



**TECHNICALLY COMPLETE REVIEW:
Stephens Hillside Farms Subdivision
(2018-006-SUB) – July 19, 2018**

APPLICANT/OWNER: Ed Greer, Greer and Greer, Inc. Land Use Planning/ Carleen Stephens

DATE OF RECEIPT OF APPLICATION: February 28, 2018

LA CENTER CITY ENGINEER: Anthony Cooper, P.E.

LA CENTER PLANNING CONSULTANT: Eric Eisemann, E² Land Use Planning Services, LLC

PROPERTY IDENTIFICATION

The subject property is 42.3 acres. The applicant proposes to divide the land into 85 single family home sites and four tracts. Site addresses are: 34700 NE North Fork Road, 115 NE 348th Street, 208 NE 248th Street and 614 NE 348th Street, La Center. The Clark County Assessor’s Property Identification numbers are: 258901-000, 258919-000, 258922-000, 258971-000 and 258972-000.

DISCLAIMER

The purpose of this checklist is solely to ascertain whether the application satisfies the minimum requirements for technical completeness consistent with La Center Municipal Code (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.

REVIEW FOR TECHNICALLY COMPLETE STATUS

Before accepting an application subject to review, the City shall determine that the application is technically complete. (See LCMC 18.030.050(1)):

Review Finding

The City conducted a pre-application conference for the proposed development on November 2, 2017. The City received application materials on February 28, 2018. The City found the application “not technical complete” on March 9, 2018 and postponed further review until all application items submitted.

STANDARDS FOR TECHNICAL COMPLETENESS

Criteria	Complete & Location
A. §18.030.050 LCMC, Review for technically complete status	--
A completed form provided by the city clerk for that purpose;	Complete
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: Application form, cover page and plan sheet
An environmental checklist or EIS, if applicable under Chapter 18.310 LCMC;	Complete

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: See existing conditions plan (Minister & Glaeser) and Preliminary Plat (Greer and Greer)
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;	Complete
Proof of ownership document, such as copies of deeds and/or a policy or satisfactory commitment for title insurance;	Complete
A legal description of the site;	Complete
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
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 Minimal narrative
The names and addresses of owners of land within a radius of 300 feet of the site for an application subject to Type III review. Owner names and addresses shall be printed on mailing labels. 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.	Complete (on-file at City) Complete
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: Applicant applied for a Variance to the density standard and the Park Design Standards
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;	Complete: Cascadia Ecological
An appropriate geotechnical study if: The site contains substantial fill, or the applicant proposes to place substantial fill on the site; or The site contains land identified by the U.S. Soil Conservation Service, Clark County or the state of Washington as having slopes in excess of 20 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: Columbia West Engineering report
An archaeological predetermination if the area proposed for development contains lands classified as having moderate-high or higher probability of containing archaeological resources.	Complete: Applied Archaeological Research Inc. report: 2/05/2018
Preliminary grading, erosion control and drainage plans: Type III applications shall include such plans which shall be consistent with applicable provisions of Chapter 18, Section 4 – Critical Lands;	Complete: <ul style="list-style-type: none"> • Grading & Erosion Control plans – The Wolfe Group; • Drainage Plan - The Wolfe Group

Information about proposed utilities, including water and sanitary waste.	Complete: <ul style="list-style-type: none"> • Water – Clark PUD letter • Public Sewer – The Wolfe Group report • Preliminary Utility Plan – The Wolfe Group report
OTHER REQUIREMENTS PER WRITTEN PRE-APPLICATION CONFERENCE REPORT: <i>Signed Agreement to Pay Outside Professional Review Expenses Related to Land Use Application and Sewer Basin Capacity Analysis</i>	Complete: <ul style="list-style-type: none"> • Traffic Impact Analysis – Lancaster Engineering • Park & Open Space Plan prepared by a landscape architect – Dave Weston
B. §18.210.030 LCMC, Preliminary plat application contents (Not addressed in 18.30.050)	--
(13) 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
(14) A plan showing proposed phasing if the applicant proposes to develop the subdivision in phases.	Complete

The City Public Works Department provided the following additional comments regarding information and it requests supplemental information as noted; the applicant must address prior to scheduling the public hearing.

LAND USE COMMENTS

- **CC&Rs:** As a condition of approval the City will require submittal of the HOA CC&R rules as part of the Final Plat review packet. The CC&Rs must make adequate provisions for park maintenance, including parking.

ENGINEERING AND PUBLIC WORKS COMMENTS

Traffic Analysis

- The City’s traffic engineer will provide comments on the Traffic Impact Analysis separately.

Stormwater / Wastewater

- The preliminary stormwater report and stormwater plan appears to meet City Engineering Standards.
- The Geotechnical Report recommends using subsurface drainage piping in cut areas and includes a detail for subsurface drainage of roadways with drain rock and perforated pipe. Please revise your storm water plan to show these drain pipes connecting to the site storm system.

The Geotechnical Report

- The report does not recommend AASHTO soil classification to determine appropriate street section base and asphalt sections. Either the report must recommend a pavement and base section or refer to an AASHTO classification for appropriate street section.

City Engineering Standards for Construction

- The revised preliminary plat plan appears to meet the City Engineering Standards for the use of cul-de-sacs.

CONCLUSION

The City finds application ✓ **Technically Complete**. To help facilitate the SEPA review the City requests responses to the land use and public works comments above. If you are able to respond to these comments quickly, the City will attempt to schedule a public hearing on the proposed preliminary plat in September.

For a full disclosure of an applicant’s and City’s rights and responsibilities as to technical completeness, please see LCMC 18.030.050.