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# 1. Pre-Application Conference Report

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## PRE-APPLICATION MEETING NOTES

PA25-1049

Meeting held via Zoom: Thursday, April 3, at 2:30 p.m.

Notes issued via email on April 14, 2025

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<b>Applicant:</b>	AKS Engineering & Forestry LLC
<b>City of Camas:</b>	Madeline Coulter, Planner Ahmed Yanka, Engineering Brian Smith, Building Randy Miller, Fire Marshal
<b>Location:</b>	4511 NW 18TH AVE Parcel Number: 125193000
<b>Zoning:</b>	Multi-Family Residential (MF-18)
<b>Description:</b>	To construct 154 single family lots with associated stormwater facility, critical area, parking, and landscaping tracts.

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**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 all relevant applicable code requirements to an applicant shall not constitute a waiver of any standard or requirement by the City. [CMC 18.55.60 (C)] This pre-application conference shall be valid for a period of 180 days from the date of the meeting. If an application is not 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".

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### PLANNING DIVISION

Madeline Coulter | (360) 817-1568 | [mcoulter@cityofcamas.us](mailto:mcoulter@cityofcamas.us)

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 March 5, 2025.

### Application Requirements

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

1. A completed city application form and required fee(s), which are addressed at on-line submittal;
2. A complete list of the permit approval sought by the applicant;
3. 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 the Clark County assessor;
4. 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 pre-application conference as being required;



5. Necessary drawings- All documents and reports shall be provided with the on-line application submittal;
6. Copy of the preapplication meeting notes; and
7. A development sign per CMC 18.55.110.H.

### **Preliminary Subdivision Review**

The site development approval process will be considered under a Type III subdivision, which requires a public hearing where the hearings examiner will render the final decision. The application for preliminary plat shall contain information outlined in CMC 17.11.030.B. The application shall address in a narrative the criteria for approval CMC 17.11.030.D. Building height, setback and lot coverage can be found in CMC 18.09.040 Table 1 & 2.

### **Major Design Review**

Design Review is required for all new developments within multi-family zones 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 Multifamily Developments*.

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 preliminary plat review decision.

### **Landscaping Regulations and Tree Density**

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. A preliminary landscape plan is required with the preliminary plat submittal.

### **Parking Regulations**

The proposed use will need to meet the automobile parking requirement pursuant to CMC Chapter 18.11. When the proposed development's average lot size is seven thousand four hundred square feet or less, one additional off-street parking space shall be required for every five units, notwithstanding the requirements of CMC Chapter 18.11. These spaces are intended to be located within a common tract.

### **Critical Areas**

Clark County GIS mapping identifies wetlands within the subject property. As such, a critical areas report is required if the proposed development is within or adjacent to (within 200-feet) a critical area per CMC Section 16.51.130. The general requirements for a critical areas report are found in CMC Section 16.51.140. The City's code contains additional requirements for each type of critical area that needs to be addressed in CMC Chapter 16.53. A preliminary mitigation plan is required if there will be impacts to the critical area.

### **SEPA**

The proposed development is not categorically exempt from the requirements of the State Environmental Policy Act (SEPA) per CMC Section 16.07.020.A.

### **Archaeological Review**

The site is located in an area of medium-high probability for the presence of archaeological objects and on a site that is more than 5 acres, therefore an archaeological predetermination is required per CMC Section 16.31.070.A. Proof of mailing or emailing to the tribes per CMC 16.31.160.




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**ENGINEERING**
**AHMED YANKA (360) 817-7258 ayanka@cityofcamas.us**


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General Requirements:

1. Final engineering site improvement plans shall be prepared in accordance with the Camas Design Standards Manual (CDSM) and CMC 17.19.040, by a licensed Civil Engineer in Washington State.
2. Civil construction plans are not to be submitted until after Planning issues the land-use decision.
3. After the land-use decision is issued, the applicant is to submit civil construction plans via the online portal at [www.cityofcamas.us/Permits](http://www.cityofcamas.us/Permits) under the 'Civil Construction Application'.
4. CDev Engineering Dept. is responsible for plan review (PR) and construction inspection (CI) of the civil site improvements.
5. A 3% PR&CI fee is collected by engineering for all infrastructure improvements.
  - a. A stamped preliminary engineer's estimate is to be submitted with the plans for first review.
  - b. Payment of the 1% plan review (PR) fee shall be due prior to the start of the first review. Staff will review and approve the estimate and invoice the applicant.
  - c. Payment of the 2% construction inspection (CI) fee is due prior to construction plan approval and release of approved plans to the applicant's consultant. Staff will invoice the applicant.
  - d. Under no circumstances will the applicant be allowed to begin construction, including any land-disturbing activities prior to engineering plan approval.
6. Per CMC 17.21.060.H Except for one sales office or one model home, building applications will not be accepted until after Final Acceptance has been issued for all infrastructure improvements.
7. Final acceptance is issued by the Community Development Engineering Dept.
8. Any existing wells and septic tanks and septic drain fields shall be decommissioned in accordance with State and County guidelines per CMC 17.19.020 (A3).
9. 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.
10. Work within the city right-of-way (ROW) will require submittal an encroachment permit and an approved traffic control plan (TCP), prior to the start of any work. This permit is not to be submitted via the online portal. It is to be submitted to the future site Inspector for review and approval.
11. Regulations for installation of public improvements, improvement agreements, bonding, final plating, and final acceptance can be found at CMC 17.21.
12. The applicant will be responsible for ensuring that private utilities; underground power, telephone, gas, CATV, interior street/parking lighting, and associated appurtenances are installed.

