

PRE-APPLICATION MEETING NOTES

Oak Tree Station Food Carts PA21-56

Meeting held via Zoom Thursday, December 2, 2021 at 1:30 p.m. Notes issued December 8, 2021

Applicant: Paul Williams

City of Camas: Madeline Sutherland, Planner

Norm Wurzer Engineering Brian Smith, Building Official Randy Miller, Fire Marshal

Location: Parcel Number: 176162000

Zoning: Community Commercial (CC)

Description: The applicant is proposing a food cart station with a drive thru coffee kiosk.

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".

PLANNING DIVISION Madeline Sutherland | (360) 817-1568 | msutherland@cityofcamas.us

An application for a conditional use permit is considered a Type III permit. 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 October 28, 2021:

Application Requirements

Your proposal will need to comply with the general application requirements per **CMC Section 18.55.110** in addition to the specific application requirements outlined in **CMC 18.43** — Conditional Use permit, **CMC Section 18.18** - Site Plan Review and **CMC 18.19** - Design Review. The following is an excerpt from the requirements (see code section for full text):

1. A completed city application form and required fee(s);

Fees will be based on the adopted fees at the time of land use application submittal. The current fees include the following:

1. Conditional Use Permit \$4,328

2. Site Plan Review \$2,876 + \$68/1000sf of GFA

3. Design Review \$2,3754. SEPA Review \$8105. Fire Department Review \$424

6. Building Permit and Plan Review
 7. Engineering Review
 8 based on the valuation of the project
 3% of estimated construction costs

- 2. Complete applications for other required land use proposals applicable to the proposal,
- 3. A vicinity map showing location of the site,
- 4. A narrative describing the project, addressing ownership of open spaces, stormwater facilities, trails, critical areas, and applicable criteria listed below.
- 5. All existing conditions shall be delineated on the site plan per CMC Section 17.11.030.B.6(a-p),
- A topographic map based upon a site survey delineating contours, existing and proposed, at
 no less than five-foot intervals, and which locates existing streams, marshes, and other natural
 features,
- 7. A circulation plan drawn to a scale acceptable to the community development director illustrating all access points for the site, the size and location of all driveways, streets, and roads, with proposed width and outside turning radius, the location, size, and design of parking and loading areas, and existing and proposed pedestrian circulation system.
- 8. A preliminary stormwater technical information report (TIR) supporting the preliminary stormwater drainage and runoff plan.
- 9. A utility plan,
- 10. A plan of all proposed landscaping including the treatment and materials used for open spaces, and the types of plants and screening to be used.,
- 11. Tree survey,
- 12. One set of mailing labels for all property owners as provided in CMC Section 18.55.110.,
- 13. Necessary drawings- three sets and an electronic copy (send as a PDF by email or on a disc). All documents and reports submitted as separate pdf copies.

Conditional Use Permit

Food trucks/carts in the Community Commercial zone requires a conditional use permit per CMC 18.07.030 Table 1. A conditional use permit is a Type III process, and the final decision is rendered by the hearing's examiner. The narrative must address the approval criteria per CMC 18.43.050.A-F.

Site Plan Review

The site plan review approval process will be consolidated with the conditional use permit. The application shall contain information outlined in CMC 18.18.040(A-J). The application shall address in a narrative the criteria for approval CMC 18.18.060 (A-F). Building height, setbacks and lot coverage can be found in CMC 18.09.0030 Table 1.

Major Design Review

Design Review is required for all new development within commercial zones and gateway areas per CMC 18.19.20. 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 Commercial and Mixed Uses as well as Gateways.

A submittal for Design Review must include a narrative addressing the principles per CMC 18.19.050.A.1-4 and 18.19.050.B.1&2., site plan drawing, a detailed landscape plan, exterior building materials and colors, elevation views and lighting specifications and plan. A design review decision may be consolidated and issued with the site plan review/conditional use permit decision.

Critical Area Review

Clark County GIS mapping identifies wetland presence over 200 feet of the subject site. Therefore, a critical area report is not required per CMC Section 16.51.130.

SEPA

A SEPA checklist is required per CMC Section 16.07.020.C. because there over 40 parking spaces.

Landscaping Regulations

Per CMC 18.13.020, landscaping standards shall apply to all new commercial uses, including a parking lot for four or more parking spaces. As such, a landscape plan must be submitted pursuant the landscaping standards in Chapter 18.13.

