



PRE-APPLICATION MEETING NOTES

Lacamas Counseling Center
PA21-39

Thursday, July 22, 2021
3:30pm, Zoom meeting

Applicant:	Peter Gecho
City of Camas:	Lauren Hollenbeck, Senior Planner Anita Ashton, Engineer Planning Manager Ahmed Yanka, Engineer I Ron Schumacher, Fire Dept. Bob Cunningham, Building Official Trang Lam, Parks Director
Location:	3631 NE Everett Street
Zoning:	Mixed Use (MX)
Description:	Counseling Center and parking lot

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 "City Codes".

PLANNING DIVISION

LAUREN HOLLENBECK (360) 817-7253

Applicable codes for development include Title 16 Environment, Title 17 Land Development 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 to the City on June 29, 2021:

Application Requirements

Your proposal will need to comply with the general application requirements per **CMC Section 18.55.110** as follows:

- A. A completed city application form and required fee(s);

Fees will be based on the adopted fees at the time of land use application submittal. The current fees include the following:

1. Site Plan Review	\$2,876.00 + \$68.00 per 1000 sf of GFA
2. Minor Variance <i>(if required)</i>	\$695.00
3. Major Variance <i>(if required)</i>	\$1,295.00
4. Major Design Review	\$2,375.00
5. Shoreline Permit	\$1,196.00
6. Critical Areas Review	\$775.00 (per type)
7. SEPA	\$810.00
8. Archaeological Review	\$137.00
9. Fire Department Review	\$424.00
10. Building Permit and Plan Review	based on the valuation of the project

- B. A complete list of the permit approvals sought by the applicant;
- C. 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;
- D. A complete and detailed narrative description that describes the proposed development, existing site conditions, existing buildings, public facilities and services, and other natural features. The **narrative shall also explain how the criteria are or can be met**, and address any other information indicated by staff at the preapplication conference as being required;
- E. Necessary drawings- three sets and an electronic copy (send as a PDF by email or on a disc). Each report must be a separate pdf.
- F. Copy of the preapplication meeting notes (Type II and Type III);

Site Plan Review

The site development approval process will be considered under a Type II site plan, which is an administrative process. The application for Site Plan Review shall contain information outlined in CMC 18.18.040(A-J). The application shall address in a narrative the criteria for approval CMC 18.18.060 (A-F). Building height, setback and lot coverage can be found in CMC 18.09.030 Table 1.

Major Design Review

Design Review is required for all new development within mixed use zones and gateway areas per CMC 18.19.020. The standards applicable to this property for Design Review are found in the Design Review Manual to include the *Standard Principles & Guidelines* in addition to the *Specific Principles & Guidelines for Commercial and Mixed Uses* as well as *Gateways*.

A submittal for Design Review should include a site plan drawing, a detailed landscape plan, exterior building materials and colors, elevation views and lighting specifications and plan. A final design review decision may be consolidated and issued with the Site Plan Review decision.

Variance

In the MX zone, the maximum setback at the front building line is ten feet per CMC Section 18.09.030. In other words, the building shall not be set back any further than 10-feet from the front property line. If the building is setback further than 10-feet, a variance will be required per CMC Chapter 18.45.

Landscaping Regulations

Per CMC 18.13.020, landscaping standards shall apply to all new commercial uses, including a parking lot for four or more parking spaces. As such, a landscape plan must be submitted pursuant the landscaping standards in Chapter 18.13.

Per CMC 18.13.055 Table 1, a 5-ft. L1 landscape buffer is required at the north and south property line abutting a commercial zone (per CMC Chapter 18.24.020.C, landscaping requirements shall be the same as landscaping in community commercial zones). A 5-ft. L2 landscape buffer is required at the east property line adjacent to SR500.

Tree Survey

If trees are proposed for removal, a Tree Survey is required per CMC 18.13.040.B and must be prepared by a certified arborist or professional forester pursuant to the requirements outlined in CMC 18.13.045. A minimum 20-unit tree density per net acre is required and needs to be incorporated in the overall landscape plan per CMC 18.13.051.A.

Parking Regulations

The proposed use will need to meet the automobile parking requirement pursuant to CMC Chapter 18.11. The number of off-street parking spaces is calculated based on the table at CMC 18.11.130. General office uses require 1 space per employee plus one space per 400 square feet of gross floor area. Parking areas shall be landscaped pursuant to CMC 18.13.060.

