



## Pre-Application Meeting Notes

### 13<sup>th</sup> Street Gas Station w/ Convenience Store, Drive-thru Car Wash & Retail Building File PA22-32

Meeting held via Zoom: Thursday, July 28<sup>th</sup>, 2022

Notes issued via email: Tuesday, August 8, 2022

#### **Applicant:**

Taz Khan  
701 Columbia Street, #109  
Vancouver, WA 98660

#### **Representing City of Camas:**

Yvette Sennewald, Senior Planner  
Randy Miller, Fire Marshal  
Anita Ashton, Engineering  
Ahmed Yanka, Engineering

#### **Location:**

20101 NE 13<sup>th</sup> Street, Camas, WA 98607  
NW ¼ of Section 29, Township 2 North, Range 3 East, of the Willamette  
Meridian

#### **Tax Accounts:**

176148000

#### **Zoning:**

Business Park (BP)

#### **Description:**

Applicant is proposing to construct a gas station with convenience store, drive through car wash, and retail building on the subject 0.95-acre site, currently developed with a single-family residential dwelling unit.

**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 this development include Title 17 - Land Development, and Title 18 - Zoning of the Camas Municipal Code ("CMC"). The applicant is responsible for reviewing the code and addressing the applicable provisions. The following pre-application notes are based on application materials and site plan submitted on June 24, 2022.

Development of a gas station with drive-thru car wash, convenience store, and retail space in the Business Park (BP) Zone is a permitted use and requires Design Review (Major) and Site Plan Review. Design Review is a Type II approval, and the city will schedule a public meeting with the Design Review Committee (DRC) to seek recommendations for the proposed project.

Type II Design Review and Site Plan Review	Fees (as of July 28 <sup>th</sup> , 2022)
Archeological Review	\$137
Critical Area Review	\$775
Design Review Committee	\$2,375
SEPA	\$810
Site Plan Review (Non-Residential)	\$2,876 + \$68 per 1000 sf of GA

The following items are required to be submitted for consideration of the proposed project:

- APPLICATION.** Required materials are listed in CMC18.55.110 (A through G). Include a site plan with applicable setbacks, building footprint and elevations. As per CMC 18.09.030, commercial development setbacks must meet the following:
  - Front: 15-feet
  - Side: 15-feet
  - Rear: 50-feet
  - Maximum building coverage: 50%
- DESIGN REVIEW.** Design Review is required for new developments in commercial zones pursuant to CMC Chapter18.19.020. The standards applicable to this property for Design Review are found in the Design Review Manual to include the Standard Principles & Guidelines and the Specific Principles & Guidelines Commercial and Mixed Uses including, but not limited to:
  - Building shall be used to define the streetscape. Building walls or fences visible from roadways should be articulated to avoid a blank look. The wall can be broken up by including a combination of window/display space, plantings, and offsetting walls with two tone colors.
  - On-site parking areas shall be placed to the interior of the development unless the development proves prohibitive.
  - All parking shall be screened with landscaping. The drive-thru along street frontages shall be heavily landscaped.
  - The development adjacent to residential areas should be built with a size, scale, and materials compatible with neighboring buildings.

An application for design review must include (at a minimum) building elevations, materials, exterior colors, and landscaping plans.

**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.

**Landscaping Regulations**

- A Tree Survey per CMC 18.13.045, which requires an inventory and assessment of existing trees prepared by a certified arborist or professional forester, is required if trees are proposed for removal.
- A Landscape, Tree, and Vegetation plan must be submitted pursuant to CMC 18.13.050. A minimum 20 tree unit density per net acre (exclusive of critical area tracts) is required for new development per CMC 18.13.051 and shall be incorporated into the overall landscape plan.
- Landscape screening buffers shall be provided per CMC 18.13.055 Table 1. A 10-foot L3 landscape buffer is required long the property line abutting the residentially zoned property to the west and a 5-ft L2 landscape buffer is required along the property line abutting residentially zoned property separated by a street to the north. A minimum 10-ft. L3 High screen landscape buffer will be required to screen the drive-thru from NW 13<sup>th</sup> Street and NW Friberg-Strunk Street.

