



PRE-APPLICATION MEETING NOTES

3rd Ave Garden Homes
PA19-04

Thursday, January 17, 2019
3:30pm, Public Works Meeting Rm
616 NE 4th Ave. Camas, WA. 98607

Applicant/Contact:	Bryan Desgrosellier 418 Date St Vancouver, WA 98661 360-601-5541 bjd@ddc-builds.com		
City of Camas:	Lauren Hollenbeck, Senior Planner Robert Maul, Planning Manager Anita Ashton, Engineer Jeff Noga, Building Inspector		
Location:	2531 NE 3 rd Avenue Parcel No. 89884000	Zoning:	Multi-Family Residential (MF-18)
Description:	The applicant is proposing a development for cottage overlay housing in a city gateway corridor		

NOTICE: Notwithstanding any representation by City staff at a pre-application conference, staff is not authorized to waive any requirement 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. [CMC 18.55.060 (C)] This pre-application conference shall be valid for a period of 180 days from the date it is held. If no application is filed within 180 days of the conference or meeting, the applicant must schedule and attend another conference before the City will accept a permit application. [CMC 18.55.060 (D)] Any changes to the code or other applicable laws, which take effect between the pre-application conference and submittal of an application, shall be applicable. [CMC 18.55.060 (D)]. A link to the Camas Municipal Code (CMC) can be found on the City of Camas website, <http://www.cityofcamas.us/> on the main page under "Business and Development".

PLANNING DEPARTMENT

Lauren Hollenbeck 360.817.7253

Applicable codes for development include Title 16 Environment, Title 17 Land Development, and Title 18 Zoning of the Camas Municipal Code ("CMC"), which can be found on the city website. Please note it remains the applicant's responsibility to review the CMC and address all applicable provisions. The following pre-application notes are based on the application materials submitted to the City on December 27, 2018:

Application Requirements

Your proposal will need to comply with the general application requirements per **CMC Section 18.55.110**:

- A copy of a completed city application form and required fees for the following permits and reviews:

Fees will be based on the adopted fees at the time of application submittal. The current fees include the following:	
Zone Change	\$3,212.00
Preliminary Plat	\$6,890 + \$240 per lot
Design Review	\$2,280.00
Critical Areas Review for Critical Aquifer Recharge Area	\$744.00
Critical Areas Review for Geologically Hazardous Areas	\$744.00
Critical Areas Review for Habitat Conservation Areas	\$744.00
State Environmental Policy Act (SEPA)	\$777.00
Archaeological Review	\$132.00
Fire Department Review	\$340.00
Building Permit and Plan Review	*based on the valuation of the project
Engineering Review	3% of estimated construction costs

- 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;
- 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;
- Necessary drawings- three sets and an electronic copy (send as a PDF by email or on a disc);
- Copy of the preapplication meeting notes

MF-C Cottage Overlay Zone

This is an overlay zone, which is intended to increase the housing supply and style choices for smaller, single-family dwellings. It is desirable that cottages are designed to include unique architectural elements such as a front porch, steep-pitch gable roof, and a recessed garage; and to accommodate those with mobility impairments.

Zone Change

Per CMC 18.05.040.H, the cottage overlay zone may be utilized in multi-family zones subject to approval of a zoning district change, which is a Type III decision. The application submittal requirements for a zone change request are found in CMC 18.51.025 *Zoning text and map amendments*. Zone change requests require Planning Commission and Council approval.

Preliminary Plat

In addition to the general application requirements listed above, the **specific application requirements for a preliminary subdivision plat in CMC 17.11.030.B** will also need to be complied with and submitted. A narrative addressing the criteria in **CMC 17.11.030.C** shall also be included with the application submittal. Comprehensive Plan Goals and Policies that could support your proposal:

- **Gateways.** ED-6.1 and 6.2 Ensure that development in gateway corridors exceeds (where possible) design principles and guidelines of the Camas Design Review Manual. “ED-6.6: Encourage development of commercial uses and multi-family residential within the 6th Avenue and 3rd Avenue gateways and corridors to further support downtown businesses. Consider rezoning low-density residential land to support the downtown area. ED-6.7: **Building entrances should face the street and provide pedestrian connections from the building entrance to the sidewalk.** Encourage landscaping, rather than parking, between the building and the street in order to create a welcoming streetscape. (page 6-6)”
- **Cottage Housing.** Section 2.4.3 Policy H-3.4, “Support and encourage the development of smaller (less than 1,000-square foot), single-story houses through the Multi-Family Cottage Overlay or other tools.” Section 1.3 (page 1-4), “the Multi-Family Cottage Overlay provides an incentive to build smaller, single-level dwellings. The intent is to encourage the development of cottages, especially those with architectural elements typical of this type of dwelling such as a front porch, a steep-pitched gable roof, and **a recessed garage.** This overlay is also intended to accommodate those with mobility impairments. The dwellings must be less than 1,000 square feet, and are subject to design review approval.”

