
18.03.030 Definitions for land uses.

For the purposes of this title, the following definitions shall apply:

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"Adult family home" means a A dwelling, licensed by the State of Washington Department of Social and Health Services, in which a person or persons provide personal care, special care, room and board to more than one but not more than six adults who are not related by blood or marriage to the person or persons providing the services. An existing *adult family home* may provide services to up to eight adults upon approval from the Department of Social and Health Services in accordance with RCW 70.128.066. ~~residential home in which a person or persons provide personal care, special care, room, and board to more than one, but not more than six adults who are not related by blood or marriage to the person or persons providing the services.~~ Adult family homes are a permitted use in all areas zoned for residential use.

18.03.040 Definitions for development terms.

Dwelling Unit, Accessory. "Accessory dwelling unit" means ~~an additional, smaller, subordinate dwelling unit on a lot or attached to an existing or new house, a dwelling unit located on the same lot as a single-family housing unit, duplex, triplex, townhome, or other housing unit.~~ Refer to Chapter 18.27 Accessory Dwelling Units.

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Dwelling, Cottage Cluster. "Cottage-style home" or "Cottage Cluster" means a grouping of no fewer than four detached dwelling units with a maximum footprint of one thousand square feet each and that includes a common courtyard. Cottage clusters may be located on a single lot or parcel or on individual lots or parcels. Cottage clusters are allowed on up to twenty five percent of the developable acreage of a project site. Cottage cluster development standards are detailed in the North Shore Design Manual.

Dwelling, Duplex or Two-Family. "Duplex or two-family dwelling" means a ~~structure residential building containing with~~ two ~~attached~~ dwelling units ~~on one lot~~.

...

Dwelling, Single-Family Attached (~~Row House~~). "Single-family attached dwelling" means a single household dwelling attached to another single household dwelling by a common vertical wall, and each dwelling is owned individually and located on a separate lot. ~~These are more commonly referred to as townhouses or rowhouses~~ See also "townhouses".

...

Cottage housing. "Cottage housing" means residential units on a lot with a common open space that either: (a) Is owned in common; or (b) has units owned as condominium units with property owned in common and a minimum of 20 percent of the lot size as open space.

Courtyard apartment. "Courtyard apartments" means up to four attached dwelling units arranged on two or three sides of a yard or court."

Fourplex. "Fourplex" means a residential building with four attached dwelling units.

Major transit stop. "Major transit stop" means a stop on a high capacity transportation system funded or expanded under the provisions of chapter 81.104 RCW, commuter rail stops, stops on rail or fixed guideway systems, and stops on bus rapid transit routes.

Middle housing. "Middle housing" means buildings that are compatible in scale, form, and character with single-family houses and contain two or more attached, stacked, or clustered homes including duplexes, triplexes, fourplexes, townhouses, stacked flats, courtyard apartments, and cottage housing.

Stacked flat. "Stacked flat" means dwelling units in a residential building of no more than three stories on a residential zoned lot in which each floor may be separately rented or owned.

Triplex. "Triplex" means a residential building with three attached dwelling units.

Townhouses. "Townhouses" means buildings that contain three or more attached single-family dwelling units that extend from foundation to roof and that have a yard or public way on not less than two sides.

Lot, parent. "Lot, parent" means a lot which is subdivided into unit lots through the unit lot subdivision process.

Lot, unit. "Lot, unit" means a lot created from a parent lot and approved through the unit lot subdivision process.

Unit lot subdivision. "Unit lot subdivision" means the division of a parent lot into two or more unit lots within a development and approved through the unit lot subdivision process.

Unit density. "Unit density" means the number of dwelling units (including accessory dwelling units) allowed on a lot, regardless of lot size.

18.05.030 Boundary determination.

Unless otherwise specified or shown on the zoning map, district boundaries are lot lines or the centerlines of streets, alleys, railroad, and other rights-of-way:

- A. Where boundaries are other than lot lines or centerlines of streets, alleys, railroad, and other rights-of-way, they shall be determined by dimensions shown on the zoning map;
- B. Where actual streets or other features on the ground vary from those shown on the zoning map, interpretations or adjustments shall be made by the planning commission;
- C. Where a district boundary line, as shown on the zoning map, divides a lot in single ownership at the time of passage of the code, the property owner may elect to apply the zoning district classification that has been applied to greater than fifty percent of such lot ~~shall apply to the entire lot or to utilize the zoning district classifications as they apply to each portion of the lot, consistent with the zoning map.~~

(Ord. 2515 § 1 (Exh. A (part)), 2008: Ord. 2443 § 3 (Exh. A (part)), 2006)

18.07.030 Table 1—Commercial and industrial land uses.

KEY: P = Permitted Use
C = Conditional Use
X = Prohibited Use
T = Temporary Use

Zoning Districts	NC	DC	CC	RC	MX	BP	LI/ BP	LI	HI	C- NS	MX- NS	ME- NS
Commercial Uses												
Automobile repair (garage) ⁶	X	P	C	P	X	P	X	P	P	C	X/ <u>P¹³</u>	P

Notes:

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13. Permitted only on sites where automobile repair was previously established and where the existing site or building design, configuration, layout, or access makes it particularly suited for this use.

18.07.040 Table 2—Residential and multifamily land uses.

KEY: P = Permitted Use
 C = Conditional Use
 X = Prohibited Use
 T = Temporary Use

Authorized Uses in Residential and Multifamily Zones

	R	MF
Residential Uses		
Adult family home, residential care facility, supported living arrangement, or housing for the disabled ¹	P	P
Apartments	P ²	P
Assisted living ¹ , retirement home ¹	C	P
Cottage style homes housing	X /P ²	P ⁸
Designated manufactured homes	P	P
Duplex or two-family dwelling	P ² C	P ² P
Fourplex	P²	P²
Manufactured home	X	X
Manufactured home park	X	C
Nursing, rest, convalescent home ¹	C	P
Permanent Supportive Housing	C/P ²	P
Residential attached housing for three or more units (e.g., rowhouses)	X /P ²	P
Residential Treatment Facility ⁵	X	C
Single-family dwelling (detached)	P	P
Sober Living Homes	P	P
Stacked flat	P²	P²
Townhouses	P²	P²
Transitional Housing	P	P
Triplex	P²	P²
Incidental Uses		
Accessory dwelling unit	P	P
Animal training, kennel, boarding	X	C
Day care center ¹	C	P
Day care, family home	P	P
Day care, minicenter ¹	C	P
Electric vehicle battery charging station and rapid charging stations	P	P
Gardening and horticulture activities	P	P
Home occupation	P	P
Bed and breakfast ¹	C	C
Recreation/Religious/Cultural		
Church ¹	C	C
Community clubs, private or public ¹	C	C
Library ¹	C	C
Museum ¹	C	C
Open space ¹	P	P
Public or semi-public building ¹	C	C

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Park or playground	P	P
Sports fields ¹	C	C
Trails	P	P
Event center ⁶	C	C
Educational Uses		
Private, public or parochial school ¹	P	C
Trade, technical, business college ¹	X	C
College/university ¹	X	X
Communication and Utilities		
Wireless communication facility	Refer to Chapter 18.35	
Facilities, minor public	C	C
Public utilities, minor	C	C
Pumping station ¹	C	C
Railroad tracks and facilities 1	C	C
Temporary Uses		
Sales office for a development in a dwelling ^{1, 4}	T	T
Sales office for a development in a trailer ^{3, 4}	T	T

