



PRE-APPLICATION MEETING NOTES

Hall Fourplex (PA20-15)

Meeting Held:

Thursday, March 5, 2020
2:30 pm Public Works RM
616 NE 4th Ave. Camas, WA. 98607

Notes issued:

March 10, 2020

Applicant: James Hall
640 NW 19th Ave
Camas, WA 98607

City of Camas: Madeline Sutherland, Assistant Planner
Anita Ashton, Engineering Project manager
Bob Cunningham, Building Official
Randy Miller, Fire Marshal

Location: 124 SE Everett St

Zoning: Mixed Use (MX)

Description: The applicant is proposing to add three units to an existing single family residence.

The following pre-application notes are based on the submittal materials to the City on February 10, 2020.

Camas Municipal Code (CMC)

https://library.municode.com/wa/camas/codes/code_of_ordinances

- Applicable codes: Title 16,17, & 18
- Applicant is responsible to review the CMC and address all applicable provisions
- 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.

Step 1: Apply for Land Use Approval

Application Requirements:

The following items need to be submitted for staff to begin reviewing your application (CMC Section 18.55.110). Staff has up to 120 days to review and make a recommendation to the Hearings Examiner for this application per a Type III process (CMC 18.55.030). The 120 days starts when the application is complete by including all the information below:

Application and Fees:

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

| | |
|-------------------------|---------------------------------|
| Conditional Use Permit | \$3,772 (3,360 plus \$103/unit) |
| Design Review Committee | \$2,335 |
| Site Plan Review | \$1,264 (1,132 plus \$33/unit) |
| Archaeological Review | \$135 |

Narrative:

A complete and detailed narrative description that describes the proposed development, existing site conditions, existing buildings, public facilities and services, and other natural features, and address any other information indicated by staff at the pre-application conference as being required.

- Address the criteria in
 - CMC 18.43.050 (A-F) – conditional use approval criteria
 - CMC 18.18.060 – site plan review approval criteria
 - CMC 18.19.050(A)(1-4) – design review
 - CMC 18.19.050(B)(3)(c) – design review

Mailing Labels

- Two sets of mailing labels of property owners within 300 feet of subject property

Necessary Drawings:

- Site plan, landscape plan, existing conditions, survey, building elevations, circulation plan, stormwater and drainage plan, utility plan, etc.
- Survey content requirements: CMC 17.09.030(b) and CMC 17.01.050.
- Dimensional requirements are stated in CMC 18.09.030 table 1
- Landscaping requirements: CMC 18.13
- Parking requirements: CMC 18.11
- Three paper copies and an electronic copy (send as a PDF by email or on a disc)

Pre-application Meeting Notes:

- A copy of these pre-application meeting notes.

Archaeological Predetermination

- Due to a high probability of artifacts on site, a predetermination report will be required. Requirements are stated in CMC 16.31.070 and .080.

Step 2: Submit Plans to Engineering, Building, and Fire

Engineering Requirements:

General Requirements:

- Engineering site plans for stormwater, new water main, water services and sanitary sewer laterals, trenching and backfill, pavement restoration, driveway approach, and sidewalks

shall be prepared by a licensed Washington State Engineer in accordance with the Camas Design Standards Manual (CDSM).

- The Engineering Dept. is responsible for plan review and construction inspection (PR&CI) for the following improvements:
 - Stormwater, water services and sanitary laterals, new water main construction, trenching and backfill, pavement restoration, driveway approach, and sidewalks.
- A 3% PR&CI fee will be required for the above noted items.
 - The fee is based on an engineer's estimate or Contractor's construction bid.
 - The fee is to be paid prior to release of approved construction drawings by the Engineering Dept.

Traffic/Transportation:

- Trips generated are less than 199 vpd, therefore a traffic study is not required.

Streets:

- SE Everett Street is an improved local road with a 70-foot right-of-way, sidewalk, and grass shoulder between sidewalk and edge of pavement.
- Neither frontage improvements nor additional right-of-way dedication is required.
- Applicant will be required to construct a driveway approach per Camas Design Standards, CSDM Detail ST16.
- The driveway off NE Everett Street and the parking lot located behind the 4-plex are to be paved.
- SE Everett St. is a dead end road with limited on-street parking.
- Access to mailboxes for mail delivery vehicles is to be maintained. Applicant may be required, by the Post Office to install a community mailbox. Contact Postal Annex for information on community mailboxes.

Stormwater:

- Current lot size is 9,062 sf / 0.21 acs. Proposed new + existing impervious surface is approximately 6,031 sf.
- Refer to Ecology's latest edition of the *Stormwater Management Manual for Western Washington (SWMMWW)*, Figure I-3.2 *Flow Chart for Determining Requirements for Re-Development (Vol. I, Chapter 3)*:
 - All redevelopment projects shall comply with *Minimum Requirement (MR) #2 – Submittal of a Stormwater Pollution Prevent Plan (SWPPP)*. Contact Building Dept. for a copy of the *Abbreviated Construction SWPPP Form*.
 - If the project results in 2,000 sf, or more, of new plus replaced hard surface area or if the land disturbing activity totals 7,000 sf of greater then Minimum Requirements (MR) #1- #5 will apply.
 - If the project results in 5,000 sf, or greater, of new plus replaced hard surface area; than Minimum Requirements (MR) #1- #9 will apply. This will include treatment and detention. This requirement applies to this project.
- Provisions are to be provided for roof downspout controls. Stormwater from downspouts is not to be directed onto adjoining parcels. Reference Ecology's latest edition of the *SWMMWW* for roof downspout controls.
- A designated concrete washout area (BMP C154, Vol. II, Chap. 3, pgs. 320-326) is to be shown on the site plans. The washout area is to be removed prior to issuance of final occupancy.