CMC 18.09.050 Table 1 outlines the density and dimension requirements for the MF-C Overlay multifamily residential zone as follows:

CMC 18.09.050 Table 1

Min. lot area	None
Min. lot width	None
Min. lot depth	None
Max. gross floor area (GFA*) per dwelling unit (square feet)	1,000
Min. front yard/at garage front setback	0ft./20ft.
Min. side yard	0ft. or 10ft. if abutting an R-zone
Min. side yard flanking a street	15ft.
Min. rear yard	0ft. or 10ft. if abutting an R-zone
Max. building lot coverage	Min. of 200-ft. of useable yard adjacent to each dwelling unit
Max. building height	18ft. (max. 1-story and basement but not to exceed height listed)

***GFA does not include covered porches or accessory structures as defined per CMC 18.17.040.**

The following comments are based on the site plan materials submitted with this Pre Application:

- Per CMC 17.19.040.B.10.e, when the average lot size is less than 7,500 square feet, one additional off-street parking space is required for every 5 units and shall be located within a common tract. (3-4 stalls required)
- Per CMC 17.19.040.B.10.a, a Circulation plan is required at application that includes the subject site and properties within six hundred feet showing topography, critical areas and existing and proposed streets, trails, etc.
- Include the location and height of any proposed retaining walls on the grading plan. Also, the elevation plans with an overlay of lot layout should be included with the submittal.

Design Review (major)

Design Review is required for all new developments in a multi-family zone, which is a Type II decision and reviewed by the Design Review Committee. The standards applicable to this property for Design Review are found in the Design Review Manual to include the Standard Principles & Guidelines in addition to the Specific Principles & Guidelines for *Gateways and Corridors*. Also refer to the above-mentioned Comprehensive Plan goals and polices for design. A submittal for Design Review should include a site plan drawing, a detailed landscape plan, exterior building materials and colors, elevation views and lighting specifications and plan.

Parking Regulations

The proposed use will need to meet the automobile parking requirements pursuant to CMC Chapter 18.11. According to CMC 18.11.130, a minimum of two off-street parking spaces per unit must be provided for each single-family dwelling.

Landscaping Regulations

A Landscape, Tree and Vegetation plan must be submitted pursuant to CMC 18.13.050 along with a Tree Survey per CMC 18.13.045, which requires an inventory and assessment of existing trees prepared by a certified arborist or professional forester. A minimum tree density per net acre (exclusive of critical area tracts) is required per CMC 18.13.051. The MF zone requires a 5' L1 landscape buffer per CMC 18.13.055.A.

Critical Areas Review

Per Clark County GIS mapping, the proposal shows the property within a critical aquifer recharge area, geohazard areas (i.e. steep slopes, landslide hazard area, erosion hazard area) and fish and wildlife habitat conservation area (i.e. Oregon white oaks). Per CMC 16.51.130, a critical areas report is required if a proposed development is within or adjacent to a critical area. The general requirements for a critical areas report is found in CMC Section 16.51.140. The City's code contains additional requirements for each type of critical area.

- 1) Critical Aquifer Recharge Areas report are addressed in CMC Chapter 16.55.050. Development within CARA's shall not result in the loss of more than forty percent (40%) of the total pervious surface of the site.
- 2) Geologically Hazardous Areas report are addressed in CMC Chapter 16.59.060. If the development is outside of the geohazard area, ensure the geotech provide a clear delineation of the area and any associated setbacks.
- 3) Fish and Wildlife Habitat Conservation Areas report are addressed 16.61.020. Oregon White Oaks are considered a habitat of local importance. Mitigation sequencing is required per CMC 16.51.170.