Notes:

1. See Chapter 18.19 "Design Review" for additional regulations.
2. Permitted pursuant to Chapter 18.25, Middle Housing and in the LD-NS zone. ~~Permitted in all other R-zones as part of a planned development only.~~
3. Site plan review required per CMC Section 18.18.020(A)(1).
4. Notwithstanding the time limitations of a temporary use, a sales office proposed and approved through a Type III application may be approved with a longer time frame than one hundred eighty days.
5. A Residential Treatment Facility shall not be located within one thousand feet of public and private schools, public parks, public libraries, other RTFs, or similar uses.
6. Permitted in the LD-NS and HD-NS zones only.
7. ~~Cottages are only permitted in the LD-NS zone.~~
8. ~~Cottages are permitted in the HD-NS zone. In other multi-family zones, cottages are permitted with the MF-C overlay only.~~

(Ord. 2515 § 1 (Exh. A (part)), 2008; Ord. 2481 § 1 (Exh. A (part)), 2007; Ord. 2443 § 3 (Exh. A (part)), 2006)

(Ord. No. 2612, § I(Exh. A), 2-7-2011; Ord. No. 2691, § I(Exh. A), 1-21-2014; Ord. No. 17-013, § I(Exh. A), 10-2-2017; Ord. No. 21-004, § II(Exh. A), 3-15-2021; Ord. No. 21-005, § I(Exh. A), 3-15-2021; Ord. No. 22-007, § I, 5-16-2022; Ord. No. 23-010, Exh. A, 8-7-2023)

18.09.040 Density and dimensions—Single-family residential zones.

Table 2—Building Setbacks for Single-Family Residential Zones¹

Lot Area	Up to 4,999 sq. ft.	5,000 to 11,999 sq. ft.	12,000 to 14,999 sq. ft.	15,000 or more sq. ft.	LD-NS
Minimum front yard (feet)	20 ²	20 ²	25 ²	30 ²	10-25 ³
Minimum side yard (feet)	5	5	10	15	5
Minimum side yard flanking a street and corner lot rear yard (feet)	10	10	15	15	10
Minimum rear yard (feet)	20	25	30	35	10-20 ⁴
Minimum lot frontage on a cul-de-sac or curve (feet)	25	30	35	40	25

Notes:

- Setbacks may be reduced to be consistent with the lot sizes of the development in which it is located. Notwithstanding the setbacks requirements of this chapter, setbacks and/or building envelopes clearly established on an approved plat or development shall be applicable. In the LD-NS zone, cottage-style development setbacks are identified in the North Shore Design Manual.
- ~~Garage setback is five feet behind the front of the dwelling. The minimum front yard setback may be reduced by up to five (5) feet for the non-garage portions of a dwelling when any garage is set back the full minimum front yard distance required in the underlying zone. This allowance is intended to promote varied building facades and reduce the visual prominence of garages along the street.~~
- LD-NS subarea developments are encouraged to vary the front yard building setbacks to provide visual interest along a residential block. Garage faces shall maintain a minimum setback of twenty feet. Lots with alley-access garages may have a minimum front yard building setback of ten feet.
- LD-NS subarea developments with street-access garages may have a minimum rear yard setback of ten feet. LD-NS developments with alley-access garages must maintain a twenty foot rear-yard building setback from the alley.

(Ord. 2515 § 1 (Exh. A (part)), 2008; Ord. 2443 § 3 (Exh. A (part)), 2006)

(Ord. No. 2612, § I(Exh. A), 2-7-2011; Ord. No. 15-010, § I, 8-17-2015; Ord. No. 17-013, § I(Exh. A), 10-2-2017; Ord. No. 19-012, § II(Exh. A), 11-4-2019; Ord. No. 21-005, § I(Exh. A), 3-15-2021; Ord. No. 23-010, Exh. A, 8-7-2023)

18.09.050 Density and dimensions—Multifamily residential zones.

Table 1—Density and Dimensions for Multifamily Residential Zones

	MF-10	MF-18	MF-C Overlay	HD-NS
Density				
Maximum density (dwelling units per net acre)	10	18 ^{Note 10}	24	18 ^{Notes 6, 10}
Minimum density (dwelling units per net acre)	6.0	6.0	6.0	10
Standard lots				
Minimum lot area (square feet)	3,000	2,100	None	1800
Minimum lot width (feet)	36	26	None	20
Minimum lot depth (feet)	70	60	None	60
Maximum gross floor area (GFA) per dwelling unit (square feet)	No max	No max	1,000 ^{Note 4}	No max
Setbacks				
Minimum front yard/at garage front (feet)	15/20	10/20	0/20	10/20
Minimum side yard (feet)	3 ^{Note 1}	3 ^{Note 1}	0 / If abutting R-zone than setback is 10'	3 ^{Note 1}
Minimum side yard, flanking a street (feet)	15	15	15	15 ^{Note 8}
Minimum rear yard	10	10	0 / If abutting R-zone than setback is 10'	10
Lot coverage				
Maximum building lot coverage	55%	65%	Building coverage is limited by a minimum of 200 sq. ft. of useable yard adjacent to each dwelling unit.	65%
Building height				
Maximum building height (feet)	35 ^{Note 2}	50 ^{Note 5}	18 ^{Note 3}	50 ^{Notes 5, 9, 10}

Table Notes:

1. The non-attached side of a dwelling unit shall be three feet, otherwise a zero-lot line is assumed.
2. Maximum three stories and a basement but not to exceed height listed.
3. Maximum one story and a basement but not to exceed height listed.
4. Gross floor area (GFA) in this instance does not include covered porches or accessory structures as defined per CMC 18.17.040.
5. Maximum four stories but not to exceed height listed.
6. Does not apply to cottage-style development.
7. In the HD-NS zone, cottage-style development [setbacks-setbacks](#) are identified in the North Shore Design Manual.
8. Minimum side yard flanking street shall be 10 feet for cottage-style and rowhouse developments.
9. Building heights shall "step-down" and provide compatible scale and privacy between developments. Building height transitions shall be applied to new and vertically expanded buildings in the HD-NS zone within 20 feet ([measure-measured](#) horizontally) of an existing

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single detached residential building 30 feet or less in height. The building-height-transition standard is met when the height of the taller building does not exceed 1 foot of height for every 1 foot separating the ~~ne building~~new building from the existing single ~~detached~~detached residential structure.

10. ~~Maximum building height for cottage style development shall be 25 feet.~~ To encourage apartment development on larger sites, properties that are five acres or larger and developed exclusively with apartment buildings may be developed at up to double the maximum allowed density for the zone.

