

**BEFORE THE HEARING EXAMINER  
FOR CITY OF VANCOUVER**

In the Matter of the Application of	)	NO. PRJ-169176/LUP-84523
	)	
	)	
<b>Landing at Vancouver LLC</b>	)	<b>Home2 Suites by Hilton</b>
	)	
	)	FINDINGS, CONCLUSIONS AND
For Site Plan Approval and a	)	DECISION
Conditional Use Permit	)	
_____	)	

**SUMMARY OF DECISION**

The request for site plan approval and a conditional use permit to construct a 104-room extended stay hotel and associated improvements at 417 SE Olympia Drive is **GRANTED** subject to conditions.

**SUMMARY OF RECORD**

**Request:**

Kristi Neznanski of P4 Hospitality LLC, on behalf of Landing at Vancouver LLC, requested a conditional use permit and site plan review to construct a 104-room extended stay hotel and associated improvements at 417 SE Olympia Drive, Vancouver, Washington. The hotel would be approximately 62,000 square feet in area and four stories tall.

**Hearing Date:**

The Vancouver Hearing Examiner conducted a virtual open record public hearing on the application on November 19, 2024. The record was held open through November 21, 2024 to allow for written public comment from members of the public who may have had difficulty joining the virtual hearing, with additional time arranged for responses by the parties. No post-hearing was submitted and the record closed on November 19, 2024.

No in-person site visit was conducted, but the Examiner viewed the site on Google Maps.

**Testimony:**

At the open record hearing, the following individuals presented testimony under oath:

Keith Jones, Senior Planner, City of Vancouver

Kristi Neznanski, Land Use Consultant, Applicant Representative

**Exhibits:**

At the open record hearing, the following exhibits were admitted in the record:

1. Staff Report, dated November 5, 2024
  - A. Application Form

- B. Application Narrative
  - C. Public Comments
  - D. Transportation Fee Estimate, dated October 16, 2024
  - E. Approved Master Plan 2024
  - F. Proposed Development Plans
  - G. Notice of Application, Notice of Public Hearing
  - H. Stormwater Report
  - I. Geotechnical Report
  - J. Trip Generation and Distribution Report
2. Traffic Impact Fee Calculation Worksheet, dated November 5, 2024
  3. Applicant PowerPoint Presentation

After considering the testimony and exhibits admitted in the record, the Hearing Examiner enters the following findings and conclusions.

### FINDINGS

1. Kristi Neznanski of P4 Hospitality LLC, on behalf of Landing at Vancouver LLC (Applicant), requested a conditional use permit (CUP) and site plan review to construct a 104-room extended stay hotel and associated improvements at 417 SE Olympia Drive, Vancouver, Washington.<sup>1</sup> The hotel would be under 62,000 square feet in area and four stories tall.<sup>2</sup> *Exhibits 1, 1.A, 1.B, and 1.F.*
2. The application was submitted on August 26, 2024 and deemed fully complete on September 19, 2024. *Exhibit 1.G.*
3. The subject property is part of a multiple building mixed use master plan that was first approved in 2005 and last amended in October of 2024. The approved master plan provides for a hotel of the height, floor area, and number of units proposed in the location proposed. *Exhibits 1.E and 1.F.*
4. A preliminary binding site plan to subdivide Phases 1 and 3B of the master plan into nine lots and five tracts was approved in October of 2024. The proposed extended stay hotel would be located on Lot 4 of the binding site plan. Lot 4 is 123,197 square feet in area. *Exhibits 1, 1.E, and 1.F.*

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<sup>1</sup> The subject property is a portion of tax parcel number 986040362. *Exhibit 1.A.*

<sup>2</sup> Although the Staff Report indicates that the floor area would be approximately 62,000 square feet, the specific floor area shown on the project plans is 61,048 square feet, which is identical to the floor area shown on the approved master plan map and is the amount of area stated in the CUP application. *Exhibits 1.A, 1.E, and 1.F.*

5. The subject property is zoned Mixed Use (MX) and has a Comprehensive Plan designation of Commercial. *Exhibit 1*. The purpose of the MX zone is as follows:

Mixed use developments allow for placement of a mix of uses in a single building or integrated site of multiple buildings. Mixed use developments are intended to allow for efficient use of land and public services in an urban setting; encourage human interaction and sense of place; create safe, attractive and convenient environments; and increase development alternatives.

