

**COMMUNITY DEVELOPMENT DEPARTMENT**

616 NE 4<sup>th</sup> Avenue  
 Camas, WA 98607  
[www.ci.camass.wa.us](http://www.ci.camass.wa.us)

October 4, 2022

Scott Taylor  
 SGA Engineering  
 2005 Broadway  
 Vancouver, WA 98663  
 Sent via email [staylor@sgaengineering.com](mailto:staylor@sgaengineering.com)

RE: Lacamas Counseling Center (SHOR22-02)

Dear Mr. Taylor,

Thank you for your application submittal for the Lacamas Counseling Center. There are items that remain to be addressed with your application. The purpose of this letter is to inform you that the above application submitted on September 7, 2022 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. Per the pre-application notes, provide a complete list of permit approvals sought by the applicant per CMC 18.55.110.B.
  - a. For example, it appears a Boundary Line Adjustment is being proposed? If so, application requirements for Boundary Line Adjustments are found in CMC 17.07.030. A narrative is required addressing the approval criteria in CMC 17.07.040, the \$103.00 fee shall be paid, and the application form needs to be signed by both property owners.
2. Per the pre-application notes, 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. The mailing labels submitted have a certified date of 6/30/22, and therefore not within 30 days of the application submittal date of 9/7/22.

Site Plan Review:

3. Per CMC 18.18.040.A, identify the total amount of square footage to be covered by impervious surfaces.

Critical Areas Review:

4. Per the pre-application notes, a critical areas report prepared by a qualified professional biologist is required if a proposed development is within, adjacent to, or likely impact a critical area per SMP Appendix C Section 16.51.130. Critical areas applicable include fish and wildlife habitat conservation areas (i.e. Lacamas Lake and Oregon White Oaks) and should be addressed in a critical areas report per SMP Appendix C Section 16.61.020.

Shoreline Review:

5. Per SMP Appendix B Section VI.B.7 the following shall be shown on the site and development plans-
  - a. The location of the OHWM; (label on site plan)
  - b. The names of owners of adjacent lands;
  - j. Location of any critical areas (clearly show the location of Lacamas Lake- label on site plan).

Archaeological Review:

6. Per CMC 16.31.160.A.3, provide proof of mailing or emailing the archaeological predetermination report to the tribes.

**Other preliminary project issues noted by staff to be addressed but are not completeness review items:**Tree Survey:

1. Provide a tree survey/plan with the trees labeled with the tree identification numbers provided in the arborist report.

Sign:

2. Work with city staff to fill out the remaining information on the posted sign.

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

Respectfully,



Lauren Hollenbeck  
Senior Planner