



**Pre-Application Meeting Notes**  
**Couch Street Duplex**  
**File PA 22-30**

Meeting held via Zoom: Thursday, July 28<sup>th</sup>, 2022  
 Notes issued via email: Tuesday, August 8, 2022

**Applicant:**

Apex Education  
 315 Grand Blvd. Suite 200  
 Vancouver, WA 98661

**Representing City of Camas:**

Yvette Sennewald, Senior Planner  
 Robert Maul, Interim Director  
 Randy Miller, Fire Marshal  
 Eric Dugger, Engineering

**Location:**

Situated on the westerly side of Couch Street, south of 14<sup>th</sup> Avenue in the NW ¼ of Section 11, Township 1North, Range 3 East, of the Willamette Meridian.

**Tax Accounts:**

986060366

**Zoning:**

R-7.5

**Description:**

The applicant proposes to construct a duplex on subject 5,001 sq. ft. property, currently developed with a workshop building.

**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".**

**STAFF NOTES**

PLANNING DIVISION

Yvette Sennewald | 817-7269

Applicable codes for development include Title 16 Environment, 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 application materials and site plan submitted on June 16, 2022.

The proposed project includes the development of a duplex on a property in the single-family residential zone and requires approval of a Conditional Use Permit. This is a Type III permit and requires a public hearing before the city's Hearings Examiner.

Type III Conditional Use Permit	Fees (as of July 28 <sup>th</sup> , 2022)
Duplex - Conditional Use Permit	\$3,417 + \$105 per unit
Duplex - Design Review Committee	\$2,375

**Application Requirements**

Your proposal is required to comply with the general application requirements per CMC Section **18.55.110**.

The following items are required to be submitted for consideration of the proposed project:

1. **APPLICATION.** Required materials are listed at CMC18.55.110 (A through G) and include the following:
  - A completed city application form and required fees,
  - A complete list of the permit approvals sought by the applicant for this project,
  - One set of mailing labels for property owners as noted in CMC Section 18.55.110,
  - A detailed narrative description that describes the proposed development, existing site conditions, existing structures, public facilities and services, and other natural features. The narrative should also include ownership and maintenance of open spaces, stormwater facilities, public trails, and critical areas. It should also address any proposed building conditions or restrictions.
  - Three sets of drawings and an electronic copy (sent as a PDF by email). All documents and reports must be submitted as separate pdf files.
  - A copy of Preapplication meeting notes,
  - Preliminary Civil plans,
  - A vicinity map showing location of the site, and
  - Copy of a full title report.
2. **CONDITIONAL USE PERMIT.** The application should include photos of adjacent properties, and a description of the development patterns of the area. The applicant must include a written narrative that responds to each of the criteria in CMC §18.43.050 Criteria:

*A. The proposed use will not be materially detrimental to the public welfare, or injurious to the property or improvements in the vicinity of the proposed use, or in the district in which the subject property is situated.*

B. The proposed use shall meet or exceed the development standards that are required in the zoning district in which the subject property is situated.

C. The proposed use shall be compatible with the surrounding land uses in terms of traffic and pedestrian circulation, density, building, and site design.

D. Appropriate measures have been taken to minimize the possible adverse impacts that the proposed use may have on the area in which it is located.

E. The proposed use is consistent with the goals and policies expressed in the comprehensive plan.

F. Any special conditions and criteria established for the proposed use have been satisfied. In granting a conditional use permit the hearings examiner may stipulate additional requirements to carry out the intent of the Camas Municipal Code and comprehensive plan.

3. **DESIGN REVIEW.** The city will schedule a public meeting with the Design Review Committee (DRC) prior to the public hearing, as the DRC will provide a recommendation on the permit. An application for design review must include (at a minimum) building elevations, materials, exterior colors, and landscaping plans. There are specific standards for duplexes within the city's Design Review Manual. One of the standards states, "Garages shall account **for less than** fifty percent of the front face of the structure. Garages visible from the street shall be articulated by architectural features, such as windows, to avoid a blank look." The design should include a visible and articulated front entrance.

