

**COMMUNITY DEVELOPMENT DEPARTMENT**

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

October 9, 2025

Scott Taylor
 SGA Engineering
 2005 Broadway Street
 Vancouver, WA 98683

RE: Oliver Terrace Subdivision (SUB25-1010) application completeness review letter

Dear Mr. Taylor,

Thank you for your application submittal for the Oliver Terrace subdivision. 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 16, 2025, 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. The following shall be submitted per the pre-application notes:
 - a. Density calculation is based on development/net acreage which defined as the total land use development exclusive of open space and critical areas.
 - The density calculation excludes ROW only and needs to be revised to exclude open space and critical area acreage only.
 - b. Garage faces shall maintain a minimum 20-foot front yard setback per CMC 18.09.040 Table 2 note 3.
 - The front yard setback listed on the plat shall be revised.
2. Per CMC 17.11.030.B.6(a-p), the following shall be included on the site and development plans:
 - a. A plat meeting the standard identified in CMC Section 17.01.050,
 - A.4- Legal description of boundaries
 - B.4 (a-g), Land Inventory
 - b. The names of property owners of adjacent land-
 - The parcel numbers are shown; however, the owners of adjacent lands are not included on the preliminary site plan aka preliminary plat.
 - The adjacent subdivisions are labeled only.
 - l. Existing and proposed topography at 2-foot contour intervals extending to 5-feet beyond project boundaries.
 - Neither the existing nor proposed grading plans show topo beyond the property boundaries.
 - m. Location of any critical areas and critical area buffers to indicate compliance with all applicable provisions of the critical areas legislation
 - Show location of steep slopes.
 - n. Description, location and size of existing and proposed utilities, storm drainage facilities and roads to serve the lots.

- Sizes of existing and proposed utilities; water main, sewer main, and storm mains have not been shown.
 - Sizes of proposed services/laterals; water, sewer, and storm have not been shown.
- p. Regardless of height, are there any retaining walls planned?
3. Per CMC 17.11.030.B.7.b, the proposed lots are to be shown on the existing topography plan sheet.
 4. Per CMC 17.11.030.B.8, Preliminary stormwater plan and preliminary stormwater technical information (TIR) report is to be prepared in accordance with Ecology's SWMMWW.
 - A preliminary TIR was not submitted.
 5. Per CMC 17.11.030.B.11, Applicant shall furnish one set of mailing labels for all property owners
 - Mailing labels were not included.
 6. Per CMC 17.11.030.B.13, A narrative addressing ownership and maintenance of open spaces, stormwater facilities, public trails and critical areas, etc.
 - The narrative does not address ownership or maintenance.

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

7. Preliminary plat plans:
 - CMC 17.11.030.12: The TIS Memo was prepared using the 11th Edition ITE manual. The 12th Edition ITE manual was issued in August 2025.
 - All TIS/A are to be prepared using the 12th Edition ITE manual.
 - CMC 17.11.030.14: An engineering estimate of costs for site improvements, both public and private.
 - An engineer's estimate was not submitted with application.
 - Required by code but not considering a TC item. It is to be submitted with the Civil Construction Application.
 - The narrative states that the existing home on proposed Lot 12 will retain the existing well for irrigation purposes. Water and sewer services are to be extended from the future improvement of N 49th Circle to the future Lot 12. The existing septic system and the existing well are to be decommissioned prior to engineering plan approval and the water rights for the well are to be transferred to the city.
 - Are the 3 existing sheds (i.e. accessory structures) proposed for removal? If not, those will need to be located on the lot with the existing residential structure (proposed Lot 12).

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

Respectfully,



Lauren Hollenbeck
Senior Planner