

**COMMUNITY DEVELOPMENT DEPARTMENT**

616 NE 4th Avenue
 Camas, WA 98607
www.ci.camas.wa.us

October 28, 2025

Steven McAtee
 MacKay Sposito
 18405 SE Mill Plain Blvd. #100
 Vancouver, WA 98683

RE: Fire Station 41 parking variance (VAR25-1001)

Dear Mr. McAtee,

Thank you for your application submittal for the parking variance for Fire Station 41. There is an item that remains to be addressed with your application. The purpose of this letter is to inform you that the above application submitted on October 1, 2025, has been deemed incomplete in accordance with Camas Municipal Code (CMC) Section 18.55.130. You have 180 days from the date of application to submit the missing information pursuant to CMC 18.55.130.C. If the below requested information is submitted, staff will again verify whether the application is complete.

Items necessary for completeness:

1. The following item shall be submitted with the Major Variance application per the pre-application notes:
 - Provide an alternative analysis as to why this site was chosen (see excerpt from pre-app notes below):

Major Variance

If the applicant requests to reduce the parking requirement, the applicant will need to apply for a Major Variance pursuant to CMC 18.45.040.B. A Major Variance is a Type III review which requires a public hearing before the Hearings Examiner and shall be submitted as a separate stand-alone application concurrently with the consolidated Site Plan Review submittal. The following shall be submitted with the Major Variance application:

- A narrative demonstrating compliance with the Major Variance criteria in CMC 18.45.040.B (1-3).
- Provide an alternative analysis as to why this site was chosen.
- A Site Plan showing a breakdown of the parking calculation based on the proposed uses.
- A map showing how to offset the parking that is to be removed.

Other review items to be addressed but not necessary for completeness:

1. What is the average staff occupancy for a work shift?

Once the application is deemed complete, the City will begin its review of the project application and provide subsequent review comments. If you have any questions, please contact me at lhollenbeck@cityofcamas.us.

Respectfully,

A handwritten signature in black ink that reads "Lauren Hollenbeck".

Lauren Hollenbeck
 Senior Planner