Abutting Zone →	Residential	
Uses on Site ↓	Not Separated by a Street	Separated by a Street
Commercial	10' L 3	5' L 2

- Landscaping for the parking lot shall comply the requirements in CMC 18.13.060 (A-H).

**Parking Regulations**

The proposed project is required to meet the automobile parking requirements pursuant to CMC Chapter 18.11. The number of off-street parking spaces is calculated based on the table at CMC 18.11.130 Standards as follows:

USE	NUMBER OF PARKING SPACES
Gas station with mini market	1 per nozzle plus 1 per 250 square feet of gross floor area
Car wash	2 per stall, and 1 space per 2 employees
Retail stores less than 5,000 sq. ft.	1 per 300 square feet

3. **ARCHEOLOGICAL REVIEW.** The site is in an area of high probability for the presence of archaeological objects as identified on Clark Co. GIS. If the site is within ¼ mile of an archaeological site, an archaeological predetermination will be required per CMC Section 16.31.070.A. Submit to the City proof of emailing or mailing the tribes per CMC 16.31.160.
4. **CRITICAL AREAS REVIEW.** Per Clark County GIS mapping, habitat conservation areas (i.e. wetlands) have been identified on the subject property. As such, per CMC Section 16.51.130, a critical areas report prepared by a qualified professional is required if a proposed development is within or adjacent to a critical area. The general requirements for a critical areas report are found in CMC Section 16.51.140.
5. **SEPA.** The subject site contains critical areas, and the proposed project is not categorically exempt from the State Environmental Policy Act (SEPA) requirements. Per CMC Section 16.07.020.A, a SEPA checklist is required.

6. **SITE PLAN REVIEW.** All new non-residential uses for the location of any buildings are required to obtain Site Plan Review and approval as per CMC 18.18.020.A. The city shall consider approval of the site plan with specific consideration to the following and as stated in CMC 18.18.060.A-F:
- Compatibility with the city's comprehensive plan;
  - Compliance with all applicable design and development standards;
  - Availability and accessibility of adequate public services;
  - Adequate provisions are made for other public and private services and utilities, parks, and trails;
  - Adequate provisions are made for maintenance of public utilities; and
  - All relevant statutory codes, regulations, ordinances, and compliance with the same. The review and decision of the city shall be in accordance with the provisions of CMC Chapter 18.55 Administration and Procedures.

## BUILDING DIVISION

Brian Smith | 817-1568

No comments at this time.

## ENGINEERING DIVISION

Anita Ashton | 817-7231

### General Engineering 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. Per CMC 17.19.040.C.1 all utilities designed to serve the development shall be placed underground. This includes the dry utilities, such as power, fiber optics, cable, etc.
3. Engineering civil site improvements plans are not to be submitted until after land-use decision is issued.
4. Engineering civil site improvement plans are to be submitted to Community Development (CDev) Engineering Dept. for review and approval.
5. The CDev 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 a stamped 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) fee is required prior to 1<sup>st</sup> review of the civil plans.
    - i. The 1<sup>st</sup> review will not begin until the 1% PR fee is paid.
  - d. Payment of the 2% construction inspection (CI) fee is to be paid prior to release of approved construction drawings by the CDev Engineering Dept.
6. Building permit applications are not to be submitted until after final engineering plan approval, unless otherwise approved by the Building Official.
7. 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.

8. Work within the city right-of-way (ROW) will require an encroachment permit and approval of a traffic control plan (TCP), prior to start of any work.
  - a. The encroachment permit and TCP is to be submitted to CDev engineering.
9. If applicable, existing wells, septic tanks, and septic drain fields shall be decommissioned in accordance with state and county guidelines per CMC 17.19.020 (A3).
10. Regulations for installation of public improvements, improvement agreements, bonding, final acceptance, etc. can be found at CMC 17.21.
11. The applicant will be responsible for ensuring that private utilities; underground power, telephone, gas, CATV, and associated appurtenances are installed.