Per CMC 18.13.055 Table 1, a 5-ft. L1 landscape buffer is required at the north property line abutting a commercial zone. A 5-ft. L2 landscape buffer is required at the east, south and west property line adjacent to Business Park and Residential zones.

Parking areas shall be landscaped at all perimeters and include a ratio of one tree per six parking spaces per CMC 18.13.060. No more than 15 parking spaces shall be located in a row without a landscaped divider strip. Additional landscape screening will be required between NW Lake Rd and the coffee drive thru lane.

Tree Survey

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. The tree density applies to the net acreage, which does not include critical areas or the associated buffer.

If Oregon White Oaks or other habitat of local importance are identified on site and proposed for removal, a habitat report and premilitary mitigation plan are required to be conducted by a biologist or a qualified professional per CMC 16.61.

Parking Regulations

The proposed use must meet the automobile parking requirement pursuant to CMC Chapter 18.11. The number of off-street parking spaces is calculated based on the table at CMC 18.11.130. for the following uses:

- Restaurant, carry-out: 1 space per 225 square feet of GFA
- Fast food restaurant/coffee kiosk: 1 space per 110 square feet of gross floor area, plus 6 stacking spaces for drive-through lane.

Archaeological Review

A survey was conducted on the site and the Department of Archeology and Historic Preservation recommends no further work needs to be done. The project should follow a standard Inadvertent Discovery Plan.

ENGINEERING DIVISION

NORM WURZER (360) 842-7235 nwurer@cityofcamas.us

General Requirements:

- Civil site construction plans shall be prepared by a licensed Washington State Engineer in accordance with the *Camas Design Standards Manual (CDSM)* and CMC17.19.040.
- 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.
- <u>Engineering civil site improvements plans are not to be submitted until after land-use decision is issued.</u>
- Engineering civil site improvement plans are to be submitted to Community Development (CDev) Engineering Dept. for review and approval.
- 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.
 - The 3% fee is based on a stamped engineer's estimate.
 - The engineer's estimate is to include all improvements outside of the proposed building footprints.
 - o <u>Payment of the 1% plan review (PR) fee is required when the civil plans are submitted for</u> first review.
 - o <u>The 1st review will not begin until the 1% PR fee is paid.</u>
 - o <u>Payment of the 2% construction inspection (CI) fee is to be paid prior to release of approved construction drawings by the CDev Engineering Dept.</u>
- <u>Building permit applications are not to be submitted until after final engineering plan approval, unless otherwise approved by the Building Official.</u>

Traffic/Transportation:

- 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*.
- The Applicant will be required to have a traffic engineer analyze the following:
 - Site distance at the applicant's access points onto NW Lake Road and NW Friberg-Strunk.
 - Vision clearance area is to be addressed, per CMC18.17.030.
 - An onsite traffic circulation plan showing ingress and egress, per CMC17.19.040
 (B.10.a). See 'On-site Parking Lot Requirements' under Streets.
 - Address movement conflicts with nearby intersections and existing driveways.
 - Provide trip AM and PM Peak distribution to and from the site down to less than 20 trips thru any given impacted intersection.
 - Intersections to be analyzed will be based on trip distribution.
- Per CDSM, Table 1 Guideline for Geometry of Private Roadways:
 - 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.
 - Note 2.d: Parking spaces are to be setback a minimum of 50-feet from back of sidewalk on an arterial.

Streets:

The proposed food cart building is located at northeast corner of NW Lake Road and NW Friberg-Strunk Road.

NW Lake Road:

- NW Lake Road is a fully improved 5-lane arterial with curb, gutter, landscape medians, and sidewalks on both sides of the roadway.
 - o Additional right-of-way dedication will not be required since the road is fully improved.
 - Any existing sidewalk that is not a minimum of 6-feet wide is to be replaced witha minimum 6-foot wide sidewalk that meets ADA standards.
- Per CDSM Table 3, Access Spacing Standards on an arterial are 660-feet minimum and 1000-feet max. The proposed access location off NW Lake Road is approximately 410-feet east of the intersection with NW Friberg-Strunk. Additionally, there is an existing raised center median and a right-turn pocket along the frontage of the proposed development.
- The proposed access location does not meet the minimum access spacing requirements on an arterial.
 - As the proposed driveway access is located as far from the intersection as possible, the city engineer would be in support of a deviation from the minimum access spacing standards for a right-in right-out access only.
- The access is proposed as a 32-foot wide access, which exceeds the minimum 24-foot wide access width.
 - The applicant should consider that only a right-in right-out movement will be allowed in determining the necessary width of this driveway.
 - o The curb radii is to be a minimum of 25-feet on each side.