SEPA

The proposal is not categorically exempt from the requirements of the State Environmental Policy Act (SEPA) per CMC Section 16.07.020.C as the property is located within a critical area.

Archeological Review

The site is located in a high-probability area for the presence of archaeological objects. As such, an archeological predetermination is required per CMC Section 16.31.070.A.

General Requirements:

- Civil plans shall be prepared by a licensed Washington State Engineer in accordance with the Camas Design Standards Manual (CDSM) and CMC 17.21.040.
- Plans are to be submitted to the Engineering Dept. for review and approval.
- A 3% plan review and inspection fee will be collected prior to release of approved plans. The fee is to be based on an engineer's estimate or construction bid.
- Any existing wells and septic tanks/septic drain fields shall be abandoned in accordance with state and county guide lines per CMC 17.19.020 (A3).
- A demo permit will be required from the Building Department for the existing homes.

Traffic/Transportation:

- A traffic analysis (TIA) will be required in accordance with the City's adopted Traffic Impact Study Guidelines.

Streets:

- NE 3rd Avenue is an existing 4-lane arterial with a 100-foot right-of-way (ROW) and improved frontage, therefore additional ROW will not be needed, nor are any frontage improvements required.
- The Applicant has proposed an access road off NE 3rd Avenue. Per the Camas Design Standards Manual, the minimum access spacing on an arterial is 660-feet. The proposed access spacing is 151-feet, which does not meet the minimum spacing and would therefore not be supported by the City Engineer.
- Access to the proposed development is to be via NE Wedgewood Court. The existing NE Wedgewood Ct. is a public road that consists of a 30-foot right-of-way and 20-foot paved surface with sidewalk on the west side.
- The Applicant will be required to construct a half-street improvement in accordance with CMC 17.19.040. This will require the dedication of 22-feet of right-of-way and construction of 8-feet of paved surface, curb & gutter, and a detached sidewalk with planter strip.
- The existing driveway access off NE 3rd Avenue is to be removed and replaced with new sidewalk and curb which shall meet ADA standards.
- The proposed private access road, as shown, meets the minimum private road standards for right-of-way and paved surface for a road in excess of 300-feet with access to five or more dwelling units. As shown the Applicant is providing a 48-foot right-of-way with a 28-foot paved surface.
- The Applicant shall provide a cul-de-sac, as the proposed road is approximate 420-feet in length. The cul-de-sac will be required to meet any special considerations to assure that garbage, recycle, and emergency vehicles have adequate access.
- The Applicant is proposing to construct a private access driveway to Lots 8, 9, & 10. The driveway is proposed with a 22-foot right-of-way and a 20-foot paved surface. This meets the minimum tract width and paved surface for an access to four or less dwelling units.
- Applicant is responsible for all traffic control signs, street name signs, pavement markings, and street lighting, per CMC 17.19.030. LED lighting is a requirement for all street lighting.
- Surface restoration will be required for all trenching across existing public roadways in accordance with Camas Detail G2, which requires full lane width with 2-inch grind & inlay for a

longitudinal trench cut and full depth in trench zone plus 12-feet on each side of trench with a 2-inch grind & inlay on transverse trench cuts.

Stormwater:

- Per CMC 14.02 Stormwater Control, stormwater treatment and detention shall be designed in accordance with the latest edition of Ecology's Stormwater Management Manual for Western Washington (2014 SWMMWW) and the City of Camas Stormwater Design Standards Manual.
- Proposed improvements with impervious surfaces greater than 5,000 sf, require both treatment and detention.
- There is an existing storm manhole and a storm main located on the south side of NE 3rd Avenue, approximately 175-feet east of NW Wedgewood Ct.
- Stormwater facilities shall be located and landscaped per CMC 17.19.030 and CMC 17.19.040.
- Ownership and maintenance of stormwater facilities shall be the responsibility of the HOA.

Erosion Control

- Land disturbing activities in excess of one acre will require an Erosion Control Bond (200% of estimate for erosion & sediment control measures).
- Land disturbing activities in excess of one acre will require a NPDES Construction Stormwater General Permit which is issued by Dept. of Ecology.
- Applicant shall provide the ESC bond and a copy of their NPDES Construction Stormwater General Permit, prior to release of approved plans.