#### Traffic/Transportation:

1. 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.
2. The Applicant will be required to have a traffic engineer analyze the following:
  - a. Site distance at the applicant's access point onto NE 13<sup>th</sup> Street.
  - b. Vision clearance area is to be addressed, per CMC 18.17.030.
  - c. An onsite traffic circulation plan showing ingress and egress, per CMC 17.19.040 (B.10.a).
  - d. Address movement conflicts with nearby intersections and existing driveways.
  - e. Provide AM and PM Peak Hour trip distribution to and from the site down to less than 20 trips thru any given impacted intersection.
  - f. Intersections to be analyzed include, but are not limited:
    - i. NE Goodwin Road / NW Friberg-Strunk Street
    - ii. NE 192<sup>nd</sup> Avenue / NE 13<sup>th</sup> Street
    - iii. SE 1<sup>st</sup> Street / NW Friberg-Strunk Street
    - iv. Additional intersections will be based on the trip distribution information and the COV Concurrency requirements in the attached memo noted below.
3. Comments from Eric Hahn, City of Vancouver's Senior Engineer for Streets & Transportation are attached. The applicant's traffic engineer is to include and address the requirements noted in the July 14, 2022, Concurrency Review memo.
4. At time of application, the additional comments will be provided from Clark County's Concurrency Engineer regarding the proposed development.

#### Streets:

The proposed development is bordered by NE 13<sup>th</sup> Street on the north side and on the east side by NW Friberg-Strunk Street.

#### NE 13<sup>th</sup> Street:

1. Half-width street improvements along NE 13<sup>th</sup> Street is not TIF creditable at this time.
2. NE 13<sup>th</sup> Street is federally functionally classified as a minor arterial within Camas City Limits.
  - a. There were minimal frontage improvements installed on the corner of NE 13<sup>th</sup> Street and NW Friberg-Strunk Street as part of the intersection improvements for the signal and road improvements to the south.

3. Per CMC 17.19.040.B.1, the applicant will be required to construct full-depth half-width street improvements along the frontage of the proposed development along the NE 13<sup>th</sup> Street frontage.
  - a. The required frontage improvements, which will begin at the west curb return and continue west along the proposed development.
  - b. Some of the existing curb along the right-turn lane, to the west, will need to be removed for the frontage improvements and to still allow for the right-turn lane to the east. Staff will work with the applicant's consultant to during the preliminary design phase.
4. Per CMC 17.19.040.B.5, the applicant will be required to dedicate sufficient right-of-way (ROW) for full half-width street improvements.
  - a. The existing right-of-way width varies from approximately 60-feet to 63-feet along the frontage of the proposed development.
  - b. The existing right-of-way width from the centerline to the existing north property boundary varies from 25-feet to 27-feet.
  - c. The applicant will be required to dedicate approximately 10-feet to 14-feet of ROW to allow for construction of curb & gutter, 6-foot sidewalk, 6-foot planter strip, maintain the existing right-turn lane, 5-foot bike lane, and a center left-turn median.
5. Per *CDSM, Table 1 – Guideline for Geometry of Private Roadways - Off-Street Parking*:
  - a. Note 2.c: Aisle dimensions: one-way aisles are a minimum of 15-feet wide; two-way aisles are a minimum of 24-feet wide.
  - b. Note 2.d: Parking spaces are to be setback a minimum of 50-feet from back of sidewalk on an arterial.
    - i. The existing depth of the parcel is 131-feet. The requirement for right-of-way dedication will reduce the depth the depth of the parcel. Meeting the required offset from the back of sidewalk would further reduce the developable area.
    - ii. A deviation request from the minimum 50-foot setback requirement should be submitted. A deviation request from this standard would be supported by the city engineer.
6. Per *CDSM Table 3, Access Spacing Standards* on a roadway classified as an arterial are 660-feet minimum and 1000-feet max.
  - a. The westernmost property boundary is approximately 367-feet west of the intersection on NE 13<sup>th</sup> Street and NW Friberg-Strunk Street.
  - b. The existing driveway to the current single-family residence is approximately 244-feet west of the intersection of NE 13<sup>th</sup> Street and NW Friberg-Strunk Street.
  - c. A deviation request from meeting the minimum access spacing required should be submitted. A deviation request from this standard would be supported by the city engineer. However, The access to the proposed development is to be located as close to the western property boundary as feasible.
6. The proposed drive access is to be a minimum 24-foot-wide full ingress / egress access, with 35-foot curb radii and ADA accessible curb ramps on each side.
  - a. A wider drive access may be required to accommodate fueling tankers and large delivery vehicles. The onsite circulation plan is to be based on the fueling tankers and large delivery vehicles.

