

**COMMUNITY DEVELOPMENT DEPARTMENT**

616 NE 4th Avenue
 Camas, WA 98607
www.cityofcamas.us

November 29, 2023

Eric's Custom Design
 Eric Papenfuse
 Sent via email to: ericscustomdesign@gmail.com

RE: Application Review for 748 SW Valley Street Duplex – Planning Cases CUP23-04 & DR23-08

Dear Eric,

Thank you for your application for the property located at 748 SW Valley Street. I am the case planner assigned to your project. The purpose of this letter is to inform you that the above applications submitted on November 6, 2023, have been deemed incomplete in accordance with Camas Municipal Code (CMC) Section 18.55.130 and there are items that need to be addressed prior to proceeding with the review. Once the items below are submitted, staff will review the information to verify whether the application can be deemed complete. As a reminder, staff is not authorized to waive any requirement of the City Code. Any omission or failure by staff to recite applicable code requirements shall not constitute a waiver by the City of any standard or requirement.

The plans submitted for this project appear to be focused on Engineering review items and do not include the items that Planning needs for review.

Items necessary for completeness:

PLANNING

Per CMC 18.55.110:

1. A complete and detailed narrative description that describes the proposed development, existing site conditions, existing buildings, easements, public facilities, services, and other natural features is required to be submitted. It should also address any proposed building conditions or restrictions, explain how the criteria will be met and address any other information indicated by staff during the preapplication meeting.
2. Two copies of full-sized site plan, preliminary grading plan, landscape plan, building elevations and colors.
3. A copy of a full title report is required.
4. As per the Pre-app notes for this project, 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.*
5. **Design Review.** The city will schedule a public meeting with the Design Review Committee (DRC) prior to the public hearing, as the DRC will provide a recommendation on the permit. An application for design review must include (at a minimum) building elevations, materials, exterior colors, and landscaping plans. There are specific standards for duplexes within the city's Design Review Manual. One of the standards states, "Garages shall account **for less than fifty percent of the front face of the structure.** Garages visible from the street shall be articulated by architectural features, such as windows, to avoid a blank look." The design should include a visible and articulated front entrance.

Preliminary site plan should show:

- a. Applicable setbacks, building footprint and elevations for the R-6 Single-Family Residential Zone. New construction must meet the following setbacks (based on lot sizes between 5,000-11,999 square feet):
FRONT YARD: 20-feet
SIDE YARDS: 5-feet
REAR YARD: 25-feet
MAXIMUM BUILDING COVERAGE: 40%
 - b. All existing conditions shall be delineated on the site plan per CMC Section 17.11.030.B.6(a-p),
 - c. Off-street parking for four vehicles, or two spaces per unit per CMC Chapter 18.11 Parking,
 - d. Landscape plan per CMC Chapter 18.13 Landscaping,
 - e. Parking areas must include 5-feet of landscaping between adjacent lot line (screening bushes and trees, and Street trees must be installed in the planter strip of the frontage. One tree per unit
6. **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. A minimum 20-unit tree density per net acre is required to be incorporated into the overall landscape plan per CMC 18.13.051.A.

ENGINEERING

Preliminary Stormwater Report (PTIR):

- 1. A preliminary stormwater report is required per Ecology's SWMMWW, Figure 1-3.2 Flow Chart for Determining Re-Development Standards.

2. The proposed development is to submit a PTIR addressing Minimum Requirements (MRs) #1-#5.
3. The PTIR is to address the proposed rain garden shown on the composite utility plans.
4. The applicant only addressed MR #2 (SWPPP).

Not a completeness item, but an Engineering comment:

Composite Utility Plans:

1. The plans show proposed 1250-gallon STEP tanks. 1250-gallon STEP tanks are no longer applicable. The minimum size is a 1500-gallon STEP tank.

Upon resubmittal, staff will review and provide comments back within 14 days. If you have any questions, please contact me at YSennewald@cityofcamas.us

Respectfully,

A handwritten signature in black ink, appearing to read "Yvette Sennewald". The signature is fluid and cursive, with a large loop at the end of the last name.

Yvette Sennewald, Senior Planner