NW Friberg-Strunk:

- NW Friberg-Strunk is a fully improved 3-lane arterial with curb, gutter, and sidewalks on both sides of the roadway.
 - Additional right-of-way dedication will not be required since the road is fully improved.
 - Any existing sidewalk along the frontage that is not 6-feetwide is to be replaced with 6foot wide sidewalk that meets ADA standards.
- Per CDSM Table 3, Access Spacing Standards on an arterial are 660-feet minimum and 1000-feet max.
 - The proposed access location off NW Friberg-Strunk that is shown on the site plan is approximately 412-feet north of the intersection with NW Lake Road.
 - o There are 3 existing driveways located north of the proposed development.
 - Two on the east side that provides access to the CPU Station and one on the west side that provides access to the Union HS parking lot.
 - There are two existing left-turn pockets; one for access to the Union HS parking lot and one at the intersection with NW Lake Road.
 - This proposed location does not meet the minimum access spacing requirements on an arterial and is not supported by the city engineer.
- There is an existing driveway approach that was constructed with the NW Friberg-Strunk roadway improvements. The existing driveway approach is located approximately 250-feet north of the intersection with NW Lake Road and is approximately 40-feet wide.
 - The existing driveway location does not meet the minimum access spacing requirements on an arterial.
 - However, the city engineer has determined that the existing driveway location is the best location for a full access driveway based on the existing driveways serving CPU to the north, Union High School to the west, the intersection with Lake Road, and their respective left-turn lanes.

On-site Parking Lot Requirements:

- Per CDSM, Table 1 Guideline for Geometry of Private Roadway:
 - 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.
 - Note 2.d: Parking spaces are to be setback a minimum of 50-feet from back of sidewalk on an arterial and a minimum 40-feet from back of sidewalk on a collector.

Stormwater:

- The site of the proposed development is approximately 3.95 acres.
- There is an existing 18-inch storm main located on the north side of NW Lake Road.
- There is an existing 12-inch storm main and 48-inch manhole located on the east side of NW Friberg-Strunk, approximately 50-feet south of the north propertyline.
- 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.
- Per CMC 14.02 Stormwater Control, stormwater treatment and detention shall be designed in accordance with the latest edition of Ecology's SWMMWW.
- Refer to Ecology's Figure I-3.1 Flow Chart for Determining Requirements for New Development (Vol. I, Chapter 3).
 - o All development projects shall comply with Minimum Requirement (MR) #2 Submittal of a Stormwater Pollution Prevent Plan (SWPPP).
 - 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.
- Ownership and maintenance of onsite stormwater facilities will be the responsibility of the property Owner, per CMC 17.19.040 (C3).
- The City shall have right-of-entry for inspection purposes.
- Onsite private storm easements, if required, are to be shown on the construction drawings.
- 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 occupancy.
- Applicant to address the following Best Management Preventions (BMPs), as discussed in Volume IV of Ecology's Stormwater Management Manual for Western Washington (SWMMWW):
 - S454 BMPs for Preventive Maintenance / Good Housekeeping, pages 499-501
 - o S455 BMPs for Spill Prevention and Cleanup, pages 501-502
 - The applicant is to provide a plan to prevent the discharge of unpermitted liquids and solid wastes being washed into catch basins and thereby the stormwater system.

Erosion Control

- The size of the proposed development is approximately 3.95 acres.
- As the land-disturbing activities are greater than one acre, the applicant will be required to
 obtain an NPDES Construction Stormwater General Permit from Ecology, which includes the
 Stormwater Pollution Prevention Plan (SWPPP). Copies of both are to be submitted to
 engineering prior to any land-disturbing activities.
- 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.
- Per CMC 17.21.030.B an erosion and sediment control (ESC) bond, in the amount 200% of the engineer's estimate for ESC measures, is to be submitted prior to any land-disturbing activities.