Shoreline Substantial Development Permit (SDP)

The proposed development is located within the "Urban Conservancy" (UC) shoreline environment designation. A commercial use is an allowed use per the City of Camas Shoreline Master Program (SMP) Table 6-1. A Shoreline Substantial Development permit is required as the development's fair market value exceeds \$7,047.00 or as adjusted per SMP 2.3.2.1. The shoreline application submittal requirements for a complete application can be found in SMP, Appendix B Section VI.B and VII.B *Sign*.

- Existing vegetation within shoreline jurisdiction should be retained, and any removal minimized. Tree topping is prohibited. If vegetation clearing is proposed with development, then a vegetation removal permit is required per SMP Appendix C Section 16.51.125 prior to any clearing activities to occur.
- The existing dock on the property's shoreline has a non-transferable lease and shall be removed. There are no requirements of the Shoreline Master Program to remove the dock. Contact Washington Department of Fish and Wildlife to verify if a HPA Permit is required for the dock removal.

Critical Area Review (SMP Section 5.3 and Appendix C)

The regulations for all critical areas within the shoreline management area on site are controlled by the SMP, Appendix C. The subject property is located within a Fish and Wildlife Habitat Conservation area (i.e. Lacamas Lake), which is designated as a critical area per SMP Appendix C 16.51.070. Per SMP Appendix C Section 16.51.130, a critical area report prepared by a qualified professional biologist is required if a proposed development is within, adjacent to, or likely impact a critical area. The general requirements for a critical areas report are found in SMP Appendix C Section 16.51.140. The City's SMP Appendix C contains additional requirements for each type of critical area as follows:

- Fish and Wildlife Habitat Conservation areas are addressed in SMP Appendix C Section 16.61.020. Clark Co. GIS mapping identified a Fish and Wildlife Habitat conservation area on the parcel. Impacts or proposed reductions or averaging to buffer areas must be addressed in accordance with SMP, Appendix C 16.51.180 *Mitigation*.

SEPA

Your proposal is not categorically exempt from the requirements of the State Environmental Policy Act (SEPA) per CMC Section 16.07.020.C as the proposal contains critical areas. A SEPA checklist shall be submitted.

Archaeological Review

The site is located within a moderate-high probability for the presence of historical artifacts. In these areas, the applicant must provide a predetermination report consistent with the requirements of CMC 16.31.080, and include proof that reports were sent to the tribes per CMC 16.31.160.

ENGINEERING DIVISION

ANITA ASHTON aashton@cityofcamas.us (360) 817-7231

AHMED YANKA ayanka@cityofcamas.us

Engineering General Requirements for Application:

1. Preliminary utility and civil site improvement plans are to be submitted with land-use application.
2. Preliminary utility and 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.
3. The 3% engineering fee is NOT part of application submittal process.

Engineering General Requirements After Land-use Decision:

1. Final engineering site improvement plans are not to be submitted until after Planning issues the land-use decision.
2. Final 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.
3. The Community Development (CDEV) Engineering Dept. is responsible for plan review (PR) and construction inspection (CI).
 - a. First review submittal requires hard copies: 4 full-size sets and 1 half-size set.
 - b. A 3% PR&CI fee is collected by CDEV for civil site improvements.
 - c. The 3% PR&CI fee is based on an engineer's estimate.
 - d. The engineer's estimate is to include all site improvements outside of any proposed buildings.
 - e. Payment of the 1% plan review (PR) portion is required prior to first review of the site improvement plans.
 - f. Payment of the 2% construction inspection (CI) portion shall be paid prior to release of approved site improvement/construction drawings.
4. Work within the city right-of-way requires an encroachment permit and Traffic control plans (TCP), which are submitted for review and approval by the CDEV Engineering Dept. prior to any work taking place in the right-of-way.
5. Regulations for installation of public improvements, improvement agreements, bonding, final platting, and final acceptance can be found at CMC 17.21.
6. The applicant will be responsible for ensuring that private utilities; underground power, telephone, gas, CATV, and associated appurtenances are installed.
7. Building permit applications are not to be submitted after Final Acceptance (FA) has been issued by the CDev Engineering department for infrastructure improvements unless otherwise approved by the Building Official.