Erosion Control

- Land-disturbing activities that are less than one acre, will not require an Erosion Control Bond.
- The applicant will be responsible for all erosion and sediment control measures to ensure that sediment laden water does not leave the site or impact adjacent parcels.
- Mud tracking onto the road surface is discouraged and any mud tracking is to be cleaned up immediately.

Water:

- There is an existing 2-inch galvanized water main in SE Everett Street. The existing water main is not sufficient to accommodate 3 additional services.
- The applicant will be required to replace approximately 175-linear feet of existing 2-inch galvanized water main with a 6-inch ductile iron water main, including a blow off valve located at the south end of SE Everett St.
- Trenching and surface restoration, on NW 7th Ave., will be per CDSM Details G2 and G2A.
- The applicant will be required to provide water services to the 4-plex.
- A 10-foot separation shall be maintained, within the right-of-way, between water and sanitary sewer lines.
- Taps are to be performed by a tapping Contractor approved by the City's Water/Sewer Dept.
- There is an existing hydrant located approximately 140-feet from the development on the southwest corner of SE Everett St. and East First.

Sanitary Sewer:

- There is an existing 6-inch gravity sanitary sewer main in SE Everett Street that flows to a manhole located in the intersection of SE Everett St. and East First.
- The applicant will be required to provide sewer laterals to the 4-plex.
- A 10-foot separation shall be maintained, within the right-of-way, between water and sanitary sewer lines.
- Trenching and surface restoration will be per CDSM Details G2 and G2A.
- The taps on the existing gravity sanitary sewer main can be performed by the Contractor, per CDSM Details SG1, SG2, and SG5.

City Approved Tapping Contractors:

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

Garbage & Recycling:

- Residents are to bring garbage and recycling cans to the curb on NE Everett St.
- Separate garbage and recycling cans will be required for each dwelling unit.

Parks/Trails: Not applicable

Impact Fees:

- Impact fees are collected at time of building permit approval.
- 2020 Fees provided below:
- Traffic Impact Fees – South District for TIF only
 - 4-plex: \$2,293.00 per Dwelling Unit (DU)
- School Impact Fees (SIF) (Camas) – 5,371.00
- Park/Open Space Impact Fees (PIF) – 4,500.00
- Fire Impact Fees (FIF) - \$0.20 sf

System Development Charges (SDCs):

- SDCs are collected at time of building permit application.
- 2020 Fees provided below:
 - Water
 - 3/4" meter - \$7,310.00 + \$394.00 connection fee
 - Sewer – South District for Sewer SDC's only
 - Residential - \$2,493.00

Building Requirements:

- The structures will be reviewed under the most current building codes as adopted by The State of Washington.
- A code analysis and plans shall be prepared by an architect licensed by the State of Washington. The code analysis shall address types of occupancy, type of construction, building height, allowable area, fire separation distance, Fire Life Safety elements and the ADA requirements.
- The structural drawings and calculations shall be prepared and stamped by a Professional Engineer licensed by the State of Washington.
- The ground floor units shall be type B units and shall have an accessible route of travel into the unit. **NO STEPS, MAXIMUM SLOPE OF RAMP IS 8.33%**
- Provide a **NFPA 13R system with dedicated Fire Line, FDC, High Flow Heads, etc...** or construct a vertical **Two Hour Firewall** down the middle to create two duplexes side by side on **separate water meters with NFPA 13D systems**.
- The fire suppression and or fire alarm systems shall be in accordance with IBC and other applicable code standards, all fire suppression and or fire alarm systems shall be reviewed & permitted through the Camas Fire Marshal's office.
- The new structure shall comply with the Washington Energy Code for building insulation, mechanical equipment, lighting, etc... All energy forms shall be prepared by a licensed professional in accordance with section C103 of The Washington Energy Code.
- Plumbing and mechanical construction documents shall be prepared by a design professional licensed by the State of Washington

Fire Requirements:

No building or structure regulated by the building and/or fire code shall be erected, constructed, enlarged, altered, repaired, moved, converted or demolished unless a separate permit for each building or structure has first been obtained from the CWFMO Camas Municipal Code 15.04.030.D.12.a

Any inadvertent omission or failure to site or include any applicable codes or code language by the Fire Marshals office or the City shall not be considered a waiver by the applicant.

- 1) Multiple permits with the Fire Marshals Office will/may be required as this property develops.
 - a. NFPA 13D Permit for each unit.
 - i. If 2 hour separation is not complied with then a 13R System will be required.
 - ii. Because minimum access requirements cannot be made to all the units, fire sprinkler coverage will be required in all garages.
 - iii. Flow switch with outside bell for each unit is recommended.
 - b. 4 water meters are preferred, one serving each unit.
 - i. Significant additional Flow requirements are required if only one meter is installed.
 - c. UST Decommissioning Permit. If any underground storage tanks are discovered.
 - d. Addressing to be clearly visible and readable from the street. For each unit.
 - e. Provide a rough draft to the FMO for the address monument to be approved.
 - f. Coordinate with the fire sprinkler contractor for the APPROVED water supply line size from the meter into each unit.
 - g. Access on the SW corner of the property via a gate to the backside of the property required. Minimum 4 foot wide.

Questions?

- Planning Dept.
(land use, setbacks, and lot size) related questions: Madeline Sutherland,
Assistant Planner
msutherland@cityofcamas.us
360.817.7237
- Engineering Dept.
(infrastructure, sewer, and water) related questions: Anita Ashton,
Engineering Project Manager
aashton@cityofcamas.us
360.817.7231
- Building Dept. related questions: Bob Cunningham,
Building Official
bcunningham@cityofcamas.us
360.817.7243
- Fire Dept. related questions: Randy Miller,
Fire Marshal
FMO@cityofcamas.us
360.834.6191

We look forward to working with you!