



**TECHNICALLY COMPLETE REVIEW:
Schwarz Bed and Breakfast Variance and
Final Site Plan**

(2020-002-VAR/FSP) – April 16, 2020

Owner	Brenda Schwarz, P.O. Box 284, La Center WA 98629; 360.518.4457
Applicant	Same as owner
Applicant’s Representative	Wise Owl Plans, Jim Wise, 4421 NE St. Johns Road Suite i Vancouver, WA 98661; 360.750..9511, jameswiseowl@gmail.com
Date of Receipt of Application	March 24, 2020
Finding	Not Complete
La Center City Engineer La Center Planning Consultant	Anthony Cooper, P.E. Ethan Spoo, WSP USA

PROPERTY IDENTIFICATION AND PROPOSAL

The property subject to this Review for Technical Completeness is located at 625 Aspen Avenue, La Center, WA. The property is described as: Lot 1 Block 3 of Breezee’s Addition, PIN 637500-000. The property is currently zoned “Downtown Commercial” (C1) and is within the Downtown Overlay District.

The applicant is proposing to construct a bed and breakfast with associated onsite residence within the same building as approved in City file no. CUP-18-027. The combination bed and breakfast and residence would face and be accessed from Aspen Avenue. The applicant has submitted materials including a site plan, landscape plan, exterior elevations and floor plans showing the configuration of the use on the site and the appearance of the building and variance narrative for the purpose of reviewing a Type II variance and final site plan application.

REVIEW FOR TECHNICALLY COMPLETE STATUS

Type II variance applications require a pre-application conference. The applicant has not yet applied for and the staff has not conducted a pre-application conference. Before accepting an application subject to review, within 28 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 24, 2020. The City made a completeness determination within the 28-days required by code. The applicant will need to apply for and attend a pre-application meeting.

LAND USE APPLICATION REQUEST

The applicant is requesting approval of a Type II variance application for the requirement that all uses in the Downtown Overlay district have 50 percent of their first floor walls facing streets as glazed storefronts, glazed

entries, or glazed doorways (see LCMC 18.155.050(8)(a)). The application received conditional use permit and preliminary site plan approval for a bed and breakfast with associated residence in August 2019 (see City file no. 2018-027-CUP). In that approval, the City’s hearing examiner specifically conditioned the applicant to:

6. “At the time of final site plan application and building permit, the Applicant must demonstrate compliance with the applicable site and architectural design standards in LCMC 18.155.050.”
7. “Unless the City approves an adjustment, the applicant shall demonstrate during building permit review that the first floor walls facing Aspen Avenue and 7th Street comply with the glazing requirements of LCMC 18.155.050(8).

Therefore a variance application is necessary for not just the glazing standards in 18.155.050(8), but all applicable design standards in LCMC 18.155.050 as discussed further in this letter. More specifically, a Type II variance is required since the applicant proposes to reduce the glazing more than 10 percent of the 50 percent amount normally required in the Downtown Overlay District.

The proposal is exempt from review under the State Environmental Policy Act (SEPA) under WAC 197-11-800(1)(b)(i and iv). The project is not located in critical areas is not subject to critical areas review or permit approval.

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 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;	Not applicable
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;	Not complete. The applicant provided a site plan with the submittal which is sufficient for the variance review but not for final site plan review as noted in this letter.
e) Proposed easements or dedications to the city or other agency, if applicable;	Not applicable

<p>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;</p>	<p>Not complete. Roy Heikkala signed the application form. Property owner provided an authorization, but our understanding is that Mr. Heikkala is no longer involved in the project. Please confirm. If Mr. Heikkala is no longer involved, Ms. Schwarz will need to sign the application.</p>
<p>g) Proof of ownership document, such as copies of deeds and/or a policy or satisfactory commitment for title insurance;</p>	<p>Complete</p>
<p>h) A legal description of the site;</p>	<p>Complete</p>
<p>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;</p>	<p>Not complete. Applicant needs to request a pre-application conference for the variance process and staff will provide notes for the application.</p>
<p>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;</p>	<p>Not complete. The applicant's narrative addresses a single standard in LCMC 18.155.050, but should address all standards in that code section as conditioned in CUP 18-027.</p>
<p>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.</p> <p>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.</p> <p>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 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;</p>	<p>Not complete. The address list provided is not a certified list from the County Assessor or a title company. Please provide a certified list which can be obtained through Clark County GIS at for \$10: https://gis.clark.wa.gov/gishome/mapstore/#/services</p>
<p>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;</p>	<p>Complete. The applicant has submitted a final site plan review application for review of the project in accordance with the conditions of approval issued in CUP-2018-027-CUP.</p>