Traffic/Transportation:

1. The Applicant will be required to have a traffic engineer analyze the following:
 - a. Site distance at the applicant's proposed access onto NE Everett Street.
 - b. Vision clearance area is to be addressed, per CMC 18.17.030.

- c. Analyze left-turn pocket warrants.
 - d. A traffic circulation plan showing ingress and egress, per CMC 17.19.040 (B.10.a).
 - e. Address movement conflicts with nearby intersections and private driveways.
 - f. Provide AM and PM Peak trip distribution to and from the site.
2. A traffic analysis (TIA) may be required if the development generates 199 average daily trips (ADTs) or more. If required, the TIA shall be prepared in accordance with the City's adopted *Traffic Impact Study Guidelines*.
- a. Contact City for in-process traffic, trip distribution confirmation, and to verify use assumptions for the commercial lots.
 - b. Intersection analysis will be based on trip distribution

Streets:

1. NE Everett Street is an existing unimproved 2-lane arterial, without sidewalks, along the proposed development.
2. NE Everett Street is a State Route (SR500), therefore WSDOT will have an opportunity to review the application and provide comments. See WSDOT comments provided with pre-app notes.
3. Per CMC 17.19.040.B.1 half-width street improvements are required in accordance with CDSM.
4. Per CMC 17.19.040.B.5 dedication of additional right-of-way may be required to meet the minimum street width requirements. The existing right-of-way is 60-feet. The transportation plan identifies NE Everett Street as a 3-lane roadway which would require a total right-of-way width of 74-feet.
 - a. The applicant will be required to dedicate, sufficient right-of-way (ROW) for the proposed 74-foot road improvement width. This will require a minimum 7-feet of ROW dedication.
5. Per CDSM Table 3, *Access Spacing Standards*, the minimum access spacing on an arterial is 600-feet with a maximum of 1000-feet. The locations of the proposed driveway accesses, as shown, do not meet the Access Spacing Standards, per CDSM.
 - a. As this is a limited access corridor, only one access driveway will be permitted.
 - b. The location for the one driveway access is to be submitted for review and approval. A deviation from the spacing standard for one driveway access would be supported by the City Engineer.
 - c. The driveway access is to be a minimum 24-feet wide with 25-foot curve radii to allow for ingress and egress.
6. Per CDSM Table 1 Guidelines for Geometry of Private Roadway:
 - a. Note 2. Off-street parking, d. ingress aisles setback from back of sidewalk on an arterial is to be a minimum of 50-feet.
 - b. It is recommended that the applicant work with the city on this requirement. A deviation request to the City engineer from the standard would be required.

Stormwater:

1. The proposed development parcel is 26,572 sf (0.61 acre) in size.
2. Stormwater treatment and/or detention shall be designed in accordance with the latest edition of Ecology's *Stormwater Management Manual for Western Washington (SWMMWW)*. Current edition is the 2019 manual.
3. Refer to Ecology's Figure I-3.2 *Flow Chart for Determining Requirements for New Development (Vol. I, Chapter 3)* and the Camas Stormwater Design Standards.
 - a. All new development projects shall comply with Minimum Requirement (MR) #2 – Submittal of a Stormwater Pollution Prevent Plan (SWPPP).
 - b. An *Abbreviated Construction SWPPP* Form is available from Building Dept. or CDEV.

- c. 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 than Minimum Requirements (MR) #1- #5 will apply.
 - d. Impervious/hard surfaces include footprints for all proposed structures, driveways regardless paved or gravel surfacing, and any other proposed hard surfacing.
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. 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 SFR site plan. This area is to be used during construction.
 - a. The concrete washout area is to be removed prior to issuance of final occupancy.

Erosion Control

1. The parcel is 26,572 sf (0.61 acre) in size. As the proposed improvements are not in excess of an acre, an NPDES Construction Stormwater permit will not be required. As such an Erosion Control Bond will not be required.
2. The applicant is responsible for erosion prevention and sediment control during construction.
3. Mud tracking onto the road surface is discouraged and any mud tracking is to be cleaned up immediately.

Water:

1. There is an existing 14-inch steel main located on the west side NE Everett Street.
2. Applicant will be required to provide a water service to the proposed development, per CDSM Water Detail W2.
3. Water taps on the water main are to be performed by a City approved tapping contractor. Approved contractor list provided below.
4. Utility trenching in the NE Everett Street (SR 500) will be per CDSM Detail G2 and will require surface restoration per CDSM Detail G2A.
5. There is to be a 10-foot horizontal separation between the water service and sewer lateral located within the right-of-way.

