



Pre-Application Meeting Notes
Camas High School District Tennis Courts
Planning Case Number: PA24-08

Meeting held via Zoom: May 2, 2024
 Notes issued via email: May 14, 2024

Applicant:

Martin Snell, MacKay Sposito
 18405 SE Mill Plain Boulevard, Suite 100
 Vancouver, WA 98683
msnell@mackaysposito.com

Representing City of Camas:

Yvette Sennewald, Senior Planner
 Robert Maul, Planning Manager
 Randy Miller, Fire Marshal
 Brian Smith, Building Official
 Ahmed Yanka, Engineering

Location: Camas High School
 29600 SE 15th Street

Tax Accounts: 178111000 and 178174000

Zoning: R-7.5

Description: The project includes resurfacing eight existing tennis courts, installing lighting and an enclosure over the tennis courts as well as the placement of an entrance structure (with restrooms and a small locker area) utility extensions/connections, site improvements for access from the parking lot, additional parking spaces and landscaping.

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 March 29, 2024.

Type III Conditional Use Permit	Fees (as of 2/29/24)
Conditional Use Permit	\$4,949
Minor Design Review	\$495

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.** An application for design review must include (at a minimum) building elevations, materials, exterior colors, and landscaping plans. Preliminary site plan should show all existing conditions per CMC Section 17.11.030.B.6(a-p),

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.

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.

BUILDING DIVISION

Brian Smith | 817-1568

- The structure will be reviewed under the most current building codes as adopted by the State of Washington. Specifically, the requirements of IBC 3102 regulate this type of structure.
- The plans will need to be prepared by a State of Washington licensed architect.
- Structural drawings and calculations will be required and shall be prepared and stamped by a Professional Engineer licensed by the State of Washington.
- A separate construction permit from the Camas/Washougal Fire Marshal's office may be required, contact the Fire Marshal's Office to confirm.
- Impact fees and System Development charges will be applicable.
- If the structure is conditioned compliance with the Washington State Energy Code will be required.

ENGINEERING DIVISION

Ahmed Yanka | 817-7258

Applicant's 'Proposed Scope of Work' are not applicable to Engineering.

Responses to the Applicant's TIA questions are addressed separately.

General Requirements:

1. Civil site construction 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 site improvement plans are to be submitted to Community Development (CDev) Engineering for review and approval.
3. The Community Development Engineering Dept. is responsible for plan review (PR) and construction inspection (CI). A 3% PR&CI fee is collected by engineering for all infrastructure improvements.
 - a. The 3% fee is based on an engineer's estimate.
 - b. The engineer's estimate is to include all improvements outside of the proposed building footprints.
 - c. Payment of the 1% plan review (PR) portion is required when the civil plans are submitted for first review.
 - d. Payment of the 2% construction inspection (CI) portion is to be paid prior to release of approved construction drawings by the CDev Engineering Dept.
4. The applicant will be required to purchase all permanent traffic control signs, street name signs, street lighting, and traffic control markings for the proposed development.
5. A general encroachment permit, certificate of insurance, and approved traffic control plan (TCP) is required prior to the start of any work within the right-of-way.

Traffic/Transportation:

1. As the change in use is from tennis courts for high school usage to a USTA Tennis Center, the applicant is to provide a TIA memo addressing the potential increase in AM and PM Peak hour trip distribution to and from the site.
2. Based on the information requested above, an intersection impact analysis may be required.
3. If the Traffic Engineer has any additional questions, they can contact the City Engineer, James (Curleigh) Carothers.

Streets:

1. The proposed tennis court improvements, including construction of a new on-site access road to be located on the north side of the existing tennis courts, which are north of the Camas High School parking lot.
2. The high school has an existing ingress and egress at SE 15th Street and an existing egress onto NE Garfield Street.
3. Per the 2016 Transportation Comprehensive Plan Map:
 - a. SE 15th Street is designated as an existing 3-lane fully improved road along the frontage of the high school.
4. NE Garfield Street is designated as a local road without sidewalk improvements on the west side of the road nor in the vicinity of the intersection of the high school's North Access Road and NE Garfield Street.
 - a. The applicant is not required to construct any improvements on NE Garfield Street.
5. The applicant is proposing a new 16-foot-wide one-way drive aisle around the existing tennis courts with approximately 56 new parking stalls.

