BEFORE THE HEARING EXAMINER
FOR CITY OF VANCOUVER

In the Matter of the Application of ) NO. PRJ-162105/LUP-75075
) 
Evergreen Public Schools ) Ellsworth Elementary School
) 
For Site Plan Approval and Major ) Modification of a Conditional Use Permit

SUMMARY OF DECISIONS
The request for site plan approval and major modification of a conditional use permit to demolish the existing Ellsworth Elementary School and replace it with a new 61,000 square foot elementary school on the same site is GRANTED subject to conditions.

SUMMARY OF RECORD

Request:
Evergreen Public Schools (Applicant) requested site plan approval and major modification of a conditional use permit to demolish the existing Ellsworth Elementary School and replace it with a new 61,000 square foot elementary school on the same site. The subject property is located at 512 SE Ellsworth Road in Vancouver, Washington.

Hearing Date:
The Vancouver Hearing Examiner held an open record hearing on the application on October 15, 2019.

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

   Dan Bodell, Applicant Representative
   Bruce Haunreiter, Applicant Representative
   Brad Kilby, Applicant Representative
   Andrew Ruele, City of Vancouver Planner
   Nilesh Prasad

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

1. Staff Report
2. Application Form, submitted July 8, 2019
3. Applicant’s Narrative
4. Site Plan
5. Tree Plan
6. Notice of Application and Public Hearing, dated August 5, 2019
7. SEPA determination of non-significance (DNS), dated June 27, 2019
8. Clark County Public Health Site Approval Letter, dated May 17, 2019
10. City of Vancouver Road Modification Approval, dated August 7, 2019
11. Stormwater Report by HHPR, Inc., dated June 17, 2019
12. Geotechnical Report by GRI, dated December 3, 2018
14. Applicant PowerPoint
15. Clark County Public Health Letter
16. City of Vancouver PowerPoint

Upon consideration of the testimony and exhibits admitted in the record, the Hearing Examiner enters the following findings and conclusions:

**FINDINGS**

1. The Applicant requested site plan approval and major modification of a conditional use permit to demolish the existing Ellsworth Elementary School and replace it with a new 61,000 square foot elementary school on the same site. The subject property is located at 512 SE Ellsworth Road in Vancouver, Washington. *Exhibits 1, 2, 3, and 4.*

2. The application was submitted on July 8, 2019 and deemed fully complete on July 22, 2019. *Exhibit 6.*

3. The subject property is 10.14 acres in area and is bordered by SE 5th Street to the north, SE Ellsworth Road to the east, a church to the west, and a park to the south. There are residential uses to the north and east of the fronting streets. *Exhibits 1, 4, and 16 (Slide 2).*

4. The subject property is generally flat and does not contain any environmentally sensitive areas. *Exhibit 1 (page 3).*

5. The existing Ellsworth Elementary School campus consists of a main school building and modular classrooms, which are located in the northern portion of the property, and two small preschool buildings, which are located to the south of the main school building along SE Ellsworth Road. The Applicant proposes to retain the preschool buildings but demolish the other existing buildings. The building footprint of the existing elementary school, including modular classrooms, is approximately 47,000 square feet in area. The proposed new building would be 61,000 square feet in area but would have a footprint of approximately 42,000 square feet. The new building would be located in the southcentral
portion of the property. A playfield, covered play area, and parking/loading areas would occupy the northern portion of the property. *Exhibits 3, 4 and 16.*

6. The subject property and adjacent properties to the north and west are zoned Low-Density Residential (R-6). Adjacent properties to the south and east are zoned Park and R-30, respectively. *Exhibit 1 (page 3).* The purpose of the Low-Density Residential districts is to preserve and promote neighborhood livability and protect consumers’ choices in housing. Compatible non-residential development, such as elementary schools, churches, parks, and childcare facilities are permitted at appropriate locations and at an appropriate scale. *Vancouver Municipal Code (VMC) 20.410.010.*