*Preliminary site plan should show:*

- a. Applicable setbacks, building footprint and elevations for the R-7.5 Single-Family Residential Zone. New construction must meet the following setbacks (based on lot sizes between 5,000-11,999 square feet):  
FRONT YARD: 20-feet  
SIDE YARDS: 5-feet  
REAR YARD: 25-feet  
MAXIMUM BUILDING COVERAGE: 40%
- b. All existing conditions shall be delineated on the site plan per CMC Section 17.11.030.B.6(a-p),
- c. Off-street parking for four vehicles, or two spaces per unit per CMC Chapter 18.11 Parking,
- d. Landscape plan per CMC Chapter 18.13 Landscaping,
- e. Parking areas must include 5-feet of landscaping between adjacent lot line (screening bushes and trees, and
- f. Street trees must be installed in the planter strip of the frontage. One tree per unit.

**Development sign.** The applicant must install a 4'x8' sign on the property that provides details about the project, site plan, contact information, and includes space for public hearing information to be filled in when a date is scheduled. Staff can provide a handout if requested.

**Landscaping Regulations.** A Landscape, Tree, and Vegetation plan must be submitted pursuant to CMC 18.13.040.A. If trees are proposed for removal, a Tree

Survey is required and must be prepared by a certified arborist or professional forester. A minimum 20-unit tree density per net acre is required to be incorporated into the overall landscape plan per CMC 18.13.051.A.

4. **SEPA.** According to RCW 43.21C.229, the proposed duplex will facilitate residential development and can be considered “infill development” therefore, is categorically exempt from State Environmental Policy Act (SEPA) requirements.

#### BUILDING DIVISION

Brian Smith | 817-1568

No comments at this time.

#### ENGINEERING DIVISION

Eric Dugger | 817-7977

#### General Requirements:

1. Civil site improvement plans shall be prepared by a licensed Washington State Engineer in accordance with the *Camas Design Standards Manual (CDSM)* and CMC 17.19.040.
2. Engineering civil site improvements plans are not to be submitted until after land-use decision is issued.
3. Community Development Engineering is responsible for plan review (PR) and construction inspection (CI) of all site improvements.
4. A 3% PR&CI fee is collected by engineering for all infrastructure improvements.
  - a. Under no circumstances will the applicant be allowed to begin construction prior to construction plan approval.
5. In addition to approved civil engineering site plans, work within the right-of-way (ROW) will require a General Encroachment permit, issued by Development (CDev) Engineering.
  - a. A traffic control plan (TCP) is to be submitted with the encroachment permit for review and approval, prior to working within the right-of-way on NW Couch Street.
6. Final acceptance is issued by the Community Development Engineering Dept.
7. Final acceptance is to be issued by Development Engineering, prior to issuance Final Occupancy by the Building Dept.
8. The applicant will be responsible for ensuring that private utilities; underground power, telephone, gas, CATV, interior street/parking lighting, and associated appurtenances are installed.

#### Traffic/Transportation:

1. A traffic study (TIA) is not required.

#### Streets:

1. The proposed development is located on NW Couch Street on the west side of the road on parcel No. 986060366.
2. Access for the proposed development is off NW Couch Street, which is designated as an existing local road.

3. NW Couch Street along the parcel frontage consists of approximately 40-feet of right-of-way, with an existing pavement width of 26 feet. The existing roadway consists of curb but no sidewalk along the parcel frontage.
  - a. The applicant will be required to construct a sidewalk and repair any damaged curb along the frontage of NW Couch Street.
  - b. Additionally, there will need to be a shared driveway approach to the duplex.

#### Stormwater:

1. The proposed development parcel is 5,001 sf (.11 acres) in size. The proposed improvements consist of approximately 2,265 sf of impervious surface, which includes footprint of the duplex and driveways.
2. 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 (SWMMWW)*. Current Ecology manual is the 2019 version.
3. Refer to Ecology's Figure I-3.1 *Flow Chart for Determining Requirements for New Development (Vol. I, Chapter 3)*:
  - o All new development projects shall comply with Minimum Requirement (MR) #2 – Submittal of a *Stormwater Pollution Prevent Plan (SWPPP)*.
    - Contact Building or Engineering for a copy of the City's Abbreviated Construction SWPPP Form.
  - o As the project results in 2,000 sf, or more, of new plus replaced hard surface area then Minimum Requirements (MR) #1- #5 will apply.
4. Provisions are to be made for roof downspout controls. Stormwater from downspouts is not to be directed onto adjoining parcels, per CMC 14.02 and CMC 17.19.040.C.3.
  - o Reference Ecology's latest edition of the SWMMWW for roof downspout controls.
5. A designated concrete washout area (BMP C154, Vol. II, Chap. 3, pgs. 320-326), is to be shown on the site plans.
  - o The concrete washout area is to be removed prior to issuance of final occupancy

#### Erosion Control

1. Applicant is responsible for erosion prevention and sediment control during construction.
2. Mud tracking onto the road surface is discouraged and any mud tracking is to be cleaned up immediately.