#### On-site Parking Lot Requirements:

7. Per CDSM, Table 1 – Guideline for Geometry of Private Roadway:
  - a. Note 2.c: Aisle dimensions: one-way aisles are a minimum of 15-feet wide; two-way aisles are a minimum of 24-feet wide.
8. Additional drive aisle widths may be required based on usage, truck sizes, on-site circulation plan, and input from Fire Marshall's Office.

#### NW Friberg-Strunk Street:

9. NW Friberg-Strunk Street is a fully improved 3-lane arterial with two travel lanes and a center-turn pocket with sidewalk and planter strips on both sides.
10. No frontage improvements or right-of-way dedication will be required since the road is fully improved.
11. No access is proposed to the site; nor will one be allowed on NW Friberg-Strunk Street due to the site's proximity to the intersection with NW 13<sup>th</sup> Street.

#### Stormwater:

1. The size of the proposed development is approximately 41,382 sf (0.95 acres).
2. A preliminary stormwater report (TIR), in accordance with the latest edition of Ecology's *Stormwater Management Manual for Western Washington (current edition 2019 SWMMWW)*, is required at time of application.
3. Per CMC 14.02 Stormwater Control, stormwater treatment and detention shall be designed in accordance with the latest edition of Ecology's *SWMMWW*.
4. Refer to Ecology's *Figure I-3.1 Flow Chart for Determining Requirements for Re-Development (Vol. I, Chapter 3)*.
  - a. All development projects shall comply with Minimum Requirement (MR) #2 – Submittal of a Stormwater Pollution Prevent Plan (SWPPP).
  - b. As the project results in 5,000 sf, or greater, of new plus replaced hard surface area; than Minimum Requirements (MR) #1- #9 will apply.
5. Catch basins that will collect surface water runoff from the fueling station area are to discharge to the sanitary sewer system.
6. Ownership and maintenance of onsite stormwater facilities will be the responsibility of the property Owner, per CMC 17.19.040 (C3).
7. The City shall have right-of-entry for inspection purposes.
8. Onsite private storm easements, if required, are to be shown on the construction drawings.
9. Provisions are to be made for roof downspout controls. Stormwater from downspouts is not to be directed onto adjoining parcels. Reference Ecology's latest edition of the *SWMMWW* for roof downspout controls.
10. A designated concrete washout area (BMP C154, Vol. II, Chap. 3, pgs. 320-326) is to be shown on the site plans.
  - a. The concrete washout area is to be removed prior to issuance of final occupancy.

#### Erosion Control

1. The size of the proposed development is approximately 41,382 sf (0.95 acres).

2. The land-disturbing activities are not greater than one acre, therefore, the applicant is not required to obtain an *NPDES Construction Stormwater General Permit* from Ecology.
  - a. However, a Stormwater Pollution Prevention Plan (SWPPP) is required and is to be submitted prior to any land-disturbing activities. A copy is to be on site at all times during construction.
3. 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.
4. Mud tracking onto the road surface is discouraged and any mud tracking is to be cleaned up immediately.

#### Water:

1. There is an existing 12-inch water main located in NE Friberg-Strunk Street.
  - a. An 8-inch water service and an existing 1-inch water service were stubbed to this parcel from NW Friberg-Strunk Street. The 8-inch water service is located at the southernmost property boundary of the proposed development, with the 1-inch water service approximately 5-feet to the north.
2. The applicant will be required to design and extend the existing 8-inch ductile iron waterline for the proposed development.
3. The onsite water system shall be privately owned and maintained beyond the water meter by the property owner.
  - a. An above-ground reduced pressure valve assembly (RPBA) is to be installed behind the water meter and is to be accessible for testing and inspections.
  - b. The onsite fire line will require a Double Detector Check Valve (DDCV) which is to be located at the right-of-way.
4. Applicant shall demonstrate that there are adequate fire flows available for the development.
5. Onsite fire hydrants are to be private and shall be ordered and painted red from the factory.
6. Irrigation systems will require a separate irrigation meter with Back Flow Prevention Device (BFPD), which will be owned and maintained by the property owners.
7. A 10-foot separation is required, within the right-of-way, between the waterline and sanitary sewer main.