Sanitary Sewer:

1. There is an existing 10-inch STEP sewer main running down the center of NE Everett St.
2. Applicant will be required to tap into the existing sewer main, run the lateral to proposed residence per CDSM Detail SP2, and install a STEP tank.
3. Applicant is responsible for the cost for the purchase and installation of the STEP tank, STEP tanks shall be per CDSM for STEP & STEP Tank Details.
4. Sewer taps on the sanitary sewer main are to be performed by a city approved tapping contractor. Approved contractor list provided below.
5. Utility trenching within the NE Everett St. will be per CDSM Detail G2 and will require surface restoration per CDSM Detail G2A.
6. There is to be a 10-foot horizontal separation between the water service and sewer lateral while located within the right-of-way.

City Approved Tapping Contractors:

1. A&A Drilling Services, Inc (water & pressure sewer):
16734 SE Kens Ct. #B, Milwaukie, OR 97267, 800-548-3827,
<http://www.aadrilling.com>
2. 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 and Recycling:

1. The Applicant is responsible for moving garbage and recycling cans to the right-of-way for pickup along NE Everett Street, unless an on-site location is approved by the garbage and recycling providers.

Parks/Trails:

1. Not applicable.

Impact Fees & System Development Charges (SDCs):

1. The proposed development is in the North District for TIF fees only.
2. Impact Fees and SDCs are collected at time of building permit issuance
3. Impact fees and SDCs are adjusted on January 1st of each year.
4. Impact fees and SDCs do not include the costs for tapping the water and sewer mains; extending the water service and sewer lateral to the property line; trenching, trench backfill, or surface restoration.

Impact Fees for 2021:

1. Traffic Impact Fees (TIF) - \$9,341.00 per PM Peak Hour Trip
 - a. Contact Engineering for estimated fees which are based on usage and number of PM Peak Hour trips.
2. School Impact Fees (SIF) – Not applicable
3. Park/Open Space (PIF) – Not applicable
4. Fire (FIF) - \$0.40 psf

System Development Charges (SDCs) for 2021:

1. Water
 - a. 1" meter - \$12,329.00 + \$445.00 connection fee
 - b. 1.5" meter - \$24,657.00 + \$851.00 connection fee
 - c. 2" meter - \$39,415.00 + \$2,075.00 connection fee
2. Sewer - Commercial
 - a. 1" meter - \$6,234.00
 - b. 1.5" meter - \$12,467.00
 - c. 2" meter - \$19,948.00
 - i. + \$177.00 STEP/STEF Inspection Fee
 - ii. + \$80.00 STEP/STEF Re-Inspection Fee

BUILDING DIVISION **BOB CUNNINGHAM (360) 817-7243 bcunningham@cityofcamas.us**

1. The structures will be reviewed under the most current building codes as adopted by The State of Washington.
2. 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.
3. The structural drawings and calculations shall be prepared and stamped by a Professional Engineer licensed by the State of Washington.
4. The new structure shall comply with the Washington Energy Code for building insulation, mechanical equipment, lighting, etc... All commercial energy forms shall be prepared by a licensed professional in accordance with section C103 of The Washington Energy Code.

5. Plumbing and mechanical construction documents shall be prepared by a design professional licensed by the State of Washington
6. A set of detailed plans for commercial kitchen equipment, ventilation equipment, the type 1 hood and suppression systems shall be prepared by a design professional licensed by the State of Washington
7. If applicable a properly sized grease interceptor is required.
8. Review and approval from the Clark County Health Department
9. Any 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.
10. For Businesses located back off the street a monument sign for addresses may be required.
11. Impact fees may, with the consent of the city, be prepaid. Prepaid impact fees, including the amounts of any developer credits under subsection 3.88.140(A) shall be deducted from impact fees at the time such fees are collected pursuant to subsection 3.88.040(C).

Section 427—Electric vehicle charging infrastructure.

427.1 Scope. The provisions of this section shall apply to the construction of new buildings serving Group B, Group R-1 hotel and motel only, and Group R-2 occupancies.

