

**COMMUNITY DEVELOPMENT DEPARTMENT**

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

October 4, 2022

*COMMENTS BY SGA IN BLUE CAPITAL TEXT. 10-7-22

Scott Taylor
 SGA Engineering
 2005 Broadway
 Vancouver, WA 98663
 Sent via email 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. **BOUNDARY LINE ADJUSTMENT IS NO LONGER PROPOSED.**
 - 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: **TITLE COMPANY CONFIRMED 300' LABELS HAVE NOT CHANGED. NEW CERTIFICATION UPLOADED.**

3. Per CMC 18.18.040.A, identify the total amount of square footage to be covered by impervious surfaces. **13,267 SF. THIS IS NOW SHOWN ON THE SITE PLAN AS WELL.**

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. **ONLY OAK TREES ARE ON THE SITE. AN ARBORIST REPORT SHOULD BE SUFFICIENT. REQUEST TO WAIVE BIOLOGIST REPORT. LETTER OF SUPPORT CAN BE PROVIDED.**

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) **SHOWN ON SITE PLAN AND EXISTING CONDITIONS PLAN.**
 - b. The names of owners of adjacent lands; **SHOWN ON SITE PLAN AND EXISTING CONDITIONS PLAN.**
 - j. Location of any critical areas (clearly show the location of Lacamas Lake- label on site plan). **SHOWN ON SITE PLAN AND EXISTING CONDITIONS PLAN.**

Archaeological Review:

6. Per CMC 16.31.160.A.3, provide proof of mailing or emailing the archaeological predetermination report to the tribes. [AN EMAIL FROM AAR HAS BEEN PROVIDED CONFIRMING PROOF OF EMAILING TO 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. [EXISTING CONDITIONS PLAN HAS BEEN UPDATED TO MATCH ARBORIST REPORT AND NUMBERING. LANDSCAPE PLAN SHOWS ALL TREES BEING RETAINED WITH OAK DRIP LINES.](#)

Sign:

2. Work with city staff to fill out the remaining information on the posted sign. [SGA CAN WRITE IN THE DATES ONCE PROVIDED BY STAFF ON THE SIGN WITH A WEATHERPROOF PERMENANT MARKER.](#)

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.

Respectfully,



Lauren Hollenbeck
Senior Planner