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: (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;	Unknown. If fill over two feet is proposed, a geotechnical report will be required prior to final site plan and building permit approval. The site plans don't show what the finished floor is or if they are stepping the footing.
o) An archaeological predetermination if the area proposed for development contains lands classified as having moderate or higher probability of containing archaeological resources;	Not applicable. Previously waived. Approval in CUP-2018-027 requires an inadvertent discovery plan be maintained onsite and inadvertent discovery language needs to be added to the plans.
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;	Not complete. A grading plan with erosion control is needed showing if the site will be filled or a stepped footing. Repairs need to be shown to existing broken sidewalk and modification to existing handicap ramp to meet ADA. At a minimum truncated domes are required. See below sketch from hearing examiner's power point presentation.
q) Information about proposed utilities, including water and sanitary waste.	Not complete. Show building roof drain connections to new footing drain(s). Also sewer lateral and water service connections from house to existing connections.

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

Criteria	Completeness & Location
A. §18.260.030 LCMC, Variance Application Contents	
An applicant for a variance(s) shall submit the requisite fee and the information required by LCMC 18.30.050, except as otherwise provided therein.	Not Complete. See notes in Table above and below this table as to items that are incomplete for variance review.

As noted above, the hearing examiner's decision in CUP-2018-027 requires the applicant to comply with all applicable standards in LCMC 18.155.050 and specifically the glazing requirements in 18.155.050(8) unless a variance is granted. While many of the standards in LCMC 18.155.050 are applicable to commercial uses with

storefronts typical of downtown, many of the standards are still applicable to the proposed bed and breakfast/residential use and a variance must be requested from these standards. Staff have reviewed the code and determined the following standards are applicable to the development of a residence and bed and breakfast within the downtown overlay zone:

(1) Building Facades

- a. New construction and redevelopment of existing buildings shall be developed with architectural styles that were prevalent in the days of La Center’s historic role as a port for riverboat navigation. Acceptable architectural styles include: Victorian, Classic Revival, Craftsman, Cascadian, Frontier, and Arts and Crafts. Unacceptable architectural styles include any modern style that was not commonly used between 1850 and 1930.
- c. Facades shall be varied and articulated to provide visual interest to pedestrians
- e. All structures shall provide ground floor retail, services, or offices.
- g. Blank walls are prohibited.
 - i. The lower facade shall contain a recessed entry or entries, large display windows and other such appurtenances as described in this subsection which shall, as a whole, constitute 50 percent of the entire front facade.
 - ii. Upper floors shall display smaller, regularly spaced windows or false windows.
 - iii. Decorative trims, such as window hoods surrounding upper floor windows, are encouraged.
 - v. Buildings must include changes in relief on 10 percent of their street side facades. Relief changes include cornices, bases, fenestration, fluted masonry, or other treatments for pedestrian interest and scale.
- i. Developments shall:
 - i. Maintain and extend the existing block pattern in order to develop a bigger yet more cohesive district.
- l. Ornamental devices, such as molding and friezes, are required at the roofline. Where such ornamentation is present in the form of a linear molding or board, the band must be at least 12 inches in height.
- m. Buildings must incorporate features such as arcades, roofs, porches, alcoves, porticoes, and awnings to protect pedestrians from the rain, wind, and sun. If the building does not front on the right-of-way, the weather protection feature must be extended at least five feet along any pedestrian area between the building and an adjacent pedestrian walkway or sidewalk.

(4) Outdoor Lighting.

- a. Exterior lighting fixtures shall complement the character, style, and scale of the building to reinforce the character of La Center.
- h. Exterior shielded building lighting from the top or roofline is encouraged.

(5) Parking

- a. Existing on-street parking shall be maintained.
- j. Driveway access to arterial streets shall be minimized. Access to local streets shall be encouraged.
- k. Access to off-street parking or parking lots within 60 feet of street corners is discouraged. Corner sight-distance triangles must be maintained.

(6) Building Materials

- a. Metal is prohibited as the primary exterior building material, but it may be used for accents including awnings. Materials such as masonry, stone, stucco, and wood are encouraged. Exterior building materials shall convey an impression of durability.
- b. Decorative patterns must be incorporated where masonry is used for exterior finish. Examples of these decorative patterns include quoins, multicolored masonry units such as brick, stone, or

