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,

Complete. The applicant will be conditioned to include proposed easements on the engineering plans and final plat.

fences, etc.) and their distance from property lines and the size and location of solid waste and recyclable storage areas; <ul style="list-style-type: none"> Specialized site treatments including but not limited to pedestrian plazas, heavy duty paving, concrete score patterns, bicycle parking and outdoor seating areas; 	
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;	Complete. The applicant will be conditioned to include proposed easements on the engineering drawings and the final plat.
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;	Complete
Architectural elevations, showing north, south, west and east elevations and specifying a measurable scale, structural dimensions and structural heights;	Complete
Lighting plan indicating the location, height and type of proposed exterior lighting fixtures (pole-mounted or wall-mounted).	Complete
Landscape plan meeting the requirements of LCMC 18.245.060	Complete.

In addition to the items listed above, applications for a short plat require the following items:

Criteria	Completeness & Location
§18.205.030 LCMC, Preliminary short plat application contents	
A preliminary short plat 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. The short plat shall show the dimensions and areas of all proposed lots, tracts and dedications. The short plat shall show the distance from proposed lot lines to the nearest existing structures on the site unless those structures will be removed;	Complete (preliminary site plan)
If a short subdivision contains large lots which at some future time could be re-subdivided, the application shall include a master plan of all land under common ownership in order to provide for extension and opening of streets at intervals which will permit a subsequent division of each divisible parcel into lots of smaller size;	Not applicable.

A written description of how the proposed preliminary short plat does or can comply with each applicable approval criterion for the preliminary short plat, and basic facts and other substantial evidence that supports the description;	Complete
Applications necessarily associated with the preliminary short plat, 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 short plat application as proposed;	Complete
Evidence that potable water will be provided to each lot from a public water system, and that each lot will be connected to public sewer.	Complete

CRITICAL AREAS

Portions of the project site are located within a category 1 CARA, which is associated with a wellhead protection area and 1-year and 10-year wellhead zone of travel. The applicant has stated they intend to decommission the existing well as part of the development and will do so in accordance with criteria from the Department of Ecology. Until decommissioning is complete, the development is subject to review under the City's CARA provisions (LCMC 18.300.090[1]). The City requires that the applicant submit a Level 1 hydrogeological assessment in compliance with the requirements in LCMC 18.300.090[1][d] demonstrating how the proposed development will comply with the requirements in LCMC 18.300.090[1][c] including the Safe Drinking Water Act, the Wellhead Protection Area Program, and Water Quality Regulations for Groundwaters of the State. The hydrogeological assessment should be prepared by a qualified professional and address decommissioning and aquifer susceptibility after decommissioning, if any. The staff report will not be issued until the study is submitted. In addition, the fee for a Critical Area Review (\$340) must be paid to the City.

CITY'S NEW OUTDOOR LIGHTING CODE

The City recently adopted a new outdoor lighting code that sets lighting spectrum requirements, lighting levels, and shielding requirements. As part of this new code, applicants are required to submit information demonstrating compliance with the lighting code at the time of land use (site plan review) or building permit submittal. This information is not a completeness requirement; however, the applicant has submitted a site photometric plan and detailed information on the proposed light fixtures.

CONCLUSION

The City finds application **Technically Complete**. Please submit the information identified as incomplete within 60 days of this notice. The Applicant may apply to extend the deadline for filing the required information by sending a request for extension via email to city staff identified in this report. LCMC 18.30.050.

DISCLAIMER

The purpose of this checklist is solely to ascertain whether the application satisfies the minimum requirements for technical completeness consistent with LCMC 18.030.050. Representations as to completeness or incompleteness of the application material refer solely to the presence or absence of materials and do not reflect the City's evaluation of the substance of the documents. The City, by finding the application complete, does not warrant the information presented by the applicant is accurate. The City does not imply or warrant the information the applicant submitted complies with all or any part of the LCMC, La Center plans, maps or standards; or state or federal statute, rule or regulation, beyond the completeness check. The City reserves the right to request additional information from the applicant.