



Pre-Application Meeting Notes
Proposed Duplex & ADU
File PA22-51

Meeting held via Zoom: Thursday, December 15, 2022
 Notes issued via email: December 28, 2022

Applicant:

Eric Papenfuse
 PO Box 1831
 Vancouver, WA 98682

Representing City of Camas:

Yvette Sennewald, Senior Planner
 Alan Peters, Community Development Director
 Brian Smith, Building
 Randy Miller, Fire Marshal
 Ahmed Yanks, Engineering

Location: 748 SW Valley Street

Tax Accounts: 83103000

Zoning: Residential-6,000 (R-6) – Single Family Residential

Description: The applicant proposes to construct a duplex and an ADU on the subject 10,058 sq. ft. vacant property.

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 December 8, 2022.

The proposed project includes the development of a duplex on a property in the single-family residential zone and requires approval of a Conditional Use Permit. This is a Type III permit and requires a public hearing before the city's Hearings Examiner.

Type III Conditional Use Permit	Fees (as of July 28 th , 2022)
Duplex - Conditional Use Permit	\$3,417 + \$105 per unit
Duplex - Design Review Committee	\$2,375

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:

- 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.
- 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.** 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
- f. Street trees must be installed in the planter strip of the frontage. One tree per unit.

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.

4. **SEPA.** According to RCW 43.21C.229, the proposed duplex would facilitate residential development and can be considered "infill development" therefore, is categorically exempt from State Environmental Policy Act (SEPA) requirements.
5. **ADU.** Per CMC 18.27.050(A), no more than one accessory dwelling unit per legal lot is permitted, and it must be accessory to a single-family residence. A lot of record lawfully occupied by two or more single-family residences shall not be permitted to have an accessory dwelling unit, unless the lot is short platted under Title 17 of this code. If a short plat is approved, an accessory dwelling unit for each dwelling unit is permitted only if all dimensional standards of the underlying zone, and all other provisions of this chapter are met.

BUILDING DIVISION

Brian Smith | 817-1568

SFR Checklist attached. No additional comments at this time.

ENGINEERING DIVISION

Ahmed Yanka | 817-7258

General Requirements:

1. 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.
2. Community Development Engineering is responsible for plan review (PR) and construction inspection (CI) of all site improvements.
3. A 3% PR&CI fee is collected by engineering for all infrastructure improvements.
 - a. Payment of the 1% plan review (PR) fee shall be due prior to start of first review.
 - b. Payment of the 2% construction inspection (CI) fee shall be due prior to construction plan approval and release of approved plans to the applicant's consultant.
 - c. Under no circumstances will the applicant be allowed to begin construction prior to construction plan approval.
4. In addition to approved civil engineering site plans, work within the right-of-way (ROW) will require a General Encroachment permit, issued by Development (CDev) Engineering.
 - a. A traffic control plan (TCP) is to be submitted with the encroachment permit for review and approval, prior to working within the right-of-way on NW 6th Place.
5. The applicant will be responsible for ensuring that private utilities; underground power, telephone, gas, CATV, interior street/parking lighting, and associated appurtenances are installed.
6. Final acceptance is to be issued by Development Engineering, prior to building permit issuance.

Traffic/Transportation:

1. Trips generated are less than 199 vehicles per day (vpd). Therefore, a traffic study (TIA) is not required.

Streets:

1. The proposed development is located on the north end of SW Valley Street.
2. SW Valley Street is an unimproved local road that starts as a 2-lane road at the intersection of SW 6th Avenue for approximately 75-feet then turns into a 1-lane road as you head north and ends at the applicant's southern property line.
 - a. The applicants preliminary site plan shows a 25-foot easement along the front of the property.
3. Per CMC 17.19.040.B Table 17.19.040-1 Minimum Private Street Standards for 4 dwelling units or less, the private street is to consist of a 20-foot-wide tract, a minimum 12-foot-wide paved surface, sidewalk is optional, and no parking on both sides.
4. SW Valley Street is an unimproved road that is one lane. Applicant will need to work with Fire Marshall and staff to provide an adequate turn around.

Stormwater:

1. The proposed parcel is 10,000 sf (.23 acres) in size, with proposed improvement of approximately 2,052 sf for the duplex plus 528 sf for the ADU.
2. Refer to Ecology's Figure I-3.2 *Flow Chart for Determining Requirements for Re-Development (Vol. I, Chapter 3)* and the Camas Stormwater Design Standards.
 - o All re-development projects shall comply with Minimum Requirement (MR) #2 – Submittal of a *Stormwater Pollution Prevent Plan (SWPPP)*.
 - Contact Building Dept. for the City of Camas Abbreviated Construction SWPPP Form.
 - o 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 then Minimum Requirements (MR) #1- #5 will apply.
3. 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.
4. 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 single-family home construction. The concrete washout area is to be removed prior to issuance of final occupancy

Erosion Control

1. Applicant is responsible for erosion prevention and sediment control during construction.
2. 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-inch galvanized water main that turns into a 1-inch galvanized at the north end and it's located on the westside of SW Valley Street.
2. The existing 1-inch water service to the SFR to the north is not sufficient to serve the proposed development.
3. The applicant will be required to extend a 2-inch ductile iron water line to serve the proposed duplex and ADU, with separate 1-inch services and water meters to each dwelling unit.
 - a. The applicant is to work with staff to determine the location for extending a 2-inch water line.
4. Trenching, backfill, and surface restoration on NW 6th Place will be per CDSM Details G2 and G2A.
5. A 10-foot separation shall be maintained between water and sanitary sewer lines within the right-of-way.
6. The water tap on the water main is to be performed by a city approved tapping contractor. Approved contractor list provided below.