- cast stone, in layered or geometric patterns, or split-faced concrete block to simulate a rusticated stone-type construction.
- c. Wood siding must be bevel, shingle siding, or channel siding and must not be applied in a diagonal or herringbone pattern. T1-11 style siding is not permitted.
 - d. Permitted colors for exterior building finishes are darkened and enriched shades of primary and secondary colors. White, earth tones, creams, and pastels of earth tones are also allowed. Primary and secondary colors, metallic colors, and black may not be used as primary wall colors, but may be used as trim colors when trim in such color does not exceed five percent of the total wall area.
 - e. Accessory structures such as attached and detached canopies, utility buildings, storage sheds, sales kiosks, etc., shall conform to the design and color guidelines and be built in the same style as the main building.
- (7) Roof Materials, Parapets, and Roof Pitch.
- a. Pitched roof structures shall have a minimum roof pitch of 6:12.
 - b. Rooflines shall establish a distinctive “top” to a building. Except where impractical due solely to the size of the building, all new roofs shall be of a peak roof style.
 - (ii) Visible sloped roofs must be dark gray, black, or dark brown.
 - (iii) Visible roof materials must be wood or architectural grade composition shingle or sheet metal with standing or batten seam.
 - (iv) All roof- and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes and vent pipes, must be screened from public view by parapets, walls, or by other approved means.
- (8) Windows.
- a. First floor walls fronting streets shall have a minimum of 50 percent openings in the form of glazed storefronts, glazed doorways or glazed entries. Windows which allow views to the interior activity or display areas are required.
 - b. Ground floor windows are also required on facades facing any parking lot. The minimum requirement is 10 percent of the facade.
 - c. Window frames and shutters in proportion to the window will count against the required openings percentage of subsection (8)(a) of this section. All storefront glazing will be clear glass so as to be used for displays. Blank walls are prohibited.
 - d. Windows shall include sills at the bottom and pediments at the top. Required windows must have a sill no more than four feet above grade. Where interior floor levels prohibit such placement, the sill must be raised to allow it to be no more than two feet above the finished floor level, up to a maximum sill height of six feet above grade.
 - e. Glass curtain walls, reflective glass, and painted or darkly tinted glass shall not be used.
 - f. Windows should be wood or vinyl in a color appropriate to the building.
 - g. Operable windows will be casement or sash, not sliding.
 - h. Windows on a second story and above should be vertical in proportion with dimensions not to exceed seven feet tall and five feet wide.
 - i. At least half of all the window area in upper floors must be made up of glass panes with dimensions no greater than two feet by three feet. Windows that have mullions on an approximate one-foot by one-foot grid inside double-pane glass are appropriate and are encouraged.
- (9) Building Heights.
- a. Buildings should be multi-story wherever possible.
 - b. Buildings are limited to 35 feet or two stories, whichever is greater, for office, service, and retail uses.

- c. Buildings are limited to 45 feet or three stories, whichever is greater, when a ground level of office, service, or retail use is combined with a residential use above.

(10) Building Lighting.

- a. All building entrances and exits must be well lighted. The minimum lighting level for building entries is four foot-candles. Lighting must be a pedestrian scale and the source light must be shielded to reduce glare.
- b. Exterior lighting must be an integral part of the architectural design and be consistent with the overall architectural character of the downtown. Building accent lighting, sconces, detail lighting, and other lighting techniques that enhance the building design and that do not create glare or detract from other properties or the street and sidewalk are encouraged.
- c. All exterior building lighting shall be shielded and directed downwards.

(11) Environmental Design.

- a. Roof systems that retain and treat rainwater are encouraged.
- b. The city encourages new buildings that are designed and built to achieve LEEDS (Leadership in Energy and Environmental Design) certification.

Please update the variance/final site plan application narrative to discuss compliance with the above standards or which standards the applicant is requesting a variance from with a justification provided in response to the variance criteria in LCMC 18.260.040.

Final Site Plan Review

LCMC 18.215.080 requires that applicants undergo a final site plan review process where an application was subject to preliminary site plan review and where the original conditions of approval require submittal of additional materials or there will be changes in the existing plans. The applicant submitted a final site plan and variance application package which contained a set of plans. Staff has reviewed these against the original conditions of approval to determine if additional materials are required for review as outlined in the table below

Criteria	Completeness & Location
A. Site Plan Review Planning Conditions of Approval	
1. The Applicant shall submit engineering, construction, final plat, and building permit documents in compliance with the preliminary plat documents unless otherwise modified by conditions of approval in this staff report or as approved by the City through subsequent approvals.	Not complete. The applicant submitted a final site plan, but it is missing information noted in this letter required for final site plan/engineering approval.
2. Pursuant to RCW 27.53.060 it is unlawful to remove or alter any archaeological resource or site without having obtained a written permit from the Washington State Office of Archaeology and Historic Preservation. Upon any discovery of potential or known archaeological resources at the subject site prior to or during on-site construction, the Developer, contractor, and/or any other parties involved in construction shall immediately cease all on-site construction, shall act to protect the potential or known historical and cultural resources area from outside intrusion, and shall notify, within a maximum period of twenty-fours from the time of discovery, the City of La Center Public Works Department of said discovery.	Not complete. The plans need to be updated to include inadvertent discovery language.
3. The Applicant must record the boundary line with Clark County assessor's office and furnish the city with a recorded copy prior to application for building permits or site development.	This will be required prior to final site plan approval..