#### Water:

1. There is an existing 6-inch ductile iron water main located on the west side of NW Couch Street.
2. A separate 1-inch water service and meter is to be provided for each dwelling unit.
3. 1-inch water services will be tapped by the city's Water/Sewer Department, in accordance with CDSM Water Detail W5 1" Water Service – Infill Lot.

- a. The applicant's contractor will be responsible for saw cutting, trenching, backfilling, and surface restoration.
4. Trenching, backfill, and surface restoration on NW Couch Street will be per CDSM General Details G2 Utility Trench Within Paved Areas and G2A Utility Trench Surface Restoration.
5. A 10-foot separation shall be maintained between water and sanitary sewer lines within the right-of-way.

#### Sanitary Sewer:

1. There is an existing 8-inch gravity sewer main located just east of the centerline of NW Couch Street.
2. The applicant will be required to provide a separate 6-inch min. lateral with cleanout to each dwelling unit.
3. Trenching, backfill, and surface restoration on NW Couch Street will be per CDSM Details G2 Utility Trench Within Paved Areas and G2A Utility Trench Surface Restoration.
4. A 10-foot separation shall be maintained between water and sanitary sewer lines within the right-of-way.

#### Garbage and Recycling:

1. The Applicant/Occupants are responsible for moving the garbage and recycling cans for pickup on NW Couch Street.

#### Parks/Trails:

1. Not applicable.

#### Impact Fees & System Development Charges (SDCs):

1. The proposed development is in the South District.
2. Impact Fees and SDCs are collected at time of building permit issuance.
3. The impact fees and SDCs noted below are for informational purposes only.
4. Impact fees and SDCs are adjusted on January 1<sup>st</sup> of each year.

#### Impact Fees for 2022:

##### Duplex/Townhome (per DU):

1. Traffic Impact Fees - \$2,253.00
2. School Impact Fees (SIF) (Camas) – 5,371.00
3. Park/Open Space Impact Fees (PIF) – \$5,217.00
4. Fire Impact Fees (FIF) - \$0.20 sf

#### System Development Charges (SDCs) for 2022:

- Water
  - 3/4" meter - \$8,071.00 + \$401.00 connection fee
- Sewer
  - Residential - \$2,493.00

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 Marshal's office or the City shall not be considered a waiver by the applicant.

- 1) As the property develops with a residential structure, multiple permits with the Fire Marshal's Office may be required.
  - a. NFPA 13D Permit for any new residential dwelling including ADU's.
    - i. A minimum 2-inch water supply line is required OR confirm with your sprinkler contractor the size water line required by design from the meter into the house.
    - ii. A 1-inch meter if required for the fire sprinkler system has the SDC waived (fee of the actual cost difference between a 1 inch and a ¾ inch meter applies). If it is required based on any IRC/IPC building code requirements, then the SDC fees are not waived.
  - b. UST Permit. If any underground storage tanks are discovered.
  - c. Any Propane Tank installation for residential use over 125 gallons.
- 2) Additional Notes
  - a. Approved address signage required.
    - i. Provisions shall be made for temporary addresses at all times during the construction of a SFR/Duplex. There is a history of medical and or trauma calls during construction, addresses are critical in finding the patient rapidly in an emergency.
    - ii. Provisions shall be made for permanent addressing to be clearly visible and readable from the street on all SFR/Duplex building finals. Please make sure the address is high enough or positioned that a parked vehicle will not obstruct its visibility.
  - b. A flow switch is optional but recommended to tie the fire sprinkler system into the homes security system and or an outside bell.
  - c. If a PRV is needed for pressures over 80 PSI on the domestic supply, it shall be installed after the fire line supply. If the pressure is over 80 PSI a PRV may be needed on the toilet supply line supplied from the fire sprinkler system.
  - d. An inside bell or horn strobe is recommended (If system is not tied into a security system) Contact Randy Miller in the FMO for more information.
  - e. Providing fire sprinklers in garages are optional but strongly encouraged. Please contact the FMO for further details.
  - f. Washington State now requires a heat detector in all Garages.
  - g. The distance from a required fire hydrant may be increased when Residential Fire Sprinklers are installed. CMC 17.19.040.C.4.a.

3. Contact the FMO if you have any questions: 360-834-6191 or [FMO@cityofcamas.us](mailto:FMO@cityofcamas.us)