(Ord. 2515 § 1 (Exh. A (part)), 2008; Ord. 2443 § 3 (Exh. A (part)), 2006)

(Ord. No. 2612, § I(Exh. A), 2-7-2011; Ord. No. 2694, § III, 2-3-2014; Ord. No. 17-013, § I(Exh. A), 10-2-2017; Ord. No. 23-010, Exh. A, 8-7-2023)

18.17.040 Accessory structures.

In an R or MF zone, accessory structures on each lot shall conform to the following requirements:

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- G. Fire Protection. ~~Accessory structures placed less than six feet away from an existing building require fire protection of exterior walls according to the International Building Code~~Fire protection of accessory structures placed adjacent to an existing buildings shall be regulated based on WAC 51-51, the International Residential Code as adopted by the State of Washington.

18.17.050 Fences and walls.

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- B. Permits. If a fence or wall is over six-seven feet high then a building permit will be required, ~~and the fencing/wall must meet required setbacks.~~
- C. Heights and Location.
 - 1. Fences/walls not more than six feet in height may be maintained along the side yard or rear lot lines fully within the property; provided, that such wall or fence does not extend into the front yard area. The height of the fence/wall shall be measured from the finished grade.
 - 2. A fence/wall shall not exceed forty-two inches high in the front yard. The front yard area is the distance between the front property line and the nearest point of the building specified in the zone districts under this title.
 - 3. Fences or walls greater than six feet in height must meet required setbacks.

Chapter 18.25 Middle Housing

18.25.010 Purpose.

To provide opportunities for middle housing throughout Camas's residential zoning districts that is compatible in scale, form, and character with single-family dwellings. Middle housing includes buildings that contain two or more attached, stacked, or clustered homes including duplexes, triplexes, fourplexes, townhouses, stacked flats, courtyard apartments, and cottage housing.

18.25.020 Applicability.

The provisions of this chapter shall apply to the development of middle housing in all residential and multifamily zones.

18.25.030 Unit Density.

The following unit densities apply all lots at least 1,000 square feet in size, unless located in a zone permitting higher densities or intensities:

- A. Two units per lot.
- B. Four units per lot on all lots within one-quarter mile walking distance of a major transit stop.
- C. Four units per lot if at least one unit on the lot is affordable housing meeting the following requirements:
 - 1. The applicant shall commit to renting or selling at least one unit as affordable housing. Dwelling units that qualify as affordable housing shall have costs, including utilities other than telephone, that do not exceed 30 percent of the monthly income of a household whose income does not exceed the following percentages of median household income adjusted for household size, Clark County, as reported by the United States Department of Housing and Urban Development:
 - a. Rental housing: 60 percent.
 - b. Owner-occupied housing: 80 percent.
 - 2. The units shall be maintained as affordable for a term of at least 50 years, and the property shall satisfy that commitment and all required affordability and income eligibility conditions.
 - 3. The applicant shall record a covenant or deed restriction that ensures the continuing rental or ownership of units subject to these affordability requirements consistent with the conditions in chapter 84.14 RCW for a period of no less than 50 years.
 - 4. The covenant or deed restriction shall address criteria and policies to maintain public benefit if the property is converted to a use other than that which continues to provide for permanently affordable housing.
 - 5. The units dedicated as affordable housing shall:
 - a. Be provided in a range of sizes comparable to other units in the development.
 - b. The number of bedrooms in affordable units shall be in the same proportion as the number of bedrooms in units within the entire development.
 - c. Generally, be distributed throughout the development and have substantially the same functionality as the other units in the development.
- D. Duplexes, triplexes, fourplexes, townhouses, stacked flats, courtyard apartments, and cottage housing can be used to achieve the allowed unit densities in this section.
- E. Accessory dwelling units are counted towards the unit densities allowed under this section.

18.25.040 Development and Design Standards.

A. The density and dimensional standards of Chapter 18.09 apply to middle housing except where this chapter includes standards that are less restrictive.

B. Cottage Housing.

1. Cottage size. Cottages shall each have no more than 1,600 square feet of net floor area, excluding attached garages.
2. Open space. Open space shall be provided equal to a minimum 20 percent of the lot size. This may include common open space, private open space, setbacks, critical areas, and other open space.
3. Common open space. At least one outdoor common open space is required.
 - a. Common open space shall be provided equal to a minimum of 200 square feet per cottage. Each common open space shall have a minimum dimension of 15 ft on any side.
 - b. Common open space shall be bordered by cottages on at least two sides. At least half of cottage units in the development shall abut a common open space and have the primary entrance facing the common open space.
 - c. Critical areas and their buffers, parking areas and vehicular areas shall not qualify as common open space.
4. Entries. All cottages shall feature a roofed porch at least 60 square feet in size with a minimum dimension of five feet on any side facing the street and/or common open space.
5. Community building. A cottage housing development may include only one community building. A community building shall have no more than 2,400 square feet of net floor area.

C. Courtyard Apartments.

1. Common open space. At least one outdoor common open space is required.
 - a. Common open space shall be bordered by dwelling units on two or three sides.
 - b. Common open space shall be a minimum dimension of 15 feet on any side.
 - c. Parking areas and vehicular areas do not qualify as a common open space.
2. Entries. Ground-related courtyard apartments shall feature a covered pedestrian entry, such as a covered porch or recessed entry, with minimum weather protection of three feet by three feet, facing the street or common open space.

D. Townhouses. No more than six attached dwellings are permitted in a row or single group of structures.

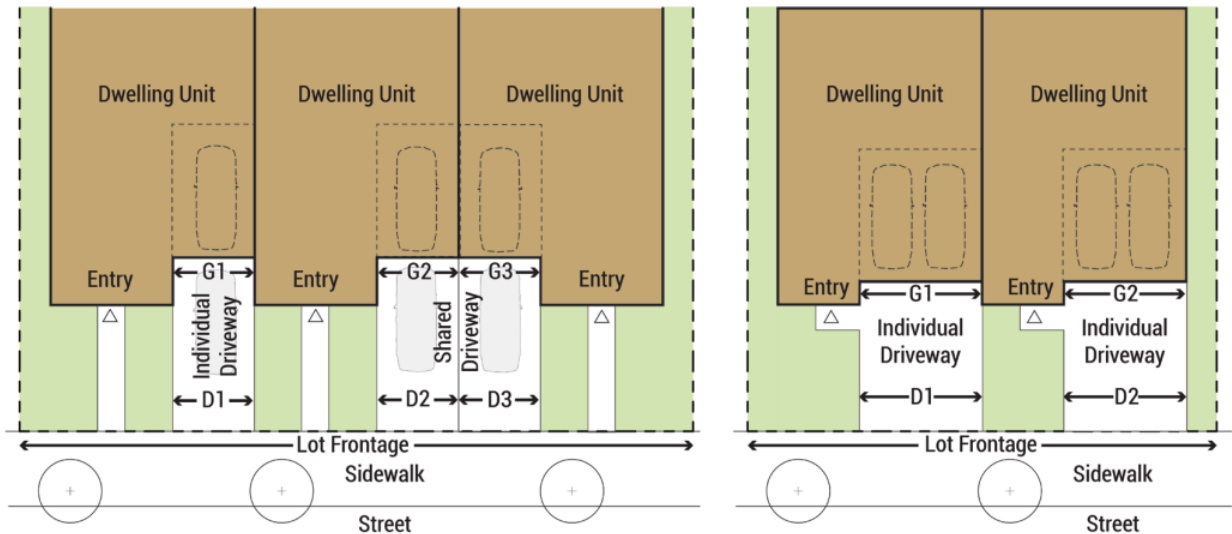
E. Unit articulation. Each attached unit featuring a separate ground level entrance in a multi-unit building facing the street shall include at least one of the following articulation options. Facades separated from the street by a dwelling or located more than 100 feet from a street are exempt from this standard.