*Vancouver Municipal Code (VMC) 20.430.060*. Mixed use developments consisting of separate structures within a site or contiguous sites are allowed in the MX zone with approval of a multiple building mixed use master plan. *VMC 20.430.060.C.1*. The master plan governing the subject property was approved in 2005 and was last amended in October 2024. *Exhibits 1 and 1.E*. Hotels, which are classified as “commercial and transient lodging” in the zoning ordinance, require conditional use permit approval in the MX zone. *Exhibit 1; VMC Table 20.430.030-1*.
6. Conditional use permits (CUPs) are decided through a Type III process by the Hearing Examiner. *VMC 20.245.020; Exhibit 1*. The requested site plan review is a Type II application, typically decided by the Planning Official. *VMC 20.270.030*. However, the VMC consolidates multiple related applications for consideration in one proceeding subject to the process required for the highest level permit. As such, both items are reviewed using the Type III process and decided by the hearing examiner. *VMC 20.210.020.D*.
7. The subject property is surrounded by MX-zoned land, with land uses including: SE Olympia Drive to the north and east; vacant land to the west (Tract B of the preliminary binding site plan), which is planned to be used as open space under the approved master plan; and vacant land to the south (Lot 3 of the preliminary binding site plan), which is planned to be developed into a car dealership under the approved master plan. The land to the east of SE Olympia Drive is also part of the master plan (shown as Phase 3A on the master plan map) and is developed with a Hampton Inn & Suites hotel. *Exhibits 1, 1.B, and 3*.
8. Pursuant to Vancouver Municipal Code (VMC) Table 20.430.040-1, there are no minimum lot size, width, or depth requirements in the MX zone. The MX zone also has no minimum setback requirements unless the property abuts a Residential (R) zone. The lot coverage may reach 100%, and the maximum building height varies depending on adjacent zoning and building setback. When the abutting zone is MX, the maximum building height is 35 feet, with an additional two feet of building height allowed for each additional foot the structure is set back from the property line, to a maximum building height of 75 feet. At least 15% of the site must be landscaped. *VMC Table 20.430.040-1; Exhibit 1.B*.
9. The proposed hotel building would have a maximum building height of 54 feet, four inches, which height would apply to a portion of the south building elevation (facing the parking area in the interior of the site). Most of the building would be 47 feet, eight

inches in height. The proposed building would be set back approximately 20 feet from Olympia Drive at its closest point, at the northeast property corner (where the building height would be approximately 47 feet); approximately 68 feet from the west property line; and more than 200 feet from the south property line. These setbacks would exceed the minimum required to support the building height proposed. *Exhibits 1, 1.B, and 1.F (including sheet A6.1, south elevation).*

10. Consistent with the site mix standard of VMC 20.430.060.C(2)(b), including the proposed hotel development, at least 20% of the combined gross floor area of the buildings within the master planned area would be devoted to residential uses, and at least 20% would be devoted to nonresidential uses. As shown on the most recently amended master plan map, approximately 26% of the gross floor area of the master plan (408,467 square feet) would be devoted to residential uses (which residential uses have already been constructed), and approximately 74% of the gross floor area of the master plan (1,155,794 square feet) would be devoted to nonresidential uses. *Exhibits 1, 1.B, and 1.E.*
11. The functional and physical integration of land uses within the master plan, required by VMC 20.430.060.C(2)(c) and (d), was reviewed in conjunction with the most recent master plan amendment, which provides for a hotel in the location proposed. The site plan for the proposed hotel includes pedestrian paths connecting to the larger pedestrian path system proposed for the master plan. Visitors would be able to use the path system to access the planned open space within Tract B, the medical office and restaurant planned for the lots to the west of the tract, SE Olympia Drive to the north and east, and SE Mill Plain Boulevard to the south. The proposed hotel would have modern design characteristics that would be consistent with the existing hotel on the opposite side of SE Olympia Drive and future development within the master plan. As required by VMC 20.430.060.C(2)(d)(4), at least five percent of the master plan area would consist of open space, some of which (Tract B) would be immediately adjacent to the hotel site. *Exhibits 1, 1.B, 1.E, 1.F, and 3; Google Maps site view.*
12. Consistent with the minimum floor area ratio requirement of VMC 20.430.060.C(2)(e)(2), the proposed hotel building would have a floor area ratio of 0.5. *Exhibits 1.B and 1.F.*
13. Consistent with VMC 20.430.060.C(2)(f)(1), no more than 50% of the overall site frontage on Olympia Drive would be devoted to off-street parking or vehicular access. The hotel building would be located at the northeast corner of the site, with no parking between the building and the adjacent street. Only at the northwest site corner and in the southeast portion of the site would there be access or parking along the street frontage. Where parking is located along the street frontage, there would be landscaping between the parking lot and the property line. There would be a visibly identifiable main entrance on the south elevation of the building, which, although located internal to the site, would be connected to the street frontages by sidewalks. There would be additional building entrances along the west, north, and east elevations connected to frontage sidewalk by paved pedestrian paths. There would be no blank walls longer than 30 feet facing Olympia Drive. *Exhibits 1.B and 1.F (see sheet A1.1).*