 Mud tracking onto the road surface is discouraged and any mud tracking is to be cleaned up immediately.

Water:

NW Friberg-Strunk:

- There is an existing 12-inch water main located in NW Friberg-Strunk.
- There is an existing 8-inch water service stubbed to this parcel, which is located approximately 75-feet south of the northern property line on NW Friberg-Strunk.
- There is an existing fire hydrant on the northeast corner of NW Friberg-Strunk at the intersection with NW Lake Road.

NW Lake Road:

- There is an existing 12-inch water main located in the center of NW Lake Road.
- There does not appear to be a water service stubbed to this parcel from NW Lake Road.
- The applicant will be required to design and construct a waterline for the proposed development.
- The onsite water system shall be privately owned and maintained beyond the water meter by the property owner.
- A 10-foot separation is required, within the right-of-way, between the waterline and sanitary sewer main.
- Trenching and surface restoration within the public right-of-way is to be per CDSM Details G2 and G2A.
- Taps on the existing waterline are to be performed by a tapping Contractor approved by the City's Water/Sewer Dept. Approved list provided below.

Sanitary Sewer:

NW Friberg-Strunk:

- There is an existing 8-inch STEP sanitary sewer main on the west side of the road in NW Friberg-Strunk Road.
- There is an existing 4-inch sanitary sewer lateral stubbed to this parcel, which is located approximately 200-feet south of the water service on NW Friberg-Strunk.

NW Lake Road:

- There is an existing 12-inch STEP sanitary sewer main on the south side in NW Lake Road.
- There doesn't appear to be a sanitary sewer later stubbed to this parcel from NW Lake Road.
- The applicant will be responsible for the design, installation, and maintenance of the private STEP sewer system, with STEP tank, that will serve the proposed development, per CMC 17.19.040 (C, 2, d.).
- Trenching and surface restoration within the public right-of-way is to be per CDSM Details G2 and G2A.
- A 10-foot separation is required, within the right-of-way, between water service and sewer lateral
- Taps on the existing STEP sewer main are to be performed by a tapping Contractor approved by the City's Water/Sewer Dept. Approved list provided below.

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:

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

Parks/Trails:

• While a trail is not required per the 2016 Comp Plan the applicant is proposing to construct a 6-foot wide bark path on the NE portion of the property.

Impact Fees & System Development Charges (SDCs):

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

Impact Fees for 2022:

Commercial use:

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

System Development Charges (SDCs) for 2022:

- Water
 - ¾" meter \$8,071.00 + \$401.00 connection fee
 - o 1" meter \$13,451.00 + \$445.00 connection fee
 - o 1.5" meter \$26,901.00 + \$851.00 connection fee
- Sewer Commercial
 - o 3/4" meter \$3,740.00 + \$
 - o 1" meter \$6,234.00 + \$177.00 STEP/STEF Inspection
 - o 1.5" meter \$12,467.00 + \$177.00 STEP/STEF Inspection
- Sewer SDCs are based on the size of the water meters.

BUILDING DIVISION

BRIAN SMITH (360) 817-7243 bsmith@cityofcamas.us

The structures will be reviewed under the most current building codes as adopted by The State of Washington.

- A code analysis and plans shall be prepared by an architect licensed by the State of Washington. The code analysis shall address types of occupancy, type of construction, building height, allowable area, fire separation distance, Fire Life Safety elements and the ADA requirements.
- The structural drawings and calculations shall be prepared and stamped by a Professional Engineer licensed by the State of Washington.
- The new structures shall comply with the Washington Energy Code for building insulation, mechanical equipment, lighting, etc... All commercial energy forms shall be prepared by a licensed professional in accordance with section C103 of The Washington Energy Code.
- Plumbing and mechanical construction documents shall be prepared by a design professional licensed by the State of Washington
- A design professional, licensed by the State of Washington, shall address on the plumbing construction drawings how waste pretreatment (Gravity Grease Interceptors or Hydromechanical Grease Interceptors) will be provided if any drainage fixtures or equipment will be receiving grease-laden waste located in areas of establishments where food is prepared or other establishments where grease is introduced into the sewage system.
- Review and approval from the Clark County Public Health Department will be required.
- Any fire suppression and or fire alarm systems shall be in accordance with IBC and other applicable code standards, all fire suppression and or fire alarm systems shall be reviewed & permitted through the Camas Fire Marshal's office.
- Impact fees may, with the consent of the city, be prepaid. Prepaid impact fees, including the amounts of any developer credits under subsection 3.88.140(A) shall be deducted from impact fees at the time such fees are collected pursuant to subsection 3.88.040(C).
- Estimated review for building plan review is 8 -12 weeks

FIRE DEPARTMENT

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

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 Marshals office or the City shall not be considered a waiver by the applicant.