1. Roofline change or a roof dormer with a minimum of four feet in width.
2. A balcony a minimum of two feet in depth and four feet in width and accessible from an interior room.
3. A bay window that extends from the façade a minimum of two feet.
4. An offset of the façade of a minimum of two feet in depth from the neighboring unit.
5. A roofed porch at least 50 square feet in size.

F. Vehicle access, carports, garages, and driveways.

1. For lots abutting an improved alley that meets the city's standard for width, vehicular access shall be taken from the alley. Lots without access to an improved alley and taking vehicular access from a street shall meet the following standards.
2. Garages, driveways, and off-street parking areas shall not be located between a building and a street, except when either of the following conditions are met:

- a. The combined width of all garages, driveways, and off-street parking areas does not exceed a total of 60 percent of the length of the street frontage property line. This standard applies to buildings and not individual units; or
 - b. The garage, driveway, or off-street parking area is separated from the street property line by a dwelling; or
 - c. The garage, driveway, or off-street parking is located more than 100 feet from a street.
3. All detached garages and carports shall not protrude beyond the front building façade.
 4. The total width of all driveways shall not exceed 64 feet per frontage, as measured at the property line. Individual driveways and shared driveways shall not exceed 20 feet in width.



$(G1+G2+G3)/\text{Lot Frontage}$ must be no more than 60%

$(D1+D2+D3)$ must not exceed 64 feet per frontage

Individual driveway width ($D1$) and shared driveway widths ($D2+D3$) shall not exceed 20 feet

18.25.050 Parking Standards.

- A. One off-street parking space per unit is required on lots smaller than 6,000 square feet, before any zero lot line subdivisions or lot splits.
- B. Two off-street parking spaces per unit is required on lots greater than 6,000 square feet before any zero lot line subdivisions or lot splits.
- C. No off-street is required within one-half mile walking distance of a major transit stop.

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Chapter 18.27 ACCESSORY DWELLING UNITS

18.27.010 Purpose.

Accessory dwelling units (ADUs) are intended to:

- A. Provide for a range of ~~choices of~~ housing choices in the city, including rental and ownership options;
- B. Provide additional dwelling units, thereby increasing densities with minimal cost and disruption to existing neighborhoods;
- C. Allow individuals and smaller households to retain large houses as residences; ~~and~~
- D. Enhance options for families by providing opportunities for older or younger relatives to live in close proximity while maintaining a degree of privacy; and;
- E. Ensure that the development of an ADU does not cause unanticipated impact on the character or stability of single-family neighborhoods.

18.27.020 Scope.

~~Accessory dwelling units~~ADUs shall meet the requirement of this chapter, and may be allowed in all zones where residential uses are permitted.

~~18.27.030 Definition.~~

~~An "accessory dwelling unit (ADU)" means an additional smaller, subordinate dwelling unit on a lot with or in an existing or new house. These secondary units contain a private bath and kitchen facilities comprising an independent, self-contained dwelling unit. An ADU is not a duplex because the intensity of use is less due to the limitations of size.~~

~~18.27.040-030~~ Establishing an accessory dwelling unit. Configurations.

~~An accessory dwelling unit may be created through:~~

- ~~A. Internal conversion within an existing dwelling;~~
- ~~B. The addition of new square footage to the existing house, or to a garage;~~
- ~~C. Conversion of an existing garage provided it is not larger than the primary residence.~~
- ~~D. Inclusion in the development plans for, or as part of, the construction of a new single-family detached dwelling unit; or~~
- ~~A. E. A separate detached dwelling unit on the same lot as the primary dwelling unit. ADUs are allowed in the following configurations and conditions:~~

- A. Attached ADUs, such as in a basement, attic, or garage; or
- B. Detached ADUs, which may be comprised of either one or two detached structures; or
- C. A combination of one attached ADU and one detached ADU.

D. ADUs may be converted from existing legal accessory structures.

E. Individual ADUs can be conveyed separately as condominium units per Chapter 64.34 RCW or can be divided into unit lots.

18.27.050-040 Development standards.

- A. Number. ~~No more than one accessory dwelling unit per legal lot is permitted, and it must be accessory to a single family residence. A lot of record lawfully occupied by two or more single family residences shall not be permitted to have an accessory dwelling unit, unless the lot is short platted under Title 17 of this code. If a short plat is approved, an accessory dwelling unit for each dwelling unit is permitted only if all dimensional standards of the underlying zone, and all other provisions of this chapter are met. No more than two ADUs in any configuration shall be allowed in residential zoning districts with a principal unit. ADUs count towards the unit densities of Chapter 18.25 Middle Housing, so that two ADUs are allowable only if a lot is improved with only one principal dwelling unit.~~
- B. Building Permit. The applicant must apply for a building permit for an accessory dwelling unit ADU. An ADU shall comply with applicable building, fire, health, and safety codes. Addressing of the ADU shall be assigned by the building department, ~~with approval by the fire department~~. An ADU cannot be occupied until a certificate of occupancy is issued by the building department.
- C. Conformance to Zoning. The addition of an accessory dwelling unit ADU shall not make any lot, structure or use nonconforming within the development site. An accessory dwelling unit ADU shall conform to existing requirements for the primary residence, unless stated otherwise in this chapter. ADUs converted from existing accessory structures may be nonconforming to current setback and lot coverage requirements.
- D. Height. Building height is limited to ~~twenty-four~~twenty-four feet for a detached ADU. Building height requirements of the underlying zone apply to the ADU for internal conversion, or structural addition to the existing primary dwelling.
- ~~DE.~~ Placement Setbacks. An accessory dwelling ADU unit shall ~~not project beyond the front building line~~comply with the front yard setback. A detached ADU shall not be located closer than five feet to a side or rear lot line, or not closer than ~~twenty-ten~~ feet to a side lot line along a flanking street of a corner lot. A detached ADU does not require a setback from any rear lot line that abuts a public alley.
- ~~EF.~~ Total Floor Area. The total gross floor area of an accessory dwelling unit ADU shall not exceed ~~forty percent of the primary unit, up to a maximum of one thousand square feet. The living area of the primary unit excludes uninhabitable floor area and garage or other outbuilding square footage whether attached or detached. The~~ Director may allow an increase in floor area when an ADU is completely located on a single floor within the footprint of an existing residential unit or accessory structure in order to allow for efficient use of existing floor area.
- ~~FG.~~ Parking. An accessory dwelling unit ADU shall have a minimum of one ~~on-site~~off-street parking space, in addition to ~~the primary dwelling unit's designated parking spaces if there is not on street parking allowed, the~~ off-street parking required for the other residential units on the same lot. This requirement does not apply to ADUs located within one-half mile of a major transit stop.
- ~~G.~~ Architectural Design. The exterior appearance of an addition or detached accessory dwelling unit shall be architecturally compatible with the primary residence. Compatibility includes coordination of architectural style, exterior building materials and color, roof material, form and pitch, window style and placement, other architectural features, and landscaping.
- ~~H.~~ Entrances. For an accessory dwelling unit created by internal conversion or by an addition to an existing primary dwelling, only one entrance may be located on the front of the house, unless the house contained