14. Pursuant to VMC Table 20.945.070-2, hotel uses require at least one parking space per guest room. Additionally, VMC 20.430.060.C(2)(h)(1) restricts parking within mixed use developments to 125% of the minimum for sites of 10 or fewer acres. For the proposed development, the minimum number of parking spaces is 104 and the maximum is 130. Consistent with the allowed range, the Applicant proposes 129 parking stalls. *Exhibits 1.B and 1.F.*
15. The City's tree conservation ordinance (VMC 20.770) requires a minimum tree density of 30 tree units per acre of site disturbance and requires that trees be retained where feasible. In this case, there are no trees on-site but there are street trees within the adjacent street right-of-way, which would be retained and supplemented as needed to meet the standard of one tree per 30 feet of frontage (VMC 20.925.060). Pursuant to VMC 20.770.070.B(4)(f), up to 50% of street trees in commercial, industrial, and multifamily projects may be counted toward the tree planting requirement. Otherwise, required street trees do not count towards the tree density requirement. *VMC 20.770.080.* To meet the minimum tree density requirement of 85 tree units for the project site, the Applicant proposes to: claim credit for 8.25 tree units for the existing street trees (50% of the actual tree unit value of 16.5, calculated from VMC Table 20.770.080-1); plant four additional street trees, which at 50% credit would constitute two tree units; and plant 75 additional trees on-site (each credited at one tree unit). *Exhibits 1.B and 1.F; Kristi Neznanski Testimony.*
16. Consistent with the landscape standards of VMC 20.925, the Applicant would ensure through tree retention and planting that there is one street tree per 30 feet of street frontage, provide a 10-foot L2 buffer along the subject property's street frontages, and provide a five-foot L1 buffer along the western property line. There is a shared access with the property to the south that would preclude an L1 buffer along a portion of the southern property line and a pedestrian walkway and utility easement along the remainder of the southern property line. As an alternative to the L1 buffer in that area, the Applicant proposes to plant several evergreen trees outside of the easement. Parking lot landscaping would also be provided. Overall, approximately 27% of Lot 4 would be landscaped. The City's urban forester reviewed the Applicant's landscape plan and recommended that two additional shade trees be provided within the parking lot, to substitute for two trees proposed to be planted elsewhere on-site. The Applicant agreed to update the landscape plan consistent with the recommendation. *Exhibits 1, 1.B, and 1.F; Kristi Neznanski Testimony.*
17. Consistent with the solid waste storage requirement of VMC 20.970.030.C(2)(d) (which requires 100 square feet, plus four square feet per 1,000 square feet of gross floor area), the Applicant proposes a 560 square foot exterior solid waste enclosure, which would accommodate three wheeled dumpsters (four cubic yards each) and two carts. The enclosure, which would use walls for screening, would be located next to the site driveway at the northwest corner of the site, in an area that would be accessible to collection vehicles. Planning Staff submitted that the proposal satisfies applicable solid waste requirements. *Exhibits 1 and 1.F.*