7. Per VMC Table 20.410.030-1, schools are a conditional use in the R-6 zone. Although schools on no more than 12 acres, that are less than 75,000 square feet in floor area, and that take their principal access from no less than a minor arterial are allowed as a limited use, the existing school use is a conditional use because it takes access from SE Ellsworth Road, which is a collector street. The proposal constitutes a major modification of the conditional use because the parking would increase by more than 10%. A major modification of a conditional use is classified as a Type III procedure per VMC 20.210.020-1, requiring hearing examiner hearing and final decision. *VMC 20.245.020; Exhibit 1 (pages 4 and 5).*

8. The subject property is bounded by streets to the north and east, and by residentially zoned property to the west (but not developed with residential uses). For institutional campuses in the R-6 zone that border residentially zoned property (not separated by a street), the minimum building setback is 35 feet. The minimum landscape buffer between the school and residential development is 15 feet, and the maximum building height is 35 feet plus one foot for every additional foot of building setback to a maximum of 75 feet. The maximum lot coverage allowed is 50%, and the minimum landscaped area required is 10%. The standard setback requirements that would apply to property lines not adjacent to residentially zoned property include: a minimum front yard setback of 10 feet; a minimum side yard setback of five to 10 feet, depending on building height; and a minimum rear yard setback of five feet. *VMC 20.410; Exhibit 1 (page 6).* As proposed, the project would comply with these standards. The school building would be set back 179 feet from SE Ellsworth Road, 116 feet from the west property line, 297 feet from SE 6th Street, and approximately 60 feet from the south property line. The covered play area would also comply with applicable setback requirements; the play area would be 84 feet from the nearest property line. The school building would be 34 feet tall, and approximately 41% of the site would be landscaped; site coverage would be approximately 10%. *Exhibits 3 and 4.*

9. VMC 20.925 contains landscaping requirements that are applicable to the development, including requirements for street trees at 30-foot intervals. The Applicant submitted a landscape plan, which has been reviewed by the City. City Staff determined that with conditions specifying allowed street tree species and requiring compliance with sight triangle requirements, the landscape plan complies with the requirements of VMC 20.925. *Exhibits 1 and 14.*
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. For the subject site, the minimum tree density is 222 tree units. Regarding the three trees proposed for removal, the City’s Urban Forester determined that their removal is justified due to their location within areas of planned construction. Seven existing trees would be preserved, providing a total of 56 tree units. The Applicant proposes to plant street trees, which would add 15 tree credits, and an additional 73 tree credits worth of trees within the site. The resulting number of tree credits – 144 – is less than the 222 required. The Applicant submitted that additional trees are incompatible with the District’s need for site security, and for providing large open spaces for play. The City recommended as a condition of approval that the Applicant plant an additional 78 units worth of trees to comply with VMC 20.770. Exhibits 1, 3, and 5. Of note, in some circumstances, the tree conservation ordinance allows required tree densities to be planted off-site if appropriate on-site areas are unavailable, or to be satisfied through the payment of fees in lieu of tree planting. VMC 20.770.080.B(5)(b).

The subject property is not in an area with a high probability for the presence of archaeological artifacts. The City’s contract archaeologist reviewed the Applicant’s archaeological pre-determination report and concluded that a full archaeological resource survey would not be necessary to satisfy the requirements of VMC 20.710. Exhibits 1 (page 7) and 3.

All stormwater runoff would be infiltrated on site. Infiltration testing performed by a geotechnical engineer demonstrated that the subject property is suitable for infiltration. Runoff from pollution-generating surfaces would be routed to bioretention swales prior to infiltration. Runoff from non-pollution generating surfaces would be routed directly to infiltration trenches. The stormwater facilities would be constructed in accordance with City requirements. Exhibits 11 and 12.