~~additional front doors before the conversion. Secondary entrances should be located on the side or rear of the primary residence to the extent possible.~~

- ~~I. Privacy. ADUs shall be designed and located to minimize disruption of privacy and outdoor activities on adjacent properties. Strategies to accomplish this include, but are not limited to:~~
 - ~~a. Stagger windows and doors to not align with such features on abutting properties.~~
 - ~~b. Avoid upper level windows, entries and decks that face common property lines to reduce overlook of a neighboring property.~~
 - ~~c. Install landscaping as necessary to provide for the privacy and screening of abutting property.~~
- ~~J.H. Utilities. An accessory dwelling unit ADU shall connect to public sewer and water. A home or lot not connected to public sewer and water, which adds an accessory dwelling unit ADU, shall connect to public sewer and water. An ADU may share water and sewer connections with the primary unit only when the meter, service lines, and any STEP/STEF tank are adequately sized to serve the primary unit and ADU. ADUs that are or will be separately owned shall maintain fully independent utility services.~~
- ~~K. Nonconformity. A home or lot which has an accessory dwelling unit which was established prior to adoption of this chapter may be approved for a building permit, subject to the provisions of Chapter 18.41 "Nonconforming Lots, Structures and Uses."~~
- ~~L. Owner Occupancy. Prior to the issuance of a building permit establishing an accessory dwelling unit, the applicant shall record the ADU as a deed restriction with the Clark County auditor's office. Forms shall be provided by the city stating that one of the dwelling units is and will continue to be occupied by the owner of the property as the owner's principal and permanent residence for as long as the other unit is being rented or otherwise occupied. The owner shall show proof of ownership, and shall maintain residency for at least six months out of the year, and at no time receive rent for the owner occupied unit. Falsely certifying owner occupancy shall be considered a violation of the zoning ordinance, and is subject to the enforcement actions.~~

18.27.060-050 Design guidelinesstandards.

- ~~A. Exterior Finish Materials. Exterior finish materials must duplicate or reflect the exterior finish material on the primary dwelling unit.~~
- ~~B. Roof Slopes. For buildings over fifteen feet in height, the slope of the accessory dwelling unit roof must be the same as that of the predominate slope of the primary dwelling structure.~~
- ~~C. Historic Structures. If an accessory dwelling unit is on the same lot as, or within an historic structure which has been designated on the national, state, or local historic register, the following design guidelines are applicable:~~
 - ~~1. Exterior materials shall be of the same type, size, and placement as those of the primary dwelling structure.~~
 - ~~2. Trim on edges of elements of an ADU shall be the same as those of the primary structure in type, size, and placement.~~
 - ~~3. Windows in any elevation which faces a street shall match those in the primary structure in proportion, i.e., same height, width, and orientation (horizontal or vertical).~~
 - ~~4. Pediment and Dormers. Each accessory dwelling unit over twenty feet in height shall have either a roof pediment or dormer, if one or the other of these architectural features are present on the primary dwelling.~~
- A. Architectural Design. Detached ADUs must incorporate at least two of the following elements found on the principal dwelling unit(s):

-
- 1. Roof overhang of the same depth
 - 2. Same roof pitch
 - 3. Trim of the same dimension and style
 - 4. Matching window proportions, grille patterns, and color
 - 5. Same primary paint color
 - 6. Same roofing material and color
 - 7. Similar porch or entryway detailing
 - 8. Same primary siding material
- B. Privacy. ADUs shall be designed and located to minimize disruption of privacy and outdoor activities on adjacent properties. Strategies to accomplish this include, but are not limited to:
- 1. Stagger windows and doors to not align with such features on abutting properties.
 - 2. Avoid upper-level windows, entries and decks that face common property lines to reduce overlook of a neighboring property.
 - 3. Install landscaping as necessary to provide for the privacy and screening of abutting property.
- C. Any and all design requirements, limits, or restriction that apply to the principal unit shall also apply to ADUs.

Chapter 18.55 ADMINISTRATION AND PROCEDURES¹

Article I. General Procedures

~~18.55.010 Procedures for processing development permits.~~

~~For the purpose of project permit processing, all development permit applications shall be classified as one of the following: Type I, Type II, Type III, BOA, SEPA, Shoreline or Type IV.~~

18.55.010 Purpose.

This chapter establishes standard procedures for review of development permit applications and appeals. These procedures are intended to promote timely review and informed public participation, eliminate redundancy, minimize delay and expense, and result in approvals that further the goals and policies of the Comprehensive Plan. This chapter provides for an integrated and consolidated development review process consistent with RCW Chapter 36.70B.

18.55.020 Determination of proper procedure type.

- A. Development permit applications will be reviewed under a Type I, Type II, Type III, or Type IV review process, pursuant to Section 18.55.050. The types of review are generally organized in ascending order of significance, amount of public process, and level of discretion exercised by the decisionmaker. Exclusions from the requirements of development permit processions are contained in Section 18.55.050.
- AB. Determination by Director. The Community Development Director (Director) ~~community development director or designee (hereinafter the "director")~~ shall determine the proper procedure for all development applications. If there is a question as to the appropriate type of procedure, the determination shall be at the ~~d~~Director's discretion.
- BC. Optional Consolidated Permit Processing. An application that involves two or more project permits may be submitted concurrently and processed with no more than one open record hearing and one closed record appeal. If an applicant elects this process upon submittal and in writing, the determination of completeness, notice of application, and notice of decision or final decision shall include all project permits reviewed through the consolidated permit process.

~~18.55.030 Summary of decision making processes.~~

~~The following decision making process table provides guidelines for the city's review of the indicated permits:~~

Table 1— Summary of decision making processes

Approval Process							
Permit Type	I	II	III	Shore	SEPA	BOA	IV
Archaeological		X	X				

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Binding site plans		X					
Boundary line adjustment	X						
Building permits	X						
Certificate of occupancy	X						
Conditional use			X ⁽⁵⁾				
Critical areas/OS		X	X				
Design review	X Minor	X Major					
Final plats ⁽²⁾	X						
Home occupations	X Minor	X Major					
LI/BP		X ⁽⁴⁾	X ⁽⁴⁾				
Minor modifications	X						
Plan/zone change							X
Planned development final master plan ⁽³⁾	X						
Planned development preliminary master plan			X ⁽⁴⁾				
Preliminary subdivision plat			X ⁵				
Sensitive areas/OS		X	X				
SEPA threshold determination					X		
Shorelines permit				X			
Short plat		X					
Sign permits	X						
Site plan review		X					
Temporary uses	X						
Variance (minor)	X						
Variances (major)						X	
Zone change/single tract			X ⁽⁵⁾				
Zone code text changes							X

Notes:

⁽¹⁾—For development proposals subsequently submitted as part of an approved master plan, subarea plan, or binding site plan.