Neighborhood Traffic Management Plan

1. The City has a Neighborhood Traffic Management Plan (NTM). The NTM plan identifies the need for installation of acceptable traffic calming features when a proposed development will create 700 Average Daily Trips (ADT) or more.
2. The proposed development will result in 700 or more ADTs and will require traffic calming features. The applicant is to work with staff to determine an acceptable location for the traffic calming features.



Traffic/Transportation:

1. A transportation impact analysis (TIA) is required when a proposed development results in 199 vehicle trips per day (VPD) or more.
2. A transportation impact analysis (TIA) is required and shall be prepared in accordance with the City's adopted Traffic Impact Study Guidelines as outlined in the CDSM
3. The Applicant will be required to have a traffic engineer analyze the following:
  - a. Site distance access at applicants proposed access intersections.
  - b. Vision clearance areas are to be addressed, per CMC 18.17.030.
  - c. Address potential for left-turn pocket at access off NW 18<sup>th</sup> Avenue
  - d. A traffic circulation plan showing on-site ingress and egress, per CMC 17.19.040 (B.10.a).
  - e. Address movement conflicts with existing nearby intersections; and
  - f. Provide trip AM and PM Peak distribution to and from the site.
  - g. AM and PM Peak Hour analysis for intersections with 20 or more additional trips
4. The TIA will be sent to the City of Vancouver (COV) Traffic Engineer for review and comments.
5. COV will require trip distributions to the following intersections for proportionate share fees.

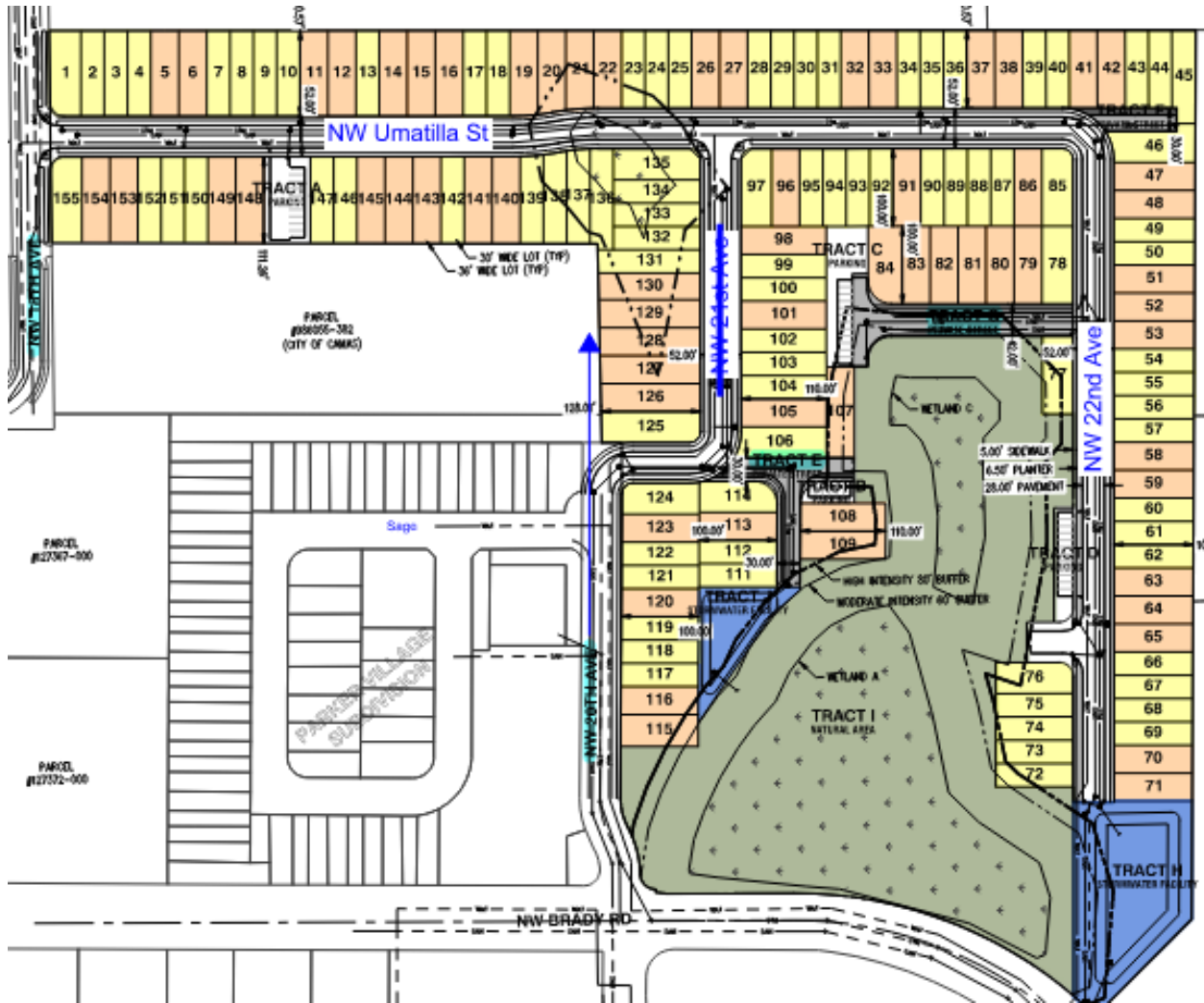
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**BUILDING DIVISION**