Access to the subject property would be from SE 5th Street (two driveways) and from SE Ellsworth Road (two driveways). A student drop-off and pick-up lane would be provided, with queuing capacity for 19 vehicles. In addition, parents could utilize visitor parking stalls to drop off and pick up students. With these features, it is expected that all drop-off and pick-up maneuvers could be accommodated on site. Exhibits 4 and 13.

Southeast Ellsworth Road, a collector arterial, is already improved with sufficient pavement and right-of-way width to satisfy City standards, as well as with amenities including a detached sidewalk and drainage facilities. For compliance with remaining City road standard requirements, the City recommended that the Applicant upgrade existing ADA ramps and install a new mid-block ADA ramp, construct driveways to “major commercial” standards (City Standard Plan T01-07), repair any broken sidewalk along the property frontage, upgrade existing street lighting, and install any traffic control devices that are warranted. Exhibit 1.

Southeast 5th Street, a neighborhood circulator, is already improved with sufficient
pavement and right-of-way width to satisfy City standards, although some other features, including the sidewalk, are substandard. In order to satisfy City road standards for the proposal, the City recommended that the Applicant be required to do the following: replace the existing attached sidewalk with a detached sidewalk and planter strip; add/upgrade ADA ramps; install “major commercial” driveways; install/upgrade streetlights; and install any traffic control devices that are warranted. Exhibit 1.

16. On August 7, 2019, the City granted a road modification request from the requirements of VMC 11.80.110 to allow the proposed access from SE Ellsworth Road; the ordinance restricts access onto arterials if other alternatives exist. Also approved was the road modification to establish two full-service driveways exceeding 20 feet in width from SE 5th Street; for non-arterials, the ordinance limits the width to 20 feet if there is more than one driveway. The Public Works Department determined that the requests are consistent with City standards and would not create safety hazards or other adverse conditions. Exhibit 10. The City also granted a minor road modification request from the five-year street cut moratorium applicable to both SE 5th Street and SE Ellsworth Road, which both received pavement overlays in October of 2017. Exhibit 1.

17. The application materials included a professionally prepared traffic impact assessment (TIA). The TIA determined that the proposal would have traffic impacts that differ from current conditions due to an increase in school capacity and a possible future school boundary adjustment. Whereas school enrollment was 407 students as of June 2019, the proposed school would have capacity for 600 students. The additional 193 students are expected to generate 364 daily vehicle trips, including 129 AM peak hour trips, 33 PM peak hour trips, and 66 school-specific PM peak hour trips (after school pick up trips). Considering this increased traffic, background traffic growth, and planned road improvements in the vicinity, the TIA concluded that the affected intersections would continue to operate at levels of service deemed acceptable by the City. Exhibit 13.

18. Pursuant to VMC 11.70.090, the segment of Mill Plain Boulevard between Andresen Road and I-205 and 162nd Avenue is designated as a Category 1 Concurrency Corridor, which indicates that the corridor is operating at or above the City’s adopted level of service standard. The number of PM peak hour trips generated by the instant proposal is not anticipated to cause the corridor to drop below the adopted level of service standard. Exhibit 1.

19. Pursuant to VMC 20.915.080, public schools are exempt from payment of transportation impact fees. Exhibit 1.

20. Per VMC 20.945, the minimum off-street parking required for elementary schools is one space per four seats or eight feet of bench length in the auditorium or assembly room. The proposed auditorium would have 450 seats, requiring 113 parking spaces. The project proposes 154 parking spaces. Exhibits 1, 3, and 4.

21. The existing school is currently served by municipal water and sewer utility connections. The proposed new school would continue to be connected to the public water and sewer
systems as required by Clark County Public Health. Existing on-site septic systems and wells would be required to be abandoned and/or decommissioned consistent with County and State health requirements. *Exhibits 1 and 15.* The record contains no question regarding the capacity of the public water and sewer systems to serve the proposed new school.