⁽²⁾—Section 17.21.060 for final plat approval.

⁽³⁾—Section 18.23.130 for final master plan approval.

⁽⁴⁾—Planning commission hearing and city council decision.

⁽⁵⁾—Hearing and final decision by hearings examiner.

Permit Types:

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- A. ~~Type I Decisions. The community development director or designee shall render all Type I decisions. Type I decisions do not require interpretation or the exercise of policy or legal judgment in evaluating approval standards. The process requires no public notice. The approval authority's decision is generally the final decision of the city. Type I decisions by the building division may be appealed to the board of adjustment.~~
- B. ~~Type II Decisions. The community development director or designee shall render the initial decision on all Type II permit applications. Type II decisions involve the exercise of some interpretation and discretion in evaluating approval criteria. Applications evaluated through this process are assumed to be allowable in the underlying zone. City review typically focuses on what form the use will take, where it will be located in relation to other uses, natural features and resources, and how it will look. However, an application shall not be approved unless it is or can be made to be consistent, through conditions, with the applicable siting standards and in compliance with approval requirements. Upon receipt of a complete application the director determines completeness, issues a notice of application (consolidated review only), reviews and renders a notice of decision. The director's decision shall become final at the close of business on the fourteenth day after the date on the decision unless an appeal is filed. If an appeal is received the hearings examiner will review the decision based on the record and render the city's final decision.~~
- C. ~~Type III Decisions. Type III decisions involve the greatest amount of discretion and/or evaluation of approval criteria. Applications evaluated through this process commonly involve conditional uses, subdivisions, and development within the city's light industrial/business park. Upon receipt of a complete application, notice of public hearing is mailed to the owners of record of the subject property, the applicant, and owners of real property within three hundred feet of the subject tract, based upon Clark County assessment records. The notice of public hearing is issued at least fourteen days prior to the hearing, and the staff report is generally made available five days prior to the hearing. If a SEPA threshold determination is required, the notice of hearing shall be made at least fifteen days prior to the hearing and indicate the threshold determination made, as well as the timeframe for filing an appeal. Type III hearings are subject to either a hearing and city final decision by the hearings examiner, or subject to a hearing and recommendation from the planning commission to the city council who, in a closed record meeting, makes the final city decision.~~
- D. ~~Shoreline (SMP, Shore). The community development director acts as the "administrator." A shoreline management review committee reviews a proposal and either determines to issue a permit, or forward the application to the planning commission or hearings examiner, as appropriate. Shoreline regulations are found at Section 18.55.330 and the Camas Shoreline Master Program (2012, or as amended).~~
- E. ~~SEPA (State Environmental Policy Act). When the City of Camas is the lead agency, the community development director shall be the responsible official. The procedures for SEPA are generally provided for under Title 16 of this code, as well as Sections 18.55.110 and 18.55.165 of this chapter.~~
- F. ~~Board of adjustment decisions are the final decision of the city, except as provided in Section 18.45.020 Approval process of this title.~~
- G. ~~Type IV Decisions. Type IV decisions are legislative actions which involve the adoption or amendment of the city's land use regulations, comprehensive plan, map inventories, and other policy documents that affect the entire city, large areas, or multiple properties. These applications involve the greatest amount of discretion and evaluation of subjective approval criteria, and must be referred by majority vote of the entire planning commission onto the city council for final action prior to adoption by the city. The city council's decision is the city's final decision.~~

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18.55.030 Review type framework.

Table 1 – Review Type

<u>Review Type</u>	<u>Type I</u>	<u>Type II</u>	<u>Type III</u>	<u>Type IV</u>
<u>Archaeological</u>		<u>X</u>	<u>X</u>	
<u>Binding site plan</u>		<u>X</u>		
<u>Boundary line adjustment</u>	<u>X</u>			
<u>Civil construction and grading permits</u>	<u>X</u>			
<u>Comprehensive plan map/text amendment</u>				<u>X</u>
<u>Conditional use</u>			<u>X</u>	
<u>Critical areas</u>		<u>X</u>	<u>X</u>	
<u>Design review</u>	<u>X</u> <u>Minor</u>	<u>X</u> <u>Major</u>		
<u>Final plat⁽²⁾</u>	<u>X</u>			
<u>Home occupation</u>	<u>X</u> <u>Minor</u>	<u>X</u> <u>Major</u>		
<u>LI/BP</u>		<u>X⁽¹⁾</u>	<u>X⁽⁴⁾</u>	
<u>Modification (major)</u>		<u>X</u>		
<u>Modification (minor)</u>	<u>X</u>			
<u>Planned development final master plan⁽³⁾</u>	<u>X</u>			
<u>Planned development preliminary master plan</u>			<u>X⁽⁴⁾</u>	
<u>Preliminary subdivision plat</u>			<u>X</u>	
<u>Shoreline exemption</u>	<u>X</u>			
<u>Shoreline permit</u>			<u>X</u>	
<u>Short plat</u>		<u>X</u>		
<u>Sign permit</u>	<u>X</u>			
<u>Site plan review</u>		<u>X</u>		
<u>Temporary use</u>	<u>X</u>			
<u>Unit lot subdivision</u>		<u>X</u>		
<u>Variance (minor)</u>	<u>X</u>			
<u>Variances (major)</u>			<u>X</u>	
<u>Zoning map amendment (Site-specific, consistent with Comprehensive Plan)</u>			<u>X</u>	
<u>Zoning map amendment (requires a Comprehensive Plan amendment)</u>				<u>X</u>
<u>Zoning code text amendment</u>				<u>X</u>

⁽¹⁾ For development proposals subsequently submitted as part of an approved master plan, subarea plan, or binding site plan.

⁽²⁾ Section 17.21.060 for final plat approval.

⁽³⁾ Section 18.23.130 for final master plan approval.

⁽⁴⁾ Planning commission hearing and city council decision.

Table 2 – Review Type Approval Process

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	<u>Type I</u>	<u>Type II</u>	<u>Type III</u>	<u>Type IV</u>
<u>Recommendation made by:</u>	<u>N/A</u>	<u>N/A</u>	<u>Director</u>	<u>Planning Commission</u>
<u>Final decision made by:</u>	<u>Director</u>	<u>Director</u>	<u>Hearing Examiner</u>	<u>City Council</u>
<u>Notice of application:</u>	<u>No</u>	<u>Yes, when consolidated review</u>	<u>Yes</u>	<u>Yes</u>
<u>Open record public hearing or open record appeal of a final decision:</u>	<u>No</u>	<u>Only if appealed, open record hearing before Hearing Examiner</u>	<u>Yes, before Hearing Examiner to render final decision</u>	<u>Yes, before Planning Commission</u>
<u>Closed record appeal/final decision:</u>	<u>No</u>	<u>No</u>	<u>No</u>	<u>Yes, or City Council may hold its own hearing</u>
<u>Judicial appeal:</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
<u>Review Time Period</u>	<u>65 days</u>	<u>100 days</u>	<u>170 days</u>	<u>170 days</u>