18. Vehicular access to the hotel would be from existing driveway curb cuts off of SE Olympia Drive, a collector arterial. Olympia Drive is constructed to City standards along the property frontage. Planning Staff requested that project approval be conditioned to require the Applicant to repair any sidewalk deficiencies along the property frontage to ensure ADA compliance, repair any broken streetlights along the property frontage, and restore any utility trenching. *Exhibits 1, 1.F, and 1.J; Kristi Neznanski Testimony; Google Maps site view.*
19. Because the conditions of the master plan required payment of proportionate share fees and construction of transportation improvements, traffic analysis for the proposed hotel development was limited to ensuring that the cumulative traffic impact would not exceed the assumptions of the master plan. Based on the rates contained in the Institute of Transportation Engineers (ITE) Trip Generation Manual (11th Edition), the proposed hotel is expected to generate 366 net new average daily trips, including 28 PM peak hour trips. This trip generation would be consistent with the traffic budget of the master plan. *Exhibits 1 and 1.J.*
20. Between SE 136th and SE 164th Avenues, SE Mill Plain Boulevard is a designated Category 1 concurrency corridor, which designation means that the corridor is operating at or above the City's adopted level of service standard. The traffic generated by the hotel is not expected to cause the corridor to drop below the adopted level of service standard. *Exhibit 1.*
21. The subject property is located within the No. 1702 Transportation Analysis Zone and would contribute new PM peak hour trips to several Transportation Management Zones, including corridors along SE Mill Plain Boulevard, Fourth Plain Boulevard, 164th/162nd Avenues, and 136th/137th Avenues. The Applicant would be required to pay concurrency modeling fees of \$1,500 prior to civil plan approval. *Exhibit 1.*
22. The project is subject to payment of transportation impact fees pursuant to VMC 20.915, which would be calculated at the time of building permit application. Based on the fee schedule currently in effect, the estimated fee amount is \$102,351.90. *Exhibits 1, 2, and 3; Keith Jones Testimony.*
23. Stormwater runoff would be managed on-site in accordance with the Stormwater Management Manual for Western Washington. The stormwater system would include mechanical filter catch basins to provide water quality treatment and an infiltration trench. The facility would be designed to infiltrate all stormwater runoff from the site. Based on analysis by a geotechnical engineer, the soils on-site are suitable for infiltration. *Exhibits 1.F, 1.H, and 1.I.*
24. Water and sewer utilities are available to the site and would be extended along the southern site boundary in conjunction with the binding site plan improvements. The proposed hotel building would connect to the existing sewer main in Olympia Drive via a six-inch service lateral. The Applicant would extend a water main from the southern site boundary to the northern site boundary to provide the potential for future connection to

Olympia Drive. *Exhibits 1, 1.B, and 1.F.*

25. The subject property does not contain any geologic hazards, wetlands, or other water features. *Exhibit 1.*
26. An archaeological predetermination was prepared in 2005 in conjunction with the original master plan, at which time it was determined that no further survey was required. The Washington Department of Archaeology and Historic Preservation was notified of the most recent master plan amendment request and did not submit any comments. *Exhibit 1.*
27. State Environmental Policy Act (SEPA) environmental review was conducted on the recent master plan amendment, which included the proposed hotel. A final SEPA determination of non-significance (DNS) was issued for the master plan on July 9, 2024. Because the proposed hotel is consistent with the master plan, no further SEPA review is required. *Exhibit 1; Keith Jones Testimony.*
28. Notice of application and public hearing was issued on September 25, 2024. *Exhibits 1 and 1.G; Keith Jones Testimony.* Although some individuals requested in writing to be made parties of record, there was no public comment on the application. *Exhibit 1.C.*
29. Having considered all testimony and documents submitted, Planning Staff recommended approval of the conditional use permit and site plan subject to the conditions detailed in the staff report. *Exhibit 1; Keith Jones Testimony.* The Applicant waived objection to the recommended conditions of approval. *Kristi Neznanski Testimony.*

## CONCLUSIONS

### **Jurisdiction:**

The Hearing Examiner has jurisdiction to conduct an open record hearing and decide applications for conditional use permits - a Type III procedure - pursuant to Vancouver Municipal Code 20.210.060 and 20.210.020-1. Pursuant to VMC 20.210.020.D, when more than one permit is required for a given proposal, all applications are consolidated into a single review subject to the highest type of procedure that applies to any of the applications.

### **Conditional Use Criteria for Review:**

Pursuant to VMC 20.245.040.A, the Hearing Examiner shall approve, approve with conditions, or deny an application for a conditional use based on findings of fact with respect to each of the following criteria:

1. The site size and dimensions provide adequate area for the needs of the proposed use;
2. The impacts of the proposed use of the site can be accommodated considering size, shape, location, topography and natural features;

3. All required public facilities have adequate capacity to serve the proposed development;
4. The applicable requirements of the zoning district, and other applicable documents are met except as amended by the conditional use permit or variances requested pursuant to Chapter 20.290 VMC; and
5. Identified impacts on adjacent properties, surrounding uses and public facilities have been adequately mitigated.