22. The proposed site layout provides includes a solid waste enclosure per VMC 20.970 that complies with City size and accessibility requirements. *Exhibits 1 and 3.*

23. Vancouver Municipal Code Title 16 contains standards for fire protection, minimum emergency vehicle access, fire hydrant spacing, water supply for fire protection, and special uses and processes. The Vancouver Fire Department reviewed the proposal and recommended approval subject to conditions that would ensure compliance with the requirements of VMC Title 16 and the International Fire Code. *Exhibit 1 (pages 13-14).*

24. Vancouver Municipal Code Title 17 contains regulations for technical codes that address (among other items) site preparation, construction, alteration, use, occupancy of buildings, structures, and building service equipment. Compliance with the building and other technical codes would be confirmed at the time of building permit review. *Exhibit 1 (pages 14-15).*

25. Pursuant to the State Environmental Policy Act (SEPA), the Evergreen School District acted as lead agency for review of environmental impacts caused by the proposal. The District issued a determination of non-significance (DNS) on June 27, 2019, which was not appealed. *Exhibit 7.*


27. One neighboring property owner, who lives in St. Helens Avenue, southwest of the subject property, appeared at hearing and asked questions about the following concerns. In the current condition, many students who walk to the school enter from points of origin west and southwest of the site at the eastern terminus of St. Helens Avenue through the adjacent park; he expressed concern that the southwest portion of the site near St. Helens Avenue would be used for staging of construction materials and equipment, meaning these students would have to walk twice as far to access the school from the north boundary. This neighbor also expressed concerns about: construction noise; that the entrance to the new parking area on 5th Street is offset from the street entrance across 5th Street; that there is no stop sign and traffic travels fast through the intersection of 5th and Ellsworth; and that traffic from the multi-family development proposed on the north side of 5th Street would pose increased safety risks for school children who walk. He also asked that the instant project be used as an opportunity to require installation of sidewalks on St. Helens Avenue, which currently has none. *Nilesh Prasad Testimony.*

28. In response to this public comment, Planning Staff noted that the alignment with the school entrance would be required to satisfy City standards and/or be approved by the
City Transportation Department through the civil engineering process. Staff also noted that, per Code, construction hours of operation are 7:00 AM to 8:00 PM. *Andrew Ruele Testimony*. No representative of the City’s Transportation Department was available to provide a more detailed response to questions.

29. In response to public comment, Applicant representatives indicated the following information. With regard to the driveway intersection offset, the approved design would be required to abide by code. The proposed location of the entrance from 5th Street is constrained by the location of the crosswalk and all required ramps and setbacks from the street entrance. The Applicant’s TIA reviewed all surrounding intersections for safety and considered whether stop signs or signalization were warranted, and none were recommended. All construction staging would be on-site, and not in public rights-of-way, but the proposed staging area would restrict access to the school from the end of St. Helens Avenue during the construction period, after which time, a pedestrian access would be provided in that location. All construction would comply with code limits on time and noise. No off-site sidewalk widening on St. Helens is proposed or required. *Testimony of Brad Kilby and Dan Bodell*.

**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 are adequate for the new school and associated outdoor recreation areas. All applicable bulk and setback standards would be satisfied. The lot coverage for the new school would be only 10%, and 41% of the site would be landscaped. The proposed improvements provide for adequate on-site parking and vehicle queuing. Findings 3, 5, 8, 13, and 20.

   b. With conditions, the impacts of the proposed use can be accommodated considering size, shape, location, topography, and natural features. No natural features that would prevent the development proposed have been identified. The site is already developed with a school. The Applicant would be required to follow the recommendations contained in the project geotechnical report. All stormwater runoff would be infiltrated on site. Findings 3, 4, 5, and 12.

   c. The proposal is a replacement of an existing school, which is already served by public utilities. Existing public facilities have capacity to serve the project. Fire District requirements are addressed in the conditions of approval. Findings 1, 21, and 23.