- A. Type I Review. The Director shall render all decisions on Type I reviews. Type I reviews do not require interpretation or the exercise of policy or legal judgment in evaluating approval standards. The process requires no public notice. The Director's decision is generally the final decision of the city. Appeals of Type I decisions are made to the Hearing Examiner in an open record hearing.
- B. Type II Review. The Director shall render the decision on all Type II reviews. Type II reviews involve the exercise of some interpretation and discretion in evaluating approval criteria. Applications evaluated through this process are assumed to be allowable in the underlying zone. The Director's review typically focuses on what form the use will take, where it will be located in relation to other uses, natural features and resources, and how it will look. However, an application shall not be approved unless it is or can be made to be consistent, through conditions, with the applicable siting standards and in compliance with approval requirements. Upon receipt of a complete application, the Director determines completeness, issues a notice of application (for consolidated reviews only), reviews and renders a notice of decision. The Director's decision shall become final at the close of business on the fourteenth day after the date on the decision unless an appeal is filed. Appeals of Type II decisions are made to the Hearing Examiner in an open record hearing.
- C. Type III Review. Type III reviews involve the greatest amount of discretion and/or evaluation of approval criteria. Decisions on Type III reviews are made by the Hearing Examiner following a recommendation by the Director and an open record predecision hearing. After receipt of a complete application, notice of public hearing is mailed to the owners of record of the subject property, the applicant, and owners of real property within three hundred feet of the subject tract, based upon Clark County assessment records. The notice of public hearing is issued at least fourteen days prior to the hearing, and the staff report is generally made available five days prior to the hearing. If a SEPA threshold determination is required, the notice of hearing

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shall be made at least fifteen days prior to the hearing and indicate the threshold determination made, as well as the timeframe for filing an appeal.

- D. Type IV Review. Type IV review decisions are legislative actions which involve the adoption or amendment of the city's land use regulations, comprehensive plan, maps, and other policy documents that affect the entire city, large areas, or multiple properties. These applications involve the greatest amount of discretion and evaluation of subjective approval criteria and must be referred by majority vote of the entire Planning Commission onto the City Council for final action prior to adoption by the city. The City Council's decision is the city's final decision.
- E. Shorelines. Shoreline exemptions and permits are processed pursuant to this chapter except where Section 18.55.330 or the Shoreline Master Program (SMP) requires different procedures.
- F. SEPA (State Environmental Policy Act). When the City of Camas is the lead agency, the Director shall be the responsible official. The procedures for SEPA are generally provided for under Title 16 of this code, as well as Sections 18.55.100 and 18.55.165 of this chapter.

18.55.040 Time Frames for Review.

- A. The Director must issue a notice of final decision on a project permit application as follows:
 - 1. Decisions on Type I applications must be issued within 65 days of the determination of completeness.
 - 2. Decisions on Type II applications must be issued within 100 days of the determination of completeness.
 - 3. Decisions on Type III or IV applications must be issued within 170 days of the determination of completeness.
- B. In calculating the time period for decision for issuance of a final decision, the following periods shall be excluded:
 - 1. Any period between the day that the city has notified the applicant, in writing, that additional information is required to further process the application and the day when responsive information is resubmitted by the applicant.
 - 2. Any period after an applicant informs the department, in writing, that they would like to temporarily suspend review of the project permit application until the time that the applicant notifies the department, in writing, that they would like to resume the application, up to 12 months.
 - 3. Any period after an administrative appeal is filed until the administrative appeal is resolved and any additional time period provided by the administrative appeal has expired.
 - 4. Any reasonable period of additional time that the Director and applicant mutually agree to add to the review time period.
- C. The time periods to process a permit shall start over if an applicant proposes a change in use that adds or removes commercial or residential elements from the original application that would make the application fail to meet the determination of procedural completeness for the new use.
- D. If an applicant informs the Director, in writing, that the applicant would like to temporarily suspend the review of the project for more than 60 days, or if an applicant is not responsive for more than 60 consecutive days after the Director notified the applicant, in writing, that additional information is required to further process the application, an additional 30 days may be added to the time periods for the Director to issue a final decision. Any written notice to the applicant that additional information is required to further process the application must include a notice that nonresponsiveness for 60 consecutive days may result in 30 days

being added to the time for review. "Nonresponsiveness" means that an applicant is not making demonstrable progress on providing additional requested information, or that there is no ongoing communication from the applicant on the applicant's ability or willingness to provide the additional information.

18.55.050 Exemptions from Review.

A. Whenever a permit or approval has been designated as a Type I, II, III or IV permit, the procedures in this title shall be followed in project permit processing. The following permits or approvals are specifically excluded from the procedures and timelines set forth in this title:

1. ROW and street vacations;
2. Encroachment permits;
3. Annexations;
4. Civil construction and grading permits;

Article II. Pre-Filing Requirements

18.55.0650 Initiation of action.

Except as otherwise provided, Type I, II, or III, or BOA development permit applications may only be initiated by written consent of the owner(s) of record or contract purchaser(s). Legislative actions may be initiated at the request of an application citizens, the City Council, Planning Commission, or department director or division manager.

18.55.060-070 Preapplication conference meeting—Type II, Type III.

- A. ~~Prior to submitting an application for a Type II or Type III application, the applicant shall schedule and attend a preapplication conference with city staff to discuss the proposal. The preapplication conference shall follow the procedure set forth by the director.~~
- BA. ~~To schedule a preapplication conference the applicant shall contact the planning department.~~ The purpose of ~~the a~~ preapplication conference is for the applicant to provide a summary of the applicant's development proposal to city and other agency staff and in return, for staff to provide feedback to an applicant on likely impacts, limitations, requirements, approval standards, fees, and other information that may affect the proposal. ~~The director may provide the applicant with a written summary of the preapplication conference within ten days after the preapplication conference. Preapplication conferences are required for Type II and III review applications in order to address any issues or concerns early in the process and facilitate a streamlined application submittal and review.~~
- B. To request a preapplication conference, the applicant must submit a request to the Department. The Director will schedule a conference and may invite affected city staff and other jurisdiction or agency staff to participate. Preapplication meetings will generally be scheduled within 45 days of the request.
- C. The Director will provide the applicant with a written summary of the preapplication conference within ten days after the conference. Notwithstanding any representations by city staff at a pre-application conference, staff is not authorized to waive any requirements of the city code. Any omission or failure by staff to recite to

an applicant all relevant applicable code requirements shall not constitute a waiver by the city of any standard or requirement.

- D. ~~A preapplication conference shall be valid for a period of one hundred eighty days from the date it is held. If no application is filed within one hundred eighty days of the conference or meeting the applicant must schedule and attend another conference before the city will accept a permit application. Preapplication conferences should not be requested more than six months prior to the anticipated submittal date of a formal development application. If more than six months has passed since the preapplication conference has been held, the applicant is encouraged to request another preapplication conference before application submittal.~~ Any changes to the code or other applicable laws which take effect between the preapplication conference and submittal of an application shall be applicable.
- E. The ~~d~~Director may waive the preapplication requirements if, in the ~~d~~Director's opinion, the development does not warrant these steps.

Article III. Application Requirements

~~18.55.100~~ Application requirements for Type II or Type III applications.