Building

- 1) Fireflow- a fireflow test shall be conducted from the nearesthydrant
- 2) An additional hydrant may be required if fire sprinklers are mandated and/or a fence is installed around the property

If the building is determined to have an Occupancy of an A-2 then fire sprinklers will be required

- 3) NFPA 24 Fire Main Underground permit. Hydrant to be 75' from a FDC
- 4) NFPA 13 Fire Sprinkler permit. WA State licensed fire sprinkler contractor.
- 5) NFPA 72 Fire Alarm minimum NICET III for design and NICET II for acceptance testing.

Other possible permits

6) UST Permit. If any underground storage tanks are discovered.

- 7) CO2 dispensing permit
- 8) Multiple permits with the Fire Marshals Office will be required as this property develops.
 - a. Site Plan
 - b. New Construction

Mobile Food Carts

- 9) Each cart will require a permit through our office
- 10) Propane tanks in excess of 124 gallons require a permit
- 11) Permit required for kitchen appliances emitting grease laden vapors

HEALTH DEPARTMENT MAGGIE YADDOF PALOMAKI (360) 609.0948 maggie.yaddof@clark.wa.gov

- Public Health permitted mobile trucks, trailers, and push carts would be allowable tent set ups are permitted differently and would not be allowed in this type of food pod.
 - o Each food unit will need a restroom agreement with the food court
- Mobiles must be fully permitted through Public Health prior to operation we don't like temporary permits due to L&I violations
- Restroom w/plumbed hot water sink required for employees and customer consider who is responsible for maintenance and supplies of communal restroom.
- Access to public water supply food trucks usually have 40-100 gallon freshwater tanks on board and would likely utilize access to freshwater supply
- Wastewater disposal on site (w/grease control) would be ideal since wastewater disposal is a frequent concern for mobile units.
 - Direct plumbing to fresh/wastewater OK as long as you have both. You cannot have a direct freshwater line without a direct wastewater line.
- Trash/recycling ensure adequate storage for trash/recycling and pick up frequent enough to prevent overflow & pest issues.
- Roll up doors present pest issues; a variance can be written to allow open doors with proper pest management.
- Bar/taproom in main building will require its own food permit
 - Open ceilings present cleanliness issues must be smooth, durable, and easily cleanable.
 This means no electrical lines, plumbing lines, exposed wood, etc. over bar area. With minimal food prep (such as beer and wine) a variance can be written to allow open ceilings.
 - o Consider including a walk in refrigerator in the main building for food trucks to use. Food trucks are limited in storage and food prep options without a walk in cooler.
 - o If you want to go one step further and provide a "cold commissary", food trucks typically need produce washing, dish washing, and refrigeration storage beyond what they have on board. Adding a walk in cooler, good size 3-compartment dish sink, food prep sink, and hand sink would allow most mobiles to use this facility as their commissary since you are providing water and wastewater management. This is in no way required as it may require extra permitting.
 - Minimum equipment requirements for bar/taproom: 3-compartment dishwashing sink, designated hand sink, commercial refrigeration, mop sink, dump sink, prep sink (if washing produce for garnishes. Dump sink can also double as prep sink). Floors walls and ceilings must be smooth durable and easily cleanable.
- Plan review process summary (https://clark.wa.gov/sites/default/files/dept/files/public-health/food-safety/Plan Review Process-what to expect.pdf)

- Fee schedule (https://clark.wa.gov/sites/default/files/media/document/2021-06/Food%20Fees%20Description%202021_0.pdf)
- General permitting info (https://clark.wa.gov/public-health/food-service-permitting-information)
- Food establishment permitting info (https://clark.wa.gov/public-health/food-service-establishment)
- Mobile unit permitting info (https://clark.wa.gov/public-health/mobile-food-unit-information)
- Online permitting portal (https://clarkonline.envisionconnect.com/#/menu1)