   d. With conditions, the proposal satisfies the applicable R-6 and other City development regulations. All bulk and setback standards would be satisfied as proposed. Parking exceeding the minimum number of required spaces would be provided. Road standard modifications have been granted for the proposed driveway locations. Conditions are needed to ensure that the City’s tree density requirements are satisfied. Although the Applicant provided a cogent basis for planting fewer trees on-site, the Hearing Examiner cannot waive the tree density requirement. Findings 6, 7, 8, 9, 10, 11, 14, 15, 16, 20, and 22.

   e. With conditions, identified impacts have been adequately mitigated. Intersections affected by traffic generated by the school would continue to operate at acceptable levels of service. Student drop-off/pick-up would be accommodated on site. Existing
street frontage improvements would be upgraded to comply with current standards. The school is exempt from transportation impact fee requirements. *Findings 13-19.*

2. With conditions of approval, the criteria for site plan approval are satisfied.
   
   a. As in Conclusion 1, the proposal, as conditioned, would comply with applicable standards. *Findings 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 20, 22, 23, and 24.*
   
   b. As conditioned, the Applicant has demonstrated adequacy of public facilities. *Findings 12, 13, 14, 15, 17, 18, and 21.*

**DECISIONS**

Based upon the preceding findings and conclusions, the requested site plan approval and major modification to a conditional use permit are **GRANTED** subject to the following conditions:

**Prior to Civil Plan Approval**

1. The Applicant shall upload the civil plan review set showing all the revisions requested as well as all necessary reports (geotechnical, hydrology, traffic analysis, road modification, etc.). Include a detailed site plan in the civil plan review set. For questions on these requirements please contact 360-487-7804.

2. Grading plan review fees will be due upon submittal of civil plans for review. Contact Permit Center staff at 360-487-7802 to obtain a fee quote.

3. The Applicant shall include this note on the civil plans: Trees and Shrubs in Sight Distance Triangles: Street trees within sight distance triangles shall be limbed up to a height of 10 feet consistent with ANSI A300 standards to provide for sight distance visibility. All shrubs within sight distance triangles shall be maintained so that foliage height above pavement does not exceed 2.5 feet.

4. The Applicant shall revise the landscape plan to indicate 78 additional tree units. Per VMC 20.770.080D, tree selection shall optimize tree diversity, include native species, include at least 60 percent conifers, and utilize insect and disease resistant trees.

5. The landscaping and tree plans shall be revised to show street trees shown along SE Ellsworth Road and SE 5th Street as either Persian Parrotia (Parrotia persica ‘Ruby Vase’ or ‘Vanessa’), Amur Maackia (Amur Maackia) or Rocky Mountain Glow Maple (Acer grandidentatum).

6. The Applicant shall revise the landscape plan to indicate a three-foot screen between the parking lots and streets.

7. The Applicant shall revise the lighting plan to indicate the ADA pedestrian route from the street to be a minimum of one foot-candle.
8. The Applicant shall pay concurrency modeling fees totaling $1,500.00.
9. The Applicant shall include the City of Vancouver standard advanced pavement restoration requirements on the civil drawings.

10. Street lighting shall be installed and/or updated to meet the design standards per City standard plans T21-01A through T21-01D.

11. The Applicant shall submit a Construction Stormwater Pollution Prevention Plan (SWPPP) to the City.

12. An easement in the form of a covenant running with the land shall be dedicated to the City of Vancouver around the stormwater facilities for access and inspection.

13. New and existing fire hydrant locations shall be shown.

14. Fire department connections shall be shown to be located within 150 feet hose lay of a hydrant.

15. 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.

16. The Applicant shall provide a fire response plan including:
   - Fire lane boundaries, width, turning radii, gates across fire lanes and required turn-arounds.
   - Fire lane signage and striping as demonstrated in the Development Standards – Fire Department Emergency Access.
   - Fire hydrants, mains, Fire Department connections for fire sprinkler systems, underground fire sprinkler supply mains into building.
   - Location of Fire Sprinkler Riser Rooms and Fire Alarm Control Panels (FACP)
   - Location of Knox-Box if known.
   - Known hazards or obstructions to Fire Emergency Response (overhead power lines, outdoor hazardous storage, etc.).