~~All Type II, or Type III applications must be submitted at the planning department office on the most current forms provided by the city, along with the appropriate fee and all necessary supporting documentation and information sufficient to demonstrate compliance with all applicable approval criteria. The applicant has the burden of demonstrating, with evidence, that all applicable approval criteria are or can be met.~~

~~18.55.110-100~~ Application—Required information.

~~Type II or Type III~~Review applications shall include all the materials listed in this subsection. The ~~director~~Director may waive the submission of any of these materials if not deemed to be applicable to the specific review sought. Likewise, the ~~director~~Director may require additional information beyond that listed in this subsection or elsewhere in the city code, such as a traffic study or other report prepared by an appropriate expert where needed to address relevant approval criteria. In any event, the applicant is responsible for the completeness and accuracy of the application and all of the supporting documentation. The applicant has the burden of demonstrating, with evidence, that all applicable approval criteria are or can be met. Unless specifically waived by the ~~director~~Director, the following must be submitted at the time of application:

- A. Applicable application form, including signature by the property owner, or person having authorization to sign on behalf of the property owner~~A copy of a completed city application form(s) and required fee(s);~~
- B. A complete list of the permits or approvals sought by the applicant and required fees for each permit or approval requested;
- C. A current (within thirty days prior to application) mailing list and mailing labels of owners of real property within three hundred feet of the subject parcel, certified as based on the records of Clark County assessor;
- D. A complete and detailed narrative description that describes the proposed development, existing site conditions, existing buildings, public facilities and services, and other natural features. The narrative shall also explain how the criteria are or can be met, and address any other information indicated by staff at the preapplication conference as being required;
- E. Necessary drawings in the quantity specified by the director~~A site plan and any other necessary plans or drawings specified by the Director~~;

-
- F. Copy of ~~the~~ preapplication meeting notes ~~(Type II and Type III)~~;
 - G. SEPA checklist, if required;
 - H. Signage for Type III applications and short subdivisions: 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 ~~De~~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 ~~the~~ 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. If a Type III application, then 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.
 - I. A copy of a full title report.

~~18.55.130 Letter of completeness Type II, Type III or SMP.~~

- ~~A. Upon submission of a Type II, Type III, or SMP application, the director should date stamp the application form, and verify that the appropriate application fee has been submitted. The director will then review the application and evaluate whether the application is complete. Within twenty-eight days of receipt of the application, the director shall complete this initial review and issue a letter to the applicant indicating whether or not the application is complete. If not complete, the director shall advise the applicant what information must be submitted to make the application complete.~~
- ~~B. If the director does not issue a letter of completeness or incompleteness within twenty-eight days, the application will be presumed complete on the twenty-eighth day after submittal.~~
- ~~C. Upon receipt of a letter indicating the application is incomplete, the applicant has one hundred eighty days from the original application submittal date within which to submit the missing information or the application shall be rejected and all materials returned to the applicant. If the applicant submits the requested information within the one hundred eighty day period, the director shall again verify whether the application, as augmented, is complete. Each such review and verification should generally be completed within fourteen days.~~
- ~~D. Once the director determines the application is complete, or the applicant refuses in writing to submit any additional information, the city shall declare the application complete and generally take final action on the application within one hundred twenty days of the date of the completeness letter. The timeframe for a final decision may vary due to requests by the city to correct plans, perform required studies, provide additional required information, extensions of time agreed to by the applicant and the city, or delays related to simultaneous processing of shoreline or SEPA reviews.~~
- ~~E. The approval criteria and standards which control the city's review and decision on a complete application are those which were in effect on the date the application was first submitted, or as prescribed by a development agreement.~~

18.55.110 Review for completeness.

- A. Applications must be deemed procedurally complete only when all materials are provided in accordance with the applicable application submittal requirements established by the Director.
- B. Within 28 days after receiving an application, the Director shall provide a written determination to the applicant stating the application is complete or that the application is incomplete and that the procedural submission requirements of the local government have not been met. The determination shall outline what is necessary to make the application procedurally complete.
- C. The written determination will also state that if the applicant is not responsive, pursuant to RCW 36.70B.080, for more than 60 days after the City has notified the applicant that additional information is required to further process the application, an additional 30 days may be added to the time periods for the City's action to issue a final decision.
- D. Whenever the applicant receives a determination that an application is not complete, the applicant shall have 120 days to submit the necessary information. Within 14 days after an applicant has submitted the requested additional information, the Director shall make a determination of completeness and notify the applicant. If the applicant does not submit the additional information requested within the 120-day period or has not notified the Director that more than 120 days is required to provide the additional information, the Director shall close the application for lack of information necessary to complete the review.
- E. If the Director does not issue a determination of completeness or incompleteness within 28 days, the application will be deemed procedurally complete on the 29th day after submittal.
- F. The determination of completeness shall not preclude the Director from requesting additional information or studies either at the time of the determination of completeness or subsequently, if the information is required to complete review of the application or substantial changes in the permit application are proposed.
- G. The approval criteria and standards which control the city's review and decision on a complete application are those which were in effect on the date the application was first submitted, or as prescribed by a development agreement.

18.55.120 Requests for additional information or corrections.

- A. If the Director twice requests additional information or corrections during application review and items remain unresolved after a second submittal by the applicant, the Department must offer the applicant a meeting with Department staff to resolve outstanding issues. The meeting must be scheduled within 14 days of the second request for corrections.
- B. If the meeting cannot resolve the issues and the Director requests additional information or corrections a third time, upon receiving the additional information or corrections the Director must approve or deny the application or forward the application to the approval authority for a decision on Type III or IV reviews.

18.55.140-130 Expiration of complete land use applications.

- A. ~~Any land use application type described in Camas Municipal Code Section 18.55.130(D) that has been inactive, and a decision has not been made, shall become null and void one hundred twenty days after a certified notice is mailed to the applicant and property owner.~~
- B. ~~A one time, one year extension may be granted if a written extension request is submitted prior to the expiration date identified in this certified notice, and the applicant or property owner(s) has demonstrated~~

~~due diligence and reasonable reliance towards the project completion. In consideration of due diligence, the director may consider the following:~~

- ~~1. Date of initial application;~~
 - ~~2. Time period the applicant had to submit required studies;~~
 - ~~3. That there have been no major modifications to the application or to the site condition;~~
 - ~~4. That there has not been significant changes in applicable regulations;~~
 - ~~5. Potential to provide necessary information within one year; and~~
 - ~~6. Applicant's rationale or purpose for delay.~~
- A. Whenever an applicant receives a determination from the Director that additional information is needed to review a complete application or that revisions are necessary, the applicant shall have 90 days to submit the necessary information or revisions, or request a decision on the application. If the applicant responds in writing and indicates that more than 90 days is required to provide the additional information or revisions, the Director may accept a reasonable timeline for submittal of all information requested or revisions.
 - B. If the applicant does not submit the information requested or revisions within the 90-day period, request a decision on the application or provide a submittal timeline acceptable to the Director, the Director shall send a certified letter to the applicant requesting the applicant to submit the information or revisions within 30 days or as otherwise determined by the Director.
 - C. If the applicant does not submit the information requested or revisions within the 30-day period, the application shall become null and void.