#### Sanitary Sewer:

1. NW Friberg-Strunk Street: There is an existing 4-inch pressure sewer main located in the west side of NW Friberg-Strunk Street.
  - a. A 4-inch pressure sewer lateral was stubbed to this parcel from NE Friberg-Strunk Street. The existing 4-inch lateral is located approximately 15-feet north of the 8-inch water service.
2. The applicant will be responsible for the design, installation, and maintenance of the private STEP sewer system, including the STEP tank, that will serve the proposed development, per CMC 17.19.040 (C, 2, d.).
3. A 10-foot separation is required, within the right-of-way, between water service and sewer lateral.



Parks/Trails:

1. Not applicable.

Garbage & Recycling:

1. Location of onsite garbage and recycling receptacles is to be approved by the garbage and recycling providers.

Impact Fees & System Development Charges (SDCs):

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

Impact Fees for 2022:

## Commercial use:

1. Traffic Impact Fees (TIF) – \$3,657.00 / PM Peak Hour Trip
  - a. Contact Engineering for estimated fees which will be based on usage and number of PM Peak Hour trips.
2. School Impact Fees (SIF) – Not applicable
3. Park/Open Space (PIF) – Not applicable
4. Fire (FIF) - \$0.40 psf

System Development Charges (SDCs) for 2022:

1. Water
  - a. 1" meter - \$13,451.00 + \$445.00 connection fee
  - b. 1.5" meter - \$26,901.00 + \$851.00 connection fee
  - c. 2" meter - \$43,002.00 + \$2,075.00 connection fee
2. Sewer – Commercial (Sewer SDCs are based on the size of water meters.)
  - a. 1" meter - \$6,234.00 + \$177.00 STEP/STEF Inspection
  - b. 1.5" meter - \$12,467.00 + \$177.00 STEP/STEF Inspection
  - c. 2" meter - \$19,948.00 + \$177.00 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) Multiple permits or potential permits with the Fire Marshal's Office will/may be required as this property develops.
  - a. Site Plan
  - b. New Construction permit with the FMO. Provide 2 sets of drawings and any explanatory needed to complete the review.
  - c. Depending on building use, NFPA 24 Fire Main Underground permit required with the FMO. Minimum level "U" license required. Strictly enforced.
  - d. Depending on building use classification, NFPA 13 Fire Sprinkler System required with the FMO. WA State licensed fire sprinkler contractor. Federal programs for tax benefits may be available for fire sprinkler installations.
  - e. Depending on building use, NFPA 72 Fire Alarm System permit required with the FMO, minimum NICET III for design and NICET II for acceptance testing.
  - f. NFPA 17A Commercial Hood Suppression System permit required with the FMO. (commercial-hood or stand-alone fryer systems) Mechanical permit with the building department required.
  - g. IFC CO2 Permit required with the FMO for any Dewar Tank use.
  - h. Permit required with the FMO for any retail propane tank exchange-cabinet.
  - i. IFC Fuel Dispensing. Combustible/flammable liquids underground tanks-dispensing and use Permit required with the FMO.
  - j. Bulk Propane tank Sales/Dispensing Permit required with the FMO when applicable.
  - k. UST Permit required with the FMO for any underground storage tanks discovered during site preparations/excavation.
  - l. Approved address and or monument required with the FMO, to be clearly visible and readable from both directions on 13<sup>th</sup>.
  
- 2) Please don't hesitate to contact the FMO if you have any questions. 360-834-6191 or [FMO@cityofcamas.us](mailto:FMO@cityofcamas.us)