17. The Applicant shall show accessible loading zones in accordance with IBC 1106.7 and required access aisles associated with each accessible parking space in accordance with IBC 1106.1. This is currently missing at one accessible space in each lot.

Prior to or During Construction

18. Prior to construction, all required permits to complete the necessary sewer construction shall be obtained.

19. Prior to combustible construction, fire hydrants for emergency use shall be established and maintained.
20. Prior to combustible construction, fire apparatus access roads shall be established and maintained.

21. During construction, temporary address signage shall be visible and legible from the street fronting the property for emergency response during construction.

Prior to Occupancy
22. The Applicant shall provide a certificate from a licensed landscape architect indicating the required landscaping has been installed per the approved landscape plan.

23. The Applicant shall provide the following for SE Ellsworth Road:
   - Install a new mid-block ADA ramp and update the striping, pavement markings, and signage to meet current standards at the existing mid-block raised pedestrian crossing near the south corner of the school property.
   - Install “major commercial” driveways, per City of Vancouver Standard Plan T01-07, and remove any existing unused driveway accesses.
   - Replace the existing ADA ramps at the corner of SE Ellsworth Road and SE 5th Street, or upgrade the existing ramps to current standards.
   - Repair any broken sidewalk along the property frontage.
   - Install new streetlights and/or upgrade the existing streetlights to LED lenses, per current City standards. See detailed information below.
   - Install traffic control devices as warranted.

24. The Applicant shall comply with all conditions and requirements set forth in the road modification approval.

25. The Applicant shall provide the following for SE 5th Street:
   - Remove the existing substandard attached sidewalk and install five-foot wide detached sidewalk with four-foot planter strip along the entire property frontage, per City standard plan T10-14.
   - Install a new mid-block ADA ramp and update the striping, pavement markings, and signage to meet current standards at the existing mid-block raised pedestrian crossing near the intersection of SE 107th Avenue.
   - Install “major commercial” driveways, per City of Vancouver Standard Plan T01-07, and remove any existing unused driveway accesses.
   - Install new streetlights and/or upgrade the existing streetlights to LED lenses, per current city standards. See detailed information below.
   - Install traffic control devices as warranted.

26. The Applicant shall comply with all requirements set forth on the civil drawings pursuant to the minor road modification approval.

27. Address signage shall be visible and legible from the street fronting the property for emergency response. If applicable, individual suite numbers shall be posted at the suite doors.
28. Any fire protection features identified as being required during the construction permit review shall be installed and approved prior to occupancy.

29. A single Knox-Box may be required at an approved location.

At all Times

30. If at any time the proposal is out of compliance with the off-site impact regulations of VMC 20.935, the property owner must make revisions to bring the site into compliance.

Decided October 29, 2019.

By:

Sharon A. Rice
City of Vancouver Hearing Examiner

Note: The Hearing Examiner’s decision may be appealed to the Vancouver City Council within fourteen (14) calendar days after the date the examiner’s decision is mailed. 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 $1,826.00 must accompany the appeal. However, if the aggrieved party is a recognized neighborhood association, the fee assessed is $138.00. The association must demonstrate at the time of appeal submittal that the decision to appeal was made pursuant to association bylaws. Submit the appeal request and fee to Community & Economic Development Department, Permit Center, 415 W 6th Street, or mail to PO Box 1995, Vancouver, WA 98668-1995. Permit center hours are 8 a.m.–12:30 p.m. and 1:30 p.m.–4 p.m., except Wednesday, when permit center hours begin at 9 a.m. For questions or additional information, you may contact the case manager by telephone at 360-487-7891, or by e-mail at andrew.reule@cityofvancouver.us.