Sanitary Sewer:

1. There is an existing 2-inch PVC pressure sewer main located on the east side of SW Valley Street.
2. The applicant will be required to extend the existing 2-inch sanitary sewer main if required and provide 1-inch lateral to each dwelling unit.
3. The applicant will be required to provide and record a utility access and maintenance easement, to the city, across the new private road.
4. At the time of Duplex and ADU construction a STEP tank installing will be required.
 - a. The STEP tank is to be per CDSM STEP Tank Details.
 - b. The STEP tank is to be installed by a certified Roth tank installer.
5. The applicant will be required to provide a right-of-entry to the City for maintenance of the STEP tank and the STEP tank is to be located such that the City has access for maintenance and pumping.
6. Trenching, backfill, and surface restoration on SW Valley Street will be per CDSM Details G2 and G2A.
7. A 10-foot separation shall be maintained between water and sanitary sewer lines within the right-of-way.

City Approved Tapping Contractors:

- A&A Drilling Services, Inc (water & pressure sewer):
16734 SE Kens Ct. #B, Milwaukie, OR 97267, 800-548-3827,
<http://www.aadrilling.com>
- 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 the garbage and recycling cans for pickup on SW Valley Street.

Parks/Trails:

1. Not applicable.

Impact Fees & System Development Charges (SDCs):

1. The proposed development is in the South District.
2. Impact Fees and SDCs are collected at time of building permit issuance.
3. The impact fees and SDCs noted below are for informational purposes only.
4. Impact fees and SDCs are adjusted on January 1st of each year.

Impact Fees for **2023**:

Duplex/Townhome (per DU):

1. Traffic Impact Fees - \$3,800.00
2. School Impact Fees (SIF) (Camas) – \$6,650.00
3. Park/Open Space Impact Fees (PIF) – \$5,801.00
4. Fire Impact Fees (FIF) - \$0.37 sf

ADU (Exterior):

1. Traffic Impact Fees - \$1,300.00
2. School Impact Fees (SIF) (Camas) – \$6,650.85
3. Park/Open Space Impact Fees (PIF) – \$0.00
4. Fire Impact Fees (FIF) - \$0.68 sf

System Development Charges (SDCs) for **2023**:

- Water
 - 3/4" meter - \$8,975.00 + \$435.00 connection fee
- Sewer
 - Residential - \$7,120.00 + \$192.00 STEP Inspection fee

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) NFPA 13D Residential Fire Sprinklers required in all new dwellings. It is recommended that the owner additionally install fire sprinklers in the garage in consultation with their fire sprinkler contractor.
- 2) If a larger water meter is required and proven by design to be needed because of the fire sprinkler system and is not required for reasons of the international residential code from the building department, then the SDC up-charge is waived and the minimal cost difference in the actual meter shall be paid.
 - a. Separate meter required for each duplex unit.
- 3) A flow switch is optional but recommended to tie into the homes security system along with an outside bell.
- 4) If a PRV is needed for the domestic supply side, it shall not be installed on the fire line side. If the pressure is high enough and desired by the builder to also be on the fire line side, then the RBT shall occur with the PRV in place.
- 5) 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.
- 6) Water supply line from the meter into the house shall be sized per the fire sprinkler contractors design calculations or a 2- inch line shall be installed.
- 7) Providing fire sprinklers in garages are optional but encouraged. Please contact the FMO for further discussion.
- 8) The distance from a required fire hydrant may be doubled when Low Flow Life Safety Residential Fire Sprinklers are installed. CMC 17.19.040.C.4.a.
- 9) Any discovered underground oil or fuel storage tank is a decommissioning permit through the FMO.
- 10) A propane tank Permit is required with the Fire Marshals Office if tank installed is over 124 gallons.

- 11) Approved unit identification/address is required. Provide rough draft of what type and where addressing will be provided. Needs to be clearly visible and readable from the street.
- 12) This street is narrow/congested and a dead end. Provide rough draft plans for a fire department turnaround for approval.
- 13) For a courtesy list of 13D contractors that frequently install systems in Camas-Washougal please contact the FMO.
- 14) For questions or to request inspections contact the Fire Marshal's Office via Camas Connect. Otherwise please call our inspection line at 360-891-6191 x1.
- 15) Please do not hesitate to contact the FMO if you have any questions. 360-834-6191 or FMO@cityofcamas.us