**Site Plan Criteria for Review:**

Pursuant to VMC 20.270.050 Site Plan Approval Criteria, a site plan shall be approved when the following criteria are satisfied:

- A. Compliance with applicable standards. The proposed development shall comply with all applicable design and development standards contained in this Title and other applicable regulations.
- B. Adequacy of public facilities. The applicant shall demonstrate availability of adequate public services, e.g., roads, sanitary and storm sewer and water, available to serve the site at the time development is to occur, unless otherwise provided for by the applicable regulations.

**Conclusions Based on Findings:**

1. As conditioned, the criteria for approval of a conditional use permit are satisfied.
  - a. The site size and dimensions provide adequate area for the use. There is no zone-based minimum site size requirement. The site provides sufficient area to accommodate the use while providing building setbacks, parking, landscaping, and solid waste storage that meet or exceed minimum code requirements. *Findings 8, 9, 14, 16, and 17.*
  - b. The impacts of the use would be accommodated considering size, shape, location, topography, and natural features. The location of the use within a master planned development and adjacent to existing and future commercial uses minimizes the potential for adverse impacts, and no specific adverse impacts were identified during the review process. The proposed development is consistent with the master plan. There are no topographic or other natural features that would be affected by the development. There are no known cultural resources that would be affected by the development. *Findings 3, 4, 7, 25, 26, 27, and 28.*
  - c. With proposed improvements and as conditioned, required public facilities have adequate capacity to serve the development. *Findings 23, 24, and 29.*
  - d. As conditioned, all applicable MX and other development standards would be satisfied. Sufficient building setbacks have been provided to support the building height proposed. More than 15% of the site would be landscaped. The development plan is consistent with the approved master plan, which provides for a building mix that is consistent with VMC 20.430.060.C(2)(b) and integrates the land uses as required by VMC 20.430.060.C(2)(c) and (d). The development plan provides



- connections to the walkway system contemplated within the larger master plan, provides for a floor area ratio of 0.5, and satisfies street frontage requirements. The proposed parking is within the allowed range. Sufficient trees would be planted on-site to satisfy the minimum tree density of 30 tree units per acre and to satisfy street tree spacing requirements. The site would be landscaped consistent with applicable standards. Sufficient area would be provided for solid waste storage. Stormwater and utility infrastructure would be installed consistent with City standards. *Findings 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 23, 24, and 29.*
- e. Identified impacts on adjacent properties, surrounding uses, and public facilities have been adequately mitigated. No specific impacts to adjacent properties and surrounding land uses were identified during the review process, but the proposal includes required landscape buffers which would minimize potential impacts. In addition, the design of the hotel would be compatible with the existing adjacent hotel. With respect to public facilities, the conditions of approval address fire department requirements and require sidewalk and streetlight repair and utility trenching restoration as needed. The traffic generated by the proposal would be within the scope of traffic reviewed through the master plan process. The project would be subject to payment of traffic impact fees. *Findings 7, 18, 19, 20, 21, 22, 27, and 28.*
2. With conditions of approval, the criteria for site plan approval are satisfied.
- a. As described in more detail in Conclusion 1.d, the proposal complies with applicable design and development standards. *Findings 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 23, 24, and 29.*
- b. With construction of proposed improvements and as conditioned, there would be adequate public facilities/services to serve the use. *Findings 19, 20, 21, 22, 23, 24, and 29.*

## DECISION

Based on the preceding findings and conclusions, the request for site plan and conditional use permit approval to construct a 104-room extended stay hotel with associated improvements as described herein at 417 SE Olympia Drive is **GRANTED** subject to the following conditions.

### Prior to Civil Plan Approval

1. Pay concurrency modeling fees totaling \$1,500.
2. Add additional shade to the parking lot by adding two additional shade trees in the eastern parking lot island, spaced 30 feet on center in the lawn area. To account for these two additional shade trees, perhaps remove two weeping Alaskan Cedar along the western side of the building, such as the second and fourth along from north to south or two incense cedars along the northside of the building, perhaps the second and third incense cedar from west to east.