Water:

- There is an existing 8-inch ductile iron water located in NE Wedgewood Court.
- Applicant will be required to tie into and extend the 8-inch water main to the north into the proposed development and provide water services to the proposed lots.
- A 10-foot separation between water and sewer services is required.
- Taps on existing water mains to be performed by a tapping contractor approved by the City's Water/Sewer Dept.

Sanitary Sewer:

- There is an existing 8-inch PVC sewer main located in NE Wedgewood Court.
- Applicant will be required to tie into and extend the sewer main to the north into the proposed development and provide sewer laterals to the proposed lots.
- A 10-foot separation between water and sewer services is required.
- Taps on existing sanitary mains to be performed by a tapping Contractor approved by the City's Water/Sewer Dept.

City Approved Tapping Contractors:

- A&A Drilling Services, Inc.:
16734 SE Kens Ct. #B, Milwaukie, OR 97267, 800-548-3827, <http://www.aadrilling.com>
- Ferguson Waterworks:
14103 NW 3rd Court, Vancouver, WA 98685, 360-896-8708, <https://www.ferguson.com/branch/nw-3rd-ct-vancouver-wa-waterworks>

Garbage and Recycling:

- Lots 8, 9, and 10 will be required to place garbage and recycling cans at the curb for the private road.

Parks/Trails:

- Not applicable.

Impact Fees:

- Fees are collected at time of building permit application.
- This development is located in the South District.
 - Single Family Detached:
 - Traffic Impact Fees – \$3,294.00
 - School Impact Fees - \$5,371.00 (Camas)
 - Park/Open Space – \$4,500.00
 - Fire - \$0.20 psf

System Development Charges:

- Fees are collected at time of building permit application.
- This development is located in the South District for SCDs.
- Water
 - ¾" meter - \$6,044.00 + \$394.00 connection fee
 - 1" meter - \$10,373.00 + \$438.00 connection fee
- Sewer
 - Residential – \$2,493.00.00 + \$170.00 STEP Inspection

BUILDING DEPARTMENT

Jeff Noga 360.817.7244

1. The structures will be reviewed under the most current building codes as adopted by The State of Washington.
2. The structural drawings and calculations shall be prepared and stamped by a Professional Engineer licensed by the State of Washington.
3. The placement of buildings and structures on or adjacent to slopes steeper than one unit vertical in three units horizontal shall conform to Sections R403.1.7.1 through R403.1.7.4. A geotechnical report may be required.
4. Required fire distance between buildings and from property line
5. The code required fire suppression system shall be in accordance with IRC and other applicable codes standards and shall be reviewed and permitted by the Camas Fire Marshal's office.
6. System Development Charges and Impact fees shall be assessed prior to permits
7. Storm sewer disposal/connections
8. Any development located within a special flood hazard area shall be in accordance with CMC 16.57
9. Verify Water and sewer availability with the public works department
10. Storm water from existing developments that slope towards the newly proposed developments should be taken into consideration.
11. Flag lots shall have a monument address sign at the street/driveway entrance
12. All lots shall be provided a storm drain lateral at the lowest practical location.
13. Impervious surfaces > 5,000 sq/ft will trigger storm water requirements/improvements designed and calculations shall be prepared and stamped by a Professional Engineer licensed by the State of Washington.

14. Demo permit required for any existing structures, an asbestos survey in accordance with SW Clean agency is required prior to permit.

FIRE DEPARTMENT**Randy Miller 360.817.7577**

1. Residential Sprinklers Required in all new dwellings.
2. Supply line from meter into structure shall be minimum 2 inch OR sized per design by the fire sprinkler contractor. Contact our Admin Specialist Sherri at 360—834-6191 for a courtesy list of 13 D contractors if desired.
3. When calling the FMO for residential fire sprinkler inspections the Building Permit and the FMO Fire Sprinkler Permit Shall be onsite in order for the inspection to occur.
4. Address monument required where any flag lot or access road leaves the main road. Contact our office for details.
5. Parking one side only on 28 foot wide street. Provide engineering department approved signs and locations.
6. Any additional private fire hydrants required, are to be ordered in Fire Hydrant Red from the manufacturer.
7. An obstructed access mitigation plan is required for the HOA documents such as a Towing service sign that can be called at any time to remove obstructions.
8. During construction of residential structures it is required at ALL times to have a temp address clearly visible from the street on the site or building.
9. Please contact the FMO at 360-834-6191 or at fmo@cityofcamas.us if you have any questions.