427.2 Required electric vehicle charging infrastructure. Where parking is provided, five percent of parking spaces shall be provided with electric vehicle charging infrastructure in compliance with Sections 427.3, 427.4 and 427.5. When the calculation of percent served results in a fractional parking space, the applicant shall round up to the next whole number.

EXCEPTION: Group R and Group B occupancies served by less than 20 on-site parking spaces.

FIRE DEPARTMENT

RON SCHUMACHER (360) 834-6191 rschumacher@cityofcamas.us

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 been obtained from the fire marshal's office. Camas Municipal Code 15.04.030.D.12.a

General overview of potential permits required with the Fire Marshal's Office. These are separate from any permits required with the building department for this project. ALL FMO Permits require two sets of drawings, project explanatory page, spec sheets and any other information required to facilitate the FMO plan review. The Fire Marshal's office is located at 605 NE 3rd. For Submittal questions contact the FMO at 360-834-6191. FMO@cityofcamas.us please contact Sherri our admin specialist.

- 1) IFC/IBC Site plan required. Submitted to & distributed through the planning department.
- 2) New Building Construction permit with the Fire Marshal's Office located at 605 NE 3rd. Contact the FMO at 360-834-6191 OR FMO@cityofcamas.us for submittal information. These plans are submitted simultaneously to the FMO and the Building Department
- 3) The parking lot and driveways as submitted meet the standard for Fire Department access. Planning and other departments will have to okay the drawings as well.
- 4) If the building does not have a fire sprinkler system installed the furthest most portion of the building has to be within 400' of a fire hydrant. The distance to a hydrant may increase to 600' if the building has a fire sprinkler system installed. If a hydrant is located on the east side of Everett that is within the 400' requirement the hydrant may be utilized if there is less than 30,000 vehicles per day.

- 5) To request permit inspections, contact the Fire Marshal's Office via *Camas Connect*. Otherwise, call our inspection line at 360-834-6191 x1.
- 6) Do not contact the building department with questions regarding Fire Marshal Pre-App Review or Permit/Review notes. The Fire Marshal's Office contact information is noted above.
- 7) Please do not hesitate to contact the FMO at any time if you have any questions or concerns.

WA STATE DEPT OF TRANSPORTATION LOGAN CULLUMS (360) 949-6871 culluml@wsdot.wa.gov

The submitted site plan shows two proposed access connections from the site to SR 500. While we acknowledge that the jurisdiction over access connections to State highways resides with the City within incorporated city limits, we request the City of Camas restrict access to SR 500 from this site to a single access connection. Chapter 47.50.030(3) states "Cities and towns shall, no later than July 1, 1993, adopt standards for access permitting on streets designated as state highways which meet or exceed the department's standards, provided that such standards may not be inconsistent with standards adopted by the department."

The Access Management Law (Chapter 468-52 WAC) has classified this portion of SR 503 as a Class 3 highway. For a Class 3 highway, the law states: "No more than one access shall be provided to an individual parcel or to contiguous parcels under the same ownership unless it can be shown that additional access points would not adversely affect the desired function of the state highway in accordance with the assigned access classification, and would not adversely affect the safety or operation of the state highway."

Filling and grading work will change the drainage characteristics of the site. WSDOT's drainage policy states that there will *be no net gain* in the stormwater runoff transported to the WSDOT right of way from adjacent property. If the applicant is proposing changes to stormwater runoff that will either increase or decrease the amount of runoff to the State's right of way, then WSDOT will require the following:

- The applicant shall contact WSDOT directly, or through the permitting agency, to obtain WSDOT approval of the proposed changes.
- Hydraulic calculations and plans must be submitted for WSDOT review and approval. The drainage plans and calculations will need to meet the requirements set forth in the WSDOT Hydraulics Manual (Engineer Publication M23-03) and the Highway Runoff Manual (Engineer Publication M31-16).
- Documentation that WSDOT's drainage requirements have been satisfied should be provided to the permitting agency, by the applicant, prior to granting final approval of this project.

Due to the proximity of this proposal to SR 500, WSDOT will require that lighting installed by the applicant is of an appropriate wattage and is shielded and/or directed according to RCW 47.36.180 to avoid any glare to motorists.

If utility relocation is necessary, a permit from WSDOT may be required. For questions about utilities within the WSDOT right of way, please contact Dennis Noyes at NOYESD@wsdot.wa.gov.