3. Complete the sanitary sewer design on the civil drawings according to Vancouver's current Public Sanitary Sewer Design and Construction Standards. Include new six-inch private building sewers as required. Address redline comments and submit the final design for civil plan approval.
4. Add a note on the water utility pages as follows: "Underground fire sprinkler supply mains shall be installed only by contractors in compliance with WAC 212-80 and endorsed in accordance with VMC 16.04.095 under separate permit."
5. Provide a fire response plan including the following:
  - Fire hydrant locations related to the project.
  - Fire lane marking locations and details.
  - Aerial apparatus location along one side of the building shown as hashed area (where applicable).
  - Vehicle gate locations (where applicable).
  - Emergency vehicle tracks.
  - Fire Department Connection location.
  - Sprinkler riser location(s).
  - Fire-pump location (where applicable).
  - Fire alarm panel room location.
  - Fire Command Center location or Fire Control Room (where applicable).
  - Electrical and gas utility control room location(s).
  - Electrical meter and gas meter location(s).
  - Generator location.
  - Mechanical room location(s).
  - Knox-Box location (at main entry, or at fire protection equipment exterior door where adjacent to a fire lane).
  - Standpipes and floor control valves.
  - Location of elevator and stairwell shafts.
  - Roof access door/hatch location (where standpipes and sprinkler floor control valves are required, this shaft shall be the roof access shaft).
  - Fire access doors (where applicable)
  - Emergency or standby power generator location (where applicable).
  - Hazardous materials locations (if known or where applicable).
  - Fuel dispensing locations.

- Anticipated hazards to emergency operations (overhead power lines, slopes/cliffs, or hazardous processes).
- Presence of car stackers (where applicable).
- Hash-line the required fire rated walls.

6. Show location of electrical vehicle (EV) parking spaces.

**Prior to Combustible Construction**

7. All fire hydrants for emergency use shall be established and maintained clear for emergency use.
8. Fire apparatus access roads shall be established.

**During Construction**

9. Secure construction permits and schedule and attend a pre-construction meeting. Construct the sewer facilities as shown on the approved civil plans. Satisfy construction services testing and inspection requirements and secure construction acceptance.
10. Satisfy submittal and other requirements itemized in the Notification of Civil Plan Approval and secure final civil project acceptance.
11. Temporary address signage shall be visible and legible from the street fronting the property for emergency response during construction.
12. Fire hydrants shall not be obstructed in any manner.
13. Fire apparatus access roads shall be maintained clear for emergency response.
14. FDC/Standpipes shall be provided and accessible during construction, if applicable. Fire Extinguishers and no smoking signs shall be provided during construction.

**Prior to Issuance of Certificate of Occupancy**

15. Record a tree maintenance covenant.
16. Provide the following improvements to SE Olympia Drive, per City of Vancouver standards.
  - a. Repair the sidewalk deficiencies along the project frontage to ensure ADA compliance. For questions regarding the required repairs, contact the Operations Department at [sidewalks@cityofvancouver.us](mailto:sidewalks@cityofvancouver.us).
  - b. Repair any broken streetlights along the project frontage. For questions regarding the required repairs contact Erik Bjerke, with the Traffic Division, at [Erik.Bjerke@cityofvancouver.us](mailto:Erik.Bjerke@cityofvancouver.us).
  - c. Utility trenching shall be restored per T05-04A&B and T05-06A&B (CDF). Asphalt

restoration shall meet T05-01B and T05-07. A single continuous width restoration is required.

17. A licensed landscape architect shall provide a certificate verifying that the landscaping has been installed per the city-approved construction documents. Please submit to Keith Jones at keith.jones@cityofvancouver.us.
18. Pay application fees and secure sewer connection permits. Connect new building sewers according to the Building Department's plumbing code.

Decided December 5, 2024.

By:



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Sharon A. Rice  
City of Vancouver Hearing Examiner

Note:

The hearing examiner's decision may be appealed to the Vancouver City Council within 14 calendar days after the date the examiner's decision is distributed. Appeals must be made in writing and be received within this time period. The letter of appeal shall state the case number designated by the city and the name of the applicant, name and signature of each petitioner, a statement showing that each petitioner is entitled to file the appeal under VMC Chapter 20.210.130.B, the specific aspect(s) of the decision being appealed, the reasons each aspect is in error as a matter of fact or law, and the evidence relied upon to prove the error (VMC 20.210.130.A).

A fee of \$2,396.00 must accompany the appeal. However, if the aggrieved party is a recognized neighborhood association, the fee assessed is \$181.00. The association must demonstrate at the time of appeal submittal that the decision to appeal was made pursuant to association bylaws.

Due to the limited days the permit center is open for walk-in assistance, the appeal request shall be emailed to eplans@cityofvancouver.us as well as to the case manager's e-mail address below and the appeal fee electronically paid to the City of Vancouver.

For questions or additional information, you may contact the case manager by telephone at (360) 487-7887 or by e-mail at keith.jones@cityofvancouver.us.