**BRIAN SMITH (360) 817-1568 [bsmith@cityofcamas.us](mailto:bsmith@cityofcamas.us)**

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1. Existing structures to be removed will need an asbestos survey and demolition permit.
2. Decommissioning of septic tanks and drain fields through Clark County Department of Health
3. Property corners shall be established by a licensed surveyor.
4. The structures will be reviewed under the most current building codes as adopted by the State of Washington.
5. The structural drawings and calculations shall be prepared and stamped by a Professional Engineer licensed by the State of Washington.
6. The required fire suppression system shall be in accordance with IBC and other applicable codes standards and shall be reviewed by the Camas Fire Marshal's office.
7. Storm water from adjacent properties and existing developments should be taken into consideration.
8. Storm sewer disposal and connections shall be identified on the approved plans.
9. All lots shall be provided a storm drain lateral at the lowest practical location.
10. Developer shall provide a designated concrete wash out area.
11. Impact fees and System Development charges shall be applicable
12. An approved monument sign for posting addresses shall be provided at all Flag lots, the monument sign, location and design a shall be noted on the Plat.



**FIRE DEPARTMENT**

**RANDY MILLER (360) 834-6191 FMO@cityofcamas.us**

- 1) Any existing structures scheduled for demolition may be considered for use as a fire department training burn. Contact DFM Randy Miller at the FMO for further information. 360-834-6191
- 2) NFPA 13D Residential Fire Sprinklers required in all new dwellings. Additionally, it is recommended or may be required to mitigate access or turnaround issues, to install fire sprinklers in garages. Contact the FMO for further information.
- 3) If a larger water meter is required to meet fire flow and the larger meter is not required for reasons of the international residential code/building department, the SDC up-charges are waived and the minimal cost difference in the actual meter shall be paid.
- 4) A flow switch is optional but recommended to tie into the homes security system along with an outside bell.
- 5) If a PRV is needed for pressures over 80 PSI on the domestic supply, it shall be installed after the fire line supply. If the pressure is over 80 PSI a PRV may be needed on the toilet supply line supplied from the fire sprinkler system.
- 6) An inside bell or horn strobe is recommended (If system is not tied into a security system) Contact Randy Miller in the FMO for more information.



- 7) Water supply line from the meter into the structure shall be sized per the fire sprinkler contractors design calculations or a 2- inch line shall be installed.
- 8) Multiple Fire Hydrants required, will be evaluated based on IFC appendix C and the operational needs of the Fire Department.
- 9) Witnessed hydrant flushing required with the FMO on all new fire hydrant installations.
- 10) Access roads or flag lots to be a minimum 12-foot wide paved with a 20-foot wide clearance and a minimum 13.6-foot vertical clearance. These minimums may be greater per city of Camas engineering department.
- 11) Approved Fire Department turnaround required for dead end streets or access driveway over 150 ft to residential structures measured from the center line of where the access road leaves the public street.
- 12) Provide approved radiuses to access roads/driveways for tracts.
- 13) Obstructed access plan required for all private roads, flag lots serving more than one home or access tracts. Towing signs are the recommended plan unless an alternate method is provided and approved.
- 14) Any discovered underground oil or fuel storage tank during the development requires a decommissioning permit through the Fire Marshal Office.
- 15) A propane Permit is required with the Fire Marshals Office for any tank installation over 124 gallons.
- 16) Approved address monument required where the access road, flag lot or driveway leaves the public street. Contact the FMO for approval.
- 17) Temporary Addresses required at all times for each structure/lot until permanent address numbers are installed, please give attention to making the numbers extremely visible from the street, unlikely to be blocked by parked vehicles so emergency services can easily see & read in order to find 911 generated calls.
- 18) Please do not hesitate to contact the FMO if you have any questions. 360-834-6191 or [FMO@cityofcamas.us](mailto:FMO@cityofcamas.us)