

**COMMUNITY DEVELOPMENT DEPARTMENT**

616 NE 4th Avenue
Camas, WA 98607
www.cityofcamas.us

June 21, 2023

Michael Lewallen
Lewallen Architecture
Sent via email: michael@lewallenarchitecture.com

RE: Application Review for Planning Case CUP23-02: Conditional Use Permit for Detroit Pizza

Mr. Lewallen,

Welcome to the City of Camas' project review process. Thank you for your application submittal for the Detroit Pizza Conditional Use Permit (CUP23-02). I am the Case Planner assigned to this project. It is my goal to work with you to process your project as quickly and efficiently as possible.

The purpose of this letter is to inform you that the application submitted on June 6, 2023, has been deemed incomplete in accordance with Camas Municipal Code (CMC) Section 18.55.130 and there are items that need to be addressed so that we can move forward with the review process. Once the items below have been submitted, staff will review the information to verify whether the application can be deemed complete. As a reminder, staff is not authorized to waive any requirement of the City Code. Any omission or failure by staff to recite applicable code requirements shall not constitute a waiver by the City of any standard or requirement.

Items necessary for completeness:

As per **CMC 18.55.110 – Application – Required information:**

A Conditional Use Permit is a Type III permit process, and the following items are necessary:

- A current (within thirty days prior to application) mailing list and mailing labels of property owners within three hundred feet of the project site, certified as based on the records of Clark County assessor.
- Signage for Type III applications: Prior to an application being deemed complete and Type III applications are scheduled for public bearing, the applicant shall post one four-foot by eight-foot sign per road frontage, unless a different size (not to be less than six square feet) is approved by the director. The sign shall be attached to the ground with a minimum of two four-inch by four-inch posts or better. The development sign shall remain posted and in reasonable condition until a final decision of the city is issued, and then shall be removed by the applicant within fourteen days of the notice of decision by the city. The sign shall be clearly visible from adjoining rights-of-way and generally include the following:
 1. Description of proposal.
 2. Types of permit applications on file and being considered by the City of Camas.
 3. Site plan.
 4. Name and phone number of applicant, and City of Camas contact for additional information.

5. A statement that a public hearing is required and scheduled. Adequate space shall be provided for the date and location of the hearing to be added upon scheduling by the city.

Other Comments:

- Planning
 - Project Narrative: Please revise to include and address CMC 18.43.050 – Conditional Use Permit Criteria A through F.

If you have any questions, please feel free to contact me by email: YSennewald@cityofcamas.us or by phone: (360) 817-7269.

Respectfully,



Yvette Sennewald, Senior Planner
Community Development Department