- a. The proposed one-way drive aisle is shown to intersect the existing drive aisle and parking lot and to be located between the existing baseball field and easternmost tennis court. The easternmost tennis court is proposed to be eliminated in order to construct the new drive aisle.
- b. The proposed egress for the new one-way drive aisle is shown as a new intersection with the existing North Access Road.
- c. The new road is to be signed as one-way at the east intersection and 'stop controlled' at the west intersection.

Stormwater:

1. The proposed tennis court is within combined parcels of 2,281,238 sf (52.37 acres) in size per Clark County records.
2. Stormwater treatment and detention shall be designed in accordance with the latest edition of Ecology's *Stormwater Management Manual for Western Washington (SWMMWW)*. The current Ecology manual is the 2019 version.
3. Refer to Ecology's *Figure I-3.2 Flow Chart for Determining Requirements for Re-Development (Vol. I, Chapter 3, Page 90)*.
 - a. As the project results in 5,000 sf, or greater, of new plus replaced hard surface area; then Minimum Requirements (MR) #1- #9 will apply.
4. The applicant will be responsible for determining if the existing stormwater conveyance and treatment and detention system at the southeast corner of the site is adequately sized for additional stormwater discharge from the proposed road construction.
5. A revised TIR will be required addressing the proposed changes.
6. A designated concrete washout area (BMP C154, Vol. II, Chap. 3, pgs. 320-326) is to be shown on the site plans. The washout area is to be removed prior to issuance of final acceptance.

Erosion Control

1. If the new proposed improvements are greater than an acre of land-disturbing activities the applicant will be required to obtain an *NPDES Construction Stormwater General Permit* from Ecology and provide an ESC bond to the city.
2. The applicant will be responsible for all erosion and sediment control measures to ensure that sediment laden water does not leave the site or impact adjacent parcels.
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 2.5-inch schedule 40 PVC water service at the southwest corner and another water service located approximately 325-feet of the southeast corner.
2. A new water service to the proposed bathrooms is to be shown on the proposed site plans.
3. All taps to be performed by a tapping Contractor approved by the City's Water/Sewer Dept.

4. Utility trenching and trench backfill are to be per CDSM Detail G2. Surface restoration will be per CDSM Detail G2A.

Sanitary Sewer:

1. There is an existing 6-inch PVC sanitary STEF main that runs along the southside of the proposed tennis court location in the High School parking lot.
2. A new sanitary sewer lateral to the proposed bathrooms is to be shown on the proposed site plans.
3. All taps to be performed by a tapping Contractor approved by the City's Water/Sewer Dept.
4. Utility trenching and trench backfill are to be per CDSM Detail G2. Surface restoration will be per CDSM Detail G2A.

City Approved Tapping Contractors:

1. A&A Drilling Services, Inc (water & pressure sewer):
 - a. 16734 SE Kens Ct. #B, Milwaukie, OR 97267, 800-548-3827, <http://www.aadrilling.com>
2. Ferguson Waterworks (water only):
 - a. 14103 NW 3rd Court, Vancouver, WA 98685, 360-896-8708, <https://www.ferguson.com/branch/nw-3rd-ct-vancouver-wa-waterworks>

Parks/Trails:

1. Not applicable.

Garbage & Recycling:

1. Applicant to use existing garbage & recycling system.

Impact Fees & System Development Charges (SDCs):

1. Camas High School is in the South District.
2. Impact Fees and SDCs are collected at the time of building permit issuance.
3. Impact fees and SDCs are adjusted on January 1st of each year.

Impact Fees for 2024:

1. Traffic Impact Fees - \$3,988.00 per PM Peak Hour Trip
2. School Impact Fees (SIF) (Camas) – NA
3. Park/Open Space Impact Fees (PIF) – NA
4. Fire Impact Fees (FIF) - \$0.69 sf

System Development Charges (SDCs) for 2024:

1. Water
 - a. 3/4" meter - \$9,056.00 + \$450.00 connection fee
2. Sewer
 - a. Residential - \$7,184.00 + \$199.00 STEP/STEF Inspection

FIRE MARSHAL

Randy Miller | 834-6191

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) Permit(s) with the Fire Marshals Office required.
 - a. Site Plan
 - b. New Construction/Life Safety Permit required with the FMO
 - c. Other permits may be required as this project is further explained in use and design.
3. Contact the FMO if you have any questions: 360-834-6191 or FMO@cityofcamas.us