<p>4. This preliminary site plan shall expire two years from the date of approval by the hearing examiner. LCMC 18.215.100(2).</p>	<p>Pending. The applicant received conditional use permit and final site plan approval August 29, 2019. The applicant needs to achieve substantial completion of the project by August 2021 or qualify for an extension under LCMC 18.215.100.</p>
<p>5. At time of filing for building permit issuance the Applicant shall apply for Type I Final site plan review to ensure all conditions of approval have been met. The Applicant shall identify the setbacks on the face of the final site plan.</p>	<p>Not complete. The applicant filed a final site plan application as required, but it needs to be updated with additional materials as noted in this checklist.</p>
<p>6. At time of final site plan application and building permit the Applicant must demonstrate compliance with the applicable site and architectural design standards in LCMC 18.155.050.</p>	<p>Not complete. The applicant filed a variance application for window glazing, but needs to request a variance from multiple other requirements as noted in this letter and include discussion of these in the narrative.</p>
<p>7. To minimize impacts to pedestrian safety and mobility, driveway depth shall not be less than 20 feet from the interior edge of a sidewalk.</p>	<p>Not Complete. Driveway approach and new curb approach to driveway needs to be shown also complying with ADA regulations per Standard Detail ST-3.</p>
<p>8. If any fences or hedges are proposed prior to the final site plan approval and building permit application, the Applicant must provide information to the extent applicable in LCMC 18.245.020.</p>	<p>Not applicable. No fences or hedges are proposed at this time.</p>
<p>9. The Applicant shall provide each dwelling unit with at least two (2) off-street parking spaces per LCMC Table 18.280.010 and a minimum of one (1) designated parking space for each bed and breakfast unit.</p>	<p>Complete. The site plan shows a 3-car driveway which will provide enough space for the residence and B&B uses.</p>
<p>10. The Applicant shall file for a city business license as a bed and breakfast at time of final site plan review and shall demonstrate that all required state permits have been applied. Issuance of the final occupancy permit is dependent on demonstrating all required city and state business permits are current.</p>	<p>Not complete. Please provide the business license prior to final site plan approval.</p>
<p>11. Unless the City approves an adjustment, the applicant shall demonstrate through building permit review that the first floor walls facing Aspen Avenue and 7th Street comply with the glazing requirements of LCMC 18.155.050(8).</p>	<p>Not complete. The applicant has provided a narrative requesting a variance from the window glazing requirements in 18.155.050(1)(g)(1) but not the standards in (8). The narrative should be updated to address compliance or variance from these standards.</p>
<p>B. Site Plan Review Public Works Conditions of Approval</p>	

1. The Applicant, at time of engineering approval, shall comply with all applicable City of La Center Engineering Standards for Construction, unless modified by the Public Works Department (LCMC 12.10.040).	Not complete.
2. The Applicant, at time of engineering approval, shall demonstrate compliance with all applicable La Center regulations, goals and policies contained herein including the requirements and condition in Section III.H., Public Works and Engineering Analysis in the Final Staff Report.	Not complete.
3. As-constructed drawing(s) will be provided as a PDF and 24" by 36" paper copy of as-built plans.	Completed at completion of construction.
4. Construction plans shall identify staging areas for all equipment, contractors, deliveries, and supplies prior to construction plan approval.	Not complete. Show access area to site for deliveries.
5. Construction plans shall identify and show all utilities with trench and location details.	Not complete. Show sewer, stormwater and water connections on site plan.
6. Street lighting installed shall be installed consistent with City and Clark Public Utility standards.	Not complete. Supply new lighting or verify existing lighting meets standards.
7. Site development earthwork for site grading and construction of sewer, storm drain, water, and street systems should occur during the dry weather season between May 1st and October 31st with planting and seeding erosion control measures completed by October 31".	Not applicable. This is not necessary for commercial site. This is only required for site development.
8. The Applicant shall inspect and confirm any property markers before grading and add new markers as may be necessary.	The City will verify this in the field prior to grading.
9. Site improvements shall not proceed without an approved erosion control plan. All erosion control measures shall be designed, approved, installed and maintained consistent with Chapter 18.320 LCMC and City Engineering Standards. All erosion control measures shall be in place prior to removal of vegetation or any construction activity and shall be maintained during all phases of construction.	Not complete. Show erosion control plan and measures as part of engineering approval.
10. The Applicant is responsible for all costs associated with the service installation, hydrant installations, and any other needed water improvements.	CPU and Fire Department verifies.
11. For each dwelling the City shall assess and charge the builder School, Park and Traffic impact and system development fees in effect at the time of building permit application.	Complete for review. The City will collect these fees prior to building permit issuance.

CONCLUSION

The City finds the application **Not 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 and with the conditional use permit conditions of

approval (CUP 2018-027). 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.

Attachments

- A: Required Public Improvements

